



# Lake Transit Authority

Lisa Davey-Bates, Executive Director

Administration  
525 South Main Street, Ste. G  
Ukiah, CA 95482  
(707) 263-7868

Operations  
P.O. Box 698  
Lower Lake, CA 95457  
(707) 994-3384

DATE: December 11, 2024  
TIME: 10:30 a.m. (or as soon thereafter as the Service Authority for Freeway Emergencies Meeting Adjourns)  
PLACE: City of Lakeport - Council Chambers  
225 Park Street  
Lakeport, California

## Audioconference

**Dial-in number: 1 (669) 900-6833 / Meeting ID: 840 9727 6322# Passcode: 678351**

**\*Zoom link provided to the public by request.**

**Public comments will be accepted in person and through teleconference during the meeting on any agenda item when public comment is invited by the Chair.**

1. Call Meeting to Order
2. Roll Call

## PUBLIC EXPRESSION

3. Public input on any unmet transit need or any other item within the jurisdiction of this agency, but which is not otherwise on the agenda

## CONSENT CALENDAR

4. Approval of Minutes of the November 13, 2024 Meeting  
*Review and proposed approval*
5. Approval of the Draft LTA Meeting Calendar  
*Review and proposed approval*

## REGULAR CALENDAR

6. 2024/25 First Quarter Statistics and Financial Status Report  
*Review and proposed approval*
7. Resolution #2024-25-02 Approving Paratransit Services Drug and Alcohol Policy  
*Review and proposed approval*
8. Fiscal Year 2024/25 Budget Amendment No. 2  
*Review and proposed approval*
9. Extension of the Free College Fare Program  
*Review and proposed approval*

## REPORTS

10. LTA Program Manager's Report
11. Paratransit Services' Report
12. Lake Links Update
13. Announcements

## ADJOURN

#### PUBLIC EXPRESSION

Any member of the public may speak on any agenda item when recognized by the Chair for a time period, not to exceed 3 minutes per person and not more than 10 minutes per subject, prior to the Public Agency taking action on that agenda item.

#### AMERICANS WITH DISABILITIES ACT (ADA) REQUESTS

To request disability-related modifications or accommodations for accessible locations or meeting materials in alternative formats (as allowed under Section 12132 of the ADA) please contact the Lake Transit Authority Administrative office at (707) 263-7868, at least 72 hours before the meeting.

#### ADDITIONS TO AGENDA

The Brown Act, Section 54954.2, states that the Board may take action on off-agenda items when:

- a) a majority vote determines that an “emergency situation” exists as defined in Section 54956.5, **or**
- b) a two-thirds vote of the body, or a unanimous vote of those present, determines that there is a need to take immediate action and the need for action arose after the agenda was legally posted, **or**
- c) the item was continued from a prior, legally posted meeting not more than five calendar days before this meeting.

#### CLOSED SESSION

If agendaized, Lake Transit Authority may adjourn to a closed session to consider litigation or personnel matters (i.e., contractor agreements). Discussion of litigation or pending litigation may be held in closed session by authority of Govt. Code Section 54956.9; discussion of personnel matters by authority of Govt. Code Section 54957.

POSTED: December 6, 2024



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## LAKE TRANSIT AUTHORITY

### MEETING MINUTES

Wednesday, November 13, 2024

**Location:** Lake Transit Authority  
9240 Highway 53  
Lakeport, California & Zoom

**Teleconference Location:** Lakeview Market  
6084 East Highway 20, Lucerne, CA 95458

#### Present

Bruno Sabatier, Supervisor, County of Lake  
Michael Green, Supervisor, County of Lake - Alternate  
Russ Cremer, City Council, City of Clearlake  
Stacey Mattina, City Council Member, City of Lakeport  
Kenneth Parlet, Council Member, City of Lakeport

#### Absent

Moke Simon, County of Lake  
Russell Perdock, Council Member, City of Clearlake

#### Also Present

Lisa Davey-Bates, Executive Director – Lake Transit Authority  
James Sookne, Program Manager – Lake Transit Authority  
Charlene Parker, Admin. Staff – Lake Transit Authority  
Samuel Gaytan – Paratransit Services  
Laurie Fisher – Lake Links

#### Attending via Zoom

Alexis Pedrotti, Project Manager – Lake APC  
Tatiana Ahlstrand, Caltrans District 1  
John Speka, Planning Staff – Lake APC  
Michael Villa, Planning Staff – Lake APC  
Danny Wind, Pedestrian and Bicycle Advisory Committee Member

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#### 1. Call Meeting to Order

Chair Mattina called the meeting to order at 9:00 a.m.

## **2. Roll Call**

Charlene Parker called roll. Members present: Sabatier, Green (Alternate for Simon), Mattina, Parlet

Chair Mattina stated that items on the agenda would be taken out of order until a quorum of the Board was present and that the first item would be #8 – Lake Links Update.

## **REPORTS**

### **8. Lake Links Update**

Laurie Fisher, CEO and Program Manager of Lake Links, introduced herself and gave a brief overview of the two programs currently administered through Lake Links.

The Pay Your Pal program is a mileage reimbursement program for senior and disabled clients that allows them to get to medical appointments, shopping trips, and other errands. The program provided over 1,100 trips for 81 riders in September. Lake Links normally receives about 6 calls per month from people who want to register for the program. Since the last LTA meeting in October, 25 people called to sign up for the program. Lake Links is doing a 3-month promotion through the holidays and increased the reimbursement rate from \$0.40/mile to \$0.50/mile, increased the monthly mileage limit from 300 to 400, and expanded the types of trips that are eligible for reimbursement.

Ride Links, Lake Links' volunteer driver program, is going fairly slowly, providing about 6 rides a month. There are currently 19 riders enrolled in the program and 7 volunteer drivers. There will be a volunteer driver training set for Friday, December 6, and four people are registered.

Director Sabatier asked if there was a high concentration of riders going to a specific medical destination. Laurie said that there isn't and that the medical destinations are spread out. Director Sabatier asked because if there was, then maybe Lake Links could come to an agreement with the medical facilities to help fund the program.

### **7. Paratransit Services Report**

Samuel Gaytan presented the Paratransit Services report, highlighting ridership data. There were 21,801 in October, an increase of 1,479 over October 2023. The three drivers that were hired in August are now driving routes on their own. A fully credentialed driver was also recently hired, which was a big help since it reduced the amount of training they'd need. Paratransit Services hired three new part-time drivers in the beginning of November, and they should be done with their training by mid-December.

Samuel stated that vehicle maintenance is holding steady and that the mechanics have done a great job of getting things repaired quickly and back on the road. There are currently 25 buses in service and 3 spares. There haven't been any issues involving law enforcement but there were three driver complaints for the month.

Director Sabatier asked if there has been a decrease in maintenance issues with the delivery of the new buses this year. Samuel stated that there was a noticeable decrease and that there have been a couple of issues with the new buses. However, what the new buses have done is allow the mechanics to tackle some of the bigger issues on the older buses that were put aside to keep regular maintenance on schedule. Director Sabatier also asked if there was a way for riders to use push notifications in the Transit App. Samuel stated that it is a question for the developer of the app and would require drivers to have some sort of device on the buses to receive the notification.

Lisa asked Samuel to give an update on what has been going on at the Hance Continuation School. Samuel stated that since the beginning of the school year, Route 4 has been dropping passengers off at a deviated stop at Hance Continuation School, just off State Route 29 in Kelseyville. This is something that LTA has done in previous years and there is usually some misbehavior from the students (i.e., vulgar language, being loud, etc.). In the past, drivers have been able to curb their behavior. Last year, Paratransit Staff went and spoke to the kids at the school about it and things settled down. This year, there has been more trouble. The students have been vaping, using derogatory language (about race and/or gender), etc. The drivers tried to work with the students, but it didn't work. It got to the point where one of the morning drivers was contemplating retirement due to the students' behavior. Samuel has spoken to both the students and the principal of the school. The behavior didn't change so LTA suspended dropping students off at that location for a week. Following that, the behaviors subsided for a short period but then resumed, to the point where other passengers were starting to complain. It became an everyday occurrence in both directions. The situation recently culminated with a report that one of the students brought a firearm aboard the bus. At that time, the decision was made to permanently stop deviating to Hance Continuation School. The students will take the bus to a regular stop in Kelseyville and then the school will pick the students up from there.

Director Sabatier asked if anyone from LTA or Paratransit Service had spoken to Superintendent Falkenberg since the school is under the jurisdiction of the Lake County Office of Education. Samuel stated that he hadn't directly, but that the principal of the school had, and it was the Superintendent's idea to have them dropped off in Kelseyville.

Chair Mattina stated for the record that Director Cremer arrived at 9:24am.

Danny Wind asked if staff has reached out to the school and/or probation to provide chaperones for the students on the bus. Samuel said that the school has stated that they would like to but is short staffed.

Chair Mattina stated that now that a quorum was present, the next item would be #3 – Public Expression.

## **PUBLIC EXPRESSION**

### **3. Public input on any unmet transit needs or any other item within the jurisdiction of this agency, but which is not otherwise on the agenda**

Robert Miland Taylor, a member of People First of Lake County and Bayberry Incorporated, stated that members of both agencies are concerned about the lack of drivers and how it impacts transit service. Director Sabatier reiterated what Samuel had previously stated about the hiring efforts over the last few months.

## **CONSENT CALENDAR**

### **4. Approval of Minutes of the October 9, 2024 Meeting**

*Director Sabatier made a motion to approve the Consent Calendar. The motion was seconded by Director Cremer. Roll call: Ayes – Parlet, Green (Alternate for Simon), Mattina, Sabatier, Cremer; Abstain – ; Absent –*

## **REGULAR CALENDAR**

## 5. Public Hearing: Service Modifications and Reductions

James stated that as has been discussed in previous meetings, the cost to operate the transit system continues to rise. This is an industry trend and not specific to LTA. When developing the FY 2024/25 budget, staff had to dip into the reserve funds to close a deficit of nearly \$800,000. During budget development, staff were directed to review the existing schedule and see if changes could be made to help reduce costs for FY 2024/25 and beyond. Administrative and operations staff met and came up with a list of changes that they felt would help reduce costs while also having minimal impact on the system as a whole. James referred to the Public Notice included in the Board packet for the full list of changes. He stated that these changes had originally gone into effect in September as a temporary change. Since then, ridership across the system has increased while revenue hours have decreased. James stated that from a revenue hour standpoint, these changes will save approximately \$167,500 but there will be additional savings as well, such as less buses and drivers required to run service. There are additional changes that staff are looking at but are not ready to present.

Chair Mattina asked for a motion to make a finding that proper notice of the meeting had been provided, which was a 30-day notice published in the Record Bee on October 12, 2024. Director Sabatier made such a motion, which was seconded by Director Cremer. The motion carried unanimously.

Director Sabatier asked what happens to the drivers when specific runs, especially mid-day runs, are discontinued. James stated that LTA pays Paratransit Services per revenue as well as a monthly fixed-rate fee. With regards to the midday Route 1 run that will be terminated, this change will reduce service by approximately three revenue hours per day. James deferred to Samuel about how the changes will impact the drivers' shifts. Samuel stated that with these changes, the schedule will be re-blocked so that all drivers that are working will continue to work while reducing the number of drivers required to run service by two.

Director Sabatier also asked if staff have an idea of how many riders are being impacted by these changes. Lisa stated that administrative and operations staff met several times to look over detailed ridership data to see which runs would have the least impact on riders. Many of the changes had very few, if any, riders. James stated that without taking an onboard survey on the Routes, it's not possible to tell how many people would have taken the run that is no longer running.

Director Cremer asked why a run was being added to Saturday service. James stated that the run being added on Saturday already operates Monday through Friday and was just being traded for a Saturday run that is being cancelled, leading to a net change of zero revenue hours for Saturday on Route 1.

Director Green asked if there were any performance metrics that were used to help identify the proposed cuts and what is the percentage decrease in service with these proposed cuts. James stated that these changes would be a reduction in revenue hours of approximately 10.7 percent. In terms of metrics, staff tend to look at passengers per hour for system efficiency. This metric changes based on the route. Service in and around Clearlake and along the North Shore have the highest passengers per hour. Service to Cobb and through the Kelseyville Rivas has the lowest, but those are lifeline services. James stated that with these proposed changes that have been already implemented as temporary changes, passengers per hour have increased. Director Green asked if there was a baseline for passengers per hour. Lisa reiterated what James said about how it varies based on the location of the route. Bruno mentioned that this data could be found in the quarterly reports provided to the Board. Chair Mattina opened the public hearing at 9:56am.

James read an email into the record that he'd received from Alex Bland, Client Advocate at Redwood Coast Regional Center. The email stated that these proposed changes would negatively affect people who don't have access to other forms of transportation and people with disabilities. People First of Lake County, a group of self-advocates who advocates for all people in Lake County, says that LTA should do whatever they can to avoid making these changes.

Robert Miland Taylor, a member of People First of Lake County and Bayberry Incorporated, thanked the Board for reading Alex Bland's letter into the record. He also thanked James for working with People First of Lake County on issues that are important to them. Robert stated that People First of Lake County is opposed to the termination of the 10:00AM Westbound Route 1 and 11:30AM Eastbound Route 1 because this route is important to help people get to their jobs, and it has good ridership. Without this run, people must wait two hours between runs. They are also opposed to the 4:00PM Westbound Route 4, 5:00PM Westbound Route 7, 6:30PM Eastbound Route 7, and 7:45PM Eastbound Route 4 cuts because these limit people's ability to between Lake County to Ukiah. People First is also opposed to the 5:10AM Route 10 and 5:30AM Route 11 cuts because people will have to wait until 6:00AM to go home from their night jobs. They are also opposed to the elimination of Route 12 because it reduces frequency between certain stops. People First of Lake County is asking that the Board doesn't make these proposed changes and reinstates the temporary suspensions that are currently in place.

Danny Wind acknowledged that sometimes runs need to be ended abruptly for various reasons but believes it would be a missed opportunity to not do community outreach prior to discontinuing routes.

Chair Mattina closed the public hearing at 10:10am.

Director Sabatier asked why the 11:00am Westbound Route 1 and 12:30 Eastbound Route 1 runs were expanding from Monday-Friday to Monday-Saturday. James stated that it is just swapping places with the Route 1 run that is being cut from Saturday and there won't be an increase in revenue hours. Samuel added that this change will be less confusing for the riders and provide more consistent service on Saturday.

Director Cremer asked if staff had considered raising fares to help close the deficit. James and Lisa both stated that, in the long run, it would be detrimental to the riders and wouldn't do enough to help close the gap.

Director Green asked what percentage of the proposed cuts are comprised of Route 1 and Route 4 and if it would be possible to leave Routes 1 and Route 4 for now and move forward with the rest of the changes. Lisa stated that Route 1 is the most expensive route to operate, and that staff did their due diligence when coming up with these proposed changes.

Director Parlet stated that sometimes cuts need to be made in order to maintain long-term financial sustainability.

Director Sabatier asked if there will be more discussions regarding service changes to further address the deficit for FY 2024/25 and beyond. Lisa stated that additional discussions will be taking place in the coming months as staff prepare to develop the FY 2025/26 Budget.

James followed up on Director Green's question about the percentage of cuts that are attributed to Routes 1 and 4. He stated that it is approximately 45%, which is roughly 1,350 revenue hours. That being

said, there are still several options on Routes 1 and 4 for riders to get between Lakeport and Clearlake.

Chair Mattina acknowledged that this isn't the first time that LTA has had to reduce service due to funding shortfalls.

*Director Sabatier made a motion to approve the proposed service reductions and modifications. The motion was seconded by Director Cremer. Roll call: Ayes – Parlet, Mattina, Sabatier, Cremer; Nays - Green (Alternate for Simon); Abstain – ; Absent –*

## **REPORTS**

### **6. LTA Program Manager's Report**

James stated that staff had the kickoff meeting with the consultant that will provide project management services for the transit center. The next step will be for them to develop and distribute the Request for Proposals for design services.

### **9. Announcements**

None

## **ADJOURN**

Chair Mattina adjourned the Lake Transit Authority meeting at 10:40 AM.

Respectfully Submitted,

DRAFT

James Sookne,  
Program Manager





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*Draft*

**2025**

## *Lake Transit Authority & Lake County/City Area Planning Council Meeting Schedule*

<u>DATE</u>	<u>LOCATION</u>	<u>NOTE:</u>
JANUARY 8	Lakeport	Typically do not meet
FEBRUARY 12	Lower Lake	
MARCH 12	Lakeport	
APRIL 9	Lower Lake / Fieldtrip	
MAY 14	Lakeport	
JUNE 11	Clearlake	
JULY 9	Lower Lake	Typically do not meet
AUGUST 13	Lakeport	
SEPTEMBER 10	Clearlake	
OCTOBER 1	TBD / Fieldtrip	Date change League of California 8 <sup>th</sup>
NOVEMBER 12	Lower Lake	
DECEMBER 10	Lakeport	

Notes:

League of California Cities Annual Conference **October 8 – 10**

Regional Leadership Forum (Monterey) **March 5 – 7**

County of Lake Budget Hearings **June 24 – 25**



Lake Transit Authority  
2024/25  
1<sup>st</sup> Quarter Report

*Executive Summary*  
*Operating Statistics Summary*  
*Financial Status Report*

# Lake Transit Authority

## 2024/25 First Quarter Report

### Executive Summary

#### Introduction

The first quarter of fiscal year 24/25 continued the upward trend from the previous year. System-wide ridership was up while revenue hours were down, resulting in an increase in passengers per hour. This shows that the transit system was operating more efficiently than this time last year.

Throughout the first quarter, administrative and operations staff met to discuss possible service reductions as a way to address current and future financial deficits. In August, due to various reasons, several drivers left within a short period of time and their replacements hadn't completed their training, leading to a driver shortage. On August 26, staff implemented a temporary reduction of service, including some of the proposed changes, as a measure to ensure that a consistent rollout could be made daily. Those reductions included:

- The last eastbound run of the Route 1 along the north shore of Clear Lake between Lakeport and Clearlake
- The last full loop of Route 2 between Kit's Corner and Middletown
- The last full loop of Route 4A between Kit's Corner and Lakeport
- Half of the afternoon runs on Route 8 in Lakeport

On September 23, the following additional temporary service reductions were implemented to ensure that the operations contractor could get all of the new drivers trained as quickly as possible.

- The 10:00AM westbound and 11:30AM eastbound runs of Route 1
- The 4:00PM westbound and 7:45PM eastbound runs of Route 4
- The 5:00PM westbound and 6:30PM eastbound runs of Route 7
- The 5:10AM run of Route 10
- The 5:30AM run of Route 11

Many of the runs that were temporarily suspended had little to no ridership and were chosen with the hopes of having minimal impact on the community.

#### System Performance Indicators

The bar charts on pages 3-6 illustrate system performance during the first quarter of 2024/25. System ridership was up approximately 9.2 percent to 63,452 passengers. Vehicle Revenue Hours decreased 1.6 percent for the first quarter of the year. The Passengers Per Hour graph on page 4 shows that productivity increased approximately 11 percent compared to the first quarter of last year, at 6.55 passengers per hour. This was expected since the ridership increased while revenue hours decreased during the first quarter. The table below compares these three metrics from the first quarter of FY 2024/25 to the three previous first quarters to show how the system has continued to recover from the pandemic.

	System Ridership	Vehicle Revenue Hours	Passengers per Hour
21/22	26.6%	22.3%	3.7%
22/23	12.4%	14.8%	-2.1%
23/24	35.4%	8.0%	25.3%
24/25	9.2%	-1.6%	11.0%

The System Cost per Vehicle Revenue Hour increased from \$97.40 in 2023/24 to \$99.82 in 2024/25. As shown on page 5, the Cost Per Passenger decreased 7.6 percent, to \$15.24 for the first quarter of 2024/25. The Average Fare Per Passenger for 2024/25 decreased approximately 24 percent to \$1.01 this quarter. The decrease in fare per passenger can be attributed to the \$1.00 fare promotion that is currently running as part of the contactless fare payment system.

In addition to an increased cost per vehicle revenue hour, the total operating cost for the first quarter of 2024/25 increased approximately 5 percent compared to 2023/24. This is due to an increase in the operations contractor rates and increases in facility and fleet maintenance costs. Although the total operational costs increased, the cost for fuel decreased just over 11 percent.

### **Route Performance**

The graph on page 7 illustrates the ridership results by route. Half of the routes saw decreases in ridership, ranging from 0.8 to 7 percent, while the other half experienced increases, ranging from 16.1 to 32.1 percent. Dial-a-Ride service in Lakeport experiencing a slight decline of approximately 1.5 percent, while Clearlake saw an increase of 40.1 percent.

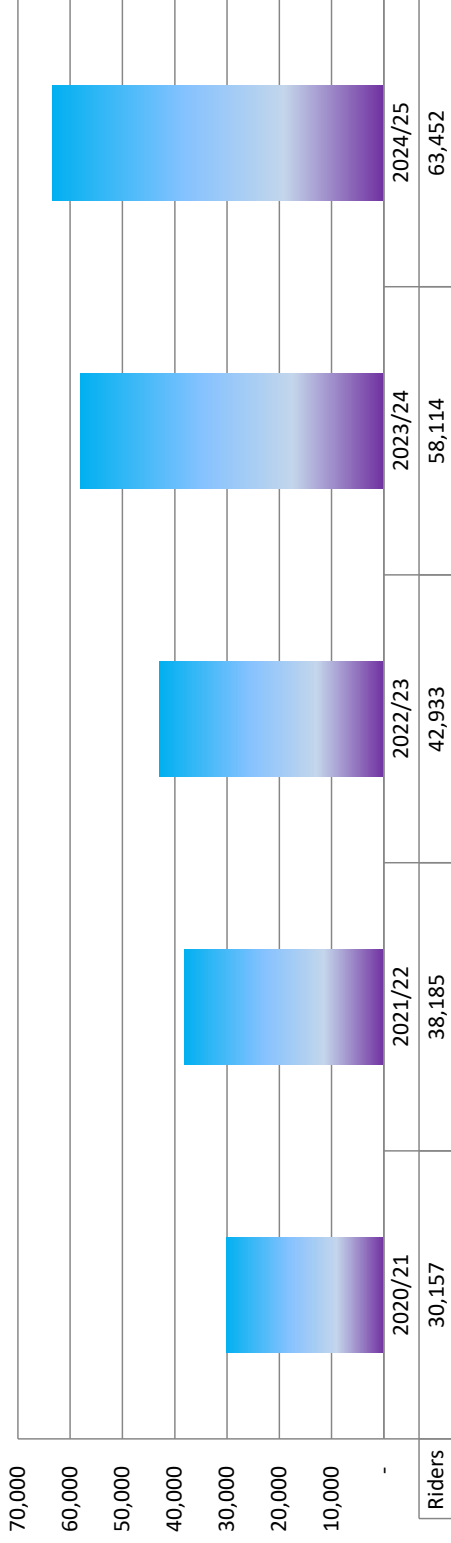
The graphs on pages 8 and 9 illustrate the service hours by route and passengers per hour by route respectively. The change in revenue hours by route varied for the first quarter of 24/25, ranging from a decrease of 4.9 percent on Route 2 to an increase of 3 percent on Route 7. Passengers per hour also varied across the routes, ranging from a decrease of 11.1 percent on Route 7 to an increase of 33.8 percent on Route 11. Dial-a-Ride in Clearlake experienced increases in revenue hours and passengers per hour; while the service in Lakeport experienced a slight decline in revenue hours and saw no change in passengers per hour.

### **Financial Summary**

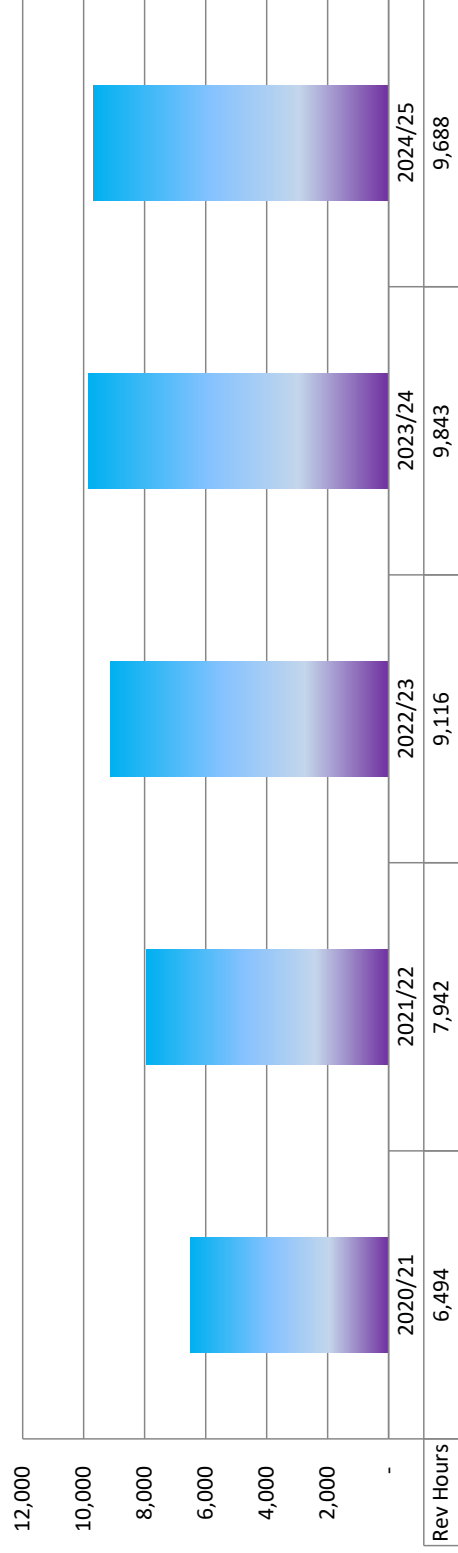
The last two pages of this report are the Financial Summary, which provides line-item level unaudited results for the first quarter of FY 2024/25. Passenger fare revenues are down approximately 15.2 percent. The cost of the operations contract is up approximately 12.8 percent, which is to be expected given the increase in contractor rates for FY 24/25.

**Lake Transit Authority  
2024/25  
System Performance Comparison**

**System Ridership**

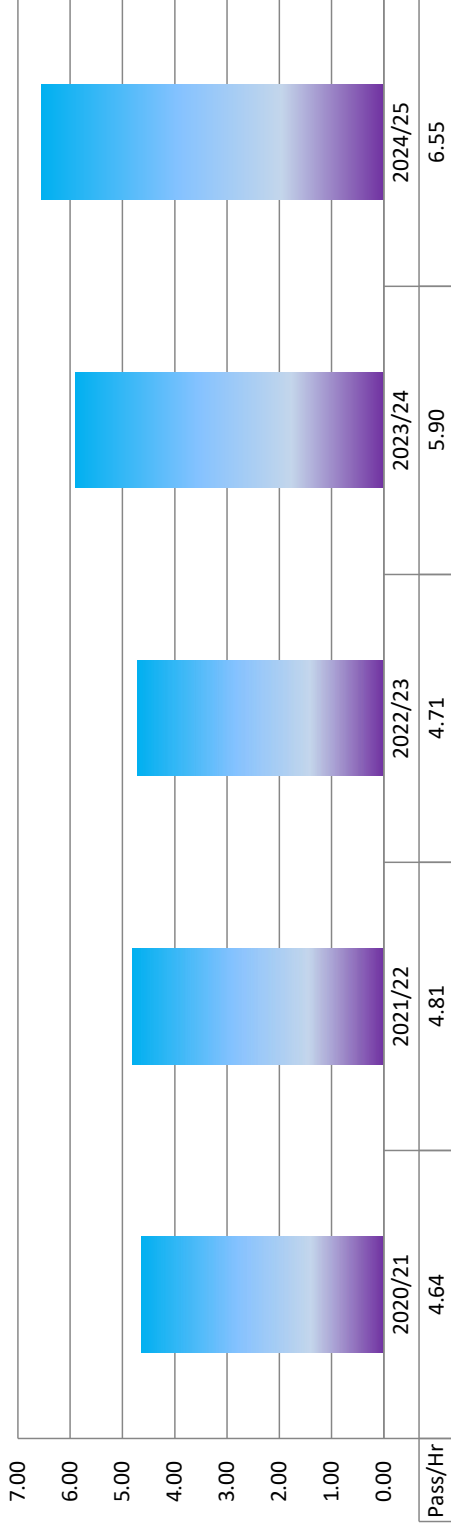


**Vehicle Revenue Hours**

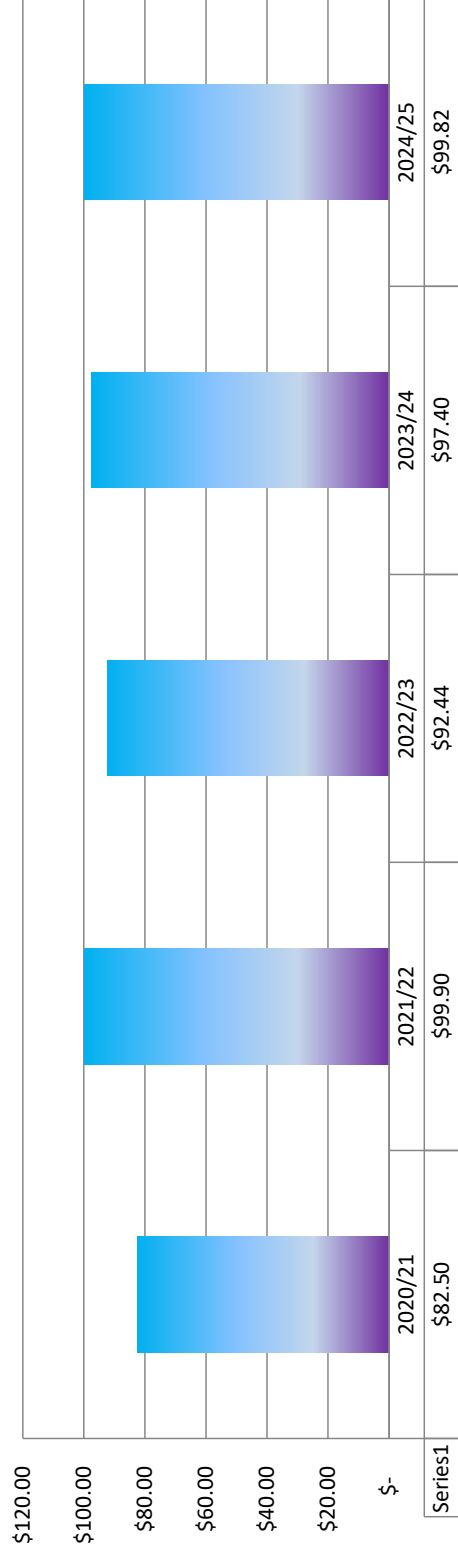


**Lake Transit Authority  
2024/25  
System Performance Comparison**

**Passengers Per Hour**

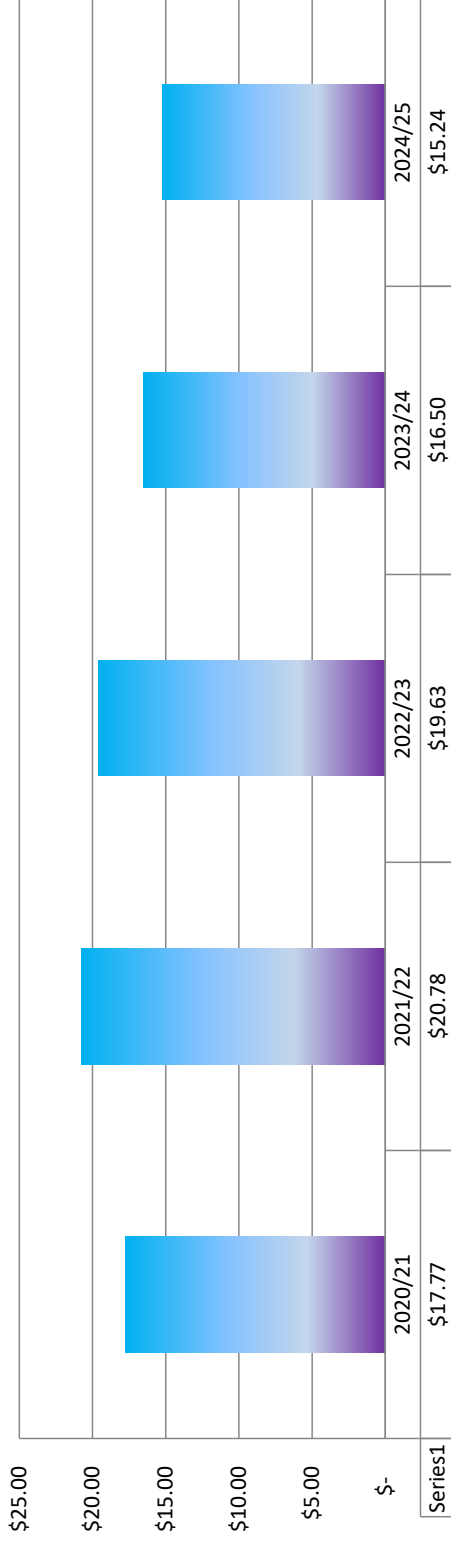


**Cost Per Vehicle Revenue Hour**

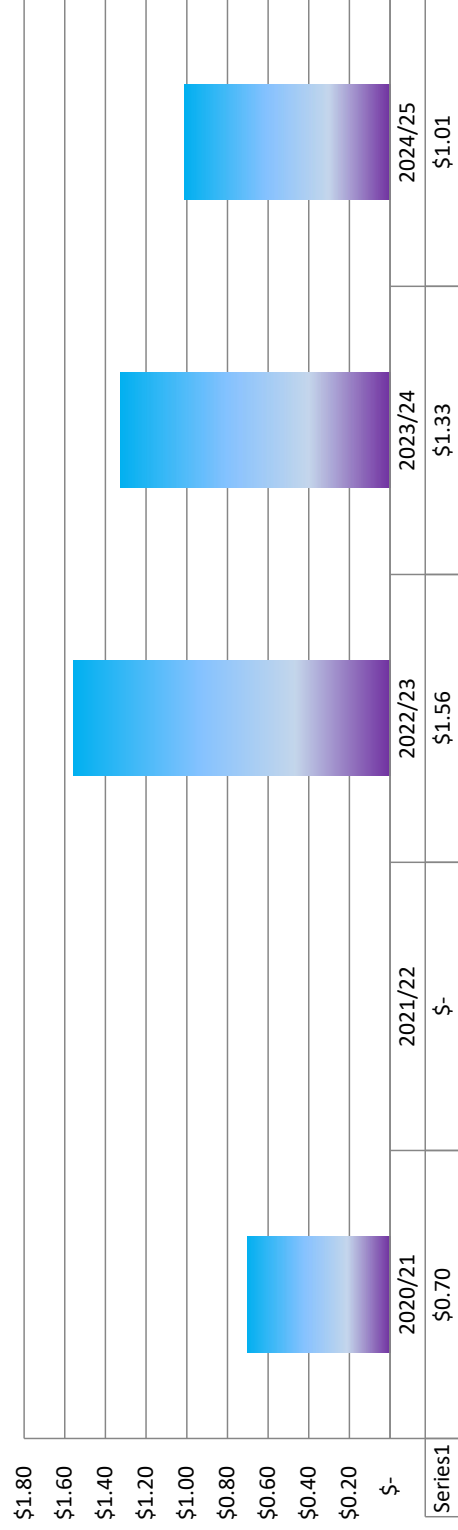


**Lake Transit Authority  
2024/25  
System Performance Comparison**

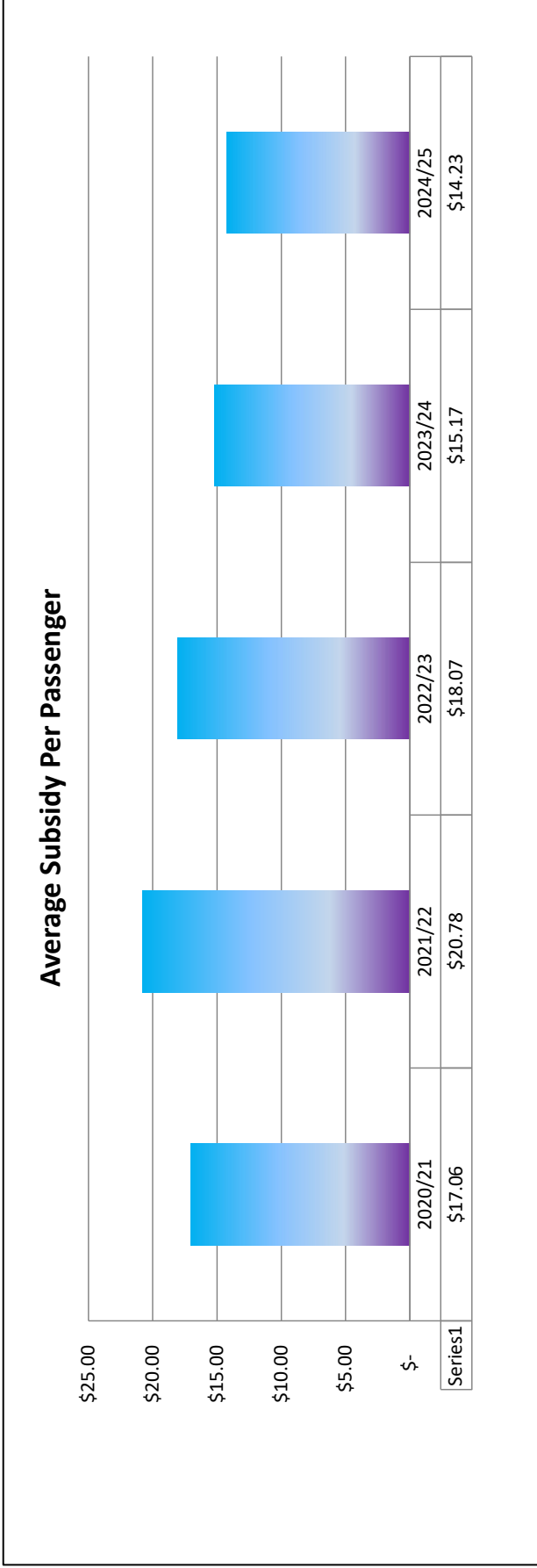
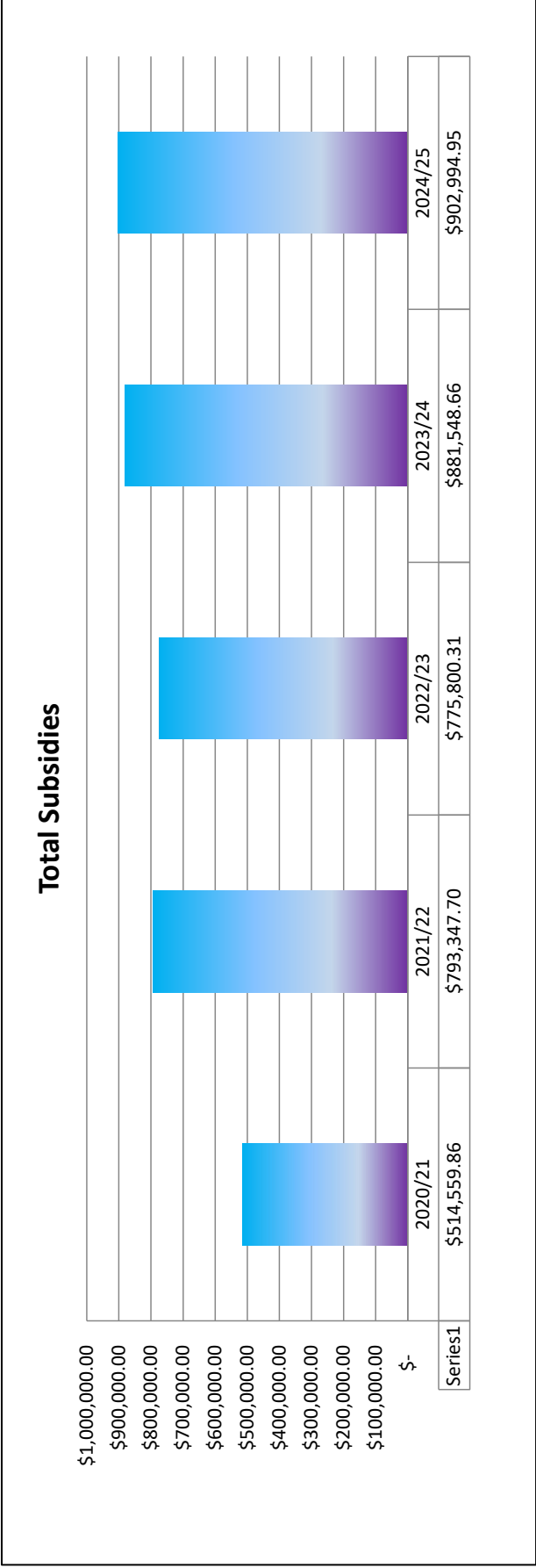
**Cost Per Passenger**



**Average Fare Per Passenger**



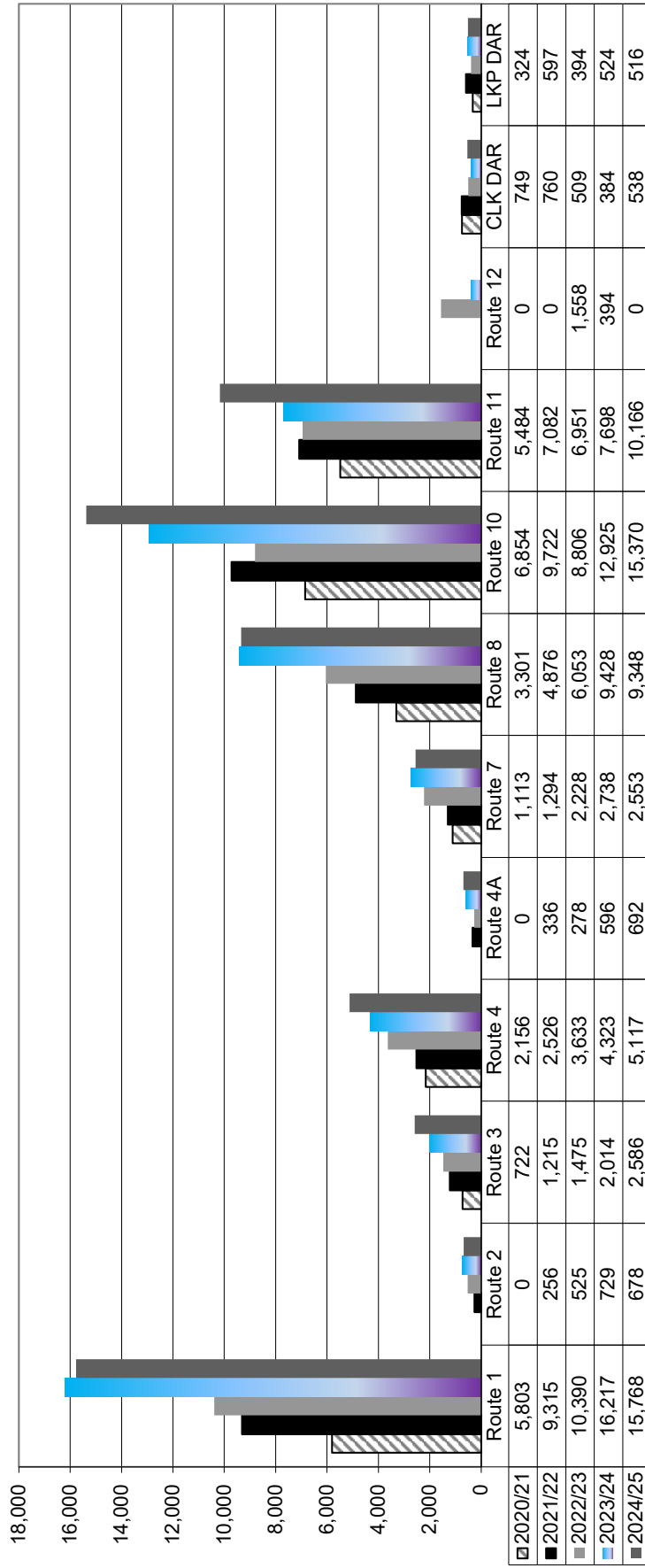
**Lake Transit Authority  
2024/25  
System Performance Comparison**





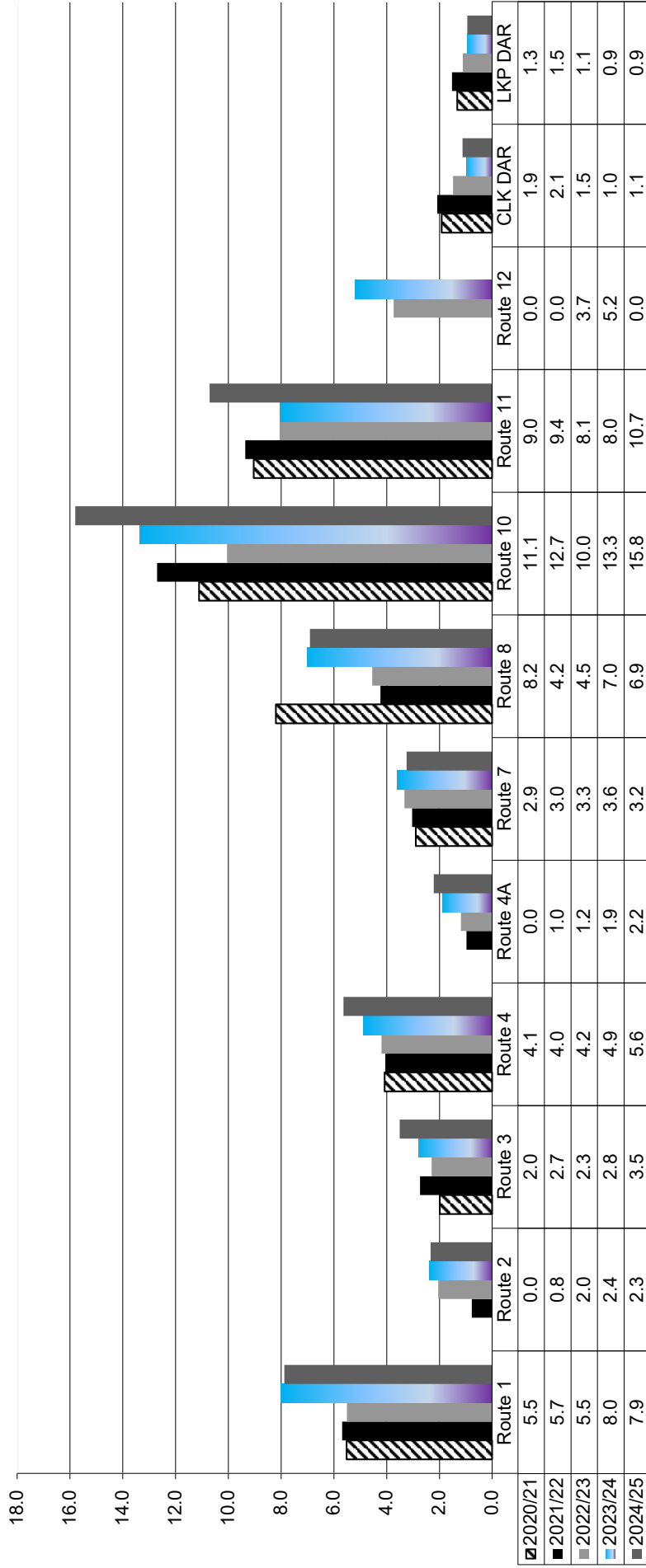
Lake Transit Authority  
 2024/25 First Quarter  
 Performance Report

1st Quarter - Comparison of Ridership By Route



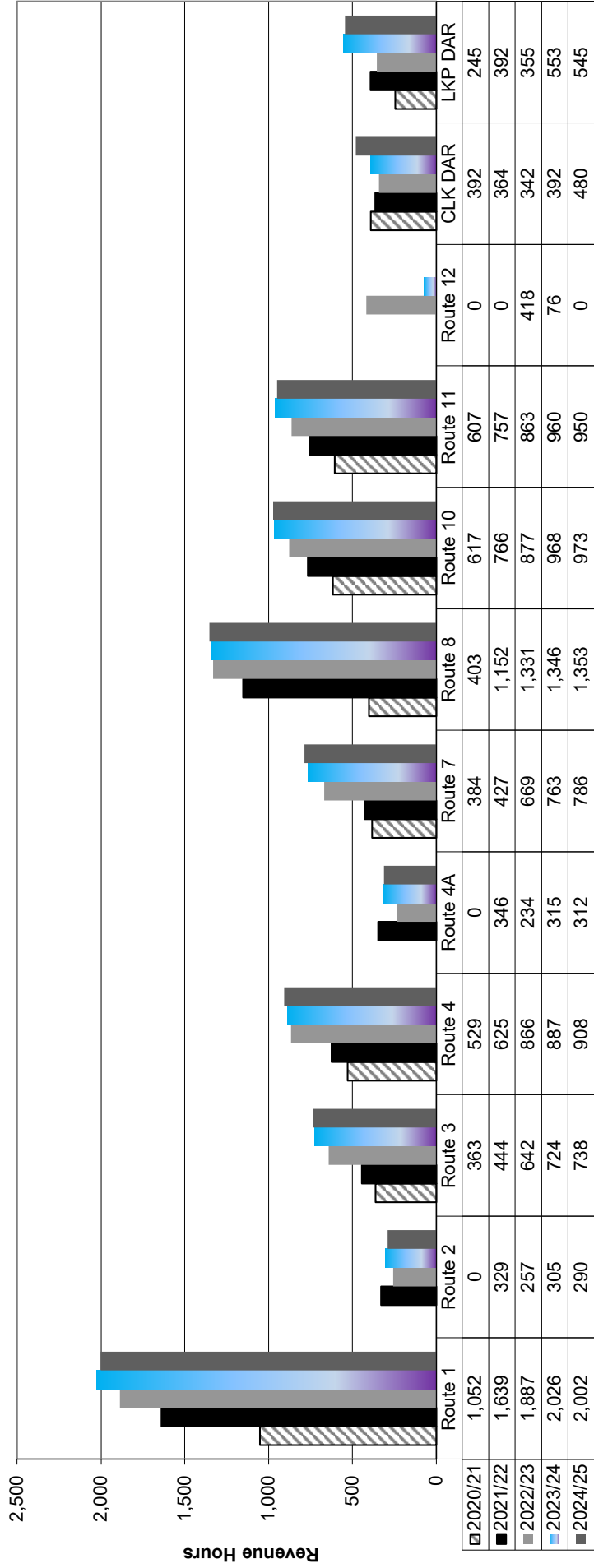
Lake Transit Authority  
 2024/25 First Quarter  
 Performance Report

1st Quarter - Comparison of Passengers Per Vehicle Hour By Route



Lake Transit Authority  
 2024/25 First Quarter  
 Performance Report

1st Quarter - Comparison of Revenue Hours By Route



**LAKE TRANSIT AUTHORITY**  
**2024/25 OPERATING STATISTICS REPORT**

<b>System Total</b>	July	Aug	Sept	TOTAL
Local Base Fare - \$1.25	2116	2320	2139	6575
Local Senior Fare - \$0.75	1710	1713	1424	4847
Local ADA Fare - \$0.75	275	201	186	662
Regional Fare - \$2.25	1079	1134	1062	3275
Out of Co. (Mendocino/ Napa) - \$5.00	515	370	412	1297
Flex Stop for ADA/Senior Local \$0.75	5	11	5	21
Flex Stop for ADA/Sr. Regional \$1.25	3	7	2	12
DAR GP 1-day Advance Reserv. \$5.	0	0	0	0
DAR GP Same Day \$10.00	0	0	0	0
DAR Senior 1-day Adv. Reserv - \$2.50	48	68	41	157
DAR Senior Same Day - \$3.00	0	0	0	0
DAR Disabled 1-day Adv Reserv \$2.50	62	56	41	159
DAR Disabled Same Day - \$3.00	0	0	0	0
Tap to Pay (\$1.00)	702	863	913	2478
Free College Fare	859	1272	1365	3496
Free/Other	1033	935	728	2696
Base Fare Ticket Regional	276	261	194	731
Base Fare Ticket Local	651	584	559	1794
Punch Pass	3517	3470	3590	10577
Monthly Pass	3357	3692	3646	10695
Weekly Pass	143	116	74	333
Summer Cruisin' Youth Pass	1101	1890	50	3041
Transfer - Lake Transit	3367	3509	3560	10436
Transfer - MTA	31	13	2	46
Transfer - Napa VINE	65	52	7	124
<b>TOTAL PASSENGERS</b>	<b>20,915</b>	<b>22,537</b>	<b>20,000</b>	<b>63,452</b>
Bicycles	476	475	364	1315
Extended Stops	0	0	0	0
Wheelchairs	924	1106	995	3025
<b>CASH - CALCULATED TOTAL</b>	<b>\$ 9,945.50</b>	<b>\$ 9,711.25</b>	<b>\$ 9,226.75</b>	<b>\$ 28,883.50</b>
Scheduled Hours	3867.25	3867.25	3867.25	11601.75
Actual Revenue Hours	3381.18	3495.8	2811.15	9688.13
Other Vehicle Hours	366.81	376.7	330	1073.51
<b>TOTAL VEHICLE HOURS</b>	<b>3747.99</b>	<b>3872.5</b>	<b>3141.15</b>	<b>10761.64</b>
<b>PASSENGERS PER REV. HOUR</b>	<b>6.19</b>	<b>6.45</b>	<b>7.11</b>	<b>6.55</b>
Scheduled Miles	70371	70371	70371	211113
Actual Revenue Miles	74547	76530	62848	213925
Other Vehicle Miles	4814	4740	3982	13536
<b>TOTAL VEHICLE MILES</b>	<b>79,361</b>	<b>81,270</b>	<b>66,830</b>	<b>227,461</b>
<b>Miles Per Passenger Boarding</b>	<b>3.56</b>	<b>3.40</b>	<b>3.14</b>	<b>3.37</b>

**LAKE TRANSIT AUTHORITY**  
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<b>Route System Total</b>	July	Aug	Sept	TOTAL
Local Base Fare - \$1.25	2116	2320	2139	6575
Local Senior Fare - \$0.75	1710	1713	1424	4847
Local ADA Fare - \$0.75	275	201	186	662
Regional Fare - \$2.25	1079	1134	1062	3275
Out of Co. (Mendocino/ Napa) - \$5.00	515	370	412	1297
Flex Stop for ADA/Senior Local \$0.75	5	11	5	21
Flex Stop for ADA/Sr. Regional \$1.25	3	7	2	12
DAR GP 1-day Advance Reserv. \$5.				
DAR GP Same Day \$10.00				
DAR Senior 1-day Adv. Reserv - \$2.50				
DAR Senior Same Day - \$3.00				
DAR Disabled 1-day Adv Reserv \$2.50				
DAR Disabled Same Day - \$3.00				
Tap to Pay (\$1.00)	702	863	905	2470
Free College Fare	849	1272	1353	3474
Free/Other	981	837	670	2488
Base Fare Ticket Regional	248	228	172	648
Base Fare Ticket Local	647	568	534	1749
Punch Pass	3363	3263	3459	10085
Monthly Pass	3357	3692	3646	10695
Weekly Pass	143	116	74	333
Summer Cruisin' Youth Pass	1101	1890	50	3041
Transfer - Lake Transit	3367	3509	3560	10436
Transfer - MTA	31	13	2	46
Transfer - Napa VINE	65	52	7	124
<b>TOTAL PASSENGERS</b>	<b>20,557</b>	<b>22,059</b>	<b>19,662</b>	<b>62,278</b>
Bicycles	476	475	364	1315
Extended Stops	0	0	0	0
Wheelchairs	709	794	777	2280
<b>CASH - CALCULATED TOTAL</b>	<b>\$ 9,670.50</b>	<b>\$ 9,401.25</b>	<b>\$ 9,015.75</b>	<b>\$ 28,087.50</b>
Scheduled Hours	2929.8	2929.8	2929.8	8789.25
Actual Revenue Hours	2933.9	2943.4	2434.9	8312.19
Other Vehicle Hours	366.8	376.7	330.0	1073.51
<b>TOTAL VEHICLE HOURS</b>	<b>3300.68</b>	<b>3320.12</b>	<b>2764.9</b>	<b>9385.7</b>
<b>PASSENGERS PER REV. HOUR</b>	<b>7.01</b>	<b>7.49</b>	<b>8.08</b>	<b>7.49</b>
Scheduled Miles	70371	70371	70371	211113
Actual Revenue Miles	69502	69496	57854	196852
Other Vehicle Miles	4814	4740	3982	13536
<b>TOTAL VEHICLE MILES</b>	<b>74,316</b>	<b>74,236</b>	<b>61,836</b>	<b>210,388</b>
Miles Per Passenger Boarding	3.38	3.15	2.94	3.16

**LAKE TRANSIT AUTHORITY**  
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<b>Clearlake Routes</b>	July	Aug	Sept	TOTAL
Local Base Fare - \$1.25	1214	1377	1305	3896
Local Senior Fare - \$0.75	1050	997	753	2800
Local ADA Fare - \$0.75	111	53	67	231
Regional Fare - \$2.25	60	63	86	209
Out of Co. (Mendocino/ Napa) - \$5.00	13	13	22	48
Flex Stop for ADA/Senior Local \$0.75	0	0	0	0
Flex Stop for ADA/Sr. Regional \$1.25	0	0	0	0
DAR GP 1-day Advance Reserv. \$5.				
DAR GP Same Day \$10.00				
DAR Senior 1-day Adv. Reserv - \$2.50				
DAR Senior Same Day - \$3.00				
DAR Disabled 1-day Adv Reserv \$2.50				
DAR Disabled Same Day - \$3.00				
Tap to Pay (\$1.00)	221	301	287	809
Free College Fare	235	452	339	1026
Free/Other	586	462	380	1428
Base Fare Ticket Regional	102	85	77	264
Base Fare Ticket Local	181	151	188	520
Punch Pass	1539	1548	1567	4654
Monthly Pass	987	1299	1359	3645
Weekly Pass	75	42	47	164
Summer Cruisin' Youth Pass	587	1164	21	1772
Transfer - Lake Transit	1219	1348	1472	4039
Transfer - MTA	31	0	0	31
Transfer - Napa VINE	0	0	0	0
<b>TOTAL PASSENGERS</b>	<b>8,211</b>	<b>9,355</b>	<b>7,970</b>	<b>25,536</b>
Bicycles	113	100	54	267
Extended Stops	0	0	0	0
Wheelchairs	285	355	389	1029
<b>CASH - CALCULATED TOTAL</b>	<b>\$ 2,754.00</b>	<b>\$ 2,941.25</b>	<b>\$ 2,765.00</b>	<b>\$ 8,460.25</b>
Scheduled Hours	644.75	644.75	644.75	1934.25
Actual Revenue Hours	654.84	672.51	594.89	1922.24
Other Vehicle Hours	82.38	96.67	81.24	260.29
<b>TOTAL VEHICLE HOURS</b>	<b>737.22</b>	<b>769.18</b>	<b>676.13</b>	<b>2182.53</b>
<b>PASSENGERS PER REV. HOUR</b>	<b>12.54</b>	<b>13.91</b>	<b>13.40</b>	<b>13.28</b>
Scheduled Miles	7546	7546	7546	22638
Actual Revenue Miles	9159	9297	8387	26843
Other Vehicle Miles	757	804	679	2240
<b>TOTAL VEHICLE MILES</b>	<b>9,916</b>	<b>10,101</b>	<b>9,066</b>	<b>29,083</b>
<b>Miles Per Passenger Boarding</b>	<b>1.12</b>	<b>0.99</b>	<b>1.05</b>	<b>1.05</b>

**LAKE TRANSIT AUTHORITY**  
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<b>Dial-A-Ride Services Total</b>	July	Aug	Sept	TOTAL
Local Base Fare - \$1.25				
Local Senior Fare - \$0.75				
Local ADA Fare - \$0.75				
Regional Fare - \$2.25				
Out of Co. (Mendocino/ Napa) - \$5.00				
Flex Stop for ADA/Senior Local \$0.75				
Flex Stop for ADA/Sr. Regional \$1.25				
DAR GP 1-day Advance Reserv. \$5.	0	0	0	0
DAR GP Same Day \$10.00	0	0	0	0
DAR Senior 1-day Adv. Reserv - \$2.50	48	68	41	157
DAR Senior Same Day - \$3.00	0	0	0	0
DAR Disabled 1-day Adv Reserv \$2.50	62	56	41	159
DAR Disabled Same Day - \$3.00	0	0	0	0
Tap to Pay (\$1.00)	0	0	8	8
Free College Fare	10	0	12	22
Free/Other	18	48	22	88
Base Fare Ticket Regional	28	33	22	83
Base Fare Ticket Local	4	16	25	45
Punch Pass	154	207	131	492
Monthly Pass				
Weekly Pass				
Summer Cruisin' Youth Pass				
Transfer - Lake Transit	0	0	0	0
Transfer - MTA	0	0	0	0
Transfer - Napa VINE	0	0	0	0
<b>TOTAL PASSENGERS</b>	<b>324</b>	<b>428</b>	<b>302</b>	<b>1,054</b>
Bicycles	0	0	0	0
Extended Stops	0	0	0	0
Wheelchairs	215	312	218	745
<b>CASH - CALCULATED TOTAL</b>	<b>\$ 275.00</b>	<b>\$ 310.00</b>	<b>\$ 211.00</b>	<b>\$ 796.00</b>
Scheduled Hours	937.5	937.5	937.5	2812.5
Actual Revenue Hours	349.19	391.5	284.62	1025.31
Other Vehicle Hours	0	0	0	0
<b>TOTAL VEHICLE HOURS</b>	<b>349.19</b>	<b>391.5</b>	<b>284.62</b>	<b>1025.31</b>
<b>PASSENGERS PER REV. HOUR</b>	<b>0.93</b>	<b>1.09</b>	<b>1.06</b>	<b>1.03</b>
Scheduled Miles	0	0	0	0
Actual Revenue Miles	2258	2409	2100	6767
Other Vehicle Miles	0	0	0	0
<b>TOTAL VEHICLE MILES</b>	<b>2,258</b>	<b>2,409</b>	<b>2,100</b>	<b>6,767</b>
<b>Miles Per Passenger Boarding</b>	<b>6.97</b>	<b>5.63</b>	<b>6.95</b>	<b>6.42</b>

**LAKE TRANSIT AUTHORITY**  
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<b>Route 1: North Shore</b>	July	Aug	Sept	TOTAL
<b>Clearlake to Lakeport</b>				
Local Base Fare - \$1.25	492	567	532	1591
Local Senior Fare - \$0.75	276	319	313	908
Local ADA Fare - \$0.75	69	53	52	174
Regional Fare - \$2.25	499	557	472	1528
Out of Co. (Mendocino/ Napa) - \$5.00	23	14	22	59
Flex Stop for ADA/Senior Local \$0.75	0	0	0	0
Flex Stop for ADA/Sr. Regional \$1.25	0	0	0	0
DAR GP 1-day Advance Reserv. \$5.				
DAR GP Same Day \$10.00				
DAR Senior 1-day Adv. Reserv - \$2.50				
DAR Senior Same Day - \$3.00				
DAR Disabled 1-day Adv Reserv \$2.50				
DAR Disabled Same Day - \$3.00				
Tap to Pay (\$1.00)	252	319	275	846
Free College Fare	237	347	325	909
Free/Other	106	132	109	347
Base Fare Ticket Regional	38	41	46	125
Base Fare Ticket Local	222	206	172	600
Punch Pass	798	733	875	2406
Monthly Pass	1127	1060	1026	3213
Weekly Pass	8	2	1	11
Summer Cruisin' Youth Pass	183	360	17	560
Transfer - Lake Transit	839	819	833	2491
Transfer - MTA	0	0	0	0
Transfer - Napa VINE	0	0	0	0
<b>TOTAL PASSENGERS</b>	<b>5,169</b>	<b>5,529</b>	<b>5,070</b>	<b>15,768</b>
Bicycles	118	130	113	361
Extended Stops	0	0	0	0
Wheelchairs	164	138	109	411
<b>CASH - CALCULATED TOTAL</b>	<b>\$ 2,363.50</b>	<b>\$ 2,630.00</b>	<b>\$ 2,385.75</b>	<b>\$ 7,379.25</b>
Scheduled Hours	669.25	669.25	669.25	2007.75
Actual Revenue Hours	698.5	705.17	598.49	2002.16
Other Vehicle Hours	75.38	72.32	66.94	214.64
<b>TOTAL VEHICLE HOURS</b>	<b>773.88</b>	<b>777.49</b>	<b>665.43</b>	<b>2216.8</b>
<b>PASSENGERS PER REV. HOUR</b>	<b>7.40</b>	<b>7.84</b>	<b>8.47</b>	<b>7.88</b>
Scheduled Miles	20500	20500	20500	61500
Actual Revenue Miles	19269	19456	16512	55237
Other Vehicle Miles	1126	1087	893	3106
<b>TOTAL VEHICLE MILES</b>	<b>20,395</b>	<b>20,543</b>	<b>17,405</b>	<b>58,343</b>
<b>Miles Per Passenger Boarding</b>	<b>3.73</b>	<b>3.52</b>	<b>3.26</b>	<b>3.50</b>



**LAKE TRANSIT AUTHORITY**  
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<b>Route 2: Highway 175</b>	July	Aug	Sept	TOTAL
<b>Kit's Corner to Middletown</b>				
Local Base Fare - \$1.25	21	37	14	72
Local Senior Fare - \$0.75	30	38	25	93
Local ADA Fare - \$0.75	3	0	0	3
Regional Fare - \$2.25	9	5	13	27
Out of Co. (Mendocino/ Napa) - \$5.00	1	1	2	4
Flex Stop for ADA/Senior Local \$0.75	5	1	4	10
Flex Stop for ADA/Sr. Regional \$1.25	0	0	0	0
DAR GP 1-day Advance Reserv. \$5.				
DAR GP Same Day \$10.00				
DAR Senior 1-day Adv. Reserv - \$2.50				
DAR Senior Same Day - \$3.00				
DAR Disabled 1-day Adv Reserv \$2.50				
DAR Disabled Same Day - \$3.00				
Tap to Pay (\$1.00)	8	20	18	46
Free College Fare	9	13	23	45
Free/Other	8	8	13	29
Base Fare Ticket Regional	0	1	1	2
Base Fare Ticket Local	0	6	0	6
Punch Pass	17	22	38	77
Monthly Pass	20	42	4	66
Weekly Pass	0	1	0	1
Summer Cruisin' Youth Pass	7	40	0	47
Transfer - Lake Transit	57	53	38	148
Transfer - MTA	0	2	0	2
Transfer - Napa VINE	0	0	0	0
<b>TOTAL PASSENGERS</b>	<b>195</b>	<b>290</b>	<b>193</b>	<b>678</b>
Bicycles	16	6	4	26
Extended Stops	0	0	0	0
Wheelchairs	3	3	3	9
<b>CASH - CALCULATED TOTAL</b>	<b>\$ 88.00</b>	<b>\$ 111.75</b>	<b>\$ 96.50</b>	<b>\$ 296.25</b>
	169.25	169.25	169.25	507.75
Actual Revenue Hours	110.89	105.01	74.41	290.31
Other Vehicle Hours	41.08	38.35	30.4	109.83
<b>TOTAL VEHICLE HOURS</b>	<b>151.97</b>	<b>143.36</b>	<b>104.81</b>	<b>400.14</b>
<b>PASSENGERS PER REV. HOUR</b>	<b>1.76</b>	<b>2.76</b>	<b>2.59</b>	<b>2.34</b>
Scheduled Miles	4025	4025	4025	12075
Actual Revenue Miles	2857	2626	1719	7202
Other Vehicle Miles	998	946	810	2754
<b>TOTAL VEHICLE MILES</b>	<b>3,855</b>	<b>3,572</b>	<b>2,529</b>	<b>9,956</b>
<b>Miles Per Passenger Boarding</b>	<b>14.65</b>	<b>9.06</b>	<b>8.91</b>	<b>10.62</b>

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<b>Route 3: Highway 29</b> <b>Clearlake to Deer Park</b>	July	Aug	Sept	TOTAL
Local Base Fare - \$1.25	43	34	32	109
Local Senior Fare - \$0.75	10	28	23	61
Local ADA Fare - \$0.75	5	13	5	23
Regional Fare - \$2.25	68	104	117	289
Out of Co. (Mendocino/ Napa) - \$5.00	255	169	177	601
Flex Stop for ADA/Senior Local \$0.75	0	0	0	0
Flex Stop for ADA/Sr. Regional \$1.25	0	0	0	0
DAR GP 1-day Advance Reserv. \$5.				
DAR GP Same Day \$10.00				
DAR Senior 1-day Adv. Reserv - \$2.50				
DAR Senior Same Day - \$3.00				
DAR Disabled 1-day Adv Reserv \$2.50				
DAR Disabled Same Day - \$3.00				
Tap to Pay (\$1.00)	58	57	81	196
Free College Fare	21	26	35	82
Free/Other	8	38	29	75
Base Fare Ticket Regional	8	9	1	18
Base Fare Ticket Local	4	6	7	17
Punch Pass	103	93	63	259
Monthly Pass	98	97	96	291
Weekly Pass	2	13	0	15
Summer Cruisin' Youth Pass	33	25	0	58
Transfer - Lake Transit	79	128	160	367
Transfer - MTA	0	0	1	1
Transfer - Napa VINE	65	52	7	124
<b>TOTAL PASSENGERS</b>	<b>860</b>	<b>892</b>	<b>834</b>	<b>2,586</b>
Bicycles	11	16	22	49
Extended Stops	0	0	0	0
Wheelchairs	26	51	48	125
<b>CASH - CALCULATED TOTAL</b>	<b>\$ 1,551.00</b>	<b>\$ 1,209.25</b>	<b>\$ 1,290.25</b>	<b>\$ 4,050.50</b>
Scheduled Hours	298.75	298.75	298.75	896.25
Actual Revenue Hours	251.33	257.43	228.75	737.51
Other Vehicle Hours	33.71	30.15	22.59	86.45
<b>TOTAL VEHICLE HOURS</b>	<b>285.04</b>	<b>287.58</b>	<b>251.34</b>	<b>823.96</b>
<b>PASSENGERS PER REV. HOUR</b>	<b>3.42</b>	<b>3.47</b>	<b>3.65</b>	<b>3.51</b>
Scheduled Miles	9500	9500	9500	28500
Actual Revenue Miles	7907	7987	7253	23147
Other Vehicle Miles	301	293	182	776
<b>TOTAL VEHICLE MILES</b>	<b>8,208</b>	<b>8,280</b>	<b>7,435</b>	<b>23,923</b>
<b>Miles Per Passenger Boarding</b>	<b>9.19</b>	<b>8.95</b>	<b>8.70</b>	<b>8.95</b>

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<b>Route 4: Southshore Clearlake to Lakeport</b>	July	Aug	Sept	TOTAL
Local Base Fare - \$1.25	125	115	118	358
Local Senior Fare - \$0.75	35	37	33	105
Local ADA Fare - \$0.75	3	6	9	18
Regional Fare - \$2.25	233	213	195	641
Out of Co. (Mendocino/ Napa) - \$5.00	31	21	21	73
Flex Stop for ADA/Senior Local \$0.75	0	0	0	0
Flex Stop for ADA/Sr. Regional \$1.25	0	0	0	0
DAR GP 1-day Advance Reserv. \$5.				
DAR GP Same Day \$10.00				
DAR Senior 1-day Adv. Reserv - \$2.50				
DAR Senior Same Day - \$3.00				
DAR Disabled 1-day Adv Reserv \$2.50				
DAR Disabled Same Day - \$3.00				
Tap to Pay (\$1.00)	32	43	86	161
Free College Fare	55	90	140	285
Free/Other	84	60	50	194
Base Fare Ticket Regional	64	47	35	146
Base Fare Ticket Local	30	33	42	105
Punch Pass	194	131	194	519
Monthly Pass	245	398	499	1142
Weekly Pass	10	10	0	20
Summer Cruisin' Youth Pass	78	101	2	181
Transfer - Lake Transit	389	388	383	1160
Transfer - MTA	0	9	0	9
Transfer - Napa VINE	0	0	0	0
<b>TOTAL PASSENGERS</b>	<b>1,608</b>	<b>1,702</b>	<b>1,807</b>	<b>5,117</b>
Bicycles	45	50	31	126
Extended Stops	0	0	0	0
Wheelchairs	37	43	29	109
<b>CASH - CALCULATED TOTAL</b>	<b>\$ 896.00</b>	<b>\$ 803.25</b>	<b>\$ 808.75</b>	<b>\$ 2,508.00</b>
Scheduled Hours	377.25	377.25	377.25	1131.75
Actual Revenue Hours	313.03	314.8	280	907.83
Other Vehicle Hours	61.15	59.65	59.51	180.31
<b>TOTAL VEHICLE HOURS</b>	<b>374.18</b>	<b>374.45</b>	<b>339.51</b>	<b>1088.14</b>
<b>PASSENGERS PER REV. HOUR</b>	<b>5.14</b>	<b>5.41</b>	<b>6.45</b>	<b>5.64</b>
Scheduled Miles	10900	10900	10900	32700
Actual Revenue Miles	9490	9778	8530	27798
Other Vehicle Miles	472	501	438	1411
<b>TOTAL VEHICLE MILES</b>	<b>9,962</b>	<b>10,279</b>	<b>8,968</b>	<b>29,209</b>
<b>Miles Per Passenger Boarding</b>	<b>5.90</b>	<b>5.75</b>	<b>4.72</b>	<b>5.43</b>

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<b>Route 4A: Soda Bay Kit's Corner to Lakeport</b>	July	Aug	Sept	TOTAL
Local Base Fare - \$1.25	46	29	8	83
Local Senior Fare - \$0.75	10	6	9	25
Local ADA Fare - \$0.75	2	3	0	5
Regional Fare - \$2.25	36	44	34	114
Out of Co. (Mendocino/ Napa) - \$5.00	1	1	0	2
Flex Stop for ADA/Senior Local \$0.75	0	0	1	1
Flex Stop for ADA/Sr. Regional \$1.25	3	7	2	12
DAR GP 1-day Advance Reserv. \$5.				
DAR GP Same Day \$10.00				
DAR Senior 1-day Adv. Reserv - \$2.50				
DAR Senior Same Day - \$3.00				
DAR Disabled 1-day Adv Reserv \$2.50				
DAR Disabled Same Day - \$3.00				
Tap to Pay (\$1.00)	9	10	7	26
Free College Fare	12	7	9	28
Free/Other	3	8	5	16
Base Fare Ticket Regional	2	4	1	7
Base Fare Ticket Local	2	6	7	15
Punch Pass	56	69	36	161
Monthly Pass	43	32	21	96
Weekly Pass	1	0	0	1
Summer Cruisin' Youth Pass	6	3	0	9
Transfer - Lake Transit	31	36	24	91
Transfer - MTA	0	0	0	0
Transfer - Napa VINE	0	0	0	0
<b>TOTAL PASSENGERS</b>	<b>263</b>	<b>265</b>	<b>164</b>	<b>692</b>
Bicycles	0	0	1	1
Extended Stops	0	0	0	0
Wheelchairs	6	9	3	18
<b>CASH - CALCULATED TOTAL</b>	<b>\$ 165.25</b>	<b>\$ 165.75</b>	<b>\$ 103.50</b>	<b>\$ 434.50</b>
Scheduled Hours	148.5	148.5	148.5	445.5
Actual Revenue Hours	120.06	112.81	79.61	312.48
Other Vehicle Hours	14.7	14.62	13.42	42.74
<b>TOTAL VEHICLE HOURS</b>	<b>134.76</b>	<b>127.43</b>	<b>93.03</b>	<b>355.22</b>
<b>PASSENGERS PER REV. HOUR</b>	<b>2.19</b>	<b>2.35</b>	<b>2.06</b>	<b>2.21</b>
Scheduled Miles	3300	3300	3300	9900
Actual Revenue Miles	3112	2909	2038	8059
Other Vehicle Miles	242	213	205	660
<b>TOTAL VEHICLE MILES</b>	<b>3,354</b>	<b>3,122</b>	<b>2,243</b>	<b>8,719</b>
<b>Miles Per Passenger Boarding</b>	<b>11.83</b>	<b>10.98</b>	<b>12.43</b>	<b>11.65</b>

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<b>Route 7: Lakeport - Ukiah</b>	July	Aug	Sept	TOTAL
Local Base Fare - \$1.25	23	11	22	56
Local Senior Fare - \$0.75	2	4	3	9
Local ADA Fare - \$0.75	1	2	3	6
Regional Fare - \$2.25	42	36	16	94
Out of Co. (Mendocino/ Napa) - \$5.00	191	149	167	507
Flex Stop for ADA/Senior Local \$0.75	0	10	0	10
Flex Stop for ADA/Sr. Regional \$1.25	0	0	0	0
DAR GP 1-day Advance Reserv. \$5.				
DAR GP Same Day \$10.00				
DAR Senior 1-day Adv. Reserv - \$2.50				
DAR Senior Same Day - \$3.00				
DAR Disabled 1-day Adv Reserv \$2.50				
DAR Disabled Same Day - \$3.00				
Tap to Pay (\$1.00)	37	54	95	186
Free College Fare	73	124	212	409
Free/Other	35	16	10	61
Base Fare Ticket Regional	28	27	6	61
Base Fare Ticket Local	27	25	6	58
Punch Pass	79	84	90	253
Monthly Pass	70	66	72	208
Weekly Pass	41	46	24	111
Summer Cruisin' Youth Pass	10	21	0	31
Transfer - Lake Transit	163	175	152	490
Transfer - MTA	0	2	1	3
Transfer - Napa VINE	0	0	0	0
<b>TOTAL PASSENGERS</b>	<b>822</b>	<b>852</b>	<b>879</b>	<b>2,553</b>
Bicycles	29	31	31	91
Extended Stops	0	0	0	0
Wheelchairs	12	9	21	42
<b>CASH - CALCULATED TOTAL</b>	<b>\$ 1,117.50</b>	<b>\$ 905.75</b>	<b>\$ 998.00</b>	<b>\$ 3,021.25</b>
Scheduled Hours	277	277	277	831
Actual Revenue Hours	283.21	284.78	218.21	786.2
Other Vehicle Hours	11.6	24.16	20.26	56.02
<b>TOTAL VEHICLE HOURS</b>	<b>294.81</b>	<b>308.94</b>	<b>238.47</b>	<b>842.22</b>
<b>PASSENGERS PER REV. HOUR</b>	<b>2.90</b>	<b>2.99</b>	<b>4.03</b>	<b>3.25</b>
Scheduled Miles	9100	9100	9100	27300
Actual Revenue Miles	9232	9162	7167	25561
Other Vehicle Miles	0	0	0	0
<b>TOTAL VEHICLE MILES</b>	<b>9,232</b>	<b>9,162</b>	<b>7,167</b>	<b>25,561</b>
<b>Miles Per Passenger Boarding</b>	<b>11.23</b>	<b>10.75</b>	<b>8.15</b>	<b>10.01</b>

**LAKE TRANSIT AUTHORITY**  
**2024/25 OPERATING STATISTICS REPORT**

<b>Route 8: Lakeport</b>	July	Aug	Sept	TOTAL
Local Base Fare - \$1.25	152	150	108	410
Local Senior Fare - \$0.75	297	284	265	846
Local ADA Fare - \$0.75	81	71	50	202
Regional Fare - \$2.25	132	112	129	373
Out of Co. (Mendocino/ Napa) - \$5.00	0	2	1	3
Flex Stop for ADA/Senior Local \$0.75	0	0	0	0
Flex Stop for ADA/Sr. Regional \$1.25	0	0	0	0
DAR GP 1-day Advance Reserv. \$5.				
DAR GP Same Day \$10.00				
DAR Senior 1-day Adv. Reserv - \$2.50				
DAR Senior Same Day - \$3.00				
DAR Disabled 1-day Adv Reserv \$2.50				
DAR Disabled Same Day - \$3.00				
Tap to Pay (\$1.00)	85	59	56	200
Free College Fare	207	213	270	690
Free/Other	151	113	74	338
Base Fare Ticket Regional	6	14	5	25
Base Fare Ticket Local	181	135	112	428
Punch Pass	577	583	596	1756
Monthly Pass	767	698	569	2034
Weekly Pass	6	2	2	10
Summer Cruisin' Youth Pass	197	176	10	383
Transfer - Lake Transit	590	562	498	1650
Transfer - MTA	0	0	0	0
Transfer - Napa VINE	0	0	0	0
<b>TOTAL PASSENGERS</b>	<b>3,429</b>	<b>3,174</b>	<b>2,745</b>	<b>9,348</b>
Bicycles	144	142	108	394
Extended Stops	0	0	0	0
Wheelchairs	176	186	175	537
<b>CASH - CALCULATED TOTAL</b>	<b>\$ 855.50</b>	<b>\$ 774.75</b>	<b>\$ 722.50</b>	<b>\$ 2,352.75</b>
Scheduled Hours	345	345	345	1035
Actual Revenue Hours	502.01	490.91	360.54	1353.46
Other Vehicle Hours	46.81	40.78	35.64	123.23
<b>TOTAL VEHICLE HOURS</b>	<b>548.82</b>	<b>531.69</b>	<b>396.18</b>	<b>1476.69</b>
<b>PASSENGERS PER REV. HOUR</b>	<b>6.83</b>	<b>6.47</b>	<b>7.61</b>	<b>6.91</b>
Scheduled Miles	5500	5500	5500	16500
Actual Revenue Miles	8476	8281	6248	23005
Other Vehicle Miles	918	896	775	2589
<b>TOTAL VEHICLE MILES</b>	<b>9,394</b>	<b>9,177</b>	<b>7,023</b>	<b>25,594</b>
<b>Miles Per Passenger Boarding</b>	<b>2.47</b>	<b>2.61</b>	<b>2.28</b>	<b>2.46</b>

**LAKE TRANSIT AUTHORITY**  
**2024/25 OPERATING STATISTICS REPORT**

<b>Route 10: Clearlake Clearlake Park</b>	July	Aug	Sept	TOTAL
Local Base Fare - \$1.25	666	735	791	2192
Local Senior Fare - \$0.75	441	519	416	1376
Local ADA Fare - \$0.75	59	33	60	152
Regional Fare - \$2.25	39	41	56	136
Out of Co. (Mendocino/ Napa) - \$5.00	13	11	16	40
Flex Stop for ADA/Senior Local \$0.75	0	0	0	0
Flex Stop for ADA/Sr. Regional \$1.25	0	0	0	0
DAR GP 1-day Advance Reserv. \$5.				0
DAR GP Same Day \$10.00				
DAR Senior 1-day Adv. Reserv - \$2.50				
DAR Senior Same Day - \$3.00				
DAR Disabled 1-day Adv Reserv \$2.50				
DAR Disabled Same Day - \$3.00				
Tap to Pay (\$1.00)	88	157	178	423
Free College Fare	162	322	211	695
Free/Other	235	325	292	852
Base Fare Ticket Regional	44	61	54	159
Base Fare Ticket Local	108	89	117	314
Punch Pass	773	910	910	2593
Monthly Pass	641	867	924	2432
Weekly Pass	35	12	18	65
Summer Cruisin' Youth Pass	294	751	7	1052
Transfer - Lake Transit	812	940	1106	2858
Transfer - MTA	31	0	0	31
Transfer - Napa VINE	0	0	0	0
<b>TOTAL PASSENGERS</b>	<b>4,441</b>	<b>5,773</b>	<b>5,156</b>	<b>15,370</b>
Bicycles	85	64	42	191
Extended Stops	0	0	0	0
Wheelchairs	173	223	277	673
<b>CASH - CALCULATED TOTAL</b>	<b>\$ 1,448.25</b>	<b>\$ 1,637.00</b>	<b>\$ 1,729.75</b>	<b>\$ 4,815.00</b>
Scheduled Hours	317	317	317	951
Actual Revenue Hours	330.82	340.85	300.97	972.64
Other Vehicle Hours	51.59	59.37	50.23	161.19
<b>TOTAL VEHICLE HOURS</b>	<b>382.41</b>	<b>400.22</b>	<b>351.2</b>	<b>1133.83</b>
<b>PASSENGERS PER REV. HOUR</b>	<b>13.42</b>	<b>16.94</b>	<b>17.13</b>	<b>15.80</b>
Scheduled Miles	3850	3850	3850	11550
Actual Revenue Miles	5180	5207	4685	15072
Other Vehicle Miles	456	512	426	1394
<b>TOTAL VEHICLE MILES</b>	<b>5,636</b>	<b>5,719</b>	<b>5,111</b>	<b>16,466</b>
<b>Miles Per Passenger Boarding</b>	<b>1.17</b>	<b>0.90</b>	<b>0.91</b>	<b>0.98</b>

**LAKE TRANSIT AUTHORITY**  
**2024/25 OPERATING STATISTICS REPORT**

<b>Route 11: Clearlake The Avenues</b>	July	Aug	Sept	TOTAL
Local Base Fare - \$1.25	548	642	514	1704
Local Senior Fare - \$0.75	609	478	337	1424
Local ADA Fare - \$0.75	52	20	7	79
Regional Fare - \$2.25	21	22	30	73
Out of Co. (Mendocino/ Napa) - \$5.00	0	2	6	8
Flex Stop for ADA/Senior Local \$0.75	0	0	0	0
Flex Stop for ADA/Sr. Regional \$1.25	0	0	0	0
DAR GP 1-day Advance Reserv. \$5.				
DAR GP Same Day \$10.00				
DAR Senior 1-day Adv. Reserv - \$2.50				
DAR Senior Same Day - \$3.00				
DAR Disabled 1-day Adv Reserv \$2.50				
DAR Disabled Same Day - \$3.00				
Tap to Pay (\$1.00)	133	144	109	386
Free College Fare	73	130	128	331
Free/Other	351	137	88	576
Base Fare Ticket Regional	58	24	23	105
Base Fare Ticket Local	73	62	71	206
Punch Pass	766	638	657	2061
Monthly Pass	346	432	435	1213
Weekly Pass	40	30	29	99
Summer Cruisin' Youth Pass	293	413	14	720
Transfer - Lake Transit	407	408	366	1181
Transfer - MTA	0	0	0	0
Transfer - Napa VINE	0	0	0	0
<b>TOTAL PASSENGERS</b>	<b>3,770</b>	<b>3,582</b>	<b>2,814</b>	<b>10,166</b>
Bicycles	28	36	12	76
Extended Stops	0	0	0	0
Wheelchairs	112	132	112	356
<b>CASH - CALCULATED TOTAL</b>	<b>\$ 1,361.00</b>	<b>\$ 1,379.50</b>	<b>\$ 1,107.00</b>	<b>\$ 3,847.50</b>
Scheduled Hours	327.75	327.75	327.75	983.25
Actual Revenue Hours	324.02	331.66	293.92	949.6
Other Vehicle Hours	30.79	37.3	31.01	99.1
<b>TOTAL VEHICLE HOURS</b>	<b>354.81</b>	<b>368.96</b>	<b>324.93</b>	<b>1048.7</b>
<b>PASSENGERS PER REV. HOUR</b>	<b>11.64</b>	<b>10.80</b>	<b>9.57</b>	<b>10.71</b>
Scheduled Miles	3696	3696	3696	11088
Actual Revenue Miles	3979	4090	3702	11771
Other Vehicle Miles	301	292	253	846
<b>TOTAL VEHICLE MILES</b>	<b>4,280</b>	<b>4,382</b>	<b>3,955</b>	<b>12,617</b>
<b>Miles Per Passenger Boarding</b>	<b>1.06</b>	<b>1.14</b>	<b>1.32</b>	<b>1.16</b>



**LAKE TRANSIT AUTHORITY**  
**2024/25 OPERATING STATISTICS REPORT**

<b>Route 12: Clearlake Lower Lake</b>	July	Aug	Sept	TOTAL
Local Base Fare - \$1.25	0	0	0	0
Local Senior Fare - \$0.75	0	0	0	0
Local ADA Fare - \$0.75	0	0	0	0
Regional Fare - \$2.25	0	0	0	0
Out of Co. (Mendocino/ Napa) - \$5.00	0	0	0	0
Flex Stop for ADA/Senior Local \$0.75	0	0	0	0
Flex Stop for ADA/Sr. Regional \$1.25	0	0	0	0
DAR GP 1-day Advance Reserv. \$5.				
DAR GP Same Day \$10.00				
DAR Senior 1-day Adv. Reserv - \$2.50				
DAR Senior Same Day - \$3.00				
DAR Disabled 1-day Adv Reserv \$2.50				
DAR Disabled Same Day - \$3.00				
Tap to Pay (\$1.00)	0	0	0	0
Free College Fare	0	0	0	0
Free/Other	0	0	0	0
Base Fare Ticket Regional	0	0	0	0
Base Fare Ticket Local	0	0	0	0
Punch Pass	0	0	0	0
Monthly Pass	0	0	0	0
Weekly Pass	0	0	0	0
Summer Cruisin' Youth Pass	0	0	0	0
Transfer - Lake Transit	0	0	0	0
Transfer - MTA	0	0	0	0
Transfer - Napa VINE	0	0	0	0
<b>TOTAL PASSENGERS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Bicycles	0	0	0	0
Extended Stops	0	0	0	0
Wheelchairs	0	0	0	0
<b>CASH - CALCULATED TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Scheduled Hours	0	0	0	0
Actual Revenue Hours	0	0	0	0
Other Vehicle Hours	0	0	0	0
<b>TOTAL VEHICLE HOURS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PASSENGERS PER REV. HOUR</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>
Scheduled Miles	0	0	0	0
Actual Revenue Miles	0	0	0	0
Other Vehicle Miles	0	0	0	0
<b>TOTAL VEHICLE MILES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Miles Per Passenger Boarding</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>

**LAKE TRANSIT AUTHORITY**  
**2024/25 OPERATING STATISTICS REPORT**

<b>Lakeport Dial-A-Ride</b>	Jul	Aug	Sept	TOTAL
Local Base Fare - \$1.25				
Local Senior Fare - \$0.75				
Local ADA Fare - \$0.75				
Regional Fare - \$2.25				
Out of Co. (Mendocino/ Napa) - \$5.00				
Flex Stop for ADA/Senior Local \$0.75				
Flex Stop for ADA/Sr. Regional \$1.25				
DAR GP 1-day Advance Reserv. \$5.	0	0	0	0
DAR GP Same Day \$10.00	0	0	0	0
DAR Senior 1-day Adv. Reserv - \$2.50	13	10	17	40
DAR Senior Same Day - \$3.00	0	0	0	0
DAR Disabled 1-day Adv Reserv \$2.50	42	52	26	120
DAR Disabled Same Day - \$3.00	0	0	0	0
Tap to Pay (\$1.00)	0	0	6	6
Free College Fare	2	0	12	14
Free/Other	18	48	20	86
Base Fare Ticket Regional	28	33	22	83
Base Fare Ticket Local	0	15	12	27
Punch Pass	47	59	34	140
Monthly Pass				
Weekly Pass				
Summer Cruisin' Youth Pass				
Transfer - Lake Transit	0	0	0	0
Transfer - MTA	0	0	0	0
Transfer - Napa VINE	0	0	0	0
<b>TOTAL PASSENGERS</b>	<b>150</b>	<b>217</b>	<b>149</b>	<b>516</b>
Bicycles				0
Extended Stops				0
Wheelchairs	103	166	116	385
<b>CASH - CALCULATED TOTAL</b>	<b>\$ 137.50</b>	<b>\$ 155.00</b>	<b>\$ 112.00</b>	<b>\$ 404.50</b>
Scheduled Hours	425	425	425	1275
Actual Revenue Hours	175.69	206.07	163.23	544.99
Other Vehicle Hours	0	0	0	0
<b>TOTAL VEHICLE HOURS</b>	<b>175.69</b>	<b>206.07</b>	<b>163.23</b>	<b>544.99</b>
<b>PASSENGERS PER REV. HOUR</b>	<b>0.85</b>	<b>1.05</b>	<b>0.91</b>	<b>0.95</b>
Scheduled Miles	0	0	0	0
Actual Revenue Miles	1320	1427	1224	3971
Other Vehicle Miles	0	0	0	0
<b>TOTAL VEHICLE MILES</b>	<b>1,320</b>	<b>1,427</b>	<b>1,224</b>	<b>3,971</b>
<b>Miles Per Passenger Boarding</b>	<b>8.80</b>	<b>6.58</b>	<b>8.21</b>	<b>7.70</b>

**LAKE TRANSIT AUTHORITY**  
**2024/25 OPERATING STATISTICS REPORT**

<b>Clearlake Dial-A-Ride</b>	Jul	Aug	Sept	TOTAL
Local Base Fare - \$1.25				
Local Senior Fare - \$0.75				
Local ADA Fare - \$0.75				
Regional Fare - \$2.25				
Out of Co. (Mendocino/ Napa) - \$5.00				
Flex Stop for ADA/Senior Local \$0.75				
Flex Stop for ADA/Sr. Regional \$1.25				
DAR GP 1-day Advance Reserv. \$5.	0	0	0	0
DAR GP Same Day \$10.00	0	0	0	0
DAR Senior 1-day Adv. Reserv - \$2.50	35	58	24	117
DAR Senior Same Day - \$3.00	0	0	0	0
DAR Disabled 1-day Adv Reserv \$2.50	20	4	15	39
DAR Disabled Same Day - \$3.00	0	0	0	0
Tap to Pay (\$1.00)	0	0	2	2
Free College Fare	8	0	0	8
Free/Other	0	0	2	2
Base Fare Ticket Regional	0	0	0	0
Base Fare Ticket Local	4	1	13	18
Punch Pass	107	148	97	352
Monthly Pass				
Weekly Pass				
Summer Cruisin' Youth Pass				
Transfer - Lake Transit	0	0	0	0
Transfer - MTA	0	0	0	0
Transfer - Napa VINE	0	0	0	0
<b>TOTAL PASSENGERS</b>	<b>174</b>	<b>211</b>	<b>153</b>	<b>538</b>
Bicycles				0
Extended Stops				0
Wheelchairs	112	146	102	360
<b>CASH - CALCULATED TOTAL</b>	<b>\$ 137.50</b>	<b>\$ 155.00</b>	<b>\$ 99.00</b>	<b>\$ 391.50</b>
Scheduled Hours	512.5	512.5	512.5	1537.5
Actual Revenue Hours	173.5	185.43	121.39	480.32
Other Vehicle Hours	0	0	0	0
<b>TOTAL VEHICLE HOURS</b>	<b>173.5</b>	<b>185.43</b>	<b>121.39</b>	<b>480.32</b>
<b>PASSENGERS PER REV. HOUR</b>	<b>1.00</b>	<b>1.14</b>	<b>1.26</b>	<b>1.12</b>
Scheduled Miles	0	0	0	0
Actual Revenue Miles	938	982	876	2796
Other Vehicle Miles	0	0	0	0
<b>TOTAL VEHICLE MILES</b>	<b>938</b>	<b>982</b>	<b>876</b>	<b>2,796</b>
<b>Miles Per Passenger Boarding</b>	<b>5.39</b>	<b>4.65</b>	<b>5.73</b>	<b>5.20</b>

**LAKE TRANSIT AUTHORITY**  
**2024/25 OPERATING STATISTICS REPORT**

<b><i>Out-of-County NEMT Uk Special Services</i></b>	July	Aug	Sept	TOTAL
Local Base Fare - \$1.25				
Local Senior Fare - \$0.75				
Local ADA Fare - \$0.75				
Regional Fare - \$2.25				
Out of Co. (Mendocino/ Napa) - \$5.00				
Flex Stop for ADA/Senior Local \$0.75				
Flex Stop for ADA/Sr. Regional \$1.25				
DAR GP 1-day Advance Reserv. \$5.				
DAR GP Same Day \$10.00				
DAR Senior 1-day Adv. Reserv - \$2.50				
DAR Senior Same Day - \$3.00				
DAR Disabled 1-day Adv Reserv \$2.50				
DAR Disabled Same Day - \$3.00				
Tap to Pay (\$1.00)				
Free College Fare				
Free/Other	12	14	8	34
Base Fare Ticket Regional				
Base Fare Ticket Local				
Punch Pass				
Monthly Pass				
Weekly Pass				
Summer Cruisin' Youth Pass				
Transfer - Lake Transit				
Transfer - MTA				
Transfer - Napa VINE				
<b>TOTAL PASSENGERS</b>	<b>12</b>	<b>14</b>	<b>8</b>	<b>34</b>
Bicycles				0
Extended Stops				0
Wheelchairs				0
<b>CASH - CALCULATED TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Scheduled Hours				0
Actual Revenue Hours	33.18	40.83	16.79	90.8
Other Vehicle Hours				0
<b>TOTAL VEHICLE HOURS</b>	<b>33.18</b>	<b>40.83</b>	<b>16.79</b>	<b>90.8</b>
<b>PASSENGERS PER REV. HOUR</b>	<b>0.36</b>	<b>0.34</b>	<b>0.48</b>	<b>0.37</b>
Scheduled Miles				0
Actual Revenue Miles	689	973	461	2,123
Other Vehicle Miles				0
<b>TOTAL VEHICLE MILES</b>	<b>689</b>	<b>973</b>	<b>461</b>	<b>2,123</b>
<b>Miles Per Passenger Boarding</b>	<b>57.42</b>	<b>69.50</b>	<b>57.63</b>	<b>62.44</b>

**LAKE TRANSIT AUTHORITY**  
**2024/25 OPERATING STATISTICS REPORT**

<b><i>Out-of-County NEMT SR Special Services</i></b>	July	Aug	Sept	TOTAL
Local Base Fare - \$1.25				
Local Senior Fare - \$0.75				
Local ADA Fare - \$0.75				
Regional Fare - \$2.25				
Out of Co. (Mendocino/ Napa) - \$5.00				
Flex Stop for ADA/Senior Local \$0.75				
Flex Stop for ADA/Sr. Regional \$1.25				
DAR GP 1-day Advance Reserv. \$5.				
DAR GP Same Day \$10.00				
DAR Senior 1-day Adv. Reserv - \$2.50				
DAR Senior Same Day - \$3.00				
DAR Disabled 1-day Adv Reserv \$2.50				
DAR Disabled Same Day - \$3.00				
Tap to Pay (\$1.00)				
Free College Fare				
Free/Other	22	36	28	86
Base Fare Ticket Regional				
Base Fare Ticket Local				
Punch Pass				
Monthly Pass				
Weekly Pass				
Summer Cruisin' Youth Pass				
Transfer - Lake Transit				
Transfer - MTA				
Transfer - Napa VINE				
<b>TOTAL PASSENGERS</b>	<b>22</b>	<b>36</b>	<b>28</b>	<b>86</b>
Bicycles				0
Extended Stops				0
Wheelchairs				0
<b>CASH - CALCULATED TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Scheduled Hours				0
Actual Revenue Hours	64.94	120.05	74.84	259.83
Other Vehicle Hours				0
<b>TOTAL VEHICLE HOURS</b>	<b>64.94</b>	<b>120.05</b>	<b>74.84</b>	<b>259.83</b>
<b>PASSENGERS PER REV. HOUR</b>	<b>0.34</b>	<b>0.30</b>	<b>0.37</b>	<b>0.33</b>
Scheduled Miles				0
Actual Revenue Miles	2098	3652	2433	8183
Other Vehicle Miles				0
<b>TOTAL VEHICLE MILES</b>	<b>2,098</b>	<b>3,652</b>	<b>2,433</b>	<b>8,183</b>
<b>Miles Per Passenger Boarding</b>	<b>95.36</b>	<b>101.44</b>	<b>86.89</b>	<b>95.15</b>

## Lake Transit Authority FY 2024/25 Financial Summary (Unaudited)

	Budget			Actual			Year-to-Date Total
	Adopted	Adjustment	Budget + Adjustment	July	August	September	
<b>REVENUE</b>							
Farebox Revenue (Acct 7401)	\$ 137,498.55	-	\$ 137,498.55	\$ 10,118.14	\$ 2,764.42	\$ 12,659.60	\$ 25,542.16
Farebox Revenue 5311-f Route 30	\$ 126,012.60		\$ 126,012.60	\$ 8,873.56	\$ 7,544.04	\$ 9,814.64	\$ 26,232.24
Farebox Revenue 5311-f Route 40				\$ 3,623.32	\$ 3,176.11	\$ 4,375.37	\$ 11,174.80
Special Fares (Acct 7402)	\$ 10,973.80	-	\$ 10,973.80	\$ 382.29	\$ 470.76	\$ 524.01	\$ 1,377.06
5310 Fare Revenues	\$ -		\$ -	\$ 340.00	\$ 500.00	\$ 300.00	\$ 1,140.00
Route Guarantee - Route 3	\$ 26,400.00		\$ 26,400.00	\$ 4,400.00	\$ -	\$ -	\$ 4,400.00
Auxilliary Trans. Revenue (advertising, etc.)	\$ 81,000.00		\$ 81,000.00	\$ 4,647.49	\$ 5,551.00	\$ 4,613.50	\$ 14,811.99
Reimbursement from APC	-		-				\$ -
LTF	\$ 977,181.00		\$ 977,181.00				\$ -
LTF Advance Allocations	\$ -		\$ -				\$ -
State Cash Grants & Reimbursements							\$ -
State Transit Assistance (STA)	\$ 868,546.00		\$ 868,546.00				\$ -
State Transit Assistance (STA) C/O Funds	\$ -		\$ -				\$ -
LCTOP 2018-19	\$ 127,647.00		\$ 127,647.00				\$ -
LCTOP 2019-20	\$ 102,736.00		\$ 102,736.00				\$ -
LCTOP 2020-21	\$ 69,466.00		\$ 69,466.00				\$ -
LCTOP 2021-22	\$ 164,139.00		\$ 164,139.00				\$ -
LCTOP 2022-23	\$ 173,882.00		\$ 173,882.00				\$ -
State of Good Repair			\$ -				\$ -
State of Good Repair - FY 2023/24	\$ 113,247.00		\$ 113,247.00				\$ -
State of Good Repair - Carryover	\$ 209,407.00		\$ 209,407.00		\$ 30,637.00		\$ 30,637.00
TIRCP Grant	\$ 144,367.08		\$ 144,367.08				\$ -
SB 125 CalSTA/TIRCP/ZETCP	\$ 4,077,103.00		\$ 4,077,103.00				\$ -
Federal Cash Grants & Reimbursements							\$ -
FTA Section 5310 - Out-of-County NEMT	\$ 375,000.00		\$ 375,000.00				\$ -
FTA Sec. 5311 Regional Apportionment	\$ 538,964.00	\$ -	\$ 538,964.00				\$ -
FTA Section 5311(f) Operating Route 30 (3-1)							\$ -
FTA Section 5311(f) Operating Route 40 (4-7)	\$ 507,220.00		\$ 507,220.00				\$ -
FTA Section 5311 (f) Operating - Carryover							\$ -
FTA Section 5311(f) CARES Act Phase 2	\$ 63,338.00		\$ 63,338.00				\$ -
FTA Section 5311 CRRSAA	\$ 1,074,575.00		\$ 1,074,575.00				\$ -
FTA Section 5311 ARPA	\$ 640,000.00		\$ 640,000.00				\$ -
FTA Section 5311(f) ARPA	\$ 208,681.00		\$ 208,681.00				\$ -
FTA 5339 (2019)	\$ 951,497.00		\$ 951,497.00				\$ -
<b>TOTAL</b>	<b>\$ 11,768,881.03</b>	<b>\$ -</b>	<b>\$ 11,768,881.03</b>	<b>\$ 32,384.80</b>	<b>\$ 50,643.33</b>	<b>\$ 32,287.12</b>	<b>\$ 115,315.25</b>

## Lake Transit Authority FY 2024/25 Financial Summary (Unaudited)

	Budget			Actual			Year-to-Date Total
	Adopted	Adjustment	Budget + Adjustment	July	August	September	
<b>EXPENSES</b>							
<b>OPERATING EXPENSES</b>							
Accounting Services	\$ 6,000.00	\$ -	\$ 6,000.00				\$ -
Legal Services	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 100.00	\$ 75.00	\$ 750.00	\$ 925.00
Management Contract - MWA	\$ 8,314.00	\$ -	\$ 8,314.00	\$ 1,296.29	\$ 2,624.69		\$ 3,920.98
Oper. & Maint. Contract	\$ 2,166,102.61	\$ -	\$ 2,166,102.61	\$ 149,782.51	\$ 162,774.84	\$ 146,554.50	\$ 459,111.85
Operations Contract - 5311(f) - Route 30	\$ 459,268.35	\$ -	\$ 459,268.35	\$ 66,571.42	\$ 70,783.16	\$ 66,750.25	\$ 204,104.83
Operations Contract - 5311(f) - Route 40	\$ 405,740.60	\$ -	\$ 405,740.60	\$ 44,978.83	\$ 47,701.46	\$ 43,949.93	\$ 136,630.22
Operations Contract - COVID	\$ -	\$ -	\$ -	\$ 6,982.05	\$ 7,343.10	\$ 6,662.42	\$ 20,987.57
Operations Contract - 5310 - 2022	\$ 375,000.00	\$ -	\$ 375,000.00	\$ 7,677.40	\$ 13,499.23	\$ 8,622.43	\$ 29,799.06
Lake Links 5310	\$ -	\$ -	\$ -	\$ 3,626.00	\$ 4,693.20	\$ 3,989.60	\$ 12,308.80
Printing	\$ 12,000.00	\$ -	\$ 12,000.00				\$ -
Promotional Materials	\$ 2,400.00	\$ -	\$ 2,400.00				\$ -
Advertising / Website	\$ 5,000.00	\$ -	\$ 5,000.00				\$ -
Promotional Campaigns	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 83.28	\$ 2.04		\$ 85.32
Fuel/DEF	\$ 271,315.00	\$ -	\$ 271,315.00	\$ 21,823.22	\$ 21,197.20	\$ 18,404.14	\$ 61,424.56
Fuel/DEF- 5311(f) - Route 30	\$ 148,148.00	\$ -	\$ 148,148.00	\$ 12,848.50	\$ 12,479.40	\$ 11,161.87	\$ 36,489.77
Fuel/DEF- 5311(f) - Route 40	\$ 107,730.00	\$ -	\$ 107,730.00	\$ 9,510.44	\$ 9,324.21	\$ 8,008.82	\$ 26,843.47
Fuel/DEF - 5310	\$ -	\$ -	\$ -	\$ 1,607.21	\$ 2,594.37	\$ 1,700.59	\$ 5,902.17
Facility Maintenance	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 1,085.00	\$ 725.00	\$ 1,720.00	\$ 3,530.00
Rents & Leases	\$ 8,500.00	\$ -	\$ 8,500.00	\$ 410.00	\$ 410.00	\$ 410.00	\$ 1,230.00
Utilities	\$ 7,000.00	\$ -	\$ 7,000.00	\$ 520.80	\$ 352.00	\$ 380.09	\$ 1,252.89
Fleet Maintenance	\$ 10,000.00	\$ -	\$ 10,000.00				\$ -
Operating Funds Reserve	\$ 1,504,697.40	\$ -	\$ 1,504,697.40				\$ -
<b>OPERATING SUB-TOTAL</b>	<b>\$ 5,529,215.95</b>	<b>\$ -</b>	<b>\$ 5,529,215.95</b>	<b>\$ 328,902.95</b>	<b>\$ 356,578.90</b>	<b>\$ 319,064.64</b>	<b>\$ 1,004,546.49</b>
<b>CAPITAL EXPENSES</b>							
<b>Lake Transit Authority (Capital)</b>							
Software	\$ 40,000.00	\$ -	\$ 40,000.00		\$ 43.45		\$ 43.45
Equipment	\$ 12,000.00	\$ -	\$ 12,000.00	\$ 165.00	\$ 2,685.00	\$ 210.00	\$ 3,060.00
Reserve (Capital Projects)	\$ 54,174.00	\$ -	\$ 54,174.00				\$ -
<b>Total LTA Capital:</b>	<b>\$ 106,174.00</b>	<b>\$ -</b>	<b>\$ 106,174.00</b>				<b>\$ -</b>
<b>Federal Transit Administration (FTA)</b>							
FTA 5339 Bus Replacement (2019)	\$ 951,497.00	\$ -	\$ 951,497.00				\$ -
<b>Total FTA:</b>	<b>\$ 951,497.00</b>	<b>\$ -</b>	<b>\$ 951,497.00</b>				<b>\$ -</b>
<b>Transit &amp; Intercity Rail Capital Program (TIRCP)</b>							
Cycle 4 - Transit Center & H2 Infrastructure/Buses	\$ 144,367.08	\$ -	\$ 144,367.08				\$ -
<b>Total FTA:</b>	<b>\$ 144,367.08</b>	<b>\$ -</b>	<b>\$ 144,367.08</b>				<b>\$ -</b>
<b>Low Carbon Transit Oper. Program (LCTOP)</b>							
LCTOP Solar Canopy Project (FY 18/19)	\$ 127,647.00	\$ -	\$ 127,647.00				\$ -
LCTOP Solar Canopy Project (FY 19/20)	\$ 102,736.00	\$ -	\$ 102,736.00				\$ -
LCTOP Solar Canopy Project (FY 20/21)	\$ 69,466.00	\$ -	\$ 69,466.00				\$ -
LCTOP Solar Canopy Project (FY 21/22)	\$ 164,139.00	\$ -	\$ 164,139.00				\$ -
LCTOP Two Zero-emission Vans (FY 22/23)	\$ 173,882.00	\$ -	\$ 173,882.00				\$ -
<b>Total LCTOP:</b>	<b>\$ 637,870.00</b>	<b>\$ -</b>	<b>\$ 637,870.00</b>				<b>\$ -</b>
<b>State of Good Repair Funding</b>							
SGR - 21/22 - Bus Replacement	\$ 99,707.00	\$ -	\$ 99,707.00				\$ -
SGR - 22/23 - Transit Center	\$ 109,700.00	\$ -	\$ 109,700.00				\$ -
SGR - 23/24 - Transit Center	\$ 113,247.00	\$ -	\$ 113,247.00				\$ -
<b>Total SGR:</b>	<b>\$ 322,654.00</b>	<b>\$ -</b>	<b>\$ 322,654.00</b>				<b>\$ -</b>
<b>CAPITAL SUB-TOTAL</b>	<b>\$ 2,162,562.08</b>	<b>\$ -</b>	<b>\$ 2,162,562.08</b>	<b>\$ 165.00</b>	<b>\$ 2,728.45</b>	<b>\$ 210.00</b>	<b>\$ 3,103.45</b>
<b>GRAND TOTAL</b>	<b>\$ 7,691,778.03</b>	<b>\$ -</b>	<b>\$ 7,691,778.03</b>	<b>\$ 329,067.95</b>	<b>\$ 359,307.35</b>	<b>\$ 319,274.64</b>	<b>\$ 1,007,649.94</b>



# Paratransit Services

## FTA Drug and Alcohol Policy

Revised December 2024



# PARATRANSIT SERVICES FTA DRUG AND ALCOHOL POLICY December 2024

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## I. Purpose of Policy

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

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

Portions of this policy are not FTA-mandated, but reflect Paratransit Services' policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

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

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

## 2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4. **This also applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Visitors, vendors, and contractor employees are governed by these procedures while on Paratransit Services premises and will not be permitted to conduct Paratransit Services business if found to be in violation of these procedures.**

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

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

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

**A volunteer is considered a “covered employee” only for purposes of this policy and is of a categorical nature only if:**

- (1) the volunteer is required to have a commercial driver’s license to operate the vehicle; or
- (2) the volunteer performs a safety-sensitive function and receives remuneration in excess of his or her actual expenses incurred

### **3. Prohibited Behavior**

Use of illegal drugs is prohibited at all times. **All covered employees are prohibited from reporting for duty or remaining on duty any time they have used a prohibited drug as defined in CFR Part 40, as amended.**

Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

**Use or consumption of any other form of legal or illegal drug in any manner, that may result in impaired cognitive function or carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected, is prohibited while performing safety-sensitive duties, regardless of individual state legalization of use laws.**

#### **Alcohol**

Under FTA Authority, all covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

Following a BAC of 0.02 or greater, but less than 0.04, the FTA regulations require that the employee be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee’s alcohol concentration being less than 0.02. **Under the authority of Paratransit Services, any employee who receives a confirmed alcohol test result of 0.02 or greater will also be discharged from employment.**

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

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

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

**The use of beverages containing alcohol or other substances containing alcohol including medication, mouthwash, food, candy, or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.**

**Safety-sensitive and non-safety-sensitive employees shall not possess alcohol while on duty or operating a revenue service vehicle.**

**Paratransit Services is dedicated to assuring fair and equitable application of the Drug and Alcohol Policy. Therefore, supervisors and managers are directed to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor or manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including discharge.**

## 4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and provided with contact information for Substance Abuse Professionals (SAPs), **and discharged from employment.**

Following a BAC of 0.02 or greater, but less than 0.04, the FTA regulations require that the employee be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02. **Under the authority of Paratransit Services, any employee who receives a confirmed alcohol test result of 0.02 or greater will also be discharged from employment.**

**Verified positive drug and confirmed positive alcohol test results will be reported to the state Department of Licensing or Department of Motor Vehicles as required and defined by applicable state laws.**

### **Zero Tolerance**

**Paratransit Services has a zero tolerance policy for safety-sensitive employees who violate this Drug and Alcohol Policy. Violation of this policy shall result in disciplinary action, up to and including discharge.**

### **Former Employees**

**Former employees of Paratransit Services are not eligible for re-hire if they have failed or refused any DOT drug and/or alcohol test, including: pre-employment, random, post-accident, or reasonable suspicion testing.**

## 5. Circumstances for Testing

### Pre-Employment Testing

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

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take a Pre-employment drug test with verified negative results before they can return to a safety-sensitive function.

**If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will not be eligible for hire at any time.** The applicant will be referred to a list of USDOT qualified Substance Abuse Professionals.

**If an applicant has previously failed or refused any DOT drug and/or alcohol test with a former employer, the conditional offer of employment shall be rescinded with Paratransit Services.**

### Reasonable Suspicion Testing

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

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

**Employees who are sent for reasonable suspicion testing will be placed on paid administrative leave pending the outcome of the test.**

**A fitness for duty evaluation and drug and alcohol test may be conducted when there are reasons to believe that drug or alcohol use is adversely affecting job performance.**

### Post-Accident Testing

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

### Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Paratransit Services using the best information available at the time of the decision, will be tested.

### Non-fatal Accidents

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

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (3) The vehicle is a rail car, trolley car or bus, or vessel, and is removed from operation, unless the covered employee can be completely discounted as a contributing factor to the accident

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

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

Covered employees will be tested using the DOT Federal Custody and Control and Alcohol Testing Forms. **Testing of covered employees for accidents that do not meet the DOT definition for post-accident testing must be tested under Paratransit Services' authority using Non-DOT Forensic Drug Testing Custody Control and Non-DOT Alcohol Testing Forms.**

**Employee(s) will be placed on paid administrative leave pending the outcome of the Post-Accident test.**

Post-accident drug and alcohol tests are conducted as follows:

### Alcohol Testing

- 1) Every effort will be made to administer an alcohol test within 2 hours of the accident. If the test is not administered within 2 hours, the reason for the delay must be documented.

- 2) If an alcohol test is not administered within 8 hours following the accident, cease attempts to administer an alcohol test and document the reasons the test was not administered within the 8 hours.
- 3) The regulations do not permit a waiver of the employer's obligation to test an employee after an accident, nor does it allow an employer to use the results of an alcohol test done by hospital personnel for treatment of an injury.
- 4) The involved employee must refrain from the consumption of alcohol until the test is completed or for at least eight hours, whichever is shorter.
- 5) Every effort must be made to complete the alcohol test before performing the drug test collection.

### Drug Testing

- 1) Every effort shall be made to administer a controlled substances test as soon as possible within 32 hours of an accident.
- 2) If a test is not administered within 32 hours following the accident, cease attempts to administer a controlled substances test and document the reasons the test was not administered within the 32 hours.
- 3) The regulations do not permit a waiver of the employer's obligation to test an employee after an accident.

## **Random Testing**

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

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

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

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

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

## **Random Testing – End of Shift**

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. **Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and**

**random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided at least three (3) hours before the end of the shift.**

## 6. Testing Procedures

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

### **Dilute Urine Specimen**

If there is a negative dilute test result, Paratransit Services will conduct one additional retest. The result of the second test will be the test of record.

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

### **Split Specimen Test**

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. The request must be made by the employee to the Medical Review Officer within 72 hours of the notice of the original sample verified test result. All costs of the split specimen test are the responsibility of the employee requesting the test. Paratransit Services guarantees that the split specimen test will be conducted in a timely fashion.

## 7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Paratransit Services.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to provide a specimen for a drug or alcohol test. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient specimen for a drug or alcohol test without a valid medical explanation.
- (6) Fail or decline to take a second drug test as directed by the collector or Paratransit Services.
- (7) Fail to undergo a medical evaluation as required by the MRO or Paratransit Services' Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.



- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine drug test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and provided with contact information for USDOT qualified SAPs.

## 8. Voluntary Self-Referral

**Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the General Manager who will notify the Drug & Alcohol Program Manager (DAPM) and Human Resources. Human Resources will refer the individual to a substance abuse counselor for evaluation and treatment. Human Resources will coordinate with the Employee Assistance Program (EAP) and the EAP will refer the individual to a substance abuse counselor for evaluation and treatment. The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment.**

**It is the employee's responsibility to seek professional substance abuse assistance before any substance use or dependence affects job performance. It is the employee's responsibility to seek assistance prior to reaching a point where his or her judgment, performance, or behavior has led to imminent disciplinary action. Participation in the EAP after the disciplinary process has begun may not preclude disciplinary action, up to and including termination of employment.**

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

## 9. Prescription(RX)/Over-The-Counter(OTC) Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. This Rx/OTC policy emphasizes the need to balance, not limit, the treatment of employee illness during the performance of safety-sensitive duties while still assuring employee and passenger safety. It is not the intent of this policy to limit employees from obtaining the treatment and medications that they need for their health and well-being, but to ensure that employees are “medically qualified”.

### **Employee Responsibilities**

The employee is responsible for assessing his or her fitness for duty while using an Rx/OTC medication. As such, the employee has the following responsibilities:

- Complete a Report of Lawful Drug Use Form and keep it updated as changes arise (prior to beginning next shift).
- The employee has the responsibility to discuss the potential effects of any Rx/OTC drug with the prescribing physician, including any adverse impact on the safe performance of safety-sensitive job duties.
- The employee is encouraged to consider and/or discuss with the physician alternative treatments that do not have performance altering side effects and that do not compromise the quality or effectiveness of treatment.
- For OTC medications that pose a safety risk, the employee is required to notify a medical provider or licensed pharmacist of the safety-sensitive nature of his or her job duties.
- In the event that any side effects are experienced from the use of a Rx/OTC medication, which have the potential to affect the performance of safety-sensitive job duties, the employee has the responsibility to inform the Paratransit General Manager immediately so that a fitness for duty assessment may be conducted by the MRO.
- The employee must refrain from performing any safety-sensitive function any time their ability to safely perform their job duties is adversely impacted by the use of a Rx/OTC medication. The use or abuse of medications that impacts employee’s ability to perform their safety sensitive duties are strictly prohibited. Examples of prohibited behavior include:
  - The use of any Rx/OTC medication that adversely impacts the employee's ability to safely perform his/her safety-sensitive job functions.
  - Not taking medications for medical conditions that could affect the performance of safety sensitive duties.
  - Use of a medication that is not prescribed for the employee.
  - Use of medication that exceeds the prescribed dosage.

### **Employer Responsibilities**

Paratransit Services is responsible for enforcing this Rx/OTC Medication Policy and ensuring that all safety-sensitive employees are “fit for duty.” As such, Paratransit Services will:

- Maintain the confidentiality of all information received from employees regarding

**Rx/OTC medication use.**

- **Order a review by a Medical Review Officer (MRO) on all Rx/OTC medications listed on the employee's Report of Lawful Drug Use Form that pose a safety concern.**
- **Order a medical review by an (MRO) if the same Rx medication is being prescribed by multiple physicians.**
- **If it is determined that an employee is medically disqualified from all work or certain job duties, the MRO will notify the employee and DAPM.**
- **The DAPM will notify the supervisor if the MRO has determined the employee is disqualified from performing safety-sensitive duties.**
- **The supervisor will not be provided any further information unless the employee requests in writing that his or her supervisor be so informed.**
- **Fitness for Duty assessments will be conducted for all safety-sensitive employees or applicants for safety sensitive positions in the following circumstances:**
  - **Safety Concerns; and**
  - **In special circumstances, as may be required.**
- **A fit for duty exam and/or CDL physical exam will be required for verified negative results that include safety concerns for valid prescriptions or medically disqualifying conditions for safety-sensitive duties. The exam must be conducted by a qualified physician.**

## **Medical Review Officer (MRO) / Fitness for Duty Officer (FFDO) Responsibilities**

**The MRO will:**

- **Review all medical information forms and make determinations of any safety concerns.**
- **Consult with the prescribing physician, as necessary.**
- **Refer the employee for a fitness for duty exam if Paratransit Services' Medical Review Officer (MRO) finds a safety concern, either through the review of the Report of Lawful Drug Use Form or through Paratransit Services' drug testing procedures.**
- **Issue fitness for duty determinations and document all determinations in writing.**
- **The MRO/FFDO will make the determination as to whether the employee's use of the medication could impair the employee's performance or jeopardizes the safety of the employee, his/her co-workers and/or the public.**
- **If MRO/FFDO determines that the employee's use of the medication could impair the employee's performance or jeopardizes the safety of the employee, his/her co-workers and/or the public, the MRO/FFDO will advise the employee of any job-related restrictions while taking the medication. These restrictions can include a restrictive time frame prior to reporting for work while using the medication, a restriction against performing safety sensitive job duties and/or medical disqualification from their safety sensitive position during the use of the medication. If it is determined that an employee is medically disqualified from all work or certain job duties the clinic will notify the employee and the DAPM.**
- **The DAPM will notify the supervisor if the MRO/FFDO has determined the employee is disqualified from driving commercially. The supervisor will not be provided any further information unless the employee requests in writing that his or her supervisor be so informed.**

## MRO RELEASE OF INFORMATION CONCERNING A DETERMINATION OF “MEDICALLY UNQUALIFIED” OR “SIGNIFICANT SAFETY-RISK”

When a covered employee is taking a prescribed medication, after verifying the prescription the MRO will immediately notify the employer of a verified negative result.

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

## **CONSEQUENCES OF POLICY VIOLATION**

**An employee who fails to report a Rx who performs safety-sensitive functions will be subject to Paratransit Services’ corrective actions.**

## 10. Training

**Education:** The education component shall include display and distribution to every covered employee of: informational material and a community service hot-line telephone number for employee assistance, if available.

**Training:** Covered employees. Covered employees must receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use. **Training will also provide additional information concerning the effects of alcohol misuse on the individual’s health, work, and personal life, as well as signs and symptoms of an alcohol problem.**

**Supervisors:** Supervisors and/or other company officers authorized by the employer to make reasonable suspicion determinations shall receive at least 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use and at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

**The Employer's policy and procedures and informational materials provided to covered employees will also be made available to representatives of employee organizations when requested.**

## II. Contacts

**For questions about Paratransit Services' anti-drug and alcohol misuse program, contact the DRUG AND ALCOHOL PROGRAM MANAGER (DAPM):**

Position Title: DAPM                      Phone: (800) 933-3468    Secure FAX: (253) 322-2800  
Email: DAPM@paratransit.net

### **THIRD-PARTY ADMINISTRATOR**

Name: National Toxicology Specialists, Inc.      Phone: (615) 353-1888  
Fax: (615) 356-1890

### **MEDICAL REVIEW OFFICER (MRO)**

Medical review of drug test results will be provided by below listed MROs with National Toxicology Specialists, Inc.

Name: Greg Elam, M.D.                      Phone: (615)-620-5903  
William Stewart, M.D.                      Phone: (615)-649-7936

### **DHHS CERTIFIED LABORATORY**

Certified laboratory testing will be provided by the below listed laboratory under contract with National Toxicology Specialists, Inc.

<b>Quest Diagnostics</b> 8401 Fallbrook Avenue, Level 2 West Hills, CA 91304 1-800-877-7484	Laboratory for Split Sample Testing:
<b>Quest Diagnostics</b> 10101 Renner Blvd Lenexa, KS 66219 1-800-877-7484	<b>Alere Toxicology Services</b> 1111 Newton Street Gretna, LA 70053 1-800-433-3823

### **SUBSTANCE ABUSE PROFESSIONALS (SAP)**

First Choice Health Employee Assistance Program, Phone: (800) 777-4114

<http://www.saplist.com> will be used to find local Substance Abuse Professionals

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## APPROVAL OF DRUG AND ALCOHOL POLICY

December 2024

### Approved by:

<u>Original signed</u>	<u>10/24/24</u>
David W. Baker President/CEO	Date

## 12. Attachment A – Job Titles, Duties Testing Authority

Job Title	Duties	Authority**
Accounting Clerk	Financial duties	Company
Administrative Asst	Assists with various clerical duties	Company
Billing Specialist	Assists with billing and various duties	Company
Brokerage Assistant	Assist Brokerage Supervisors with various duties	Company
Brokerage Supervisor	Supervises brokerage employees	Company
Bus Pass Coordinator	Coordinates monthly bus pass program	Company
Business Dev Manager	Locates new business opportunities, prepares proposals	Company
Contract Admin Asst.	Assists Contract Administrator with adherence to contract details	Company
Contract Administrator	Administers all contracts for adherence to details, etc.	Company
Controller & Director of Finance	Oversees Finance and Accounting in the company, all sites	Company
Corporate Trainer	Provides training support to all sites	Company
Customer Service Rep	Works with clients to schedule trips via telephone and computer	Company
Director of Info/Tech	Manages computer system for entire company, all sites	Company
Director of Safety/Training/Ops	Oversees Safety, Training, Operations in the company, all sites	Company
Dispatcher	Coordinates trips for Drivers, assist drivers via radio	FTA
Driver	Drives various vehicles for public and special needs transportation	FTA
Drug & Alcohol Program Mngr	Administers the drug and alcohol program for the company, all sites	Company
EVP/CFO	Strategic and operational direction of Company	Company
Exec VP/COO	Strategic and operational direction of Company	Company
Executive Assistant	Assist's executive team with scheduling, typing, travel, etc	Company
Facilities and Risk Mngr	Manages facilities with regard to safety, maintenance etc	Company
Facilities Maint. Specialist	Responsible for facilities maintenance and safety	Company
Financial Analyst	Financial and accounting duties	Company
Finance Manager	Manages Finance Dept	Company
General Manager	Manages employees and operations at assigned location	FTA
HR/Payroll Assistant	Assists HR Manager with various employment related issues	Company
Human Resources Director	Manages HR & PR departments	Company
DAPM/FMLA Administrator	Manages D&A Program and administers FMLA requests	Company
Insurance and Risk Manager	Manages insurance and risk program	Company
IT/Operations Analysis Support	Support s computer technology requirements	Company
Lead Mechanic	Performs preventive maintenance on vehicles, maintains vehicles to standards	FTA
Maint/Ops Manager	Manages maintenance programs at various sites	FTA
Mechanic	Performs preventive maintenance on vehicles, maintains vehicles to standards	FTA
Network Analyst	Supports computer and technology requirements	Company
Office Assistant/Dispatcher	Assists with various clerical duties and dispatching	FTA
Office Manager	Manages clerical positions within office	Company
Operations Assistant	Supports General Manager in managing personnel and operations	FTA
Operations Supervisor	Supports General Manager in managing personnel and operations	FTA
Payroll/ HR Manager	Manages the HR/Payroll department for company	Company
President	Strategic and operational direction of Company	Company
Regional Manager	Manages General Managers at various sites	Company
Regional Maintenance Manager	Manages regional maintenance departments	FTA
Risk Specialist	Administers Risk Dept duties	Company
Road Supervisor	Manages Drivers	FTA
Service Quality Specialist	Ensures service quality	Company
Site Safety/Training Supervisor	Provides site training support	FTA
Sr. Accountant	Accounting duties	Company
Temporary General Manager	Temporarily manages employees and operations at assigned location	FTA
Training Manager	Manages training functions, provides site training support	Company
Transportation Specialist	Coordinates transportation services	Company
Vehicle Maintenance Supervisor	Supervises and performs bus and vehicle maintenance	FTA
Vehicle Washer	Upkeep and cleaning of buses and other vehicles	FTA



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## DOT 'Recreational' Marijuana Notice

### DOT OFFICE OF DRUG AND ALCOHOL POLICY AND COMPLIANCE NOTICE

DOT Bulletin Dated 12/03/2012 10:53 AM EST

Recently, some states passed initiatives to permit use of marijuana for so-called "recreational" purposes.

We have had several inquiries about whether these state initiatives will have an impact upon the Department of Transportation's longstanding regulation about the use of marijuana by safety-sensitive transportation employees – pilots, school bus drivers, truck drivers, train engineers, subway operators, aircraft maintenance personnel, transit fire-armed security personnel, ship captains, and pipeline emergency response personnel, among others.

We want to make it perfectly clear that the state initiatives will have no bearing on the Department of Transportation's regulated drug testing program. The Department of Transportation's Drug and Alcohol Testing Regulation – 49 CFR Part 40 – does not authorize the use of Schedule I drugs, including marijuana, for any reason.

Therefore, Medical Review Officers (MROs) will not verify a drug test as negative based upon learning that the employee used "recreational marijuana" when states have passed "recreational marijuana" initiatives.

We also firmly reiterate that an MRO will not verify a drug test negative based upon information that a physician recommended that the employee use "medical marijuana" when states have passed "medical marijuana" initiatives.

It is important to note that marijuana remains a drug listed in Schedule I of the Controlled Substances Act. It remains unacceptable for any safety-sensitive employee subject to drug testing under the Department of Transportation's drug testing regulations to use marijuana.

We want to assure the traveling public that our transportation system is the safest it can possibly be.

Jim L. Swart  
Director  
Office of the Secretary of Transportation  
Office of Drug and Alcohol Policy and Compliance  
Department of Transportation  
12/03/2012

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**I have read and understand the DOT 'Recreational' Marijuana Notice.**

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EMPLOYEE'S SIGNATURE

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EMPLOYEE'S NAME (PRINTED)

DATE: \_\_\_\_\_

## DOT “Medical Marijuana” Notice

### DOT Office of Drug and Alcohol Policy and Compliance Notice

Recently, the Department of Justice (DOJ) [issued guidelines for Federal prosecutors in states](http://www.justice.gov/opa/documents/medical-marijuana.pdf) that have enacted laws authorizing the use of “medical marijuana.” <http://www.justice.gov/opa/documents/medical-marijuana.pdf>

We have had several inquiries about whether the DOJ advice to Federal prosecutors regarding pursuing criminal cases will have an impact upon the Department of Transportation’s longstanding regulation about the use of marijuana by safety-sensitive transportation employees – pilots, school bus drivers, truck drivers, train engineers, subway operators, aircraft maintenance personnel, transit fire-armed security personnel, ship captains, and pipeline emergency response personnel, among others.

We want to make it perfectly clear that the DOJ guidelines will have no bearing on the Department of Transportation’s regulated drug testing program. We will not change our regulated drug testing program based upon these guidelines to Federal prosecutors.

The Department of Transportation’s Drug and Alcohol Testing Regulation – 49 CFR Part 40, at 40.151(e) – does not authorize “medical marijuana” under a state law to be a valid medical explanation for a transportation employee’s positive drug test result.

That section states:

**§ 40.151 What are MROs prohibited from doing as part of the verification process?**

As an MRO, you are prohibited from doing the following as part of the verification process:

(e) You must not verify a test negative based on information that a physician recommended that the employee use a drug listed in Schedule I of the Controlled Substances Act. (e.g., under a state law that purports to authorize such recommendations, such as the “medical marijuana” laws that some states have adopted.)

Therefore, Medical Review Officers will **not** verify a drug test as negative based upon information that a physician recommended that the employee use “medical marijuana.” Please note that marijuana remains a drug listed in Schedule I of the Controlled Substances Act. It remains unacceptable for any safety-sensitive employee subject to drug testing under the Department of Transportation’s drug testing regulations to use marijuana.

We want to assure the traveling public that our transportation system is the safest it can possibly be.

Jim L. Swart  
Director  
Office of the Secretary of Transportation  
Office of Drug and Alcohol  
Policy and Compliance  
Department of Transportation  
October 22, 2009

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**I have read and understand the DOT 'Medical' Marijuana Notice.**

\_\_\_\_\_  
EMPLOYEE’S SIGNATURE

\_\_\_\_\_  
EMPLOYEE’S NAME (PRINTED)

DATE: \_\_\_\_\_

## **CONFIRMATION OF RECEIPT / ACKNOWLEDGEMENT FORM**

Paratransit Services  
FTA Drug & Alcohol Policy  
Revised December 2024

**I have received a legible copy of Paratransit Services' FTA Drug & Alcohol Policy. I understand that my employment is conditioned upon full adherence to this policy.**

**I acknowledge that Paratransit Services has zero tolerance for violations listed in this policy, including but not limited to the use of marijuana. I understand and acknowledge that the Department of Transportation's Procedures for Transportation Workplace Drug and Alcohol Testing Programs - 49 CFR part 40 - does not authorize the use of schedule 1 drugs, including marijuana, for any reason.**

**Per Paratransit Services' authority, violation of this substance abuse policy is subject to termination of employment and/or exclusion from hire.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Company (Contractor)

**Please sign and return the completed acknowledgement form to your supervisor.**

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Paratransit Services Drug and Alcohol Policy Revisions  
Effective Date **12/01/2024**

## Summary of Changes

### **Updated Prohibited Behavior section (Policy Pg. 4)**

- Added a statement to address the prohibition of any consumable legal or illegal product that carries a warning of mental functioning, motor skills, or judgment being adversely affected

**PURPOSE:** Clarification of our policy regarding any substance that affects mental alertness or functioning in light of individual state legalization laws of the use of substances including CBD, psilocybin, and other drug forms that affect mental functioning.

### **Updated Pre-Employment Testing section (Policy Pg. 6)**

- Clarified that an applicant who fails a pre-employment drug test will not be eligible for hire at any time. Previously, the policy only stated that an applicant who fails a current pre-employment test shall have the current job offer rescinded.

**PURPOSE:** Stating one condition of employment that rescinds a job offer while not stating others that equally apply is confusing. Clarity needed.

- Clarified that an applicant who has failed or refused any DOT drug and/or alcohol test with a previous employer shall have the job offer rescinded. Previously, the policy only stated that a failed pre-employment test would result in the job offer being rescinded.

**PURPOSE:** Stating one condition of employment that rescinds a job offer while not stating others that equally apply is confusing. Clarity needed.

### **Updated Reasonable Suspicion Testing section (Policy Pg. 6)**

- Added paid administrative leave statement

**PURPOSE:** the FTA requires any company who requires standing down—removing an employee from safety sensitive duties pending the outcome of a test—to clearly state this in their policy. Our policy did not previously state this in this section.

### **Updated Post Accident Testing section (Policy Pg. 6)**

- Clarified that administrative leave pending the outcome of a test result following an accident is paid leave. Previously, the policy only stated that the employee would be placed on administrative leave.

**PURPOSE:** to be consistent throughout the policy in statements about administrative leave.

### **Updated Split Specimen Test section (Policy Pg. 9)**

- Clarified the process of requesting such a test.

**PURPOSE:** Paratransit decided that introducing the idea of a split specimen test without informing the employee that the request was their responsibility, to whom they must make the request, and that there was a time limit on such a request was incomplete.

- Added a statement that the cost of split specimen testing is the responsibility of the employee.

**PURPOSE:** The FTA requires a company to state in the policy if it will require the employee to pay for a split specimen test.

### **Updated Test Refusal section [Policy Pg. 9 section (3) and (5)]**

- Two instances where the previous policy mentions “breath or urine specimen” have been changed to “specimen for a drug or alcohol test”.

**PURPOSE:** CFR 49 Part 40 has changed this language to allow for the incidence of saliva testing, and so has taken out language specific to urine specimens, except where urine specimens are the only option, i.e. directly observed tests.

### **Updated Contact Section**

- Added DAPM email
- Added second MRO name and contact

**LAKE TRANSIT AUTHORITY  
RESOLUTION 2024-25-02**

**APPROVAL AND ACCEPTANCE OF THE  
PARATRANSIT SERVICES DRUG AND ALCOHOL POLICY**

**WHEREAS**, the California Department of Transportation (Caltrans) receives and administers Federal Transit Act funding as a grantee on behalf of rural transit agencies in California; and,

**WHEREAS**, the Lake Transit Authority (LTA) as a sub recipient of the Caltrans FTA grants receives and utilizes Federal Transit Act funds to assist in financing the Lake Transit operations and capital improvement program; and,

**WHEREAS**, the Federal Transit Administration (FTA) requires as a condition to receive Federal funds the adoption and maintenance of a Drug and Alcohol Testing Policy that is compliant with current FTA requirements; and,

**WHEREAS**, LTA does not employ personnel to operate, control, maintain, or supervise Lake Transit service, but instead contracts with Paratransit Services for all safety sensitive functions in the operation of the transit service; and,

**WHEREAS**, LTA's contracted service operator Paratransit Services is responsible for adherence to all required substance abuse policies, monitoring, and reporting; and,

**WHEREAS**, in 2022, Caltrans through its consultant, RLS, has found the Paratransit Services Drug and Alcohol Policy to be fully compliant with updated FTA requirements; and,

**WHEREAS**, Paratransit Services has updated the Paratransit Services Drug and Alcohol Policy to comply with the most current FTA requirements; and,

**WHEREAS**, LTA adoption of the Paratransit Services Drug and Alcohol Policy with respect to the Paratransit Services operation of Lake Transit will result in LTA compliance with the applicable FTA requirements which is a prerequisite to receiving Federal funds;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Lake Transit Authority that the attached Paratransit Services Drug and Alcohol Policy is hereby approved and accepted.

Adoption of this Resolution was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and carried on this 11th day of December 2024 by the following roll call vote:

AYES:

NOES:

ABSENT:

**WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.**

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ATTEST: Charlene Parker  
Secretary

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Stacey Mattina  
Chair





## LAKE TRANSIT AUTHORITY STAFF REPORT

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**TITLE:** 2024-25 Budget – Amendment 2

**DATE PREPARED:** December 6, 2024

**MEETING DATE:** December 11, 2024

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**SUBMITTED BY:** James Sookne, Program Manager

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**BACKGROUND:**

Following the approval of the Final Budget each June, it is quite common for amendments to be made to the LTA Budget in the months that follow. This typically involves incorporating outstanding claims that have yet to be processed, along with other adjustments that were not included prior to the fiscal year's end and may also involve the addition of new funding.

The second amendment (noted under the date 12/11/24) is minor but significant. It adds the previously programmed SB 125 funds to the FY 2024-25 Budget. These funds, totaling \$3,992,944, were programmed by the Lake APC Board in December 2023 towards the completion of the new transit center in Clearlake and the purchase of hydrogen buses and fueling infrastructure.

Staff will be available at the Board meeting to answer any questions.

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**ACTION REQUIRED:** Approval of Amendment 2 to the FY 2024-25 LTA Budget, incorporating the previously programmed SB 125 funds.

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**ALTERNATIVES:** Do not approve the amended LTA Budget and provide alternative suggestions.

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**RECOMMENDATION:** Staff recommends approval of Amendment 2 to the FY 2024-25 LTA Budget incorporating the previously programmed SB 125 funds.

**Lake Transit Authority**  
**2024/25 Budget**  
**Amendment #2**

<b>REVENUE</b>		<u>2023/24 Budget</u>	<u>2023/24 Actual</u>	<u>2024/25 Budget</u>	<u>Notes</u>
7401	Passenger Fares	\$ 137,498.55	\$ 132,640.09	\$ 132,640.00	1
	Intercity Passenger Fares	\$ 126,012.60	\$ 130,672.25	\$ 130,672.00	1
7402	Special Transit Fares	\$ 10,973.80	\$ 6,070.00	\$ 10,973.80	2
7406	Auxilliary Transportation Revenues	\$ 81,000.00	\$ 76,287.02	\$ 75,000.00	3
7407	Non-Transportation Revenue				
	APC Planning Work Program Reimbursement				
	Miscellaneous Revenue	\$ 26,400.00	\$ 26,400.00	\$ 26,400.00	
7409	Local Cash Grants & Reimbursements				
	Local Transportation Fund	\$ 977,181.00	\$ 977,181.00	\$ 1,021,686.00	4
	LTF Carryover (unearned revenue)				
7411	State Cash Grants & Reimbursements				
	State Transit Assistance	\$ 868,546.00	\$ 868,546.00	\$ 829,858.00	5
	State of Good Repair	\$ 113,247.00	\$ 108,826.42	\$ 124,152.00	
	State of Good Repair Carryover	\$ 209,407.00		\$ 222,947.00	
	Low Carbon Trans.Oper. Program (LCTOP)				
	Solar Canopy - FYs 18-19 thru 21-22	\$ 463,988.00	\$ -	\$ 463,988.00	
	Two ZEVs (Paratransit) - FY 22-23	\$ 173,882.00	\$ 173,882.00	\$ 173,882.00	
	Battery Storage System - FY 23-24	\$ -	\$ -	\$ 185,971.00	
	Transit & Intercity Rail Capital Program (TIRCP)	\$ 144,367.08	\$ -	\$ 144,367.08	
	SB 125				
	TIRCP - Transit Center	\$ -	\$ -	\$ 2,492,944.00	
	TIRCP - H2 Buses & Fueling Infrastructure	\$ -	\$ -	\$ 1,129,407.00	
	ZETCP - H2 Buses & Fueling Infrastructure	\$ -	\$ -	\$ 370,593.00	
7413	Federal Cash Grants & Reimbursements				
	Section 5310 - 2022	\$ 375,000.00	\$ 179,524.56	\$ 114,959.85	6
	Section 5310 - 2024	\$ -	\$ -	\$ 95,040.15	6
	Section 5311 Annual Apportionment	\$ 538,964.00	\$ 517,386.81	\$ 560,168.00	
	Section 5311(f) Operating Assistance	\$ 507,220.00	\$ 469,546.64	\$ 600,000.00	
	Section 5311(f) CARES Act Phase 2	\$ 63,338.00	\$ 63,337.74	\$ 47,376.00	7
	Section 5311 CRRSAA	\$ 1,074,575.00	\$ 1,074,575.00	\$ 1,074,575.00	7
	Section 5311 ARPA	\$ 640,000.00	\$ 640,000.00	\$ 640,000.00	7
	Section 5311(f) ARPA	\$ 208,681.00	\$ 208,681.00	\$ 208,681.00	7
	FTA 5339 Capital - Bus Replacement (2019)	\$ 951,497.00	\$ -	\$ 910,089.04	12
	FTA 5339 Capital - Bus Replacement (2022)	\$ -	\$ -	\$ 731,024.00	
<b>TOTAL REVENUE</b>		<b>\$ 7,691,778.03</b>	<b>\$ 5,653,556.53</b>	<b>\$ 12,517,393.92</b>	

**Lake Transit Authority**  
**2024/25 Budget**  
**Amendment #2**

<b>OPERATING EXPENSE</b>			<u>2023/24 Budget</u>	<u>2023/24 Actual</u>	<u>2024/25 Budget</u>	<u>Notes</u>
50.01	Oper. Exp.	Accounting Services	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	
50.03	Oper. Exp.	Legal Services	\$ 5,000.00	\$ 692.64	\$ 20,000.00	
50.04	Oper. Exp.	Management Contract -DBC	\$ -	\$ -	\$ -	8
50.04	Oper. Exp.	Management Consulting Contract - MWA	\$ 8,314.00	\$ 8,269.00	\$ 26,790.00	9
50.05	Oper. Exp.	Operations Contract	\$ 2,166,102.61	\$ 1,682,488.08	\$ 2,319,582.69	10
50.05	Oper. Exp.	Operations Contract - 5311(f) - Route 30	\$ 459,268.35	\$ 721,340.68	\$ 526,078.19	10
50.05	Oper. Exp.	Operations Contract - 5311(f) - Route 40	\$ 405,740.60	\$ 480,606.80	\$ 464,800.60	10
51.05	Oper. Exp.	Operations Contract/Lake Links - 5310	\$ 375,000.00	\$ 177,391.99	\$ 210,000.00	
50.10	Oper. Exp.	Printing	\$ 12,000.00	\$ 13,316.05	\$ 12,000.00	
50.11	Oper. Exp.	Promotional Materials	\$ 2,400.00	\$ 9.65	\$ 2,400.00	
50.20	Oper. Exp.	Advertising/Web Site Expenses	\$ 5,000.00	\$ -	\$ 5,000.00	
50.21	Oper. Exp.	Promotional Campaigns/Translation	\$ 2,000.00	\$ -	\$ 2,000.00	
50.22	Oper. Exp.	Fuel	\$ 271,315.00	\$ 256,415.18	\$ 265,433.00	11
50.22	Oper. Exp.	Fuel - 5311(f) - Route 30	\$ 148,148.00	\$ 149,698.35	\$ 155,128.00	11
50.22	Oper. Exp.	Fuel - 5311(f) - Route 40	\$ 107,730.00	\$ 109,331.97	\$ 112,693.00	11
50.22	Oper. Exp.	Fuel - 5310	\$ -	\$ 26,751.60	\$ -	
50.25	Oper. Exp.	Facility Maintenance	\$ 25,000.00	\$ 28,030.01	\$ 40,000.00	
	Oper. Exp.	Rents & Leases - Repeater Sites	\$ 8,500.00	\$ 9,834.56	\$ 10,000.00	
	Oper. Exp.	Utilities	\$ 7,000.00	\$ 7,861.37	\$ 10,000.00	
	Oper. Exp.	Fleet Maintenance	\$ 10,000.00	\$ 40,953.87	\$ 30,000.00	
	Oper. Exp.	Operating Funds Reserve	\$ 1,504,697.40	\$ -	\$ 1,191,335.32	
		<b>Total Operating Expense</b>	<u>\$ 5,529,215.95</u>	<u>\$ 3,718,991.80</u>	<u>\$ 5,409,240.80</u>	

**Lake Transit Authority**  
**2024/25 Budget**  
**Amendment #2**

**CAPITAL EXPENSE**

Capital Exp	SGR - 21/22 Project(s) - Bus Replacement	\$ 99,707.00	\$ 99,707.02	\$ -	
Capital Exp	SGR - 22/23 Project(s) - Transit Center	\$ 109,700.00	\$ -	\$ 109,700.00	
Capital Exp	SGR - 23/24 Project(s) - Vehicle Replacement	\$ 113,247.00	\$ -	\$ 113,247.00	
Capital Exp	SGR - 24/25 Project(s) - Vehicle Replacement	\$ -	\$ -	\$ 124,152.00	
Capital Exp	FTA 5339 Bus Replacement (2019)	\$ 951,497.00	\$ 910,089.04	\$ 910,089.04	12
Capital Exp	FTA 5339 Bus Replacement (2022)	\$ -	\$ -	\$ 731,024.00	
Capital Exp	LCTOP Solar Canopy FYs 18-19 thru 21-22	\$ 463,988.00	\$ -	\$ 463,988.00	
Capital Exp	LCTOP Two ZEVs (Paratransit) 22-23	\$ 173,882.00	\$ -	\$ 173,882.00	
Capital Exp	LCTOP Battery Storage System 23-24	\$ -	\$ -	\$ 185,971.00	
Capital Exp	Transit & Intercity Rail Capital Program (TIRCP)	\$ 144,367.08	\$ -	\$ 144,367.08	
Capital Exp	SB 125 - TIRCP - Transit Center	\$ -	\$ -	\$ 2,492,944.00	
Capital Exp	SB 125 - TIRCP - H2 Buses & Fueling Infrastructure	\$ -	\$ -	\$ 1,129,407.00	
Capital Exp	SB 125 - ZETCP - H2 Buses & Fueling Infrastructure	\$ -	\$ -	\$ 370,593.00	
Capital Exp	Software	\$ 40,000.00	\$ 37,024.44	\$ 40,000.00	
Capital Exp	Equipment	\$ 12,000.00	\$ 14,999.68	\$ 64,615.00	
Capital Exp	Reserve (for Capital projects)	\$ 54,174.00	\$ 61,267.68	\$ 54,174.00	
	Total Capital Expense/Reserve	<u>\$ 2,162,562.08</u>	<u>\$ 1,123,087.86</u>	<u>\$ 7,108,153.12</u>	
	TOTAL EXPENDITURES	<u>\$ 7,691,778.03</u>	<u>\$ 4,842,079.66</u>	<u>\$ 12,517,393.92</u>	

**Lake Transit Authority**  
**2024/25 Budget**  
**Amendment #2**

**NOTES**

- 1 Projected fare revenue is based on FY 23-24 data
- 2 Includes Medi-Links fares
- 3 Based on current revenue (FY 23/24) from Helen & Company Advertising, Inc.
- 4 Estimate provided by Lake APC
- 5 Based on SCO Estimate dated 8/1/2024
- 6 The 5310 grant funds the NEMT program
- 7 These are reimbursed FTA COVID Relief funds. \$779,296.68 will be used for operations.  
The remaining \$1,191,335.32 will go into the operating reserve.
- 8 Administration Services for LTA are covered under Lake APC contract with DBC.
- 9 Based on FY 24/25 proposal for consulting services from Mark Wall
- 10 Based on current schedules and FY 24/25 Paratransit Services contract.
- 11 24/25 projections based on FY 23/24 data plus 5%
- 12 These funds were spent in FY 23/24 but will be reimbursed in FY 24/25.  
The decrease of approximately \$41,407.96 is due to costs coming in lower than expected.



## LAKE TRANSIT AUTHORITY STAFF REPORT

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**TITLE:** Approval of a 6-Month Extension for  
the Free College Fare Program

**DATE PREPARED:** December 6, 2024

**MEETING DATE:** December 11, 2024

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**SUBMITTED BY:** James Sookne, Program Manager

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### **BACKGROUND:**

The Low Carbon Transit Operations Program (LCTOP) provides funding for up to five years for new transit projects that will decrease greenhouse gas emissions. The funds are derived from the California's Global Warming Solutions Act of 2006 (AB 32). A majority of the FY 2017/18 LCTOP funds were allocated to the Free College Fare Program that was implemented in August 2018. This program provides free rides to any student attending Mendocino or Woodland Colleges if they have a valid student identification card. Additional funds were added to the program as part of the FY 19/20 LCTOP Allocation.

As part of the program implementation, Lake Transit Authority (LTA) executed a Memorandum of Understanding (MoU) with both colleges in August 2018. The initial MoU's expired on June 30, 2019 but have been extended on yearly basis through June 30, 2024. At the June Board meeting, the Board approved a 6-month extension of the MoUs, which expire on December 31, 2024.

Following the approval of the 6-month extensions, staff began collecting college-specific data to determine how many riders utilizing this program are from Mendocino College and how many are from Woodland College. Using this split and ridership data, staff will be able to work with each college on a funding plan and new MoU to keep the program running beyond June 30, 2025.

Since there is no external funding involved in this proposed extension, the free rides will be absorbed by the system and staff feels that direction from the Board will suffice to keep the program running. Staff will be available at the Board Meeting to answer any questions.

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**ACTION REQUIRED:** Approve the extension of the Free College Fare Program and direct staff to work with the colleges to draft new MoUs for a permanent funding solution

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**ALTERNATIVES:** Not approve the extension, resulting in the termination of the program on 12/31/24.

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**RECOMMENDATION:** Approve the extension of the Free College Fare Program and direct staff to work with the colleges to draft new MoUs for a permanent funding solution



P.O Box 698 Lower Lake, CA 95457  
Tel: 707-994-3384 Fax: 707-994-3387

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TO: Lake Transit Authority Board of Directors  
FROM: Samuel Gaytan, Project Manager  
DATE: December 1<sup>st</sup>, 2024  
RE: Service Report November 2024

Rider ship Comparison  
November 2023-18,074 November 2024-16,945 / -1,129

Employee Training and Recruitment:

The three candidates that were part of our Job Offer Contingency process on Nov 4<sup>th</sup>, 2024. Have been hired and have completed classroom training. All three candidates are now permitted have begun the hands on portion of the training.

Exceptions:

	Clearlake	Lakeport
November	0	0

Vehicle Maintenance Status:

Our current vehicle inventory reflects:

7- Medium Cutaway vans

5-Large Cutaway Buses

13- Large Transit coaches

The 25 in-service vehicles have allowed us to place 3 vehicles into spare status.

Rider Incidents and Police Involvement Concerns

No police involvement concerns this month.

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Compliments, Complaints and Comments

We continue to focus on the concerns of the riding public that call in to discuss service needs.

	TOTAL		UNFOUNDED/INVESTIGATED		FOUNDED/RESOLVED
Compliments	1				1
Complaints on Drivers	2		1		1
Early					
Late					
Missed Pickup					
Vehicle					
Ride length					
Miscellaneous					
Dispatch					

Summary:

Our GOAL is to meet all of our passengers needs in our community. This is a GOAL my team and I take serious.





From: Laurie Fisher, CEO/Program Manager, Lake Links

## Mobility Report 12/02/24

### 1). Pay-Your-Pal - Mileage Reimbursement Program

- **Update**  
**19 new riders enrolled in the program since last report dated 11/01/2024.**

#### PAY-YOUR-PAL UTILIZATION

<u>PERIOD</u>	<u># RIDERS</u>	<u># ONE-WAY TRIPS</u>	<u>TOTAL MILEAGE</u>	<u>TOTAL REIMBURSEMENT</u>
August 2024	90	1330	21,100 (Medical Miles: 11,733 Non-Medical Miles: 9,367)	\$8,440.00 (Medical Miles: \$4,693.20 Non-Medical Miles: \$3,746.80)
September 2024	81	1,167	17,817 (Medical Miles: 9,649 Non-Medical Miles: 8,168)	\$7,126.80 (Medical Miles: \$3,859.60 Non-Medical Miles: \$3,267.20)
October 2024 (Nov. Mileage Not Processed Yet)	85	1,352	20,583 (Medical Miles: 11,025 Medical Hardship Miles: 672 Non-Medical Miles: 8,886)	\$8,233.20 (Medical Miles: \$4,410.00 Medical Hardship Miles: \$268.80 Non-Medical Miles: \$3,554.40)

### 2). Ride Links - Volunteer Driver Program

- Currently, we have 6 volunteer drivers on board that can accept ride assignments, but 2 aren't active. We recently lost one driver because she moved out of the area.
- Currently, we have 18 riders enrolled that can now request rides.

- Currently, 1 volunteer driver is willing to take clients to medical appointments outside of the County on occasion.
  
- **Ride Links Ridership for the last 6 months:**
  - **June 2024:** 6 Rides scheduled (3 completed & 3 cancelled)
  - **July 2024:** 5 Rides scheduled (3 completed & 2 cancelled)
  - **August 2024:** 4 Rides scheduled (3 completed & 1 cancelled)
  - **September 2024:** 5 Rides scheduled (3 completed & 2 no drivers available)
  - **October 2024:** 6 Rides scheduled, and all were completed.
  - **November 2024:** 7 Rides scheduled (6 completed & 1 no driver available)
  
- Pre-screenings continue to be done by phone with potential riders to see if they qualify to apply for the program once we have more volunteer drivers. Those that live within an area where we have a volunteer driver available to take ride assignments are being enrolled in the program.
  
- Others that reside in areas where we don't have volunteers serving yet get put on a waiting list. We currently have 27 people on our waiting list interested in enrolling in the program.
  
- The focus is on recruiting volunteer drivers before promoting the program. Some of our recruiting strategies tried have been speaking at local clubs & business associations, resource tables at local events and senior centers.
  
- **Next Volunteer Driver Training is scheduled for Friday, Dec. 6<sup>th</sup> from 9 am – Noon.** 2 volunteers have registered so far.