

# GREATER LYNCHBURG TRANSIT COMPANY

*We're here to get you there.*



## **Board of Directors Meeting Agenda**

**Wednesday, May 1<sup>st</sup>, 2024**

**8:30 a.m. – 10:30 a.m.**

**Meeting Location:** GLTC Transfer Station – 800 Kemper St., Lynchburg, VA 24501

**Board President:** Cameron Howe  
**Board Vice President:** Randy Woods  
**Secretary-Treasurer:** Mary-Winston Deacon  
**Members:** Benjamin Blanks; Gary DuPriest; Brian Landergan;  
Tab Sprouse, Greg Patrick

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<b>#1</b>	<b>Call to Order – 8:30 a.m.</b>	GLTC Board President
<b>#2</b>	<b>Consideration of Meeting Minutes Approval</b> April 3 <sup>rd</sup> , 2024, Board Meeting March 21 <sup>st</sup> , 2024, Work Session	All
<b>#3</b>	<b>Committee &amp; Partner Reports</b> a) Ride Solutions b) CVPDC Transportation Planner	Ada Hunsberger Kelly Hitchcock
<b>#4</b>	<b>Staff Reports</b> a) Staff Reports b) Financials c) Ridership & Operating Statistics d) Capital Projects Report	Josh Moore
	<b>Public Comment</b> a) Speakers should state their name for the official record b) Speakers will be allotted a maximum of 3 minutes	GLTC Board President
	<b>Speakers representing a group will be allotted a maximum of 5 minutes and should state the name of the group they are representing for the official record</b>	
<b>#5</b>	<b>Old Business</b> a) No Old Business	Josh Moore
<b>#6</b>	<b>New Business</b> a) Drug and Alcohol Policy Updates b) Update on End of Year Cash Flow c) Rt 6 & 7 Public Meeting Process Update	John Yauger Josh Moore Josh Moore
<b>#7</b>	<b>President's Report</b>	GLTC Board President
<b>#8</b>	<b>Next Meeting Dates &amp; Adjournment</b> Work Session: May 16 <sup>th</sup> , 2024, @ 8:30 am – GLTC Board Meeting Room Board Meeting: June 5 <sup>th</sup> , 2024 @ 8:30 am – GLTC Board Meeting Room	All

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## **GLTC Board Agenda Detail**

**Item #:** 2  
**Item Title:** March 6<sup>th</sup>, 2024, Board Meeting Minutes  
**Action:** Consideration of Approval

**April 3rd, 2024  
8:30 A.M. – 10:30 A.M.  
800 Kemper St.  
Lynchburg, VA 24501**

Board members attending:

President: Cameron Howe  
Vice President: Randy Woods  
Secretary: Mary-Winston Deacon  
Members: Benjamin Blanks, Tab Sprouse, Greg Patrick

GLTC staff attending: Josh Moore, Natalie Wilkins, Steve Overstreet, Millie Martin, Chris Poindexter, Scott Poindexter

Guest: Kelly Hitchcock, Kyle Trissel, Mariel Fowler, Charles Spense

### **\*1 – CALL TO ORDER**

At 9:00 a.m., Ms. Howe began the board meeting.

### **\*2 – CONSIDERATION OF MEETING MINUTES APPROVAL MARCH 2024.**

Ms. Howe asked the board for approval of minutes. Mr. Woods asked that board minutes corrections be included within minutes documents. Mr. Woods made motion to approve minutes. Mr. Blanks and Mr. Landergan voted to approve the motion. The motion was passed.

### **\*3 – COMMITTEE & PARTNER REPORTS**

#### **RIDE SOLUTIONS & CVPDC**

Ms. Hitchcock led the discussion with an update on the Commuter Assistance/Needs Assessment Program. Surveys will be performed in April and results will be presented upon completion. The multimodal needs assessment will provide data for rural and urban areas. There has been no response regarding the Thriving Communities Grant.

Ms. Fowler informed the board of the results from the mobile fare survey. The survey was live for 30 days with 13 results.



## **STAFF REPORTS**

Mr. Moore informed the board that GLTC staff hosted Virginia Transit Leadership Institute educational sessions. GLTC has a compliance audit in April. Human Resource Manager attended FTA training. During the next work session, the board will discuss and vote on the new compliance requirements for drug and alcohol policies. The Finance Department transitioned the reserve accounts to the Bank of the James. Public input process will begin next month on the transition for Routes 6&7 to microtransit service. GLTC's mechanics and a select number of operators will compete at VA State Roadeo. Mr. Landergan asked how many employees compete? Mr. Moore stated an estimate of 40 – 50 employees compete. GLTC has received disposal authorizations to begin auctioning vehicles. Mr. Woods asked if the Mobile Fare launch was completed? Mr. Moore replied that the validators had not been delivered due to FEDEX issues. Staff is also awaiting the production of the GLTC smart cards.

## **FINANCIALS**

Mr. Moore stated that the fare box revenue reported over budget. Farebox increased by 26%. Fixed-route revenue and paratransit revenue increased 49%. Paratransit ridership is increasing due to guest riders. Revenues for Federal, City, and County are on budget.

## **FEBRUARY 2024 RIDERSHIP & OPERATIONAL STATISTICS**

Mr. Moore informed the board that ridership increased during the month of February to 50k total. The overall system performance should increase once microtransit is implemented. The Lynchburg Airport will be removed from fixed route 4. The month had minimal lost service.

## **CAPITAL PROJECTS**

Mr. Moore commented that the projects report will show minor expenditures for February. Funds have been partially expended in VA-95-X120 and the grant will be closing with the next expenditure for fare collection equipment. Mr. Woods asked if the demonstration grant was a mixture of capital and operating funding? Mr. Moore replied yes.

## **PUBLIC COMMENT**

Ms. Howe asked for public comment. No public comment made.

## **OLD BUSINESS**

No old business discussed.

## **RESOLUTION OF APPRECIATION**

Ms. Howe commended former board member Charles Spense for his years of service. She presented a plaque to Mr. Spense. He then thanked all board members for the opportunity to serve the residents of Lynchburg.

## **CLEAN TRANSPORTATION ACTION PLAN**

Ms. King educated the board about the Virginia Clean Cities organization and the Community Transportation Action Plan. Ms. King invited the board to attend the upcoming community meetings. The meetings will bring community members together to create a clean transportation action plan for the City of Lynchburg.

## **THREE MICROTRANSIT ADA MINVANS**



Mr. Moore explained the purchase of three ADA vans. The vans are to be used for the microtransit program. The funding source will derive from Microtransit Demonstration Grant for the entirety of the purchase. Radios, mobile fare equipment, and tablets expenses will need to be added. Mr. Moore stated that the vans will cost \$3700.00 more than previous van purchases. Mr. Woods made a motion to approve the purchases. Ms. Winston-Deacon 2<sup>nd</sup> the approval and the purchase of the vans passed.

GLTC will be utilizing VA State Contract: E194-87443 (Contract Number CTR005605) with Sonny Merryman, Inc.

- (3) ADA accessible Braun Entervan Minivans with a price of \$72,148 each for a total price of \$216,444.

### **President Report**

Ms. Howe informed the board that a letter was submitted to city council proposing that Central Virginia Community College have representation on the board of directors for GLTC.

Mr. Blanks stated that Mr. Moore and he had met with managers of Old Forest Road Walmart. Mr. Blanks would like to make shelter ADA accessible. Mr. Moore will contact Wal-Mart representatives to make repairs.

Mr. Moore held a drawing to award a participant who entered the GLTC online mobile survey with a 31 day pass. Ms. Howe chose the #7. Mr. Landergan asked if the mobile fare customer's email data is collected? Mr. Moore replied yes.

Mr. Woods made a motion to adjourn. The motion was seconded by Ms. Howe and Mr. Blanks.

### **#8 - Next Meeting Dates**

The next board meeting will be on – May 1st, 2024, 8:30 AM at the GLTC Transfer Center.

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Secretary/Treasurer



March 21st, 2024  
8:30 A.M. – 10:30 A.M.  
800 Kemper St.  
Lynchburg, VA 24501

Board members attending:

President: Cameron Howe  
Vice President: Randy Woods  
Secretary: Mary-Winston Deacon  
Members: Benjamin Blanks, Tab Sprouse, Greg Patrick

GLTC staff attending: Josh Moore, Natalie Wilkins, Steve Overstreet, Millie Martin, Chris Poindexter, Scott Poindexter

Guest: Bichundo Lambert

**\*1 – CALL TO ORDER – PUBLIC COMMENT**

At 9:00 a.m., Ms. Howe began the board meeting. No public comment was made.

**\*2 – AUTHORIZATION TO UTILIZE RESERVE FUNDS**

*GLTC is currently waiting for access to our next portion of 5307 funding. Staff has completed all of the required components to access the funds but are awaiting signoff from the various Federal agencies before funds can be accessed. This has delayed our ability to draw February reimbursements.*

*Staff is anticipating being able to draw February and March reimbursements together. As GLTC will not receive the City's 4th Quarter contribution until April, staff is asking for authorization to utilize the reserve funds to balance cash flow until the reimbursement request has been paid. Staff will then return the funds to the reserve.*

Mr. Moore asked the board to grant the ability to temporary withdraw from the \$250K reserve fund. Mr. Woods asked for a cashflow estimate. Mr. Moore estimated 60K-90K during the next pay cycle. The reserve funds would assist in covering the amount until reimbursed from state funding. Mr. Patrick asked if the reserve funds are in a GLTC account? Mr. Moore replied yes. The funds are in a Bank of the James account. No check request is needed from the City of Lynchburg. Mr. Woods asked if the revenue expense statements display accrued basis or cash? Ms. Martin replied accrued.

Ms. Howe made a motion to approve the authorization to use reserve funds. Mr. Blanks and Ms. Winston Deacon seconded, and the motion was passed.

**\*3 – END OF YEAR PROJECTION**

Mr. Moore discussed long term projections with the board. He stated GLTC is estimated \$230K under budget. At the start of every fiscal year the City of Lynchburg loans GLTC \$500K to assist with cashflow because the state and federal government does not reimburse GLTC until August of each year. Mr. Patrick asked if the final financial statements at the end of the fiscal



year expenses would be less than revenue? Mr. Moore replied yes. The year will end below budget. Mr. Woods asked if there would be a \$900K cash outflow to the City of Lynchburg in June? Mr. Moore replied yes. Mr. Patrick asked how other transit agencies deal with working capital? Mr. Moore explained that there had been a line of credit in past years. Other agencies within the state have a three-month operating reserve. Mr. Moore explained the difference from present day to before the year 2019 GLTC received funds from Liberty University. Contributions from local partners are substantially lower in 2024. Ms. Sprouse asked if there is a way to create a budget the builds a reserve? Mr. Moore replied no. Federal and state expenses are reimbursement funds.

## **STRATEGIC PLAN PRIORITITES**

Mr. Woods reviewed the remaining strategic plan priorities that would be discussed at the next work session in April. The following discussions will expand on how to become a transportation option of choice. He asked the board to review transportation options. What are the key factors that guide the decision to choose a particular mode of transportation. Ms. Sprouse asked if GLTC is at cost to the individuals that have Medicaid or Medicare? Mr. Moore stated yes, an individual would have to get a reimbursement.

## **RIDE ALONG DISCUSSION**

Ms. Howe led the discussion by providing new suggestions for the ride along to enhance the experience. She suggested that the ride a long become a month-long campaign instead of one day event. Ms. Sprouse suggested that GLTC incorporated paratransit service into the ride a long experience. Mr. Woods suggested that individuals also shadow workers to gain insight on the daily routines of transit workers. The discussion ended with Ms. Howe suggesting the board bring back a timeframe and ideas to create a campaign that begins in August till September at the April worksession.

## **President Report**

Mr. Moore notified the board that member Charles Spense would no longer be a member of the board of directors due to retiring from his position at Liberty University. Mr. Woods asked if Liberty University would appoint another member? Mr. Moore stated that the city council will appoint the next member.

Ms. Howe commented that she would like to have city council consider representation from Central Virginia Community College on the board of directors. C.V.C.C. has a partnership with GLTC unlike Liberty University. Mr. Moore agreed to communicate with Ms. Howe to city council on the matter.

Ms. Howe made a motion to adjourn. Motion was seconded by Mr. Woods and Mr. Blanks.

## **#8 - Next Meeting Dates**

The next board meeting will be on – April 3rd, 2024, 8:30 AM at the GLTC Transfer Center.

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Secretary/Treasurer





## GLTC Board Agenda Detail

**Item #:** 3  
**Item Title:** Committee & Partner Reports  
**Action:** None

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### Committee Reports

- a) Ride Solutions

### Partner Reports

- a) CVPDC Transportation Planner

**Contacts:** Josh Moore  
**Attachments:** None  
**Action Required:** None





## GLTC Board Agenda Detail

**Item #:** 4a  
**Item Title:** Staff Reports  
**Action:** For Your Information

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The General Manager's report for the previous month is provided below:

- Completed the DRPT Compliance Review
- Attended the LRTAG VDOT Planning Hearing workshop prep meeting
- Hosted the Citizen's Academy tour of the GLTC facility
- Attended the Governor's Workforce Development bill signing at the Regional Business Alliance
- Working with Transdev staff, ADP staff, and local staff to streamline and fix some issues with payroll processing
- Working with our

The Assistant General Manager's report for the previous month is provided below:

- Attended webinar on new regulation updates to the DBE program regarding DBE and ACDBE certification requirements
- CTAV Board of Directors and Professional Development Meeting
- Accident-free month (March) celebration
- Confirmed with the Registrar that June 15<sup>th</sup> would be best for the fare free day for early voting.

The Transportation Manager's report for the previous month is provided below:

- Celebrated an no preventable accidents in March
- Preparing for operational changes that will occur with microtransit service startup

The Maintenance Manager's report for the previous month is provided below:

- Traveling with staff for the APTA International Rodeo competition
- Finalized pre-production for the nine Gillig buses.

The Finance and Grants Manager's report for the previous month is provided below:

- Grants for Federal operating assistance and support vehicles were executed
- Completed March Financial Statements
- Provided information for DRPT Compliance Audit
- Working on outstanding Account Receivables with Mitch

The IT Manager's report for the previous month is provided below:

- Working on completing ISP changeover
- Continuing work on new backup protocols, and updating retention policies
- Continuing to work with Southern Air to fix several issues on HVAC

The Human Resources Manager's report for the previous month is provided below:

- Hired 5 new Full Time Fixed Route operators
- Attended the FTA Drug and Alcohol Conference
- Working on FTA Audit Responses
- Updated Drug and Alcohol Policy for Board Approval





The Marketing Manager's report for the previous month is provided below:

- Created Bike Month marketing materials and participated in filming new bike ads with local cyclists
- Preparing materials for the Rt 6 & 7 Microtransit transition meetings





## GLTC Board Agenda Detail

**Item #:** 4b  
**Item Title:** Financials  
**Action:** For Your Information

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### **REVENUES:**

Farebox revenues are down 6% for fixed-route and 15% for paratransit. Revenues for Federal, City, and County are on budget. State Assistance is down slightly as we are still encountering lower expenses for reimbursements for our TRIP grant. Advertising has continued to experience high returns and we are currently 169% higher than budgeted for the month and 129% for the year. Non-operating revenues are down but this is offset by lesser expenses in those categories (insurance reimbursements, warranties).

### **EXPENSES:**

Operator labor is running below budget by 4%. Other Salaries and Wages in Fixed Route is over budget reflecting where staff had changed position locations and did not adjust the budget. Demand Response labor is tracking below budget with overtime on budget. IT for Demand Response is still down as we are awaiting resolution on several outstanding issues before renewing the contract for our RouteMatch software.

Fuel usage this month was 33% under budget. This has remained flat from last month, but is an area that we are continually watching. Parts and Materials are currently down this month, though will likely trend upwards in the next month due to several projects currently in progress.

IT is currently under budget but is still over in some areas as we are working on fine-tuning our breakout of expenses. After the completion of our ISP changeover, staff will be looking at reducing printer/copier usage and adjusting contracts to better fit our current needs. Utilities were slightly below budget this month by 6% but will likely pick up as we move into the warmer weather.

### **SUMMARY:**

We are currently under budget \$164,227 for the month and \$444,869 for the year.

**Contacts:** Josh Moore  
**Attachments:** March 2024 Financial Statements  
**Action Required:** None



**GREATER LYNCHBURG TRANSIT COMPANY, INC.**  
**INCOME STATEMENT**  
**AS OF MARCH 31, 2024**

	<b>FY2024 ACTUAL MAR</b>	<b>FY2024 ACTUAL YTD</b>
<b>REVENUE</b>		
Operating Assistance Revenue	\$ 431,116	\$ 5,659,527
Money Paid to CVTMCI	(431,116)	(5,659,527)
Federal Grant Revenue	7,567	501,675
Local Grant Revenue	<u>1,032,935</u>	<u>1,345,090</u>
<b>TOTAL REVENUE</b>	<b>\$ 1,040,502</b>	<b>\$ 1,846,765</b>
<b>EXPENSES</b>		
Repairs - Capital	10,663	\$ 67,506
Other Miscellaneous Expense	<u>-</u>	<u>-</u>
<b>TOTAL EXPENSES</b>	<b>\$ 10,663</b>	<b>\$ 67,506</b>
<b>NET INCOME/(LOSS)</b>	<b><u>\$ 1,029,839</u></b>	<b><u>\$ 1,779,259</u></b>

**GREATER LYNCHBURG TRANSIT COMPANY, INC.**  
**COMPARATIVE INCOME STATEMENT**  
**AS OF MARCH 31, 2024**

	MONTH TO DATE			YEAR TO DATE		
	FY2024 MAR ACTUAL	FY2023 MAR ACTUAL	% VAR	FY2024 YTD ACTUAL	FY2023 YTD ACTUAL	% VAR
<b>REVENUE</b>						
Operating Assistance Revenue	\$ 431,116	\$ -	100%	\$ 5,659,527	\$ 6,973,082	-19%
Money Paid to CVTMC	(431,116)	-	100%	(5,659,527)	(6,973,082)	-19%
Sale of Equipment & Vehicles	-	-	0%	-	1,025	-100%
Federal Grant Revenue	7,567	-	100%	501,675	24,946	1911%
Local Grant Revenue	<u>1,032,935</u>	<u>-</u>	100%	<u>1,345,090</u>	<u>23,998</u>	5505%
<b>TOTAL REVENUE</b>	<b>\$ 1,040,502</b>	<b>\$ -</b>	<b>100%</b>	<b>\$ 1,846,765</b>	<b>\$ 49,969</b>	<b>3596%</b>
<b>EXPENSES</b>						
Repairs - Capital	10,663	-	100%	\$ 67,506	\$ 42,571	59%
Other Miscellaneous Expense	<u>-</u>	<u>-</u>	0%	<u>-</u>	<u>-</u>	0%
<b>TOTAL EXPENSES</b>	<b>\$ 10,663</b>	<b>\$ -</b>	<b>100%</b>	<b>\$ 67,506</b>	<b>\$ 42,571</b>	<b>59%</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ <u>1,029,839</u></b>	<b>\$ <u>-</u></b>	<b>100%</b>	<b>\$ <u>1,779,259</u></b>	<b>\$ <u>7,398</u></b>	<b>23951%</b>

Greater Lynchburg Transit Company, Inc.  
Balance Sheet  
March FY 2024

	FY 2024	FY 2023	Difference
<i>ASSETS</i>			
Cash - Capital	725,767	214,625	511,142
Accounts Receivable	528,712	-	528,712
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 1,254,479</b>	<b>\$ 214,625</b>	<b>\$ 1,039,854</b>
Tangible Property	\$ 63,283,567	\$ 61,604,221	\$ 1,679,346
Accumulated Depreciation	(27,990,964)	(26,101,301)	(1,889,663)
<b>NET FIXED ASSETS</b>	<b>\$ 35,292,603</b>	<b>\$ 35,502,920</b>	<b>\$ (210,317)</b>
<b>TOTAL ASSETS</b>	<b>\$ 36,547,083</b>	<b>\$ 35,717,545</b>	<b>\$ 829,538</b>
<i>LIABILITIES AND CAPITAL</i>			
Accounts Payable - Miscellaneous	\$ 528,712	\$ -	\$ 528,712
<b>TOTAL LIABILITIES</b>	<b>528,712</b>	<b>-</b>	<b>528,712</b>
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	34,239,107	35,710,143	(1,471,036)
Accumulated Income/(Loss) Current Year	1,779,259	7,397	1,771,862
<b>TOTAL CAPITAL</b>	<b>\$ 36,018,371</b>	<b>\$ 35,717,545</b>	<b>\$ 300,825</b>
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b>\$ 36,547,083</b>	<b>\$ 35,717,545</b>	<b>\$ 829,538</b>

# CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

## INCOME STATEMENT AS OF MARCH 31, 2024

	MONTH TO DATE			YEAR TO DATE		
	FY2024 MAR ACTUAL	FY2024 MAR BUDGET	% VAR	FY2024 YTD ACTUAL	FY2024 YTD BUDGET	% VAR
<b>REVENUE</b>						
FRT Passenger Revenue	\$ 31,400	\$ 33,576	-6%	\$ 352,459	\$ 302,183	17%
DRT Passenger Revenue	2,278	2,690	-15%	26,278	24,206	9%
Contracts (CVCC Access)	4,253	4,253	0%	38,277	38,277	0%
Non-Operating Revenue	622	11,708	-95%	45,320	105,372	-57%
Advertising Revenue	7,859	2,917	169%	60,219	26,250	129%
City Operating Assistance	143,705	143,705	0%	1,293,347	1,293,347	0%
County Operating Assistance	6,808	6,808	0%	61,268	61,268	0%
State Operating Assistance	239,209	243,274	-2%	1,602,542	2,189,464	-27%
Federal Operating Assistance	398,459	397,439	0%	3,537,757	3,576,953	-1%
<b>TOTAL REVENUE</b>	<b>\$ 834,593</b>	<b>\$ 846,369</b>	<b>-1%</b>	<b>\$ 7,017,466</b>	<b>\$ 7,617,319</b>	<b>-8%</b>
<b>EXPENSES</b>						
<b>FIXED ROUTE</b>						
Operator Labor	\$ 146,902	\$ 152,916	-4%	\$ 1,324,322	\$ 1,376,245	-4%
Operator-Overtime	10,716	19,879	-46%	106,685	178,912	-40%
Other Salaries & Wages	46,712	37,558	24%	403,510	338,022	19%
Supervisors-Overtime	1,859	1,871	-1%	12,031	16,841	-29%
Fringe Benefits	66,094	100,561	-34%	842,602	905,046	-7%
Information Technology	3,213	8,333	-61%	30,013	75,000	-60%
<b>TOTAL FIXED ROUTE</b>	<b>\$ 275,494</b>	<b>\$ 321,118</b>	<b>-14%</b>	<b>\$ 2,719,162</b>	<b>\$ 2,890,066</b>	<b>-6%</b>
<b>DEMAND RESPONSE</b>						
Operator Labor	\$ 29,545	\$ 29,919	-1%	\$ 236,425	\$ 269,271	-12%
Operator-Overtime-PTS	573	898	-36%	5,217	8,078	-35%
Other Salaries & Wages	11,527	9,223	25%	85,674	83,004	3%
Fringe Benefits	14,128	19,391	-27%	149,358	174,523	-14%
Information Technology	-	2,746	-100%	2,336	24,713	-91%
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 55,773</b>	<b>\$ 62,177</b>	<b>-10%</b>	<b>\$ 479,011</b>	<b>\$ 559,589</b>	<b>-14%</b>
<b>MAINTENANCE</b>						
Other Salaries & Wages	\$ 74,890	\$ 73,850	1%	\$ 619,043	\$ 664,651	-7%
Inspection&Maint,Srvc-Overtime	3,253	4,627	-30%	22,092	41,645	-47%
Fringe Benefits	26,050	38,007	-31%	292,557	342,066	-14%
Fuel & Lubricants	61,386	91,407	-33%	560,773	822,664	-32%
Tires & Tubes	2,829	8,333	-66%	64,404	75,000	-14%
Information Technology	1,284	750	71%	9,006	6,750	33%
Other Materials & Supplies	20,753	30,833	-33%	309,818	277,500	12%
<b>TOTAL MAINTENANCE</b>	<b>\$ 190,443</b>	<b>\$ 247,808</b>	<b>-23%</b>	<b>\$ 1,877,692</b>	<b>\$ 2,230,275</b>	<b>-16%</b>
<b>ADMINISTRATION</b>						
Other Salaries & Wages	\$ 47,705	\$ 51,235	-7%	\$ 395,434	\$ 461,117	-14%
Fringe Benefits	15,834	24,814	-36%	180,441	223,324	-19%
Services	16,345	43,287	-62%	383,916	389,580	-1%
Utilities	19,760	21,020	-6%	152,193	189,177	-20%
Casualty & Liability Expenses	21,788	22,175	-2%	184,189	199,573	-8%
Information Technology	5,512	4,842	14%	51,384	43,575	18%
Other Materials & Supplies	14,321	10,973	31%	68,420	98,757	-31%
Miscellaneous	7,390	36,921	-80%	80,758	332,288	-76%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 148,655</b>	<b>\$ 215,265</b>	<b>-31%</b>	<b>\$ 1,496,734</b>	<b>\$ 1,937,389</b>	<b>-23%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 670,366</b>	<b>\$ 846,369</b>	<b>-21%</b>	<b>\$ 6,572,598</b>	<b>\$ 7,617,319</b>	<b>-14%</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ 164,227</b>	<b>\$ -</b>	<b>-100%</b>	<b>\$ 444,869</b>	<b>\$ -</b>	<b>100%</b>

**CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.**  
**COMPARATIVE INCOME STATEMENT**  
**AS OF MARCH 31, 2024**

	MONTH TO DATE			YEAR TO DATE		
	FY2024 MAR ACTUAL	FY2023 MAR ACTUAL	% VAR	FY2024 YTD ACTUAL	FY2023 YTD ACTUAL	% VAR
<b>REVENUE</b>						
FRT Passenger Revenue	\$ 31,400	\$ 38,125	-18%	\$ 352,459	\$ 341,933	3%
DRT Passenger Revenue	2,278	\$ 4,091	-44%	26,278	30,121	-13%
Contracts (CVCC Access)	4,253	\$ 3,938	8%	38,277	35,442	8%
Non-Operating Revenue	622	\$ (257)	-342%	45,320	7,057	542%
Advertising Revenue	7,859	\$ 2,176	261%	60,219	25,419	137%
City Operating Assistance	143,705	\$ 105,537	36%	1,293,347	949,839	36%
County Operating Assistance	6,808	\$ 6,483	5%	61,268	58,350	5%
State Operating Assistance	239,209	\$ 171,579	39%	1,602,542	1,610,822	-1%
Federal Operating Assistance	398,459	\$ 376,324	6%	3,537,757	3,386,916	4%
<b>TOTAL REVENUE</b>	<b>\$ 834,593</b>	<b>\$ 707,997</b>	<b>18%</b>	<b>\$ 7,017,466</b>	<b>\$ 6,445,899</b>	<b>9%</b>
<b>EXPENSES</b>						
<b>FIXED ROUTE</b>						
Operator Labor	\$ 146,902	\$ 147,336	0%	\$ 1,324,322	\$ 1,269,355	4%
Operator-Overtime	10,716	14,039	-24%	106,685	119,187	-10%
Other Salaries & Wages	46,712	45,492	3%	403,510	386,091	5%
Supervisors-Overtime	1,859	1,095	70%	12,031	8,205	47%
Fringe Benefits	66,094	83,417	-21%	842,602	796,858	6%
Information Technology	3,213	-	100%	30,013	-	100%
<b>TOTAL FIXED ROUTE</b>	<b>\$ 275,494</b>	<b>\$ 291,379</b>	<b>-5%</b>	<b>\$ 2,719,162</b>	<b>\$ 2,579,696</b>	<b>5%</b>
<b>DEMAND RESPONSE</b>						
Operator Labor	\$ 29,545	\$ 26,041	13%	\$ 236,425	\$ 216,657	9%
Operator-Overtime-PTS	573	975	-41%	5,217	8,179	-36%
Other Salaries & Wages	11,527	9,373	23%	85,674	63,969	34%
Fringe Benefits	14,128	14,736	-4%	149,358	129,084	16%
Information Technology	-	-	0%	2,336	-	100%
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 55,773</b>	<b>\$ 51,125</b>	<b>9%</b>	<b>\$ 479,011</b>	<b>\$ 417,889</b>	<b>15%</b>
<b>MAINTENANCE</b>						
Other Salaries & Wages	\$ 74,890	\$ 64,232	17%	\$ 619,043	\$ 572,881	8%
Inspection&Maint,Srvc-Overtime	3,253	2,102	55%	22,092	12,811	72%
Fringe Benefits	26,050	26,504	-2%	292,557	261,781	12%
Fuel & Lubricants	61,386	66,139	-7%	560,773	689,652	-19%
Tires & Tubes	2,829	(2,847)	-199%	64,404	44,448	45%
Information Technology	1,284	-	100%	9,006	-	100%
Other Materials & Supplies	20,753	25,035	-17%	309,818	268,588	15%
<b>TOTAL MAINTENANCE</b>	<b>\$ 190,443</b>	<b>\$ 181,165</b>	<b>5%</b>	<b>\$ 1,877,692</b>	<b>\$ 1,850,161</b>	<b>1%</b>
<b>ADMINISTRATION</b>						
Other Salaries & Wages	\$ 47,705	\$ 43,761	9%	\$ 395,434	\$ 379,613	4%
Fringe Benefits	15,834	17,526	-10%	180,441	169,672	6%
Services	16,345	42,410	-61%	383,916	439,918	-13%
Utilities	19,760	17,613	12%	152,193	156,222	-3%
Casualty & Liability Expenses	21,788	22,300	-2%	184,189	175,523	5%
Information Technology	5,512	16,872	-67%	51,384	169,078	-70%
Other Materials & Supplies	14,321	3,952	262%	68,420	33,064	107%
Miscellaneous	7,390	14,140	-48%	80,758	50,116	61%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 148,655</b>	<b>\$ 178,572</b>	<b>-17%</b>	<b>\$ 1,496,734</b>	<b>\$ 1,573,206</b>	<b>-5%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 670,366</b>	<b>\$ 702,241</b>	<b>-5%</b>	<b>\$ 6,572,598</b>	<b>\$ 6,420,952</b>	<b>2%</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ 164,227</b>	<b>\$ 5,755</b>	<b>-2754%</b>	<b>\$ 444,869</b>	<b>\$ 24,947</b>	<b>-1683%</b>



**GLTC Board Agenda Detail**

**Item #:** 4c  
**Item Title:** March 2024 Ridership & Operational Statistics  
**Action:** For Your Information

**Summary:**

Maintenance Activities are summarized below with associated graphs depicting year over year statistics following.

Ridership was up 30.83% compared with our monthly average and was up 0.08% over last month.

**Ridership:**

Total Fixed Route Ridership for the month of December was 50,914. Paratransit ridership for December was 1,722.

**Service Impacts:**

System wide on-time performance was 78.2%, which was up from February by 0.6%

6.53% of the service was lost due to missed trips.

Routes not listed have on-time performance greater than 85%

Route	1A	1B	2	3A	4	6	7	8	10
On-time	78.7%	69.4%	80.4%	72.2%	66.8%	84.6%	61.5%	78%	84.5%

Route	11
On-time	77.2%

**Maintenance:**

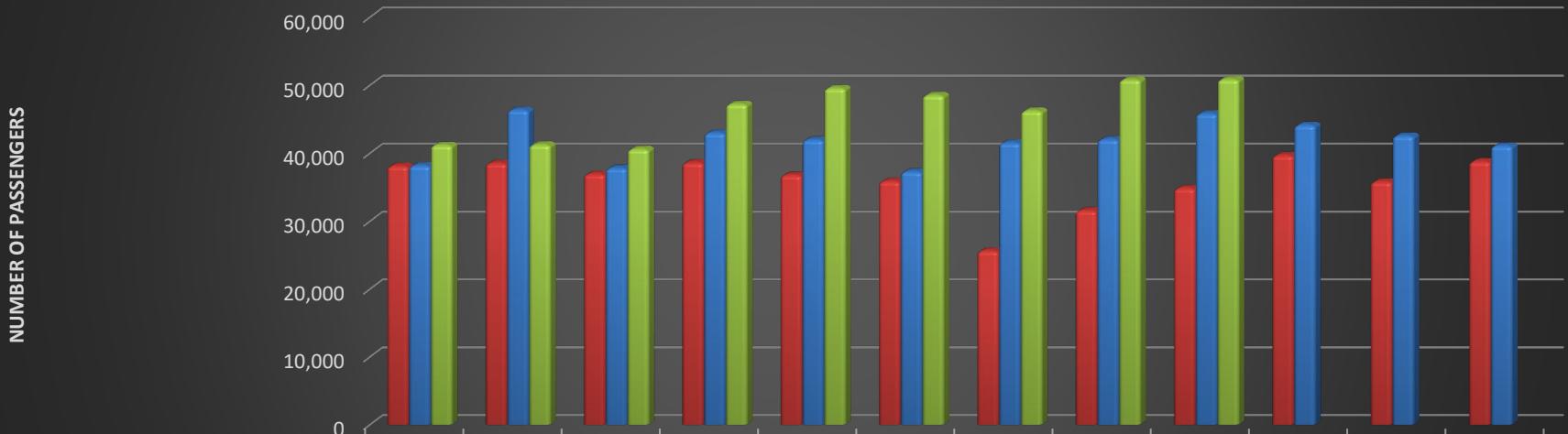
Maintenance activities are reported as follows for December 2023:

- Total mileage for fixed route – 83,742
- Paratransit total mileage – 12,744
- On-time performance for preventative maintenance activities – 90%
- Fleet downtime – 1.31%





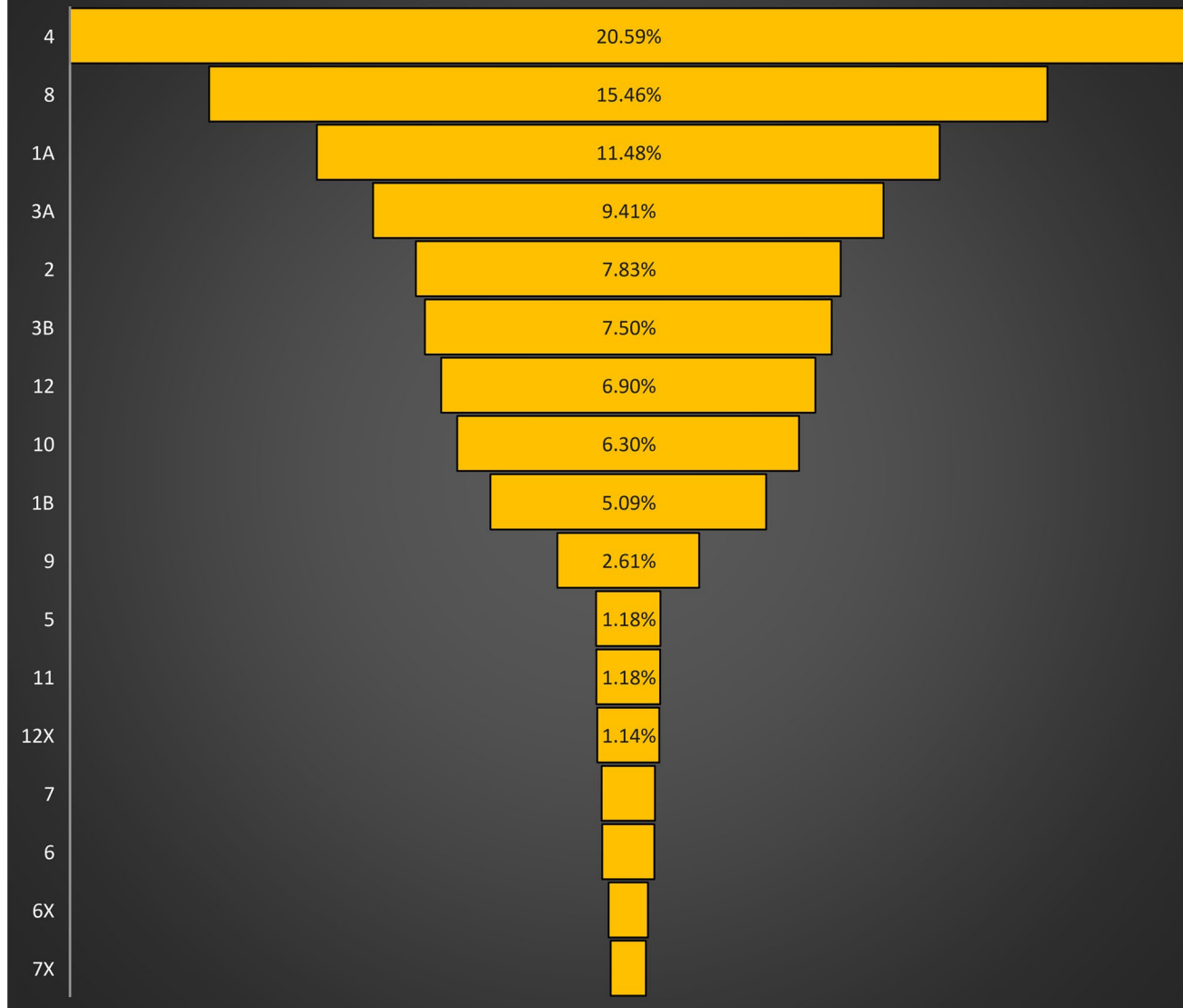
## Monthly System Ridership FY22 - FY24



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total Ridership 2021 - 2022 (FY '22)	38,162	38,579	36,960	38,662	36,828	35,918	25,671	31,610	34,886	39,727	35,850	38,831
Total Ridership 2022 - 2023 (FY '23)	38,224	46,410	37,859	43,017	42,017	37,324	41,571	42,068	45,856	44,175	42,604	41,139
Total Ridership 2023 - 2024 (FY '24)	41,237	41,289	40,641	47,281	49,620	48,580	46,285	50,881	50,914			



## Ridership Percentage by Route

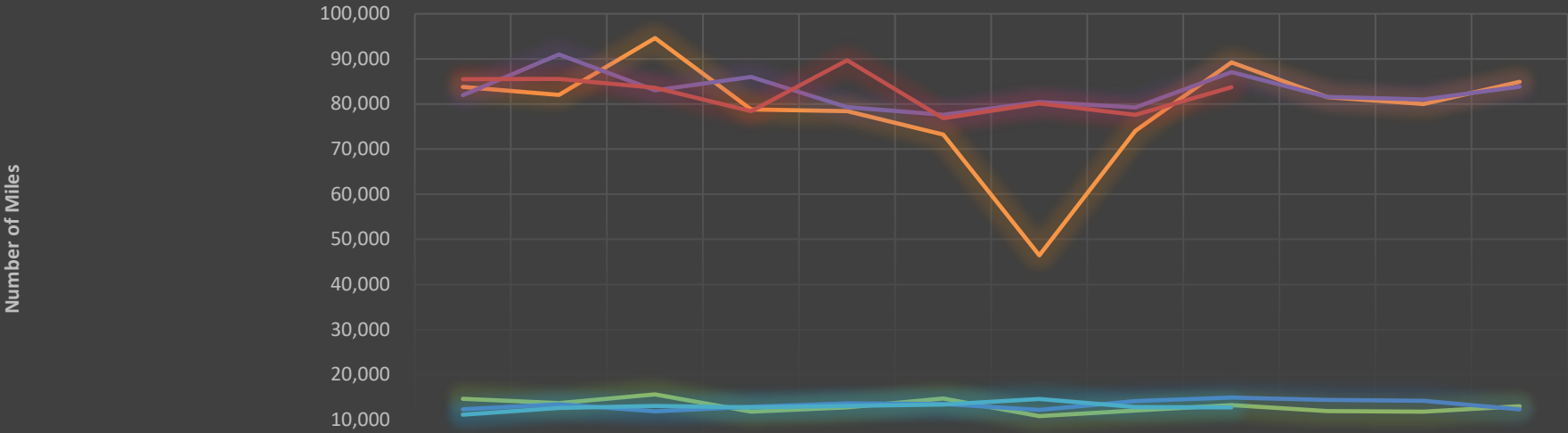


Mar-24

Route	Ridership	Percentage
4	10484	20.59%
8	7869	15.46%
1A	5847	11.48%
3A	4790	9.41%
2	3989	7.83%
3B	3820	7.50%
12	3511	6.90%
10	3209	6.30%
1B	2590	5.09%
9	1331	2.61%
5	603	1.18%
11	601	1.18%
12X	582	1.14%
7	501	0.98%
6	489	0.96%
6X	368	0.72%
7X	330	0.65%
<b>Total</b>	<b>50,914</b>	<b>100.00%</b>



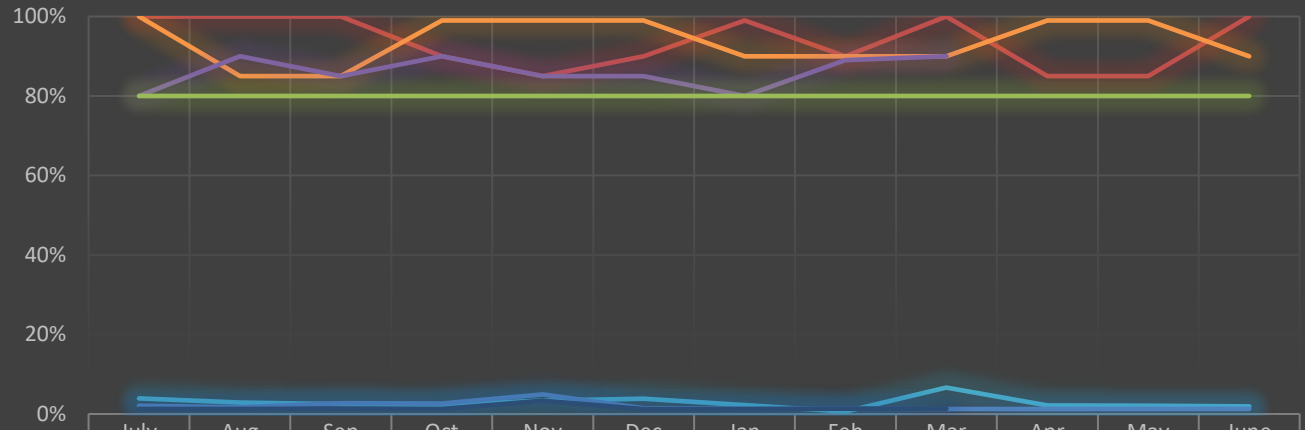
### GLTC Mileage FY22, FY23, FY24



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Fixed Route Mileage 2021-2022 (FY-22)	83,795	82,020	94,617	78,785	78,407	73,253	46,434	74,050	89,199	81,531	80,011	84,929
Fixed Route Mileage 2022-2023 (FY-23)	81,923	90,977	83,050	86,014	79,276	77,601	80,415	79,252	87,060	81,566	81,019	83,870
Fixed Route Mileage 2023-2024 (FY-24)	85,467	85,585	83,593	78,407	89,692	76,838	80,107	77,564	83,742			
Paratransit Mileage 2021-2022 (FY-22)	14,613	13,702	15,601	11,776	12,714	14,704	10,791	12,042	13,229	11,877	11,807	12,987
Paratransit Mileage 2022-2023 (FY-23)	12,280	13,397	11,857	12,872	13,596	13,508	12,158	14,142	14,905	14,369	14,161	12,298
Paratransit Mileage 2023-2024 (FY-24)	11,107	12,583	13,042	12,714	13,035	13,353	14,586	12,780	12,744			



## Maintenance Performance FY22, FY23, FY24



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
On Time Performance FY'22 (FTA Requires 80%)	100%	100%	100%	90%	85%	90%	99%	90%	100%	85%	85%	100%
On Time Performance FY'23 (FTA Requires 80%)	100%	85%	85%	99%	99%	99%	90%	90%	90%	99%	99%	90%
On Time Performance FY'24 (FTA Requires 80%)	80%	90%	85%	90%	85%	85%	80%	89%	90%			
FTA Required On Time Performance	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
Fleet Downtime FY'22 (Industry Average 5%)	3.90%	2.90%	2.48%	2.30%	3.33%	3.80%	2.20%	0.60%	6.64%	2.15%	2.04%	1.89%
Fleet Downtime FY'23 (Industry Average 5%)	2.07%	1.69%	2.70%	2.59%	4.92%	1.41%	1.34%	1.36%	1.24%	1.24%	1.24%	1.27%
Fleet Downtime FY'24 (Industry Average 5%)	1.30%	1.30%	1.35%	1.30%	3.33%	1.23%	1.23%	1.31%	1.31%			





## GLTC Board Agenda Detail

**Item #:** 4d  
**Item Title:** Capital Projects  
**Action:** For Your Information

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### **Summary:**

Attached is the Capital Projects report showing minor expenditures for February. We have partially expended the funds in VA-95-X120 and will be closing this grant with the next expenditure for fare collection equipment.

The remaining grants currently executed are for funds for our 9 replacement buses this summer, a small remaining amount in our AVL grant for some final items, and the remainder of our older ACM (spare parts) funds.

**Contacts:** Josh Moore  
**Attachments:** March 2024 Financials  
**Action Required:** None



GLTC CAPITAL GRANTS

FEDERAL GRANT#/PROJECT#	STATE PROJECT#	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	3/31/2024 Balance
<b>VA-95-X120</b>							
Revision approved 1/3/173022-25		PURCHASE FARE COLLECTION EQUIPMEN	\$ 55,480	\$ 11,096	\$ 2,774	\$ 69,350	\$ 0
Revision approved 1/3/173022-25		PURCHASE FARE COLLECTION EQUIPMEN	\$ 86,594	\$ 17,319	\$ 4,329	\$ 108,242	\$ 11,433
			\$ 142,074	\$ 28,415	\$ 7,103	\$ 177,592	\$ 11,433
<b>VA-2016-022-00 Executed 9/23/16</b>							
VA-2016-022-01-00	73022-25	PURCHASE FARE COLLECTION EQUIPMEN	\$ 1,021,071	\$ 204,214	\$ 51,054	\$ 1,276,339	\$ 1,276,339
VA-2016-022-09-00	73021-51	PURCHASE TRANSIT ENHANCEMENTS FOI	\$ 307,280	\$ 61,456	\$ 15,364	\$ 384,100	\$ 0
			\$ 1,328,351	\$ 265,670	\$ 66,418	\$ 1,660,439	\$ 1,276,339
<b>VA-2019-011-00 Executed 3/28/19</b>							
<b>Budget Revision 2 - approved 12/22/22</b>							
VA-2019-011-01	73019-29	Purchase 35FT Replacement Bus	\$ 365,398	\$ 56,751	\$ 12,074	\$ 434,223	\$ 365,398
			\$ 365,398	\$ 56,751	\$ 12,074	\$ 434,223	\$ 365,398
<b>VA-2020-006-00 Executed 1/2/2020</b>							
<b>Budget Revision 2 - approved 1/3/2023</b>							
VA-2020-006-01-00	73020-22	Purchase 35FT Replacement Bus	\$ 54,406	\$ 10,880	\$ 2,719	\$ 68,005	\$ 68,005
			\$ 54,406	\$ 10,880	\$ 2,719	\$ 68,005	\$ 68,005
<b>VA-2021-014-00 Executed 4/29/2021</b>							
VA-2021-014-01-00	73021-48	Purchase 30FT Replacement Bus	\$ 713,856	\$ 999,398	\$ 71,386	\$ 1,784,640	\$ 304,841
VA-2021-014-01-00	73021-50	Purchase Spare Parts, ACM Items	\$ 120,000	\$ 168,000	\$ 12,000	\$ 300,000	\$ 112,903
VA-2021-014-01-00	73021-49	Purchase Vehicle Locator System	\$ 201,600	\$ 282,240	\$ 20,160	\$ 504,000	\$ 53,877
			\$ 321,600	\$ 450,240	\$ 32,160	\$ 804,000	\$ 166,780
<b>VA-2023-015-00 Executed in FTA 4/26/2023; waiting on state to write contracts</b>							
	73022-26	Purchase 35Ft Buses	\$ 824,972	\$ 5,610,001	\$ 1,815,027	\$ 8,250,000	\$ 8,250,000
			\$ 824,972	\$ 5,610,001	\$ 1,815,027	\$ 8,250,000	\$ 8,250,000
<b>VA-1455-2023-1 Executed</b>							
	73023-32	Purchase Replacement Support Vehicle (;	\$ 26,362	\$ 64,022	\$ 3,766	\$ 94,150	\$ 94,150
	73023-33	Purchase Spare Parts/ACM Items	\$ 61,320	\$ 148,920	\$ 8,760	\$ 219,000	\$ 219,000
<b>STATE/LOCAL ONLY Executed 10/1/2021</b>							
	73022-27	Purchase Small-size,light duty bus or BOC	\$ -	\$ 299,200	\$ 140,800	\$ 440,000	\$ 24,413
	73022-28	Purchase Medium-size,medium duty bus	\$ -	\$ 197,200	\$ 92,800	\$ 290,000	\$ 385,207
			\$ -	\$ 496,400	\$ 233,600	\$ 730,000	\$ 409,620
<b>STATE/LOCAL ONLY Executed</b>							
	50054-01	Route 4 Regional Connectivity Improvem	\$ -	\$ 652,160	\$ 163,040	\$ 815,200	\$ 102,549
			\$ -	\$ 652,160	\$ 163,040	\$ 815,200	\$ 102,549
<b>STATE/LOCAL ONLY Executed</b>							
	71124-03	Microtransit Demo	\$ -	\$ 785,280	\$ 196,320	\$ 981,600	\$ 981,600
			\$ -	\$ 785,280	\$ 196,320	\$ 981,600	\$ 981,600
<b>STATE/LOCAL ONLY Executed</b>							
	71124-02	Intern	\$ -	\$ 16,640	\$ 4,160	\$ 20,800	\$ 18,463
			\$ -	\$ 16,640	\$ 4,160	\$ 20,800	\$ 18,463
<b>VA-1455-2023-3 Executed</b>							
		5307 FY2021 Operating Assistance	\$ 2,390,757	\$ 1,195,379	\$ 1,195,379	\$ 4,781,514	\$ 4,781,514
		ADP Hardware	\$ 44,800	\$ -	\$ 11,200	\$ 56,000	\$ 56,000



**GLTC Board Agenda Detail**

**Item #:** 5a

**Item Title:** Old Business

**Action:** Discussion

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**No Old Business**

No Old Business

**Contacts:**

**Attachments:** None

**Action Required:** None





**GLTC Board Agenda Detail**

**Item #:** 6a

**Item Title:** New Business

**Action:** Discussion and Approval

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**GLTC Drug and Alcohol Policy – May 2024 Update**

Attached is the updated Drug and Alcohol policy which was previously distributed during the April work session. The updates to this policy were required as part of the actions that were outlined by the FTA Drug and Alcohol Audit.

Staff has incorporated previous discussion elements into the policy as able and will outline these items during the presentation.

**Contacts:** John Yauger

**Attachments:** GLTC Drug and Alcohol Policy – May 2024 Update

**Action Required:** Discussion and Approval





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# GREATER LYNCHBURG TRANSIT COMPANY



Central Virginia Transit Management Co., Inc.

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## SUBSTANCE ABUSE – DRUG AND ALCOHOL POLICY

**Policy Created:** March 2024

**Board Approval:**

<b>General Manager:</b>	<b>Josh Moore</b>	<b>(434) 455-5084</b>
<b>Assistant General Manager:</b>	<b>Natalie Wilkins</b>	<b>(434) 455-5085</b>
<b>HR Manager (DAPM/DER):</b>	<b>John Yauger</b>	<b>(434) 455-5082</b>

Greater Lynchburg Transit Company  
Central Virginia Transit Management Co., Inc.  
419 Bradley Drive, Lynchburg, VA 24501  
Tel: 434-455-5080  
Fax: 434-582-4582  
[www.gltconline.com](http://www.gltconline.com)

**NOTICE:** *These are the operating guidelines for the GLTC/CVTMC Substance Abuse/Drug and Alcohol Policy. These guidelines can only be changed with approval of the GLTC Board of Directors as voted during an official meeting. Proposed edits must be submitted to the General Manager for review, thereafter he/she will submit to the Board for approval.*

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## 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 Greater Lynchburg Transit Company's 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 Greater Lynchburg Transit Company 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 or out of the workplace shall notify John Yauger (434-455-5082) no later than five days after such conviction.**

## 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.

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.

## Prohibited Behavior

Use of illegal drugs is prohibited at all times. Prohibited drugs include:

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

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

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.

## 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).

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of their next regularly scheduled duty period (but for not less than eight hours) unless a retest results in the employee's alcohol concentration being less than 0.02.

### ***Zero Tolerance***

**Per Greater Lynchburg Transit Company policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be terminated from employment.**

## 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 and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

### ***Reasonable Suspicion Testing***

All covered employees shall be subject to a drug and/or alcohol test when Greater Lynchburg Transit Company 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.

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.

## ***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 Greater Lynchburg Transit Company 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

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Greater Lynchburg Transit Company 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.

## ***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.

## 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, Greater Lynchburg Transit Company will accept the test result and there will be no retest, unless the creatinine concentration of a negative dilute specimen was greater than or equal to 2 mg/dL, but less than or equal to 5 mg/dL.

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. Greater Lynchburg Transit Company guarantees that the split specimen test will be conducted in a timely fashion.

## 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 Greater Lynchburg Transit Company.
- (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 Greater Lynchburg Transit Company.
- (7) Fail to undergo a medical evaluation as required by the MRO or Greater Lynchburg Transit Company's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine 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 SAPs.

## 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 Human Resources Department who 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. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

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.

## Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to HR. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

## Contact Person

For questions about Greater Lynchburg Transit Company's anti-drug and alcohol misuse program, contact:  
**Drug/Alcohol Program Manager and Designated Employer Representative:**

<b>Name:</b>	John Yauger (DAPM/DER)
<b>Title:</b>	Human Resources Manager
<b>Address:</b>	CVTMC, Inc. PO Box 11286 (419 Bradley Drive) Lynchburg, Virginia 24506
<b>Telephone:</b>	434-455-5082
<b>Fax:</b>	434-528-4582

**Medical Review Officer (MRO)**

**Name:** Dr. Brian N. Heinen  
**Title:** Physician  
**Address:** 151 Leon Ave.  
Eunice, LA 70535  
**Telephone:** 888-382-2281  
**Fax:** 913-752-3148

**Substance Abuse Professionals (SAP)**

**Name:** Bob Conlon  
**Title:** Certified Employee Assistance Professionals LCSW  
**Address:** Employee Assistance of Central Virginia  
2250 Murrell Rd., Suite B5  
Lynchburg, Virginia 24501  
**Telephone:** 434-845-1246

**Substance Abuse Professionals (SAP)**

**Name:** Gene P. Smith LCAS CCS CEAP SAP SAE  
**Title:** Certified Employee Assistance Professionals LCAS CCS CEAP SAP SAE  
**Address:** Life Changes INC  
1045 Main St  
Danville, VA 24541  
**Telephone:** 434-489-1116  
**Fax:** 866-364-6463  
**Email:** genesmith20@gmail.com





Attachment A: Covered Positions

**GLTC Safety-sensitive employees are:**

**Transportation Supervisors**

**Full-Time Bus Operators**

**Part-Time Bus Operators**

**Full-Time Paratransit Operators**

**Part-Time Paratransit Operators**

**Operations Assistant**

**Technician Foremen**

**Technician**

**Technician Helper**

**Utility Foreman**

**Utility Person**



**GLTC Board Agenda Detail**

**Item #:** 6b

**Item Title:** New Business

**Action:** Discussion and Approval

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**Update on End of Year Cash Flow**

We will have an update on the end of year cash flow and requested action by City staff.

**Contacts:** Josh Moore

**Attachments:** Cash Flow Worksheet (Sent under separate cover)

**Action Required:** Discussion and Approval





**GLTC Board Agenda Detail**

**Item #:** 6c  
**Item Title:** New Business  
**Action:** Discussion

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**Rt 6 & 7 Public Meeting Process Update**

We will have an update on the Rt 6 & 7 Public Meetings and microtransit project.

**Contacts:** Josh Moore

**Attachments:** None

**Action Required:** Discussion





**GLTC Board Agenda Detail**

**Item #:** 7

**Item Title:** Presidents Report

**Action:** Discussion

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-- Optional Report/Comments by GLTC Board President --





## GLTC Board Agenda Detail

**Item #:** 8  
**Item Title:** Next Meeting & Adjournment  
**Action:** Adjournment

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-- Opportunity for any final Board Member Comments or Remarks --

The next GLTC Board Meeting is scheduled to occur on June 5<sup>th</sup>, at 8:30 am.

The next GLTC Work Session is scheduled to occur on May 16<sup>th</sup>, 2024, at 8:30 am.

All meetings will be held at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

*Consider Adjournment*





## GLTC Board Agenda Detail

**Item #:** N/A  
**Item Title:** Board Roster and Attendance Log  
**Action:** None

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### GLTC BOARD OF DIRECTORS MEMBERSHIP ROSTER

Ben Blanks	<a href="mailto:bblanks@gltconline.com">bblanks@gltconline.com</a>
Mary-Winston Deacon	<a href="mailto:mdeacon@gltconline.com">mdeacon@gltconline.com</a>
Gary DuPriest	Pending
Cameron Howe	<a href="mailto:chowe@gltconline.com">chowe@gltconline.com</a>
Brian Landergan	<a href="mailto:blandergan@gltconline.com">blandergan@gltconline.com</a>
Greg Patrick	<a href="mailto:gpatrick@gltconline.com">gpatrick@gltconline.com</a>
Tab Sprouse	<a href="mailto:tsprouse@gltconline.com">tsprouse@gltconline.com</a>
Randy Woods	<a href="mailto:rwoods@gltconline.com">rwoods@gltconline.com</a>
Vacant	Vacant

Members may be reached by mail by addressing items to:

*[Board Member]*  
GLTC Board of Directors  
PO Box 11286  
Lynchburg, VA 24506

