
JEFFERSON COUNTY

TRANSPORTATION DISADVANTAGED SERVICE PLAN

Fiscal Year 2013-2018

Prepared by the

*Jefferson County
Transportation Disadvantaged Coordinating Board*

*Big Bend Transit, Inc.
the Community Transportation Coordinator*

*Apalachee Regional Planning Council
the Designated Official Planning Agency*

Approved by the

*Jefferson County Transportation Disadvantaged Coordinating Board
on June 13, 2013
(July 1, 2014 – June 30, 2017 other DOPA)
Updated: September 21, 2017*

TABLE OF CONTENTS

	PAGE #
LCB CERTIFICATION	3
UPDATE TABLE	4
ADOPTION OF TDSP ROLL CALL VOTE	5
DEVELOPMENT PLAN	
A. INTRODUCTION TO THE SERVICE AREA	6
Background of the TD Program	6
Community Transportation Coordinator Designation Date/History	6
Organizational Chart	7
Consistency Review of Other Plans	9
Public Participation	10
B. SERVICE AREA PROFILE/DEMOGRAPHICS	11
Service Area Description	11
Demographics	11
Land Use	11
Population/Composition	12
Employment	15
Major Trip Generators/Attractors	16
Inventory of Available Transportation Services	19
C. SERVICE ANALYSIS	20
Forecasts of TD Population	21
Needs Assessment	22
Barriers to Coordination	24
D. GOALS, OBJECTIVES, AND STRATEGIES	25
E. IMPLEMENTATION SCHEDULE	27
SERVICE PLAN	
A. OPERATIONS	29
Types, Hours, and Days of Service	29
Accessing Services	29
Transportation Operators and Coordination Contractors	30
Public Transit Utilization	30
School Bus Utilization	30
Vehicle Inventory	31
System Safety Program Plan Certification	32
Intercounty Services	33
Emergency Preparedness and Response	33
Education Efforts/Marketing	33
Acceptable Alternatives	33
Service Standards	33
Local Complaint and Grievance Procedure/Process	41
CTC Monitoring Procedures for Operators and Coordination Contractors	42
Coordination Contract Evaluation Criteria	42
B. COST/REVENUE ALLOCATION & RATE STRUCTURE JUSTIFICATION	43
Service Rates Summary & Rate Calculation Worksheets	
QUALITY ASSURANCE	
1. Coordinator Evaluation Process	53
2. Coordinator Monitoring Procedures of Operators and Coordination Contractors	53
3. Coordination Contract Evaluation Criteria	53
4. Planning Agency Evaluation Process	53

Apalachee Regional Planning Council

Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson,
Liberty, Leon and Wakulla Counties and their municipalities



Jefferson County Coordinating Board Membership Certification

The Apalachee Regional Planning Council certifies that:

1. The membership of the local coordinating board, established pursuant to rule 41-2.012(3), F. A. C., does in fact represent the appropriate parties as identified in the following list; and
2. The membership represents, to the maximum extent feasible, a cross section of the local community.

Representation	Member's Name	Alternate's Name	Term
Chairman	Stephen Walker	Betsy Barfield	
Elderly	George Pittman		July 2017 – June 2019
Disabled	Mackie Proctor		
Citizen Advocate	John Nelson, Sr.		July 2017 – June 2018
Citizen Advocate/User	Annie Huggins		July 2017 – June 2019
Veterans	Buddy Westbrook	Thomas Hogle	July 2017 – June 2020
Community Action	Jacqueline Miller		July 2017 – June 2018
Public Education	Alfredie Hightower	Willie Carr	July 2017 – June 2020
Children at Risk	Blythe Newsome		July 2017 – June 2019
Workforce Dvp Board	Diane Head		July 2017 – June 2020
Medical	Kimberly Allbritton	Pam Beck	July 2017 – June 2018
FDOT	Kathy Rudd		
FDCF	Sandra Porras-Gutierrez		
FDOE/VR	Melissa Logan		
FDEA	Mathye McCloud		
AHCA	Amie Bounds	Cheryl Meeks Kenyatta Smith	
Private Trans. Industry	<i>Not Applicable</i>		
Mass/Public Transit	<i>Not Applicable</i>		

Signature:

Randy Merritt

Date: September ____, 2017

OFFICE

2507 Callaway Rd, Ste 200
Tallahassee, Florida 32303

CONTACT

850.488.6211
www.theapc.com

**JEFFERSON COUNTY
TRANSPORTATION DISADVANTAGED SERVICE PLAN
UPDATE TABLE
September 21, 2017**

Updated/amended areas are indicated with a "✓".

**LOCAL COORDINATING BOARD MEMBERSHIP CERTIFICATION
ROLL CALL VOTE PAGE**

✓
✓

I. DEVELOPMENT PLAN	PAGE	UPDATE
A. INTRODUCTION TO THE SERVICE AREA		
1. Background of the TD Program		
2. Community Transportation Coordinator Designation Date/History		
3. Organizational Chart		
4. Consistency Review of Other Plans	9	✓
5. Public Participation	10	✓
B. SERVICE AREA PROFILE/DEMOGRAPHICS		
1. Service Area Description		
2. Demographics		
a. Land Use		
b. Population/Composition		
c. Employment		
d. Major Trip Generators/Attractors		
e. Inventory of Available Transportation Services		
C. SERVICE ANALYSIS		
1. Forecasts of TD Population		
2. Needs Assessment	23	✓
3. Barriers to Coordination		
D. GOALS, OBJECTIVES, AND STRATEGIES		
E. IMPLEMENTATION SCHEDULE		

II. SERVICE PLAN	PAGE	UPDATE
A. OPERATIONS		
1. Types, Hours, and Days of Service	29	✓
2. Accessing Services	29	✓
3. Transportation Operators and Coordination Contractors	30	✓
4. Public Transit Utilization	30	✓
5. School Bus Utilization	30	✓
6. Vehicle Inventory	31	✓
7. System Safety Program Plan Certification	32	✓
8. Intercounty Services	33	✓
9. Emergency Preparedness and Response	33	✓
10. Education Efforts/Marketing	33	✓
11. Acceptable Alternatives	33	✓
12. Service Standards	33	✓
13. Local Complaint and Grievance Procedure/Process		
14. CTC Monitoring Procedures for Operators and Coordination Contractors		
15. Coordination Contract Evaluation Criteria		
B. COST/REVENUE ALLOCATION & RATE STRUCTURE JUSTIFICATION	43-51	✓

III. QUALITY ASSURANCE	PAGE	UPDATE
Coordinator Evaluation Process		
Coordinator Monitoring Procedures of Operators and Coordination Contractors		
Coordination Contract Evaluation Criteria		
Planning Agency Evaluation Process	53-54	✓

**JEFFERSON COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD MEETING
September 21, 2017**

**ADOPTION OF
TRANSPORTATION DISADVANTAGED SERVICE PLAN
FOR THE COMMISSION FOR THE TRANSPORTATION DISADVANTAGED**

ROLL CALL VOTE

Representation	Member	Voted For	Voted Against	Absent From Voting
Chairman	Stephen Walker			
Elderly	George Pittman			
Disabled	Mackie Proctor			
Citizen Advocate	John Nelson, Sr.			
Citizen Advocate/User	Annie Huggins			
Veterans	Buddy Westbrook			
Community Action	Jacqueline Miller			
Public Education	Alfreddie Hightower			
Children at Risk	Blythe Newsome			
Workforce Dvp Board	Diane Head			
Medical	Kimberly Allbritton			
FDOT	Kathy Rudd			
FDCF	Sandra Porras-Gutierrez			
FDOE/VR	Melissa Logan			
FDEA	Mathye McCloud			
AHCA	Amie Bounds			
Private Trans. Industry	<i>Not Applicable</i>			
Mass/Public Transit	<i>Not Applicable</i>			

The Coordinating Board hereby certifies that an annual evaluation of this Community Transportation Coordinator was conducted consistent with the policies of the Commission for the Transportation Disadvantaged and all recommendations of that evaluation have been incorporated in this Service Plan. We further certify that the rates contained herein have been thoroughly reviewed, evaluated and approved. This Transportation Disadvantaged Service Plan was reviewed in its entirety and approved by this Board at an official meeting held on the 21st day of September, 2017.

Coordinating Board Chairperson _____

* * * *

Approved by the Commission for the Transportation Disadvantaged

Date

Executive Director

DEVELOPMENT PLAN

A. Introduction to the Service Area

1. Background of the Transportation Disadvantaged Program

Transportation is often the vital link between not only quality of life, but also, jobs, access to medical care, and other life sustaining needs for some of the most vulnerable citizens. The Florida Legislature created the Florida Commission for the Transportation Disadvantaged (Commission) in 1989 to coordinate the transportation services provided to the transportation disadvantaged. The authority of the Commission derives from Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code. The Commission is an independent agency located within the Department of Transportation for administrative and fiscal purposes. In all respects, the Commission operates independently, with rule making and budget authority. The Commission employs staff to administer and monitor the statutory requirements for the program.

Florida's transportation disadvantaged are defined in Chapter 427, Florida Statutes, as those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk. Chapter 427, Florida Statutes was created to promote the delivery of transportation services to the transportation disadvantaged in a coordinated manner that is cost effective, efficient, and reduces fragmentation and duplication of services, as well as, increase planning for transportation services.

In 1990, the Apalachee Regional Planning Council applied for the designation as the official planning agency for the county. In the application, the Apalachee Regional Planning Council noted its qualifications, experienced personnel and knowledge of planning. In addition, the Apalachee Regional Planning Council demonstrated how it would comply with the duties and responsibilities of the designated official planning agency for various activities.

Once appointed by the Commission for the Transportation Disadvantaged as the designated official planning agency for the county, the Apalachee Regional Planning Council applied for and received funding from the Commission through the Transportation Disadvantaged Trust Fund. Since then, the Council has continued to serve as the designated official planning agency for the county.

2. Community Transportation Coordinator Designation Date/History

The Apalachee Regional Planning Council, as the designated official planning agency for the county, initiated a procedure for the selection of a community transportation coordinator in 1990. The Apalachee Regional Planning Council, in consultation with the local transportation disadvantaged coordinating board, contacted local public officials and requested them to post information regarding the community transportation coordinator position in public buildings in the county. Staff also contacted current providers of transportation services. There was only one response received, Big Bend Transit, Inc. The Apalachee Regional Planning Council and the local transportation disadvantaged coordinating board then evaluated the provider of transportation services and determined that Big Bend Transit, Inc. was the best source of providing the needed transportation. The transportation disadvantaged coordinating board recommended to the Apalachee Regional Planning Council that Big Bend Transit, Inc. serve as the community transportation coordinator on September 6, 1990. Big Bend Transit, Inc. was then designated by the Commission on October 10, 1990, as the community transportation coordinator. Big Bend Transit, Inc. has continued to serve as the community transportation coordinator for Jefferson County since that date. The most recent designation was made by the Commission for the Transportation Disadvantaged on May 21, 2013 for the continuation of Big Bend Transit, Inc. as the community transportation coordinator, effective July 1, 2013, for a five-year term.

3. Organizational Chart

The Florida Coordinated Transportation System is made up of many components. The principal participants in the delivery of transportation disadvantaged services in Florida are described below.

Commission for the Transportation Disadvantaged was created to accomplish the coordination of transportation services provided to the transportation disadvantaged. It was created as an independent agency within the Department of Transportation. It administers the Transportation Disadvantaged Trust Fund for the Commission's operations and a statewide local grants program for the delivery of transportation services. The Commission appoints the community transportation coordinators and the designated official planning agency in each service area. The mission statement of the Commission is to "Ensure the availability of efficient, cost-effective, and quality transportation services for transportation disadvantaged persons".

Designated Official Planning Agencies have the responsibility for transportation disadvantaged planning. They recommend to the Commission the community transportation coordinator to serve in the service area. The designated official planning agency also appoints and staffs the local coordinating board.

Transportation Disadvantaged Coordinating Board provides local assistance to the community transportation coordinator. They identify local service needs and provide information, advice and direction to the coordinator on the coordination of services. Each coordinating board is recognized as an advisory body in its service area and is composed of local representatives from different sectors of the community, such as the elderly, the disabled, the economically disadvantaged, veterans, users, public education, agencies that purchase transportation services, transportation industry/providers, and local government.

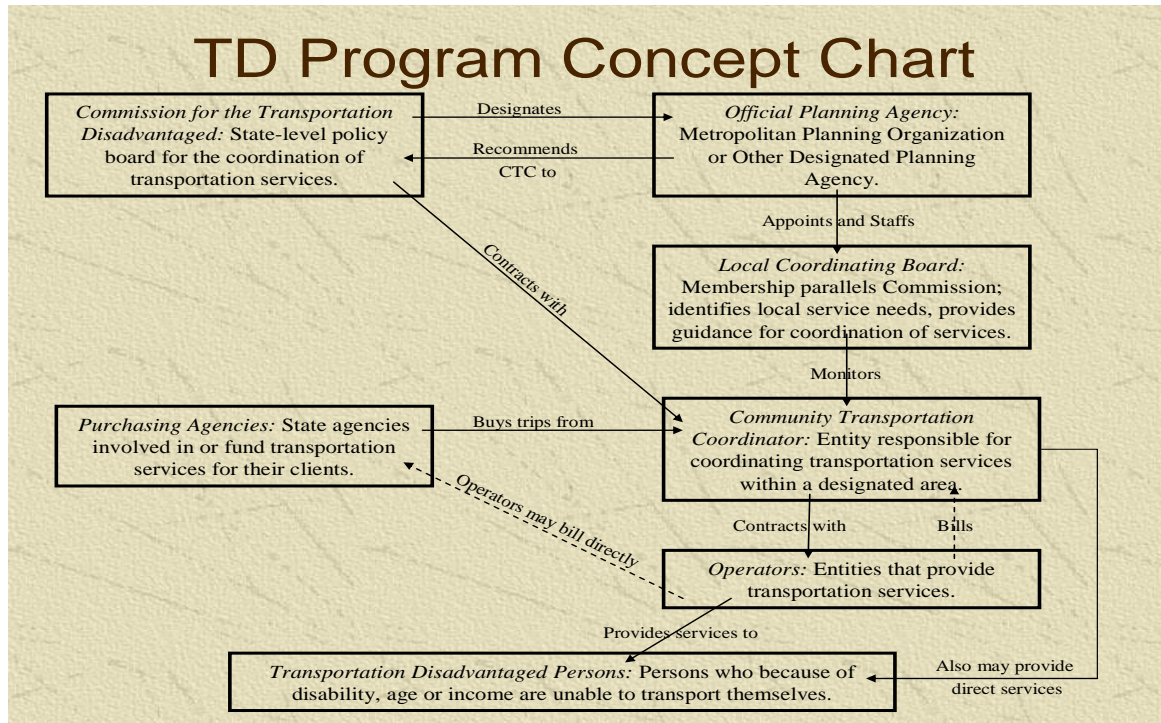
Community Transportation Coordinator occupies a highly visible position in the Florida Coordinated Transportation System and must perform its duties in a thoroughly professional manner. The community transportation coordinator is responsible for the actual arrangement and delivery of transportation services for transportation disadvantaged persons in a service area. All agencies and transportation operators that receive federal, state, or local government transportation funds are required to contract with the community transportation coordinator for transportation services. The coordinator may contract with local transportation operators to provide transportation or, if none exists, may provide all the transportation services.

Transportation Operators are the actual providers of transportation services. Any public, private for-profit, or private non-profit provider of transportation services under contract with a community transportation coordinator is considered a transportation operator. Any social service agency that operates its own vehicles for the delivery of transportation service is also considered a transportation operator if the vehicles are purchased or operated with federal, state, or local government funds, and it must contract with the community transportation coordinator. The community transportation coordinator is itself a transportation operator if it provides some or all of the service.

Purchasing and Funding Agencies are those agencies receiving federal, state, or local government funds for transportation. These agencies must purchase service from the community transportation coordinator.

Transportation Disadvantaged Persons are defined in Chapter 427, Florida Statutes, as those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities. The legislation also includes children who are "high-risk" or "at-risk" of developmental disabilities.

COORDINATED TRANSPORTATION SYSTEM



Official Planning Agency:
 Local Coordinating Board:
 Community Transportation Coordinator:
 Operators:
 Purchasing Agencies:

Apalachee Regional Planning Council
 See Certification
 Big Bend Transit, Inc.
 Big Bend Transit, Inc.
 Commission for the Transportation Disadvantaged (CTD)
 Agency for Health Care Administration (AHCA)
 Agency for Persons with Disabilities (APD)
 Department of Education (DOE)
 Department of Health (DOH)
 Local Government
 General Public
 Miscellaneous Others

4. Consistency Review of Other Plans

This Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the following approved documents.

Local Government Comprehensive Plan

Pursuant to Chapter 163, Florida Statutes, each local government in Florida must prepare and adopt a comprehensive plan which inventories existing land uses, infrastructure, housing conditions, transportation systems and establishes goals, objectives and policies designed to manage growth during the planning period, which must be, at a minimum, ten years. Local comprehensive plans must contain at least one or more specific objectives which would “coordinate with the plans of any appropriate metropolitan planning organization, any public transportation authority, any appropriate resource planning and management plan prepared pursuant to Chapter 380, Florida Statutes, and approved by the Governor and Cabinet, and the Florida Department of Transportation’s 5-Year Transportation Plan”.

Apalachee Strategic Regional Policy Plan

The Apalachee Strategic Regional Policy Plan, adopted June 1996, establishes a goal to reduce the number of transportation disadvantaged persons not served by the coordinated system. Included within this goal are policies and implementation strategies necessary for achieving the goal.

Transit Development Plan

This plan is not applicable to this area.

Commission for the Transportation Disadvantaged 5 Year/20 Year Plan

The statewide five-year plan, mandated by Chapter 427, Florida Statutes projects the demand for transportation disadvantaged services over the next five years and compares the cost of meeting that demand with the projected availability of funds. The plan also develops goals, objectives and implementation strategies for meeting the needs of the transportation disadvantaged. The plan is comprised of many sections; among them are descriptions of the transportation disadvantaged services.

Metropolitan Planning Organization Long Range Transportation Plan

The county is located within the Capital Region Transportation Planning Agency (CRTPA) boundaries. The Year 2040 Regional Mobility Plan (formerly the Long Range Transportation Plan) is the foundation for transportation improvements in the CRTPA area. The plan is a collaborative effort between the community, elected officials and professionals from the local, state and federal government. The plan addresses the transportation needs and funding for the next twenty years for the region and is updated every five years to reflect the changes in community needs, population, economics, employment and land use. A copy of the Regional Mobility Plan can be obtained on-line, www.crtpa.org.

Transportation Improvement Program

The county is located within the Capital Region Transportation Planning Agency (CRTPA) boundaries. The Year 2018-2022 Transportation Improvement Program (TIP) provides a staged, multi-year listing of regionally significant transportation improvements that will be funded by Title 23 and Title 49 U.S.C. funds within the CRTPA. In addition, the TIP contains all regionally significant projects for which federal action is required, regardless of whether the projects are to be funded with Title 23 and Title 49 funds. The TIP contains major transportation projects as well as transportation systems management, bicycle/pedestrian, public transportation, aviation, resurfacing/repaving and bridge rehabilitation/replacement projects. State and federally funded projects for areas of the county which are located within the CRTPA planning boundary are contained in the TIP. A copy of the TIP can be obtained on-line, www.crtpa.org.

5. Public Participation

It is important that stakeholders be included in the development and implementation of the transportation disadvantaged service plan. A public hearing is held annually to allow residents the opportunity to discuss unmet transportation needs, or any other areas that relate to the local transportation services. All board and committee meetings are advertised in the local newspapers. The quarterly meeting agendas include an opportunity for public comments.

The Apalachee Regional Planning Council selects the transportation disadvantaged coordinating board's membership from a cross section of the local community to include representation from (a) transportation partners, (b) passengers and advocates, (c) human service partners and (d) others. The Apalachee Regional Planning Council contacts agencies and community human services programs and requests their nominations to the transportation disadvantaged coordinating board. User group nominations such as the disabled, users and the elderly are received by recommendation from community advocates in the community. The Apalachee Regional Planning Council submits the transportation disadvantaged coordinating board membership certification to the Commission and certifies that the membership of the local coordinating board, established pursuant to Rule 41-2.012(3), F.A.C., does in fact represent the appropriate parties. The membership varies throughout the year due to term expirations, resignations, and member's inability to attend meetings on a regular basis. Amendments are provided as needed throughout the year.

LOCAL COORDINATING BOARD CERTIFICATION

Representation	Member's Name	Alternate's Name	Term
Chairman	Stephen Walker	Betsy Barfield	
Elderly	George Pittman		July 2017 – June 2019
Disabled	Mackie Proctor		
Citizen Advocate	John Nelson, Sr.		July 2017 – June 2018
Citizen Advocate/User	Annie Huggins		July 2017 – June 2019
Veterans	Buddy Westbrook	Thomas Hogle	July 2017 – June 2020
Community Action	Jacqueline Miller		July 2017 – June 2018
Public Education	Alfreddie Hightower	Willie Carr	July 2017 – June 2020
Children at Risk	Blythe Newsome		July 2017 – June 2019
Workforce Dvp Board	Diane Head		July 2017 – June 2020
Medical	Kimberly Allbritton	Pam Beck	July 2017 – June 2018
FDOT	Kathy Rudd		
FDCF	Sandra Porras-Gutierrez		
FDOE/VR	Melissa Logan		
FDEA	Mathye McCloud		
AHCA	Amie Bounds	Cheryl Meeks Kenyatta Smith	
Private Trans. Industry	<i>Not Applicable</i>		
Mass/Public Transit	<i>Not Applicable</i>		

Update September 21, 2017

B. County Profile/Demographics

1. Service Area Description

Jefferson County is located in north Florida and is bordered by Thomas and Brooks Counties in Georgia, the Gulf of Mexico and by Taylor, Leon, Wakulla and Madison Counties in Florida. The county has 598.10 square miles of land and 38.44 square miles of water for a total of 636.54 square miles. There is one incorporated municipality within the county – the City of Monticello, the county seat. Concentrated, unincorporated residential areas include Aucilla, Capps, Dills, Drifton, Lamont, Lloyd, Nash, Thomas City, Wacissa and Waukeenah.

2. Demographics

a. Land Use

The fundamental purpose of any transportation system is to move people between specific points. Therefore, the transportation system has considerable influence on the distribution of land uses, population and activities. Furthermore, the greater the efficiency of and access to a transportation system, the more vital and productive the economy. An adequate system consists of many different modes, including mass transit, paratransit transportation, and individual travel.

In Florida, the allocation and management of land is governed by Chapter 163, Florida Statutes, which is known as the Local Government Comprehensive Planning and Land Development Regulation Act. Chapter 163, Florida Statutes, required local governments to prepare a comprehensive plan that allocates land by uses (e.g., residential, commercial, industrial, etc.) and establishes density and intensity standards for development. The amount of land assigned by a local government usually correlates to past development trends, population changes, the available transportation network and other public infrastructure, such as potable water, and centralized sewer, and expectations of future behavior and trends.

The comprehensive plans for the municipalities and towns indicate that residential land within the municipalities occupies the largest percentage of developed land. Future land use maps indicate that moderate residential growth will occur in areas presently designated as residential. Other areas were designated as commercial, industrial and public which would contain retail opportunities, employment centers, and governmental services. The future land use allocations indicate that origination points may change within the next ten years while destination points remain similar.

The roadways of the county have been classified according to their primary function or use utilizing standards developed by the Florida Department of Transportation. The existing level of service indicates that traffic flow within the county is relatively stable and free flowing. These factors indicate that travel time within the county will be influenced primarily by distance.

A key factor affecting the use of alternative means of travel is land use. Locating housing in close proximity to services, shopping, employment and other facilities can provide accessibility for those who can't or choose not to drive, reducing vehicle trips and reducing trip lengths for those who do drive. Furthermore, a long distance drive to work increases cost to the employee and the transportation system. The reverse, increasing the availability of services, shopping and employment within the rural county, increases accessibility and reduces traffic impacts in the larger counties.

Staff of the community transportation coordinator has indicated that the majority of inter-county trips is medical trips and has Tallahassee as the primary destination. Based on the existing and adopted Level of Service standards, travel time should be primarily influenced by distance. Within the City of Tallahassee, traffic volumes are higher and may increase the travel time to medical care.

b. Population/Composition

The 2010 Census reported the county's population as 14,761. The *2011 Florida Statistical Abstract*, compiled by the Bureau of Economic and Business Research, University of Florida, provides quick, yet comprehensive, overviews of current economic and demographic characteristics of the county. The information provided is the most recent data available. Overview of current economic and demographic characteristics of the county is provided in the following tables.

POPULATION GROWTH

	Total	0-14	15-24	25-44	45-64	65+	18+
1990	11,296	2,738	1,547	3,196	2,141	1,674	8,028
2000	12,902	2,361	1,627	3,733	3,316	1,865	9,972
2010	14,761	2,299	1,575	2,689	4,766	2,432	12,013

SOURCE: U. S. Census Bureau

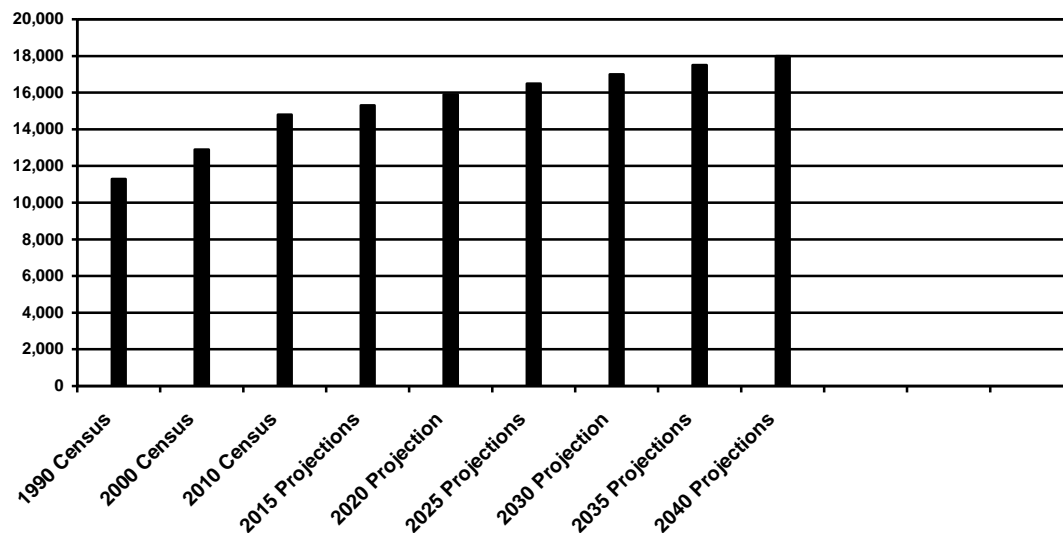
COMPOSITION

Men	7,727
Women	7,034
Veterans	1,793
Density (Persons/Square Mile)	24.7
Median age (years)	44.1
Public School Enrollment	1,104
Percentage High School Graduate or Higher	81.0%
Percentage Bachelor's Degree or Higher	15.5%

SOURCES: U. S. Census Bureau, Florida Statistical Abstract, Bureau of Economic & Business Research, University of Florida

POPULATION PROJECTIONS

This chart indicates the anticipated county growth in population based on census counts, estimates and projections.



SOURCES: U.S. Census, Florida Statistical Abstract, Bureau of Economic & Business Research, University of Florida

POPULATION DISTRIBUTION

Location	Census 2000	Census 2010	Percentage Change 2000-2009
Monticello	2,533	2,506	-1.07%
Unincorporated	10,369	12,255	18.19%
County	12,902	14,761	14.41%

SOURCES: U. S. Census Bureau, Florida Statistical Abstract, Bureau of Economic & Business Research, University of Florida

Housing Classifications and Patterns

As the region continues to grow, additional housing will be needed in every county. Where this housing should be located is a major planning issue. Local, state and federal government regulations can have a major impact on the location of affordable housing. In some instances, there are regulations encourage the provision of affordable housing, while in other instances they discourage and sometimes prohibit housing in various locations. Government expenditures, for example on roads, schools and parks, do the same. Nevertheless, local governments are required in their comprehensive plans to ensure the provision of adequate sites for affordable housing for existing residents and anticipated population growth.

Accessibility to facilities such as shopping, schools, mass and paratransit, recreation and employment is a critical issue. The lack of access to these facilities adversely affects independence, costs, and ability to participate as a member of society, especially for individuals who are unable to drive. For many working Floridians, inaccessibility of affordable housing with respect to their place of employment is a major problem. The longer the distance to work, the higher the cost to the employee, the fewer the transportation choices, and the lower the reliability of available means of transportation. An imbalance in the location of jobs and housing isolates those without automobiles from new employment opportunities; increases traffic congestion; and artificially inflates the value of housing located near employment centers. The failure to conduct land use planning that is sensitive to affordable housing in the areas of density, jobs-housing balance, and urban mobility is directly contributing to the growing affordable housing shortages.

An additional means of measuring demand for housing is to determine the ratio of existing jobs to existing housing units. According to one study, a mismatch between the location of jobs and the location of affordable housing is forcing employees to reside farther from their work place than they would otherwise choose. This study states that a "balanced" community has a ratio of jobs to housing units within a range of 0.75-1.50. A high ratio suggests that there is an insufficient supply of available housing within the community so employees must live elsewhere. This analysis has its limits. The jobs must match the workforce skills in that community and the housing costs must generally match the income. Also, there will always be residents who work outside the community, regardless of the jobs/housing ratio. Despite these limits, the ratio does provide a comparative indicator of housing availability.

	2000	2010	Percentage of Change 2000-2010
Households	4,777	5,646	20.3%
Average Household Size	2.78	2.38	

SOURCES: U. S. Census Bureau, Florida Statistical Abstract, Bureau of Economic & Business Research, University of Florida

Automobile Ownership and Use

Historically, automobiles have been used primarily for commuting to work. Not only are the preponderate of American automotive trips employment related, and people in the county do not differ from this norm, the majority of these trips are single occupancy. An analysis of data indicates that person who is defined as transportation disadvantaged may be under represented in the labor market, since this segment of the population does not own transportation or is unable to provide its own transportation. Although the Census data indicates that opportunities exist for the provision of employment related trips through the transportation disadvantaged system, the demand for these trips have not been significant in the county.

Means of Transportation for Work Related Trips

Eighty-one percent of Jefferson County workers drove to work alone in 2011, 13.6 percent carpooled, and 1.7 percent used other means. The remaining 3.7 percent worked at home. Among those who commuted to work, it took them on average 27 minutes to get to work.

AUTOMOBILE OWNERSHIP & USE 2009 – 2010

Total Tags Purchased	25,436
Passenger Car Tags	14,059
Households with no Vehicle Available	350

SOURCE: U. S. Census Bureau, Florida Statistical Abstract, Bureau of Economic & Business Research, University of Florida

Historic Traditions/Cultural Descriptions

Jefferson County is part of the least populous planning region in the State, the Apalachee Region. Although the region has not seen the phenomenal growth experienced by much of the rest of the state, the rate of growth has increased steadily and is projected to continue.

The slower rate of growth in the Apalachee Region has resulted in the preservation of many of the natural, historic, and cultural resources. There are many special features in the region, some of which are unique in the state: wetlands; springs and sinkholes; ridge and ravine systems; and the numerous state and national parks, reserves and forests. Wetlands cover more than 25 percent of the region's land area and constitute an important natural feature. Wildlife of many species relies on these areas for habitat and cover. In addition, these areas serve a vital function in the hydrologic cycle by acting as a buffer zone for floodwaters, recharging and discharging the aquifer, and filtering debris and pollutants from run-off. Freshwater springs and sinks are features that enhance the region. Five of the ten largest first magnitude springs in the state are in the Apalachee Region. These crystal clear springs and sinkholes are important local recreational and aesthetic resources. Some are open to the public, many are privately owned. The ridge and ravine systems of north Liberty and west Gadsden Counties are unique in the state, and the endangered *Torreya* tree is found only in this specific local area and in parts of California and China. In addition to numerous local recreational facilities, the Apalachee Region is home to many state parks and recreation areas; the Apalachee National Forest, the largest national forest in the state; two national wildlife refuges and aquatic preserves; and over 80 historic and archaeological sites. These numerous natural features contribute to the maintenance of a quality of life that includes natural resource harvesting (such as agriculture and silviculture), hunting, outdoor recreation, and low-density development.

Government Descriptions

There are two local governments in Jefferson County --- 1 incorporated community and the unincorporated area, which is governed by the Jefferson County Board of Commissioners. Due to the inclusion of the state capital within the Apalachee Region, virtually every state agency has an office within the region. Most federal agencies have a state headquarters office in Tallahassee, as well. As is to be expected because of the proximity of the state capital, government is one of the primary employment sectors.

c. Employment

In 2010, for the employed population 16 years and older, the leading industries in Jefferson County were trade,, transportation and utilities (16.3%), public administration (13.8%), construction (4.9%), professional and business services (4.1%), other services (3.3%), Financial activities (2.5%), manufacturing (1.2%), Information (1.1%) and unclassified employment (not determined). These employers are dispersed throughout the county making the provision of transportation services for employment difficult. The number of persons employed by the employers is relatively small when commuter ratios are considered.

2010 EMPLOYMENT STATISTICS

Labor Force	6621
Employment	6008
Unemployment Rate	9.3%
Employed Working Outside of County of Residence	55.6%
Persons Below Poverty Level	16.1%
Median Household Income,	\$42,096
Median Travel Time to Work (minutes)	27

SOURCES: U. S. Census Bureau; Florida Statistical Abstract, Bureau of Economic & Business Research, University of Florida

LARGEST EMPLOYERS

COMPANY	PRODUCT/SERVICE	EMPLOYEES
Brywood Center	Nursing Facility	125
Simpson Nurseries	Wholesale Tree Nursery	100
Crosslandings Health & Rehab Center	Skilled Nursing Facility	90
Jefferson County Kennel Club	Greyhound Racing	90
Farmers & Merchants Bank	Financial Institution	60
Con-way Freight	Ground Transportation	27
Florida Auto Tag Agency, Inc.	Data Processor (auto title)	17

SOURCE: Florida County Profile, Enterprise Florida

d. Major Trip Generators/Attractors

Trip generators are land use from which trips originate, such as residential areas and group homes, while trip attractors are land uses which serve as the destinations of trips. Types of attractors include shopping areas, employment centers, medical facilities, educational facilities, governmental offices and recreational areas.

While many of the trips made by clients occur within the confines of the County, the majority of the trips are located in neighboring counties or even more distant communities such as Gainesville. Since these trips tend to be more costly to provide, careful planning and scheduling is required on the part of the community transportation coordinator in order to deliver these services efficiently.

Trip generators and attractors were identified by the planning agency and the community transportation coordinator and are listed below.

TRIP GENERATORS AND ATTRACTORS

Education	Jefferson County Elementary School	960 East Rocky Branch Road, Monticello
	Jefferson County Middle/High School	50 David Road, Monticello
	Jefferson County Adult School	
	Jefferson County Early Headstart	395 East Washington Street, Monticello
	Monticello Headstart Center	950 Mamie Scott Drive, Monticello
	Kid's Incorp. of the Big Bend	555 Tiger Lane, Monticello
	Creative Pursuits, Inc.	2536 Old Lloyd Road, Monticello
	Educational Services	630 East York Street, Monticello
	Association for Retarded Citizens	Monticello
Child Care	Little Angels in Training Child Care	1555 West Washington Street, Monticello
	The Little University Co.	315 South Mulberry Street, Monticello
	Lucy's Child Care	855 Goldberg Street, Monticello
	Martha's Bouncing Babies	1689 Waukeenah Highway, Monticello
	Our Blessings	890 North Cherry Street, Monticello
Shopping	Dollar General Store	1319 South Jefferson Street, Monticello
	Family Dollar Store	1247 South Jefferson Street, Monticello
	Fred's Store	1150 North Jefferson Street, Monticello
	Monticello Laundry Mat	1270 North Jefferson Street, Monticello
	Tractor Supply Company	Monticello
Social Activities	Gulf Coast Lumber	S. Jefferson Street, Monticello
	Jefferson County Senior Citizens Center	1155 North Jefferson Street, Monticello
	Boys & Girls Club	835 Manie Scott Drive, Monticello
	Jefferson Country Club	748 Boston Highway, Monticello
	Keystone Genealogical Society	375 South Water Street, Monticello
	Jefferson County Democratic Party	290 West Washington Street, Monticello
	Jefferson County Kennel Club	3079 North Jefferson Street, Monticello
	Jefferson County Teen Center	555 Tiger Lane, Monticello
	Troy Carter Youth Center	635 East Chestnut Street, Monticello
	Jefferson Arts, Inc.	575 West Washington Street, Monticello
Banks	Jefferson County Teacher's Credit Union	1490 West Washington Street, Monticello
	Farm Credit of NW Florida	West Highway 90, Monticello
	Farmer's & Merchants Bank	200 East Washington Street, Monticello
	Capital City Bank	800 South Jefferson Street, Monticello
Housing	State Farm Bank	425 South Jefferson Street, Monticello
	The Grove Apartments	1400 North Jefferson Street, Monticello
	Heritage Manor Apartments	1800 Texas Hill Road, Monticello
	Jefferson Arms Apartments	1425 East Clark Avenue, Monticello
	Jefferson Place Apartments	South Highway 19, Monticello
	Brynwood Center	1656 South Jefferson Street, Monticello
	Watkins Health Center	1719 State Line Road, Monticello
	Jefferson Nursing Center	1000 North Highway 19, Monticello

Health Care Facilities	John D. Archbold Memorial Hospital	Thomasville, Georgia
	Jefferson County Health Department	1255 West Washington Street, Monticello
	Apalachee Center for Human Services	1996 Jefferson Street, Monticello
	Quan Yin Institute of Oriental Medicine	100 South Mulberry Street, Monticello
	TMH Medical Center	555 North Jefferson Street, Monticello
	Eye Savers	555 North Jefferson Street, Monticello
	The Starting Point (drug treatment)	305 East Glenn Road, Monticello
	Diabetes Consulting International, Inc.	266 North Cherry Street, Monticello
	Hearing Care Resources	Monticello
	Beltone	272 North Cherry Street, Monticello
	Doctor's Memorial Hospital Home Health Agency	1709 South Jefferson Street, Monticello
	Tallahassee Memorial Family Medicine	1549 South Jefferson Street, Monticello
	Outpatient Rehabilitation Services	555 North Jefferson Street, Monticello
	American Heart Association	1304 East Sixth Avenue, Monticello
	Big Bend Hospice	205 North Mulberry Street, Monticello
Physicians	Dr. Michael Miller, DC, PA	180 South Cherry Street, Monticello
	Dr. J. T. Brown, III, MD	555 North Jefferson Street, Monticello
	Dr. Michael Carney	1535 West Washington Street, Monticello
	Dr. Cole Steven	1400 East Washington Street, Monticello
	Dr. Whitson H. Boyd, PA	555 North Jefferson Street, Monticello
	Dr. Wesley D. Scoles, MD	1549 South Jefferson Street, Monticello
	Dr. Robert Assantes, OD	1549 South Jefferson Street, Monticello
	Dr. Albert Barker	1549 South Jefferson Street, Monticello
	Dr. Adam Frasch, DPM	555 North Jefferson Street, Monticello
	Dr. John Mackay, MD	1549 South Jefferson Street, Monticello
	Dr. Robert Orsillo, OD	1315 South Jefferson Street, Monticello
Pharmacies	CVS Pharmacy	1240 South Jefferson Street, Monticello
	Winn Dixie Pharmacy	1247 South Jefferson Street, Monticello
Public Service & Government	Chamber of Commerce	420 West Washington Street, Monticello
	Jefferson County Public Library	260 North Cherry Street, Monticello
	Capital Area Community Action Agency	950 Mamie Scott Drive, Monticello
	Post Office – Lamont	Highway 19, Lamont
	Post Office – Lloyd	7 Main Street, Lloyd
	Post Office – Monticello	275 North Jefferson Street, Monticello
	Post Office – Wacissa	38 Tram Road, Wacissa
	Fla. Dept. of Children & Families - ACCESS	Monticello
	Workforce Mobile Career Lab	Monticello
County Government	Clerk's Office, Judge	460 West Walnut Street, Monticello
	Emergency Management	1238 North Jefferson Street, Monticello
	County Extension Service	1244 North Jefferson Street, Monticello
	Sheriff's Office, Jail	171 Industrial Park, Monticello
	Property Appraiser's Office	460 West Walnut Street, Monticello
	Supervisor of Elections	380 West Dogwood Street, Monticello
	Tax Collector	460 West Walnut Street, Monticello
	Veteran's Affairs Office	460 West Walnut Street, Monticello
Monticello City Government	City Hall	245 South Mulberry Street, Monticello
	Police Department	190 South Mulberry Street, Monticello

Nutrition	Jefferson County Senior Citizens Center	1155 North Jefferson Street, Monticello
	Downtown Food Store	170 South Jefferson Street, Monticello
	Pic'N Chic	1010 North Jefferson Street, Monticello
	RAJ Food Store	700 East Washington Street, Monticello
	S & M Food Mart	1546 North Jefferson Street, Monticello
	Sindhu Food Mart III	825 East Washington Street, Monticello
	Walker's Finamart, Inc.	9495 Waukeena Highway, Monticello
	Big Save IGA	575 South Jefferson Street, Monticello
	Fast Track Foods	334 South Highway 27, Monticello
	L & F Grocery	695 Ash Street, Monticello
	Rooster Food Store	965 First Street, Monticello
	Winn-Dixie	1247 South Jefferson Street, Monticello
	Harvest Center	Spring Hollow Road, Monticello
	Pizza Hut	1403 South Jefferson Street, Monticello
	McDonalds	5185 South Jefferson Street, Lamont
	Arby's	South Highway 19, Monticello
	Burger King	1209 South Jefferson Street, Monticello
	Chicken Delite	6355 South Jefferson Street, Monticello
	Hong Kong Chinese Restaurant	180 West Washington Street, Monticello
	Po' Boys	Monticello
	Rancho Grande Mexican Restaurant	320 North Cherry Street, Monticello
	Subway	1204 South Jefferson Street, Monticello
	Wendy's	South Highway 19, Monticello
	L & E Seafood Market	145 Chestnut Street, Monticello
	Solomon's Fish Market	North Jefferson Street, Monticello
	Rosemary Tree, The	North Jefferson Street, Monticello
	Tupelo's Bakery & Cafet	220 West Washington Street, Monticello
	Brick House Eatery	190 North Jefferson Street, Monticello
	Jefferson Farmer's Market	690 East Washington Street, Monticello
	Capital Area Community Action Agency Nutrition Program	960 East Rocky Branch Road, Monticello

e. Inventory of Available Transportation Services

The following is a list of all identifiable transportation services that are currently available in the service area. This includes public, private, non-profit and local commuter service providers.

Name:	Big Bend Transit, Inc.	Jefferson County School Board	Jefferson County Sr. Citizens Center, Inc.
Telephone Number:	850-574-6266 (Tallahassee) 850-997-1323 (Monticello)	850-342-0136	850-342-0242
Contact Person & Title:	Shawn Mitchell, General Manager Robert Adams, Transportation Manager	Alfredie Hightower, Director	Bobbie Krebs, Director
Number Vehicles:	9	22	2
Provider Type:	Private, Not For Profit	Government	Private Not for Profit
Does the provider receive public funds and transport individuals in connection with the funds?	Yes	No	No
Does the provider provide transportation services to the general public?	Yes	No	No
What are the criteria for passenger eligibility?	Program participants and general public	School children	Program participants
Is the provider part of the coordinated transportation program?	Yes, CTC	No	No

September 2017

C. Service Analysis

In working to ensure service availability, an estimate of the total transportation disadvantaged population and the estimated total demand for trips for the service area must be known. In the coordinated system, the population eligible for program-sponsored trips is larger than the population eligible for trips funded by the Transportation Disadvantaged Trust Fund. Separate population and demand estimates are needed for each of these categories.

This section attempts to estimate the need and demand for transportation services by the various transportation disadvantaged populations. It will provide a quantitative transportation needs profile for the various transportation disadvantaged population segments and will estimate the unmet need for transportation in the service area.

Potential Transportation Disadvantaged Population and the Transportation Disadvantaged Population (formerly referred to as “Category I” and “Category II”)

The *Potential Transportation Disadvantaged Population (Category I)* refers to the total population of persons who are eligible for trips through the coordinated transportation program (i.e., persons who have a disability, are elderly, children at-risk, and/or are low income). This population is eligible for trips purchased by social service agencies.

The *Transportation Disadvantaged Population (Category II)* is a subset of the Potential Transportation Disadvantaged Population and includes those persons who, because of their disability, income status, or age, are unable to transport themselves or to purchase transportation, and children who are “high-risk” or “at risk”. Persons who are included in the Transportation Disadvantaged Population are eligible for trips funded through the Transportation Disadvantaged Trust Fund. This population is eligible for trips purchased through the Transportation Disadvantaged Trust Fund as well as for trips purchased by social service agencies.

Program and General Trips

Program trips are trips made by clients of social service agencies for the purpose of participating in programs of the agencies. Examples of program trips are trips to congregate dining facilities, sheltered workshops, and job training facilities. Generally, these trips are purchased by the agencies for their clients. Members of both transportation disadvantaged populations are eligible for program trips.

General trips are trips made by transportation disadvantaged persons to destinations of their choice, not to agency programs. Examples of general trips are trips to work or grocery stores, and non-Medicaid medical trips. Most general trips are purchased through the Transportation Disadvantaged Trust Fund, although social service agencies purchase some general trips for their clients. Only persons in the transportation disadvantaged population are eligible for general trips purchased through the Transportation Disadvantaged Trust Fund.

Sponsored and Non-Sponsored

In the transportation disadvantaged system, trips are commonly referred to as either sponsored or non-sponsored. These terms should not be confused with program and general. “Sponsored” and “non-sponsored” refer to the funding source for the trip. Sponsored trips are subsidized by social service agencies, while non-sponsored trips are subsidized with the Transportation Disadvantaged Trust Fund. “Program” and “general” refer to the purpose of a trip. All program trips are sponsored because they are trips funded by social service agencies for transportation to agency programs. General trips can be either sponsored or non-sponsored.

1. Forecasts of Transportation Disadvantaged Population

TRANSPORTATION DISADVANTAGED POTENTIAL POPULATION (Category I) FORECAST

MARKET SEGMENT	2013	2014	2015	2016	2017	2018
Disabled Non-Elderly Low Income	276	277	279	281	282	284
Disabled Non-Elderly Non-Low Income	989	995	1,001	1,006	1,012	1,018
Disabled Elderly Low Income	483	494	505	516	528	540
Disabled Elderly Non-Low Income	1367	1398	1,430	1,463	1,496	1,530
Non-Disabled Elderly Low Income	462	472	483	495	506	517
Non-Disabled Elderly Non-Low Income	1,308	1,338	1,368	1,398	1,430	1,463
Non-Disabled Non-Elderly Low Income	2,455	2,470	2,483	2,497	2,511	2,525
T O T A L	7,340	7,444	7,549	7,656	7,765	7,877

SOURCES: Methodology Guidelines for Forecasting Transportation Disadvantaged Demand at the County Level and the Florida Statewide Transportation Disadvantaged Plan, Population and Demand Forecasts 1996-2015 Supplemental Information (2/8/99), Center for Urban Transportation Research

TRANSPORTATION DISADVANTAGED POPULATION (Category II) FORECAST

MARKET SEGMENT	2013	2014	2015	2016	2017	2018
Transp. Disabled Non-Elderly Low Income	85	85	86	86	87	87
Transp. Disabled Non-Elderly Non-Low Income	303	306	307	309	310	312
Transp. Disabled Elderly Low Income	255	261	267	273	279	285
Transp. Disabled Elderly Non-Low Income	722	739	755	772	790	809
Non-Transp. Disabled Low Income No Auto, No Fixed Route	1,176	1,186	1,196	1,206	1,216	1,227
T O T A L	2,541	2,577	2,611	2,646	2,682	2,720
Non-TD Low Income No Automobile	1,176	1,186	1,196	1,206	1,216	1,227

SOURCES: Methodology Guidelines for Forecasting Transportation Disadvantaged Demand at the County Level and the Florida Statewide Transportation Disadvantaged Plan, Population and Demand Forecasts 1996-2015 Supplemental Information (2/8/99), Center for Urban Transportation Research

2. Needs Assessment

The need for transportation is not the same as the demand for transportation. Travel need is the amount of travel necessary to provide an adequate standard of living, a quantity not affected by the price of travel. People may have a need to travel independent of their ability or willingness to pay. On the other hand, demand is based on economic willingness to pay and is related to users' income levels. Demand can be measured by the number of people who will use a service at a given price. Need and demand exists in proportion to each other. High levels of need and low levels of demand more typically characterize rural areas.

Techniques to estimate need are not completely successful, particularly when used in rural areas. The Center for Urban Transportation Research has used an approach that estimates demand based on a correlation between ridership and market characteristics of similar services provided in other areas. The approach uses trip rates derived in a study of paratransit demand in San Francisco, California. This approach was chosen because the trip rates are based on actual experiences of paratransit systems that are meeting most or all of the trip demand in their service areas. The Federal Transit Administration also has recommended this approach for use in estimating demand for Americans with Disabilities Act requirements for complementary paratransit services.

Program trips and general trips will be supplied by operators within the coordinated transportation disadvantaged system and by operators currently outside of the coordinated system. The demand for program trips is a derived demand -- the demand depends on the existence of social service programs. Therefore, assuming that these programs provide sufficient funding to transport their clients to their programs, the supply of program trips will equal the demand for the trips. It is assumed that the demand and supply of program trips within the coordinated system and outside of it will increase at the same rate of growth as the potential transportation disadvantaged population.

General trips will be purchased through the Transportation Disadvantaged Trust Fund, through local subsidies, and by local service agencies. Within the coordinated system, it is assumed that the supply of general trips purchased through the Transportation Disadvantaged Trust Fund will increase at the same rate as the transportation disadvantaged population and that the supply of general trips purchased through local subsidies and by social service agencies will increase at the same rate as the potential transportation disadvantaged population.

The unmet demand for transportation disadvantaged trips is the difference between the demand and the supply of these trips. All of the unmet demand consists of demand for general trips.

Since virtually all program trips are sponsored, all demand for "program" trips should be able to be met. A primary objective for the community transportation coordinator is to meet as much of the demand as possible, although the supply of general trips is dependant on funding from the Transportation Disadvantaged Trust Fund established for non-sponsored trips and other sources.

To solicit concerns and comments regarding the transportation needs and the program, a public hearing is held annually. Concerns can be expressed verbally or written. All concerns are noted in the minutes of the public hearing and responded to in a timely manner.

During the annual evaluation of the community transportation coordinator, the local coordinating board will survey riders of the system. The survey evaluates the transportation program and the services it provides, but it also addresses unmet needs of the users. Rider surveys may be conducted by telephone or on-board during a scheduled trip during a designated period of time.

The Transportation Disadvantaged Improvement Program identifies transportation improvements (such as capital purchases, renovations to buildings), indicates the transportation disadvantaged coordinating board's priorities, groups improvements into staging periods, and includes realistic estimates of costs and revenues for the program period.

New vehicles will be needed to replace old vehicles and to allow for the service expansion that is necessary to provide the increasing number of transportation disadvantaged trips that are forecast during the study period. Transportation disadvantaged trips are provided by a variety of vehicles including automobiles, buses and vans. Each type of vehicle has unique operating characteristics and replacement cycles. The number of new vehicles required to replace old vehicles was forecasted based on the assumption of the average useful life, increase in vehicle miles required to supply the additional trips forecasted during the period, current average trip lengths and current average service efficiency.

FIVE-YEAR TRANSPORTATION DISADVANTAGED IMPROVEMENT PLAN

	PROJECT	IMPROVEMENT	ESTIMATED COST	ESTIMATED REVENUE SOURCE
1	Purchase replacement and/or expansion paratransit vehicle to provide. Transportation for the elderly and disabled.	23' cutaway buses with lift equipment 21' cutaway buses with lift equipment 5-passenger minivans	\$350,000	U.S.C. Sec. 5310, FDOT, CTC
2	Provide paratransit transportation service to the elderly, handicapped and disadvantaged citizens residing in the county.	Operational Assistance	\$500,000	U.S.C. Sec. 5311, Non-Government
3	Purchase miscellaneous equipment for operations and/or maintenance	Miscellaneous Equipment	\$40,000	U.S.C. Sec. 5339, FDOT, CTC

Update September 2017

3. Barriers to Coordination

The community transportation coordinator and the local transportation disadvantaged coordinating board have worked together to address and eliminate known barrier to coordination of transportation disadvantaged trips within their control.

Known Barriers

The need to transport out of the service area is the primary barrier. The need for specialized medical services, medical services for veterans, and employment opportunities are not as available in the rural counties as in the urban. Transportation to neighboring urban areas to supply these needs is increasing at a remarkable rate. Grouping trips and purposes is difficult and becomes more intricate when going out of the service area.

The lack of funding continues to be a barrier to coordination. Additional funds are needed to increase the availability of core transportation needs such as employment and shopping trips for the non-sponsored.

The lack of budgeting for transportation by agencies dependent on the coordinated system continues to be an issue. These agencies rely on the non-sponsored funding (TD Trust Fund) to pay for its services.

Local Efforts to Eliminate Barriers

The community transportation coordinator and the local transportation disadvantaged coordinating board will:

- ❖ communicate to the public the various routes and schedules. Information about transportation services will continually be provided through brochures, public service announcements, public speaking engagements, interagency affiliations, and attendance at County Commission and Regional Planning Council meetings;
- ❖ monitor the performance of the system;
- ❖ continue to educate the public about the Voluntary Dollar Program when purchasing and renewing automobile tags so that these donations can be used to increase local revenues for expanded services;
- ❖ continue to advocate for transportation disadvantaged persons with local and state government leaders regarding the need for additional funds;
- ❖ monitor spending of the non-sponsored funds for agencies' use and work with agencies to include transportation when developing its budget;
- ❖ reach out to non-traditional partners that has a desire to improve transportation in the county;
- ❖ work cooperatively with local WAGES coalitions to provide assistance in the development of innovative transportation services for WAGES participants; and

D. Goals, Objectives, and Strategies

Goals, objectives, and strategies are critical to the implementation of the Transportation Disadvantaged Service Plan and each component. They are important policy statements that have been carefully considered by the community transportation coordinator, the designated official planning agency with the direction and support of the transportation disadvantaged coordinating board. They represent a statement of local policy that will be used to manage the future transportation disadvantaged program within the service area.

The goals and objectives are based on requirements of Chapter 427, Florida Statutes, and those of the Commission, but are adapted to the local planning area. It should also be noted the goals and objectives would be used, in conjunction with findings of the needs/demands analysis, to develop strategies for goal attainment.

The goals and objectives will be evaluated annually with the required Commission for the Transportation Disadvantaged evaluation elements, noting deficiencies and corrective actions, service improvements and expansions. Information will be based on the most recent annual operating report.

GOAL: Increase the number of transportation disadvantaged persons served by the coordinated system.

OBJECTIVE 1: Improve the availability of transportation service to persons who are transportation disadvantaged.

- * Increase the number of sponsored and non-sponsored trips
- * Maintain and expand the client database relating to the clients' needs and capabilities
- * Utilize Purchase of Service Agreements or rate agreements with all agencies that purchase transportation services with public funds
- * Prepare a user's guide and update when needed
- * Provide announcements to local newspapers announcing public hearings

MEASURES:

- * Percentage of change in the number of sponsored and non-sponsored trips provided
- * Percentage of change in the number of passengers
- * Availability of the user's guide in the community
- * Number of persons in attendance at public hearings

OBJECTIVE 2: Ensure that service is delivered in the most cost effective and efficient manner.

- * Maintain an operational fleet of vehicles to meet all needs
- * Evaluate and revise routes and schedules when needed
- * Develop a workable budget and keep within budget expectations
- * Review driver logs for areas of inefficient use of time, drivers, and miles
- * Review driver non-revenue hours and reduce when possible
- * Review routes, schedules and type of services being provided
- * Contract with an adequate number of operators to meet the needs

MEASURES:

- * Operating cost/passenger trip
- * Operating cost/vehicle mile
- * Operating cost/driver hour
- * Reduced average trip length
- * Passenger trips/vehicle
- * Passenger trips/driver hour
- * Passenger trips/vehicle mile
- * Miles/trip
- * Miles/passengers

OBJECTIVE 3: Ensure that safe and quality service is provided.

- * Provide training on customer satisfaction
- * Provide training on passenger assistance techniques
- * Maintain an operational fleet of vehicles to meet all needs
- * Review routes, schedules and type of services being provided
- * Report accidents and roadcalls to the LCB
- * Review operator contracts for compliance with safety requirements
- * Annually review SSPP and amend as needed
- * Provide opportunities for riders to express concerns and suggestions on service delivery
- * Sponsor at least one public hearing each year for public comment
- * Schedule an opportunity for public comments on all LCB agendas
- * Address public organizations and agencies regarding services

MEASURES:

- * Completion of training programs
- * Number of grievances filed
- * Complaints/trips
- * Number of Ombudsman calls recorded regarding service
- * Percent of on-time pick-ups to meet or exceed standard
- * Percent of on-time to destinations to meet or exceed standard
- * Accidents/vehicle miles
- * Vehicle miles between roadcalls
- * Satisfactory review of operator contracts
- * Proof of an annual review of SSPP and updated as needed
- * Percent of trip requests denied/unmet
- * Satisfactory rider survey results (80% or better)
- * Number of persons attending the public hearing

OBJECTIVE 4: Secure necessary funding to support the TD program.

- * Address public organizations and agencies on the need of local financial support
- * Promote the Voluntary Dollar Program

MEASURES:

- * Percent of local funds are of total operating revenue
- * Increase in voluntary dollars donated
- * Increase in funding from new sponsors/sources

OBJECTIVE 5: Ensure program accountability.

- * Provide copies of reports to the LCB for review
- * Provide at least quarterly, operational and financial information to the LCB
- * Provide a copy of audit or annual financial report to LCB
- * Provide copies of purchasing agency evaluation/monitoring reports to LCB
- * Perform annual evaluation of CTC

MEASURES:

- * Submittal of accurate AOR
- * Submittal of on-time MOA
- * Submittal of on-time TDSP
- * Submittal of TDTF Trip/Equipment grant application
- * Submittal of accurate reports to LCB
- * Satisfactory audit or annual financial report
- * Compliance with annual evaluation findings and recommendations
- * Compliance with sponsoring agency's monitoring/evaluations findings and recommendations

E. Implementation Plan

The Implementation Schedule reiterates the goals and objectives discussed previously. Each goal and objective will be reviewed annually at the time of the community transportation coordinator's evaluation to determine progress made in each area. A determination will be made in each area as to whether the component was met satisfactorily or unsatisfactorily. Unsatisfactory responses will be followed with a corrective action plan.

OBJECTIVE 1: Improve the availability of transportation service to persons who are transportation disadvantaged.

<i>Strategies</i>	<i>Responsible Party for Accomplishment</i>	<i>Anticipated Beginning & Ending Dates</i>
Increase the number of sponsored and non-sponsored trips	CTC	July 1, 2013 – June 30, 2018
Maintain and expand the client data base relating to the clients' needs and capabilities	CTC	July 1, 2013 – June 30, 2018
Utilize Purchase of Service Agreements or rate agreements with all agencies that purchase transportation services with public funds	CTC	July 1, 2013 – June 30, 2018
Prepare a user's guide and update when needed	CTC	July 1, 2013 – June 30, 2018
Provide announcements to local newspapers announcing public hearings	PA	July 1, 2013 – June 30, 2018

OBJECTIVE 2: Ensure that service is delivered in the most cost effective and efficient manner.

<i>Strategies</i>	<i>Responsible Party for Accomplishment</i>	<i>Anticipated Beginning & Ending Dates</i>
Maintain an operational fleet of vehicles to meet all needs	CTC	July 1, 2013 – June 30, 2018
Evaluate and revise routes and schedules when needed	CTC, LCB	July 1, 2013 – June 30, 2018
Develop a workable budget and keep within budget expectations	CTC	July 1, 2013 – June 30, 2018
Review driver logs for areas of inefficient use of time, drivers, and miles	CTC, LCB	July 1, 2013 – June 30, 2018
Review driver non-revenue hours and reduce when possible	CTC, LCB	July 1, 2013 – June 30, 2018
Review routes, schedules and type of services being provided	CTC, LCB	July 1, 2013 – June 30, 2018
Contract with an adequate number of operators to meet the needs	CTC	July 1, 2013 – June 30, 2018

(CTC/Community Transportation Coordinator, LCB/Local Coordinating Board, PA/Planning Agency)

OBJECTIVE 3: Ensure that safe and quality service is provided.

Strategies	Responsible Party for Accomplishment	Anticipated Beginning & Ending Dates
Provide training on customer satisfaction	CTC	July 1, 2013 – June 30, 2018
Provide training on passenger assistance techniques	CTC	July 1, 2013 – June 30, 2018
Maintain an operational fleet of vehicles to meet all needs	CTC	July 1, 2013 – June 30, 2018
Review routes, schedules and type of services being provided	CTC	July 1, 2013 – June 30, 2018
Report accidents and roadcalls to the LCB	CTC	July 1, 2013 – June 30, 2018
Review operator contracts for compliance with safety requirements	CTC	July 1, 2013 – June 30, 2018
Annually review SSPP and amend as needed	CTC	July 1, 2013 – June 30, 2018
Provide opportunities for riders to express concerns and suggestions on service delivery	CTC, LCB	July 1, 2013 – June 30, 2018
Sponsor at least one public hearing each year for public comment	PA	July 1, 2013 – June 30, 2018
Schedule an opportunity for public comments on all LCB agendas	PA	July 1, 2013 – June 30, 2018
Address public organizations and agencies regarding services	CTC, LCB, PA	July 1, 2013 – June 30, 2018

OBJECTIVE 4: Secure necessary funding to support the TD program.

Strategies	Responsible Party for Accomplishment	Anticipated Beginning & Ending Dates
Address public organizations and agencies on the need of local financial support	CTC, LCB, PA	July 1, 2013 – June 30, 2018
Promote the Voluntary Dollar Program	CTC, LCB, PA	July 1, 2013 – June 30, 2018

OBJECTIVE 5: Ensure program accountability.

Strategies	Responsible Party for Accomplishment	Anticipated Beginning & Ending Dates
Provide copies of reports to the LCB for review.	CTC, PA	July 1, 2013 – June 30, 2018
Provide, at least quarterly, operational and financial information to the LCB	CTC	July 1, 2013 – June 30, 2018
Provide a copy of audit or annual financial report to LCB	CTC	July 1, 2013 – June 30, 2018
Provide copies of purchasing agency evaluation/monitoring reports to LCB	CTC	July 1, 2013 – June 30, 2018
Perform annual evaluation of CTC	LCB, PA	July 1, 2013 – June 30, 2018

(CTC/Community Transportation Coordinator, LCB/Local Coordinating Board, PA/Planning Agency)

SERVICE PLAN

A. Operations

1 - Types, Hours, and Days of Service

Types of Service

- Advance Reservation, Intra-County Service - curb-to-curb (on exception, door-to-door), ambulatory/wheelchair, and non-emergency transportation service, within Jefferson County.
- Advance Reservation, Inter-County Service - curb-to-curb (on exception, door-to-door), ambulatory/wheelchair, non-emergency transportation service, between Jefferson County and other Florida (and, on occasion, South Georgia) Counties.
- Demand Response Service - curb-to-curb (on exception, door-to-door), ambulatory/wheelchair, non-emergency transportation service that is provided: 1) outside the specific areas of service, and/or 2) outside the specific periods of regular service, and/or 3) without proper advance notification.
- Evacuation Service - door-to-door, ambulatory/ wheelchair, transportation service, only to the extent of availability per agreement.

Hours and Days of Service

- Intra-county service for the general public is available Monday through Saturday, 6:00 AM to 6:00 PM, except Thanksgiving Day, Christmas Day and New Year's Day.
- Intra-county service for Transportation Disadvantaged Trust Fund (TDTF) non-sponsored persons is available Monday through Saturday, 6:00 AM to 6:00 PM, except Thanksgiving Day, Christmas Day and New Year's Day.
- Intra-county service for other federal, state and/or local government agency(s) is provided as negotiated.

2 - Accessing Services

Advance Reservation Service - When requesting advanced reservation service, the name and origin/destination of the passenger to be transported will be placed with the CTC by 2:00 PM the day before the day of travel and no more than 14 days in advance of the day of travel.

Evacuation Service - When requesting evacuation service, the Purchaser will place with the CTC the number and type of vehicle required and the time period(s) during which the vehicle(s) will be required. A vehicle service hour begins with the start of the purchaser's requested period of availability, and ends with the purchaser's release of vehicle(s).

Hours of the CTC for scheduling all transportation services are Monday- Friday, 8:00 AM to 5:00 PM.

Hours of the CTC for cancelling all transportation services are Monday - Friday, 6:00 AM to 6:00 PM.

The telephone number of the CTC for scheduling and cancelling is 850-997-1323.

Eligibility for non-sponsored T.D. services is determined locally by application. Eligibility requires submittal of an eligibility application and an affirmative determination of eligibility. Non-Sponsored T.D. services are provided to eligible persons on a first-come, first-serve (funds available) basis. When fund availability necessitates the prioritization of non-sponsored T.D. services, a trip priority guide will be developed by the LCB and employed by the CTC.

3 - Transportation Operators and Coordination Contractors

Solicitation for contracted Transportation Operators is need driven, and is accomplished through a competitive RFQ process.

Transportation Operators:

Big Bend Transit, Inc.

592 Mahan Drive

Monticello, Florida 32344

Types of services Provided: Advanced reservation Service, Evacuation Service

Services provided to: Unrestricted

Coordination Contractors:

Jefferson Senior Citizens Center, Inc.

1155 North Jefferson Street

Monticello, Florida 32344

Types of services provided: Advanced Reservation Service

Services provided to: Clients

4 - Public Transit Utilization

Not Applicable

5 - School Bus Utilization

The transportation needs of the transportation disadvantaged in Jefferson County are met without the use of school buses.

6 - Vehicle Inventory

The Vehicle Inventory of the Jefferson County Coordinated Transportation System is as follows:

7 - System Safety Program Plan Certification

The CTC adopted an amended/modified System Safety Program Plan (SSPP) effective January 13, 2017. The CTC complies with the adopted safety standards in the SSPP. Annual safety inspections are performed on all operational vehicles in the CTS.

The CTC adopted an amended/modified Security Program Plan (SPP) effective September 30, 2016.

The CTC Annual DOT Safety Certification is dated January 13, 2017.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CERTIFICATION OF COMPLIANCE
for
PUBLIC-SECTOR BUS TRANSIT SYSTEMS
(Certifying compliance with F.S. 341.061 & RULE 14-90 F.A.C.)
to
Florida Department of Transportation

This Certifies year 2016.

DATE: January 13, 2017

TRANSIT SYSTEM: **Big Bend Transit, Inc.**

ADDRESS: **2201 Eisenhower Street, Tallahassee, Florida 32302**

In accordance with Florida Statute 341.061, the Bus Transit System named above and Private Contract Bus Transit System(s) (listed below), hereby certifies to the following:

1. The adoption of a System Safety Program Plan (SSPP) & Security Program Plan (SPP) pursuant to Florida Department of Transportation safety standards set forth in Rule Chapter 14-90, Florida Administrative Code.
2. Compliance with adopted safety standards in the SSPP & SPP.
3. Performance of annual safety inspections on all operational buses in accordance with Rule 14-90.009, FAC.

Signature:  _____

Name: Shawn Mitchell Title: General Manager
(Type or Print)

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

Name/Company: Domingo Ortiz

Address: 2201 Eisenhower Street, Tallahassee, Florida 32302

Attachment: (Applicable Contractor(s) - Name, Address, Phone#, Contact Person)

8 - Intercounty Services

BBT provides regular scheduled and non-scheduled inter-county transportation service(s). BBT participates, when operationally- and cost-effective, in inter-county service routes operated by adjacent CTCs.

9 - Emergency Preparedness and Response

Upon request, and on a capacity available basis, the CTC enters into disaster/emergency transportation assistance agreements with residential facilities to provide ambulatory and non-ambulatory (wheelchair) transportation services.

Disaster/emergency transportation assistance agreements are in place in the Jefferson County with:

Jefferson Nursing Center
1780 North Jefferson Street
Monticello, Florida 32344

10 - Education Efforts/Marketing

The availability of the Jefferson County Coordinated Transportation System for non-sponsored T. D. persons will continue to be promoted through general and specific distribution of informational materials at various locations.

11 - Acceptable Alternatives

No alternatives, based on chapter 427.016(1) (a), Florida Statutes, and Rule 41-2.015(2-3), Florida Administrative Code, have been requested and/or approved for the Jefferson County Coordinated Transportation System.

12 - Service Standards

The Service Standards of the Jefferson County Coordinated Transportation System consist of Service Standards outlined in Rule 41-2, Florida Administrative Code and adopted/expanded by local policy, and are included on the following pages.

Service Standards

Drug and Alcohol Policy

Rule 41-2.006 (4) (a), F.A.C.: Drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.

Local Policy: Big Bend Transit shall comply with this standard.

Transport of Escorts and Dependent Children

Local Policy: Children under age 12 will be required to be accompanied by an escort. Escorts must be provided by the passenger. Escorts must be able to provide the necessary assistance to the passenger. Escorts will be transported at the regular rate.

Use, Responsibility and Cost of Child Restraint Devices

Local Policy: All passengers under the age of 4 and/or under 50 pounds will be required to use a child restraint device. This device will be provided by the passenger.

Passenger Property

Local Policy: Passengers shall be allowed to have two pieces of personal property which they can place in their lap. Passengers must be able to independently carry all items brought onto the vehicle.

Local Toll Free Phone Number

Rule 41-2.006 (4) (f), F.A.C.: A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The Transportation Disadvantaged Helpline phone number (1-800-983-2435) shall also be posted inside all vehicles of the coordinated system. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including, advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board. All rider information/materials (brochures, user's guides, etc.) will include the Transportation Disadvantaged Helpline phone number.

Out-Of-Service Area Trips

Local Policy: Inter-county services between Gadsden and Leon Counties is available weekly. Other inter-county services are provided when available.

Vehicle Cleanliness

Local Policy: All vehicles shall be cleaned (interior and exterior) on a regular schedule (minimum once a week).

Billing Requirements

Rule 41-2.006 (4) (I), F.A.C. Billing requirements of the Community Transportation Coordinator to subcontractors shall be determined locally by the local Coordinating Board and provided in the local Transportation Disadvantaged Service Plan. All bills shall be paid within seven (7) calendar days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, in accordance with Section 287.0585, Florida Statutes.

Local Policy: Big Bend Transit shall comply with his standard.

Passenger/Trip Database

Rule 41-2.006 (4) (j), F.A.C.: Passenger/trip data base must be maintained or accessible by the Community Transportation Coordinator on each rider being transported within the system.

Big Bend Transit shall comply with this standard.

Adequate Seating

Rule 41-2.006 (4) (k), F.A.C.: Adequate seating for paratransit services shall be provided to each rider and escort, child or personal care attendant, and no more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate searing or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.

Big Bend Transit shall comply with this standard.

Driver Identification

Rule 41-2.006 (4) (l), F.A.C.: Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with specific passengers, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.

Local Policy: Big Bend Transit shall comply with this standard.

Passenger Assistance

Rule 41-2.006 (4) (m), F.A.C.: The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or wheelchair securement devices, storage of mobility assistive devices and closing the vehicle door. In the door-through-door paratransit service category, the driver shall be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchairs up or down more than one step, unless it can be performed safely as determined by the passenger, guardian and driver.

Local Policy: Drivers are not permitted individually to assist persons in wheelchairs up or down more than one step, through grass or sand or an include of more than 8.33% (1:12 slope).

Smoking, Eating, and Drinking

Rule 41-2.006 (4) (n), F.A.C.: Smoking is prohibited in any vehicle. Requirements for drinking and eating on board the vehicle will be addressed in the local Transportation Disadvantaged Service Plan.

Local Policy: The use of tobacco products on vehicles is prohibited. Eating and drinking on board the vehicle is also prohibited

Passenger No-Shows

Rule 41-2.006 (4) (o), F.A.C.: The Community Transportation Coordinator and the local Coordinating Board shall jointly develop a policy on passenger no shows. Assessing fines to passengers for no shows is acceptable but such policy and process shall be identified in the local Transportation Disadvantaged Service Plan.

Local Policy - Passenger no-shows are defined as trips not cancelled a minimum of two (2) hours prior to the scheduled pick-up time. Passengers shall be notified if they are considered a no-show.

Two-Way Communications

Rule 41-2.006 (4) (p), F.A.C.: All vehicles providing service within the coordinated system shall be equipped with two-way communications in good working order and audible to the driver at all times to the base.

Local Policy: All vehicles shall have two-way radios.

Air Conditioning/Heating

Rule 41-2.006 (4) (q), F.A.C.: All vehicles providing service within the coordinated system shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.

Local Policy: Big Bend Transit shall comply with this standard.

First Aid

Rule 41-2.006 (4) (r), F.A.C.: First Aid policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: All drivers shall be certified in First Aid.

Cardiopulmonary Resuscitation

Rule 41-2.006 (4) (s), F.A.C.: Cardiopulmonary resuscitation policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: All drivers shall be certified in cardiopulmonary resuscitation.

Driver Criminal Background Screening

Rule 41-2.006 (4) (t), F.A.C.: Driver background screening shall be determined locally, dependent up on purchasing agencies' requirements and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: All drivers in the coordinated system shall meet Level 2 criminal background screening requirements in accordance with Chapter 435, Florida Statutes.

Fixed Route Transit Utilization

Rule 41-2.006 (4) (u), F.A.C.: In areas where fixed route transportation is available, the Community Transportation Coordinator should jointly establish with the local Coordinating Board a percentage of total trips that will be placed on the fixed route system.

Local Policy: Big Bend Transit shall comply with this standard.

Pick-Up Window

Rule 41-2.006 (4) (v), F.A.C.: The Community Transportation Coordinator should establish and address the passenger pick-up windows in the local Transportation Disadvantaged Service Plan. This policy should also be communicated to contracted operators, drivers, purchasing agencies and passengers.

Local Policy: There is a ninety (90) minute pick-up window in place for all intra-county trips based on the arrival time of the passenger. There is sixty (60) minute pick-up window in place for all intra-county trips based on the departure time of the passenger.

On-Time Performance

Rule 41-2.006 (4) (w), F.A.C.: The Community Transportation Coordinator and local Coordinating Board should jointly establish and address the percentage of trips that will be on-time in the local Transportation Disadvantaged Service Plan. This performance measure should be communicated to contracted operators, drivers, purchasing agencies and passengers. This measure should also be included as part of the Community Transportation Coordinator's evaluation of its contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

Local Policy: Big Bend Transit will have an 90 percent on-time performance rate for all completed trips. On-time performance will be measured by random sampling of trips.

Advance Reservation Requirement

Rule 41-2.006 (4) (x), F.A.C.: The Community Transportation Coordinator should establish and address in the local Transportation Disadvantaged Service Plan a minimum 24 hour advanced notification time to obtain services. This policy should be communicated to contracted operators, purchasing agencies

Local Policy: There shall be a 24 hour notice requirement for all other trips scheduled within the coordinated system, except under special circumstances.

Safety

Rule 41-2.006 (4) (y), F.A.C.: The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the safety of the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

Local Policy: There shall be no more than 1.2 chargeable accidents per 100,000 miles during the evaluation period.

Reliability

Rule 41-2.006 (4) (z), F.A.C.: The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the reliability of the vehicles utilized in the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator

Local Policy: There should be no less than 10,000 miles between each road call.

Passenger Code of Conduct

For everyone's safety, drivers and riders of the system are expected to act in an appropriate manner at all times and abide by the policies of Big Bend Transit.

- Riders shall be ready to board the vehicle within 5 minutes of its arrival.
- Riders shall be prepared to share their ride with other passengers.
- No person may eat, drink or smoke on board any vehicle.
- No passenger may operate or tamper with any equipment on board any vehicle.
- Riders may not have radios, cassette tape players, CD players or other sound generating devices in operation while on board a vehicle, UNLESS it is connected to a headset.
- Disruptive behavior, which results in a distraction to the driver is deemed a safety hazard. Such behavior will not be tolerated and shall be grounds for suspension of transportation privileges.

Verbal Abuse

Verbal abuse by a rider against staff, drivers or other clients will not be tolerated. Verbal abuse includes but is not limited to use of profanity, obscene gestures, yelling or screaming. Riders who verbally abuse staff, drivers or other clients may be suspended from service.

Physical Abuse

Physical abuse of either a rider to another rider or rider to a driver will not be tolerated. Physical abuse includes but is not limited to grabbing, hitting or touching. Such abuse shall be deemed as assault. In such cases, the local police shall be notified, and the rider shall be issued a notice of suspension from service.

Substance Abuse

No passenger who is under the influence of alcohol or illegal drugs will be transported. If a passenger is scheduled to be returned home and they are under the influence, they will be required to find alternative means of transportation. If a pattern of such behavior exists, a suspension of transportation privileges shall be invoked.

Penalties

The following penalties shall apply to service sponsored by Florida's Transportation Disadvantaged Program.

Verbal Abuse

- First offense – written warning
- Second offense – one week suspension of services
- Third offense – 30 day suspension of services
- Fourth offense – 90 day suspension of services
- Fifth offense – permanently removed from service

Physical Abuse

First offense - Big Bend Transit will issue a written notice of suspension for 90 days by certified mail. The notice will advise the rider that Big Bend Transit intends to suspend his or her riding privileges and the reason for such action.

Second offense – 180 day suspension of services

Third offense - permanently removed from service

Appeals

A rider has ten (10) calendar days from the date of issuance of suspension notice to request a reconsideration hearing on the suspension. If a reconsideration hearing is requested, the hearing will be held by the Gadsden County Transportation Disadvantaged Coordinating Board Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program.

All requests for reconsideration must be in writing and delivered to:

**Big Bend Transit, Inc.
P.O Box 1721
Tallahassee, Florida 32302**

The written request must include the name and address of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue. Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within 10 working days. Gadsden County Board of Commissioners staff will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.

The person will be given the opportunity to present the reasons why they believe the suspension should not take place. The Gadsden County Transportation Disadvantaged Coordinating Board Grievance Committee will make a recommendation whether or not to uphold the suspension. A written statement of the recommendation shall be forwarded to the person requesting the hearing within two (2) working days after the hearing by the Grievance Committee. A written statement of the decision whether or not to uphold the suspension shall be forwarded by certified mail within two (2) working days by Big Bend Transit to the person requesting the hearing.

13 - Local Complaint and Grievance Procedures/Process

- a. The aggrieved person is to present a formal (written) grievance to the Community Transportation Coordinator **within 10 working days of the incident**.
- b. The Community Transportation Coordinator will have **10 working days from the date of receipt of the grievance** to respond in writing to the aggrieved person. The response will include the right to appeal to the Transportation Disadvantaged Coordinating Board Grievance Committee. The Community Transportation Coordinator shall submit a copy of the grievance and the response to the Transportation Disadvantaged Coordinating Board Grievance Committee.
- c. The aggrieved person, dissatisfied with the response from the Community Transportation Coordinator, has **5 working days of the received response** to request in writing a hearing with the Transportation Disadvantaged Coordinating Board Grievance Committee.
- d. The Transportation Disadvantaged Coordinating Board Grievance Committee has **10 working days from the date of receipt of the request** to hear the grievance and recommend to the Community Transportation Coordinator in writing any actions that may assist in dealing with the stated grievance. The Grievance Committee will report to the Transportation Disadvantaged Coordinating Board at the next regular meeting.
- e. The aggrieved person, dissatisfied with the advice of the Grievance Committee, has **10 working days from the date of receipt of the response** to request in writing a hearing before the Transportation Disadvantaged Coordinating Board.
- f. The Transportation Disadvantaged Coordinating Board will hear the grievance **within 60 calendar days**, either at its next regular meeting or special called meeting as requested by the Grievance Committee Chairman, based on severity of the issue. The findings, explanations and recommendations of the Transportation Disadvantaged Coordinating Board will be in written form, recorded and transmitted to the aggrieved person and the Community Transportation Coordinator **within 10 working days following the hearing**. The determination of the Transportation Disadvantaged Coordinating Board is final.
- g. The Community Transportation Coordinator will have **10 working days from receipt of the recommendations** to address in writing the Transportation Disadvantaged Coordinating Board's recommendations.
- h. The Transportation Disadvantaged Coordinating Board will review the Community Transportation Coordinator's response to the recommendations at **the next meeting** of the Transportation Disadvantaged Coordinating Board. A record of the grievances, their status (i.e., resolved, unresolved) and the response to the Transportation Disadvantaged Coordinating Board's recommendations will be included in the Community Transportation Coordinator's annual evaluation. The grievance record will also be reviewed during the development of the Community Transportation Coordinator's service plan.
- i. The customer, dissatisfied with the advice of the Transportation Disadvantaged Coordinating Board, can file a formal grievance with the Commission for the Transportation Disadvantaged. The customer may begin this process by contacting the Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street, MS-49, Tallahassee, Florida 32399-0450 or through the TD Helpline (1-800-983-2435), or by email (www.dot.state.fl.us/ctd). Upon request of the customer, the Commission will provide the customer with an accessible copy of the Commission's Grievance Procedures.
- j. If the Commission is unable to resolve the grievance, the customer will be referred to the Office of Administrative Appeals or other legal venues appropriate to the specific nature of the grievance.

- k. **FAIR HEARING REQUIREMENTS:** In addition to the appeals process described above, Medicaid beneficiaries who have been denied non-emergency transportation services have an additional avenue of relieve available to them. The beneficiary has the right to request a Medicaid Fair Hearing at anytime during the appeals process from the Office of Public Assistance Appeals Hearings at the Department of Children and Families (DCF). The beneficiary, or their representative, must request a Medicaid Fair Hearing within 90 calendar days of the date of the notice of action by contacting the Department of Children and Families, Office of Public Assistance Appeals Hearings, 1317 Winewood Boulevard, Building 5, Room 203, Tallahassee, Florida 32399-0700 or by telephone at (850) 488-1429 or by facsimile at (850) 487-0662.

Aggrieved persons with proper standing may also have recourse through the Chapter 120, Florida Statutes administrative hearing process. Nothing in this process is intended to preclude the aggrieved person from pursuing legal action. Aggrieved persons may contact the Commission for the Transportation Disadvantaged Ombudsman Hotline at 1-800-983-2435.

14 – Community Transportation Coordinator Monitoring Procedures for Operators and Coordination Contractors

Not applicable

15 – Coordination Contract Evaluation Criteria

The Community Transportation Coordinator enters into a Coordination Contract with those agencies who, as stated in Chapter 41-2.008, F.A.C., receive transportation disadvantaged funds and who, from a total system approach, can perform more effectively and more efficiently their own transportation under those conditions not covered in Rule 41-2.015, F.A.C. The Coordination Contract shall include the requirements of reporting, insurance, safety, and other terms that apply equally to any transportation operator. The Coordination Contract may include information regarding joint utilization and cost arrangements for the provision of transportation services to and from the Community Transportation Coordinator.

B. Cost/Revenue Allocation and Rate Structure Justification

The Cost Revenue Allocation and Rate Structure are determined by The Commission for Transportation Disadvantaged Rate Calculation Model. The Rate Calculation Model Worksheets are reviewed annually to determine Rate adjustments. Rate changes are calculated annually by changes to the level of service, expenditures and Revenues. The Rate Calculation Model Worksheets are included.

SERVICE RATES SUMMARY

Big Bend Transit, Inc.

Jefferson County Coordinated Transportation System

Effective: July 1, 2017

COMMUNITY TRANSPORTATION COORDINATOR: Big Bend Transit, Inc.
EFFECTIVE DATE: _____

TYPE OF SERVICE TO BE PROVIDED	UNIT (Passenger Mile, Trip, or Pass)	COST PER UNIT \$
Ambulatory	Trip	31.64
Wheelchair	Trip	54.24

Preliminary Information Worksheet

Version 1.4

CTC Name: Big Bend Transit, inc.
County (Service Area): Jefferson
Contact Person: Shawn Mitchell
Phone # 850-574-6266 X111

Check Applicable Characteristic:

ORGANIZATIONAL TYPE:

- ☐ Governmental
- ☒ Private Non-Profit
- ☐ Private For Profit

NETWORK TYPE:

- ☐ Fully Brokered
- ☐ Partially Brokered
- ☒ Sole Source

***Once completed, proceed to the Worksheet entitled
"Comprehensive Budget"***

Comprehensive Budget Worksheet

Version 14

CTC: Big Bend Transit, inc.
County: Jefferson

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

	Prior Year's ACTUALS from July 1st of 2015 to June 30th of 2016	Current Year's APPROVED Budget, as amended from July 1st of 2016 to June 30th of 2017	Upcoming Year's PROPOSED Budget from July 1st of 2017 to June 30th of 2018	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ±10% and Also > ±\$50,000
1	2	3	4	5	6	7
REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors!)						
Local Non-Govt						
Farebox	\$ 22,039	\$ 22,762	\$ 23,445	3.0%	3.0%	
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services						
Other	\$ 2,023	\$ 2,084	\$ 2,146	3.0%	3.0%	
Bus Pass Program Revenue						
Local Government						
District School Board						
Compl. ADA Services						
County Cash						
County In-Kind, Contributed Services						
City Cash						
City In-kind, Contributed Services						
Other Cash						
Other In-kind, Contributed Services						
Bus Pass Program Revenue						
CTD						
Non-Spons. Trip Program	\$ 164,474	\$ 195,666	\$ 176,278	19.0%	-9.3%	
Non-Spons. Capital Equipment	\$ 8,019			-100.0%		
Rural Capital Equipment						
Other TD (specify in explanation)						
Bus Pass Program Revenue						
USDOT & FDOT						
49 USC 5307						Changes in 5311 per grant funding
49 USC 5310	\$ 57,940			-100.0%		
49 USC 5311 (Operating)	\$ 133,685	\$ 180,785	\$ 141,712	35.2%	-21.6%	
49 USC 5311 (Capital)						
Block Grant						
Service Development	\$ 13,238			-100.0%		
Commuter Assistance						
Other DOT (specify in explanation)						
Bus Pass Program Revenue						
AHCA						
Medicaid	\$ 202,211	\$ 228,984	\$ 235,854	13.2%	3.0%	Medicaid figures for current year based on most recent actual data
Other AHCA (specify in explanation)						
Bus Pass Program Revenue						
DCF						
Alcohol, Drug & Mental Health						
Family Safety & Preservation						
Comm. Care Dis./Aging & Adult Serv.						
Other DCF (specify in explanation)						
Bus Pass Program Revenue						
DOH						
Children Medical Services						
County Public Health						
Other DOH (specify in explanation)						
Bus Pass Program Revenue						
DOE (state)						
Carl Perkins						
Div of Blind Services						
Vocational Rehabilitation	\$ 746	\$ 768	\$ 791	2.9%	3.0%	
Day Care Programs						
Other DOE (specify in explanation)						
Bus Pass Program Revenue						
AWI						
WAGES/Workforce Board						
Other AWI (specify in explanation)						
Bus Pass Program Revenue						
DOEA						
Older Americans Act						
Community Care for Elderly						
Other DOEA (specify in explanation)						
Bus Pass Program Revenue						
DCA						
Community Services						
Other DCA (specify in explanation)						
Bus Pass Admin. Revenue						
APD						
Office of Disability Determination	\$ 320	\$ 330	\$ 339	3.1%	2.7%	
Developmental Services	\$ 28,788	\$ 29,652	\$ 30,541	3.0%	3.0%	
Other APD (specify in explanation)						
Bus Pass Program Revenue						
DJJ						
(specify in explanation)						
Bus Pass Program Revenue						
Other Fed or State						
Bus Pass Program Revenue						
Other Revenues						

Interest Earnings					
2013/2018					
2013/2018					
Bus Pass Program Revenue					
Balancing Revenue to Prevent Deficit					
Actual or Planned Use of Cash Reserve		\$ 11,227	\$ 81,320		
Balancing Revenue is Short By =		None	None		
Total Revenues =	\$633,543	\$672,258	\$692,426	6.1%	3.0%

EXPENDITURES (CTC/Operators ONLY / Do NOT include Coordination Contractors!)					
Operating Expenditures					
Labor	\$ 266,172	\$ 274,165	\$ 282,390	3.0%	3.0%
Fringe Benefits	\$ 133,837	\$ 137,855	\$ 141,991	3.0%	3.0%
Services	\$ 14,855	\$ 15,302	\$ 15,762	3.0%	3.0%
Materials and Supplies	\$ 93,930	\$ 96,751	\$ 99,653	3.0%	3.0%
Utilities	\$ 6,846	\$ 7,052	\$ 7,264	3.0%	3.0%
Casualty and Liability	\$ 29,827	\$ 30,724	\$ 31,646	3.0%	3.0%
Taxes	\$ 156	\$ 161	\$ 165	3.2%	2.5%
Purchased Transportation:					
Purchased Bus Pass Expenses					
School Bus Utilization Expenses					
Contracted Transportation Services					
Other					
Miscellaneous	\$ 30,255	\$ 31,164	\$ 32,099	3.0%	3.0%
Operating Debt Service - Principal & Interest					
Leases and Rentals	\$ 14,235	\$ 14,662	\$ 15,102	3.0%	3.0%
Contrib. to Capital Equip. Replacement Fund	\$ 62,543	\$ 64,422	\$ 66,354	3.0%	3.0%
In-Kind, Contributed Services	\$ -	\$ -	\$ -		
Allocated Indirect					
Capital Expenditures					
Equip. Purchases with Grant Funds					
Equip. Purchases with Local Revenue					
Equip. Purchases with Rate Generated Rev.					
Capital Debt Service - Principal & Interest					
ACTUAL YEAR LOSS	(\$19,137)				
Total Expenditures =	\$652,656	\$672,258	\$692,426	3.0%	3.0%
See NOTES Below.					

Once completed, proceed to the Worksheet entitled "Budgeted Rate Base"

Actual year LOSSES are shown as Balancing Revenue or Local Non-Government revenue.

Budgeted Rate Base Worksheet

Version 14

CTC: Big Bend Transit, inc.

County: Jefferson

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

	Upcoming Year's BUDGETED Revenues from July 1st of 2017 to June 30th of 2018	What amount of the Budgeted Revenue in col. 2 will be generated at the rate per unit determined by this spreadsheet, OR used as local match for these type revenues?	Budgeted Rate Subsidy Revenue EXcluded from the Rate Base	What amount of the Subsidy Revenue in col. 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment?
1	2	3	4	5

REVENUES (CTC/Operators ONLY)

Local Non-Govt

Farebox	\$ 23,445
Medicaid Co-Pay Received	\$ -
Donations/ Contributions	\$ -
In-Kind, Contributed Services	\$ -
Other	\$ 2,146
Bus Pass Program Revenue	\$ -

Local Government

District School Board	\$ -
Compl. ADA Services	\$ -
County Cash	\$ -
County In-Kind, Contributed Services	\$ -
City Cash	\$ -
City In-kind, Contributed Services	\$ -
Other Cash	\$ -
Other In-Kind, Contributed Services	\$ -
Bus Pass Program Revenue	\$ -

CTD

Non-Spons. Trip Program	\$ 176,278
Non-Spons. Capital Equipment	\$ -
Rural Capital Equipment	\$ -
Other TD	\$ -
Bus Pass Program Revenue	\$ -

USDOOT & FDOT

49 USC 5307	\$ -
49 USC 5310	\$ -
49 USC 5311 (Operating)	\$ 141,712
49 USC 5311 (Capital)	\$ -
Block Grant	\$ -
Service Development	\$ -
Commuter Assistance	\$ -
Other DOT	\$ -
Bus Pass Program Revenue	\$ -

AHCA

Medicaid	\$ 235,854
Other AHCA	\$ -
Bus Pass Program Revenue	\$ -

DCF

Alcohol, Drug & Mental Health	\$ -
Family Safety & Preservation	\$ -
Comm. Care Dis./Aging & Adult Serv.	\$ -
Other DCF	\$ -
Bus Pass Program Revenue	\$ -

DOH

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

DOE (state)

Carl Perkins	\$ -
Div of Blind Services	\$ -
Vocational Rehabilitation	\$ 791
Day Care Programs	\$ -
Other DOE	\$ -
Bus Pass Program Revenue	\$ -

AWI

VAGES/Workforce Board	\$ -
AWI	\$ -
Bus Pass Program Revenue	\$ -

DOEA

Older Americans Act	\$ -
Community Care for Elderly	\$ -
Other DOEA	\$ -
Bus Pass Program Revenue	\$ -

DCA

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

APD

Office of Disability Determination	\$ 339
Developmental Services	\$ 30,541
Other APD	\$ -
Bus Pass Program Revenue	\$ -

DJJ

DJJ	\$ -
Bus Pass Program Revenue	\$ -

\$ 23,445	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ 2,146	\$ -	
\$ -	\$ -	

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

\$ 176,278	\$ -	\$ -	\$ 13,586
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -

\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ 141,712	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	

\$ 235,854	\$ -	
\$ -	\$ -	
\$ -	\$ -	

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

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

\$ -	\$ -	
\$ -	\$ -	
\$ 791	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	

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

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

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

\$ 339	\$ -	
\$ 30,541	\$ -	
\$ -	\$ -	
\$ -	\$ -	

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

YELLOW cells
are **NEVER** Generated by Applying Authorized Rates

BLUE cells
Should be funds generated by rates in this spreadsheet

local match req.

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

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

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

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

GOLD cells

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

Other Fed or State	
2025	\$ -
2026	\$ -
2027	\$ -
Bus Pass Program Revenue	\$ -
Other Revenues	
Interest Earnings	\$ -
2028	\$ -
2029	\$ -
Bus Pass Program Revenue	\$ -
Balancing Revenue to Prevent Deficit	
Actual or Planned Use of Cash Reserve	\$ 81,320
Total Revenues =	\$ 692,426

	\$ -	
	\$ -	
	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ 81,320	
\$ 469,394	\$ 223,032	\$ -

EXPENDITURES (CTC/Operators ONLY)	
Operating Expenditures	
Labor	\$ 282,390
Fringe Benefits	\$ 141,931
Services	\$ 15,762
Materials and Supplies	\$ 93,652
Utilities	\$ 7,264
Casualty and Liability	\$ 31,646
Taxes	\$ 165
Purchased Transportation:	
Purchased Bus Pass Expenses	\$ -
School Bus Utilization Expenses	\$ -
Contracted Transportation Services	\$ -
Other	\$ -
Miscellaneous	\$ 32,099
Operating Debt Service - Principal & Interest	\$ -
Leases and Rentals	\$ 15,102
Contrib. to Capital Equip. Replacement Fund	\$ 66,354
In-Kind, Contributed Services	\$ -
Allocated Indirect	\$ -
Capital Expenditures	
Equip. Purchases with Grant Funds	\$ -
Equip. Purchases with Local Revenue	\$ -
Equip. Purchases with Rate Generated Rev.	\$ -
Capital Debt Service - Principal & Interest	\$ -
	\$ -
Total Expenditures =	\$ 692,426
minus: EXCLUDED Subsidy Revenue =	\$ 223,032
Budgeted Total Expenditures	
INCLUDED in Rate Base =	\$ 469,394
Rate Base Adjustment ¹ =	
Adjusted Expenditures Included in	
Rate Base =	\$ 469,394

\$ 223,032
Amount of
Budgeted
Operating Rate
Subsidy Revenue

¹Rate Base Adjustment Cell

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

¹The Difference between Expenses and Revenues for Fiscal Year: 2015 - 2016

Once Completed, Proceed to the Worksheet entitled "Program-wide Rates"

Worksheet for Program-wide Rates

CTC: Big Bend Transit Version 1.4
County: Jefferson

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

Do **NOT** include trips or miles related to Coordination Contractors!

Do **NOT** include School Board trips or miles UNLESS.....

INCLUDE all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!

Do **NOT** include trips or miles for services provided to the general public/private pay UNLESS..

Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!

Do **NOT** include fixed route bus program trips or passenger miles!

PROGRAM-WIDE RATES	
Total Projected Passenger Miles =	226,177
Rate Per Passenger Mile = \$	2.08
Total Projected Passenger Trips =	14,720
Rate Per Passenger Trip = \$	31.89

Rates If No Revenue Funds Were Identified As Subsidy Funds	
Rate Per Passenger Mile = \$	3.06
Rate Per Passenger Trip = \$	47.04

Fiscal Year	2017 - 2018
Avg. Passenger Trip Length	15.4 Miles

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

Vehicle Miles

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

Vehicle Revenue Miles (VRM)

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

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

Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

Worksheet for Multiple Service Rates

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

CTC: Big Bend Trail
County: Jefferson Version 1.4

SECTION I: Services Provided

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

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

SECTION II: Contracted Services

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

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

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

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

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

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

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

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

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

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

SECTION III: Escort Service

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

<input type="radio"/> Yes
<input checked="" type="radio"/> No

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

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

<input checked="" type="radio"/> Pass. Trip
<input type="radio"/> Pass. Mile

Leave Blank

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

--

Leave Blank

4. How much will you charge each escort?.....

--

Leave Blank

SECTION IV: Group Service Loading

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

Do NOT Complete Section IV

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

--

Loading Rate
0.00 to 100

SECTION V: Rate Calculations for Multiple Services:

- Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically
 - * Miles and Trips you input must sum to the total for all Services entered on the "Program-wide Rates" Worksheet, MINUS miles and trips for contracted services IF the rates were calculated in the Section II above
 - * Be sure to leave the service BLANK if you answered NO in Section I or YES to question #2 in Section II

		RATES FOR FY: 2017 - 2018				
		Ambul	Chair	Stretcher	Group	
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	225,177			Leave Blank	Leave Blank	0
Rate per Passenger Mile =		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		per passenger per group				
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	14,720	14,560	160	Leave Blank	Leave Blank	
Rate per Passenger Trip =		\$31.64	\$54.24	\$0.00	\$0.00	\$0.00
		per passenger per group				
2. If you answered #1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services...						
COMBINATION Trip and Mile Rate						
		Ambul	Wheel Chair	Stretcher	Group	
...INPUT the Desired Rate per Trip (but must be less than per trip rate above) =				Leave Blank	Leave Blank	\$0.00
Rate per Passenger Mile for Balance =		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		per passenger per group				

Does NOT = total projected Passenger Miles, with adjmt. for contracted services

		Rates If No Revenue Funds Were Identified As Subsidy Funds				
		Ambul	Wheel Chair	Stretcher	Group	
Rate per Passenger Mile =		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
		per passenger per group				
Rate per Passenger Trip =		\$46.68	\$80.02	\$0.00	\$0.00	\$0.00
		per passenger per group				
Program These Rates Into Your Medicaid Encounter Data						

QUALITY ASSURANCE

The Quality Assurance Element contains the steps the transportation disadvantaged coordinating board will take to monitor and evaluate the services provided by or coordinated through the community transportation coordinator, based on the locally established service standards consistent with those of the Commission for the Transportation Disadvantaged.

Service standards are an integral to the development and implementation of a quality transportation program and are intended to bring about uniform service provision in the coordinated system. The transportation disadvantaged coordinating board will annually evaluate the community transportation coordinator's compliance of the established service standards. The community transportation coordinator and any transportation operator from whom service is purchased or arranged by the community transportation coordinator shall adhere to Commission approved standards.

1. Coordinator Evaluation Process

Annually, the transportation disadvantaged coordinating board evaluates the community transportation coordinator to ensure quality of service is being obtained and that it is being provided in the most cost effective, efficient, unduplicated and unfragmented manner. The transportation disadvantaged coordinating board makes a recommendation to the Apalachee Regional Planning Council. The Apalachee Regional Planning Council reviews the evaluation and the recommendation of the transportation disadvantaged coordinating board and recommends to the Commission for the Transportation Disadvantaged the designation of the community transportation coordinator for the next fiscal year.

The evaluation of the coordinator is conducted utilizing the Commission for the Transportation Disadvantaged approved format. A copy of the most recent coordinator evaluation follows.

The transportation disadvantaged coordinating board has agreed to not evaluate any area of service delivery that was recently evaluated by a purchasing/sponsoring agency or the Commission for the Transportation Disadvantaged. The board will appraise the results of the reviews and, if satisfactory, the coordinating board will incorporate the results into their evaluation.

2. Coordinator Monitoring Procedures of Operators and Coordination Contractors

The coordinator is responsible for evaluating its operators and coordination contractors to ensure contractual compliance. The evaluation is done on a periodic basis depending on the needs and requirements of the coordinator. A comprehensive annual evaluation is to include compliance with the System Safety Program Plan, locally approved standards, Commission standards, annual operating data, and insurance requirements. The same criteria used to evaluate the coordinator will be used annually to evaluate the operators.

3. Coordination Contract Evaluation Criteria

The same criteria used to evaluate the coordinator will be used annually to evaluate the coordination contractors. The evaluation results will be provided to the transportation disadvantaged coordinating board to determine whether the issuance or continuation of a coordination contract will be the most cost-effective and efficient utilization of local state, or federal dollars.

4. Planning Agency Evaluation Process

The transportation disadvantaged coordinating board will participate and assist the Commission for the Transportation Disadvantaged in its quality assurance review of the planning agency.



Big Bend Transit of Jefferson County

CTC Evaluation 2017

Summary of Findings

Chair: _____ Date _____

OVERALL: No deficiencies were found. The CTC is fully compliant in all areas reviewed.

Chapter 421.0155

The CTC is in full compliance with Chapter 421.055 sections (3 and 4)

Rule 41-2

The CTC is in full compliance with Rule 41-2.011 (2)

Commission Standards:

Full compliance and in several areas exceeds state standards.

Local Standards:

Full compliance

Comments:

The CTC received an unqualified audit from the State Commission for the Transportation Disadvantaged.

Noteworthy Practices:

- Through management practices and gate-keeping the CTC has continues to reduce no-shows. Overall the rate is less than one percent.
- The CTC is prudent in the management of its funding sources.
- The CTC provided cost-free services to veterans seeking to attend Stand Down Day in Leon County, among other worthy events.
- Big Bend Transit continues to remain financially sound.
- Jefferson County continues to have one of the safest coordinated systems within the state of Florida, without accidents or injuries for the last several years.
- Big Bend Transit management and staff continue to network professionally and effectively in the community, often identifying issues and creating solutions.