



# AMERICANS WITH DISABILITIES ACT (ADA) POLICY AND DEVIATED FIXED ROUTE PROCEDURES

BAY COUNTY PUBLIC TRANSIT SYSTEM

PREPARED BY: BAY COUNTY BOARD OF COUNTY COMMISSIONERS TRANSIT DEPARTMENT

1010 CONE AVENUE, PANAMA CITY, FLORIDA 32401

## Plan Revisions

| Date    | Area of Revision   | Concerned Person<br>(Signature) | Remarks   |
|---------|--|---------------------------------|---|
| 6/28/17 | Plan Adoption  |                                 | <b>Resolution 17-10</b>   |
| 1/11/18 | Plan Review  | Lamar Hobbs                     | <b>None</b>   |
| 3/8/19  | Updated Public Notice,<br>Complaint Procedure, Complaint<br>Form | Lamar Hobbs                     | <b>None</b>   |
| 6/2/20  | Plan Review  | Lamar Hobbs                     | <b>None</b>   |
| 7/14/21 | Plan Review  | Lamar Hobbs                     | <b>Minor updates to<br/>ADA Coordinator<br/>and ADA<br/>Investigations</b>      |
| 2/2022  | Plan Review  | Lamar Hobbs                     | <b>Update<br/>Coordinator and<br/>Investigation, page<br/>22 trips numbers.</b> |



# DISADVANTAGED BUSINESS ENTERPRISE POLICY

BAY COUNTY PUBLIC TRANSIT SYSTEM

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1010 CONE AVENUE, PANAMA CITY, FLORIDA 32401

## Plan Revisions

| Date     | Area of Revision   | Concerned Person<br>(Signature) | Remarks  |
|----------|--|---------------------------------|--|
| 10/28/15 | Plan Adopted by<br>Bay County TPO  | Bay County TPO<br>Board         | <b>Resolution Bay 15-<br/>25</b>                     |
| 1/1/16   | Plan Review  | Lamar Hobbs                     |  |
| 1/3/17   | Plan Review  | Lamar Hobbs                     |  |
| 1/11/18  | Plan Review  | Lamar Hobbs                     |  |
| 1/7/19   | Plan Review  | Lamar Hobbs                     |  |
| 6/2/20   | Plan Review  | Lamar Hobbs                     |  |
| 6/18/20  | FY19 to FY22 DBE Goal<br>Approved by FTA   | FTA                             |  |
| 12/15/20 | Change to DBE Liaison Officer  | Lamar Hobbs                     |  |
| 5/5/21   | Update to Section 26.11 Record<br>Keeping Requirements<br>Update to Section 26.49 Transit<br>Vehicle Manufacture Goals | Lamar Hobbs                     |  |
| 2/2022   | Plan Review  | Lamar Hobbs                     | <b>Updated Liaison,<br/>Appendix,<br/>Resolution</b> |



# DRUG AND ALCOHOL PLAN

BAY COUNTY PUBLIC TRANSIT SYSTEM

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1010 CONE AVENUE, PANAMA CITY, FLORIDA 32401

Plan Revisions

| Date       | Area of Revision | Concerned Person<br>(Signature) | Remarks   |
|------------|------------------|---------------------------------|---|
| 07/01/2014 | Plan Implemented | Angela Bradley                  | First Transit hired as Operator.  |
| 01/08/2015 | Plan Review      | Lamar Hobbs                     |   |
| 02/02/2016 | Plan Review      | Lamar Hobbs                     |   |
| 01/19/2017 | Plan Review      | Lamar Hobbs                     |   |
| 01/11/2018 | Plan Review      | Lamar Hobbs                     |   |
| 03/01/2019 | Plan Review      | Lamar Hobbs                     |   |
| 12/28/20   | Plan Review      | Lamar Hobbs                     | Policy Statement updated.   |
| 3/3/21     | Policy Updated   | Trey Kolmetz                    | First Transit updated policy.   |
| 2/2022     | Policy Review    | Lamar Hobbs                     | Page 6 CFR part 40 & 655 only pertains to safety sensitive employees, Page 10 list only 5 classes, Page 11 delete "15 years", Page 17 moved "To test for alcohol" to Alcohol Section, Page 18 Diluted results moved to shy bladder, Page 20 Section B deleted .04 to match Section C .02, Deleted MIS Reports-not required, Resolution update |



# FACILITIES & EQUIPMENT MAINTENANCE PLAN

BAY COUNTY PUBLIC TRANSIT SYSTEM

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1010 CONE AVENUE, PANAMA CITY, FLORIDA 32401

## Plan Revisions

| Date       | Area of Revision  | Concerned Person<br>(Signature) | Remarks  |
|------------|---|---------------------------------|--|
| 08/01/2014 | Plan implemented  | Nancy Lohr                      |  |
| 01/08/2015 | Plan Review   | Lamar Hobbs                     | None   |
| 03/2016    | Created new manual for newly constructed maintenance facility                   | Joe Pollock                     | Updated to reflect 920 Wilson Avenue                                       |
| 01/19/2017 | Plan Review   | Lamar Hobbs                     | None   |
| 03/2017    | Mission Critical Equipment added to manual at request of FTA Triennial Reviewer | Kevin Turner                    | New procedure approved by FTA Triennial Reviewer                           |
| 1/11/18    | Plan Review   | Lamar Hobbs                     | None   |
| 3/1/19     | Plan Review   | Lamar Hobbs                     | All buildings severely damaged by Hurricane Michael, inspections suspended |
| 11/4/20    | Plan Review   | Lamar Hobbs                     | Updated 5. Facility Inventory  |
| 2/2022     | Plan Review   | Lamar Hobbs                     | Updated Equipment/General edits  |





# PREVENTATIVE MAINTENANCE PLAN

BAY COUNTY PUBLIC TRANSIT SYSTEM

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1010 CONE AVENUE, PANAMA CITY, FLORIDA 32401

### Plan Revisions

| Date    | Area of Revision                                     | Concerned Person<br>(Signature)                | Remarks  |
|---------|--|--|--|
| 9/24/21 | Bay County TPO Approval                              | Bay County TPO                                 | <b>Resolution 21-16</b>  |
| 3/2/21  | Bay County Board of County<br>Commissioners Approval | Bay County Board of<br>County<br>Commissioners | <b>Resolution 3784</b>   |
| 3/2/21  | Plan Implemented                                     | <i>Lamar Hobbs</i>                             | <b>Revision 1</b>  |
| 2/7/22  | Plan Review  | <i>Lamar Hobbs</i>                             | <b>Updated Drivers,<br/>Vehicles,<br/>Certifications,<br/>Adoption, On-Site<br/>Fueling Standards,<br/>and general edits.,</b> |



# PROCUREMENT MANUAL

BAY COUNTY PUBLIC TRANSIT SYSTEM

PREPARED BY: BAY COUNTY BOARD OF COUNTY COMMISSIONERS TRANSIT DEPARTMENT

1010 CONE AVENUE, PANAMA CITY, FLORIDA 32401

## Plan Revisions

| Date     | Area of Revision  | Concerned Person<br>(Signature) | Remarks  |
|----------|---|---------------------------------|--|
| 10/25/17 | Plan Adoption   | Lamar Hobbs                     | Resolution 17-18   |
| 1/26/18  | Plan Revisions;<br>Procurement Methods; Section 6.2; Section 6.5; and Contract Administration; Section 8.3  | Lamar Hobbs                     | Updates requested by FTA as part of Triennial Review       |
| 6/20/18  | Plan Revisions;<br>Introduction; Section 1.3; Delegation of Authority; Section 4.2; Section 4.3; Section 4.4; General Requirements for the Procurement Process; Section 5.7; Section 5.9; and Procurement Methods; Section 6.2; Section 6.3, Section 6.4, Section 6.5 | Lamar Hobbs                     | Pursuant to OMB Memorandum M-18-18                         |
| 11/28/18 | Plan Revisions; Introduction; Section 1.3; and Delegation of Authority; Section 4.5   | Lamar Hobbs                     |  |
| 3/1/19   | Plan Review   | Lamar Hobbs                     |  |
| 6/2/20   | Plan Review   | Lamar Hobbs                     |  |
| 4/28/21  | Plan Revision;<br>Section 5.7 Responsibility Determinations   | Lamar Hobbs                     |  |
| 2/2022   | Plan Review/Revisions   | Lamar Hobbs                     | Add EPLs documentation, general edits, Adoption resolution |



# PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

BAY COUNTY PUBLIC TRANSIT SYSTEM

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1010 CONE AVENUE, PANAMA CITY, FLORIDA 32401

## Plan Revisions

| Date    | Area of Revision                                     | Concerned Person<br>(Signature)                | Remarks  |
|---------|--|--|--|
| 9/24/21 | Bay County TPO Approval                              | Bay County TPO                                 | <b>Resolution 21-16</b>  |
| 3/2/21  | Bay County Board of County<br>Commissioners Approval | Bay County Board of<br>County<br>Commissioners | <b>Resolution 3784</b>   |
| 3/2/21  | Plan Implemented                                     | <i>Lamar Hobbs</i>                             | <b>Revision 1</b>  |
| 2/7/22  | Plan Review  | <i>Lamar Hobbs</i>                             | <b>Updated Drivers,<br/>Vehicles,<br/>Certifications,<br/>Adoption, general<br/>edits.</b> |



# TITLE VI/NON-DISCRIMINATION PLAN

BAY COUNTY PUBLIC TRANSIT SYSTEM

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1010 CONE AVENUE, PANAMA CITY, FLORIDA 32401

Plan Revisions**Table 1 | Checklist**

| <b>Date</b> | <b>Area of Revision</b>   | <b>Concerned Person<br/>(Signature)</b> | <b>Remarks</b>   |
|-------------|---|---|--|
| 12/13/2014  | Plan Adopted by Bay County TPO  | Bay County TPO                          | <b>Resolution 14-36</b>  |
| 01/07/2019  | Plan Review   | Lamar Hobbs                             |  |
| 03/08/2019  | Plan Revisions; Management's Commitment to Title VI; Section 2 (C); Section 4 (A); Section 6; Section 8; Section 10 (A) & (B) | Lamar Hobbs                             | <b>Updates requested by FDOT as part of Triennial Review</b>   |
| 07/24/2019  | Plan Adopted by Bay County TPO  | Bay County TPO                          | <b>Resolution 19-14</b>  |
| 06/02/2020  | Plan Review   | Lamar Hobbs                             |  |
| 04/01/2021  | 3-year update   | Lamar Hobbs                             | <b>FY2021-2024</b>   |
| 04/28/2021  | Plan Adopted by Bay County TPO  | Bay County TPO                          | <b>Resolution 21-07</b>  |
| 06/02/2021  | Plan Adopted by Bay County Board of County Commissioners  | Bay County BOCC                         | <b>Resolution 21-</b>  |
| 2/2022      | Plan Review   | Lamar Hobbs                             | <b>Update Liaison, updated employee and bus numbers, added "Discrimination" to form, update investigation, add Amenities Distribution Plan and Concurrence info TRAMS.</b> |





# TRANSIT ASSET MANAGEMENT PLAN

BAY COUNTY PUBLIC TRANSIT SYSTEM

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### Plan Revisions

| Date      | Area of Revision                                | Concerned Person<br>(Signature) | Remarks  |
|-----------|---|---------------------------------|--|
| 9/17/2018 | Policy Implemented                              | Angela Bradley                  |  |
| 9/26/2018 | Adopted Targets for TAM<br>Performance Measures | Rob Mayhan                      | <b>Resolution 18-13</b>  |
| 1/1/2019  | Quarterly Review                                | Lamar Hobbs                     |  |
| 4/4/2019  | Quarterly Review                                | Lamar Hobbs                     |  |
| 7/1/2019  | Annual Update                                   | Lamar Hobbs                     | <b>Tables Updated</b>  |
| 10/2/19   | Quarterly Review                                | Lamar Hobbs                     |  |
| 1/2/20    | Quarterly Review                                | Lamar Hobbs                     |  |
| 4/2/20    | Quarterly Review                                | Lamar Hobbs                     |  |
| 7/1/20    | Annual Update                                   | Lamar Hobbs                     | <b>Tables Updated</b>  |
| 10/2/2020 | Quarterly Review                                | Lamar Hobbs                     |  |
| 1/2/2021  | Quarterly Review                                | Lamar Hobbs                     |  |
| 4/2/2021  | Quarterly Review                                | Lamar Hobbs                     |  |
| 7/1/2021  | Annual Update                                   | Lamar Hobbs                     | <b>Tables Updated</b>  |
| 10/2/2021 | Quarterly Review                                | Lamar Hobbs                     |  |
| 1/2/22    | Quarterly Review                                | Lamar Hobbs                     |  |
| 3/3/2022  | Plan Review and Reformatting                    | Lamar Hobbs                     | <b>Tables Updated,<br/>Updated Approval<br/>from Accountable<br/>Executive for Targets<br/>Update.</b> |



# SECURITY PROGRAM PLAN

BAY COUNTY PUBLIC TRANSIT SYSTEM

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## Plan Revisions

| Date     | Area of Revision                                  | Concerned Person<br>(Signature) | Remarks  |
|----------|---|---------------------------------|--|
| 5/2015   | Adopted Plan                                      | Lamar Hobbs                     | <b>Bay County Public<br/>Transit Adopted First<br/>Transit SPP</b>   |
| 2/5/2022 | General Revisions, employees,<br>Contract numbers | Lamar Hobbs                     |  |
| 3/3/2022 | Plan Review, reformat to FDOT<br>Template         | Lamar Hobbs                     | <b>Management<br/>Security<br/>Commitment and<br/>Policy Statement,<br/>Refined Goals and<br/>Objectives, Bay<br/>County Adoption<br/>Resolution, SPP<br/>Emergency Action<br/>Cards</b> |