



3/19/2021

Biddeford Saco Old Orchard Beach Transit Equal Employment Opportunity (EEO) Policy Statement

Biddeford Saco Old Orchard Beach Transit is committed to our owner communities and our employees. As an equal opportunity employer, we strive to have a workforce that reflects our community in every way. No person will be excluded from employment opportunities based on age, race, color, sexual orientation, religion, national origin, sex, genetic information, disability, veteran status or other protected class.

The Biddeford Saco Old Orchard Beach Transit Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, promotion, demotion, layoff, selection for training opportunities, rates of pay or other forms of compensation, or termination.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is prohibited and will not be tolerated.

Biddeford Saco Old Orchard Beach Transit is fully committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As Biddeford Saco Old Orchard Beach Transit's Executive Director, I am accountable and responsible for Biddeford Saco Old Orchard Beach Transit's full compliance with our EEO policy and program. This will include program preparation, monitoring and complaint investigation through designated internal stakeholders, including operator supervisors and our Director of External Affairs. They act with my authority to all levels of the organization.

The Biddeford Saco Old Orchard Beach Transit leadership team and staff with direct reports share the responsibility for implementing and monitoring Biddeford Saco Old Orchard Beach Transit's EEO policy and program within their area/group toward achieving compliance. All internal stakeholders will be evaluated during the organization's annual employee performance plan (EPP) ensuring our internal EEO goals are met.

Biddeford Saco Old Orchard Beach Transit will develop, complete and maintain a written non-discrimination program that outlines these policies, practices and procedures to which the organization is committed. The EEO program will be made available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its responsibility to treat all employees and applicants with respect and equality under the guidelines of our EEO policy and program.

H. Rodney Carpenter
Interim Executive Director – Biddeford Saco Old Orchard Beach Transit



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Biddeford Saco Old Orchard Beach Transit EEO Dissemination Plan

Biddeford Saco Old Orchard Beach Transit will disseminate its EEO policy and ensure regular training on said policy.

Locations the EEO plan will be posted will include our employee handbook (given to new employees), employee online portal, public facing website and hard copy format in driver's room. Sign off of initial review will be required.

The EEO policy will be discussed at each bi-annual employee meeting for understanding, any required changes or updates and questions from staff about our policy. A meeting sign in sheet will be kept as a record to ensure an up to date list for those trained is archived.

For any inquiries about the dissemination of our EEO policy, please contact Rod Carpenter, Interim Executive Director, at rcarpenter@BSOOBTransit.org



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Biddeford Saco Old Orchard Beach Transit Equal Employment Opportunity (EEO) Policy – Designation of Personnel

Due to the size of our organization, the Executive Director will act at the EEO Officer. This will ensure there is no conflict of interest with any Human Resources role internally.

All disputes will be handled through the Executive Director. Investigations shall run through other roles in the organization including, but not restricted to, Operator Supervisors and the Director of External Affairs.

The EEO Officer will also consult legal counsel if and when needed.

Although the EEO Officer is primarily responsible for implementing the agency's EEO program, all leadership team members and employees with direct reports are responsible for ensuring EEO and must not discriminate based on a protected class. All leadership team members and employees with direct reports bear responsibility for the internal EEO program being enforced. This will include:

- Participating in periodic audits of employment practices
- Regular discussions regarding employment practices
- Maintaining a personnel database and reviewing systemically for policy and procedural adherence
- Cooperation and involvement in internal investigation of complaints
- Encouraging staff involvement supporting the EEO program

For any inquiries about the designation of personnel regarding our EEO policy, please contact Rod Carpenter, Interim Executive Director, at

rcarpenter@BSOOBTransit.org



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Biddeford Saco Old Orchard Beach Transit Equal Employment Opportunity (EEO) Policy – Assessment of Employment Practices

Biddeford Saco Old Orchard Beach Transit, as part of our EEO Policy, commits to include:

- A detailed narrative assessment of present employment practices, including employment statistics by sex and by race, which is provided below. It will also include:
 - Number of applicants in each job category and number hired by sex and race.
 - Number of applicants in each job category and number promoted or transferred by sex and race.
 - Number and type of disciplinary actions (PIP).
 - Number of terminations.
 - Training cross referenced by sex and race.
 - Individuals with disabilities and veterans, applicants, hires and staff promotions by sex and race.

BSOOB Transit recruits through municipal channels, our website and through online avenues to hire for open positions. We seek the most qualified professional fit for our team, regardless of demographics.

Our interview process includes multiple internal leaders. Our screening process ensures candidates are qualified and meet BSOOB Transit's standards for employment. Hiring decisions are made based on this process.



Subsequent training for role hired for is hosted by BSOOB Transit staff to prepare new employees for successful employment tenure.

2019 summary of job actions:

2019 number of applicants in each job category and number hired by sex and race:

<u>Job Category</u>	<u>Applicants</u>	<u>Sex</u>	<u>Race</u>	<u>Hired</u>
Officials & Administrators	38	M	W	2
Technicians	0			
Administrative Support	0			
Skilled Craft (Operators)	15	M	H	1
		M	W	4
		F	W	5
Service Maintenance	1	F	W	1

2019 number of applicants in each job category and number promoted or transferred by sex and race:

<u>Job Category</u>	<u>Promoted</u>	<u>Sex</u>	<u>Race</u>
Officials & Administrators	0		
Technicians	0		
Administrative Support	1	F	W
Skilled Craft (Operators)	0		
Service Maintenance	0		

2019 number and type of disciplinary actions (PIP):

- One Performance Improvement Plan (PIP) was created and closed. Reason was for unacceptable conduct toward a passenger.
- A six week plan was implemented toward corrective action. Appropriate employee action was taken and the PIP was closed successfully.

2019 number of terminations:

- One termination occurred in 2019.



2019 training cross referenced by sex and race:

TRAINING	TRAINEES	GENDER	Race
Customer Service Training	1	M	WHITE
	1	F	WHITE
Dossier Training	1	M	WHITE
	1	F	WHITE
Transit Operations Planning	1	M	WHITE
PTASP Safety Training	1	M	WHITE
	1	F	WHITE
Triennial Review Training	1	M	WHITE
Reasonable Suspicion	3	M	WHITE
	4	F	WHITE
P.A.S.S. (Passenger Safety & Sensitivity)	1	M	AMERICAN INDIAN OR ALASKA NATIVE
	1	M	HISPANIC
	2	M	TWO OR MORE RACES
	18	M	WHITE
	3	F	WHITE
Operator C Training	1	M	AMERICAN INDIAN OR ALASKA NATIVE
	1	M	HISPANIC
	1	M	TWO OR MORE RACES
	15	M	WHITE
	2	F	WHITE
Ladder Safety	5	M	WHITE
	1	F	WHITE
Bus Washer	1	F	WHITE
Lock out Tag Out Training	1	M	AMERICAN INDIAN OR ALASKA NATIVE



	1	M	HISPANIC
	1	M	TWO OR MORE RACES
	19	M	WHITE
(Lock Out Tag Out Training continued)	5	F	WHITE
Bloodborn Pathogens Training			AMERICAN INDIAN OR ALASKA
	1	M	NATIVE
	1	M	HISPANIC
	1	M	TWO OR MORE RACES
	19	M	WHITE
			AMERICAN INDIAN OR ALASKA
Drug and Alcohol Training	1	M	NATIVE
	1	M	HISPANIC
	1	M	TWO OR MORE RACES
	19	M	WHITE
	5	F	WHITE
			AMERICAN INDIAN OR ALASKA
ADA Training	1	M	NATIVE
	1	M	HISPANIC
	1	M	TWO OR MORE RACES
	18	M	WHITE
	5	F	WHITE
			AMERICAN INDIAN OR ALASKA
GHS Training (Globally Harmonized System)	1	M	NATIVE
	1	M	HISPANIC
	1	M	TWO OR MORE RACES
	18	M	WHITE
	5	F	WHITE
			AMERICAN INDIAN OR ALASKA
Workplace Violence	1	M	NATIVE
	1	M	HISPANIC
	1	M	TWO OR MORE RACES
	19	M	WHITE
	5	F	WHITE
			AMERICAN INDIAN OR ALASKA
Wheelchair Securement	1	M	NATIVE
	1	M	HISPANIC



	1	M	TWO OR MORE RACES
	19	M	WHITE
	5	F	WHITE
Fire Extinguisher Training			AMERICAN INDIAN OR ALASKA
	1	M	NATIVE
	1	M	HISPANIC
	1	M	TWO OR MORE RACES
	19	M	WHITE
	5	F	WHITE
Sexual Harassment Training			AMERICAN INDIAN OR ALASKA
	1	M	NATIVE
	1	M	HISPANIC
	1	M	TWO OR MORE RACES
	19	M	WHITE
	5	F	WHITE
Harassment Training			AMERICAN INDIAN OR ALASKA
	1	M	NATIVE
	1	M	HISPANIC
	1	M	TWO OR MORE RACES
	19	M	WHITE
	5	F	WHITE
Fueling Procedures			AMERICAN INDIAN OR ALASKA
	1	M	NATIVE
	1	M	HISPANIC
	1	M	TWO OR MORE RACES
	19	M	WHITE
	5	F	WHITE
Incident Reports			AMERICAN INDIAN OR ALASKA
	1	M	NATIVE
	1	M	HISPANIC
	1	M	TWO OR MORE RACES
	19	M	WHITE
	5	F	WHITE
Accident Reports			AMERICAN INDIAN OR ALASKA
	1	M	NATIVE
	1	M	HISPANIC



1

M

TWO OR MORE RACES

2019 Individuals with disabilities and veterans, applicants, hires and staff promotions by sex and race:

- One Veteran hired.

For any inquiries about the assessment of employment practices, please contact Rod Carpenter, Interim Executive Director, at rcarpenter@BSOOBTransit.org



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Biddeford Saco Old Orchard Beach Transit Equal Employment Opportunity (EEO) Policy – Monitoring and Reporting System

Biddeford Saco Old Orchard Beach Transit annually submits information regarding gender and ethnicity based on individual feedback from current staff. These forms are kept as record for one year and updated during the same cadence.

Biddeford Saco Old Orchard Beach Transit ensures any contractor used by the organization, which is rare but does happen, is EEO compliant. This also includes visits to facilities they operate ensuring they have EEO policies in place.

Biddeford Saco Old Orchard Beach Transit tracks all complaints through the DataTrac system, that can be referenced at any time for EEO or any other complaints, including Title VI and general operations inquiries.

As of this update, there are no sub-recipients to monitor for EEO compliance.

For any inquiries about EEO monitoring, reporting and controlling, please contact Rod Carpenter, Executive Director, at rcarpenter@BSOOBTransit.org

BSOOB Transit Org Chart

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