



**Biddeford Saco Old Orchard Beach Transit Committee**

**AGENDA**

**Saco Transportation Center**

**December 12, 2023**

**4:00 PM – 5:30 PM**

<b>Agenda Item</b>	<b>Responsibility</b>	<b>Action or Information</b>
1.) Call to Order	Chair	Action
2.) Roll Call / Ascertain Quorum	Chair	Action
3.) Public Comment	Chair	Information
4.) Approval of Previous Minutes <ul style="list-style-type: none"> <li>• October 2023</li> </ul>	Chair	Action
5.) Monthly Financial Report	Staff	Information
6.) Adopt Updated Drug & Alcohol Policy	Staff	Action
7.) Bangor Savings Bank Line of Credit Signatures	Chad Heid	Action
8.) Executive Director Report <ul style="list-style-type: none"> <li>• Ridership</li> <li>• On Time Performance</li> <li>• Project Updates</li> <li>• Planned Municipal Requests</li> </ul>	Chad Heid	Information
9.) Administrative Discussion Items <ul style="list-style-type: none"> <li>• Upcoming Meetings: Finance Subcommittee, January 22 Committee Meeting, January 25</li> </ul>	Staff	Information
10.) New Business	Chair	Information
11.) Adjournment	Chair	Action



Biddeford Saco Old Orchard Beach Transit Committee  
**Meeting Minutes**  
**October 26, 2023**  
**4:00 PM**  
**Remote Only - Zoom**

1. **Call to Order** –Chair Kenny Blow called the meeting to order at 4:00 pm.
2. **Roll Call/ Ascertain Quorum** - Members present: Kenny Blow, Doris Ortiz, Curt Koehler, Phil Hatch, John Bohenko, Eric Freeman Absent: Maya Atlas, Tim Fleury, Jean Saunders.  
Staff present: Chad Heid, Rod Carpenter, Caroline FreeSpirit.
3. **Public Comment** – None.
4. **Approval of the Previous Meeting Minutes** –

**Motion by Curt Koehler to approve the Transit Committee meeting minutes of September 28, 2023. Phil Hatch seconded. No discussion. All were in favor. Motion passed unanimously. Minutes approved.**

5. **Finance Subcommittee Report** – Phil Hatch, provided a high-level summary of the multiple items on the Finance Subcommittee agenda, in particular the month end report, the FY24 budget revision recommendation, and the intercity funding outcome. He then introduced staff to provide more specific detailed

**Month End Financial Report** – Caroline Freespirit presented the details from the month end memo, including:

- The agency is 25% through the fiscal year and the aggregate operating expenses are at 25.1%.
- Fuel and driver wages were higher during the summer Trolley months and the higher than budgeted fuel and payroll expenses are expected to come into line in the near future.

Future Considerations:

- The Intercity contract has been renewed, but the State has decided to not match the 50% grant with their own 50% which had historically been the case.
- BSOOB Transit has established its own banking relationship with Bangor Savings Bank. Paymode ACH deposits are being directed there. The FTA funds are still being deposited in the City of Biddeford account,. Staff will be working with the FTA to correct this.
- The agency has reached an agreement with Paychex to provide payroll and HR services beginning in 2024.

**Budget Revision** – Chad recommended that the group table this conversation until later in the meeting, to align with the Committee meeting agenda.

**Intercity Funding** – Chad Heid presented to the Committee that the agency has secured 50% of the funding necessary to operate the existing #60 – Green Line service, which operates between Saco, Old Orchard Beach, Scarborough, and points in South Portland and Portland. Chad suggested that the agency should be able to retain usage of the existing, assigned funds until they are fully utilized, but that needs to be confirmed with MDOT.



Chad also advised the Committee that with a 50% obligation for local funds, the agency and stakeholders will have to evaluate and consider multiple scenarios as we head into 2024.

**Maine DOT Office of Audit Requirements** – Chad expressed to the Committee that due to the material weakness finding in the FY22 single audit, MDOT is requesting that the FY23 audit be completed as soon as possible, to confirm or reject that the material weakness has been addressed. The challenge BSOOB Transit is facing is that the cash reconciliation process managed by the

**6. Approve FY24 Budget Revision** – Chad Heid introduced this topic noting there was considerable discussion at the Finance Subcommittee meeting, and the Subcommittee moved to recommend the revisions as presented for adoption by the full committee. Chad provided a summary of the revisions and answered questions from the committee. The summary included:

- 81001-48000 Miscellaneous Operating Revenue
  - An increase of \$250,000 related to the KKACC contract
- 81005-48100 MDOT Grant Revenue
  - An increase of \$62,000 related to the advocacy from MTA and the State’s intent to distribute an additional \$2 million to transit operators.
- 81007-48100 MDOT Intercity Grant Revenue
  - A reduction of \$134,813 based on the outcomes of the 5311 Intercity FY24 grant award.
- 81011-4800 Cash Asset Reductions – Positive Cash Flow
  - A reduction of \$177,187 from the initially programmed \$662,875.48 use of cash reserve funds.

**Motion by Phil Hatch to adopt the recommended revenue adjustments as detailed in the FY24 budget revision memo. Seconded by Curt Koehler. All were in favor. Passed unanimously.**

**7. Executive Director Report** – Presented by Executive Director Chad Heid.

Ridership – September was the last month of the fare Deal promotion. The monthly ridership was 14,137, or 81.6% of the benchmark year of 2019. The summer trolley season concluded with 109,961 passenger trips, which given the many rainy and less-than ideal temperatures, was a success.

On Time Performance – The agency is still finalizing the data acceptance from Swiftly, but looking at an initial sample of three weeks in October, using the \_1 to +7 minute definition, the agency looks to be operating at approximately 66% reliability. There will certainly be opportunities to make improvements, both through schedule development and operator management.

Pomerleau Security Fence – Chad provided some images of the project development. The perimeter fencing is near complete installation. The next phase is to work with the utility provider and an access control company to finalize the gate installation. This project will likely be wrapped up early in 2024.

#71 – New Route update – Signage has been installed in Kennebunk and will be complete in Sanford by the October. The service is averaging 4-5 passengers per day, which is well below the KKACC projected 15-20 from the Workforce Transportation cohort. The agencies will be working together to consider strategies to boost ridership or reduce service hours to better align with demand.



**8. Administrative Discussion Items**

Upcoming Meetings: November and December meetings will be consolidated given the holidays.

- Finance Subcommittee, Early December, TBD
- Committee Meeting, December 12th, 4:00p

**9. New Business – None.**

**10. Adjournment – Motion to adjourn at 4:56pm.**



# BSOOB Transit Committee Meeting

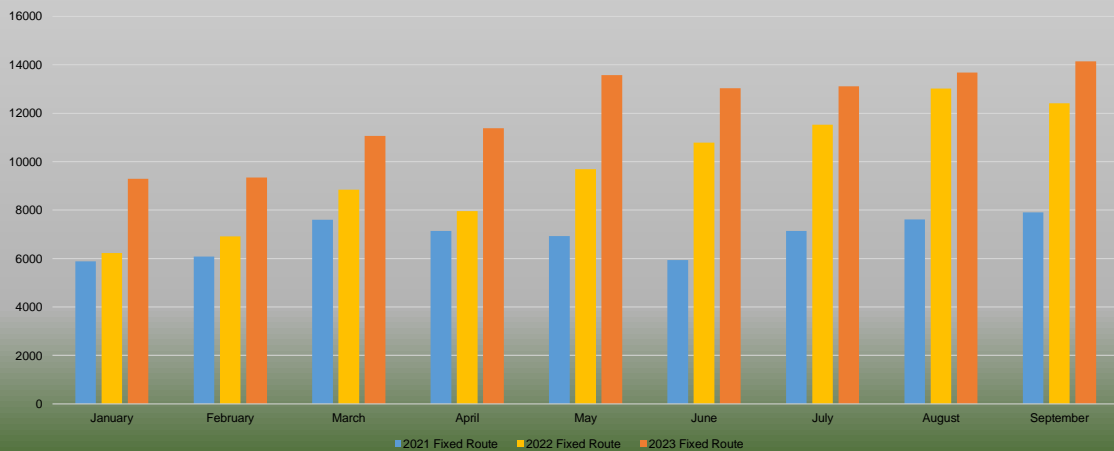
October 26, 2023



## Monthly Ridership Comparison



Fixed Route Ridership Comparison  
2021-2023





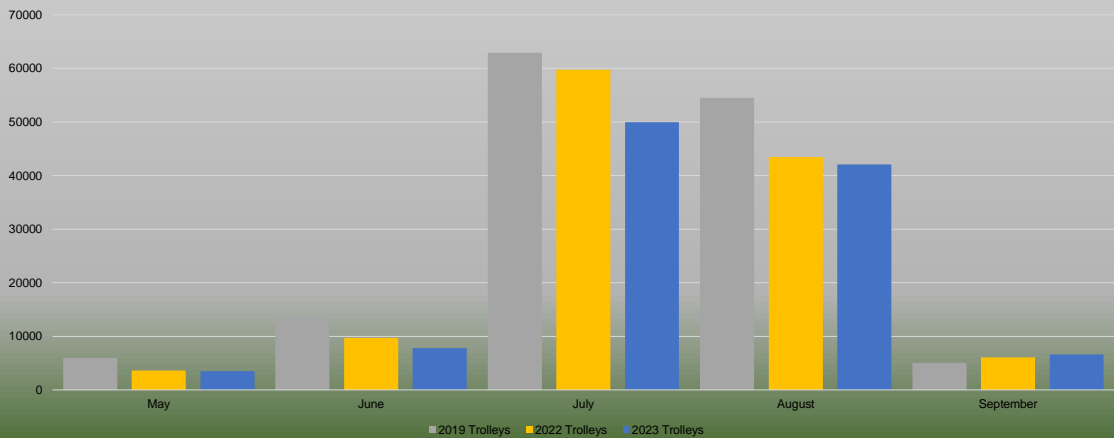
# Ridership Recovery

2023 Fixed Route Ridership  
(As % of 2019)

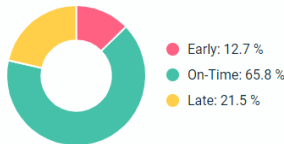
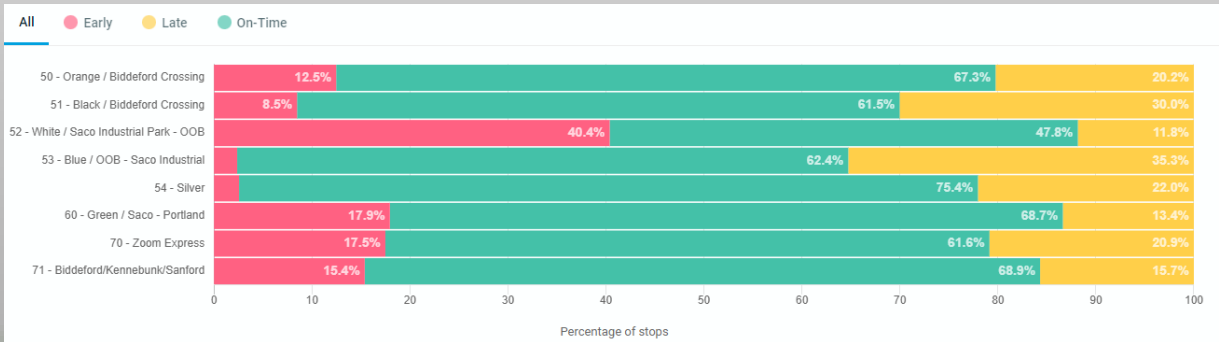


# Summer Trolley Ridership

Summer Trolley Ridership  
2019, 2022, and 2023



# On Time Performance



Initial Data Sample – 10/1/23-10/22/23

Still finalizing data acceptance step

# Pomerleau Security Fence



## #71 Biddeford, K'bunk, Sanford



- Signage installed in Kennebunk, Sanford by end of October
- Average 4-5 passenger trips/day
  - Similar start
- Planned winter reduction of 1 trip
  - 12/17/23-End of March '24
- Staff working with stakeholders to generate ridership



## Other Items



- New stop signage
- Bus wash procurement
- 2024 Low-No grant approach
- November / December meeting date







## **Memorandum**

*12/8/23*

To: BSOOB Transit Committee Members  
From: Caroline Freespirit, Finance Manager  
Subject: Review of Financial Position as of 10/31/23

### **Month End Details:**

October is the fourth month of the fiscal year and represents 33% of the total year. Aggregate operating costs are at 32.1%. Despite the fares being reduced as part of the Fare Deal promotion between July and September, the actual fare revenue figures through four months are exceeding the budget projections. Overtime expenses continue to exceed the budget. As we draw into the winter months, we'll be monitoring these lines closely.

### **Future Considerations:**

Ongoing efforts to have the City of Biddeford provide us with a reconciled cash statement for 6/30/23 have not yet resulted in a reconciled cash statement. Accordingly, we are not able to move forward with our pre-audit, nor our scheduled audit of FY23. BSOOB Transit is dependent on City Staff to deliver the reconciled cash balance for the audit to proceed. We have deferred twice already, and will continue to communicate with the City to understand the timeline. Our auditors have to get back to us with another audit date they can plan on starting.

Expenses related to Federally funded projects are continuing to progress. The Swiftly CAD-AVL contract is in the final milestones, and the majority of the expenses have been booked. The Security Fence project has passed 60% completion.

Lastly, I want to share that I have tendered my resignation to be effective 12/31/23. Over the last year, I have begun to pursue opportunities in another field. To ease the transition period for the agency and the newly incoming Finance Manager, I have agreed to work in a part-time capacity while the new Finance Manager is brought up to speed. The management team is already in the process of interviewing and considering multiple candidates. I've appreciated my time here, but I'm now ready to pursue a different path.

**Statement of Revenues, Expenses and Changes in Fund Equity**  
**As of October 2024**

	<b>Fund 801 Transit Agency</b>	<b>Last Year</b>
<b>Revenues</b>		
Fares:		
Intercity fares	\$ 16,652.23	15,118.61
Urban fares	32,123.56	25,114.55
Trolley fares	95,254.43	103,175.72
Zoom fares	10,845.67	5,885.54
Noreaster UNE fares	0.00	7,200.00
Total fares	154,875.89	156,494.42
Grant revenues, including this month unbilled:		
FTA-Urban, Planning & Capital	524,199.19	949,762.19
MDOT-Urban	57,336.39	27,148.83
MDOT-Intercity	237,791.17	146,210.16
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	122,097.23	145,064.28
MTA-ZOOM	0.00	0.00
FTA-Capital-Mobility	17,357.78	26,021.78
MDOT-Interline	0.00	0.00
Other grant revenue	0.00	440,000.00
MDOT-Capital grant	0.00	0.00
Total grant revenues	958,781.76	1,734,207.24
Insurance claims revenue	0.00	0.00
Fuel & miscellaneous operating revenue	640.00	715.00
Contract repair parts & labor revenue	29,007.78	51,774.71
Municipal contributions	337,500.00	625,000.00
Greyhound ticket sales	50.83	22.00
Contract stops - all	75,199.66	16,500.00
Contract revenue - UNE annual contribution	30,000.00	24,000.00
Advertising revenue - urban	43,020.75	21,000.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - zoom	0.00	2,261.54
Advertising Commissions Paid	(12,217.53)	(11,540.39)
Other income	14.55	37,596.42
<b>Total revenues</b>	<b>1,616,873.69</b>	<b>2,658,030.94</b>
Reconciliation (for Finance Dept. use only)		
Revenue Control	1,497,129.99	2,538,288.53
Add current month unbilled grants	119,741.26	0.00
Less nonoperating income	(2.40)	(0.65)
Adjusted Revenue Control to tie to above	1,616,873.65	2,538,289.18
Difference	0.04	119,741.76

**Expenses**

Indirect Expenses		
Administrative Salaries	199,102.19	135,129.13
Administrative Benefits	61,885.33	61,952.29
Employee's Expense	11,513.81	2,865.99
Travel	5,751.03	5,204.80
Training	1,376.45	404.73
Utilities	4,446.68	3,966.84
Telephone	1,850.18	1,500.00
Postage	132.01	312.79
Office Supplies	3,804.58	5,265.78
Miscellaneous Office	65,363.54	24,865.50
Advertising	9,576.65	5,401.93
Professional Services	11,174.72	25,803.71
Insurance	109,797.33	81,086.25
Facility Repairs & Maint.	470.54	122.45
Vehicle Fuel	1,283.30	1,496.43
Depreciation	213,185.69	183,535.09
<u>Total indirect expenses</u>	<u>700,714.03</u>	<u>538,913.71</u>
Direct expenses:		
Operating wages-Drivers	464,847.88	350,526.59
Operating wages-Repair	28,898.32	86,723.87
Operating benefits-Drivers	88,646.38	69,591.07
Operating benefits-Repair	29,911.49	34,291.25
Miscellaneous supplies & costs	9,891.25	16,528.08
Vehicle Fuel	111,284.58	45,234.27
Vehicle Maintenance	41,681.02	91,422.38
Preventive Maintenance, all sources	164,507.14	59,338.73
<u>Total operations expenses</u>	<u>939,668.06</u>	<u>753,656.24</u>
<b><u>Total operating expenses</u></b>	<b><u>1,640,382.09</u></b>	<b><u>1,292,569.95</u></b>
Reconciliation (for Finance Dept. use only)		
Appropriation Control	1,744,932.71	1,350,737.64
Encumbrance Control		
Less nonoperating expense	(104,531.12)	(58,165.88)
Adjusted Approp. Control to tie to above	<u>1,640,401.59</u>	<u>1,292,571.76</u>
Difference	(19.50)	(1.81)
<u>Operating income (loss)</u>	<u>(23,508.40)</u>	<u>1,365,460.99</u>
Nonoperating revenues (expenses):		
Sale of surplus property	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	(104,545.67)	(58,165.88)
Interest revenue (expense)	14.55	0.00
<u>Total nonoperating revenue (expense)</u>	<u>(104,531.12)</u>	<u>(58,165.88)</u>
<u>Net income (loss)</u>	<u>(128,039.52)</u>	<u>1,307,295.11</u>
Fund equity, beginning of year	3,317,938.44	3,317,938.44
adjust reserve for inventory		
change in value of fixed assets	4,239,281.93	4,417,356.16
loss on disposal of capital assets	73,627.18	
prior year adjustment		
<b><u>Fund equity, end of year</u></b>	<b><u>\$ 7,502,808.03</u></b>	<b><u>9,042,589.71</u></b>
To tie to balance sheet fund equity	7,547,556.91	5,412,641.56
Difference	44,748.88	(3,629,948.15)

**Balance Sheet**

*As of October 2024*

	<b>Fund 801 Transit Agency</b>	<b>0.00 0.00 Last Year</b>
<b>ASSETS</b>		
Current assets:		
Bangor Savings + On Hand	304,542.78	200.00
Cash on Hand	200.00	450.00
Accounts Receivable		
Billed	632,481.36	308,566.43
Unbilled, this month	119,741.26	0.00
Inventory	331,327.03	299,428.75
<b>Total current assets</b>	<b>1,388,292.43</b>	<b>608,645.18</b>
Fixed assets:		
Property, plant and equipment	10,111,267.81	7,863,546.53
Less accumulated depreciation	(4,419,276.84)	(3,694,504.32)
<b>Total fixed assets</b>	<b>5,691,990.97</b>	<b>4,169,042.21</b>
Other assets:		
Prepaid expenses	(19,909.52)	(17,025.00)
<b>Total prepaids</b>	<b>(19,909.52)</b>	<b>(17,025.00)</b>
<b>Total assets</b>	<b>7,060,373.88</b>	<b>4,760,662.39</b>
<b>LIABILITIES AND EQUITY</b>		
Current liabilities:		
Accounts payable	(1,648.00)	(3,224.00)
Payroll liabilities outstanding	7,478.74	17,830.22
Accrued payroll	57,403.26	58,911.67
Accrued compensated absences	105,560.37	99,075.35
Unearned receipts	5,115.72	11,115.72
<b>Total current liabilities</b>	<b>173,910.09</b>	<b>183,708.96</b>
Non-current liabilities:		
Owed to (from) City of Biddeford	(661,093.12)	(835,688.13)
<b>Total non-current liabilities</b>	<b>(661,093.12)</b>	<b>(835,688.13)</b>
<b>Total liabilities</b>	<b>(487,183.03)</b>	<b>(651,979.17)</b>
Equity		
Retained earnings, end of prior year	7,675,618.37	4,225,090.67
Net income, current year	(128,061.46)	1,187,550.89
<b>Total equity</b>	<b>7,547,556.91</b>	<b>5,412,641.56</b>
<b>Total liabilities and fund equity</b>	<b>\$ 7,060,373.88</b>	<b>4,760,662.39</b>
Difference - Assets - (Liab. + Fund Equity)	0.00	0.00

YTD Cost Center Analysis - Local Service As of October 2024	Agency	Last Year
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	32,123.56	25,114.55
Trolley fares	95,254.43	103,175.72
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	7,200.00
<b>Total fares</b>	<b>127,377.99</b>	<b>135,490.27</b>
Grant revenues:		
FTA-Urban, including this month unbilled	499,817.19	496,257.19
MDOT-Urban	57,336.39	27,148.83
MDOT-Intercity	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
<b>Total grant revenues</b>	<b>557,153.58</b>	<b>523,406.02</b>
Insurance claims revenue	0.00	0.00
Fuel & miscellaneous operating revenue	640.00	715.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	75,199.66	16,500.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	30,000.00	24,000.00
Advertising revenue - local (budget here)	0.00	0.00
Advertising revenue - intercity (charge to grant here)	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	(7,360.09)	(6,800.28)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>783,011.14</b>	<b>693,311.01</b>

<b>Local Service</b>	<b>Agency</b>	<b>Last Year</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	124,311.71	81,616.06
Administrative Benefits	39,806.01	41,510.82
Employee's Expense	7,784.86	1,976.67
Travel	3,853.25	3,589.75
Training	930.66	279.14
Utilities	2,723.91	2,450.14
Telephone	1,183.35	862.13
Postage	89.26	215.73
Office Supplies	2,572.40	3,631.81
Miscellaneous Office	31,143.44	15,254.43
Advertising	6,407.28	3,309.64
Professional Services	7,285.34	13,206.03
Insurance	71,274.31	52,798.40
Facility Repairs & Maint.	318.15	84.45
Vehicle Fuel	867.68	994.05
Depreciation	1,748.65	7,264.68
Total administrative expenses	302,300.26	229,043.93
Operations expenses:		
Operating wages-Drivers	324,127.85	255,350.51
Operating wages-Repair	16,043.06	46,700.80
Operating benefits-Drivers	58,896.65	47,245.38
Operating benefits-Repair	16,605.53	18,465.84
Miscellaneous supplies & costs	4,228.56	5,660.41
Vehicle Fuel	63,548.67	24,358.65
Vehicle Maint.- regular	7,156.74	31,087.52
Preventive Maintenance	100,729.61	41,181.12
Total operations expenses	591,336.67	470,050.23
<b>Total operating expenses</b>	<b>893,636.93</b>	<b>699,094.16</b>
<b>Municipal Contribution needed</b>	<b>110,625.79</b>	<b>5,783.15</b>
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Intercity Service As of October 2024	Agency	Last Year
<b>Revenues</b>		
Fares:		
Portland fares	\$ 16,652.23	15,118.61
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Total fares	16,652.23	15,118.61
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	237,791.17	146,210.16
MDOT-Interline	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	237,791.17	146,210.16
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	25,000.00
Greyhound ticket sales	50.83	22.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - zoom (charge to grant here)	0.00	2,261.54
Advertising revenue - intercity (budget here)	0.00	0.00
Advertising Commissions Paid	(3,223.63)	(3,146.22)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>251,270.60</b>	<b>185,466.09</b>

<b>Intercity Service</b>	<b>Agency</b>	<b>Last Year</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	42,834.41	26,412.51
Administrative Benefits	13,716.06	13,433.69
Employee's Expense	2,682.45	639.69
Travel	1,327.72	1,161.71
Training	320.68	90.34
Utilities	938.58	792.91
Telephone	407.75	329.00
Postage	30.76	69.81
Office Supplies	886.38	1,175.32
Miscellaneous Office	10,738.77	4,996.29
Advertising	2,103.34	1,388.74
Professional Services	2,510.33	4,273.72
Insurance	19,389.17	14,220.47
Facility Repairs & Maint.	109.62	27.33
Vehicle Fuel	298.98	354.91
Depreciation	765.89	3,361.08
Total administrative expenses	99,060.89	72,727.52
Operations expenses:		
Operating wages-Drivers	101,221.14	62,714.65
Operating wages-Repair	8,531.64	26,563.52
Operating benefits-Drivers	21,399.24	16,075.54
Operating benefits-Repair	8,830.75	10,503.41
Miscellaneous supplies & costs	2,248.73	3,196.90
Vehicle Fuel	31,680.84	13,855.26
Vehicle Maint.	4,665.70	11,946.01
Preventive Maintenance	47,224.47	9,357.74
Total operations expenses	225,802.51	154,213.03
<b>Total operating expenses</b>	<b>324,863.40</b>	<b>226,940.55</b>
<b>Municipal Contribution needed</b>	<b>73,592.80</b>	<b>41,474.46</b>
Operating income (loss)	0.00	0.00



YTD Cost Center Analysis - Zoom Service As of October 2024	Agency	Last Year
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	10,845.67	5,885.54
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	10,845.67	5,885.54
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	122,097.23	145,064.28
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	122,097.23	145,064.28
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local (charge to grant here)	43,020.75	21,000.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom (budget here)	0.00	0.00
Advertising Commissions Paid	(1,633.81)	(1,593.89)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>174,329.84</b>	<b>170,355.93</b>

<b>ZOOM Service</b>	<b>Agency</b>	<b>Last Year</b>
<b>Expenses</b>		
Administrative expenses:		
1 Administrative Salaries	16,710.94	10,307.03
1 Administrative Benefits	5,351.03	5,242.27
1 Employee's Expense	1,046.50	249.63
2 Travel	517.98	453.34
9 Training	125.11	35.25
3 Utilities	366.17	309.42
3 Telephone	159.08	108.88
9 Postage	12.00	27.24
9 Office Supplies	345.80	458.65
9 Miscellaneous Office	4,193.66	1,972.82
11 Advertising	1,066.02	703.54
5 Professional Services	979.35	1,667.75
4 Insurance	19,133.86	14,067.38
6 Facility Repairs & Maint.	42.77	10.67
7 Vehicle Fuel	116.64	147.47
10 Depreciation	388.17	1,702.74
<b>Total administrative expenses</b>	<b>50,555.08</b>	<b>37,464.08</b>
Operations expenses:		
1 Operating wages-Drivers	39,498.89	24,461.43
1 Operating wages-Repair	4,323.62	13,459.54
1 Operating benefits-Drivers	8,350.49	6,270.16
1 Operating benefits-Repair	4,475.21	5,322.00
9 Miscellaneous supplies & costs	3,413.96	6,597.77
7 Vehicle Fuel	16,055.06	7,020.36
8 Vehicle Maint.	2,186.09	3,898.68
12 Preventive Maintenance	16,553.06	8,799.87
<b>Total operations expenses</b>	<b>94,856.38</b>	<b>75,829.81</b>
<b>Total operating expenses</b>	<b>145,411.46</b>	<b>113,293.89</b>
<b>Municipal Contribution needed</b>	<b>(28,918.38)</b>	<b>(57,062.04)</b>
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Mobility/Outreach As of October 2024	Agency	Last Year
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00
Grant revenues:		
FTA-Urban	0.00	0.00
MDOT-Intercity	0.00	0.00
FTA-Capital/Mobility/Outreach	17,357.78	26,021.78
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
Total grant revenues	17,357.78	26,021.78
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>17,357.78</b>	<b>26,021.78</b>

<b>Mobility/Outreach Coordinator</b>	<b>Agency</b>	<b>Last Year</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	15,245.14	16,793.53
Administrative Benefits	3,012.23	1,765.52
Employee's Expense	0.00	0.00
Travel	52.07	0.00
Training	0.00	0.00
Utilities	418.02	414.37
Telephone	100.00	200.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	2,923.58	1,225.00
Advertising	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
<b>Total administrative expenses</b>	<b>21,751.04</b>	<b>20,398.42</b>
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	1,073.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
<b>Total operations expenses</b>	<b>0.00</b>	<b>1,073.00</b>
<b>Total operating expenses</b>	<b>21,751.04</b>	<b>21,471.42</b>
<b>Municipal Contribution needed</b>	<b>4,393.26</b>	<b>(4,550.36)</b>
<b>Operating income (loss)</b>	<b>0.00</b>	<b>0.00</b>

YTD Cost Center Analysis - Outside Repair/Sales As of October 2024	Agency	Last Year
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	0.00	0.00
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	29,007.78	51,774.71
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>29,007.78</b>	<b>51,774.71</b>

<b>Outside Agency Repairs &amp; Fuel Sales</b>	<b>Agency</b>	<b>Last Year</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	0.00	0.00
Advertising	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
Total administrative expenses	0.00	0.00
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	27,272.49	44,490.17
Total operations expenses	27,272.49	44,490.17
<b>Total operating expenses</b>	<b>27,272.49</b>	<b>44,490.17</b>
<b>Municipal Contribution needed</b>	<b>(1,735.29)</b>	<b>(7,284.54)</b>
Operating income (loss)	0.00	0.00

<b>YTD Cost Center Analysis - Items not Allocated As of October 2024</b>	<b>Agency</b>	<b>Last Year</b>
<b>Revenues</b>		
Grant revenues:		
FTA non-operating grant revenue	24,382.00	453,505.00
MDOT non-operating grant revenue	0.00	440,000.00
MDOT RTAP grant revenue	0.00	0.00
Other grant revenue	0.00	0.00
MDOT capital grant revenue	0.00	0.00
<b>Total grant revenues</b>	<b>24,382.00</b>	<b>893,505.00</b>
Municipal contributions	337,500.00	600,000.00
Fuel & miscellaneous operating revenue	0.00	0.00
Other income	14.55	37,596.42
<b>Total revenues</b>	<b>361,896.55</b>	<b>1,531,101.42</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Miscellaneous & Office	7,087.59	300.00
RTAP Grant Expense	9,276.50	0.00
Advertising	0.00	0.00
Professional Services	399.70	6,656.21
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	210,282.98	171,206.59
<b>Total administrative expenses</b>	<b>227,046.77</b>	<b>178,162.80</b>
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	400.00	0.00
<b>Total operations expenses</b>	<b>400.00</b>	<b>0.00</b>
Items Paid from Restricted Fund Balance	0.00	0.00
Loss on Disposal of Capital Assets	0.00	0.00
Building Construc/Repair Capital	0.00	0.00
Equipment Purchase Capital	31,608.73	1,176.38
Vehicles Purchase Capital	72,936.94	56,989.50
<b>Total capital expenses</b>	<b>104,545.67</b>	<b>58,165.88</b>
<b>Total expenses</b>	<b>331,992.44</b>	<b>236,328.68</b>
Non-allocated items income (loss)	29,904.11	1,294,772.74
Income (loss) before depreciation	240,187.09	1,465,979.33
Municipal Contributions needed to fund operations	157,958.18	(21,639.33)
Excess (shortfall) in Municipal Contributions	82,228.91	1,487,618.66

<b>YTD Cost Center Analysis - COVID RELATED As of October 2024</b>	<b>Agency</b>	<b>Last Year</b>
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Biddeford rural loop fares	0.00	0.00
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
<b>Total fares</b>	<b>0.00</b>	<b>0.00</b>

Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
MDOT-Biddeford rural loop	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
<b>Total grant revenues</b>	<b>0.00</b>	<b>0.00</b>
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract stops - Biddeford rural loop	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - Biddeford rural loop	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>0.00</b>	<b>0.00</b>
	<b>Agency</b>	<b>Last Year</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	0.00	1,116.96
Advertising / Printing	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
<b>Total administrative expenses</b>	<b>0.00</b>	<b>1,116.96</b>
Operations expenses:		
Operating wages-Drivers	0.00	8,000.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
<b>Total operations expenses</b>	<b>0.00</b>	<b>8,000.00</b>
<b>Total operating expenses</b>	<b>0.00</b>	<b>9,116.96</b>
Operating income (loss)	0.00	(9,116.96)
<b>YTD Cost Center Analysis -</b>	<b>Agency</b>	<b>Last Year</b>
<b>As of October 2024</b>		
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00



Biddeford-Old Orchard Beach-Saco Transit Committee

Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
<b>Total fares</b>	<b>0.00</b>	<b>0.00</b>
<b>Grant revenues:</b>		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MDOT-Trolley	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
<b>Total grant revenues</b>	<b>0.00</b>	<b>0.00</b>
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>0.00</b>	<b>0.00</b>
	<b>Agency</b>	<b>Last Year</b>
<b>Expenses</b>		
<b>Administrative expenses:</b>		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	0.00	0.00
Advertising	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
<b>Total administrative expenses</b>	<b>0.00</b>	<b>0.00</b>
<b>Operations expenses:</b>		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
<b>Total operations expenses</b>	<b>0.00</b>	<b>0.00</b>
<b>Total operating expenses</b>	<b>0.00</b>	<b>0.00</b>
Operating income (loss)	0.00	0.00
<b>Biddeford-Saco-OOB Transit Committee</b>		
<b>YTD Cost Center Analysis - Total of all Areas</b>	<b>FY24</b>	<b>Last Year</b>
<b>As of October 2024</b>	<b>Totals</b>	<b>F.S. Totals</b>
<b>Revenues</b>		
Fares:		

Biddeford-Old Orchard Beach-Saco Transit Committee

Portland fares	\$ 16,652.23	15,118.61
Shuttle fares	32,123.56	25,114.55
Trolley fares	95,254.43	103,175.72
Zoom fares	10,845.67	5,885.54
Noreaster UNE fares	0.00	7,200.00
<b>Total fares</b>	<b>154,875.89</b>	<b>156,494.42</b>
<b>Grant revenues:</b>		
FTA-Urban	524,199.19	949,762.19
MDOT-Urban	57,336.39	27,148.83
MDOT-Intercity	237,791.17	146,210.16
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	122,097.23	145,064.28
MTA-ZOOM	0.00	0.00
Planning/Mobility/Outreach	17,357.78	26,021.78
Interline grant revenue	0.00	0.00
MDOT-Other grants	0.00	440,000.00
Capital grants	0.00	0.00
<b>Total grant revenues</b>	<b>958,781.76</b>	<b>1,734,207.24</b>
Insurance claims revenue	0.00	0.00
Fuel & miscellaneous operating revenue	640.00	715.00
Contract repair parts & labor revenue	29,007.78	51,774.71
Municipal contributions	337,500.00	625,000.00
Greyhound ticket sales	50.83	22.00
Contract stops - Local	75,199.66	16,500.00
Contract revenue - UNE annual contribution	30,000.00	24,000.00
Advertising revenue - local	43,020.75	21,000.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - zoom	0.00	2,261.54
Advertising Commissions Paid	(12,217.53)	(11,540.39)
Other income	14.55	37,596.42
<b>Total revenues</b>	<b>1,616,873.69</b>	<b>2,658,030.94</b>
<b>Expenses</b>		
<b>Administrative expenses:</b>		
Administrative Salaries	199,102.19	135,129.13
Administrative Benefits	61,885.33	61,952.29
Employee's Expense	11,513.81	2,865.99
Travel	5,751.03	5,204.80
Training	1,376.45	404.73
Utilities	4,446.68	3,966.84
Telephone	1,850.18	1,500.00
Postage	132.01	312.79
Office Supplies	3,804.58	5,265.78
Miscellaneous Office	65,363.54	24,865.50
Advertising	9,576.65	5,401.93
Professional Services	11,174.72	25,803.71
Insurance	109,797.33	81,086.25
Facility Repairs & Maint.	470.54	122.45
Vehicle Fuel	1,283.30	1,496.43
<b>Total administrative expenses</b>	<b>487,528.34</b>	<b>355,378.62</b>
<b>Operations expenses:</b>		
Operating wages-Drivers	464,847.88	350,526.59
Operating wages-Repair	28,898.32	86,723.87
Operating benefits-Drivers	88,646.38	69,591.07
Operating benefits-Repair	29,911.49	34,291.25
Miscellaneous supplies & costs	9,891.25	16,528.08
Vehicle Fuel	111,284.58	45,234.27
Vehicle Maint.	41,681.02	91,422.38
Preventive Maintenance	164,507.14	59,338.73
Depreciation	213,185.69	183,535.09
<b>Total operations expenses</b>	<b>1,152,853.75</b>	<b>937,191.33</b>
<b>Total operating expenses</b>	<b>1,640,382.09</b>	<b>1,292,569.95</b>
<b>Operating income (loss)</b>	<b>(23,508.40)</b>	<b>1,365,460.99</b>
Contingency fund	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	104,545.67	58,165.88
Interest expense (included in office supplies allocation)		
<b>Total non-operating expenses</b>	<b>104,545.67</b>	<b>58,165.88</b>

Biddeford-Old Orchard Beach-Saco Transit Committee

<b>Total expenses</b>	<u>1,744,927.76</u>	<u>1,350,735.83</u>
Net income (loss)	<u>(128,054.07)</u>	<u>1,307,295.11</u>

**B-S-OOB Transit Committee**  
**Monthly Financial Report - Revenues**  
**Month Ending JANUARY 2023**

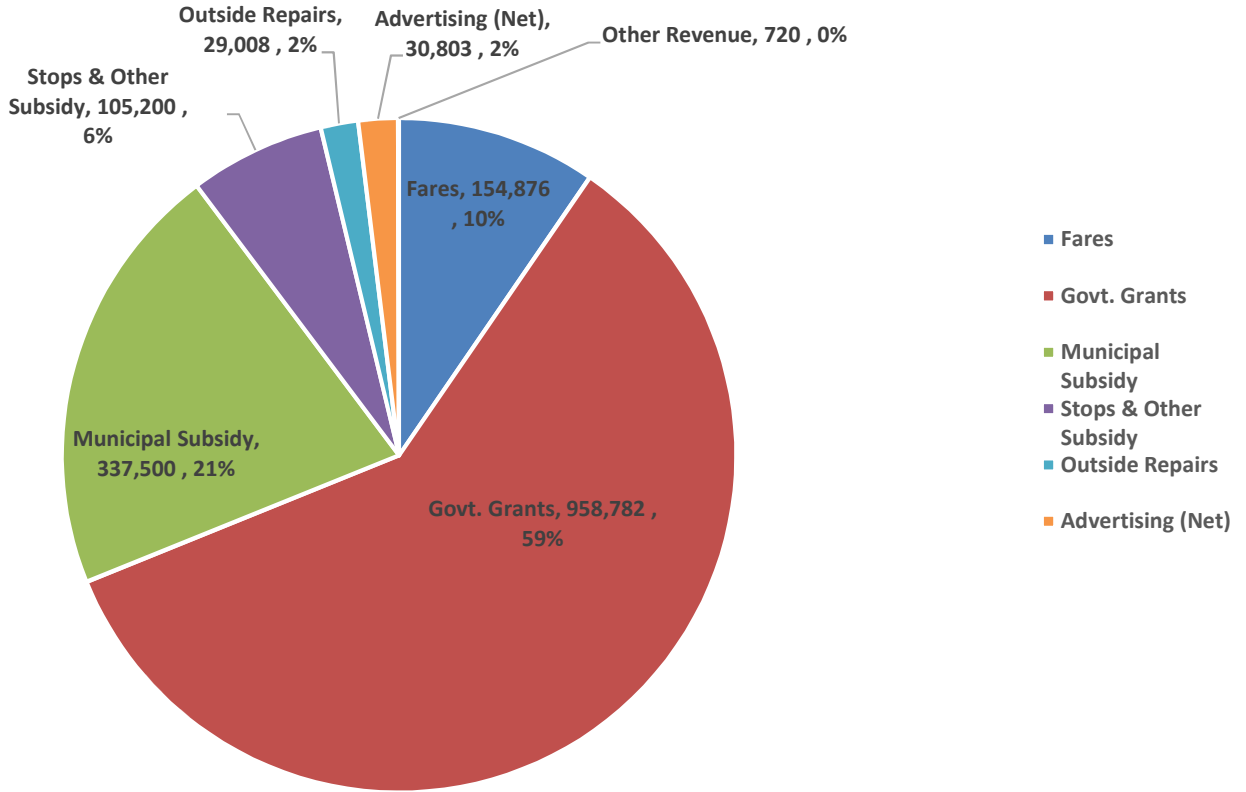
**Target %: 33%**

	FY2024				FY2023		
	Estimate	Month Ended October	Remaining Estimate	Percentage Realized	Revised Estimate	Month Ended October	Percentage Realized
<b>General Revenues:</b>							
Sale of surplus property	0	0	0	0.0%	0	0	0.0%
Donations	0	0	0	0.0%	0	0	0.0%
Interest earned	0	15	(15)	0.0%	0	0	0.0%
Advertising commissions paid	(26,000)	(12,220)	(13,780)	47.0%	(13,200)	(7,259)	55.0%
Miscellaneous revenue	55,500	640	54,860	1.2%	500	64,802	12960.4%
<b>YCCTC Repairs Revenues:</b>							
Repair parts	0	6,136	(6,136)	0.0%	27,022	17,559	65.0%
Repair labor	0	8,944	(8,944)	0.0%	27,022	11,951	44.2%
<b>Other Agency Repairs Revenues:</b>							
Repair parts	15,000	6,582	8,418	43.9%	3,333	5,235	157.1%
Repair labor	20,000	7,346	12,654	36.7%	3,333	6,931	208.0%
<b>Local Service Revenues:</b>							
FTA Urban grant	1,310,142	499,817	810,325	38.1%	1,473,970	949,762	64.4%
Local fares	200,000	127,378	72,622	63.7%	69,878	153,754	220.0%
Advertising sales	60,000	43,021	16,979	71.7%	31,553	71,668	227.1%
Contract stops	200,000	75,200	124,800	37.6%	103,282	122,400	118.5%
MDOT grants	120,862	57,336	63,526	47.4%	0	27,149	0.0%
UNE contribution	90,000	30,000	60,000	33.3%	62,000	0	0.0%
Other local service revenues	0	0	0	0.0%	0	0	0.0%
<b>Zoom Service Revenues:</b>							
Zoom fares	26,000	10,846	15,154	41.7%	27,942	4,299	15.4%
Advertising sales	0	0	0	0.0%	7,888	0	0.0%
MDOT Zoom grant	284,438	122,097	162,341	42.9%	440,655	145,064	32.9%
	0	0	0	0.0%	0	0	0.0%
<b>Intercity Service Revenues:</b>							
Intercity fares/ticket sales	35,300	16,703	18,597	47.3%	50,250	13,797	27.5%
Advertising sales	0	0	0	0.0%	0	0	0.0%
MDOT Intercity grant	962,466	237,791	724,675	24.7%	687,104	146,210	21.3%
Municipal contributions	0	0	0	0.0%	25,000	25,000	100.0%
<b>Mobility/Outreach Coordinator</b>							
FTA Planning grant	53,256	17,358	35,898	32.6%	52,953	26,022	49.1%
<b>Fuel Sales Revenue:</b>							
Fuel sales	0	0	0	0.0%	0	0	0.0%
<b>Non-operating Revenues:</b>							
FTA non-operating grants	3,886,071	24,382	3,861,689	0.6%	3,927,739	0	0.0%
MDOT non-operating grants	489,046	0	489,046	0.0%	0	0	0.0%
MDOT RTAP grant	350,000	0	350,000	0.0%	0	0	0.0%
Other grants	65,800	0	65,800	0.0%	104,860	0	0.0%
Capital grants	0	0	0	0.0%	0	0	0.0%
Municipal contributions	775,000	337,500	437,500	43.5%	600,000	750,000	125.0%
Other non-operating revenues	662,875	0	662,875	0.0%	0	880	0.0%
<b>TOTAL REVENUES</b>	<b>9,635,756</b>	<b>1,616,872</b>	<b>8,018,884</b>	<b>16.8%</b>	<b>7,713,084</b>	<b>2,535,224</b>	<b>32.9%</b>
Total, less Municipal contributions	8,860,756	1,279,372	7,581,384	14.4%	7,113,084	1,785,224	25.1%
Total fares	261,300	154,927	106,373	59.3%	148,070	171,850	116.1%
Total less fares & Municipal conts.	8,599,456	1,124,445	7,475,011	13.1%	6,965,014	1,613,374	23.2%
Total external repairs/fuel sales	35,000	29,008	5,992	82.9%	60,710	41,676	68.6%
Total operating revenues	3,406,964	1,254,990	2,151,974	36.8%	3,080,485	1,784,344	57.9%

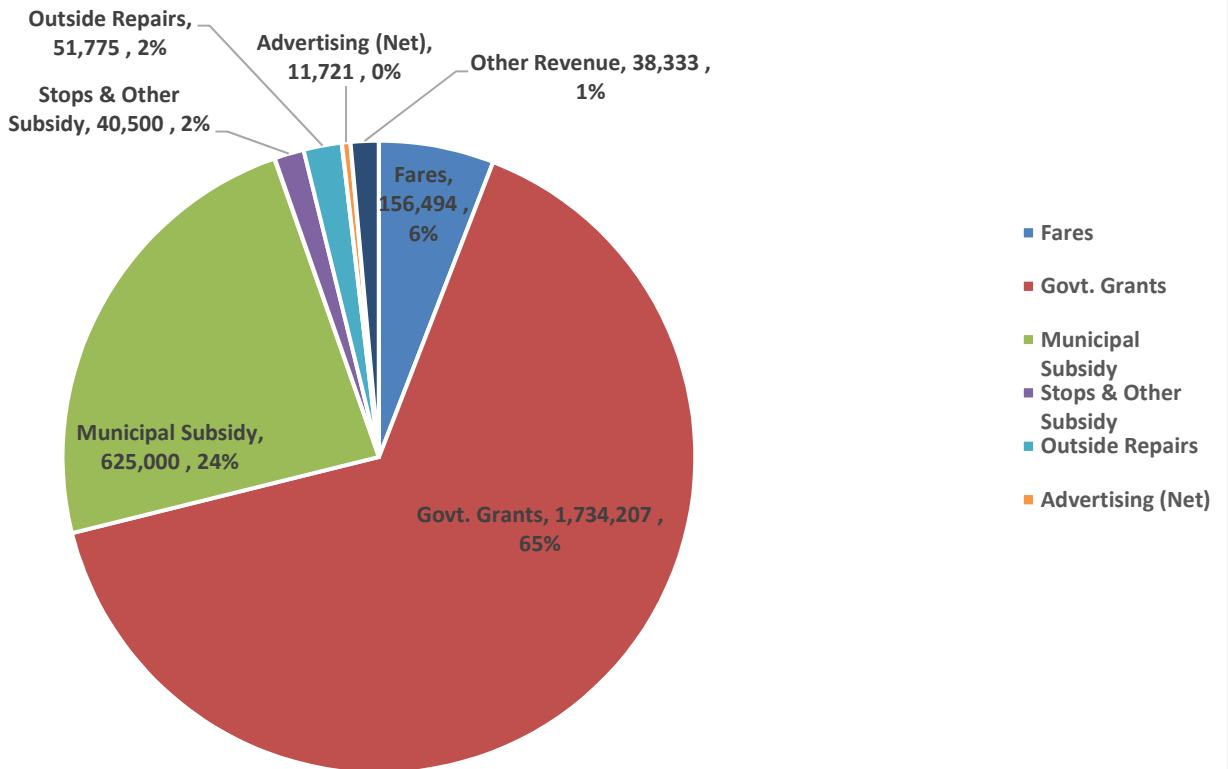
**B-S-OOB Transit Committee**  
**Monthly Financial Report - Expenditures**  
**Month Ending January 2023**

Target %: 33%

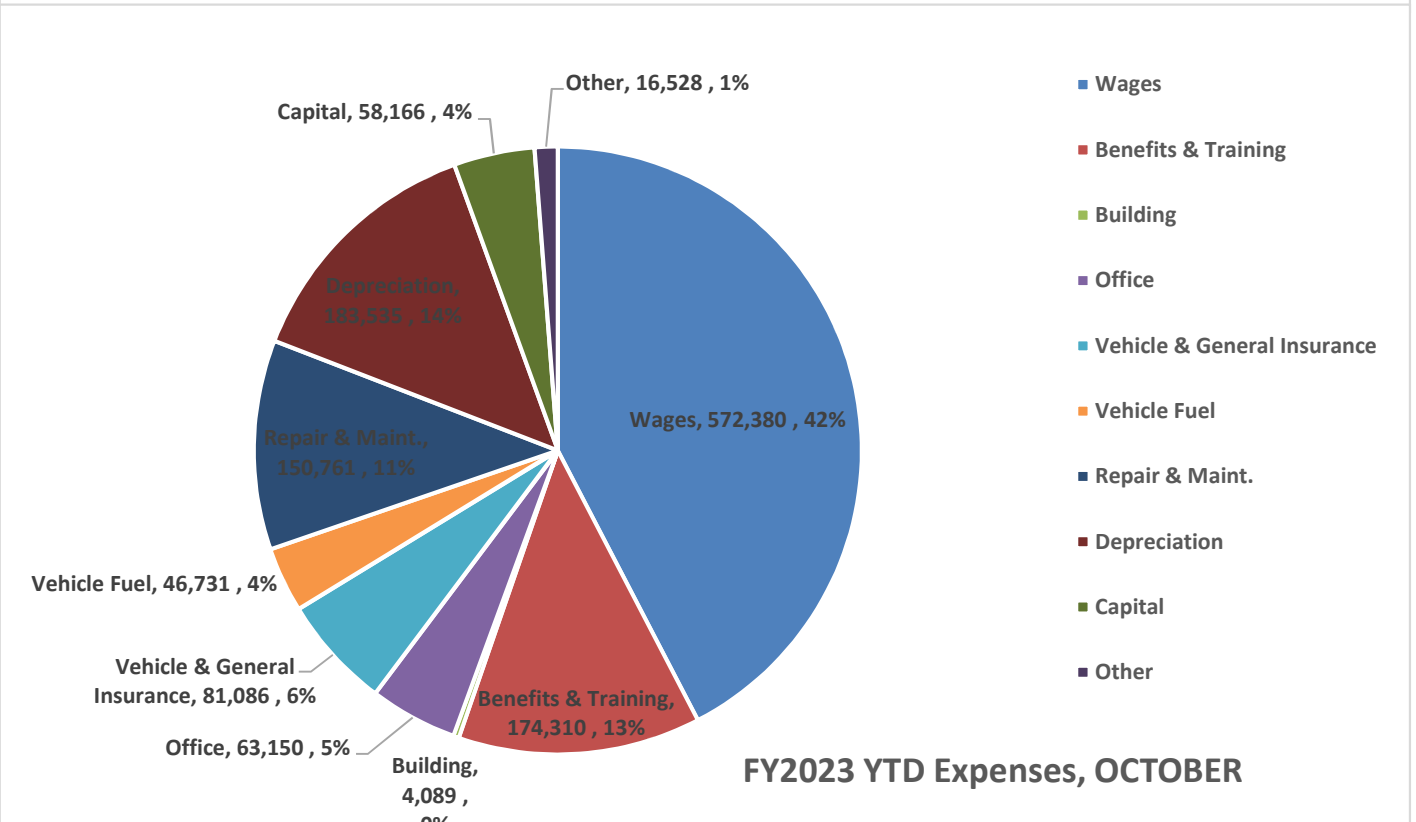
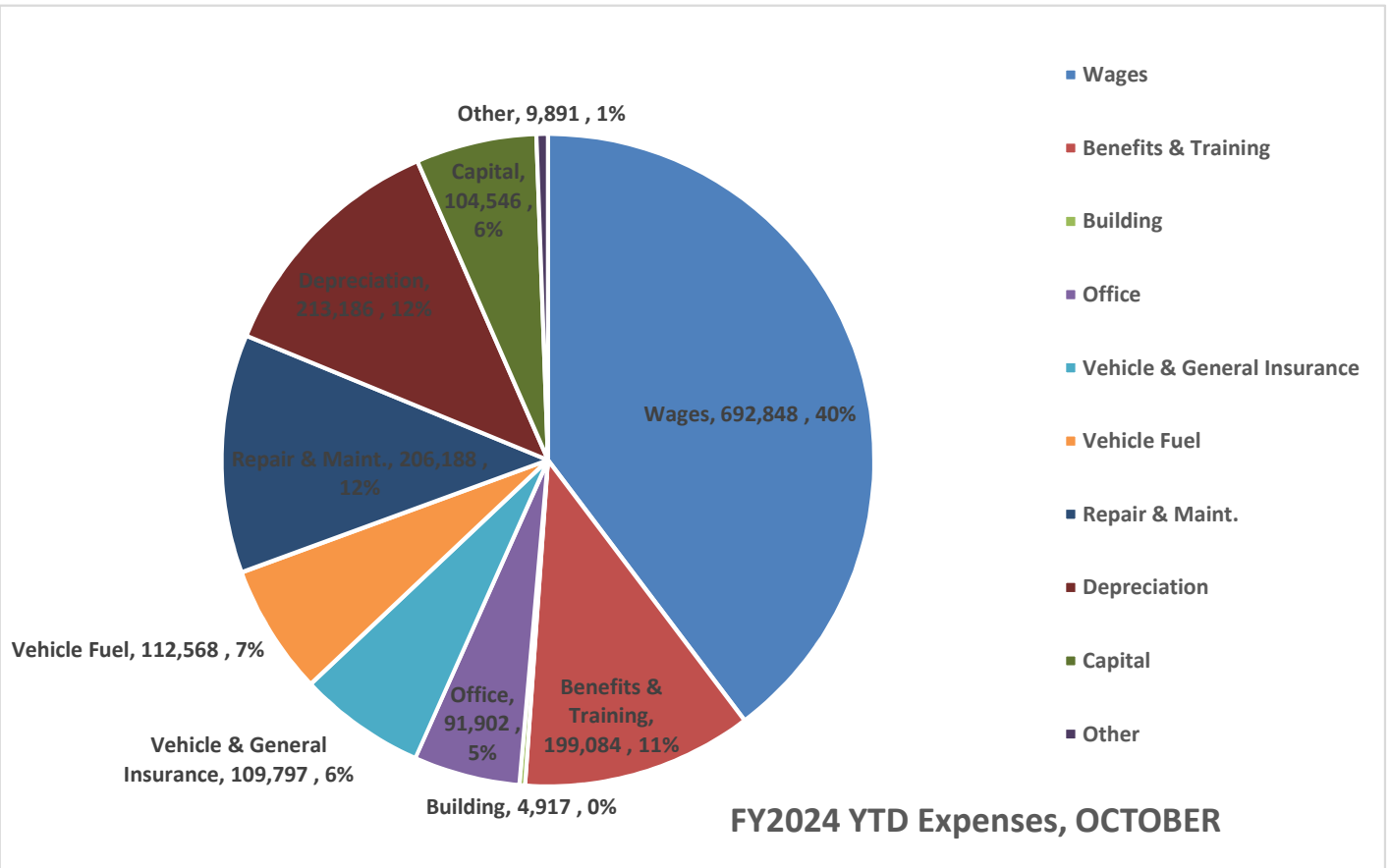
	FY2024				FY2023		
	Budget	Month Ended October	Remaining Budget	Percentage Expended	Budget	Month Ended October	Percentage Expended
<b>Admin/Overhead Expenditures:</b>							
Salaries & wages	678,173	183,839	494,334	27.1%	342,361	153,866	44.9%
Employee benefits	276,865	52,411	224,454	18.9%	204,064	49,314	24.2%
Other employment costs	58,000	25,043	32,957	43.2%	30,300	12,305	40.6%
Purchased professional svcs.	166,300	31,325	134,975	18.8%	67,000	27,373	40.9%
General operating costs	244,600	261,361	(16,761)	106.9%	169,850	45,633	26.9%
Insurances	274,792	109,813	164,979	40.0%	196,363	92,825	47.3%
Borrowing costs	0	0	0	0.0%	0	0	0.0%
Contingency	0	0	0	0.0%	0	0	0.0%
<b>Garage Operating Expenditures:</b>							
Salaries & wages, regular	440,957	100,937	340,020	22.9%	354,061	129,869	36.7%
Overtime wages	37,394	25,977	11,417	69.5%	39,252	20,250	51.6%
Employee benefits	148,670	29,914	118,756	20.1%	118,488	33,774	28.5%
Other employment costs	4,000	1,210	2,790	30.3%	2,000	1,182	59.1%
Reclassification to external repairs	(202,000)	(98,013)	(103,987)	48.5%	(115,000)	(67,960)	59.1%
General operating costs	473,700	143,698	330,002	30.3%	159,430	14,240	8.9%
<b>YCCTC Repairs Expenditures:</b>							
All costs	0	14,442	(14,442)	0.0%	110,000	27,373	24.9%
<b>Other Agency Repairs Expenditures:</b>							
All costs	35,000	12,831	22,169	36.7%	20,000	11,293	56.5%
<b>Bus Services Expenditures:</b>							
Salaries & wages, regular	1,197,048	439,262	757,786	36.7%	959,126	314,868	32.8%
Overtime wages	72,688	44,364	28,324	61.0%	34,627	30,191	87.2%
Employee benefits	290,598	95,769	194,829	33.0%	248,755	74,161	29.8%
Other employment costs	0	0	0	0.0%	0	1,921	0.0%
Advertising costs	7,500	1,605	5,895	21.4%	7,500	2,913	38.8%
Fuel costs	290,400	107,320	183,080	37.0%	210,410	44,747	21.3%
General operating costs	80,500	14,208	66,292	17.6%	123,500	144,081	116.7%
<b>Mobility/Outreach Coordinator</b>							
Salaries & wages, regular	55,731	12,155	43,576	21.8%	47,326	6,361	13.4%
Overtime wages	0	0	0	0.0%	0	0	0.0%
Employee benefits	7,232	3,012	4,220	41.6%	5,125	0	0.0%
Other employment costs	0	0	0	0.0%	0	390	0.0%
General operating costs	11,125	3,494	7,631	31.4%	13,020	2,589	19.9%
<b>Fuel Sales Expenditures:</b>							
Fuel costs	0	0	0	0.0%	0	0	0.0%
<b>Non-operating Expenditures</b>							
Training/Travel/Lodging	0	0	0	0.0%	0	856	0.0%
Consultants	390,000	400	389,600	0.1%	19,200	11,246	58.6%
RTAP grant expenses	50,000	9,277	40,723	18.6%	0	0	0.0%
Repairs & maintenance, non-cap	0	400	(400)	0.0%	0	4,828	0.0%
Loss on disposal of assets	0	0	0	0.0%	0	0	0.0%
Capital equipment	4,573,484	104,546	4,468,938	2.3%	4,013,368	35,046	0.9%
Other non-oper. Expense	0	7,088	(7,088)	0.0%	169,665	0	0.0%
<b>Total Expenditures</b>	<b>9,662,757</b>	<b>1,737,688</b>	<b>7,925,069</b>	<b>18.0%</b>	<b>7,549,791</b>	<b>1,225,535</b>	<b>16.2%</b>
<b>Total Personnel Costs</b>	<b>3,100,356</b>	<b>943,153</b>	<b>2,157,203</b>	<b>30.4%</b>	<b>2,400,485</b>	<b>799,158</b>	<b>33.3%</b>
<b>Total Fuel Costs</b>	<b>290,400</b>	<b>107,320</b>	<b>183,080</b>	<b>37.0%</b>	<b>210,410</b>	<b>44,747</b>	<b>21.3%</b>
<b>Total Capital Equipment Costs, net</b>	<b>4573484</b>	<b>104546</b>	<b>4468938</b>	<b>2.3%</b>	<b>4013368</b>	<b>35046</b>	<b>0.9%</b>
<b>Total Other Costs</b>	<b>1,698,517</b>	<b>582,669</b>	<b>1,115,848</b>	<b>34.3%</b>	<b>925,528</b>	<b>346,584</b>	<b>37.4%</b>



FY2024 YTD Revenues, OCTOBER



FY2023 YTD Revenues, OCTOBER



Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
<b>FTA: ME-2020-031-01-00</b>			<b>5307 Funds FY21</b>	<b>FTA: ME-2020-031-01-00</b>		<b>Start Date 8/21/20 - End Date 6/30/23</b>			
	117	A2	Preventive Maintenance	163,560.00	0.00	-	#DIV/0!	163,560.00	204,450.00
	114	A4	Cap-Surv/Security	59,315.00	36,685.00	9,171.25	20%	96,000.00	120,000.00
	117	A2	Mobility Management	51,660.00	0.00	-	20%	51,660.00	64,575.00
	441	A3	Planning Consultant	2,799.00	14,801.00	3,700.25	20%	17,600.00	22,000.00
<b>FTA: ME-2021019</b>			<b>5307 Funds FY22</b>	<b>FTA: ME-2021019</b>		<b>Start Date 8/23/21 - End Date 6/30/24</b>			
	300	A1	Service Operations	728,810.00	0.00	0.00	#DIV/0!	728,810.00	1,457,620.00
	117	A4	Preventive Maintenance	166,831.00	0.00	-	#DIV/0!	166,831.00	166,831.00
	114	A3	Cap-Surv/Security	32,635.00	27,365.00	6,841.25	20%	60,000.00	66,841.25
	114	A3	2 Support Vehicles	138,376.00	624.00	156.00	20%	139,000.00	139,156.00
	111	A5	Replacement VANS	77,786.00	3,214.00	803.50	20%	81,000.00	81,803.50
	117	A4	Mobility Management	51,188.00	0.00	-	#DIV/0!	51,188.00	51,188.00
	441	A2	Planning Consultant	0.00	19,200.00	4,800.00	20%	19,200.00	24,000.00
<b>FTA: ME-2023-016-00</b>			<b>ARPA FY23</b>						
			Route 111 Enhancements	0.00	600,000.00	\$ -		600,000.00	600,000.00
			Bus Stop Improvement	0.00	75,000.00	\$ -		75,000.00	75,000.00
			Regional Signage Project	0.00	15,500.00	\$ -		15,500.00	15,500.00
			Half Fare Promotion	90,000.00	0.00	\$ -		90,000.00	90,000.00
<b>ME-2023-008</b>			<b>CARES AVL-APC</b>						
			AVL - APC	110,088.00	7,088.00	\$ -	0%	117,176.00	117,176.00
<b>FTA ME-2023-041</b>			<b>5310 Transit Stop Access Project</b>						
	11300	xx	Bus Stop Shelters and Signage	0.00	61,366.00	-	0%	61,366.00	61,366.00
<b>FTA: ME-2023-006-00</b>			<b>5307 Funds FY23</b>			<b>Start Date 8/23/21 - End Date 6/30/24</b>			
	300	A1/A8	Service Operations	858,000.00	0.00	0.00	#DIV/0!	858,000.00	1,716,000.00
	117	A2/A7	Preventive Maintenance	101,589.00	68,579.00	17,144.75	20%	170,168.00	187,312.75
	114	A4/A5	AVL	144,000.00	0.00	-		144,000.00	144,000.00
	xx	B3/B2	Improve Shelters	8,516.00	31,484.00	7,871.00	20%	40,000.00	47,871.00
	xx	A4/A5	Harness System for Safety	0.00	68,000.00	17,000.00	20%	68,000.00	85,000.00
	xx	A9/B1	Onroute Charger Coverage	0.00	104,047.00	26,011.75	20%	104,047.00	130,058.75
	117	A4/A4	Mobility Management	12,019.00	40,192.00	10,048.00	20%	52,211.00	62,259.00
	441	A2/A2	Planning Consultant	0.00	20,800.00	5,200.00	20%	20,800.00	26,000.00
								<b>1,457,226.00</b>	



Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
<b>FTA: ME- 2023-042-00</b>				<b>5307 Funds FY24</b>				<b>Start Date 7/1/23 - End Date 6/30/26</b>	
	300	A3	Service Operations	330,714.00	575,428.00	575,428.00	50%	906,142.00	1,812,284.00
	117	xx	Preventive Maintenance	0.00	300,000.00	75,000.00	20%	300,000.00	375,000.00
	114	A8	ERP FINANCE	0.00	8,898.00	2,224.50	20%	8,898.00	11,122.50
	114	xx	BUS WASH	0.00	68,000.00	17,000.00	20%	68,000.00	85,000.00
	114	xx	Facilities	0.00	100,000.00	25,000.00	20%	100,000.00	125,000.00
	117	xx	Mobility Management	0.00	53,256.00	13,314.00	20%	53,256.00	66,570.00
	441-80	xx	Planning Consultant	0.00	22,400.00	5,600.00	20%	22,400.00	28,000.00
								<b>1,458,696.00</b>	

<b>FTA: ME-2020-022-00</b>			<b>Zoom Coaches / Bus Washes FTA: ME-2020-022-00</b>						
	111	A1	Zoom Coaches / Bus Washes	854,154.00	191,306.00	47,826.50	20%		

**LONO 3**

<b>FTA: ME- 2023-040-00</b>									
			Buses	2,125.00	1,841,763.00			1,843,888	2,169,280
			Tool	11,452.00	100,328.00			111,780	124,200
			Human Resource	0.00	91,739.00			91,739	114,674
			<b>MEDOT CSN 5101</b>	0.00	235,565.00				
			<b>Total Project</b>	0.00				2,047,407.00	2,408,154.00

**FTA: ME- 2023-007-00**

<b>FTA: ME- 2023-007-00</b>	0.00	1,224,531.00		
<b>MEDOT CSN 43211</b>	0.00	136,059.00		
<b>Total Project</b>	0.00	1,360,590.00		

1,224,531.00 0%

1,224,531.00

<b>FTA: ME-2019-020-00</b>	<b>FTA: ME-2019-020-00</b>	1,025,000.00	120,000.00	10,919.74	1,145,000.00	1,204,225.00
	<b>MEDOT CSN 42857</b>	1,500,000.00	0.00		1,500,000.00	1,500,000.00

Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
MDOT: ME-2018-024-00, CSN 41564			Intercity 2020-2 Intercity 2020-2	MDOT: ME-2018-024-00, CSN 41564 119,121.08	384,331.92	384,331.92	50%		50% covered by Greyhound
Intercity ARPA			Intercity ARPA Intercity ARPA	7/1/22 through 12/31/2023 735,479.54	296,520	0	0%	1,032,000	1,032,000
MDOT: ME-2019-019-00, CSN 40774			Zoom 2020 Operating	137,649.95	34,350.05	34,350.05	50%		50% covered by MTA in the past, but that is uncertain now.
MDOT: ME-2020-027, CSN 45327			ZOOM 2023 Operating Prev Maint	0.00 0.00	137,000.00 31,000.00	137,000 7,750	50% 20%		
MDOT: ME-2021-005-00, CSN 43013			ZOOM Carissa ZOOM Carissa	MDOT: ME-2021-005-00, CSN 43013 700,000.00	0.00	0	#DIV/0!		
Assignment Letter 27 CSN 45352			Urban State 2024	65,464.75	55,092.25	0			Supplements 5307 funds and silver line for 3 years, this is t

# **BSOOB Transit Agenda Action Proposal**

**Agenda Item:**

Adopt Updated Drug & Alcohol Policy

**Subcommittee:** N/A

**Committee Meeting Date:** December 12, 2023

**Transit Committee Action Date:** December 12, 2023

**Staff Resource:** Anne Austin

**Purpose:**

To comply with Federal Transportation Administration (FTA) requirements, BSOOB Transit is obligated to revise its Drug and Alcohol Policy.

**Background:**

The included policy document has been authored with the assistance of FTA staff and their policy generation software. Many of the elements within the policy are already standard practice at BSOOB Transit. That said, the agency is responding to specific guidance from the FTA Drug and Alcohol Audit, which recommended this format and language.

**Attachments:**

- BSOOB Transit Drug and Alcohol Policy, Revised 12/11/23

**Financial Impact and Source of Funds:**

The agency will see a marginal increase in random testing expenses, to accommodate the requirement for more off-hour tests. BSOOB Transit will contract with a 3<sup>rd</sup> party testing contractor and will expense to the budget lines related to workforce employment testing.

**Recommendation:**

The Transit Committee adopts the revised Drug and Alcohol policy as presented during the December Committee meeting.

**Prepared by: Chad Heid**

# Biddeford Saco Old Orchard Beach Transit



## Drug and Alcohol Policy

Effective as of 12/13/2023

Adopted by: \_\_\_\_\_

Date Adopted: 12/12/2023

Last Revised: [12/11/2023]

# Table of Contents

1. Purpose of Policy .....	3
2. Covered Employees .....	3
3. Prohibited Behavior .....	4
4. Consequences for Violations .....	4
5. Circumstances for Testing .....	7
6. Testing Procedures .....	10
7. Test Refusals .....	11
8. Voluntary Self-Referral .....	12
9. Prescription Drug Use.....	12
10. Contact Person .....	12
Attachment A: Covered Positions.....	13

## 1. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website

<http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

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

Portions of this policy are not FTA-mandated, but reflect Biddeford Saco Old Orchard Beach Transit's policy. These additional provisions are identified by **bold text**.

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

**All Biddeford Saco Old Orchard Beach Transit employees are subject to the provisions of the Drug-Free Workplace Act of 1988.**

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

## 2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

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

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

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

### 3. Prohibited Behavior

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

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

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

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

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

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

### 4. Consequences for Violations

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

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

#### Treatment/Discipline

Per Biddeford Saco Old Orchard Beach Transit policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will:

- 1) be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and referred to a Substance Abuse Professional (SAP) for assessment. No employee will be allowed to return to duty requiring the performance of safety-sensitive job functions without the approval of the Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 2) Refusal to submit to a drug/alcohol test shall be considered a positive test result and a direct act of insubordination and shall result in termination and referral to an SAP. A test refusal includes the following circumstances:
  - a. Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer
  - b. Fails to remain at the testing site until the testing process is complete
  - c. Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations
  - d. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen
  - e. Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
  - f. Fails or declines to take a second test the employer or collector has directed you to take
  - g. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the "shy bladder" or "shy lung" procedures
  - h. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process)
  - i. If the MRO reports that there is verified adulterated or substituted test result
  - j. Failure or refusal to sign Step 2 of the alcohol testing form
  - k. Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
  - l. Possess or wear a prosthetic or other device that could be used to interfere with the collection process
  - m. Admit to the collector or MRO that you adulterated or substituted the specimen
- 3) For the first instance of a verified positive test from a sample submitted as the result of a random, drug/alcohol test ( $\geq 0.04$  BAC), disciplinary action against the employee shall include:
  - a. Mandatory referral to Substance Abuse Professional for assessment, formulation of a treatment plan, and execution of a return to duty agreement;



- b. Failure to execute, or remain compliant with the return-to-duty agreement shall result in termination from Biddeford-Saco-Old Orchard Beach Transit Committee employment.
    - i. Compliance with the return-to-duty agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy.
  - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.
  - d. A periodic unannounced follow-up drug/alcohol test which results in a verified positive shall result in termination from Biddeford-Saco-Old Orchard Beach Transit Committee employment.
- 4) The second instance of a verified positive drug or alcohol ( $\geq 0.04$  BAC) test result including a sample submitted under the random, reasonable suspicion, return-to-duty, or follow-up drug/alcohol test provisions herein shall result in termination from Biddeford-Saco-Old Orchard Beach Transit Committee employment.
  - 5) A verified positive post-accident, or reasonable suspicion drug and/or alcohol ( $\geq 0.04$ ) test shall result in termination.
  - 6) An alcohol test result of  $\geq 0.02$  to  $\leq 0.039$  BAC shall result in the removal of the employee from duty for eight hours or the remainder of the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to an alcohol test with a result of less than 0.02 BAC
  - 7) The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. The employee will be permitted to take accrued sick leave or administrative leave to participate in the prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the employee has successfully completed the required treatment program and has been released to return-to-duty. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act.
  - 8) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
    - a. Mandatory referral for an assessment by an employer approved counseling professional, formulation of a treatment plan, and execution of a return to work agreement;
    - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Biddeford-Saco-Old Orchard Beach Transit Committee employment.

- i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q.9 of this policy is under the sole authority of Biddeford-Saco-Old Orchard Beach Transit Committee and will be performed using non-DOT testing forms.
  - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. **All tests conducted as part of the return to work agreement will be conducted under company authority and will be performed using non-DOT testing forms.**
  - d. **A self-referral or management referral to the employer's approved counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.**
  - e. Periodic unannounced follow-up drug/alcohol test conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.
  - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Biddeford-Saco-Old Orchard Beach Transit Committee.
  - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 10) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

## 5. Circumstances for Testing

### Pre-Employment Testing

Pre-employment alcohol tests are conducted after making a contingent offer of employment or transfer. All pre-employment alcohol tests will be conducted using the procedures set forth in 49 CFR Part 40. An alcohol test result of less than 0.02 is required before an employee can first perform safety-sensitive functions. If a pre-employment alcohol test is cancelled, the individual will be required to undergo another test with a result of less than 0.02 before performing safety-sensitive functions.

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required

to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

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

## Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Biddeford Saco Old Orchard Beach Transit has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

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

## Post-Accident Testing

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

### Fatal Accidents

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

### Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public

transportation vehicle at the time of the accident if at least one of the following conditions is met:

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

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Biddeford Saco Old Orchard Beach Transit using the best information available at the time of the decision, will be tested.

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

## Random Testing

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

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

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

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

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

## Return to Duty Testing

Any employee who is allowed to return to safety-sensitive duty after failing or refusing to submit to a DOT drug and/or alcohol test must first be evaluated by a substance abuse professional (SAP), complete a SAP-required program of education and/or treatment, and provide a negative return-to-duty drug test result and/or an alcohol test result of less than 0.02. Any return-to-duty drug testing will be directly observed. All tests will be conducted in accordance with 49 CFR Part 40, Subpart O.

## Follow-up Testing

Employees returning to safety-sensitive duty following a return-to-duty test will be required to undergo unannounced follow-up alcohol and/or drug testing for a period of one (1) to five (5) years, as directed by the SAP. The duration of testing will be extended to account for any subsequent leaves of absence, as necessary. The type (drug and/or alcohol), number, and frequency of such follow-up testing shall be directed by the SAP.

A covered employee may only be subject to follow-up alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be subject to follow-up drug testing anytime while on duty. All follow-up drug tests will be directly observed. All testing will be conducted in accordance with 49 CFR Part 40, Subpart O.

## 6. Testing Procedures

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

### Dilute Urine Specimen

If there is a negative dilute test result, Biddeford Saco Old Orchard Beach Transit will conduct one additional retest. The result of the second test will be the test of record.

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

## Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Biddeford Saco Old Orchard Beach Transit guarantees that the split specimen test will be conducted in a timely fashion.

## 7. Test Refusals

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

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Biddeford Saco Old Orchard Beach Transit.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to provide a specimen for a drug or alcohol test. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient specimen for a drug or alcohol test without a valid medical explanation.
- (6) Fail or decline to take a second drug test as directed by the collector or Biddeford Saco Old Orchard Beach Transit.
- (7) Fail to undergo a medical evaluation as required by the MRO or Biddeford Saco Old Orchard Beach Transit's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine drug test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

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

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

## 8. Voluntary Self-Referral

**Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Human Resources Manager/DAPM who will refer the individual to a substance abuse counselor for evaluation and treatment.**

**The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.**

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

## 9. Prescription Drug Use

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

## 10. Contact Person

For questions about Biddeford Saco Old Orchard Beach Transit's anti-drug and alcohol misuse program, contact Anne Austin, Human Resources Manager, DAPM.

## Attachment A: Covered Positions

Deputy Director

Transportation Supervisors

Operations Coordinator

Drivers/Operators

Shop Foreman

Mechanic III

Mechanic II

Mechanic I

Cleaner