



NOTICE AND AGENDA OF PUBLIC MEETING OF THE TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT (LEXTRAN) BOARD OF DIRECTORS

Pursuant to KRS 96.A, the Lextran Board of Directors is to meet monthly. The next meeting will be:
January 22, 2025, at 10:00 a.m. EST.

Meeting location:

**Lextran – Room 110
200 West Loudon Avenue
Lexington, KY 40508**

Pursuant to KRS 61.810, the Board may enter into Closed Session but shall not take any action in a Closed Session.

Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation for assistance with the meeting or meeting materials. Please contact Emily Elliott at 859-255-7756. Requests made as early as possible will allow time to arrange accommodation.

MEETING INSTRUCTIONS

The January 2025 Board of Directors meeting will be held in person.

The livestream is available on YouTube at:

<http://bit.ly/lextranmeeting>

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LEXTRAN BOARD OF DIRECTORS MEETING

January 22, 2025

10:00 a.m.

MEETING AGENDA

I.	Call to Order & Roll Call	10:00
II.	Public Comment on Agenda Items	10:00 – 10:05
III.	Approval of Minutes A. November 2024 B. December 2024	10:05 – 10:10
IV.	Chair's Report (Dowell)	10:10 – 10:15
V.	RATP-Dev Progress Report	10:15 – 10:45
VI.	Lextran Monthly Performance Report & Financials – December	
VII.	Action Items A. Board Resolution 2025-01 Plumbing Services B. Board Resolution 2025-02 Office Supplies C. Board Resolution 2025-03 A&E Services D. Board Resolution 2025-04 Maintenance Building CNG Safety Enhancements E. Board Resolution 2025-05 Rescind and Replace Resolution 2017-05 KYTC Town Branch Commons Corridor Project F. Board Resolution 2025-06 Public Transit Agency Safety Plan	10:45 – 11:15
VIII.	Change Order Report	11:15
IX.	Old Business	11:15
X.	New Business	11:15
XI.	Proposed Agenda Items A. Strategic Planning Committee Meeting Report B. Transit Center Renovation	11:15 – 11:20
XII.	Closed Session	11:20
XIII.	Adjournment	11:20

The next business meeting of the Board of Directors is scheduled for February 26, 2025, at 10:00 a.m.

LEXINGTON TRANSIT AUTHORITY (LEXTRAN) BOARD OF DIRECTORS MEETING MINUTES

November 20, 2024

Board Meeting Livestream: <https://youtu.be/b31X3PQp3YI>

Members Present

Harding Dowell, Board Chair (Virtual)
Jamie Rodgers, Board Vice Chair
Judge Lindsay Hughes Thurston
Dr. Koffi Akakpo (Virtual)

Members Absent

Leidy Borges-Gonzalez
Jason Dyal, Director of Operations
Paul Schoninger
George Ward

Staff Present

Fred Combs, General Manager
Randolph Williams, Assistant General Manager
Chris Withrow, Director of Maintenance
Nikki Falconbury, Director of Finance and Human Resources
Emily Elliott, Director of Planning and Community Development
Alan Jones, IT Manager
Deanna Istre, Purchasing Manager
Jessica Pence, Executive Administrative Assistant
Gregory Butler, Planning and Community Development Manager
Becky Lane, Purchasing Assistant
Whitney Wigelsworth, Marketing & Communication Coordinator
Ta'Ziyah Bakara, Capital Planner
Maria Alonso, Human Resources Manager

Others in Attendance

Addison Lowry, Lextran Counsel
Byron Robinson, RATP Dev
Robert Smith, RATP Dev
Joey David, Lexington Area MPO
Karen Jessup
Stacy Dunaway

I. CALL TO ORDER

Ms. Jamie Rodgers called the meeting to order at 10:00 a.m. and performed roll call.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF MINUTES

The minutes were reviewed and approved for the October Board Meeting. Ms. Leidy Borges Gonzales made a motion to approve, and Judge Lindsay Thurston seconded that approval. The motion passed.

IV. CHAIR'S REPORT

There was no Chair's report.

V. LEXTRAN MONTHLY PERFORMANCE REPORT & FINANCIALS

Members of the management team presented the Monthly Performance Report for October 2024, which can be found on pages 11-16 of the November 2024 board packet.

HIGHLIGHTS FOR OCTOBER 2024:

- During the month of October, Lextran offered service for Keeneland Fall Meets as well as the UK Football Shuttle for two home games
- On October 19th, the Urban County Council Transportation Expo was held at Marksbury Family Branch Library with great attendance and community engagement.
- The Microtransit Feasibility study kicked off on October 22nd.
- RATP Dev hosted their technology provider, Ecolane, along with Lextran staff, for training.
- AVAIL Technologies, Lextran's intelligent transportation system vendor, was in Lexington for final design review on October 30th and 31st.
- Congratulations to this year's Halloween Costume Contest winner Misty Hellard!

LEXTRAN PERFORMANCE REPORT

Ms. Elliott reviewed the fixed-route ridership for October, which was slightly down from the previous month. For the month of October in safety, Lextran had seven preventable accidents, and one workers compensation claim, resulting in an increased injury frequency rate.

Maintenance operated at 10,240 miles between road calls in October while completing 54 of the 54 preventive maintenance inspections on schedule.

Ms. Elliott mentioned that the proposed service improvements generated public feedback, both positive and negative. The most negative feedback was received regarding Route 4 Newtown Pike, prompting further analysis. Judge Thurston asked for clarity regarding Route 4. Ms. Elliott responded by stating that the route currently goes to Stanton Way and comes back inbound.

Judge Thurston asked if the refresher training related to safety was done every year and what that would look like for this year. Ms. Elliott responded with the training being tailored to topics in safety and preventing accidents.

Ms. Jamie Rodgers asked how the public comment window was being shared with the public. Ms. Elliott responded with detail on how Lextran tagged the information across social media, added a banner on the website, shared comment cards at Customer Service, and sharing with community groups. Ms. Elliott stated that public comment would be open for two full weeks.

Ms. Rodgers asked why Lextran was mentioned in the local parks tax article. Ms. Elliott responded by saying that Lextran has a dedicated tax, similar to the one that recently passed for parks, which brought attention to property taxes.

Ms. Rodgers asked when the Microtransit study would conclude. Ms. Elliott stated that it would conclude in April 2025, and we would have several public comment opportunities during the study.

Ms. Rodgers asked for more detail on job openings and positions. Ms. Nikki Falconbury stated that we have about 33 open positions, with a new class of eight operators and two mechanics. Ms. Falconbury noted that nine positions were open in maintenance.

PARATRANSIT PERFORMANCE REPORT

Mr. Randolph Williams presented the paratransit performance report for October. Total monthly ridership for October was 15,290 which reflected a slight increase from the previous month but stayed in line with comparison of October 2023.

Mr. Harding Dowell asked for the cause of the downward trend in on-time performance. Mr. Williams responded by stating one of the things that has been looked into was training of the operators and office staff in using the Ecolane software. Travel time and customer cancellations also played a major part in on-time performance. Lextran and RATP Dev have been working to better communicate with customers and find out why cancellations have been happening.

Ms. Jamie Rodgers asked a question and stated that we need to celebrate there were 19 commendations. Ms. Rodgers asked about 86 new riders where those come from. Mr. Williams stated those come from BLOKINETIX trips, when they register new customers, they go through and receive their first ride to and from their assessment.

FINANCIAL REPORT

Ms. Nikki Falconbury presented the October Financial Report which can be found on pages 17-18 of the November Board of Directors Meeting packet. She stated that the balance sheet will look different next month due to receiving \$18 million dollars in property taxes.

Ms. Falconbury noted that the upcoming November financials will reflect retro pay because of the implementation of the new collective bargaining agreement. Ms. Rodgers asked for a definition of retro pay, and Ms. Falconbury stated that it would be wages dated back to July.

VI. ACTION ITEMS

A. RESOLUTION 2024-32: RESOLUTION TO IMPROVE PENSION PLAN FOR LEXTRAN EMPLOYEES

Mr. Combs presented Resolution 2024-32, requesting the Board's approval to execute an amendment to the Lextran Employees Contributory Pension Plan. The Lextran Pension Committee met on November 12, 2024. The Pension Committee consists of three union members, two administrative employees and one board member. A motion was made at the meeting to request the Lextran General Manager to bring it before the Lextran Board of Directors to amend the monthly benefit received for each year of service.

The resolution addresses the following changes to the Plan:

Effective November 20, 2024, the monthly benefit formula for all participants who retire on or after that date shall be increased from \$50 for each year of service with Lextran to \$60 for each year of service.

Except as herein provided, the Plan shall, as amended, continue in full force and in effect.

Judge Lindsay Thurston made the first motion to approve the amendment. Ms. Leidy Gonzales second that motion. The motion passed unanimously.

B. RESOLUTION 2024-33: RESOLUTION TO RESCIND AND REPLACE RESOLUTION 2024-29 FOR CAMERA SYSTEM UPGRADE FOR BUSES

Mr. Combs presented Resolution 2024-33, requesting the Board's approval to rescind and replace a previously approved resolution to purchase a Camera System Upgrade for Buses due to an update to the total contract price.

On October 23, 2024, The Lextran Board of Directors approved Resolution 2024-29 to enter into a contract with Transit Solutions LLC for the purchase of an upgrade to the existing bus camera system. The contract awardee, as well as the term awarded, remains the same at three (3) years with two (2) options to extend for two (2) years each, for a total of seven (7) possible contract years.

An adjustment in the price is necessary due to the cost of warranty and support for the four (4) optional years of the contract.

The updated total expected cost of this project is \$830,719.00. The pricing breakdown is as follows:

- | | |
|------------------------------------|-------------------------------|
| • System hardware: | \$260,031 |
| • Software (all 7 contract years): | \$247,800 (\$35,400 annually) |
| • Project implementation: | \$114,736 |
| • Warranty & Support Years 4 & 5 | \$99,120 |
| • Warranty & Support Years 6 & 7 | \$109,032 |

Transit Solutions LLC also included pricing for optional solutions for other fleet vehicles should Lextran choose to install a camera system on vehicles outside of fixed route buses during the contract term.

The source of funding for this procurement is as follows:

- 80% Federal 5307 Funds- \$664,575
- 20% State Match- \$166,144

Ms. Leidy Borges Gonzales made the first motion to approve the contract. Mr. Dowell made the second motion for approval. The motion passed unanimously.

VII. CHANGE ORDER REPORT

No change of order report.

VIII. OLD BUSINESS

There was no old business.

IX. NEW BUSINESS

There was no new business.

X. PROPOSED AGENDA ITEMS

Mr. Fred Combs stated that the in near future there will be updated information for renovations with Transit Center. Also, free rides on buses have been planned for Thanksgiving. Ms. Jamie Rodgers asked when the bids close for Transit Center. Mr. Combs stated in January with a resolution expected in February.

Mr. Combs stated that RATP-Dev was expected to deliver a progress report to the Board in December or January.

XI. CLOSED SESSION

There was no closed session.

XII. ADJOURNMENT

Ms. Jamie Rodgers adjourned the meeting at 10:45 a.m.

LEXINGTON TRANSIT AUTHORITY (LEXTRAN) BOARD OF DIRECTORS MEETING MINUTES

December 18, 2024

Board Meeting Livestream: <https://youtu.be/YTXZ6HNGjVE>

Members Present

Harding Dowell, Board Chair (Virtual)
Paul Schoninger
George Ward

Members Absent

Dr. Koffi Akakpo
Leidy Borges-Gonzalez
Judge Lindsay Hughes Thurston
Jamie Rodgers, Board Vice Chair

Staff Present

Randolph Williams, Assistant General Manager
Emily Elliott, Director of Planning and Community Development
Nikki Falconbury, Director of Finance and Human Resources
Chris Withrow, Director of Maintenance
Gregory Butler, Planning and Community Development Manager
Alan Jones, IT Manager
Allie Jones, Finance Manager
Deanna Istre, Purchasing Manager
Becky Lane, Purchasing Assistant
Catherine Moran, Compliance Specialist
Jessica Pence, Executive Administrative Assistant

Others in Attendance

Addison Lowry, Lextran Counsel
Joey David, Lexington Area MPO
Byron Robinson, RATP Dev
Steve Sherrer, RATP Dev

I. CALL TO ORDER

Mr. Harding Dowell called the meeting to order at 10:00 a.m. and performed roll call. Quorum was not achieved.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF MINUTES

The November minutes were not approved due to lack of quorum.

IV. CHAIR'S REPORT

There was no Chair's report.

V. LEXTRAN PERFORMANCE REPORT & FINANCIALS

Ms. Emily Elliott presented the Monthly Performance Report for November 2024, which can be found on pages 8-13 of the December 2024 board packet.

HIGHLIGHTS FOR NOVEMBER 2024:

- Lextran offered free rides on Election Day, November 5th, to improve access to the polls.
- Public engagement efforts in November generated more than 40 responses to help refine the proposed service improvements that are set to go into effect in December, including three public meetings held on November 19th.
- Congratulations to Bus Operator Latasha Hart, who won Lextran's Chili Cook-Off competition.
- To show our appreciation for staff and customers on Thanksgiving Day, all staff working were provided with a meal and customers enjoyed free rides.

LEXTRAN PERFORMANCE REPORT

Ms. Elliott reported that November ridership followed historical trends but was slightly below the previous year and had been declining since August.

Mr. Dowell inquired whether specific routes were underperforming or if the decline was system-wide. Ms. Elliott stated that while no significant gaps in route performance had been identified, ridership patterns will be a key focus during upcoming service improvement evaluations in January.

Mr. Dowell also asked if free Election Day rides specifically targeted polling locations. Ms. Elliott clarified that rides were fare-free to increase accessibility but did not include direct service to polling places, as most were located within neighborhoods.

Mr. Ward inquired whether ridership increased on Election Day. Ms. Elliott did not have those figures but will provide them later.

On-time performance remained below the 90% target but showed incremental improvements in December. Changes effective December 22 are expected to result in further gains in January.

Lextran reported four preventable accidents in November, which marks progress toward returning to typical levels following spikes in September and October. Preventative efforts are ongoing, and refresher training for operators, including accident reviews, will begin in January. This training aims to address trends among newer operators and foster a safer work environment.

Mr. Dowell asked if the FY24 accident data was an outlier, Ms. Elliott explained that FY24's year-to-date numbers were not exceptionally low but that FY25's higher-than-average figures require closer monitoring.

Maintenance performance returned to normal, with 15,357 miles between road calls in November. All 61 scheduled preventative maintenance inspections were completed on time. Mr. Schoningher noted an 18% rise in operating expenses per mile and hour, and Ms. Falconbury indicated this would be covered in the financial report. Mr. Dowell asked about lagging farebox recovery, suggesting it might reflect an increase in subsidized riders. Ms. Elliott agreed, noting that riders qualifying for free fares could contribute to this trend.

December's service improvements included a two-week public comment period with three meetings tailored to engage diverse audiences, resulting in 42 unique feedback submissions. Feedback was gathered via social media, comment cards, email, phone calls, and direct input from operators. Half of the feedback pertained to Route 4 on Newtown Pike. Based on this input, proposed route changes were revised to preserve access for key riders. Lextran will continue monitoring ridership and performance metrics to ensure effective service adjustments.

Mr. Ward asked about adjustments to peak travel times. Ms. Elliott confirmed that new departure times—6:35 a.m., 7:35 a.m., 12:50 p.m., 7:25 p.m., and 7:35 p.m.—were designed to avoid congestion and prevent buses from running back-to-back. Mr. Dowell asked if the Route 4 adjustments would inform future micro-transit studies. Ms. Elliott confirmed that such cases would be included. Mr. Ward noted persistently low ridership on specific segments, and Ms. Elliott acknowledged these challenges, with Stanton Way remaining the busiest stop.

PARATRANSIT PERFORMANCE REPORT

Mr. Randolph Williams presented November's Paratransit performance, introducing Mr. Steve Sherrer, Senior Vice President for Operations at RATP Dev. November ridership reached 13,853, slightly below October but above the year-to-date (YTD) numbers for FY25 compared to FY24. Weekday ridership totaled 11,361, an increase from FY24. Holiday ridership, including Thanksgiving and the following day, fluctuated at 191 trips. Total ridership miles and hours continued to rise in FY25. Productivity metrics—trips per mile (0.16) and trips per hour (1.89)—remained consistent with FY24 but slightly lower than the previous month.

In November, RATP Dev reported zero preventable accidents, an improvement from one in October. YTD trends show FY25 with five accidents compared to nine in FY24.

On-time performance (OTP) trends were discussed using Ecolane Software data. Monthly OTP measures completed trips divided by total on-time trips, while audited OTP adjusts for errors or changes (e.g., system errors or trip modifications). Both metrics showed alignment between December and March, but discrepancies emerged in April through June due to system inconsistencies. Lextran initiated weekly meetings with RATP Dev in April to address these issues.

In September, RATP Dev signed a new contract that included updated OTP standards for pickups and drop-offs. Ecolane software updates in November incorporated new contract language, and Lextran expects improvements to materialize in January. However, inconsistencies in Ecolane data persist, with ongoing reconciliation efforts and collaboration with RATP Dev Corporate.

Mr. George Ward asked if Ecolane updates were system-wide or Lextran-specific. Mr. Williams confirmed both, noting that Ecolane performs monthly updates while addressing Lextran's specific concerns. Mr. Ward inquired whether OTP had improved. Mr. Williams explained that while monthly OTP sometimes outperforms audited OTP, rider communication remains crucial. Riders generally prefer early pickups to ensure timely arrivals, and advance notice of delays allows them to plan accordingly.

FINANCIAL REPORT

Ms. Nikki Falconbury presented the November Financial Report, noting positive operating cash flow. The largest property tax payment of the year, totaling \$19 million, was received, compared to \$18 million at the same time last year, reflecting typical variations in tax payment timing.

November expenses appeared higher than usual due to retroactive pay adjustments for employees, covering the period back to July 1. The union contract, finalized at the end of November, slightly exceeded previous budget projections. Retroactive pay for overtime also contributed to increased costs. Overall wages were over budget for the first five months of the fiscal year.

Cost per hour included all operational costs, such as wages, fringe benefits, and salaries, while cost per mile accounted for maintenance and fuel. Passenger revenue exceeded budget expectations, and payments from the University of Kentucky were fully caught up. Fringe benefits remained under budget, and professional services expenses were lower than expected, with additional spending anticipated in the spring.

Materials and supplies were \$60,000 over budget, largely due to bus maintenance parts and facility needs, which is typical for this time of year. Diesel fuel averaged \$2.37 per gallon in November, with a year-to-date (YTD) average of \$2.40—resulting in \$120,000 in savings compared to last year. Compressed Natural Gas (CNG) continued at \$1.08 per gallon. Dues and subscriptions exceeded budget due to timing.

Mr. George Ward inquired about the potential impact of new operators on overtime costs. Ms. Falconbury explained that reaching full staffing levels will reduce overtime expenses.

VI. ACTION ITEMS

The following resolutions were not considered due to lack of quorum:

- A. Board Resolution 2024-34: Award a contract for Plumbing Services
- B. Board Resolution 2024-35: Award a contract for Office Supplies

VII. CHANGE ORDER REPORT

No change of order report.

VIII. OLD BUSINESS

There was no old business.

IX. NEW BUSINESS

There was no new business.

X. PROPOSED AGENDA ITEMS

Mr. Randolph Williams presented the proposed agenda items for upcoming meetings. Mr. Harding Dowell asked if the Architectural, Engineering, and Planning Services RFP was currently out or had already concluded. Mr. Williams responded that the RFP was concluded.

- A. Progress Report from RATP-Dev
- B. Public Transit Agency Safety Plan
- C. Architectural, Engineering, and Planning Services
- D. Maintenance Building CNG Enhancements

XI. CLOSED SESSION

There was no closed session.

XII. ADJOURNMENT

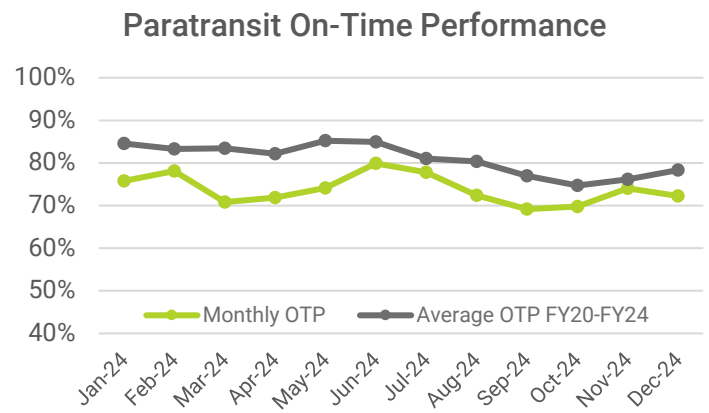
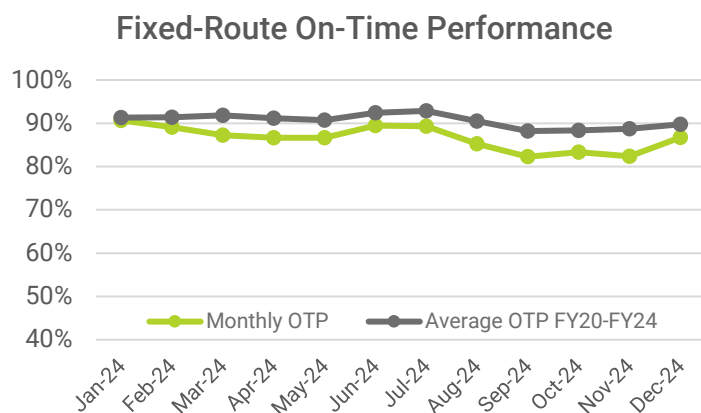
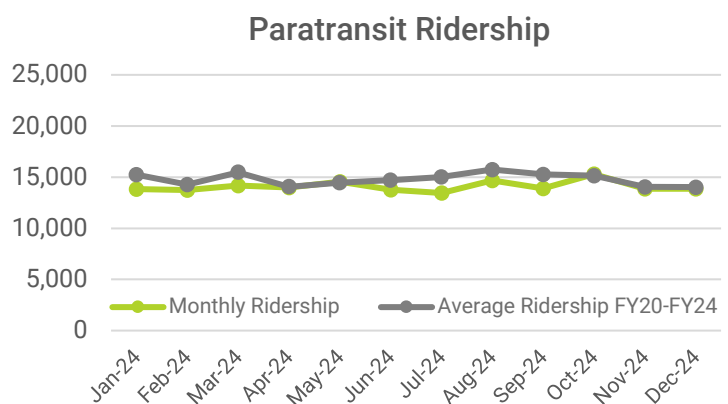
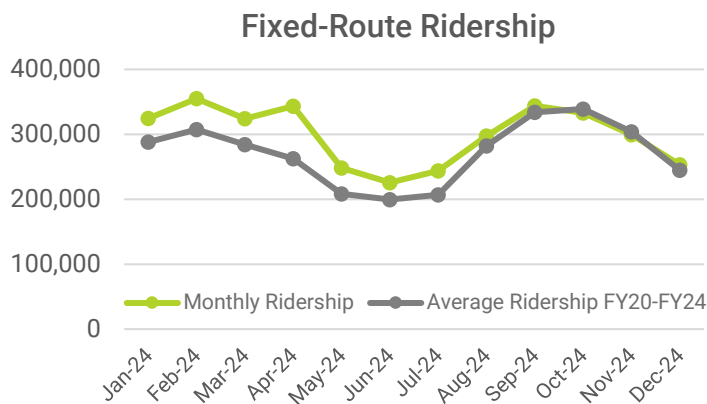
Mr. Harding Dowell adjourned the meeting at 10:45 a.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – DECEMBER 2024

We serve people and our community with mobility solutions.

On December 3rd, Lextran celebrated customer appreciation with free rides to Southern Lights. Avail was onsite the second week of the month for Training and Implementation. Administrative staff served hot drinks and donuts to customers on December 19th at the Transit Center. December service improvements took effect on Sunday, December 22nd. Staff working on Christmas Day were provided with a meal and limited Sunday level service for the community.

DEMONSTRATE VALUE TO THE COMMUNITY



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
System Production	This Month	FY25YTD	FY24YTD	This Month	FY25YTD	FY24YTD
Total Ridership	253,170	1,770,475	1,942,106	13,868	85,033	84,163
Weekday Ridership	220,314	1,525,050	1,455,520	10,606	70,324	68,878
Saturday Ridership	15,848	141,391	156,180	1,071	7,427	7856
Sunday Ridership	15,994	94,566	106,366	1,035	5,533	6723
Holiday Ridership	1,014	9,468	11,120	64	657	706
Total Revenue Miles	156,245	934,893	940,917	85,472	539,518	511,014
Total Revenue Hours	15,861	97,557	98,023	6,595	43,235	38,230
Trips per Mile	1.62	1.89	2.06	0.16	0.16	0.16
Trips per Hour	15.96	18.15	19.81	2.10	1.97	2.20

- Fixed route ridership in December was similar to ridership for December 2023 while overall remains down in FY25.
- Paratransit ridership is similar in November and December 2024 and remains just ahead of FY24 overall.
- Trips per Mile and Trips per hour have decreased on fixed-route is reflective of the decrease in ridership.

LEXTRAN IN THE MEDIA

- December 3 – [Lexington collects \\$479 million in property taxes. Why is it so hard to track?](#) (Lexington Herald Leader)
- December 19 – [New crosswalk will improve safety at Clays Mill and Harrodsburg Roads](#) (WTVQ)
- December 19 – [New crosswalks designed to improve safety, mobility at busy Lexington intersection](#) (WEKU)

COMMUNITY INVOLVEMENT AND OTHER MEETINGS

- December 2 - Meeting with FCPS Operations
- December 3 - Kentucky Refugee Ministries
- December 3 - Optimal Living Services – ‘How to Ride’
- December 4 - Keep Lexington Beautiful
- December 4 - LFUCG Boards and Commissions Open House
- December 4 - Optimal Living Services – ‘How to Ride’
- December 5 - Lexington Vulnerable Road Users Session
- December 5 - Lexington Forum
- December 5 - Optimal Living Services – ‘How to Ride’
- December 6 - Lexington Area MPO Bicycle and Pedestrian Advisory Committee

COMMUNITY INVOLVEMENT AND OTHER MEETINGS (CONTINUED)

- December 6 - Fayette Alliance Meeting
- December 7 - Lexington-Fayette County Health Department Community Baby Shower
- December 10 - Black Soil Meeting
- December 10 - US 27 Project Meeting
- December 11 - Saint James Place – ‘How to Ride’
- December 11 - LFUCG Interim Housing Study
- December 11 - Transportation Technical Coordination Committee
- December 12 - Level Up Recovery Center – ‘How to Ride’
- December 17 - CivicLex End-of-Year Gathering
- December 18 - Access Lexington Commission Meeting
- December 19 - Lextran Rider Appreciation
- December 19 - US 27 Modeling Discussion
- December 23 - Livable Streets Lexington

DELIVER A HIGH-QUALITY PRODUCT

Performance Indicator	Fixed Route						Paratransit (Wheels)					
Service Quality	This Month		FY25 YTD		FY24 YTD		This Month		FY25 YTD		FY24 YTD	
On-Time Performance	86.70%		84.87%		87.50%		72.22%		67.81%		70.96%	
Farebox Recovery	4.40%		5.60%		6.54%		N/A		N/A		N/A	
Operating Expenses	\$2,199,942		\$12,210,045		\$9,938,909		\$572,714		\$3,585,713		\$3,893,257	
Per Mile	\$3.58		\$3.42		\$3.56		N/A		N/A		N/A	
Per Hour	\$90.68		\$82.78		\$67.55		N/A		N/A		N/A	
Customer Service	This Month		FY25 YTD		FY24 YTD		This Month		FY25 YTD		FY24 YTD	
	Count	Rate	Count	Rate	Count	Rate	Count	Rate	Count	Rate	Count	Rate
Customer Feedback Totals per 100k Trips	26	10.27	240	27.11	248	27.39	13	93.74	170	199.92	115	136.64
Commendations	2	0.79	40	2.26	20	1.03	6	43.27	72	84.67	0	0.00
Discourtesy	6	2.37	56	3.16	79	4.07	1	7.21	12	14.11	33	39.21
Late or Early	3	1.18	22	1.24	13	0.67	4	28.84	46	54.10	22	26.14
Safety	6	2.37	38	2.15	46	2.37	1	7.21	14	16.46	26	30.89
Passed Boarding /Missed Trips (Wheels)	6	2.37	26	1.47	46	3.30	0	0.00	0	0.00	6	7.13
Information and Service Requests	1	0.39	13	0.06	20	1.03	0	0.00	0	0.00	16	19.01
Other	2	0.79	45	2.54	24	1.24	1	7.21	26	30.58	12	14.26
Call Length	0:54		0:58		1:01		1:32		1:39		1:34	
Time to Abandon	0:14		0:14		0:20		2:28		2:42		2:54	

MANAGE AND SUSTAIN RESOURCES

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
Safety	This Month	FY25 YTD	FY24 YTD	This Month	FY25 YTD	FY24 YTD
Preventable Accidents	5	33	14	1	6	10
Preventable Accidents per 100,000 miles	2.82	3.13	1.42	0.95	0.92	1.61
Days with No Preventable Accidents	26	151	162	30	177	172
Workers Compensation Claims	0	2	11	N/A	N/A	N/A
Injury Frequency Rate	0.00	1.92	10.64	N/A	N/A	N/A
Days of Lost Time	62	173	156	N/A	N/A	N/A

- Fixed route had five preventable accidents in December, but no workers compensation claims and an injury frequency rate of zero.
- Paratransit had one preventable accident in December, but remains lower overall for FY25 from FY24.

Performance Indicator	Fixed Route System		
Maintenance	This Month	FY25YTD	FY25YTD
Miles between Road Calls	15,397	11,195	13,068
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	100%

- In December, the maintenance department reported 15,397 miles between road calls.
- Maintenance completed 100 percent (64 of 64) of preventive maintenance inspections on schedule in December.

Performance Indicator	Fixed Route System	
Training Activities	This Month	FY25YTD
Operator Farebox Training	30	66
Smith System Training	23	55
Electric Bus Training	22	65
New Employee Training	20	99
Accident Remedial	6	38
CDL Permit Training	0	53
Customer Service Leadership Training	0	85
Incident Remedial	0	5
Lockout/Tagout Training	0	3
Return to Work	0	9

Hiring and Recruiting	This Month	Interviews	New Hires
Open Positions	18	27	0
Operations	10	24	0
Maintenance	5	2	0
Administration	3	1	0

Procurements	
Architecture & Engineering Services	January Resolution
CNG Facilities Update	January Resolution
Office Supplies	January Resolution
Plumbing Services	January Resolution
Transit Center Interior Renovation (RFP)	Open
HVAC Maintenance Services	Upcoming
Janitorial Services	Upcoming
Transit Center Exterior Renovation (IFB)	Upcoming
Uniforms – Maintenance	Upcoming

FINANCIALS
BALANCE SHEET

as of December 31, 2024

	CURRENT YEAR-TO-DATE	LAST YEAR-TO-DATE
ASSETS		
Current assets		
Operating Cash	\$37,335,732	\$44,143,012
Accounts receivable	\$1,906,924	\$802,223
Inventory	\$825,966	\$962,634
Work in process	\$4,393,514	\$5,679,847
Prepaid	\$916,824	\$770,899
Total Current Assets	\$45,378,959	\$52,358,616
Long term asset - Pension	\$3,278,791	\$2,472,657
Total Long Term Assets	\$3,278,791	\$2,472,657
Net capital and related assets	\$41,475,882	\$35,603,884
TOTAL ASSETS	<u>\$90,133,632</u>	<u>\$90,435,156</u>
LIABILITIES		
Current liabilities		
Accounts payable	\$1,134,633	\$927,527
Payroll liabilities	\$1,613,332	\$909,058
Total Current Liabilities	\$2,747,965	\$1,836,584
Long term liability - Pension	\$590,272	\$747,248
Total Long Term Liabilities	\$590,272	\$747,248
NET POSITION	\$86,795,396	\$87,851,324
TOTAL LIABILITIES AND NET POSITION	<u>\$90,133,632</u>	<u>\$90,435,156</u>

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

December 2024

	FY2025 ACTUAL	FY2025 BUDGET	FY2025 VARIANCE	FY 2024 ACTUAL
REVENUES				
Property taxes	\$21,475,655	\$20,866,000	\$609,655	\$20,212,641
Passenger revenue	\$687,880	\$648,076	\$39,803	\$650,303
Federal funds	\$0	\$2,808,733	(\$2,808,733)	\$0
State funds	\$0	\$0	\$0	\$0
Advertising revenue	\$320,000	\$300,000	\$20,000	\$260,000
Other revenue	\$1,384,454	\$1,346,002	\$38,452	\$1,346,670
TOTAL REVENUES	\$23,867,988	\$25,968,811	(\$2,100,823)	\$22,469,613

EXPENSES				
Wages	\$6,510,348	\$6,278,703	\$231,645	\$5,638,497
Fringe benefits	\$3,395,235	\$3,606,410	(\$211,175)	\$2,919,225
Professional services	\$787,066	\$953,801	(\$166,734)	\$642,974
Materials and supplies	\$799,274	\$725,750	\$73,524	\$669,185
Fuel-Diesel	\$328,176	\$535,688	(\$207,511)	\$456,749
Fuel-Other	\$264,392	\$446,792	(\$182,400)	\$268,748
Utilities	\$217,481	\$247,648	(\$30,167)	\$202,431
Insurance	\$556,006	\$490,191	\$65,815	\$484,291
Fuel taxes	\$96,375	\$115,000	(\$18,625)	\$110,490
Paratransit Expenses	\$3,841,783	\$4,033,959	(\$192,176)	\$4,164,945
Vanpool Expenses	\$0	\$0	\$0	\$16,423
Dues and subscriptions	\$45,864	\$38,500	\$7,364	\$46,558
Travel, training and meetings	\$96,429	\$125,091	(\$28,662)	\$31,707
Media advertising	\$65,637	\$117,250	(\$51,613)	\$120,207
Miscellaneous	\$38,855	\$42,700	(\$3,845)	\$39,409
Leases and rentals	\$2,184	\$2,184	\$0	\$2,184
Depreciation	\$2,124,586	\$2,124,586	(\$0)	\$1,860,902
TOTAL EXPENSES	\$19,169,693	\$19,884,252	(\$714,559)	\$17,674,925

CHANGE IN NET POSITION	\$4,698,295	\$6,084,559	(\$1,386,264)	\$4,794,688
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Monthly Average Diesel Cost:	\$2.25
YTD Average Diesel Cost:	\$2.38
CNG Diesel Gallon Equivalent:	\$1.24

MEMORANDUM

January 22, 2025

TO: Lextran Board of Directors

FROM: Fred Combs, General Manager

SUBJECT: Resolution to Award a Contract for Plumbing Services

Attached is a resolution requesting authority to award a contract for on-call Plumbing Services.

RFP 2024-13 was issued September 23, 2024, with proposals received on November 21, 2024. A staff evaluation committee reviewed and approved the proposal for compliance and responsiveness. A responsive proposal was received from one (1) qualified proposer:

- Alpha Mechanical Service, Inc.

Alpha Mechanical Service, Inc. was deemed responsive and responsible, and received a high evaluation score. Therefore, Alpha Mechanical Service, Inc is recommended for contract award to provide Plumbing Services for Lextran. The term of the contract awarded will be for two (2) years with three (3) options to extend for one (1) year each, for a total of five (5) possible contract years.

Pricing will be as follows:

Hourly Rates

Regular	\$103.50
Afterhours/Overtime	\$155.25
Weekend/Holidays	\$207.00

Fees

Truck/Deployment Fee	\$120.00
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The source of funding for this procurement is (federal) Section 5307 Formula-Preventive Maintenance and Local Mass Transit Funds.

If you have any questions, please contact me at 859.255.7756.

RESOLUTION 2025-01**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****January 22, 2025**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2024-13 for Plumbing Services; and

WHEREAS, RFP 2024-13 resulted in a proposal from one (1) qualified proposer; and

WHEREAS, the proposal from Alpha Mechanical Service, Inc. was determined to be responsive and responsible;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the General Manager to execute a contract with Alpha Mechanical Service, Inc. to provide Plumbing Services per the terms as set forth in RFP 2024-13 and the proposal submitted by Alpha Mechanical Service, Inc. The term of the contract awarded will be for Two (2) years with three (3) options to extend for 1 year each, for a total of five (5) possible contract years.

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

January 22, 2025

TO: Lextran Board of Directors

FROM: Fred Combs, General Manager

SUBJECT: Resolution to Award a Contract for Office Supplies

Attached is a resolution requesting authority to award a contract for the provision of Office Supplies.

RFP 2024-12 was issued September 23, 2024, with proposals received on November 21, 2024. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from four (4) qualified proposers:

- Action Business Suppliers, Inc.
- Baumann Paper Company
- Office360
- The SOS Team

Office360 received the highest-ranking evaluation score and is recommended for contract award to provide Office Supplies for Lextran. The term of the contract awarded will be for three (3) years with two (2) options to extend for 1 year each, for a total of five (5) possible contract years.

The pricing sheet provided by Office 360 is attached hereto this resolution and incorporated for reference. The prices quoted are guaranteed for a minimum of six (6) months with the exception of copy paper, and ink and toner, which are subject to quarterly adjustment based on documented industry fluctuation.

Additionally, Office360 pledges 10% of all profits from each customer to philanthropy, in conjunction with their customers and supporting customer events.

The source of funding for this procurement is Local Mass Transit Funds.

If you have any questions, please contact me at 859.255.7756.

RESOLUTION 2025-02**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****January 22, 2025**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2024-12 for Office Supplies; and

WHEREAS, RFP 2024-12 resulted in proposals from four (4) qualified proposers; and

WHEREAS, the proposal from Office360 was determined to be responsive and responsible;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the General Manager to execute a contract with Office360 to provide Office Supplies per the terms as set forth in RFP 2024-12 and the proposal submitted by Office 360, which are incorporated herein by reference. The term of the contract awarded will be for Three (3) years with two (2) options to extend for 1 year each, for a total of five (5) possible contract years.

MOTION

SECOND

CHAIRPERSON

DATE

Line Item	Description	Unit of Measure	Unit Cost	No Bid	Notes
Sticky Notes					
1	Sticky Notes 1 3/8 X 1 7/8	Box of 12	\$2.74		
2	Sticky Notes Refills 3X3	Box of 12	\$5.15		
3	Sticky Notes 3X3	Box of 12	\$3.74		
4	Sticky Notes Refills 1.5 X 2	Box of 12	\$1.85		
5	Sticky Notes 1.5 X 2	Box of 12	\$1.85		
6	Sticky Notes 4 x 6 Lined	Box of 12	\$10.75		
Pens/Pencils					
7	Stick Pens Blue & Black	Box of 12	\$1.40		
8	Retractable Gel Pen Blue & Black	Box of 12	\$12.46		
9	Retractable pens 1.0 Medium point Black & Blue	Box of 12	\$13.99		
10	No. 2 Graphite	Box of 12	\$.95		
11	Permanent Marker Blue & Black Fine point	Box of 12	\$7.79		
12	Permanent Marker Blue & Black Bold point	Box of 12	\$12.50		
13	Highlighters multi-color	Box of 36	\$21.00		
14	Dry Erase Markers	Box of 36	\$39.00		
Tape					
15	Correction Tape	Box of 10	\$15.06		
16	Invisible Tape	Box of 12	\$8.20		
17	Packing Tape	Box of 6	\$24.00		
18	Calculator Ribbon Universal	Pack of 12	\$9.98		
19	Label Maker Tape	Pack of 4	\$36.10		
Paper Products					
20	Printer paper 8 1/2 X 11	Box of 10 reams	\$38.95		
21	Printer Paper 11 X 17	Box of 10 reams	\$50.69		ct of 5 reams
22	Card Stock 8.5 X 11	1 Ream	\$5.08		pk of 250 sheets
23	Card Stock 11X17	1 Ream	\$34.00		
24	White Legal Pads	Pack of 12	\$12.31		
25	Yellow Legal Pads	Pack of 12	\$12.46		
26	Note pads 5 x 8	Pack of 12	\$12.50		
27	Thermal Paper 3 1/8 x 230'	Pack of 6	\$13.27		pk of 10 rolls
28	Thermal Paper 2 1/4 x 85	Pack of 6	\$5.36		pk of 3 rolls
Envelopes					
29	#9 Redi-seal Double Window Security Envelopes	Box of 500	\$101.00		
30	Manilla Envelopes 10 X 13	Box of 500	\$18.17		bx of 100
31	9 X 12 Easy Close Envelopes	Box of 500	\$42.82		ct of 500
32	Manilla Envelopes 6 X 9	Box of 500	\$55.10		
Folders					
33	Hanging Folders Letter	Box of 25	\$11.27		
34	Hanging Folders Legal	Box of 25	\$21.50		
35	Manilla Folders (Various Colors) Letter	Box of 100	\$17.20		
36	Manilla Folders (Various Colors) Legal	Box of 100	\$17.47		
37	2' Expanding File Jacket Straight Cut Tabs	Box of 100	\$41.51		bx of 50
38	5.25' Expanding Wallets Poly Premium with Elastic	Box of 10	\$9.38		
Binders					
39	2" D Ring Binders	Pack of 6	\$36.10		
40	3" D Ring Binders	Pack of 6	\$6.15		per each
41	4" D Ring Binders	Pack of 6	\$17.60		per each
42	5 Tab Index Dividers	Pack of 10	\$1.70		per set
43	8 Tab Index Dividers	Pack of 10	\$2.27		per set
Miscellaneous					
44	Rubber bands #33	1 LB Bag	\$3.20		
45	Binder Clips (Mini)	Box of 12	\$.27		
46	Binder Clips (Small)	Box of 12	\$.30		
47	Binder Clips (Medium)	Box of 12	\$.60		
48	Binder Clips (Large)	Box of 12	\$1.76		
49	Paper Clips (Standard)	Pack of 10 Boxes	\$3.04		
50	Paper Clips (Jumbo)	Pack of 10 Boxes	\$6.65		

51 Canned Air	Pack of 4	\$13.75		
52 Super Glue	Pack of 10	\$2.40	per each	
53 Sign Here Tabs	100 count	\$2.10		
54 Push Pins	Box of 100	\$3.15		
55 Staples (Standard)	Pack of 5	\$3.60		
56 Staples (Heavy Duty)	Pack of 5	\$8.50		
57 Batteries (AA)	Pack of 36	\$27.34		
58 Batteries (AAA)	Pack of 36	\$28.20		
59 Erasers	Pack of 3	\$2.13		
60 Laminating Sheets	Box of 100	\$20.44		
61 Clip Boards (Standard)	Pack of 3	\$5.50		
Toner & Ink				
62 Toner - Cyan	Each		TRUE	need more info
63 Toner - Magenta	Each		TRUE	need more info
64 Toner - Black	Each		TRUE	need more info
65 Toner - Yellow	Each		TRUE	need more info
66 131A HP for LaserJet Pro 200	Each	\$67.07		K = black
67 OEM HP 85A MONO	Per Order	\$67.45		
68 OEM HP 58A MONO	Per Order	\$94.56		
69 OEM HP 130A CYMK	Per Order	\$55.39		K-\$55.39, CYM-\$57.13
70 OEM HP 134A MONO	Per Order	\$41.99		
71 OEM HP 80A MONO	Per Order	\$101.01		
72 OEM HP 131A CYMK	Per Order	\$84.03		CYM (cyan, yellow, magenta
73 OEM HP 212A CYMK	Per Order	\$147.31		K-\$147.31, CYM-\$184.56
74 OEM HP 206A CYMK	Per Order	\$57.29		K-\$57.29, CYM-\$67.03
75 OEM HP 414A CYMK	Per Order	\$76.31		K-\$76.31, CYM-\$98.76
76 OEM HP 215A CYMK	Per Order	\$44.67		K-\$44.67, CYM-\$48.22
Fees				
77 Restocking Fee	Per Occurance	\$0.00		
78 Delivery Fee	Per Order	\$0.00		
79 Emergency Delivery Fee	Per Order	\$0.00		
80 Fuel Surcharge	Per Order	\$0.00		
81 Miscellaneous Fees (please describe type in notes	Per Order	\$0.00		
82 Miscellaneous Fees (please describe type in notes	Per Order	\$0.00		
83 Miscellaneous Fees (please describe type in notes	Per Order	\$0.00		
84 Miscellaneous Fees (please describe type in notes	Per Order	\$0.00		
85 Miscellaneous Fees (please describe type in notes	Per Order	\$0.00		
86 Miscellaneous Fees (please describe type in notes	Per Order	\$0.00		

MEMORANDUM

January 22, 2025

TO: Lextran Board of Directors

FROM: Fred Combs, General Manager

SUBJECT: Resolution to Award a Contract for Architectural, Engineering, and Transit Planning Services

Attached is a resolution requesting authority to execute a Multiple Award Task Order Contract for the provision of on-call architectural, engineering, and transit planning services.

RFQ 2024-11 was issued August 16, 2024, with proposals received on October 22, 2024. Procurement staff reviewed all proposals for compliance and responsiveness. A responsive proposal was received from two (2) qualified proposers:

- Kersey & Kersey Architects
- SRF Consulting Group

The evaluation committee determined that both proposers were qualified to perform the work described in the RFQ and therefore elected to award the contract to both firms. This Multiple Award Task Order Contract will allow Lextran to select the firm most qualified to complete each task order issued in relation to this contract by utilizing Brooks Act procedure.

The term of the contract awarded will be for two (2) years with three (3) options to extend for 1 year each, for a total of five (5) possible contract years.

If you have any questions, please contact me at 859.255.7756.

RESOLUTION 2024-03**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****JANUARY 22, 2024**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFQ 2024-11 for architectural and engineering and transit planning services; and

WHEREAS, RFQ 2024-11 resulted in proposals from two (2) qualified proposers; and

WHEREAS, the proposals from Kersey & Kersey Architects and SRF Consulting Group were determined to be responsive and responsible;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the General Manager to execute a Multiple Award Task Order Contract with Kersey & Kersey Architects and SRF Consulting Group to provide architectural, engineering, and transit planning services per the terms as set forth in RFQ 2024-11 and the proposal submitted by Kersey & Kersey Architects and SRF Consulting Group, which are incorporated herein by reference. The term of the contract awarded will be for two (2) years with three (3) options to extend for 1 year each, for a total of five (5) possible contract years.

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

January 22, 2025

TO: Lextran Board of Directors**FROM: Fred Combs, General Manager****SUBJECT: Resolution to Award a Contract for Maintenance Building CNG Improvements**

Attached is a resolution requesting authority to award a contract for a general contractor for the maintenance facility CNG improvements construction work.

RFP 2024-14 was issued October 10, 2024, with proposals received on December 18, 2024. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from two (2) qualified proposers:

- Shelcon Construction Co., LLC
- Tekton Construction, LLC

The proposal from Tekton Construction, LLC received the highest evaluation score and is recommended to provide general contracting services for this project. The term of the contract awarded will be 120 days from the notice to proceed with construction.

The expected cost of this construction shall not exceed \$378,000.

The source of funding for this procurement is as follows:

FFY 2022 5339 Low or No Emissions Grant – \$302,400.00

KYTC State Match – \$75,600.00

If you have any questions, please contact me at 859.255.7756.

RESOLUTION 2025-04**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****JANUARY 22, 2025**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2024-14 for Maintenance Building CNG Renovation; and

WHEREAS, RFP 2024-14 resulted in proposals from two (2) qualified proposers; and

WHEREAS, the proposal from Tekton Construction, LLC was determined to be responsive and responsible;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the General Manager to execute a contract with Tekton Construction, LLC to provide general contractor services for the maintenance facility CNG improvements construction work per the terms as set forth in RFP 2024-14 and the proposal submitted by Tekton Construction, LLC, which are incorporated herein by reference. The term of the contract awarded will be 120 days from the notice to proceed.

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

January 22, 2025

TO: Lextran Board of Directors

FROM: Fred Combs, General Manager

SUBJECT: Resolution to Rescind and Replace Resolution 2016-17 for the KYTC Town Branch Commons Corridor Project

Attached is a resolution requesting authority to rescind and replace a previously approved resolution to partner with the Lexington-Fayette Urban County Government (LFUCG) on a project to improve the Town Branch Commons Corridor.

On June 15, 2016, the Lextran Board of Directors approved Resolution 2016-17 to enter into a contract with LFUCG to work collectively toward the completion of the Town Branch Commons Corridor (TBCC) project. Resolution 2016-17 states that Lextran was to receive \$428,000.00 of the federal TAP grant allocated to this project, and Lextran was to provide \$107,000.00 in local match funds.

The purpose of Resolution 2025-05 is to report the recent update to the allocated funds made available to Lextran for this project. The new fund allocations are:

Federal TAP Grant – \$523,430.23

Local Match – \$130,857.00

If you have any questions, please contact me at 859.255.7756.

RESOLUTION 2025-05**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****JANUARY 22, 2025**

WHEREAS, Resolution 2016-17 to enter into a contract with the Lexington-Fayette Urban County Government (LFUCG) on a project to improve the Town Branch Commons Corridor was approved by the Lextran Board of Directors; and

WHEREAS, additional federal funds have been allocated to Lextran by the Lexington-Fayette Urban County Government; and

WHEREAS, the additional funds will be applied to the improvement of the exterior of the downtown Transit Center;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the General Manager to rescind and replace Resolution 2016-17 to partner with the Lexington-Fayette Urban County Government (LFUCG) on a project to improve the Town Branch Commons Corridor. The new fund allocations are: \$523,430.00 (Federal TAP Grant) and \$130,857.00. (Lextran's Local Match)

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

January 22, 2025

TO: Lextran Board of Directors

FROM: Randolph Williams, Assistant General Manager

CC: Fred Combs, General Manager

SUBJECT: Approval of Lextran's 2025 Agency Safety Plan

Resolution 2025-06, attached, requests the Board's approval of Lextran's 2025 Agency Safety Plan. The Board's approval is required annually for submittal to the Federal Transit Administration (FTA).

This plan, which is a requirement of United States Code, Title 49 Transportation, Subtitle III General and Intermodal Programs, Chapter 53 Public Transportation, Section 5307 Urbanized Area Formula Grants provides that public transportation agencies prepare and maintain an agency safety plan.

On July 19, 2018, Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

This plan builds on previous versions of Lextran's Safety Management System and Health and Safety Mission Statement. The regulations require the designation of an Accountable Executive and a Chief Safety Officer. Resolution 2025-06 designates Fred Combs, General Manager, as the Accountable Executive and Randolph Williams, Assistant General Manager, as the Chief Safety Officer.

Further, this resolution incorporates an updated budget number and updated Safety Performance Targets (SPTs) within the agency safety plan.

The plan is to be approved annually by January 31.

If you have any questions, please call me at 859.255.7756

RESOLUTION 2025-06**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****JANUARY 22, 2025**

WHEREAS, United States Code, Title 49. Transportation, Subtitle III General and Intermodal Programs, Chapter 53 Public Transportation, Section 5307 Urbanized Area Formula Grants provides that public transportation agencies prepare and maintain an agency safety plan; and

WHEREAS, on July 19, 2018, Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS); and

WHEREAS, this final rule requires the Authority to designate an individual to serve as the Accountable Executive and to designate an individual to serve as a Chief Safety Officer, and requires annual approval of the Agency Safety Plan;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF THE TRANSIT AUTHORITY OF THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT; hereby authorizes the designation of Fred Combs, General Manager, as the Accountable Executive; and Randolph Williams, Assistant General Manager, as the Chief Safety Officer, and hereby approves the 2025 Agency Safety Plan.

MOTION

SECOND

CHAIRPERSON

DATE

AGENCY SAFETY PLAN 2025



Effective: May 20, 2020

Last Revised: January 17, 2025

DOCUMENT INFORMATION AND REVISIONS

Title:	Agency Safety Plan
Description:	Summary document of required elements of Lextran's Safety Plan, formerly Safety Management System
Prepared by:	Fred Combs General Manager
Issuing Department:	Safety, Security, and Training
Issue Date:	This plan was approved by the Board of Directors for the Transit Authority of the Lexington-Fayette Urban County Government on January 22, 2025 and reflected in the official, approved board minutes.
Revision Number:	5
Approvals:	Lextran Board of Directors Resolution 2024-01 on January 25, 2025
Name and Title of Accountable Executive:	Fred Combs General Manager
Signature:	
Name and Title of Chief Safety Officer:	Randolph Williams Assistant General Manager
Signature:	

Number	Date	Responsible Person	Description of Change
0	May 15, 2020	John Givens	New document
1	Jan 01, 2021	John Givens	Document updates; Accountable Executive, Safety Performance Targets
2	Jan 01, 2022	John Givens	Document updates; Annual Budget, Safety Performance Target
3	Jan 01, 2023	John Givens	Document updates; Annual Budget, Safety Performance Targets
4	Jan 01, 2024	John McNeel	Document updates; Annual Budget, Safety Performance Targets
5	Jan 01, 2025	Fred Combs	Document updates; Annual Budget, Safety Performance Targets

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1 TRANSIT AGENCY INFORMATION

1.1 Background

Lextran, the Transit Authority of Lexington-Fayette Urban County Government, as it is known today was established in 1973 by the Commonwealth of Kentucky as a Mass Transportation Authority per Kentucky Revised Statutes, Title IX – Counties, Cities and Other Local Units, Chapter 96A, Mass Transit Authorities. Our mission “We serve people and our community with mobility solutions” is accomplished by focusing on three key pillars: Deliver High Quality Product and Service, Demonstrate Value to the Community, and Manage and Sustain Resources.

Lextran provides more than 3 million trips annually with service to residents and visitors of Lexington-Fayette County on 25 fixed routes and county-wide paratransit, seven days a week, 365 days a year. The annual combined operating and capital budget of \$60.7 million (FY2025) includes more than 200 team members and a fleet of 120 vehicles (fixed-route and paratransit). The fleet includes compressed natural gas, zero emission battery electric buses, diesel, and gasoline-powered vehicles. Wheels, our door-to-door paratransit service for people with disabilities, is operated by RATPDev.

1.2 Applicability

As a recipient of funds under 49 U.S.C. 5307, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) is required to develop a Public Transit Agency Safety Plan or ASP. This document will serve as the ASP for Lextran.

1.3 Policy

Lextran has adopted the principles and methods of Safety Management Systems (SMS) as the basis for enhancing safety and will follow the principles and practices of SMS in the delivery of service to our community.

1.4 Transition from SSPP to ASP

Lextran previously utilized a System Safety Program Plan (SSPP), which documented the overall safety program for Lextran fixed-route bus service. That SSPP was constituted by safety elements that outlined and described the policies, processes, and procedures associated with the safety program.

On July 19, 2018, FTA published the Public Transportation Agency Safety Plan (ASP) Final Rule. It requires individual operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). The effective date of this rule is July 19, 2019. As a result, Transit operators must certify they have a safety plan in place, meeting the requirements of the standard by July 20, 2020. The plan must be updated and approved by the transit agency annually.

As of approval and certification of this Plan, Lextran will transition from the System Safety Program Plan model and system safety to the Agency Safety Plan, which incorporates safety management systems.

1.5 Safety Management System (SMS) Implementation

To implement the Safety Management System, the Authority has taken a four-phase approach based upon a continuous improvement cycle of Plan, Do, Check, and Act. Within these four phases are twenty-nine identified



tasks. To aid in implementation and annual reviews, Lextran has created an Excel Workbook called G.A.T.I.S. for Gap Analysis Tool for Implementing SMS. The gap analysis tool contains questions based upon the needs and requirements of each of the SMS components; answering these questions aided in discovering any needed procedures, processes, and documentation. Identified needs then became tasks within the SMS Implementation Plan tab. The Safety department is responsible for leading implementation with assistance from the Safety Review Committee, which also serves as the SMS implementation team.

1.6 Accountable Executive and Board of Directors Approvals

Under 49 U.S.C. 5329(d)(1)(A), the Accountable Executive and Lextran Board of Directors must approve this plan. Accomplishment by the signature of the Accountable Executive will be affixed to this plan and by the formal Board of Directors Motion. A copy of that Motion will be included in the Appendices of this document. Additionally, the ASP will be submitted for approval to the Accountable Executive and Board of Directors annually.

1.7 Modes Covered by this Plan

This ASP covers Lextran's Fixed Route bus service and Wheels Paratransit service.

2. SAFETY PLAN DEVELOPMENT, UPDATE, AND CERTIFICATION

The Safety and Security Department of Lextran developed this plan under 49 U.S.C. 5329(d)(1)(A). It will be reviewed for compliance on an annual basis. Annually, the Chief Safety Officer (or Designee) will lead a review of the ASP in conjunction with affected departments and update the ASP, as necessary. Route extensions, significant changes to the operational practices, or other events may be cause for a review at any time. The ASP and any updates must be reviewed and approved by the Lextran Board of Directors.

2.1 ASP Review Schedule

The ASP will be reviewed annually and submitted to the Lextran Board of Directors for review and approval before January 31.

2.2 ASP Control and Update Procedure

The Chief Safety Officer is responsible for the control and update of the ASP. Input for annual reviews will be solicited from all Lextran departments by the end of the calendar year (December 31) and before submission to the Board of Directors.

2.3 ASP Review and Approval by Lextran Board of Directors

Under 49 U.S.C. 5329 (d)(1)(A) the Lextran Board of Directors is required to review and approve the ASP, including updates.

2.4 ASP Change Management

Any changes to the ASP will be documented in the Change Record. This Change Record will contain a summary that identifies and explains the modifications for submittal to the Board of Directors annually.

2.5 Compliance

This plan is certified compliant by Lextran as of the issue date.

3. SAFETY PERFORMANCE TARGETS

3.1 Development

Safety Performance Measures aid Lextran in monitoring performance. Safety performance measures also focus on improving safety performance through the reduction of safety events, fatalities, and injuries. The performance targets are based on the history of the system, as documented in the National Transit Database (NTD) Safety and Security Time Series, from the start of revenue service in January 2022 through December 2024. Per the National Public Transportation Safety Plan the following annual Safety Performance Targets have been identified:

Table 1 - Safety Performance Targets

Category	Fixed Route Safety Performance Measures 2024	Fixed-Route Targets (10% Reduction, 20% Reduction for Assaults)	Paratransit Performance Measures	Paratransit Targets (10% Reduction, 20% Reduction for Assaults)
Major Events	15	14	3	2
Major Event Rate	0.77	0.69	0.29	0.26
Collision Rate	0.77	0.69	0.00	0.00
Pedestrian Collision Rate	0.00	0.00	0.00	0.00
Vehicular Collision Rate	0.77	0.69	0.00	0.00
Fatalities	0	0	0	0
Fatality Rate	0	0	0	0
Transit Worker Fatality Rate	0	0	0	0
Injuries	9	8	3	2
Injury Rate	0.46	0.41	0.29	0.26
Transit Worker Injury Rate	0.10	0.09	0.00	0.00
Assaults on Transit Workers	22	18	2	1
Rate of Assaults	1.13	0.90	0.19	0.15
System Reliability	10,866	11,953	N/A	N/A

*Rates calculated as occurring per 100,000 revenue miles.

3.2 Coordination with the Metropolitan Planning Organization (MPO)

Annually Lextran will create Safety Performance and State of Good Repair Measures and Targets for Lextran Fixed Route service as well as Wheels paratransit service based upon the principle of continuous improvement. These measures and targets will be provided to the MPO via electronic communication by January 31 annually.

4. SAFETY MANAGEMENT POLICY

Safety Management Policy establishes necessary organizational structures, roles, and responsibilities. It also ensures safety is on the same priority level as other organizational functions. And it provides direction for effective safety risk management, assurance, and promotion. Lastly, it provides and ensures sufficient resources.

4.1 Safety Management Policy Statement

The safety goal of Lextran is to provide the safest possible environment for our employees, passengers, and the interacting public. To accomplish this, we will dedicate the needed resources to ensure the safest possible delivery of service to our community. All levels are accountable for the delivery of the highest level of safety performance, starting with the Board of Directors, Executives, Directors, Managers, Supervisors, employees, and contractors.

Lextran is committed to supporting the reporting of identified safety hazards and risks in day-to-day duties by employees to senior management without fear of reprisal so that the hazards and risks can be mitigated or eliminated. Lextran encourages all employees to participate in the Safety Reporting System (SRS) without fear of retaliation. Except for illegal activities or intentional disregard for regulations, policies, or procedures, no employee will be disciplined for reporting safety hazards or events.

4.2 Safety Management Policy Communication

The Safety Management Policy Statement is communicated to the Board of Directors through the annual review and approval process. It is also communicated to employees through the use of communication boards, located at each of the facilities, as well as on our website www.lextran.com. An employee may also request a printed copy through the Lextran Safety Department. A signed copy of the Safety Management Policy Statement is contained in the Appendices.

4.3 Employee Safety Reporting Program

Lextran has established a Safety Reporting System for the public and employees to report identified hazards or safety concerns. Employees are encouraged to report safety concerns and may do so through the following means including but not limited to: Employee Safety Committee, immediate Manager/Supervisor, Senior Management, Operator Report, Employee Safety Concern form, and via electronic communication directly to the Lextran Safety Department. The public may report concerns to the customer service department, who will notify Lextran Safety and document the concern in their communications log software. To close the feedback loop, Lextran will provide an update to employees regarding the results of any investigations and (or) action taken arising out of their report.

4.4 Authorities, Accountabilities, and Responsibilities

4.4.1 Accountable Executive

The General Manager serves as the Accountable Executive for Lextran and is ultimately responsible for the Safety Program. The Accountable Executive is responsible for ensuring there are adequate resources to develop and maintain both the Agency Safety Plan and Transit Asset Management Plan and approving the ASP annually.

4.4.2 Chief Safety Officer

The Assistant General Manager serves as the Chief Safety Officer, reports directly to the Accountable Executive, and is responsible for the following: Developing and maintaining SMS documentation; Directing hazard identification and safety risk assessment; Monitoring safety risk mitigation activities; Providing periodic reports on safety performance; Briefing the Accountable Executive and Board of Directors on SMS implementation progress; and planning safety management training. Prior to the 2025 update to this plan, the Director of Safety and Security served as the Chief Safety Officer. The Director of Safety and Security role was vacant during the 2025 plan update. When the Director of Safety and Security position is filled, that person will be designated the responsibility of implementing, monitoring, and updating this plan.

4.4.3 Agency Leadership and Executive Management

In addition to the General Manager, who serves as the Accountable Executive and Assistant General Manager, who serves as the Chief Safety Officer, the Lextran Executive Management Team has Authority and responsibility for the day-to-day implementation of the Safety Management System for the Authority.

4.4.4 Key Staff

The Safety and Security Department, along with the Safety Security Review Committee (SSRC), are designated as key staff to support the Accountable Executive and Chief Safety Officer in developing, implementing, and operating the Authority's SMS. Additionally, the SSRC will serve as SMS Ambassadors to promote the SMS program through communication and training.

4.4.5 Safety Security Review Committee

The Safety and Security Review Committee (SSRC) is a multi-disciplinary working group that serves as a high-level committee to address all safety and security issues as well as review and approval of configuration management items. Committee membership includes representation from the following functional areas: safety, security, planning, operations, and maintenance. The committee chair is the Chief Safety Officer. For more detailed information about the SSRC, please refer to the Lextran Safety Security Review Committee procedure.

5. SAFETY RISK MANAGEMENT

Safety Risk Management (SRM) is vital to the success of the SMS. And before an SMS can be effectively built or improved, safety hazards must be identified and mitigations in place to manage the safety risk. Safety risk management is a continuous process, which includes the following activities: Safety hazard identification, safety risk assessment, and safety risk mitigation. The Safety Risk Management Process identifies and analyzes hazards and potential consequences. It then expresses safety risks for each consequence in terms of probability and severity to determine if the risk is acceptable and if not utilizes safety risk mitigation to lower the safety risk. The process also includes interaction with safety assurance to ensure hazards are tracked after safety risk mitigation has taken place. In all cases, safety risk mitigation activities are documented.

5.1 Safety Hazard Identification

Valid Hazard Identification is supported by sources, training on proper identification and reporting, and promotion of the safety reporting program to employees and the public. Potential sources for hazard identification and their consequences include the following: Safety Reporting System (employee program and public reporting), Safety Event (accidents, incidents occurrences), internal audits, safety committees, Government Sources (FTA, NTSB), Industry Partners (APTA) operational observations, review of historical data,



scenario development and review, Job Hazard Analysis (JHA)/Job Safety Analysis (JSA), Accident/Incident Investigations Data review and ad hoc hazard reporting.

Lextran has established a Hazard Tracking Log, which reflects the consolidation of information in the hazard management process. The Hazard Tracking log will contain all hazards identified through the methods applied by Lextran. The Hazard Tracking log will be submitted to the Accountable Executive or their designee on the 15th day after the end of the month. In addition to the Hazard Tracking Log, Lextran will maintain an ongoing Operating Hazard Analysis (OHA). The purpose of the OHA is to identify hazards associated with operation-related, safety-critical elements, which will be mitigated to their lowest acceptable levels and continually monitored to ensure no new hazards are introduced.

5.2 Safety Risk Assessment

To assess risk Lextran will identify the hazard and analyze the potential (future) events that may negatively impact individuals, assets, and or the environment. The process then determines which hazards are unacceptable based on their severity and probability of occurrence. The hazard severity, probability, and cost combination for unacceptable risks are then ranked. Lextran Management will prioritize and allocate the resources available to eliminate or correct the unacceptable hazards.

5.3 Safety Risk Mitigation

To reduce the likelihood and severity of consequences related to hazards, Lextran will employ the following risk mitigation strategies as appropriate. Hazard elimination, reduction of risk through alteration, incorporation of engineered features or devices, provision of warning devices, or the incorporation of signage, procedures, training, and personal protective equipment. Safety risk mitigation may include more than one measure to achieve the most acceptable result. Any employed risk mitigation measure will be monitored for its effectiveness. This will be accomplished through regular review of performance measures and event reports determining recurrence and or trends.

6. SAFETY ASSURANCE

Safety Assurance, in SMS, gives Lextran the ability to know if and how well our mitigations are working by providing essential information for data-driven informed decision making, by the collection and analysis of safety performance data, and the provision of timely safety performance information. Finally, it provides safety performance verification and validates the effectiveness of our safety risk mitigation activities.

6.1 Safety Performance Monitoring and Measurement

Safety performance monitoring and measurement involves continual monitoring of our activities to understand safety performance. This is accomplished through monitoring and evaluating adherence to operational and maintenance procedures, risk mitigations, and safety event investigation to identify causal factors and to monitor internal safety reporting programs.

6.1.1 Roles and Responsibilities

The Safety and Security Department has the responsibility to monitor the safety performance of operations and maintenance. Safety data is collected and analyzed to determine if safety performance meets established safety goals. This data includes injuries to passengers, Safety Department personnel, and public; potentially hazardous equipment failures; unacceptable hazardous conditions, and rules and procedure violations. A closed-loop reporting system for identifying and monitoring safety-related items has been established. To



close out each incident, safety verification activities and results are reviewed and audited by the Chief Safety Officer or their designee.

6.1.2 Data Acquisition process

The Safety and Security Department is responsible for information regarding accidents, incidents, hazardous conditions, and operations obtained from several different reporting mechanisms. These include, but are not limited to: Email, text messages, accident/incident reports, daily operations report, employee occupational injury reports. Employees are also encouraged to bring any safety-related issues to the attention of managers and supervisors.

6.1.3 Data Analysis

The tracking of data is used to identify trends. These trends are further analyzed and investigated to determine causal factors. This is accomplished by interviews with personnel in the affected department(s) and analysis of pertinent documentation. Identified hazards are submitted with corrective action recommendations or requests for corrective action development.

6.1.4 Reports

Safety performance trend and analysis reports are provided to the Safety Security Review Committee for review and discussion. All other departments receive safety trend and analysis reports relative to the area of interest. The safety trend and analysis reports are also the basis for the annual safety performance report to the Accountable Executive and Board of Directors. The annual report includes collision data, passenger and employee injury data, injury data affecting the public, program audit findings and trends, and corrective action plans. The annual report also describes the strategies for the achievement of the stated safety and security objectives.

6.1.5 Procedures Monitoring and Measuring

Procedures monitoring and measuring are initiated through the capture of safety event data, which includes collisions, injuries (employee and passengers), and near-miss occurrence for both operations and maintenance. Examples of procedures monitoring, and measuring include, but are not limited to, turn procedures, mobility device securement, and distracted driving. This type of data is then captured, analyzed, and reported to affected departments.

6.1.6 Safety Risk Mitigation Monitoring and Measurement

The following activities will take place to determine if safety risk mitigations are effective, appropriate, and implemented as intended: 1) monitoring of safety performance target trends, 2) feedback from the employee safety program, 3) feedback from the public, and 4) observations.

6.1.7 Safety Event Investigations

Safety Events are investigated in the context in which they occur. Collision events are investigated by the Safety and Security Department to administer protection of liability. The Safety and Security Department evaluates the collision based upon the preventability and root cause of the event. Likewise, employee injuries, whether in service or while maintaining facilities or equipment, are investigated by the worker's compensation claims adjuster to determine compensability. The Safety and Security Department investigates the event, in coordination with the department supervisor, to determine the root cause to prevent a recurrence.

6.1.8 Internal Programs Monitoring and Measurement

The monitoring and measurement of internal safety reporting programs are accomplished through the review and analysis of accident/incident reports, employee injury reports, and employee safety reporting. The Safety, Risk Management Process, will address any new hazard identified through this activity.

7. SAFETY PROMOTION

Safety Promotion improves safety performance by increased awareness through communication and training. It also displays continuous management commitment to communication. One of management's most important responsibilities of management is to encourage and motivate others to want to communicate openly, authentically, and without concern of reprisal. Training also documents executive management responsibilities to allocate resources to training and maintain the relationship between safety training and safety risk management and safety assurance.

7.1 Training and Certification Program

Bus Operators, Mechanics, and Service Workers all receive initial training in bus operations and then move on to occupational skill-related as well as safety-related training. Bus Operators are trained on all types of buses driven, and Mechanics receive bus-specific training. All employees receive, either through initial orientation or through refresher training, instruction on safety data sheets, severe weather, and response to emergencies such as fires, bomb threats, and evacuations.

7.2 Bus Operators

Lextran utilizes the Transit and Paratransit Company (TAPTCO) program for bus operator training. Training is conducted by the Lextran Training Department, and Bus Operators receive eight weeks of initial training. The training culminates in a final evaluation trip, which starts the 90 regularly scheduled workday probationary period. After the probationary period, they become regular bus operators.

7.3 Maintenance Team Members

Maintenance personnel receive occupational safety training on various topics including, but not limited to, hazard communication, powered industrial lift trucks, the control of hazardous energy (lockout tagout), fall protection, and bloodborne pathogens.

7.4 Refresher Training

All employees receive some form of ongoing refresher training. Bus Operators may receive up to 16 hours of a refresher, including but not limited to: customer service, emergency egress, bloodborne pathogen awareness, defensive driving, farebox, and mobility device securement. Maintenance personnel receives refresher training in equipment and OSHA-required subjects on an annual basis. Specialized training may occur on an as-needed basis such as coach operation, updates to policies such as mobility devices, service animals, etc.

7.5 Contractor Training

All bus-related projects require the completion of a safety orientation before beginning work. Other requirements may apply as outlined in the Lextran Contractor Safety Program and/or Lextran Procurement guidelines.

7.6 Safety Communication



Communication of safety and safety performance information is posted on safety-dedicated bulletin boards located in common areas as well as video monitors located throughout all facilities. The safety communication boards have general safety and security bulletins posted monthly. The provided information includes, but is not limited to, general safety bulletins, seasonal hazards, ongoing traffic issues, the results of incidents, audits, and inspections at specific locations and other topics pertinent to employees' roles and responsibilities. Other communication actions include, but are not limited to, employee meetings such as tool talks and awareness activities such as safety meetings where employees receive supplemental information related to ongoing hazards. Safety actions taken in response to reports submitted through an employee safety reporting program are also communicated via the safety communication boards.

8. RECORDKEEPING

Per 49 CFR Part 673.31, Lextran must maintain the documents utilized to create the Agency Safety Plan, including those related to the implementation of the Safety Management System (SMS), and results from SMS processes and activities. Lextran must also maintain documents (e.g., procedures, plans) that are included in whole, or by reference, that describe the programs, policies, and procedures that are used to carry out the Agency Safety Plan. These documents will be made available upon request by the Federal Transit Administration or other Federal entities. All these documents require minimum retention of three years after creation.

9. APPENDICES

9.1 Definitions of Special Terms Used in the Safety Plan

Accident means any happening or occurrence on or near a Lextran vehicle involving a passenger, another vehicle, bicycle, pedestrian, domestic animal, or stationary object which might result in a claim against Lextran. Additionally, this could result in a claim made by Lextran or result in damage to Lextran property, and any happening, occurrence, or injury to an employee.

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency. Responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Consequence means a potential outcome of a safety hazard.

Equivalent Authority means an entity that carries out duties similar to that of a Board of Directors, for a recipient or sub-recipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient Authority to review and approve a recipient or sub recipient's Public Transportation Agency Safety Plan.

Event means any Accident, Incident, or Occurrence.

FTA means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard means any real or potential condition that can cause injury, illness, or death, damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system, or damage to the environment.

Incident means an event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation means the process of determining the causal and contributing factors of an accident, incident, or hazard, to prevent recurrence and mitigating risk.

National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Occurrence means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Performance measure means an expression based on a quantifiable indicator of performance or condition that

is used to establish targets and to assess progress toward meeting the set goals.

Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

Public Transportation Agency Safety Plan means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Risk means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk mitigation means a method or methods to eliminate or reduce the effects of hazards.

Safety Assurance means processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Deficiency means a condition that is a source of hazards and allows the perpetuation of the hazards in time.

Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees regarding safety.

Safety Management System (SMS) means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.

Safety performance target means a Performance Target related to safety management activities.

Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety risk assessment means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management means a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risks.

Serious injury means any injury which:

- Requires hospitalization for more than 48 hours, commencing within seven days from the date of the injury was received;
- Results in a fracture of any bone (except simple fractures of fingers, toes, or noses);
- Causes severe hemorrhages, nerve, muscle, or tendon damage;
- Involves any internal organ; or
- Involves second or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small public transportation provider means a recipient or sub-recipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail

fixed guideway public transportation system.

State means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of good repair means the condition in which a capital asset can operate at a full level of performance.

State Safety Oversight Agency means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations outlined in 49 CFR part 674.

Transit agency means an operator of a public transportation system.

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, to provide safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

9.2 List of Acronyms Used in the Safety Plan

APTA – American Public Transportation Association

ASP – Agency Safety Plan

CFR – Code of Federal Regulations

FTA – Federal Transit Administration

NTSB – National Transportation Safety Board

SMS – Safety Management System

SPT – Safety Performance Targets

SSRC – Safety Security Review Committee

MPO – Metropolitan Planning Organization



Safety Management Policy Statement

The safety goal of the Transit Authority of the Lexington-Fayette Urban County Government {Lextran} is to provide the safest possible environment for our employees, passengers, and the interacting public. To accomplish this, we will dedicate the needed resources to ensure the safest possible delivery of service to our community.

All levels of management and all employees, including contractors, are accountable for the delivery of the highest level of safety performance, starting with the Board of Directors, Executives, Directors, Managers, Supervisors, Employees, and Contractors.

Lextran is committed to supporting the reporting of identified safety hazards and risks in day to day duties by employees to senior management without fear of reprisal so that the hazards and risks can be mitigated or eliminated. To that end, Lextran encourages all employees to participate in the Safety Reporting System without fear of retaliation. Unacceptable behavior, which would be considered an exception to this policy, would be knowingly making a false report.

This Safety Management Policy Statement is communicated to the Board of Directors via the annual review and approval process. It is also communicated through the use of communication boards, located at each of Lextran's facilities, as well as on our website at www.lextran.com. An employee may also request a printed copy through the Lextran Safety Department.

Signature by the Accountable Executive _____ Date _____

Fred Combs

General Manager

Signature by the Chief Safety Officer _____ Date _____

Randolph Williams

Assistant General Manager