

## **GARDEN COUNTY TRANSPORTATION POLICY**

### **PURPOSE**

This service is to provide safe, reliable, efficient and affordable transportation for anyone in the Garden County area.

### **SPONSORSHIP**

The public Transportation Service is sponsored by Garden County

### **OPERATION**

The Garden County Transportation Administrator is responsible for the monthly reports to NDOT. The Nebraska Department of Transportation (NDOT) provides guidelines for operations according to the Federal Transit Administration regulations.

### **FUNDING**

We are funded by Federal, State and County dollars, as well as, Passenger rates.

### **RIDERS**

This service is PUBLIC transportation and is available to anyone in the Garden County area on a first come first serve basis.

### **ACCESSIBILITY**

We provide a door to door service for anyone in Garden County and on the Highway 92 up to Highway 61. Please note, in 49 CFR Part 37 Subsection 37.5 (h) the regulation states the following:

It is not discrimination under this part for an entity to refuse to provide service to an individual with disabilities because that individual engages in violent, seriously disruptive, or illegal conduct or represents a direct threat to the health or safety of others.

However, an entity shall not refuse to provide service to an individual with disabilities solely because the individual's disability results in appearance or involuntary behavior that may offend, annoy, or inconvenience employees of the entity or other persons.

## **HOURS OF OPERATION**

Service is provided Monday through Friday from 7:00 a.m. to 5:00 p.m.

Office hours are Monday through Friday from 7:30 a.m. to 4:00 p.m.

We are closed on specified county holidays.

Hours are only extended for the purpose of picking up and/or dropping off multiple riders.

Service will extend into Keith County, along Highway 92, West of Highway 61.

The earliest pick up is 7:00 am (unless multiple pickups are needed). Latest drop off in county is 5:00 pm (unless multiple drop offs are needed). Out of county will follow schedule. Schedulers will notify customers on what time we need to leave each city.

See Passenger Handbook for more details.

## **SERVICE REQUESTS**

Out of county rides must be called in by the prior working day, you can call 308-778-7649 to schedule.

## **COST**

Please see schedule in Passenger Handbook

## **PASSENGERS**

Please see Passenger Handbook

## **RECORD KEEPING**

Trip sheets and Daily Bus Check sheets are given to the driver each day that it goes and the driver is responsible for filling out those sheets and turning it in at the end of the day.

## **HOUSEKEEPING**

The drivers are responsible for the keeping the vehicle clean inside and out when vehicle cleaner is not available.

## **VEHICLE STORAGE**

The vehicles are parked at the Garden County courthouse annex.

## **MAINTENANCE**

The administrator is responsible for light maintenance (making arrangements to have the oil changed, fuses replaced, checking the tires, lights inside and out, etc.) Major issues will be discussed by the Commissioners.

## **TRAINING**

Several training sessions are offered each year, required training is mandatory, all training expenses are paid for by the County.

## **DRIVERS**

### **Priority:**

1. To transport the passenger from one location to another, safely and on time.
2. To maintain a friendly, helpful and pleasant manner.
3. To complete required training, i.e. CPR & First Aid Training every 2 years, at least 2 hours other Driver Training per year, one 8 hour Passenger Assistance and Safety Training (PASS) training, plus 2 hours PASS training every year, one 8 hour Defensive Driving Training, plus 2 hours Defensive Driver training every year.
4. To sell and record revenue from sale of passes or fares.
5. To learn tablets and do necessary entry, pre-check and post check vehicle(s) and keep other records requested by Director.
6. To be well-groomed and wear proper attire.
7. To keep vehicle clean.
8. To perform any duties requested by supervisor.
9. You are required to be at the door of the Mini Bus ready to assist passengers in and out of bus if necessary.

Drivers must have a valid driver's license with a clean driving record. A request for the driving recording of a prospective employee is submitted to the Nebraska Department of Motor Vehicles before the driver can be hired.

The County has a drug-free workplace and we fall under DOT rules and regulations for drug and alcohol testing. A pre-employment drug screen is required as well as random testing while performing safety sensitive duties, i.e. driving.

Uniforms are not required, but clothing should be neat and conservative, and appearance and body odor should be inoffensive. If there are questions about this, ask your supervisor.

Policy on assisting passengers with groceries or packages varies according to the needs of the passenger, but it never should go beyond putting the items inside the house. There is a 30lb lifting limit for drivers. Drivers do not enter residences.

## **DRIVING**

Always fasten your seatbelt, and make sure all passengers are safely belted in or secured in wheelchair positions before moving the vehicle. Passengers who are not able, or who refuse to use seatbelts, are required to sign a waiver stating their reason, or their physician's reason.

There is no smoking on the vehicles at any time (This includes E-Cigarettes). While driving (not parked) there is no eating, drinking of beverages, or phone usage other than through blue tooth devices. Both hands are to remain on the steering wheel while driving.

Be certain all lights are in working order. Adjust mirrors so you can use them to see other lanes and to back the vehicle up. Also it is good to have one internal mirror that you can use to observe passenger inside the bus.

Observe speed laws. Always signal for turns and lane changes. Use emergency flashers when stopping to make pick-ups or drop offs in traffic lanes. Whenever possible pull to the side when stopping.

Starts and stops should be smooth, slow down for bumps, giving consideration to those passengers who have pain, balance problems, or are seated in rear of bus in wheelchairs.

Whenever possible passengers should be boarded and de-boarded on a curb to make it easier to reach the first step off the buses. Consider this when picking up or letting off passengers

Remember, when driving the 12 passenger buses that they are wider in the back than in front and also longer. Turns should be made at right angles to the lane being entered. Be aware when parking, pulling up to curbs, passing under trees or ports, etc. Most buses are 9'6" tall.

Follow laws and regulation, be gentle, considerate and patient with passengers but, if necessary, make corrections in behavior to maintain pleasant conditions for all passengers. Use good judgment.

## **DRIVER GAURANTEED PAY**

Permanent Part-Time Drivers with no benefits will be paid 2 hours of pay on a day when the following conditions are met:

1. On a day that they are asked to be available and scheduled to work and the ride cancelled.
2. There is no work available for the driver. Only applicable if worked less than 3 days in a week and not to go over 20 hours.
3. The driver is not being paid for anything else including training, meetings, and cleaning buses.

4. The driver did not ask for the day off and did not state they were not available to work.

Permanent On Call Part-Time Drivers with no benefits only qualify to be paid 2 hours if the ride cancelled after the driver's arrival at work and there was no work available that day. They do not qualify for other 2 hour benefits.

All Drivers, except for volunteers, will be paid 2 hours if the ride cancelled after the driver's arrival at work and there was no work available that day.

### **ACCIDENT/INCIDENTS**

1. If involved in an accident, the driver should, first of all, do whatever necessary to prevent further damage or injury.
2. Assess the situation. If evacuation of passengers or first aid or CPR is needed take immediate action. Call 911, or, if possible, have someone else call while you are administering aid. It is recommended that one or two frequent passengers that you feel would be helpful in an emergency be advised of procedures in case the driver disabled.
3. The Police must be called to the scene immediately, and the Garden County Transportation Administrator must be notified. According to DOT & Garden County regulations a post-accident drug/alcohol test need not be performed if the vehicles can be driven from the scene and there is a no injury or no citation issued to the driver. If a post-accident drug/alcohol test is needed, the driver cannot drive from the scene of the accident and will be driven to the nearest testing site.
4. Incidents or accidents need to be documented on the form provided for Incident Reports.
5. After emergency services release you from your phone call, call your supervisor.
6. In the event of no other transportation being available for customers, a private vehicle will be sent with the approval of the Transportation Administrator to transport the customers home.

### **DRUG TESTING**

Supervisors are required by the Department of Transportation (DOT) to attend annual training sessions which are offered by NDOR and FTA to be aware of Drug & Alcohol Rules and Regulations and reasonable suspicion criteria.

Employees need to be aware of their rights concerning Drug and Alcohol Testing. There is training available at Driver Training Seminars, and written information is on file in the transportation office.

### **VEHICLE INFORMATION**

The vehicles are housed at the Garden County Courthouse Building.

Gas is to be purchased locally as much as possible.

Regular maintenance is the responsibility of the administrator.

The wheelchair lift also needs regular maintenance and lubrication.

## **EMPLOYEE BENEFITS**

Garden County Public Transportation employees will be allowed a maximum of 20 free rides per year. One way or round trip is counted as one ride. Not to be accumulated from year to year.

## **DAILY RECORDS AND INFORMATION**

The driver will have a clipboard with the trip sheets. The driver will keep a log of miles traveled, passengers carried and fares collected. At the end of the day the driver will turn this into the Administrators office.

The Drivers will be instructed by the Administrator on how to keep daily records and information.

## **REPORTS AND BILLINGS**

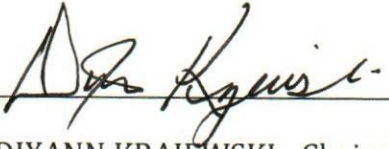
The Transportation Administrator is responsible for keeping records and filing monthly invoices with the NDOR. This report shows the cost of operations, vehicle usage and mileage, passenger counts and any revenue received. Directions on how to complete these forms are on file in the Transportation office.

The Transportation Administrator also prepares the billing forms for HHS according to the contract made between their office and this one. A file is kept with the necessary information in the office. Any other bill will also be arranged by and prepared by the Transportation Administrator.


The Transportation Administrator is responsible for preparing the annual Application for Public Transportation Assistance which must be submitted to the NDOR upon request. This Application is also submitted to the Garden County Commissioners for their approval. Directions for complete these forms are also on file in our office.

Policy is set by the Commissioners, following federal and state guidelines, concerning use of our buses by outside entities. We are occasionally asked to provide transportation for special occasion or for groups or asked to loan the vehicles for community activities. There are federal regulations regarding use of vehicles for charter service. See 49 CFR part 604. These rules are complicated and there are exceptions written for 5311 systems that the director needs to be familiar with. If there are any questions about a possible use of the vehicles, they should be directed to the Nebraska Department of Roads, Rail and Transportation Division.


Introduced and passed this 26th day of September, 2022, by the Board of County Commissioners.

  
DIXANN KRAJEWSKI - Chairman

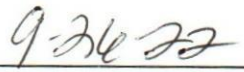
  
DAVE DYMAK

  
TERRY KRAUTER

**ATTEST:**

  
MINDY KEZAR  
GARDEN COUNTY CLERK



  
DATE