

Minutes of the 9 December 2013
Regular Meeting of the Yancey County Board of Commissioners
Held at 6:00 o'clock p.m. in the Yancey County Courtroom
Yancey County Courthouse, Burnsville, North Carolina

Present at the 9 December 2013 meeting of the Yancey County Board of Commissioners were, Chairman Johnny Riddle, Commissioner Jill Austin, Commissioner Jim Edwards, Commissioner Randy Ollis, and Commissioner Jeff Whitson, County Manager Nathan Bennett, Clerk to the Board Jason Robinson, County Planner Jamie McMahan, County Attorney Donny Laws, members of the media, and members of the general public.

Call to Order and Approval of Agenda

Chairman Riddle called the meeting to order and asked Dr. John Boyd of Mayland Community College to deliver the invocation. Chairman Riddle then led everyone in the Pledge of Allegiance. Chairman Riddle then asked for a motion to approve the agenda. Commissioner Ollis made a motion to approve the agenda and it was seconded by Commissioner Austin. The vote to approve was unanimous. (Attachment A)

Public Comment

Anthony Robinson once again spoke about the evils of the American Bar Association.

Consent Agenda

The Board next moved to the consent agenda portion of the agenda. On the consent agenda for November were the minutes for the November 4th regular meeting. In addition on the consent agenda this month were the performance review monthly reports for the CDBG projects in the county (Attachment B). Also on the consent agenda for December was the Yancey County Transportation System Safety Plan for 2014 (Attachment C) and the reappointment of Chairman Riddle to the High Country Council of Governments Rural Planning Organization (Attachment D). In addition, appointments to the Fireman's Relief Fund (Attachment E) were included on the consent agenda. Also, the November Tax Collection Report (Attachment F) was included, which was for informational purposes only. Chairman Riddle then asked for a motion to approve the consent agenda. The motion to approve was made by Commissioner Whitson and was seconded by Commissioner Ollis. The vote to approve was unanimous.

Organizational Meeting

Chairman Riddle next stated that according to North Carolina General Statute that the Board had to have an organizational meeting each year to elect a chair and vice-chair for the Board. Chairman Riddle opened up the floor for nominations for chair. Commissioner Ollis made a nomination of Commissioner Johnny Riddle to remain chair. The nomination was seconded by Commissioner Austin and the vote for chair was unanimous. Chairman Riddle next opened up the floor for vice-chair and Chairman Riddle then nominated Commissioner Jill Austin to remain vice-chair. The nomination was seconded by Commissioner Ollis and the vote vice-chair was unanimous.

Yancey County Cooperative Extension Service

The Board next heard from Jim Parlier who is the chair of the local advisory council for cooperative extension. Mr. Parlier introduced Sherry Schwab the director of county operations for the state cooperative extension service. Mrs. Schwab stated that she was at the meeting because the Board was one of the five recognized in the state for a cooperative extension partnership award. Mrs. Schwab presented all of the Board and County Manager Nathan Bennett with individual awards. The Board next heard from Robin Smith, the director of TRACTOR. Mrs. Smith stated that she was at the meeting to return the \$5,000 that the Board gave to TRACTOR at the beginning of the season in order to pay growers. Mrs. Smith also gave an update on TRACTOR's activities and what is needed in 2014 (Attachment G). The Board next heard from Tres Magner, Director of the Yancey County Center. Mr. Magner gave an update on 2013 activities from cooperative extension and recognized two members of 4-H, Hope Robinson and Amberly Glover.

Yancey County Finance Office

The Board next heard from Finance Officer Brandi Burlison who introduced Mr. Brian Broom with Dixon Hughes Goodman PLLC. Mr. Broom went over the procedure for the audit. Mr. Broom stated that the best news from this audit is that after years of financial difficulties with the available fund balance that positive results are showing. According to Mr. Broom, the

state requires a 8% available fund balance. Last year, the County's available fund balance was 1.7%. This year the available fund balance is 5.6%. While this was a significant increase, Mr. Broom stated that there is still some work to be done. Chairman Riddle stated that when he first became a commissioner that the available fund balance was -8% and to see this kind of turnaround was impressive. He stated that he would like to thank the tax department and the finance office for such good work trying to get the fund balance back to where it needed to be (Attachment H).

High Country Council of Governments

The Board next heard from Phil Trew, Director of Planning and Development with the High Country Council of Governments (HCCOG). Mr. Trew stated that the reason he is coming before the Board was to present the regional bike plan that had been developed at the urging of the North Carolina Department of Transportation. Mr. Trew stated that the goal of the plan was to provide safe routes for bicyclists and motorists alike. Among the recommendations for Yancey County is a 2 foot paved shoulder on Highway 19W and a 4 foot paved shoulder on Highways 197, 80 South, and 128. In addition a recommended 4 to 6 foot paved shoulder along Highway 19/19E and a bike lane through town. The plan would be incorporated into future projects for DOT. According to Mr. Trew the plan was developed with input from steering committee members (including two members from Yancey County) and from members of the public. He stated that he asks the Board to approve the plan. Upon hearing from Mr. Trew, Chairman Riddle made a motion to approve the regional bike plan. The motion was seconded by Commissioner Austin and the vote to approve was unanimous (Attachment I). The Board next heard from Michelle Ball, Community Development Planner with the High Country Council of Governments. Ms. Ball gave the Board an update on the scattered site housing that is going on in the county. She stated that 2 families are already in their homes and work will begin for 2 more families after the first of the year. Ms. Ball also stated that the scattered site program has been eliminated by the North Carolina General Assembly and she stated that the HCCOG was planning on applying to the North Carolina Housing Finance Agency for their single family rehabilitation program which is similar to the scattered site program. Ms. Ball gave an overview of the single family rehabilitation program and stated that not everything is known about this program yet such as the amount of funds that Yancey County would be eligible to receive.

WAMY Community Action

Ms. Jenifer Fowler with WAMY Community Action could not attend the meeting so upon hearing that Ms. Fowler would not be at the meeting, Commissioner Edwards made a motion to table this issue until January. The motion was seconded by Commissioner Whitson and the vote to table was unanimous.

County Manager Business

The Board next heard from County Manager Nathan Bennett. Mr. Bennett gave the Board an update of the work that is going on at the East Yancey Recycling Center. Mr. Bennett also updated the Board about the work on the courthouse cupola and the ceiling in the courtroom. Mr. Bennett also informed the Board that there have been areas indentified for development at Cane River Park which include the baseball fields. According to Mr. Bennett, no bids for the fencing work have been received and it has been resubmitted and the next round of bids are due on December 16th. Mr. Bennett also gave the Board an update on the former Yancey County Library site. A new roof is scheduled to be put on the building after the first of the year and new interior improvements are planned. According to Mr. Bennett there will soon be public broadband technology center located at the former library building which would be a place for the public to access broadband. This will be in partnership with Country Cablevision.

County Attorney Business

County Attorney Donny Laws stated that he had one item for closed session.

Commissioner Business

Commissioner Ollis stated that he would like to have a work session after the first of the year.

Closed Session

Chairman Riddle next asked for a motion to pursuant to NCGS 143-318.11(a)(3) that the Board go into closed session for consultation with the county attorney. Commissioner Ollis

made a motion to go into closed session and it was seconded by Commissioner Whitson. The vote to go into closed session was unanimous.

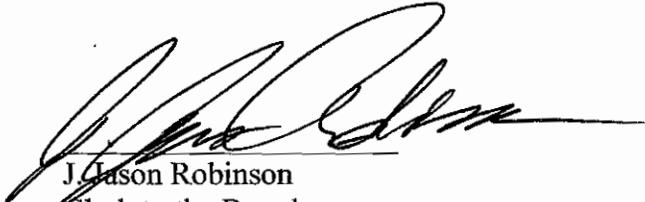
Upon coming out of closed session Chairman Riddle stated that due to subsequent disagreement as to the material terms of an agreement made in 2005 with Altec Industries there was need to settle these disagreements between the County and Altec. Chairman Riddle asked for a motion to approve the proposed settlement agreement with administrative modifications and to authorize the chairman to execute the agreement upon final authorization from the county attorney. Commissioner Edwards made the motion and it was seconded by Commissioner Whitson. The vote to approve was unanimous (Attachment J).

Adjournment

Having no further business Chairman Riddle made a motion to adjourn and it was seconded by Commissioner Edwards. The vote to adjourn was unanimous.

Approved and authenticated on this the 13th day of January 2014.

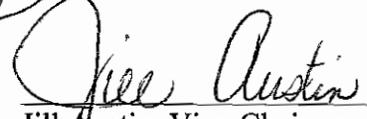
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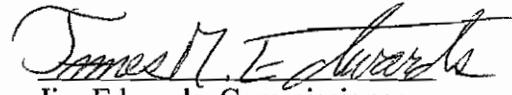

J. Jason Robinson
Clerk to the Board

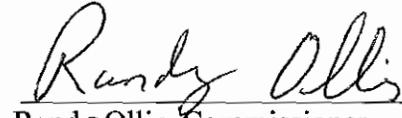
(county seal)




Johnny Riddle, Chairman


Jill Austin, Vice-Chairman


James W. Edwards, Commissioner


Randy Ollis, Commissioner


Jeff Whitson, Commissioner



AGENDA
YANCEY COUNTY BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING
December 9, 2013
6:00 P.M.

- I. Call to Order – Chairman Johnny Riddle
- II. Invocation and Pledge of Allegiance to the Flag
- III. Approval of the Agenda
- IV. Public Comment
- V. Consent Agenda
 - a. Approval of the Minutes- November 4th Regular Meeting minutes
 - b. CDBG Performance Review Monthly Reports – Scattered Site Housing and Senior Center Projects
 - c. 2013 YCTA System Safety Plan
 - d. High Country Council of Governments Rural Planning Organization Appointment – Johnny Riddle
 - e. Firemen’s Relief Fund Board Members Appointments
 - f. November Tax Collection Report – Informational
- VI. **ORGANIZATIONAL MEETING OF THE BOARD OF COMMISSIONERS per N.C.G.S. 153A-39**
 - a. Election of Chairman
 - b. Election of Vice-Chairman
- VII. Yancey County Cooperative Extension – Awards Presentation
- VIII. Yancey County Finance Office
 - a. 2012-13 Fiscal Year Audit – Dixon Hughes Goodman, PLLC
- IX. High Country Council of Governments
 - a. High Country Bike Plan Presentation – Phil Trew, Director of Planning and Development
 - b. Housing Programs – Michelle Ball, Community Development Planner
 - i. Scattered Site Housing – CDBG
 - ii. Single Family Rehabilitation
- X. WAMY Community Action – Total Family Development Program – Jennifer Fowler, Program Coordinator
- XI. County Manager Report – Nathan Bennett, County Manager
- XII. County Attorney Report – Donny Laws, County Attorney
- XIII. County Commissioners Report
- XIV. Adjourn

Attachment C

System Safety Plan for YCTA

The System Safety Plan is a plan that is put together by YCTA and NCDOT. The plan serves as our “living document”. This plan tells everything from job descriptions to what to do in case of accidents, bomb threats, hiring, security and safety training etc. NCDOT is supposed to monitor us on this plan every two years to be sure that our policies are up to date with State Regulations as well as Federal Regulations.

Our current plan was last updated in March of 2004 (that was the last time State reviewed it). The biggest difference in the Old plan and the NEW plan is the addition of OSHA forms as well as changing over from “SAFETYLOU” plan to the new “MAP21” rules and regulations these are all Federal changes. Following these rules and regulations is a must- if we don’t we would not be eligible to receive State and Federal Grants.

State says they are back on track with the monitoring process and we should be seeing them on a 2 year basis.

**YANCEY COUNTY
TRANSPORTATION SYSTEM
SAFETY POLICY**
Plan Revised 2013

**YANCEY COUNTY
TRANSPORTATION
2013
SYSTEM SAFETY
PROGRAM PLAN**

(PLAN REVISED SEPTEMBER 2013)

**GENERAL SYSTEM SAFETY PLAN MANAGEMENT
DESCRIPTIONS OF ELEMENTS**

1. POLICY STATEMENT AND AUTHORITY FOR SYSTEM SAFETY PROGRAM PLAN

- A. Effective October 2012, Moving Ahead for Progress in the 21st Century (MAP-21) mandated requirements for all public transportation to develop and implement a safety plan. As defined by MAP-21 public transportation is regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income.
- B. North Carolina Board of Transportation 2003 Resolution established the requirement for each transit system to develop and implement a System Safety Program Plan (SSPP).
- C. Establish the SSPP as an operating document that has been prepared for and approved by the transit system top management, chief executive officer or the governing board.
- D. The authority statement in the SSPP should define, as clearly as possible, the following:
 - 1. The authority for establishment and implementation of the SSPP
 - 2. How that authority has been delegated through the organization
- E. The SSPP must adequately address the SIX CORE ELEMENTS.

2. DESCRIPTION OF PURPOSE FOR SYSTEM SAFETY PROGRAM PLAN

- A. Address the intent of the *SSPP* and define why it is being written.
- B. Establish the safety philosophy of the whole organization and provide a means of implementation.
- C. A *SSPP* could be implemented for the following reasons:
 - To establish a safety program on a system wide basis.
 - To provide a medium through which a system can display its commitment to safety.
 - To provide a framework for the implementation of safety policies and the achievement of related goals and objectives.
 - To satisfy federal and state requirements.
 - To meet accepted industry standards and audit provisions.
 - To satisfy self-insurance or insurance carrier provisions.
- D. The relationship of system safety to system operations should be defined.
- E. All departments involved must have a clear definition of their individual responsibilities relative to the scope of the *SSPP*.
- F. This section should also contain system safety definitions applicable to the operating systems.

3. CLEARLY STATED GOALS FOR VEHICLE SAFETY MANAGEMENT PROGRAM

- A. The overall goal of a *SSPP* is to identify, eliminate, minimize and control safety hazards and their attendant risks by establishing requirements, lines of authority, levels of

responsibility and accountability, along with methods of documentation for the organization.

- B. These goals should be system-specific, tailored to the individual needs of the system, as well as being:
 - 1. Long term - the goal must have broad and continuing relevance.
 - 2. Meaningful - they must not be so broad as to be meaningless; desired results must be identified.
 - 3. Realizable - any goal that meets the first two criteria but cannot be attained is meaningless.
- C. Example:
 - 1. A goal might be to establish a high level of safety comparable to other transit systems in the U.S.
 - 2. Identify, eliminate, minimize, and/or control all safety hazards
 - 3. Provide appropriate action and measures to obtain necessary safety-related agreements, permits and approvals from outside agencies, where applicable.

4. IDENTIFIABLE AND ATTAINABLE OBJECTIVES

- A. Objectives are the working elements of the *SSPP*, the means by which the identified goals are achieved.
 - 1. Must be quantifiable and meaningful.
 - 2. Met through the implementation of policies.
- B. Policies are central to the *SSPP* and must be established by top management.
 - 1. They set the framework for guiding the safety program, on a relatively long-term basis.
 - 2. Policies are measurable.
 - 3. Policies are methods for reaching a specified objective.
- C. Example:

The establishment of a safety program incorporating public, patron, employee, and property safety including fire protection, loss prevention and life safety requirements.
- **Policies depend on the goals defined by the transit system and its safety philosophy.**

5. SYSTEM DESCRIPTION/ORGANIZATIONAL STRUCTURE

- A. System Description
 - 1. Briefly describe the system's characteristics. The information should be sufficient to allow non-technical person and those not employed in transit to understand the system and its basic operation.
 - 2. Components that should be included in the system description:
 - a. History
 - b. Scope of service
 - c. Physical features
 - d. Operations
 - e. Maintenance
 - f. System Modifications
- B. Organizational Structure
 - 1. Organizational diagrams showing the title of each position.

2. Diagram showing the structure of the system safety unit identifying the key positions.
3. Diagrams showing the relationships and lines of communication between the system safety unit and other departments in the organization.
4. Describe the relationship of the transit system to local political jurisdictions

SYSTEM DESCRIPTION

Yancey County Transportation Authority (YCTA) is a transportation system operating in Yancey County, NC. YCTA offers a demand/response transportation by contractual agreement with the following human service organization:

Yancey County on Committee on Aging, Inc.
Yancey County Department of Social Services
Yancey Residential Services, Inc.
Mitchell-Yancey Partnership for Children
Yancey County Recreation
Brookside Rehab and Care
Mountain Mannor Assisted Living
Mental Health Association of Yancey County
Heritage Adult Day Retreat

Rural General Public (RGP) service is available on all of our routes. All service is accessible to persons with disabilities.

The vehicle fleet of YCTA consists of three (3) fourteen passenger vans, one (1) 7-passenger mini- van, (1) 12 passenger conversion van, (1) 7 passenger mini-van with a ramp, (1) 7 passenger all wheel drive crossover and (3) lift equipped vans.

Service Area

Yancey County Transportation Authority serves all of Yancey County including the municipalities within its borders. Yancey County is a rural county located in Western North Carolina. The ridership of YCTA is comprised mainly of the clients and consumers of the participating organizations. Destination points are at the discretion of the participating agency and include transportation services to points outside of Yancey County.

Days and Hours of Service

Yancey County Transportation Authority's operational hours are Monday through Friday 7:30 am till 4:30pm. Additional service hours are available for medically necessary trips (ex: dialysis, cancer treatments, physical therapy, etc.) Yancey County Transportation Authority is closed for the following holidays:

Independence Day
Mt. Mitchell Craft's Fair
Labor Day
Veteran's Day
Thanksgiving
Day after Thanksgiving
Christmas Eve
Christmas Day
Day after Christmas
New Year's Day
Martin Luther King Day
Good Friday
Memorial Day

SYSTEM SAFETY PROGRAM PLAN**Program Description:**

The System Safety Program Plan (SSPP) was developed utilizing established guidance listed in the procedural manuals of the North Carolina Department of Transportation Standard Operating Procedure SSPP-001 and the State Management Plan. The SSPP consists of and addresses the required six (6) core elements:

1. Driver/Employee Selection
2. Driver/Employee Training
3. Safety Data Acquisition Analysis
4. Drug, Alcohol and Abuse Program
5. Vehicle Maintenance
6. Security

Yancey County Transportation Authority's number one priority is adherence to policies and procedures of the core elements. All of the elements listed are equal in importance and the policies and procedures must be met. The compliance will ensure that we meet all Federal Transportation Administration (FTA) and North Carolina Department of Transportation Public Transportation Division (NCDOT/PTD) policies and regulations.

Driver/Employee Selection Element:

Fair hiring practices are used to select employees. Each potential employee will complete a written application. The Executive Director and/or appointed official and supervisor shall interview each potential employee.

Driver/Employee Training Element:

The minimum requirements for vehicle operator training are Defensive Driving, Americans with Disabilities Act, Bloodborne Pathogens and Emergency Procedures for Vehicle Operators. In addition to the minimum requirements the follow actions must be completed:

1. The training must be completed annually
2. The training material must be on file for review by NCDOT/PTD
3. Records of each individual trained must be retained on file for five (5) years
4. Each driver must have an annual driver's performance evaluation to provide refresher training, assess skills, techniques, knowledge, etc...

Safety Data Acquisition Analysis Element:

The goal of the Safety Program is the reduction of accidents and injuries to transit customers, employees and the general public. Safety is a shared responsibility between system management and employees. It is the policy of Yancey County Transportation Authority *is* to provide a place of employment that is free from recognized hazards that could result in death or serious injury to employees, customers or the general public. It is the responsibility of each employee to report all incidents or unsafe conditions to their supervisor. Supervisors must immediately take necessary corrective action to prevent unsafe conditions.

Prohibited behaviors are behaviors that are in violation of the System Safety Policy. Such behaviors include behaviors that threaten the safety of employees, customers and the general public. Other unacceptable behaviors include those that result in damage to system, employee and public and/or private property. An employee who intentionally violates the safety policy and procedures will be subject to appropriate disciplinary action, as determined by the findings of an investigation. Such discipline may include a warning, demotion, suspension or immediate dismissal. In addition, such actions may cause the employee to be held legally liable under State or Federal Law.

Drug Alcohol and Abuse Program Element:

The goal is to provide a safe, healthy and productive drug-free work environment for all employees. A person being under the influence of a drug or alcohol while on the job poses serious safety and health risk to the user, co-workers as-well-as passengers. Yancey County Transportation Authority has established a policy of a drug-free work environment. A standard of zero tolerance for use of alcohol, illegal substances, or the misuse of prescription medications during work hours or the presence of these substances in the body during work hours regardless of when consumed. Random drug test will be administered.

Vehicle Maintenance Element:

The goal is to ensure each vehicle and wheelchair lift is properly maintained to maximize the service life, maintain reliability, mitigate high maintenance costs and sustain proper safety and mechanical condition. To accomplish this goal we will at a minimum adhere to the vehicle manufacturer's maintenance/service manual and the wheelchair lift service manual.

Security Element:

The overall purpose of the Security Program is to optimize -- within the constraints of time, cost, and operational effectiveness -- the level of protection afforded to vehicles, equipment, facilities, passengers, employees, volunteers and contractors, and any other individuals who come into contact with the system both during normal operations and under emergency conditions.

The security of passengers and employees is paramount to promoting the objectives of FTA and NCDOT. We will take all reasonable and prudent actions to minimize the risk associated with intentional acts against passengers, employees and equipment/facilities. To further this objective, we have developed security plans and procedures and emergency response plans and procedures. The plans have been coordinated with local law enforcement, emergency services and with other regional transit providers, which addresses the conduct of exercises in support of their emergency plans, and assessment of critical assets and measures to protect these assets.

The SSPP will be updated as changes occur. An annual review is required to ensure all information is current. The annual review must be adopted by the board.

This operational policy was adopted by the board of *Yancey County Commissioners*.

Date 12/9/13

Month December

Year 2013

System Manager (Signature) _____

Governing Board Chairman (Signature) _____

A handwritten signature in black ink, appearing to read "John Helton", is written over the line for the Governing Board Chairman. The signature is cursive and includes a small mark above the final letter.

**RESOLUTION FOR APPROVAL OF REQUIREMENT FOR
COMMUNITY TRANSPORTATION SYSTEMS TO IMPLEMENT
SYSTEM SAFETY PROGRAM PLANS**

WHEREAS, the Federal Transit Administration's strategic safety goal is to promote the public health and safety by working toward the elimination of transportation related deaths, injuries and property damage;

WHEREAS, the Federal Transit Administration and the National Transportation Safety Board require the reporting of certain transportation related accidents;

WHEREAS, the vision for public transportation services in North includes the provision of safe, affordable transportation choices, statewide to those who have travel options and to those whose options are limited;

WHEREAS, the development and implementation of System Safety Program Plans by Community Transportation systems is a fundamental step toward these goals;

WHEREAS, the North Carolina Department of Transportation, Public Transportation Division recognizes the safety implications of the development of System Safety Program Plans and provides training and technical assistance to transit systems to assist in the development and implementation of their System Safety Program Plans;

WHEREAS, rural transit systems receiving federal and state funds are not currently required to have a System Safety Program Plan;

WHEREAS, the Public Transportation Division, in an effort to promote safe public transportation services recommends requiring that each rural transit system in the state that receives federal and/or state funds must have an approved System Safety Program Plan which includes provision for local system safety data collection and reporting;

WHEREAS, the Transit, Rail and Ferry Committee has concurred in this recommendation.

THEREFORE BE IT RESOLVED AS FOLLOWS:

That the North Carolina Board of Transportation approves the recommended requirement that each Community Transportation System that receives federal and/or state funds must have an approved System Safety Program Plan which includes provision for local system safety data collection and reporting.

ANNUAL MANAGEMENT REVIEW

The SSPP should reflect the changing needs of our system programs. As a transit system evolves and operates, it must consistently monitor the programs and update the SSPP accordingly.

To ensure that this occurs, the transit management staff should prepare an annual report that assesses the adequacy and effectiveness of all phases of the SSPP. The annual report should be submitted to the local Transportation Board and a copy submitted to NCDOT/PTD Safety & Training Unit.

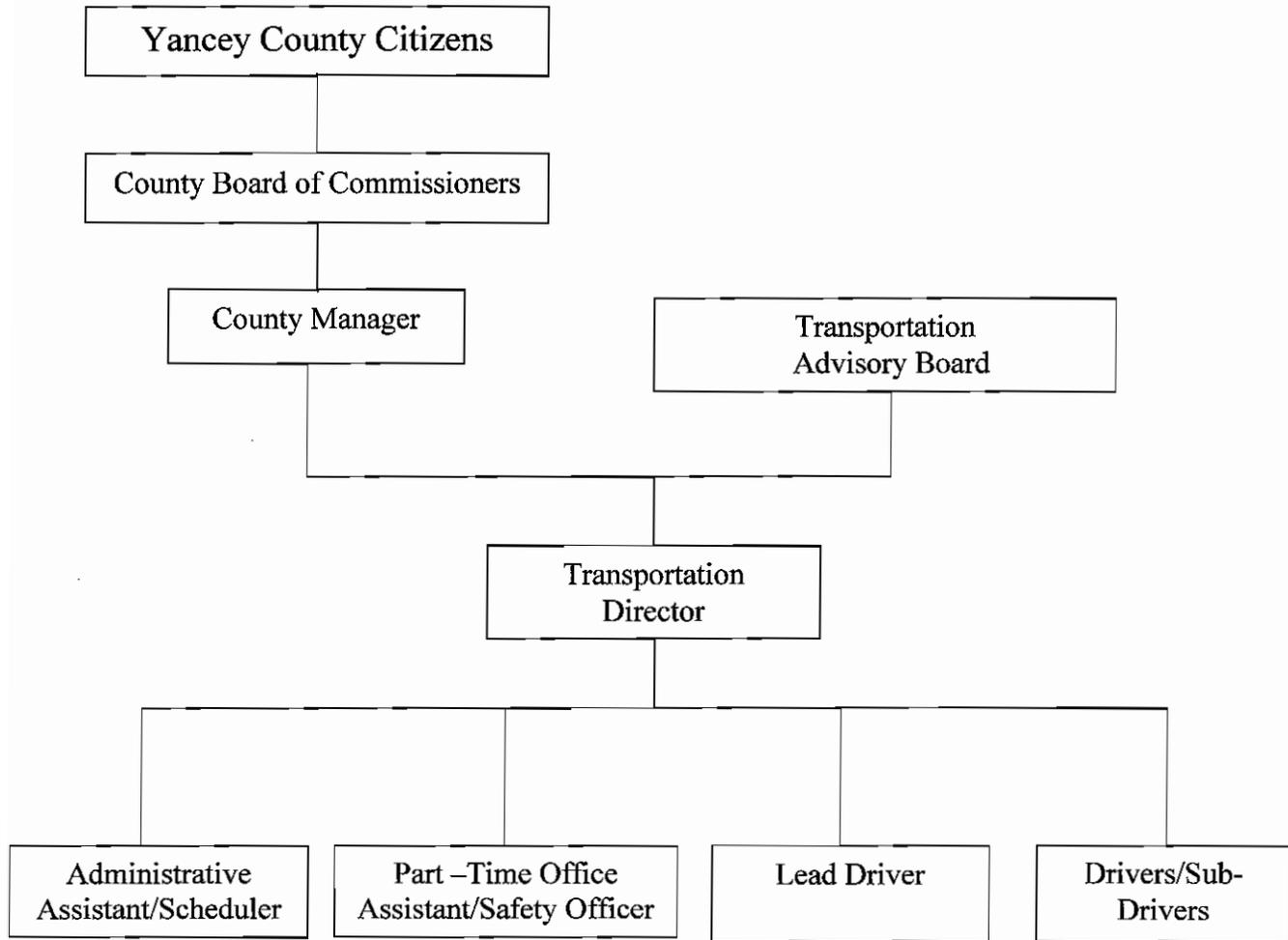
Report topics include:

- ❖ Results of incident investigations and analysis (Quarterly Reports)
- ❖ Identification of possible hazardous conditions
- ❖ Results of inspections
- ❖ Established plans for handling future incidents
- ❖ Recommendations for SSPP revisions
- ❖ Analysis of departmental involvement in the administration of the SSPP

Members of the SSPP Review Committee as-well-as system managers are jointly responsible for maintaining and updating the SSPP. The local Transportation Board must approve the required revisions.

SYSTEM SAFETY PROGRAM PLAN POLICY AND PROCEDURE REVISION INDEX				
Policy/Procedure Name	SPP#	Revision #	Date	Description
Policy/Procedure Name	SPP#	Revision #	Date	Description
Policy/Procedure Name	SPP#	Revision #	Date	Description
Policy/Procedure Name	SPP#	Revision #	Date	Description
Policy/Procedure Name	SPP#	Revision #	Date	Description
Policy/Procedure Name	SPP#	Revision #	Date	Description
Policy/Procedure Name	SPP#	Revision #	Date	Description

ORGANIZATIONAL STRUCTURE
FISCAL YEAR 2013
Yancey County Transportation



MISSION STATEMENT

THE MISSION OF THE YANCEY COUNTY TRANSPORTATION AUTHORITY IS TO PROVIDE SAFE, DEPENDABLE AND AFFORDABLE TRANSPORTATION SERVICES TO ALL YANCEY COUNTY RESIDENTS. YANCEY COUNTY TRANSPORTATION SYSTEM WILL ALSO PROVIDE A COMMUNITY TRANSPORTATION SERVICE THAT IS REACTIVE TO THE CURRENT AND CHANGING NEEDS OF THE PUBLIC AS WELL AS ALL HUMAN SERVICE AGENCIES WITHIN YANCEY COUNTY. WE WILL ACCOMPLISH THIS MISSION IN A SAFE, EFFICIENT AND COST EFFECTIVE MANNER.

DRIVER/EMPLOYEE SELECTION**SYSTEM GOALS
INITIAL HIRE PROCEDURES
AND MINIMUM QUALIFICATIONS FOR DRIVERS****Background**

In an effort to ensure that the most competent and safe drivers are employed at Yancey County Transportation the following eligibility requirements must be met by each prospective/current employee seeking/holding a position as a driver of a transit vehicle.

QUALIFICATIONS**Application**

Each potential employee shall complete a written application.

Interviews

The Executive Director and/or appointed official and supervisor shall interview each potential employee.

Physical Requirements

Each applicant must meet the requirements defined in 49 CFR Part 391.41 of the Federal Motor Carrier Safety Regulations. In addition to the following requirements:

- a. Eyesight – Drivers must have vision in both eyes, normal depth perception, normal peripheral vision and be free of any disease or condition that could impair vision. Drivers must have 20/40 vision in each eye with or without corrections, and 140 degrees or better horizontal vision. Drivers must be able to distinguish between green, red and yellow.
- b. Hearing – Drivers shall have adequate hearing to assure safe response to vehicle horns, emergency vehicle sirens, and train signals.
- c. Physical Ability: Must have the physical strength to assist wheelchair passengers and other ADA passengers when loading and unloading the vehicle.

Age

Drivers shall be at least twenty-one (21) years of age.

Knowledge of English

Drivers shall be able to read, write and speak the English language.

Driver Requirements

Drivers transporting people shall hold a valid NC Driver's License or Commercial Driver's License as appropriate. In order to be considered for employment all potential employees must provide a printout of the Bureau of Motor Vehicle (DMV) report issued within the past ten (10) days.

The criteria include:

- Good driving record with no Driving While Intoxicated (DWI), Driving Under the Influence (DUI) or similar charges, reckless driving, railroad crossing violations or leaving the scene of an accident offenses.
- No more than a total of two moving violations or accidents within the last three years.
- No suspended or revoked licenses within the past five (5) years for moving violations or violations of criminal laws.
- Any combination of violations, unfavorable road observations or accidents that indicates a pattern of unsafe vehicle operation behavior, whether on or off the job.
- Minimum of two (2) years driving experience.
- Ability to perform simple math.
- Reasonable knowledge of the service area and ability to read basic maps.
- A road test given by a designated Agency Supervisor is required.
- A written driving skills test is required.

Operating Skills

Drivers shall have experience in safely driving some type of motor vehicle (including private automobile) for not less than five (5) years, including experience throughout the four seasons.

Criminal Record Checks

An original criminal record check, issued within the past 10 days, shall be obtained as part of the application process. Persons with felony convictions of any sort are unacceptable. Other unacceptable convictions include crimes of violence, drug usage or sales, physical abuse, fraud or theft. A pattern of unlawful behavior shall also disqualify an applicant.

DRIVER/EMPLOYEE SELECTION**PROCEDURES FOR SELECTING A SAFE DRIVER**

When hiring vehicle operators, be sure to have the driver candidates undergo the following:

- A pre-employment driving test
- A pre-employment physical exam
- A background investigation and fingerprints
- Submission of driving record
- Pre-employment drug testing
- Request results of drug and alcohol test results from previous employer (Past 3-years)
- Basic training in driver skills
- Orientation based on individual skills
- Defensive driving skills training
- Refresher driver training (if applicable)
- Customer Sensitivity Training
- ADA Requirement Training (Wheelchair Lift and Securement)
- Emergency Procedure Training (Evacuating)

DRIVER/EMPLOYEE SELECTION

Yancey County Job Description

Job Title: Transportation Authority Director

FLSA Status: Exempt

General Statement of the Job

Under limited supervision, the director implements the policies established by the Federal Transportation Authority, the North Carolina Department of Transportation and the Yancey County Commissioners. Supervises all staff, mechanics, and drivers, plans for future needs, prepares the Section 5311 grant, and secures funding from local sources. Prepares and negotiates contracts with agencies for transportation services. Recommends changes and new policies to the County Commissioners. Maintains communication with the County Manager on transportation issues. Is responsible for overall operation of the Yancey County Transportation Authority. Reports to the County Manager.

Specific Duties and Responsibilities

Directly supervises administrative assistant, drivers, and mechanic in operation of the vehicles used in the transportation service.

Develops and schedules routes and services based on needs and available funding levels.

Works with equipment maintenance and replacement programs to assure that vehicles are in safe and operating order.

Prepares and develops annual budgetary sources including grants, county funds, and resources from other human services agencies.

Develops and implements required policies for the application of the Section 5311 grant.

Develops and implements the overall marketing for public services Y.C.T.A. provides.

Develops training programs and ensures all employees are appropriately trained.

Develops transportation policies for approval by the Y.C.T.A. advisory board.

Works closely with the North Carolina Transportation Division to meet new federal and state requirements.

Writes contracts for human service agencies and special transportation in providing transportation for their clients.

Attends state, regional, and national (if held in area) workshops and training seminars, as required by N.C.D.O.T.

Approves and signs all reports, time sheets, and financial statements.

Utilizes computers and various computer software programs.

Develops routes and services based on needs and available funding levels.

Serves as primary dispatcher for the Y.C.T.A.

Performs any additional duties that enhance the quality of operations to Y.C.T.A.

Knowledge, Skills, and Abilities

General knowledge of the requirements and operational needs of a public transportation service.

General knowledge of programs, policies, and procedures in the development and operation of a public transportation service.

General knowledge of the needs and services for the senior and disabled citizens.

General knowledge of the geographical layout of the county and surrounding areas.

Ability to interpret and explain federal and state regulations as they apply to a public transportation service.

Ability to plan, organize, evaluate, and implement public transportation programs.

Ability to supervise and coordinate the work of others.

Ability to establish and maintain effective working relationships with human service agencies, county and state officials, employees, other departments, and the general public.

Ability to work effectively with special populations.

Ability to communicate effectively in oral and written forms.

Ability to use independent judgment in areas of responsibility.

Basic computer skills and general knowledge of various computer software programs.

Minimum Training and Experience

Graduation from high school, with a degree in the human services field or business administration preferred; and/or 3 to 5 years experience in human service delivery or public transportation; or an equivalent combination of public relations and management training and experience which provides the required knowledge, skills, and abilities.

Yancey County Job Description

**Job Title: Administrative Assistant
Transportation Authority**

FLSA Status: Non-Exempt

General Statement of the Job

Under general supervision, performs a variety of administrative duties and public contact to support the activities of the Yancey County Transportation Authority. Is responsible for managing clerical details for the Director and directing calls to appropriate individuals. Maintains and manages Y.C.T.A. records and monitors expenditures and revenues of the department. Acts as supervisor over operations of Y.C.T.A. in the Director's absence. Reports to and performs other duties as required by the Director.

Specific Duties and Responsibilities

Maintains Yancey County Transportation Authority records in detailed filing system.

Prepares agendas for meetings of the Y.C.T.A. and takes minutes at these and other official meetings.

Types correspondence forms and compiles data into summary reports.

Acts as receptionist in receiving, assisting, and directing callers, making appointments, and arranging for travel reservations.

Prepares bills and invoices, receives fare money, maintains a receipt journal and deposits fare money in bank account.

Monitors reports and forms submitted by drivers and compiles operation and statistical reports.

Acts as supervisor over operations of Y.C.T.A. in the Director's absence.

Coordinates shuttle service by dispatching department vehicles to location of individuals in need (demand response).

Utilizes computers and various computer software programs.

Performs other duties as required by the Director.

Knowledge, Skills, and Abilities

General knowledge of established governmental and departmental bookkeeping and records-management practices and principles.

Basic computer skills, general knowledge of computer software programs, and basic secretarial skills.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with coworkers, government officials, other county employees, and the general public.

Ability to use computer software programs and operate a computer.

Ability to handle money and maintain financial records.

Ability to use independent judgment in areas of responsibility.

Minimum Training and Experience

Graduation from high school; college-level course work in secretarial sciences, business practices, accounting, or related field preferred; and/or 1 to 3 years of progressively responsible experience in secretarial and administrative work, including office management and use of computer-driven word processing, spreadsheet and file maintenance programs preferred; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

DRIVER/EMPLOYEE SELECTION

Yancey County Job Description

**Job Title: Lead Driver
Transportation Authority**

FLSA Status: Non-Exempt

General Statement of the Job

Under general supervision, operates the vehicles for the Yancey County Transportation Authority and monitors passengers in route to destinations. Acts as supervisor to drivers in the Director's absence. Is responsible for maintaining a safe and comfortable environment for individuals who use the service. Reports to the Director of the Y.C.T.A.

Specific Duties and Responsibilities

Assists the Director with schedule changes.

Schedules substitute drivers for the Y.C.T.A.

Acts as supervisor of Y.C.T.A. drivers in the Director's absence.

Assists the Director in other areas as necessary.

Drives transportation vehicles in a safe and responsible manner obeying all traffic laws.

Monitors passengers in vehicles and enforces seat belt laws while vehicle is in motion.

Inspects vehicle for operational and safety problems before starting each day's schedule.

Reports all repair needs or problems with vehicles to Y.C.T.A. Director.

Maintains accurate daily reports on vehicles.

Maintains accurate odometer readings and follows proper procedure in purchasing gas and oil for vehicles.

Establishes and maintains a friendly, helpful, and safe environment for all passengers transported in vehicles.

Collects and records ride fees and delivers fare revenue to the Administrative Assistant of the Y.C.T.A.

Maintains a clean and orderly vehicle and performs needed cleaning activities at the end of each working day.

Answers dispatches from Y.C.T.A. and responds to the needs and demands of the community.

Enforces the "No eating, drinking, and tobacco use" rule while operating vehicles.

Provides help to passengers entering and departing service vehicles.

Performs other duties as required by the Director.

Knowledge, Skills, and Abilities

Considerable knowledge of motor vehicle operation and limitations.

Considerable knowledge of the geographical layout of the county and surrounding areas.

General knowledge of the needs and services of senior and disabled citizens.

Ability to monitor fuel consumption and report operational and safety problems.

Ability to supervise and monitor several individuals with a variety of special characteristics.

Ability to follow standard rules and procedures related to public transportation service.

Ability to report and record daily reports, operational and safety problems, and accurate odometer readings.

Ability to establish and maintain effective working relationships with human service agencies, county and state officials, employees, other departments, and the general public.

Ability to work effectively with special populations.

Ability to use independent judgment in areas of responsibility.

Minimum Training and Experience

Graduation from high school preferred with possession of valid North Carolina driver's license; must be 18 years of age or older and have a good driving record.

Special Requirements

Employees must test negative for illegal substances and be required to take random drug tests while employed at the Y.C.T.A. and participate in awareness and training programs: i.e. Defensive Driving, CPR/First Aid, Substance Abuse Training/Drug and Alcohol.

Yancey County Job Description

**Job Title: Driver
Transportation Authority**

FLSA Status: Non-Exempt

General Statement of the Job

Under general supervision, operates the vehicles for the Yancey County Transportation Authority and monitors passengers in route to destinations. Is responsible for maintaining vehicle records and reporting needed repairs and safety concerns. Is responsible for maintaining a safe and comfortable environment for individuals who use the service. Reports to the Director of the Y.C.T.A.

Specific Duties and Responsibilities

Drives transportation vehicles in a safe and responsible manner obeying all traffic laws.

Monitors passengers in vehicles and enforces seat belt laws while vehicle is in motion.

Inspects vehicle for operational and safety problems before starting each day's schedule.

Reports all repair needs or problems with vehicles to Y.C.T.A. Director.

Maintains accurate daily reports on vehicles.

Maintains accurate odometer readings and follows proper procedure in purchasing gas and oil for vehicles.

Establishes and maintains a friendly, helpful, and safe environment for all passengers transported in vehicles.

Collects and records ride fees and delivers fare revenue to the Administrative Assistant of the Y.C.T.A.

Maintains a clean and orderly vehicle and performs needed cleaning activities at the end of each working day.

Answers dispatches from Y.C.T.A. and responds to the needs and demands of the community.

Enforces the “No eating, drinking, and tobacco use” rule while operating vehicles.

Provides help to passengers entering and departing service vehicles.

Performs other duties as required by the Director.

Knowledge, Skills, and Abilities

Considerable knowledge of motor vehicle operation and limitations.

Considerable knowledge of the geographical layout of the county and surrounding areas.

General knowledge of the needs and services of senior and disabled citizens.

Ability to monitor fuel consumption and report operational and safety problems.

Ability to supervise and monitor several individuals with a variety of special characteristics.

Ability to follow standard rules and procedures related to public transportation service.

Ability to report and record daily reports, operational and safety problems, and accurate odometer readings.

Ability to establish and maintain effective working relationships with human service agencies, county and state officials, employees, clients, other departments, and the general public.

Ability to work effectively with special populations.

Ability to use independent judgment in areas of responsibility.

Minimum Training and Experience

Graduation from high school preferred with possession of valid North Carolina driver’s license; must be 21 years of age or older and have a good driving record.

Special Requirements

Employees must test negative for illegal substances and be required to take random drug tests while employed at the Y.C.T.A. and participate in awareness and training programs: i.e. Defensive Driving, CPR/First Aid, Substance Abuse Training/Drug and Alcohol.

Interview Questions

YCTA Pre-Hire questionnaire for
Drivers Position

1. Have you ever tested positive for drugs or alcohol on a DOT drug test within the last two years? _____
2. Tell me about your last job. What were your responsibilities? _____

3. What did you enjoy most about your last job?

What did you enjoy least?

4. What situations kept you from getting to your job on time?

How often did that occur? _____
5. Have you ever had a job performance review. If so what were the results of that review?

6. If we were to ask your previous employer, what would they say about your attendance and job performance? _____
7. Describe a problem you have had with a manager or coworker. How did you handle the situation?

8. What about you charter makes you a good candidate for this job?

9. Priorities often change suddenly through the day. If you are asked to quickly change your point of destination or pickup addition passengers with added drop offs, how would that affect your mood?

10. You are scheduled to be back into the office at a specific time and you realize that Mrs. Smith's appointment is going to last for several hours, how would you handle this?

11. Two hours before your are to arrive at work, you learn that the weather is going to be bad that day, how would you respond to that information?

12. What outside situations could affect your dependability on the job?

13. If you had a problem and no supervisor was available at the time, how would you handle it?

14. Are you familiar with YCTA, our services, destinations, population served?

15. Drivers are responsible for the inspection of their vehicle daily. Do you know how to check oil, belts, tires? _____

16. Drivers are responsible for the cleaning of the vehicles. Do you know how to wash and clean a vehicle? _____

17. Would people say that you are an honest person? _____

18. Would you say that you are able to fill out paperwork efficiently? _____

19. Are you able to follow directions? _____

Are you able to read a road map? _____

20. Can you drive for long distances and in big city traffic? _____

21. How do you respond to irritable people? _____

To people who are slow moving and in pain? _____

22. Do others like to talk to you? _____ How do you encourage others to talk with you? _____

23. Do you speed when you drive? _____ By how much? _____

24. If you are late for an appointment what do you do?

25. How do you make strangers feel welcome?

26. Explain your driving record?

27. What does being responsible mean to you?

28. If someone cuts you off in traffic, how do you handle the situation?

29. What would you say are your strengths as a driver?

30. What techniques do you use to stay focused on the road?

31. What experiences have you had, such as a near-miss accident?

How did you handle it?

32. Do you mind driving in bad weather? _____ Early in the morning? _____
Late at night? _____ On Saturdays or Sundays? _____

33. Do you talk on a cell phone while driving?

34. You miss an exit on the interstate, what would you do?

35. You have someone get sick and throw up in the vehicle, what would you do?

SUMMARY

DRIVER EVALUATIONS:

- *ANNUALLY:* Each YCTA driver/ sub-driver will have a ride check evaluation not less than annually. At this time supervisors will be looking at operator performance. If for any reason a supervisor feels that an operator has need for additional training in any area, the supervisor will conduct/ schedule remedial training as soon as possible. The training will take place until the driver and supervisor feels that the remedial training has been fully understood.

New employees require two evaluations within the first year of employment. The first evaluation is due within three months and the second is their annual evaluation. Periodic or special performance evaluations are subject to determination by director or their immediate supervisor.

Each YCTA will undergo a license check every July to ensure our safety evaluation is carried out.

- *Responsibility:* Each YCTA driver will be evaluated by the YCTA director or a designated appointee.
- *Documentation Required:* Each YCTA driver's completed ride check sheet will be personally reviewed with him/her by the immediate supervisor or higher authority. Both the supervisor and the employee will sign and date the evaluation sheet in the appropriate places. The employee may attach comments to explain or clarify any points made in the evaluation. It will then be filed in the subject employee's training record in a confidential manner.

Evaluation results can be the basis for salary actions, demotions, suspensions, dismissals, and other such actions. All performance evaluations are maintained in a secure manner.

EMPLOYEE CONDUCT POLICY

All employees shall conduct themselves in such a manner which shall bring credit to Yancey County and to Transportation

Behavior of any employee which may affect the safety and well being of other employees of YCTA, or to personnel served by YCTA, shall be cause for disciplinary action as described in the Yancey County Personnel Policy, whether or not such behavior relates to proper performance of the employee's job.

DRIVER/EMPLOYEE TRAINING

YCTA RIDE CHECK: DRIVER EVALUATION

Date of Evaluation _____

Driver's Name _____

Evaluator's Name/Position _____

Passenger Reception

1. Confirms identity/destination of passenger
2. Present at entry door while boarding
3. Greets passenger in a friendly manner
4. Uses proper assistance techniques (What are the driver's responsibilities?)
5. Assists passengers to and from the vehicle door if needed
6. Stops proper distance from curb
7. Avoids use of AM/FM radio
8. Uses correct ADA language at all times

Vehicle Condition

1. Daily pre-trip inspection complete/documented
2. Web cutter and emergency triangles are available
3. Registration and insurance card in vehicle
4. Driver's license/logs with driver
5. Vehicle exterior clean
6. Vehicle interior clean
7. Dashboard/windshield area clear of all objects
8. Tie downs properly employed (if lift equipped)
9. Tie downs clean/ stowed in box (if lift equipped)
10. Seat belts in good working condition
11. Fire extinguisher is available, serviceable, properly mounted/tagged
12. First Aid/ Bloodborne pathogen kit available in vehicle
13. Flash Light working and extra batteries available
14. Child seat used/stowed properly (if applicable)
15. Daily defect report filled out
16. Lift operational check (if lift equipped)
17. Keeps logs up to date

Performance While Enroute

1. Driver uses correct posture when driving

2. Correct hand positions on steering wheel
3. Appropriate uniform/footwear
4. Driver and passengers use seatbelts
5. Driver gets out of vehicle and/or looks before backing
6. Adjust mirrors before moving vehicle. Keeps eyes moving
7. Signals entry into traffic every time. Leaves an out for themselves
8. Moves vehicle smoothly while slowing braking and stopping. Make sure they see you
9. Telegraphs use of brake or flashers when stopping
10. Squares corners when turning
11. Moves at appropriate speeds for current road conditions
12. Maintains following distance safety zone (4 seconds)
13. Uses proper caution at intersections
14. Anticipates stale green lights (slows down)
15. Seats passengers properly
16. Stops at all railroad crossings
17. Comes to a complete stop, leaving private property
18. Uses proper lane changing procedure
19. Stops behind line or plane at intersections
20. Observes proper two-way radio procedures
21. Uses turn signals properly
22. Maintains order in vehicle
23. Maintains scheduled stops and pick-ups
24. Avoids unauthorized stops
25. Uses four second distance rule, adds seconds to following distance when driving conditions change...keep safety cushion

Passenger Discharge

1. Uses parking brake when de-boarding passengers
2. Stops proper distance from curb. Assist passengers off vehicle (when needed or when passengers request help)
3. Renders adequate assistance to wheelchair passengers
4. Advises Base if anything changes with destination and/or circumstances
5. Advises Base when leaving vehicle and upon return to vehicle
6. Makes sure passenger is safely inside of destination before leaving property
7. Follows passengers instruction for assistance when needed

Comments _____

Course of Action (required/taken) _____

Driver's Signature _____

Date _____

Supervisor's
Signature _____ Date _____
Driver's Comments _____

**RIDE CHECK
DRIVER PERFORMANCE EVALUATION EXPLANATION**

PASSENGER RECEPTION

The Driver...

1. Asks the name of the passenger and the destination before boarding, unless the passenger is a subscription rider.
2. Is available at the door to assist the passenger on or off the vehicle (if needed).
3. Acts courteously, offers help by asking, "may I help" or "how may I help you?"
4. Follows guidance from the passenger, if help is needed.
5. Uses the passenger's instructions to assist in boarding and exiting the vehicle, if needed.
6. Stops the vehicle six (6) inches or four (4) feet from curb to keep passengers from falling off the vehicle as they load and unload. (This depends on the stopping or parking situation.)
7. Uses AM or FM radio only when passengers are not aboard, then only for the news and weather forecast.
8. Uses correct language under ADA guidelines. (Refer to the ADA handout given to drivers who have taken the SNAAP training.)

VEHICLE CONDITION

The Driver...

1. Performs a pre-trip inspection and completely fills out the pre-trip inspection form before starting the first run of the day.
2. Ensure registration and insurance cards are current and available.
3. Has driver license in possession and current route logs on person at all times.
4. Vehicle is clean on exterior.
5. Vehicle is kept clean inside at all times.
6. Nothing is on the dashboard, rear view mirror, or sun visors that could create a hazardous situation.
7. Safely attaches tie down straps into floor tracks, and use the four-point tie down on wheelchairs.
8. Removes tie downs from floor after each use. Stores tie down straps in their proper place.
9. Seat belts/tie down straps are not tangled, missing or broken.
10. Checks fire extinguisher for serviceability and expiration date.
11. Checks the first aid and Bloodborne Pathogen Kits regularly (PPE) and re-supplies when needed.
12. Ensures web cutter and emergency triangles are available.
13. Checks batteries daily to make sure flashlight is usable. (If applicable)
14. Tests the two-way radio and/or other communication device for operability.
15. Child seats are placed in vehicle properly and stowed when not in use.
16. Fills out daily defect report correctly.
17. Keeps logs up to date as trip is completed for each passenger.

PERFORMANCE ENROUTE

The Driver...

1. Does not slouch in the seat while driving. Arms are not on or out of the window frame.
2. Both hands are on the steering wheel at the 9 and 3 or the 10 and 2 position. Gets the big picture.
3. Clothing should be appropriate for job.
4. Uses seat belt correctly and requires correct use of seat belt for all passengers.
5. Gets out and looks behind vehicle, for obstacles, before backing.

6. Adjusts mirrors before leaving base (for safety and visibility). Keeps eyes moving.
7. Uses signals for all maneuvers in traffic. Leaves an out.
8. Does not jerk the vehicle when stopping and starting. Uses the brakes without stomping or slamming (stops vehicle smoothly).
9. Presses the brakes slightly to warn tailgaters to slow down or uses flashers when coming to a quick stop.
10. Does not whip around corners. Slows down to 2 to 5 miles per hour when turning corners. Positions vehicle for proper safe turns. (Squares the corner.)
11. Does not travel too slow or too fast for conditions on the road or for the posted speed limit.
12. Does not enter intersection without proper caution, uses the four second rule. Keeps safety cushion under control.
13. Slows down when green light has been green for sometime at a distance.
14. Checks mirrors, looks over shoulder, signals, moves into passing lane, signals and returns to proper lane. Leaves *(himself/herself)* an out.
15. Signals at proper distance for an intended turn. Cancels signal when maneuver is completed.
16. Does not allow profanity or misbehavior in the vehicle.
17. Keeps on schedule safely but does not jeopardize safety for schedule.
18. Only transports passenger on route schedule. No unauthorized passengers or stops.
19. Maintains a safe distance when following someone in all weather conditions.

PASSENGER DISCHARGE:

The Driver...

1. Uses parking brake when loading or unloading passengers.
2. Stops the vehicle 6 inches to 4 feet from curb to discharge passengers. Assists passenger off vehicle.
3. Assists all passengers as required.
4. Advises dispatcher of absence from vehicle and advises dispatcher of return to vehicle.
5. Does not leave elderly and disabled passengers unattended. Makes sure they are in the hands of caretakers or inside their homes/destinations before driver leaves the property (case by case judgments).

DRIVER / EMPLOYEE TRAINING

BUS POOL

ESSENTIAL SKILLS FOR DISPATCHING

BOOT

EMERGENCY EVACUATION

SUBSTANCE ABUSE AWARENESS

DON'T DRUGS SHATTER YOUR LIFE

THE MARK

TRIP

THE TRUTH ABOUT DRUGS

SAFETY MANUAL

COMMERCIAL LIFT OPERATIONS

INFECTIOUS DISEASES

SNAAP

VIOLENCE IN THE WORKPLACE

UNDERSTANDING SPECIAL NEEDS PASSENGERS

OPERATIONAL VIDEO
AMERICAN'S WITH DISABILITIES
POLICIES AND PROCEDURES
VIDEO FIRST AID KIT
DRIVER'S SAFETY BEGINS WITH ATTITUDE
THE 5 MINUTE INSPECTION
CELL PHONES AND TWO WAY RADIOS
CREATING A DRUG FREE WORLD
TAPTCO
REDUCE ACCIDENTS--- PEER PRESSURE
OPERATOR TRAINING FOR THE LIFT VANS
ON THE MOVE WITH TRANSIT
THE QRT
REDUCE ACCIDENTS—LADY LUCK
YCTA DRUG AND ALCOHOL POLICY
SUBSTANCE ABUSE POLICY BOOK
BEST PRACTICES IN WORK FIRST TRANSPORTATION
BIO-HAZARD
WHEEL CHAIR SECUREMENT
FIRST AID
CPR
DEFENSIVE DRIVING

List of annual and refresher courses...

CPR – every year as refresher, certified every 2 years

First Aid – yearly as part of refresher training, may be incorporated with CPR and BBP

Blood Borne Pathogen – yearly with EMS trainer or other certified trainer

Defensive Driving – yearly as a part of annual refresher training

ADA – yearly as a part of annual refresher training

Drug and Alcohol – yearly as part of annual refresher training

Emergency Procedures for Vehicle Operators – yearly as part of annual refresher training

SEE TRAINING LOG LOCATED IN SAFETY OFFICER'S OFFICE FOR ANNUAL TRAINING LOG /CHECKLIST FOR ANNUAL TRAINING.

SAFETY DATA ACQUISITION ANALYSIS

EN-ROUTE PROCEDURES

- **Never operate a cell phone while operating your vehicle. If you receive a call or text you must find a safe place for your vehicle to pull off the road before you look, talk or return text.**
- Depart on time and stay on schedule, but never at the expense of passenger safety.
- Drive safely and smoothly. Operate at all times on compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which the vehicle is being operated.
- Avoid lengthy conversations with passengers, since conversations can distract a driver from safely operating the vehicle.
- A vehicle with passenger doors in the open position should not be operated with passengers aboard. The doors should not be opened until the vehicle is stopped or at a railroad crossing. A vehicle with inoperable doors should not be operated with passengers aboard.
- During darkness, interior lighting and lighting of step-wells on vehicles should be sufficient for passengers to enter and exit safely.
- Passengers should not be permitted in the step-wells of the vehicle nor occupy an area forward of the standee line when the vehicle is in motion.
- Fueling the vehicle when passengers are being transported should be avoided unless it is necessary.
- When passengers are aboard, the transit system requires the driver to be secured to the driver's seat with a restraining belt at all times while the vehicle is in motion.
- Vehicles should not be left unattended at any time when passengers are aboard.
- When transporting passengers, drivers should stop at all railroad crossings in compliance with North Carolina Statues.

TRANSPORTING ELDERLY PASSENGERS PROCEDURES

Use special care in serving elderly passengers:

- Dispatcher need to be especially patient when giving elderly passengers information regarding vehicle routes and schedules.
- Give elderly passengers more time to get on or off the vehicle.
- Ask the elderly passengers if they would like your assistance before assisting them.
- If the elderly passenger refuses assistance, stay close to prevent them from tripping or falling.
- When assisting elderly passengers, do not put too much pressure on the passenger's arm.
- When letting elderly passengers on or off a vehicle, pull the vehicle close to the curb so the passenger won't have to step very far.
- Be sure elderly passengers do not sit too close to heaters or other such hazards.
- Elderly passengers may need to be reminded where to get off of the vehicle.
- Keep temperature controls warm in the winter and cool in summer.
- In cases of emergencies, drivers should notify dispatchers about possible health problems of elderly passengers.

NIGHT TIME DRIVING PROCEDURES

Several hazards associated with night driving are list below:

- Reduced visibility
- Glare
- The need for increased reaction time
- An increased number of tired and intoxicated drivers

Procedures for driving at night:

- Inspect and clean your headlights, taillights, windshield, clearance lights, reflectors and turn signals.
- Increase your space cushion by driving a slightly slower speed than you usually would during the day.
- Turn your lights on early and avoid the glare of oncoming bright lights by watching the right edge of the roadway. If someone is needlessly using bright light, do not turn your bright lights on in response to their lights.
- Make sure that your speed does not overdrive your headlight visibility.

- Do not break more than necessary. Use engine and lower gears to help you to slow down the vehicle when traction is poor.
- Keep the fuel tank at least half full.

HELPING PASSENGERS WITH PERSONAL ASSISTANCE DEVICES

Use the following guidelines when you are interacting with a passenger who has special needs:

Assisting Passengers Who are Using Canes or Critters:

- Always ask the disabled passenger if you can assist her/him prior to assisting the passenger
- Assist from the opposite side of the cane.
- Canes, walkers and other personal assistance devices should be stored so that they do not interfere with movement in the vehicle.
- Amputees should be seated in cool areas during hot weather.

Assisting Developmentally Disabled Passengers:

- Treat the passengers with respect.
- Be patient and repeat instructions when necessary.
- Be firm if they insist on doing something that will endanger you, them or the other passengers.

Assisting Hearing-Impaired Passengers:

- Look directly at them so they can see your lips.
- Talk normally (do not shout) and do not exaggerate your speech.
- Be prepared to repeat yourself.
- Get another person to talk to them if the passenger has trouble reading your lips.
- Use a pad and pencil when

Assisting Speech-Impaired Passengers:

- Do not hesitate to ask speech-impaired persons to repeat anything that you do not understand.
- Be patient; the passenger's speech condition may become more difficult to understand if the passenger is under stress.

Assisting Passengers with Visual Impairments:

- Don't touch the passenger until you tell them who you are and what you intend to do.
- Do not shout at the passenger.
- Before boarding the passenger, take their hand and show them the door openings as well as the seat and mention any hazards.
- When escorting the passenger, remain on the opposite side of their cane and have them hold your arm. Advise the passenger of any changes in ground texture or elevation level.
- When walking with a passenger, call out turns and maneuvers at least five (5) steps in advance.
- If the passenger uses a service animal, it may be helpful to learn the name of the animal for future reference. Avoid any abrupt movements toward the animal or the passengers.

- Seat visually impaired passengers against vehicle walls when possible or seat the passengers in seats with arm rests in order to assist them in keeping their balance.

WHEELCHAIR LOADING METHODS

Your customers' safety will depend on more than just safely transporting them to their destination, their safety will also depend on how well you board and secure their wheelchairs. Several wheelchair boarding guidelines are indicated below:

- Roll the wheelchair onto the lift, making sure that the front wheels are inside the platform roll stop while the roll stop is in the upright position.
- Lock the brakes.
- If the passenger has the capability to do so, ask the passenger to hold on to the hand rails provided on the lift. If the passenger does not have the capability to hold onto the handrails, ask the passenger to hold his/her hands in his/her lap.
- Before operating the lift for boarding, ask the passenger if he/she is ready. Keep one hand on the lift controls. Ask the passenger if it is okay for you to rest your other hand lightly on the armrest of the wheelchair as the lift goes up while you stand on the ground; this will keep you alert to the stability of the chair while also providing the passenger with psychological comfort.
- Make sure that the lift is level with the floor before stopping. Be sure that there is a smooth surface created by the vehicle transition plate so that the wheelchair rolls smoothly over it and into the vehicle.
- From inside the vehicle, hold the wheelchair handle as you unlock the brakes. (Turn the power back on or engage the clutches of a motorized wheelchair if needed.)
- Make sure the passenger's head does not hit the ceiling upon entering the doorway.
- The ADA states that wheelchairs should always be secured facing the front of the vehicle, with the exception given to some older vehicles that are not yet appropriately equipped.
- **The driver should never stand on the lift.**

WHEELCHAIR LIFT AND SECUREMENT PROCEDURES

Always follow the guidelines below to ensure safe lift operation and passenger safety:

- Always inspect a lift prior to each use (look for loose nuts, bolts,)
- Before deploying a lift for use, safely park the vehicle on level ground, turn the engine off (unless otherwise specified by the manufacturer) and check for obstacles to avoid in area where lift is to be deployed. Make sure that hands, feet and clothing are away from folding parts of the lift.

- Only passengers and their mobility devices should ride the lift.
- When operating a lift with a passenger on it, allow the lift to go all the way up to floor level or down to the ground without stopping.
- Have the passenger use the handrails and never leave a passenger unattended on a lift.

SECURING AN OCCUPIED WHEELCHAIR

To insure the safety of your passengers, consistently use good practices in handling wheelchairs:

- **Always** use a four point tie-down to the floor of vehicle.
- Tie-downs should be attached to the strongest part of the device which is the frame.
- Lap boards or metal and plastic trays attached to the chairs should be removed and secured.
- Liquid oxygen being transported should be securely mounted/fastened to prevent damage
- Aspirators, ventilators/other equipment must be securely mounted to wheelchair or vehicle.

TRANSIT SYSTEM SAFETY PHILOSOPHY NCDOT Safety Philosophy Statements

A Safety Philosophy is part of the North Carolina Department of Transportation (NCDOT) mission. North Carolina public transit systems can uphold this mission by acknowledging and implementing the NCDOT safety philosophy statements shown below:

- ❖ All accidents and injuries can be prevented.
- ❖ Management/supervisors are responsible, and will be held accountable, for preventing injuries and occupational illnesses.
- ❖ Occupational safety and health is part of every employee's total job performance.
- ❖ Working safely is a condition of employment.
- ❖ All workplace hazards can be safeguarded.
- ❖ Training employees to work safely is essential and is the responsibility of management/supervision.
- ❖ Preventing personal injuries and accidents is good business.

SAFETY GOALS OF YCTA

As a public transportation provider in North Carolina, YCTA will utilize and uphold statewide safety goals. These goals include:

- ❖ Instilling a safety attitude and a safe work place/customer service environment
- ❖ Establishing a commitment to safety
- ❖ Developing and maintaining a comprehensive, structured safety program
- ❖ Developing and maintaining safety standards and procedures
- ❖ Providing formalized safety training
- ❖ Reducing accident and injury rates
- ❖ Selecting equipment that promotes and enhances safety
- ❖ Safeguarding hazards
- ❖ Making necessary changes in the system to uphold safety
- ❖ Increasing employee safety awareness
- ❖ Applying new research and development in safety efforts
- ❖ Meet NCDOT/PTD minimum training standard

Creating a proactive transit safety culture that supports employee safety and safe system operation through motivated compliance with agency rules and procedures and the appropriate use and operation of equipment

SAFETY FUNCTIONS ACTION PLAN

This plan lists the actions that our system will use in developing and carrying out a safety and emergency response program. When all aspects are implemented, the action plan will help our system to address emergency and fire prevention requirements that will protect people, property and the environment.

Safety Functions of Safety Officer

- Provide training to all employees for their roles in all safety and emergency plans
- Conduct annual drills to exercise the emergency response plans
- Conduct all other actions required in the system safety plan to implement, develop and maintain an effective Emergency Response Plan

- Ensure personnel are trained in the proper procedures for chemical handling and storage procedures.
- Ensure that personnel are properly trained and equipped to carry out safety and emergency plans.
- Express responsibility for the maintenance of equipment and systems installed to prevent or control ignitions or fires. The manager should have written maintenance procedures available in the office.

Overall System Fire Prevention Functions

- The entire facility should be protected by a smoke alarm system. Batteries should be changed at the first of every calendar year.
- Inspection and maintenance procedures are maintained by the Safety Officer.
- No smoking is permitted, designated smoking areas are established 50 feet from building.
- The alarm systems are maintained on a monthly basis by the Safety Officer. Each alarm is tested monthly; supervisors should be notified before the test.

SAFETY RESPONSIBILITIES – SPECIFIC POSITIONS

Director

Under the direction of the Transportation director there is:

- An active Safety Committee, consisting of department heads and other designated persons, meeting at least annually.
- A thorough and effective Accident Investigation to include reporting and recording procedure, and a written report on actions taken to prevent recurrence of accidents, including action taken against individual violators of safety rules and practices.
- A training program for employees and supervisory personnel directly related to avoiding a possible injury or illness in the area of assigned operations.
- A periodic audit of all premises, equipment, and, materials so that recommendations can be developed to obtain compliance with established standards.
- A communications system established and maintained to ensure that all personnel responsible for safety matters are kept abreast of new standards or procedures published by the Department of Labor.
- Specific goals established for the safety program, with progress toward those goals measured on an annual basis.

The seven steps to achieving your safety policy are accomplished through:

- A Safety Manual
- A Safety Officer
- A Safety Committee

- Employee Training and Supervision
- Employee Training/Safety Meetings
- Accident Investigation
- Departmental Self-Inspection

Management

Management will demonstrate support for the safety program through every visible means, including:

- Providing a safe and healthful work place.
- Providing personal protective equipment.
- Reviewing accident records and accomplishments of the safety program with the Safety Committee.
- Evaluating effectiveness of the safety program.
- Participating directly and/or indirectly in safety activities as may be required to maintain the enthusiasm and interest of all concerned.
- Abiding by Safety rules and regulations when exposed to conditions governed by the rules.
- Directing that any flagrant disregard of safety rules and regulations by employees be grounds for dismissal as outlined in Personnel Policy.

Responsibility

The Director is directly responsible for all safety efforts in the organization. Enthusiasm and faith in the safety program must be such as to maintain the interest and support of all employees. This attitude is reflected down through the Department Heads and Supervisors to the individual workers. The specific accident prevention duties include the following:

- Active participation and direction in the planning of details for accident prevention which will bring the best results for all employees. Expansion and adaptation of program and procedures to all departments within the organization.
- Demonstrated support of the program through personal participation and through approval of necessary expenditures for such items as personal protective equipment, good lighting, good ventilation, and other physical improvements to the working environment, as well as expenditures for safety training materials, awards and incentives, etc.
- Continuing review of the effectiveness of accident prevention efforts in various sections and departments, with necessary follow-up and bolstering of efforts when required.

Safety Officer Responsibility

Implement and administer the safety program.

- Maintain records as necessary to comply with laws and objectives of the safety program. These records should include:
 - Copy of Report of Injury, illness or Accident
 - Supervisor's Accident Investigation Reports
 - Required OSHA forms
 - Minutes of all Training/Safety Meetings

- Safety Program status reports
- Submit status reports to Safety Committee
- Make periodic walk through of building to assist and consult in developing safe work methods, accident investigations, training, and other technical assistance.
- Analyze accident reports and investigations as needed.
- Promote “safety awareness “in all employees through stimulating educational training programs.
- Compliance with all OSHA, state and local laws, and established safety standards.
- Assist Supervisors in all matters pertaining to safety.
- Maintain contact with available sources of topical safety information such as NC Department of Labor, and NC Industrial Commission.
- Provide training programs for drivers and YCTA employees.
- Represent management in the implementation of the Safety Policy.
- Recommend immediate corrective action in cases of hazardous operations.

Supervisors

Supervisors are the key persons in the scheme of loss control because of the close relationship with the employee and intimate knowledge of operating procedures.

Supervisors of each department are charged with the responsibilities of quality and quantity of production within the department, and therefore are responsible for the work conduct of same. Supervisors should be afforded the necessary tools and knowledge to carry out their duties with efficiency and safety.

Supervisors should:

- Have a thorough knowledge of System Safety Policy.
- Provide instruction and training to workers so that they conduct their job in a safe manner.
- Daily scan the department to ensure that no unsafe conditions or unsafe practices exist.
- Initiate immediate corrective action where unsafe conditions or practices are found. When a capital expenditure is required to make necessary corrections the Director shall be notified.
- Properly complete accident reports and investigate all accidents to determine what must be done to prevent recurrence of a similar accident.
- Be familiar with procedures that must be followed in case of an emergency.
- Enforce safety rules and regulations of the organization.
- Set a good example for safety by working in a safe manner and encouraging others to do so.

YCTA Employees

To assist the employee in developing keen “safety awareness” the following responsibilities are assigned:

- To abide by the safety rules and regulations of the organization.
- To regard the safety of fellow workers at all times.
- To report any unsafe condition to the Supervisor.

- To contribute ideas and suggestions for improving the safety of conditions or procedures to the Supervisor.
- To use individual knowledge and influence to prevent accidents.
- To attend safety training sessions.
- To report accidents and injuries immediately.

RELATIONSHIP BETWEEN SYSTEM SAFETY AND SYSTEM OPERATIONS

Management of Unsafe Conditions

- Eliminate hazards by removing the method, material, or structure that is causing the hazard through appropriate means.
- Control the hazard by enclosing or guarding the point of hazard at the source.
- Train personnel on steps to take when confronted by a hazardous condition and provide procedures to safely avoid the hazard.
- Provide and ensure the use of personal protective equipment to shield employees from the hazard.

At no time should protective devices or safety practices be set aside to get the job done faster and cheaper. The price paid for such indiscretion may greatly exceed the anticipated gain from the action.

Designated Safety Officer: Sheila Evans

The Safety Officer is the individual who is directly responsible for implementing the System Safety Program. It is the basic responsibility of the supervisor to plan and conduct safe operations. **It is also the duty and responsibility of each supervisor to fully orient and instruct all employees in safe practices and procedures.** He or she is expected to be a member of the safety and Accident Review Committee and be in charge of collecting and disseminating safety data. The Safety Officer is specifically charged with the following responsibilities for the System Safety Program:

- Have full knowledge of all standard and emergency operating procedures;
- Perform safety audits of operations;
- Ensure that employees make safety a primary concern when on the job;
- Actively investigate all incidents and accidents;
- Prohibit unsafe conduct and conditions;
- Include safety in employee meetings which is a vital part of a safe atmosphere;
- Listen and act upon any safety concerns raised by employees; and
- Report to management any safety concerns or possible hazards.

YCTA Employees

It is the responsibility of each employee of the Transit System to abide by all rules and regulations and to comply with all laws pertaining to safety and health in the workplace. **It is the responsibility of each supervisor of the Transit System to provide explicit instructional**

and procedural safety training for each employee. Safety becomes a shared responsibility between management and the employee, and working safely is a condition of employment.

Employees are required to identify, report and correct unsafe conduct and conditions. Under (OSHA) 29 CFR part 1910; employees have the right to report any unsafe working conditions without being subjected to any retaliation whatsoever. Each employee must be an integral part of the SYSTEM SAFETY PROGRAM.

All transit employees are required to attend training/safety meetings. Training/safety meetings involve employees in the Safety Program and are very useful ways of training employees. Safety meetings and committees are used to present information, discuss problems and new ideas and discuss recent accidents and injuries. Safety meetings and commitment shall include, but shall not be limited to, the following:

1. Wearing the prescribed uniform and shoes as required.
2. Reporting promptly and in writing, to your supervisor, all injuries and illnesses associated with the jobs.
3. Reporting, no matter how slight, all fires, accidental damage to property, hazardous material spills and other emergency occurrences to your supervisor.
4. Disposing of all hazardous materials in an acceptable and lawful manner.
5. Working under the influence of alcohol or illegal drugs is specifically forbidden. Use of prescription drugs, which may affect your alertness or work abilities, shall be reported to your supervisor (49 CFR parts 40, 653, and 654).
6. Taking care not to abuse tools and equipment, so these items will be in usable condition for as long as possible, as well as ensure they are in the best possible condition while being used.

COMPUTER DATA ENTRY SAFETY PROCEDURES

The following actions can help to reduce muscle fatigue and tension while enabling maximum performance:

- Adjust seat height and backrest angle to fit the user in a seated position
- Screens should have adjustable height and tilt; screens should be arranged so that they are never higher than eye level for the users.
- Adjust keyboard to fit the operator. Keyboards should be detached in order to allow for positioning.

- Always use anti-glare screens.
- Users should maintain correct hand and wrist posture when entering data. Repetitive motion illness develops over an extended period of time. Learn work habits that reduce risks and be aware of early symptoms of the illness.
- Frequent work breaks should be taken after continuous work periods requiring more than five hours of screen viewing time, constant rapid muscular action, fixed positions on jobs that are highly repetitive.

OFFICE SAFETY PROCEDURES

The following suggestions can help to make your office environment a safe one:

- Don't place computers, calculators, or adding machines too close to the edge of the desk or other surfaces.
- Machines that tend to move during operation should be fastened down or secured with rubber feet or mats.
- Electric office machines should be equipped with three-prong electrical cords.
- Avoid stretching cords between desks or across aisles.
- Never store combustible office materials electrical outlets.
- Do not permit floor coverings to become tripping hazards.
- Keep floors clean. Clean up all spills on floors immediately. Pick up papers, pencils, clips and any objects that will cause tripping hazards.
- Place wastebaskets where they will not present a tripping hazard.
- Never stack anything so high as to obstruct vision.
- Electrical cords and phone lines should be secured to prevent tripping hazards.
- Know where building emergency exits are located. These areas should not be used for storage.
- File drawers should be closed immediately after use so no one can run into or trip over them. Only one drawer should be opened at a time to prevent the cabinet from falling forward.
- Be sure all electrical equipment is grounded and the cord is in good condition. If a machine is shocking or smoking, unplug it and immediately report the defect.
- Be cautious as you approach doors that open in your direction.
- Slow your pace when approaching a blind corner in a hallway.
- Do not run in corridors.
- Office tables, chairs, and desks must be maintained in good condition and remain free from sharp corners, projecting edges wobbly legs, etc.

- Never use chairs, desks or other furniture as a makeshift ladder. Use a stepladder for climbing but do not use the top two steps.
- Do not lean forward in a roller chair to pick up an object.
- Keep the blades of paper cutters closed when not in use.
- Never run power cords under carpet or chair pads.

SAFE LIFTING PROCEDURES

Preserve your back health by using the following lifting strategies:

- Before lifting a load, think of other means of moving it using a device that can help you to pull, push or roll the load.
- Have firm footing and make sure the standing surface that you are on is not slippery.
- Determine the best way to hold the load using handles, gripping areas or special lifting tools. Get a firm grip on the load.
- Keep your back straight by tucking your chin in.
- Tighten your stomach muscles and lift with your legs.
- Lift the load slowly.
- Hold the load as close to the body as possible; be sure you position the load close to the body before lifting.
- Do not twist during your lift or when moving the load. Turn with your feet rather than your back.
- Set the load down gently, using your legs and keeping your back as straight as possible.
- Be sure your fingers are out of the way when putting the load down and when moving the load through tight spaces.
- Ask for help if you need it and use lifting tools and devices whenever they are available.

BLOOD BORNE PATHOGENS/INFECTION CONTROL

If a bio-hazardous spill occurs as part of a vehicular accident, then first aid for injured passengers should be the first priority, along with notification of appropriate medical assistance personnel. Bio-hazardous spills may also occur from an on-vehicle injury without a vehicular accident. Again, first aid provision comes first. Additionally, a bio-hazardous spill may occur as a result of vomiting or loss of bladder control, in which case, first aid is normally not necessary. However, anytime the driver does administer first aid, latex gloves and other personal protective equipment should be used.

Contaminated items should be carefully placed in the designated bio-hazard disposal bag.

Following first aid administration, where necessary, the vehicle must be cleared of the spill. The following steps should be followed:

1. Put on a new pair of latex gloves;
2. Contain the spill as best as possible with paper towels and/or solidifying powder
3. Clean up spill with paper towels, or if a solidifying powder is used, use a dustpan and brush.
4. Clean area of spill with the cleaning or decontamination solution and wipe with paper towels and/or fresh solidifying powder.
5. **Place all items used to clean spill into bio-hazardous waste disposal bag.**
6. If the exterior of the disposal bag has not been contaminated by the spill, then remove both Latex gloves and place them in the disposal bag, and seal the bag.
7. If the exterior of the bio-hazardous waste disposal bag has been contaminated by the spill, seal the bag and place inside another bag.
8. **Upon return to home base, place the plastic bag(s) into the designated disposal container.**
9. Management will have it disposed of by an appropriate medical hazard disposal organization for proper ultimate destruction. *Prior arrangements have been made for the proper disposal of hazardous waste through Yancey Rescue Squad. YCTA will contact Yancey Rescue Squad so that they may properly dispose of any bio-hazardous waste or the company contracted through them.*

**PERSONAL PROTECTIVE EQUIPMENT
HAZARD ASSESSMENT**

Plant _____ Dept. _____ Date(s) _____
Supervisor _____ Job _____

Eye and Face

Is there danger from:

	No	Yes	(Eliminated, Guarded, PPE)	
			E, G	List Specific PPE
1) Flying Particles	_____	_____	_____	_____
2) Molten Metal	_____	_____	_____	_____
3) Liquid Chemicals	_____	_____	_____	_____
4) Acids	_____	_____	_____	_____
5) Caustic Liquids	_____	_____	_____	_____
6) Chemical Gases or Vapors	_____	_____	_____	_____
7) Light Radiation	_____	_____	_____	_____
8) Other	_____	_____	_____	_____

Head

Is there danger from:

	No	Yes	E, G	List Specific PPE
1) Falling or Flying Objects	_____	_____	_____	_____
2) Work Being Performed Overhead	_____	_____	_____	_____
3) Elevated Conveyors	_____	_____	_____	_____
4) Striking Against a Fixed Object	_____	_____	_____	_____
5) Forklift Hazards	_____	_____	_____	_____
6) Exposed Electrical Conductors	_____	_____	_____	_____
7) Other	_____	_____	_____	_____

MISCELLANEOUS

Is there danger from:

YANCEY COUNTY TRANSPORTATION SYSTEM SAFETY POLICY | 2013

	No	Yes	E, G	List Specific PPE
1) Lifting	_____	_____	_____	
2) Blood-borne Pathogens	_____	_____	_____	

Foot

Is there danger from:

	No	Yes	(Eliminated, Guarded, PPE) E, G	List Specific PPE
1) Falling and Rolling Objects	_____	_____	_____	
2) Objects Piercing the Sole	_____	_____	_____	
3) Electrical Hazards	_____	_____	_____	
4) Wet or Slippery Surfaces	_____	_____	_____	
5) Chemical Exposure	_____	_____	_____	
6) Environmental	_____	_____	_____	
7) Other	_____	_____	_____	

Hand

Is there danger from:

	No	Yes	E,G	List Specific PPE
1) Skin Absorption	_____	_____	_____	
2) Cuts or Lacerations	_____	_____	_____	
3) Abrasions	_____	_____	_____	
4) Punctures	_____	_____	_____	
5) Chemical Burns	_____	_____	_____	
6) Thermal Burns	_____	_____	_____	
7) Harmful Temperature Extremes	_____	_____	_____	
8) Other	_____	_____	_____	

Respiratory

Has the workplace area been evaluated for:

	No	Yes	E, G	List Specific PPE
1) Harmful Dusts	_____	_____	_____	

2) Fogs	_____	_____	_____	_____
3) Fumes	_____	_____	_____	_____
4) Mists	_____	_____	_____	_____
5) Smokes	_____	_____	_____	_____
6) Sprays	_____	_____	_____	_____
7) Vapors	_____	_____	_____	_____
8) Other	_____	_____	_____	_____

Torso

Are employees bodies protected from:	(Eliminated, Guarded, PPE)			
	No	Yes	E, G	List Specific PPE
1) Hot Metals	_____	_____	_____	_____
2) Cuts	_____	_____	_____	_____
3) Acids	_____	_____	_____	_____
4) Radiation	_____	_____	_____	_____

Comments:

Certification

This hazard assessment has been performed to determine the required type of PPE for each affected employee. The assessment includes:

- Walk-through survey
- Specific job analysis
- Review of accident statistics
- Review of safety equipment selection guideline materials
- Selection of appropriate required PPE

Assessment Certified by (Supervisor) _____

Date _____

BLOODBORNE PATHOGENS

Exposure Control Plan

Facility name: _____

Date of preparation: _____

Date of annual review: _____ *(Where applicable; must not be more than 12 months following preparation or previous review date.)*

In accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, the following exposure control plan has been developed.

A. Purpose

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood and/or certain other body fluids; and
2. Comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030 and its Appendix A.

B. Exposure Determination

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials (OPIM). The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). The exposure determination must list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility, the following job classifications are in this category:

In addition, OSHA requires a listing of job classifications in which some employees may have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to blood or OPIM, tasks or procedures that would cause these employees to have occupational exposure must also be listed in order to understand clearly which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows *(or place in appendix)*:

<u>Job classification</u>	<u>Task/Procedure</u>
_____	_____

C. Implementation Schedule and Methodology

OSHA requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement.

1. Compliance methods

Universal precautions will be observed at this facility in order to prevent contact with blood or OPIM. All blood or OPIM will be considered infectious, regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At this facility, the following engineering controls will be utilized: *(List controls, such as sharps containers, biosafety cabinets, non-glass capillary tubes, safety lancets or syringes, needleless systems, dust pan and broom for picking up broken sharps, etc.)*

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows: *(List schedule, such as daily, weekly, etc., and who has the responsibility for reviewing the individual controls, such as department supervisor, nursing director, etc.)*

The process for evaluating existing controls and potential changes in engineering controls and work practices involves consultation with non-management direct-care employees as follows: *(Describe the process, the products/devices and/or work practices evaluated, and how employees are involved in evaluation and selection.)*

Hand washing facilities shall be made available to employees who incur exposure to blood or OPIM. These facilities must be readily accessible after incurring exposure. *(If handwashing facilities are not feasible, the employer must provide either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. If these alternatives are used, the hands are to be washed with soap and running water as soon as feasible. Employers who must provide alternatives to readily accessible handwashing*

facilities should list the location, tasks, and responsibilities to ensure maintenance of these alternatives.)

_____ *(Name of position/person, e.g., "supervisors")* shall ensure that after the removal of personal protective gloves, employees wash their hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

_____ *(Name of position/person)* shall ensure that if employees incur exposure to their skin or mucous membranes, those areas shall be flushed with water as soon as feasible following contact.

2. Needles

Contaminated needles or other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. OSHA allows an exception to this prohibition if the procedure would require that the contaminated needle be recapped or removed and no alternative is feasible, and the action is required by the medical procedure. If such action is required, the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique. At this facility, recapping or removal is permitted only for the following procedures: *(List the procedures, and specify either the mechanical device to be used or that a one-handed technique will be used.)*

Where feasible, sharps with engineered sharps injury protection (such as self-sheathing needles or needleless systems) will be used.

3. Work Area Restrictions

In work areas where there is reasonable likelihood of exposure to blood or OPIM, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops where there is blood or OPIM. Mouth pipetting/suctioning of blood or OPIM is prohibited.

All procedures will be conducted in a manner that will minimize splashing, spraying, splattering, and generation of droplets of blood or OPIM. At this facility, the following methods will be employed to accomplish this goal: *(List methods, such as covers on centrifuges, use of dental dams if appropriate, etc.)*

4. Specimens

Specimens of blood or OPIM will be placed in a container that prevents leakage during the collection, handling, processing, storage, and transport of the specimens. The container used for this purpose will be labeled or color-coded in accordance with requirements of the OSHA standard. *(NOTE: The standard provides an exemption for specimens from the labeling/color coding requirement, provided that the facility uses universal precautions in the handling of all specimens and the containers are recognizable as containing specimens. This exemption applies only while the specimens remain in the facility. If the employer chooses to use this exemption, it should be stated here.)*

Any specimens that could puncture a primary container will be placed within a secondary container that is puncture resistant.

If outside contamination of the primary container occurs, the primary container will be placed within a secondary container that prevents leakage during handling, processing, storage, transport, or shipping of the specimen.

5. Contaminated Equipment

_____ *(Name of position/person)* is responsible for ensuring that equipment which has become contaminated with blood or OPIM shall be examined prior to servicing or shipping, and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.

6. Personal Protective Equipment (PPE)

PPE Provision

_____ *(Name of position/person)* is responsible for ensuring that the following provisions are met.

All PPE used at this facility will be provided without cost to the employee. PPE will be chosen based on the anticipated exposure to blood or OPIM. The PPE will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employee's clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time while the protective equipment will be used. *(Indicate how clothing will be provided to employees, such as who has responsibility for distribution. You may also list procedures that would require use of PPE and the type of PPE required; this could also be listed in an appendix to this program.)*

PPE Use

_____ (*Name of position/person*) shall ensure that the employee uses appropriate PPE unless the supervisor shows that the employee temporarily and briefly declined to use PPE when, under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or posed an increased hazard to the safety of the employee or co-worker. When an employee makes this judgment, the circumstances shall be investigated and documented to determine whether changes should be instituted to prevent such occurrences in the future.

PPE Accessibility

_____ (*Name of person/position*) shall ensure that appropriate PPE in appropriate sizes is readily accessible at the work site or is issued (without cost) to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to employees who are allergic to the gloves normally provided.

PPE Cleaning, Laundering and Disposal

All PPE will be cleaned, laundered, and/or disposed of by the employer at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.

All garments that are penetrated by blood or OPIM shall be removed immediately, or as soon as feasible. All PPE shall be removed before leaving the work area. When PPE is removed, it shall be placed in an appropriately designate area or container for storage, laundering, decontamination or disposal.

Gloves

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, OPIM, non-intact skin, and mucous membranes; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.

Disposable gloves used at this facility are not to be washed or decontaminated for re-use, and are to be replaced as soon as practical when they become contaminated or if they are torn, punctured, or their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use, provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or show other signs of deterioration or when their ability to function as a barrier is compromised.

Eye and Face Protection

Masks, in combination with eye protection devices such as goggles or glasses with solid side shields, or chin length side face shields must be worn whenever splashes, spray, splatter, or droplets of blood or OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated. The following situations at this facility require such protection:

Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-up

General

_____ *Yancey County Transportation Authority* shall make available the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure follow-up to employees who have had an exposure incident.

_____ *YCTA Director*) shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post-exposure follow-up including prophylaxis are:

- a) Made available at no cost to the employee;
- b) Made available at a reasonable time and place;
- c) Performed by, or under the supervision of, a licensed physician or other licensed healthcare professional; and
- d) Provided according to the recommendations of the US Public Health Service.

Hepatitis B Vaccination

_____ *YCTA Director* is in charge of the Hepatitis B vaccination program. *YCTA uses Yancey County Health Department to provide this service.*

Hepatitis B (HB) vaccination will be made available after the employee has received the training in occupational exposure (see "Information and Training" section), and within 10 working days of initial assignment to all employees who have occupational exposure unless: the employee has previously received the complete HB vaccination series; antibody testing has revealed that the employee is immune; or the vaccine is contraindicated for medical reasons.

Participation in a pre-screening program shall not be a prerequisite for receiving HB vaccination.

For employees who complete the HB vaccination series, antibody testing will be made available at no cost to the employee, one to two months after completion of the series, as recommended by the US Public Health Service.

Employees who decline the HB vaccination shall sign the OSHA-required declination form indicating their refusal. Any employee who initially declines HB vaccination, but

later decides to accept vaccination while still covered by the standard, shall be provided the vaccination series as described above.

If, at a future date, the US Public Health Service recommends a routine booster dose of HB vaccine, such booster doses shall be made available.

Post-Exposure Evaluation and Follow-up

All exposure incidents shall be reported, investigated, and documented. When an employee incurs an exposure incident, it shall be reported to _____.

Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- a) Documentation of the route of exposure, and the circumstances under which the exposure incident occurred. If the incident involves percutaneous injury from a contaminated sharp, appropriate information should be entered in the sharps injury log. *(Must also be entered on the OSHA 300 form).*
- b) Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law;
- c) The source individual's blood shall be tested as soon as feasible, and after consent is obtained, in order to determine HBV and HIV infectivity. If consent is not obtained, _____ shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the blood (if available) shall be tested and the results documented.
- d) When the source individual is already known to be infected with HBV or HIV, testing for the source individual's HBV/HIV status need not be repeated.
- e) Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

- a) The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained;
- b) The employee will be offered the option of having her/his blood collected for testing of the employee's HIV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV status.

Any employee who incurs an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. All post-exposure follow-up will be provided by _____.

Hepatitis B Vaccine Declination

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccine series at no charge to me.

Employee's name (print)

Employee's signature

ECP Administrator signature

Date

POTENTIAL WORK SITE HAZARDS IDENTIFICATION

Yancey County has a Building Inspections Department that inspects all county facilities on a yearly rotation. All repairs or corrections of safety hazards would be coordinated through the Building Inspections Department or with the identified department's supervisor.

MONTHLY BUILDING INSPECTION FORM

Building: _____ **Inspector:** _____ **Date:** _____

OK	Not ok	Description	Comments/Action(s)
		Electric cord attached to building surface or run through door/ceiling/wall.	
		Electric cord frayed, cut, or damaged.	
		Light-duty 2-prong extension cord used.	
		Ground pin missing from cord.	
		Empty opening (knockout) in electric box.	
		Exposed live electrical parts.	
		Ungrounded equipment.	
		Storage within 3' of electric panels.	
		Circuit breakers/disconnects not labeled.	
		Fire extinguishers blocked/obscured.	
		Fire extinguishers w/o monthly check.	
		Exit doors blocked/locked.	
		Exit signs/arrows not in place and visible.	
		Emergency evacuation lights not tested.	
		Storage >5' w/o stepstool or ladder.	
		Storage within 18" of sprinkler heads.	
		Storage within 3' of heater/heat source.	
		Storage aisles <28" wide.	
		Storage stacks lean/unstable.	
		Compressed gas not capped/chained	
		Excessive flammables outside of cabinets.	
		Incompatible chemicals stored together.	
		Chemicals not labeled with name/hazards.	
		Material Safety Data Sheets not available.	
		Emergency shower/eyewash not tested weekly.	
		Housekeeping not up to standards.	
		Wet/slippery floors not marked/corrected.	
		Trip hazards in floor, stairs, sidewalks etc	
		First-aid kit and PPE not available.	
		Burned out or missing light bulbs.	
		Oily/greasy rags not in covered metal can.	

	Machinery guards in place.	
	Guardrails/stair-rails in place as required	
	PPE provided and properly used.	
	Other:	
	Other:	

CSB 6/23/05 Rev 1

HAZARD IDENTIFICATION AND ANALYSIS METHODOLOGY

Hazard Assessment Matrix

One way to conduct hazard assessments is to use a “**Hazard Assessment Matrix**”. The Matrix condenses “hazard assessment” into a chart and prioritizes those hazards that are evaluated. Two hazard severity categories are used to designate the magnitude of the “worst case” potential effects of the hazard are as follows:

- **Category I – Critical**
Hazard can result in severe injuries or death to passengers, employees, or others who encounter the Transportation System and/or cause major property damage.
- **Category II – Marginal**
Hazard can result in minor injury or negligible property damage.

After hazards are assessed for their potential severity, they can be examined to determine the probability that they may lead to an accident. As an increase in knowledge about safety is established through the course of the System Safety Program, prior accident information will be factored into the probability analysis if it is appropriate to do so.

- A Frequent**
The hazard is likely to cause an accident on a recurrent basis.
- B Remote**
An accident is unlikely but possible during the life of the hazard.

HAZARD ASSESSMENT MATRIX		
Frequency of Occurrence	Hazard Categories	
	Critical I	Marginal II
A Frequent	I A	II A

B Remote	I B	II B
-----------------	-----	------

Hazard Risk Index	
I A	Unacceptable or Undesirable (Management Decision Necessary)
II A, I B	Acceptable with Management Review
II B	Acceptable without Management Review

Hazard Analysis

Date of Hazard Analysis: _____

<i>Hazard Risk Index</i>	<i>Criteria</i>
<i>I A</i>	<i>Unacceptable or Undesirable (Management Decision Necessary)</i>
<i>II A, I B</i>	<i>Acceptable with Management Review</i>
<i>II B</i>	<i>Acceptable without Management Review</i>

Prepared By: _____ Date: _____

POTENTIAL WORK SITE HAZARDS IDENTIFICATION

Policy

- A. The designated Supervisor at EACH Employee work site shall identify at least ANNUALLY any potential Occupational Safety or Health Hazards at that work site.

Any time a new substance, process, procedure, or piece of equipment is introduced and presents a potential hazard or a hazard is identified during a Safety Inspection, an updated Identification must be completed IMMEDIATELY.

- B. A copy of the completed Hazards Identification shall be posted at the work site and must be reviewed with any new employee assigned to that work site

BEFORE the new employee begins to work and will be recorded in the employee's training record.

A copy of the completed Hazards Identification must also be forwarded to the applicable Program Manager/Director and Safety Officer for review action and for file for follow-up inspections.

HAZARDS IDENTIFICATION

Work Site Name _____ (Center/Office)

Location _____

Potential Hazards	Employee Action to be Followed
1.	
2.	
3.	
4.	
5.	

Completed by: _____
Work Site Supervisor
Date

REVIEW ACTION

- A. No remediation action possible
- B. Remediation to be done

Hazard	Action	Schedule	Responsibility
1.			
2.			
3.			
4.			
5.			

C. Comments: _____

YANCEY COUNTY TRANSPORTATION SYSTEM SAFETY POLICY | 2013

By: _____ Date _____
Program Manager/Director

_____ Date _____
Safety Officer

FOLLOW-UP ABATEMENT ACTION

Hazard	Abatement Action Completed	Date	Completed By
1.			
2.			
3.			

Submitted by: _____ Date _____
Position

Reviewed by: _____ Date _____
Position

_____ Date _____
Safety Officer

Comments: _____

DRUG AND ALCOHOL POLICY

HAZARD IDENTIFICATION AND ANALYSIS METHODOLOGY

Hazard Assessment Matrix

One way to conduct hazard assessments is to use a “**Hazard Assessment Matrix**”. The Matrix condenses “hazard assessment” into a chart and prioritizes those hazards that are evaluated. Two hazard severity categories are used to designate the magnitude of the “worst case” potential effects of the hazard are as follows:

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- A Frequent**
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An accident is unlikely but possible during the life of the hazard.

HAZARD ASSESSMENT MATRIX		
Frequency of Occurrence	Hazard Categories	
	Critical I	Marginal II
A Frequent	I A	II A
B Remote	I B	II B

Hazard Risk Index	
I A	Unacceptable or Undesirable (Management Decision Necessary)
II A, I B	Acceptable with Management Review
II B	Acceptable without Management Review

Hazard Analysis

Date of Hazard Analysis: _____

<i>Hazard Risk Index</i>	<i>Criteria</i>
<i>IA</i>	<i>Unacceptable or Undesirable (Management Decision Necessary)</i>
<i>II A, I B</i>	<i>Acceptable with Management Review</i>
<i>II B</i>	<i>Acceptable without Management Review</i>

Prepared By: _____ Date: _____

POTENTIAL WORK SITE HAZARDS IDENTIFICATION

Policy

- C. The designated Supervisor at EACH Employee work site shall identify at least ANNUALLY any potential Occupational Safety or Health Hazards at that work site.

Any time a new substance, process, procedure, or piece of equipment is introduced and presents a potential hazard or a hazard is identified during a Safety Inspection, an updated Identification must be completed IMMEDIATELY.

- D. A copy of the completed Hazards Identification shall be posted at the work site and must be reviewed with any new employee assigned to that work site BEFORE the new employee begins to work and will be recorded in the employee's training record.

A copy of the completed Hazards Identification must also be forwarded to the applicable Program Manager/Director and Safety Officer for review action and for file for follow-up inspections.

HAZARDS IDENTIFICATION

Work Site Name _____ (Center/Office)

Location _____

Potential Hazards	Employee Action to be Followed
1.	

YANCEY COUNTY TRANSPORTATION SYSTEM SAFETY POLICY | 2013

2.	
3.	
4.	
5.	

Completed by: _____ **Work Site Supervisor** _____ **Date**

REVIEW ACTION

- D. _____ No remediation action possible
 E. _____ Remediation to be done

Hazard	Action	Schedule	Responsibility
1.			
2.			
3.			
4.			
5.			

F. Comments: _____

By: _____ **Program Manager/Director** _____ **Date**

_____ **Safety Officer** _____ **Date**

FOLLOW-UP ABATEMENT ACTION

Hazard	Abatement Action Completed	Date	Completed By
1.			
2.			
3.			

Submitted by: _____
Position Date

Reviewed by: _____
Position Date

 Safety Officer Date

Comments: _____

HAZARD IDENTIFICATION AND ANALYSIS METHODOLOGY

Hazard Assessment Matrix

One way to conduct hazard assessments is to use a “**Hazard Assessment Matrix**”. The Matrix condenses “hazard assessment” into a chart and prioritizes those hazards that are evaluated. Two hazard severity categories are used to designate the magnitude of the “worst case” potential effects of the hazard are as follows:

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HAZARD ASSESSMENT MATRIX		
Frequency of Occurrence	Hazard Categories	
	Critical I	Marginal II
A Frequent	I A	II A
B Remote	I B	II B

Hazard Risk Index	
I A	Unacceptable or Undesirable (Management Decision Necessary)
II A, I B	Acceptable with Management Review
II B	Acceptable without Management Review

Hazard Analysis

Date of Hazard Analysis: _____

<i>Hazard Risk Index</i>	<i>Criteria</i>
<i>I A</i>	<i>Unacceptable or Undesirable (Management Decision Necessary)</i>
<i>II A, I B</i>	<i>Acceptable with Management Review</i>
<i>II B</i>	<i>Acceptable without Management Review</i>

Prepared By: _____ Date: _____

POTENTIAL WORK SITE HAZARDS IDENTIFICATION

Policy

- E. The designated Supervisor at EACH Employee work site shall identify at least ANNUALLY any potential Occupational Safety or Health Hazards at that work site.

Any time a new substance, process, procedure, or piece of equipment is introduced and presents a potential hazard or a hazard is identified during a Safety Inspection, an updated Identification must be completed IMMEDIATELY.

- F. A copy of the completed Hazards Identification shall be posted at the work site and must be reviewed with any new employee assigned to that work site BEFORE the new employee begins to work and will be recorded in the employee's training record.

A copy of the completed Hazards Identification must also be forwarded to the applicable Program Manager/Director and Safety Officer for review action and for file for follow-up inspections.

HAZARDS IDENTIFICATION

Work Site Name _____ (Center/Office)

Location _____

Potential Hazards	Employee Action to be Followed
1.	
2.	
3.	
4.	
5.	

Completed by: _____

Work Site Supervisor

Date

REVIEW ACTION

- G. _____ No remediation action possible
- H. _____ Remediation to be done

Hazard	Action	Schedule	Responsibility
1.			
2.			
3.			
4.			
5.			

I. Comments: _____

By: _____
 Program Manager/Director Date

_____ Date
 Safety Officer

FOLLOW-UP ABATEMENT ACTION

Hazard	Abatement Action Completed	Date	Completed By
1.			
2.			
3.			

Submitted by: _____
 Position Date

Reviewed by: _____
 Position Date

_____ Date
 Safety Officer

Comments: _____

DRUG, ALCOHOL AND ABUSE PROGRAM

NCDOT subrecipients of specific Federal Transit Administration (FTA) funding must establish and maintain a Drug and Alcohol Testing Program in accordance with 49 CFR §655, and in consonance with 49 CFR Part 40.

To ensure compliance with FTA Drug and Alcohol Testing Program requirements public transportation providers must:

- Establish an anti-drug use and alcohol misuse program as outlined in 49 CFR § 655.11-12;
- Establish an education and training program for all covered employees as outlined in 49 CFR § 655.14;
- Establish and provide written notice to every covered employee, of the employer's anti-drug and alcohol misuse program policy, in accordance with 49 CFR § 655.15 - 17;
- Establish a program that provides testing for prohibited drugs as outlined in 49 CFR § 655.21;
- Establish a program that provides testing for alcohol as outlined in 49 CFR § 655.31-35, and in conjunction with 49 CFR Part 40;
- Comply with the testing requirements as detailed in 49 CFR § 655.41-62;
- Maintain in a secure location, with controlled access, all records of its anti-drug and alcohol misuse program as detailed in 49 CFR § 655.71, and in accordance with records disclosure instructions provided in 49 CFR § 655.73; and
- Annually prepare, maintain, and electronically complete and submit a Drug and Alcohol Management Information System (DAMIS) Report reflecting the results of its anti-drug and alcohol misuse testing programs performed for the previous calendar year. Transit agencies complete this report electronically. The NCDOT/PTD will provide DAMIS Report preparation instructions, along with a transit agency user ID# and Password to all FTA Section 5311 *subrecipients*, upon receipt from FTA.

To ensure NCDOT subrecipient compliance with FTA mandated Drug and Alcohol Testing Program and the Drug-Free Workplace requirements, the NCDOT:

- Periodically reviews each transit agency's Drug and Alcohol Program Policy for compliance;

- Conduct on-site visits to review all aspects of each transit agency's Drug and Alcohol Program that cannot be accomplished via desktop audit, such as compliance with program management requirements, records maintenance and storage review, ensuring that all applicable Drug and Alcohol Program regulations are readily available, reviewing documentation of employee training, collector compliance with regulations, and reviewing any other program compliance requirements;
- Provide technical assistance in all matters pertaining to transit agency Drug and Alcohol Program management as requested, or deemed to be appropriate;
- Provide employee/supervisor training, such as "Reasonable Suspicion Referral for Supervisors" and other program related training as available/required;
- Monitor transit agency Drug and Alcohol program management activities via accessing and reviewing the 3rd Party Administrator (TPA) Website;
- Monitor collection sites for compliance with FTA Drug and Alcohol Testing Program requirements;
- Coordinate efforts that would eventually allow individual transit agencies to review their Drug and Alcohol Testing Program activities via accessing the current TPA website;
- Collect, compile, and review all data necessary to validate each transit agency's Drug and Alcohol Management Information System (DAMIS) Report. Each transit agency prepares this report electronically. The NCDOT reviews each report and then electronically forwards the data to FTA prior to March 15 of each year.

Drug-Free Workplace Act

The Drug-Free Workplace Act of 1988, as well as Section 44-107-30, S.C. Code of Laws (1976), as amended, requires all grantees receiving grants from any state agency to certify they will maintain a drug-free workplace.

Certification from Local Board

Certification must be signed by the subrecipient's governing board or other authorized individual or body in compliance with the above. Failure to certify compliance with the drug and alcohol rules will result in jeopardizing federal funding from FTA. In addition, an FTA grant recipient is subject to criminal sanctions and fines for false statements or misrepresentation under Section 1001 of Title 18 of the U.S. Code.

YANCEY COUNTY BOARD OF COMMISSIONERS APPROVED THE DRUG AND ALCOHOL POLICY ON SEPTEMBER 9, 2010. THE POLICY CAN BE REVIEWED AT YANCEY COUNTY TRANSPORTATION 115 MITCHELL BRANCH ROAD, BURNSVILLE NC 28714.

PREVENTIVE MAINTENANCE PLAN

Yancey County Transportation Authority
115 Mitchell Branch Road
Burnsville, NC 28714
Phone: 828-682-6144
Fax: 828-682-4625

Preventive Maintenance Plan

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Introductions	1
Vehicle Service Schedule	4
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Maintenance Repair Form	24
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Yancey County Transportation Authority

Preventive maintenance is a term used to describe the performance of regularly scheduled maintenance procedures of a vehicle to prevent the possibility of malfunctions. YCTA will maintain all vehicles and wheel chair lifts in the best possible operational conditions. This will be accomplished by adhering to and/or exceeding the manufacturer's recommended minimum maintenance requirements.

MAINTENANCE

Each YCTA vehicle is assigned a number by the Director of Transportation which is affixed to each vehicle in a visible location. The phone number and facility name is put on the vehicles when purchased.

Every transit driver is responsible for ensuring that periodic maintenance is performed on the vehicle assigned to him/her at Yancey County Transportation Authority. The transit driver will indicate on the Pre-Trip Inspection Form when the vehicle is within 100 miles of the next scheduled service.

All requests for service and maintenance must be given to the Coordinator. Repairs are posted on the Maintenance Repair form. A copy of the form must be taken with the vehicle to the maintenance provider and a copy of the form is filed with the Administrator and posted in the Vehicle Maintenance Log.

In the event of a mechanical failure while the vehicle is in service, the driver will call the Administrator to report the need for service. The administrator will contact the maintenance provider during normal business hours or the wrecker service at other times.

Preventative Maintenance Schedule

Be alert and ready to make schedule alterations according to your specific needs. When making alterations, be sure to document any changes and update this list for reference.

Regularly

Wash vehicle interior and exterior – determine need by the amount of use and road conditions. (Salt used for clearing roads and chloride compounds used to control dust on unpaved roads may require more frequent washes.

Clean the windshield wiper blades as required.

Unscheduled

Replace:

- Alternator
- Starter motor
- Windshield wiper motor
- Windshield wiper blades
- Exhaust components: muffler, manifolds, pipes, hangers and clamps, headlamps, turn signal bulbs, brake lights and marker lights.
- Vehicle interior fittings, seat materials
- Wheelchair lift components
- Wheelchair restraint components

Every Year

Flush radiator
Replace coolant
Service air conditioner

Every 2 Years

Replace all hoses; more often if necessary.

Every 2 Years

Replace battery.

Mileage Specific

YANCEY COUNTY TRANSPORTATION SYSTEM SAFETY POLICY | 2013

Service #	Mileage	PM Schedule	Service #	Mileage	PM Schedule
1	6000	A	25	148000	A
2	12000	A	26	154000	A
3	18000	B	27	160000	A
4	24000	A	28	166000	A
5	30000	A	29	172000	B
6	36000	B	30	178000	A
7	42000	A	31	184000	A
8	48000	A	32	190000	C
9	54000	B	33	196000	A
10	60000	C	34	202000	A
11	66000	A			
12	72000	B			
13	78000	A	A	6000	
14	84000	A	B	18000	
15	90000	C	C	60000	
16	96000	A			
17	100000	B			
18	106000	A			
19	112000	A			
20	118000	A			
21	124000	C			
22	130000	A			
23	136000	A			
24	142000	C			

PM CHECKLIST-VEHICLE SCHEDULE

CLASS_CLASS_CODE = YCTA-PM-VAN

YCTA-PM-VAN, A

PM Task	Description
PMMP-00	***** MULTIPOINT INSPECTION *****
PMDSC-07	WARNING SYSTEM: HORN;SWITCHES GAUGES;TROUBLE LIGHT;BACKUP
PMDSC-08	WINDSHIELD WIPERS; WIPER FLUID / SPEED; CONDITION/OPERATION
PMDSC-09	ALL GLASS: WINDSHIELD; REAR; AND SIDE GLASS FOR CONDITION
PMDSC-10	COMFORT SYSTEM: HEATER; DEFROSTER; AIR CONDITIONER-OPERATION
PMUHI20	CHECK AIR FILTER CONDITION
PMSAC29	CHECK FOR OIL LEAKS
PMSAC55	INSPECT COMPLETE EXHAUST SYSTEM AND HEAT SHIELDS
PMSAC03	STEERING TIGHT / NO SLACK
PMMP-01	SHOCKS/STRUTS: OTHER SUSPENSION COMPONENTS; LEAKS/DAMAGE
PMMP-02	BRAKE SYSTEM: LINES;HOSES;PARKING BRAKE;WHEEL END PLAY/NOISE
PMMP-02A	INSPECT BRAKE PADS & ROTORS; REPLACE IF NECESSARY
PMMP-03	ENGINE COOLING SYSTEM: HOSES AND CLAMPS
PMSOI-01	FLUIDS/LEVEL/LINES:TRANSMISSION; FILTER; POWER STEERING;AXLE
PMUHI07	BATTERY: SECURE; TERMINALS CLEAN; PERFORMING PROPERLY
PMUHI98C	INSPECT ACCESSORY DRIVE BELT(S); REPLACE IF NECESSARY
PMHBI93	ROTATE TIRES; INSPECT FOR WEAR AND TEAR
PMEXT-01	TIRES; TREAD; WEAR; WHEEL LUGS; HUBCAPS; VALVE CORES CONDIT
PMDSV02	TREAD DEPTH L/F _____/32 PRESSURE _____
PMDSV04	TREAD DEPTH L/R OUTSIDE _____/32 PRESSURE _____
PMDSV05	TREAD DEPTH L/R INSIDE _____/32 PRESSURE _____
PMRSV02	TREAD DEPTH R/F _____/32 PRESSURE _____
PMRSV04	TREAD DEPTH R/R OUTSIDE _____/32 PRESSURE _____
PMRSV05	TREAD DEPTH R/R INSIDE _____/32 PRESSURE _____
PMDC01	***** OTHER ITEMS *****
PMSAC28A	CHANGE OIL; REPLACE OIL FILTER; USE OEM RECOMMENDED OIL
PMSAC93	INSPECT WHEELS FOR END PAY AND NOISE
PMUHI05	BRAKE MASTER CYLINDER FULL / NO LEAKS
PMWDE81A	INSPECT CABIN AIR FILTER (IF EQUIPPED)
PM-QT12	CHECK OPERATION OF ALL EMERGENCY EXITS; HATCH/WINDOWS/DOORS

YCTA-PM-VAN, ANNUAL

PM Task	Description
PM-ANU-01	MIL INDICATOR BULB

PM-ANU-02	DLC (DIAGNOSTIC LINK CONNECTOR)
PM-ANU-03	COMMUNICATION ESTABLISHED
PM-ANU-04	MIL COMMAND ON
PM-ANU-05	MIL INDICATOR BULB
PM-ANU-06	HEADLIGHT
PM-ANU-07	PARKING LIGHT
PM-ANU-08	TAIL LIGHTS
PM-ANU-09	BEAM INDICATOR LIGHT/SWITCH
PM-ANU-10	LICENSE PLATE
PM-ANU-11	STOP LIGHTS
PM-ANU-12	DIRECTIONAL SIGNALS
PM-ANU-13	HORN
PM-ANU-14	WINDSHIELD WIPER
PM-ANU-15	REAR VIEW MIRROR
PM-ANU-16	FOOT BRAKE
PM-ANU-17	EMERGENCY BRAKE
PM-ANU-18	STEERING MECHANISM
PM-ANU-19	TIRES
PM-ANU-20	EXHAUST SYSTEM
PM-ANU-21	CLEARANCE LIGHTS (BUSES; TRUCKS; TRAILERS)
PM-ANU-22	REFLECTORS
PM-ANU-23	WINDOW TINTING VISBLE LIGHT TRANSMISSIOM. 35% TOLARANCE
PM-ANU-24	CATALYTIC CONVERTER
PM-ANU-25	AIR INJECTION SYSTEM (AIS)
PM-ANU-26	PCV VALVE
PM-ANU-27	UNLEADED GAS RESTRICTOR
PM-ANU-28	EXHAUST GAS REGULATOR (EGR)
PM-ANU-29	THERMOSTATIC AIR CONTROL (TAC)
PM-ANU-30	FUEL EVAPORATON CONROL
PM-ANU-31	OXYGEN (O2) SENSOR

YCTA-PM-VAN, B

PM Task	Description
PMMP-00	***** MULTIPOINT INSPECTION *****
PMDSC-07	WARNING SYSTEM: HORN;SWITCHES GAUGES;TROUBLE LIGHT;BACKUP
PMDSC-08	WINDSHIELD WIPERS; WIPER FLUID / SPEED; CONDITION/OPERATION
PMDSC-09	ALL GLASS: WINDSHIELD; REAR; AND SIDE GLASS FOR CONDITION
PMDSC-10	COMFORT SYSTEM: HEATER; DEFROSTER; AIR CONDITIONER-OPERATION
PMUHI20	CHECK AIR FILTER CONDITION
PMSAC29	CHECK FOR OIL LEAKS

YANCEY COUNTY TRANSPORTATION SYSTEM SAFETY POLICY | 2013

PMSAC55	INSPECT COMPLETE EXHAUST SYSTEM AND HEAT SHIELDS
PMSAC03	STEERING TIGHT / NO SLACK
PMMP-01	SHOCKS/STRUTS: OTHER SUSPENSION COMPONENTS; LEAKS/DAMAGE
PMMP-02	BRAKE SYSTEM: LINES;HOSES;PARKING BRAKE;WHEEL END PLAY/NOISE
PMMP-02A	INSPECT BRAKE PADS & ROTORS; REPLACE IF NECESSARY
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PMUHI07	BATTERY: SECURE; TERMINALS CLEAN; PERFORMING PROPERLY
PMUHI98C	INSPECT ACCESSORY DRIVE BELT(S); REPLACE IF NECESSARY
PMHBI93	ROTATE TIRES; INSPECT FOR WEAR AND TEAR
PMEXT-01	TIRES; TREAD; WEAR; WHEEL LUGS; HUBCAPS; VALVE CORES CONDIT
PMDSV02	TREAD DEPTH L/F _____/32 PRESSURE _____
PMDSV04	TREAD DEPTH L/R OUTSIDE _____/32 PRESSURE _____
PMDSV05	TREAD DEPTH L/R INSIDE _____/32 PRESSURE _____
PMRSV02	TREAD DEPTH R/F _____/32 PRESSURE _____
PMRSV04	TREAD DEPTH R/R OUTSIDE _____/32 PRESSURE _____
PMRSV05	TREAD DEPTH R/R INSIDE _____/32 PRESSURE _____
PMDC01	***** OTHER ITEMS *****
PMSAC28A	CHANGE OIL; REPLACE OIL FILTER; USE OEM RECOMMENDED OIL
PMSAC93	INSPECT WHEELS FOR END PAY AND NOISE
PMUHI05	BRAKE MASTER CYLINDER FULL / NO LEAKS
PMWDE81A	INSPECT CABIN AIR FILTER (IF EQUIPPED)
PMUHI01	TRANSMISSION FLUID FULL / NO LEAKS
PM255A	LUBRICATE FRONT AXLE & U-JOINTS
PMSAC97	INSPECT HALF SHAFT DUST BOOTS; IF EQUIPPED
PMSAC91A	INSPECT STEERING LINKAGE;DRIVESHAFT;BALL/U-JOINTS;LUBRICATE
PMWDE81	REPLACE CABIN AIR FILTER (IF EQUIPPED)
PM-QT12	CHECK OPERATION OF ALL EMERGENCY EXITS; HATCH/WINDOWS/DOORS
PM-CAM-00P	***** PERFORM 6 MONTH CAMERA INSPECTION *****
PMSEON-1	CHECK OPERATION; ADJUSTMENT AND CONDITION OF ALL CAMERAS
PMSEON-2	CHECK CAMERA SYSTEM DVR RECORDING PROPERLY; LIGHTS ON ETC
PMSEON-3	CLEAN BACK OF CAMERA DVR WITH COMPRESSED AIR

YCTA-PM-VAN, C

PM Task	Description
PMMP-00	***** MULTIPOINT INSPECTION *****
PMDSC-07	WARNING SYSTEM: HORN;SWITCHES GAUGES;TROUBLE LIGHT;BACKUP
PMDSC-08	WINDSHIELD WIPERS; WIPER FLUID / SPEED; CONDITION/OPERATION
PMDSC-09	ALL GLASS: WINDSHIELD; REAR; AND SIDE GLASS FOR CONDITION
PMDSC-10	COMFORT SYSTEM: HEATER; DEFROSTER; AIR CONDITIONER-OPERATION

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PMUHI20	CHECK AIR FILTER CONDITION
PMSAC29	CHECK FOR OIL LEAKS
PMSAC55	INSPECT COMPLETE EXHAUST SYSTEM AND HEAT SHIELDS
PMSAC03	STEERING TIGHT / NO SLACK
PMMP-01	SHOCKS/STRUTS: OTHER SUSPENSION COMPONENTS; LEAKS/DAMAGE
PMMP-02	BRAKE SYSTEM: LINES;HOSES;PARKING BRAKE;WHEEL END PLAY/NOISE
PMMP-02A	INSPECT BRAKE PADS & ROTORS; REPLACE IF NECESSARY
PMMP-03	ENGINE COOLING SYSTEM: HOSES AND CLAMPS
PMSOI-01	FLUIDS/LEVEL/LINES:TRANSMISSION; FILTER; POWER STEERING;AXLE
PMUHI07	BATTERY: SECURE; TERMINALS CLEAN; PERFORMING PROPERLY
PMUHI98C	INSPECT ACCESSORY DRIVE BELT(S); REPLACE IF NECESSARY
PMHBI93	ROTATE TIRES; INSPECT FOR WEAR AND TEAR
PMEXT-01	TIRES; TREAD; WEAR; WHEEL LUGS; HUBCAPS; VALVE CORES CONDIT
PMDSV02	TREAD DEPTH L/F _____/32 PRESSURE _____
PMDSV04	TREAD DEPTH L/R OUTSIDE _____/32 PRESSURE _____
PMDSV05	TREAD DEPTH L/R INSIDE _____/32 PRESSURE _____
PMRSV02	TREAD DEPTH R/F _____/32 PRESSURE _____
PMRSV04	TREAD DEPTH R/R OUTSIDE _____/32 PRESSURE _____
PMRSV05	TREAD DEPTH R/R INSIDE _____/32 PRESSURE _____
PMDC01	***** OTHER ITEMS *****
PMSAC28A	CHANGE OIL; REPLACE OIL FILTER; USE OEM RECOMMENDED OIL
PMSAC93	INSPECT WHEELS FOR END PAY AND NOISE
PMUHI05	BRAKE MASTER CYLINDER FULL / NO LEAKS
PMWDE81A	INSPECT CABIN AIR FILTER (IF EQUIPPED)
PMUHI01	TRANSMISSION FLUID FULL / NO LEAKS
PM255A	LUBRICATE FRONT AXLE & U-JOINTS
PMSAC97	INSPECT HALF SHAFT DUST BOOTS; IF EQUIPPED
PMSAC91A	INSPECT STEERING LINKAGE;DRIVESHAFT;BALL/U-JOINTS;LUBRICATE
PMWDE81	REPLACE CABIN AIR FILTER (IF EQUIPPED)
PMSAC52	CHANGE FUEL FILTER
PMSAC51	CHANGE TRANSMISSION FLUID AND REPLACE FILTER
PMSAC79	REPLACE WHEEL BEARING GREASE; GREASE 4X2 WHEEL BEARING SEALS
PMSFW61	REPLACE CLIMATE-CONTROLLED SEAT FILTER (IF EQUIPPED)
PMSAC57A	REPLACE SPARK PLUGS IF NECESSARY
PMSAC63	CHANGE MOTORCRAFT PREMIUM GOLD ENGINE COOLANT
PMSAC68	REPLACE REAR AXLE FLUID ON DANA AXLES; SYNTHETIC LUBRICANT
PM-QT12	CHECK OPERATION OF ALL EMERGENCY EXITS; HATCH/WINDOWS/DOORS
PM-CAM-00P	***** PERFORM 6 MONTH CAMERA INSPECTION *****
PMSEON-1	CHECK OPERATION; ADJUSTMENT AND CONDITION OF ALL CAMERAS

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PMSEON-2	CHECK CAMERA SYSTEM DVR RECORDING PROPERLY; LIGHTS ON ETC
PMSEON-3	CLEAN BACK OF CAMERA DVR WITH COMPRESSED AIR

PM CHECKLIST- WHEELCHAIR

CLASS_CLASS_CODE = YCTA-PM-BRAUNLIFTS

YCTA-PM-BRAUNLIFTS, LIFT-A

PM Task	Description
PMBL750-00P	****PERFORM BRAUN WHEELCHAIR LIFT 750 CYCLE INSPECTION****
PMBL750-1100	APPLY LIGHT OIL OUTER BARRIER PIVOT POINTS (2)
PMBL750-1101	APPLY LIGHT OIL OUTER BARRIER LATCH PIVOT POINT
PMBL750-1102	APPLY LIGHT GREASE TO BOTH SIDES OF OUTER BARRIER LATCH SLOT
PMBL750-1103	APPLY LIGHT OIL OUTER BARRIER LEVER BEARINGS (2)
PMBL750-1104	APPLY LIGHT OIL LIFT-TITE LATCHES (LOWER PIVOT POINTS-2)
PMBL750-1105	APPLY LIGHT OIL LIFT-TITE LATCH GAS (DAMPENING) SPRING PIVOT
PMBL750-1106	INSPECT LIFT-TITE LATCHES; GAS SPRINGS; WEAR; DAMAGE; SECURE
PMBL750-1107	INSPECT OUTER BARRIER FOR PROPER OPERATION; CORRECT; REPLACE
PMBL750-1108	INSPECT OUTER BARRIER LATCH; OPERATION; SECUREMENT
PMBL750-1109	INSPECT LIFT FOR WEAR; DAMAGE; ABNORMAL CONDITION; CORRECT
PMBL750-1110	INSPECT LIFT FOR RATTLES
PMBL750-1111	ADJUST FOLD PRESSURE; OUTER BARRIER FOLD PRESSURE
PMBL750-1112	VERIFY FMVSS 403 404 CERTIFICATION CHECKLIST
PMBL01-00	LIFT CYCLE COUNT _____

YCTA-PM-BRAUNLIFTS, LIFT-B

PM Task	Description
PMBL1500-00P	****PERFORM BRAUN WHEELCHAIR LIFT 1500 CYCLE INSPECTION****
PMBL750-1100	APPLY LIGHT OIL OUTER BARRIER PIVOT POINTS (2)
PMBL750-1101	APPLY LIGHT OIL OUTER BARRIER LATCH PIVOT POINT
PMBL750-1102	APPLY LIGHT GREASE TO BOTH SIDES OF OUTER BARRIER LATCH SLOT
PMBL750-1103	APPLY LIGHT OIL OUTER BARRIER LEVER BEARINGS (2)
PMBL750-1104	APPLY LIGHT OIL LIFT-TITE LATCHES (LOWER PIVOT POINTS-2)
PMBL750-1105	APPLY LIGHT OIL LIFT-TITE LATCH GAS (DAMPENING) SPRING PIVOT
PMBL750-1106	INSPECT LIFT-TITE LATCHES; GAS SPRINGS; WEAR; DAMAGE; SECURE
PMBL750-1107	INSPECT OUTER BARRIER FOR PROPER OPERATION; CORRECT; REPLACE
PMBL750-1108	INSPECT OUTER BARRIER LATCH; OPERATION; SECUREMENT

YANCEY COUNTY TRANSPORTATION SYSTEM SAFETY POLICY 2013

PMBL750-1109	INSPECT LIFT FOR WEAR; DAMAGE; ABNORMAL CONDITION; CORRECT
PMBL750-1110	INSPECT LIFT FOR RATTLES
PMBL750-1111	ADJUST FOLD PRESSURE; OUTER BARRIER FOLD PRESSURE
PMBL750-1112	VERIFY FMVSS 403 404 CERTIFICATION CHECKLIST
PMBL1500-100	APPLY GREASE TO CONTACT AREAS INNER OUTER FOLD ARMS (2)
PMBL1500-101	APPLY LIGHT OIL PLATFORM PIVOT PIN BEARINGS (4)
PMBL1500-102	APPLY LIGHT OIL OUTER FOLD ARM BEARINGS (8)
PMBL1500-103	APPLY LIGHT OIL INNER ROLL STOP PIVOT BEARINGS (2)
PMBL1500-104	APPLY LIGHT OIL STOP LEVER BEARINGS (2)
PMBL1500-105	APPLY LIGHT OIL INNER STOP LEVER SLOT (2)
PMBL1500-106	APPLY LIGHT OIL SADDLE SUPPORT BEARINGS (8)
PMBL1500-107	APPLY LIGHT OIL INNER FOLD ARM ROLLER PIN BEARINGS (4)
PMBL1500-108	APPLY LIGHT OIL INNER FOLD ARM CAM FOLLOWERS (4)
PMBL1500-109	APPLY LIGHT OIL PARALLEL ARM PIVOT BEARINGS (16)
PMBL1500-110	APPLY LIGHT OIL HANDRAIL PIVOT PIN BEARINGS (4)
PMBL1500-111	APPLY LIGHT OIL HYDRAULIC CYLINDER BUSHINGS (8)
PMBL1500-112	APPLY LIGHT GREASE BOTH SIDES OUTER BARRIER LEVER GUIDE SLOT
PMBL1500-113	INSPECT LIFT-TITE LATCH ROLLERS (2); WEAR; DAMAGE; SECURE
PMBL1500-114	INSPECT INNER ROLL STOP; WEAR; OPERATION; SECUREMENT
PMBL1500-115	INSPECT HANDRAIL; WEAR; DAMAGE; OPERATION
PMBL1500-116	INSPECT MICROSWITCHES; SECURED; PROPER ADJUSTMENT
PMBL1500-117	MAKE SURE LIFT OPERATES SMOOTHLY
PMBL1500-118	INSPECT EXT SNAP RINGS; OUTER FOLD ARM (6); LATCH ROLLER (2)
PMBL1500-119	INSPECT EXT SNAP RINGS; LATCH GAS (DAMPENING) SPRING (4)
PMBL1500-120	INSPECT EXT SNAP RINGS; INNER FOLD ARM CAM FOLLOWERS (4)
PMBL1500-121	INSPECT EXTERNAL SNAP RINGS; INNER FOLD ARM ROLLER PINS (4)
PMBL1500-122	INSPECT EXT SNAP RINGS; OUTER BARRIER HYD CYLINDER PIN (2)
PMBL1500-123	INSPECT EXT SNAP RINGS; INNER ROLL STOP LEVER BRACK PINS (2)
PMBL1500-124	INSPECT INNER ROLL STOP LOCKS (2); TORSON SPRINGS (2); OPER
PMBL1500-125	INSPECT OUTER FOLD ARM PINS (2); AXLES (2); BEARINGS (8);
PMBL1500-126	REMOVE PUMP MODULE COVER; INSPECT; HYDRAULIC HOSES; FITTINGS

PMBL1500-127	REMOVE PUMP MODULE COVER; CABLES; WIRES; TERMINALS; SECURE
PMBL1500-128	REMOVE PUMP MODULE COVER; RELAYS; FUSES; POWER SWITCH; LIGHTS
PMBL01-00	LIFT CYCLE COUNT _____

YCTA-PM-BRAUNLIFTS, LIFT-C

PM Task	Description
PMBL4500-00P	****PERFORM BRAUN WHEELCHAIR LIFT 4500 CYCLE INSPECTION****
PMBL750-1100	APPLY LIGHT OIL OUTER BARRIER PIVOT POINTS (2)
PMBL750-1101	APPLY LIGHT OIL OUTER BARRIER LATCH PIVOT POINT
PMBL750-1102	APPLY LIGHT GREASE TO BOTH SIDES OF OUTER BARRIER LATCH SLOT
PMBL750-1103	APPLY LIGHT OIL OUTER BARRIER LEVER BEARINGS (2)
PMBL750-1104	APPLY LIGHT OIL LIFT-TITE LATCHES (LOWER PIVOT POINTS-2)
PMBL750-1105	APPLY LIGHT OIL LIFT-TITE LATCH GAS (DAMPENING) SPRING PIVOT
PMBL750-1106	INSPECT LIFT-TITE LATCHES; GAS SPRINGS; WEAR; DAMAGE; SECURE
PMBL750-1107	INSPECT OUTER BARRIER FOR PROPER OPERATION; CORRECT; REPLACE
PMBL750-1108	INSPECT OUTER BARRIER LATCH; OPERATION; SECUREMENT
PMBL750-1109	INSPECT LIFT FOR WEAR; DAMAGE; ABNORMAL CONDITION; CORRECT
PMBL750-1110	INSPECT LIFT FOR RATTLES
PMBL750-1111	ADJUST FOLD PRESSURE; OUTER BARRIER FOLD PRESSURE
PMBL750-1112	VERIFY FMVSS 403 404 CERTIFICATION CHECKLIST
PMBL1500-100	APPLY GREASE TO CONTACT AREAS INNER OUTER FOLD ARMS (2)
PMBL1500-101	APPLY LIGHT OIL PLATFORM PIVOT PIN BEARINGS (4)
PMBL1500-102	APPLY LIGHT OIL OUTER FOLD ARM BEARINGS (8)
PMBL1500-103	APPLY LIGHT OIL INNER ROLL STOP PIVOT BEARINGS (2)
PMBL1500-104	APPLY LIGHT OIL STOP LEVER BEARINGS (2)
PMBL1500-105	APPLY LIGHT OIL INNER STOP LEVER SLOT (2)
PMBL1500-106	APPLY LIGHT OIL SADDLE SUPPORT BEARINGS (8)
PMBL1500-107	APPLY LIGHT OIL INNER FOLD ARM ROLLER PIN BEARINGS (4)
PMBL1500-108	APPLY LIGHT OIL INNER FOLD ARM CAM FOLLOWERS (4)
PMBL1500-109	APPLY LIGHT OIL PARALLEL ARM PIVOT BEARINGS (16)
PMBL1500-110	APPLY LIGHT OIL HANDRAIL PIVOT PIN BEARINGS (4)
PMBL1500-111	APPLY LIGHT OIL HYDRAULIC CYLINDER BUSHINGS (8)
PMBL1500-112	APPLY LIGHT GREASE BOTH SIDES OUTER BARRIER LEVER GUIDE SLOT

PMBL1500-113	INSPECT LIFT-TITE LATCH ROLLERS (2); WEAR; DAMAGE; SECURE
PMBL1500-114	INSPECT INNER ROLL STOP; WEAR; OPERATION; SECUREMENT
PMBL1500-115	INSPECT HANDRAIL; WEAR; DAMAGE; OPERATION
PMBL1500-116	INSPECT MICROSWITCHES; SECURED; PROPER ADJUSTMENT
PMBL1500-117	MAKE SURE LIFT OPERATES SMOOTHLY
PMBL1500-118	INSPECT EXT SNAP RINGS; OUTER FOLD ARM (6); LATCH ROLLER (2)
PMBL1500-119	INSPECT EXT SNAP RINGS; LATCH GAS (DAMPENING) SPRING (4)
PMBL1500-120	INSPECT EXT SNAP RINGS; INNER FOLD ARM CAM FOLLOWERS (4)
PMBL1500-121	INSPECT EXTERNAL SNAP RINGS; INNER FOLD ARM ROLLER PINS (4)
PMBL1500-122	INSPECT EXT SNAP RINGS; OUTER BARRIER HYD CYLINDER PIN (2)
PMBL1500-123	INSPECT EXT SNAP RINGS; INNER ROLL STOP LEVER BRACK PINS (2)
PMBL1500-124	INSPECT INNER ROLL STOP LOCKS (2); TORSON SPRINGS (2); OPER
PMBL1500-125	INSPECT OUTER FOLD ARM PINS (2); AXLES (2); BEARINGS (8);
PMBL1500-126	REMOVE PUMP MODULE COVER; INSPECT; HYDRAULIC HOSES; FITTINGS
PMBL1500-127	REMOVE PUMP MODULE COVER; CABLES; WIRES; TERMINALS; SECURE
PMBL1500-128	REMOVE PUMP MODULE COVER; RELAYS; FUSES; POWER SWITCH;LIGHTS
PMBL4500-100	INSPECT COTTER PINS ON PLATFORM PIVOT PIN (2)
PMBL4500-101	CHECK HYDRAULIC FLUID PUMP
PMBL4500-102	INSPECT CYLINDERS;FITTINGS;HYDRAULIC CONNECTIONS;WEAR;LEAKS
PMBL4500-103	INSPECT OUTER BARRIER CYLINDER HOSE ASSEMBLY; WEAR; LEAKAGE
PMBL4500-104	INSPECT PARALLEL ARMS; BEARINGS; PIVOT PINS; WEAR; DAMAGE
PMBL4500-105	INSPECT PARALLEL ARM PIVOT PIN MOUNTING BOLTS (8)
PMBL4500-106	INSPECT PLATFORM PIVOT PINS; BEARINGS; VERTICAL ARMS; SECURE
PMBL4500-107	INSPECT INNER OUTER FOLD ARMS;SADDLE;SUPPORT;PIVOT PINS;BEA
PMBL4500-108	INSPECT GAS SPRINGS (CYLINDERS); WEAR; DAMAGE; OPERATION
PMBL4500-109	INSPECT SADDLE BEARING (UHMW-2)
PMBL4500-110	INSPECT VERTICAL ARM PLASTIC COVERS
PMBL4500-111	INSPECT POWER CABLE
PMBL4500-112	CHECK MOUNTING; SECURELY ANCHORED
PMBL4500-113	REPLACE DECALS AND ANTISKID IF WORN; MISSING; ILLEGIBLE
PMBL01-00	LIFT CYCLE COUNT _____

* In dusty areas, the air filter should be replaced every 10,000 miles.

** PVC value and brake pad replacements and engine tune-ups may need to be performed more often than suggested in this schedule.

6,000	Change oil, oil filter, lubricate outer tie rod ends, rotate tires, check transmission fluid level, check coolant level, hoses and clamps, inspect exhaust system and brake hoses, inspect CV joints (if equipped) and front suspension components.
12,000	Change oil, oil filter, lubricate outer tie rod ends, lubricate steering linkage, rotate tires, check transmission fluid level, check coolant level, hoses, and clamps, inspect exhaust system and brake hoses.
18,000	Change oil, oil filter, lubricate outer tie rod ends, lubricate front suspension ball joints, rotate tires, check transmission fluid level, check coolant level, hoses, and clamps, inspect exhaust system, brake hoses and brake linings, inspect CV joints (if equipped) and front suspension components, inspect front wheel bearing, clean and repack if required.
24,000	Change oil, oil filter, lubricate outer tie rod ends, lubricate steering linkage, rotate tires, Check transmission fluid level, check coolant level, hoses and clamps, inspect exhaust system and brake and brake hoses, inspect CV joints (if equipped) and front suspension components.
30,000	Change oil, oil filter, lubricate outer tie rod ends, replace engine air cleaner filter, replace spark plugs, rotate tires, check transmission fluid level and fill plug condition, check coolant level, hoses and clamps, check transfer case fluid level, inspect exhaust system and brake hoses, inspect the CV joints (if equipped) and front suspension components.
36,000	Change oil, oil filter, flush and replace engine coolant regardless of mileage, lubricate outer tie rod ends, lubricate front suspension ball joints, lubricate steering linkage, rotate tires, check transmission fluid level, check coolant level, hoses, and clamps, inspect exhaust system, brake hoses and brake linings, inspect CV joints (if equipped) and front suspension components, inspect front wheel bearing, clean and repack if required.
42,000	Change oil, oil filter, lubricate outer tie rod ends, rotate tires, check transmission fluid level, check coolant level, hoses, and clamps, inspect exhaust system and brake hoses. Inspect CV (if equipped) and front suspension components.

48,000	Change oil, oil filter, flush and replace engine coolant, lubricate out tie rod ends, lubricate steering linkage, rotate tires, check transmission fluid level, check coolant level, hoses, and clamps, inspect exhaust system and brake hoses, inspect CV joints (if equipped) and front suspension components.
54,000	Change oil, oil filter, lubricate outer tie rod ends, lubricate front suspension ball joints, rotate tires, check transmission fluid level, check coolant level, hoses, and clamps, inspect exhaust system, brake hoses and brake linings, inspect CV joints (if equipped) and front suspension components, inspect front wheel bearings, clean and repack if required.
60,000	Change oil, oil filter, flush and replace engine coolant, replace ignition cables, replace ignition cables, replace engine air cleaner filter, replace spark plugs, lubricate steering linkage, rotate tires, check transfer case fluid level, check transmission fluid level, and fill plug condition, check coolant level, hoses and clamps, inspect exhaust system and brake hoses, inspect the CV joints (if equipped) and front suspension components, inspect PCV valve, replace as necessary, inspect auto tension drive belt and replace if required.
66,000	Change oil, oil filter, lubricate outer tie rod ends, lubricate steering linkage, rotate tires, check coolant level, hoses and clamps, inspect exhaust system and brake hoses, inspect CV joints (if equipped).
72,000	Change oil, oil filter, lubricate steering linkage, rotate tires, lubricate outer tie rod ends, lubricate front suspension ball joints, check transmission fluid level, check coolant level, hoses and clamps, inspect exhaust system, brake hoses and brake linings, inspect CV joints (if equipped) and front suspension components, inspect front wheel bearings, clean and repack if required, inspect and replace auto tension drive belt if required.
78,000	Change engine oil, oil filter, flush and replace engine coolant, lubricate outer tie rod ends, rotate tires, check transmission fluid level, check coolant level, hoses and clamps, inspect CV joints (if equipped) and front end suspension components.
84,000	Change oil, and filter, lubricate outer tie rod ends, lubricate steering linkage, rotate tires, check transmission fluid level, check coolant level, hoses and clamps, inspect exhaust system and brake hoses, inspect CV joints (if equipped) and front suspension components.
90,000	Change oil, oil filter, Drain and refill transfer case fluid, lubricate front suspension ball joints, lubricate outer tie rod ends, replace ignition cables, replace engine air cleaner filter, replace spark plugs, rotate tires, check transmission fluid level and fill plug condition, check coolant level, hoses and clamps, inspect exhaust system, brake hoses and brake linings, inspect the CV joints (if equipped) and front suspension components, inspect PCV valve, replace if necessary,

	inspect auto tension drive belt and replace if required, inspect front wheel bearings, clean and repack if required, inspect auto tension drive belt and replace if required.
96,000	Change oil, oil filter, lubricate outer tie rod ends, lubricate steering linkage, rotate tires, check transmission fluid level, check coolant level, hoses and clamps, inspect exhaust system and brake hoses, inspect CV joints (if equipped) and front suspension components.
100,000	Change oil, oil filter, lubricate outer tie rod ends, rotate tires, check transmission fluid level, check coolant level, hoses and clamps, inspect exhaust system and brake hoses, inspect CV joints (if equipped) and front suspension components. Drain and fill automatic transmission fluid, change filter, and adjust bands, flush and replace engine coolant, flush and replace power steering fluid.
106,000	Change oil, oil filter, lubricate outer tie rod ends, rotate tires, check transmission fluid level, check coolant level, hoses and clamps, inspect exhaust system and brake hoses, inspect CV joints (if equipped) and front suspension components.
112,000	Change oil, oil filter, lubricate outer tie rod ends, lubricate steering linkage, rotate tires, check transmission fluid level, check coolant level, hoses, and clamps, inspect exhaust system and brake hoses.
118,000	Change oil, oil filter, lubricate outer tie rod ends, lubricate front suspension ball joints, rotate tires, check transmission fluid level, check coolant level, hoses, and clamps, inspect exhaust system, brake hoses and brake linings, inspect CV joints (if equipped) and front suspension components, inspect front wheel bearing, clean and repack if required.
124,000	Change oil, oil filter, lubricate outer tie rod ends, lubricate steering linkage, rotate tires, Check transmission fluid level, check coolant level, hoses and clamps, inspect exhaust system and brake and brake hoses, inspect CV joints (if equipped) and front suspension components.
130,000	Change oil, oil filter, lubricate outer tie rod ends, replace engine air cleaner filter, replace spark plugs, rotate tires, check transmission fluid level and fill plug condition, check coolant level, hoses and clamps, check transfer case fluid level, inspect exhaust system and brake hoses, inspect the CV joints (if equipped) and front suspension components.
136,000	Change oil, oil filter, flush and replace engine coolant regardless of mileage, lubricate outer tie rod ends, lubricate front suspension ball joints, lubricate steering linkage, rotate tires, check transmission fluid level, check coolant level, hoses, and clamps, inspect exhaust system, brake hoses and brake linings, inspect CV joints (if equipped) and front suspension components, inspect front wheel bearing, clean and repack if required.

142,000	Change oil, oil filter, lubricate outer tie rod ends, rotate tires, check transmission fluid level, check coolant level, hoses, and clamps, inspect exhaust system and brake hoses. Inspect CV (if equipped) and front suspension components.
148,000	Change oil, oil filter, flush and replace engine coolant, lubricate out tie rod ends, lubricate steering linkage, rotate tires, check transmission fluid level, check coolant level, hoses, and clamps, inspect exhaust system and brake hoses, inspect CV joints (if equipped) and front suspension components.
154,000	Change oil, oil filter, lubricate outer tie rod ends, lubricate front suspension ball joints, rotate tires, check transmission fluid level, check coolant level, hoses, and clamps, inspect exhaust system, brake hoses and brake linings, inspect CV joints (if equipped) and front suspension components, inspect front wheel bearings, clean and repack if required.
160,000	Change oil, oil filter, lubricate outer tie rod ends, rotate tires, check transmission fluid level, check coolant level, hoses and clamps, inspect exhaust system and brake hoses, inspect CV joints (if equipped) and front suspension components.
166,000	Change oil, oil filter, flush and replace engine coolant, replace ignition cables, replace ignition cables, replace engine air cleaner filter, replace spark plugs, lubricate steering linkage, rotate tires, check transfer case fluid level, check transmission fluid level, and fill plug condition, check coolant level, hoses and clamps, inspect exhaust system and brake hoses, inspect the CV joints (if equipped) and front suspension components, inspect PCV valve, replace as necessary, inspect auto tension drive belt and replace if required.
172,000	Change oil, oil filter, lubricate steering linkage, rotate tires, lubricate outer tie rod ends, lubricate front suspension ball joints, check transmission fluid level, check coolant level, hoses and clamps, inspect exhaust system, brake hoses and brake linings, Inspect CV joints (if equipped) and front suspension components, inspect front wheel bearings, clean and repack if required, inspect and replace auto tension drive belt if required.
178,000	Change engine oil, oil filter, flush and replace engine coolant, lubricate outer tie rod ends, rotate tires, check transmission fluid level, check coolant level, hoses and clamps, inspect CV joints (if equipped) and front end suspension components.
184,000	Change oil, and filter, lubricate outer tie rod ends, lubricate steering linkage, rotate tires, check transmission fluid level, check coolant level, hoses and clamps, inspect exhaust system and brake hoses, inspect CV joints (if equipped) and front suspension components.

- 190,000 Change oil, oil filter, Drain and refill transfer case fluid, lubricate front suspension ball joints, lubricate outer tie rod ends, replace ignition cables, replace engine air cleaner filter, replace spark plugs, rotate tires, check transmission fluid level and fill plug condition, check coolant level, hoses and clamps, inspect exhaust system, brake hoses and brake linings, inspect the CV joints (if equipped) and front suspension components, inspect PCV valve, replace if necessary, inspect auto tension drive belt and replace if required, inspect front wheel bearings, clean and repack if required, inspect auto tension drive belt and replace if required.
- 196,000 Change oil, oil filter, lubricate outer tie rod ends, lubricate steering linkage, rotate tires, check transmission fluid level, check coolant level, hoses and clamps, inspect exhaust system and brake hoses, inspect CV joints (if equipped) and front suspension components. Drain and fill automatic transmission fluid, change filter, and adjust bands, flush and replace engine coolant, flush and replace power steering fluid.
- 202,000 Change oil, oil filter, lubricate outer tie rod ends, rotate tires, check transmission fluid level, check coolant level, hoses and clamps, inspect exhaust system and brake hoses, inspect CV joints (if equipped) and front suspension components.

Wheelchair Lift Maintenance Schedule

Perform lift maintenance at scheduled intervals according to number of cycles or elapsed time, whichever comes first. Correct any potentially dangerous situations at once.

<p>2 Weeks or 50 Cycles</p>	<p>Outboard roll stop hinge (6 places) * light oil</p> <p>Outboard roll stop springs (3) * light oil</p>
<p>4 Weeks or 100 Cycles</p>	<p style="border: 1px solid black; padding: 5px; text-align: center;"><i>* Perform all procedures listed in previous section(s) also</i></p> <p>Transition plate hinge * light oil</p> <p>Platform fold axles * light oil</p> <p>Handrail(s) pivot points (option) * light oil</p>
<p>1 Year or 1250 Cycles</p>	<p style="border: 1px solid black; padding: 5px; text-align: center;"><i>* Perform all procedures listed in previous section(s) also</i></p> <p>Inspect cotter pins on platform fold axles (2) Replace if needed</p> <p>Inspect gas spring mounting hardware Tighten or replace if needed</p> <p>Inspect roll stop for proper operation. Roll Stop must snap to vertical (UP) position. Replace defective parts And/or relubricate.</p> <p>Inspect platform locking channels Resecure or replace Mounting hardware for securement (8 carriage bolts)</p> <p>Inspect handrail(s) for proper operation Replace defective parts And/or relubricate</p> <p>Hydraulic Fluid (Pump) – check level Use Type A transmission Fluid (* See Systems Description for specifications Check fluid level with platform lowered fully. Fill the reservoir to within 1/2" from the top of the reservoir (breather cap hole)</p> <p>Manual Back-up Pump (option) Release valve must be tight. Tighten or replace leaky or Faulty hydraulic fittings. Check hydraulic fluid level. (*See Systems Descriptions for Priming and Flushing Procedures). Check for proper operation.</p>

Chain Adjustment: Must have equal
Tension and proper platform height

Adjust if needed. *See
Roller Chain Assemblies
In Systems Descriptions

General Inspection

1 Year
or
1250
Cycles

Remove header cover and inspect:

* Cylinder clevis lock nut and cylinder
mounting hardware

Tighten or replace if
needed. Note: Clevis lock
nut must be replaced if
loosened or removed.

* Hydraulic hoses, fitting and connections
for wear, leaks or other damage

Resecure, replace or correct
as needed.

* Chains, chain blots, UHMW rollers, axles
and mounting hardware for wear,
Misalignment or other damage.

Resecure, realign, replace or
correct as needed.

Inspect power cable.

Resecure, repair or replace.

Make sure lift operates smoothly.

Realign horseshoe tubes,
Apply *Light Grease or
Otherwise correct as needed.

Mounting

Check to see that the lift is
Securely anchored to the
Vehicle and there are no
Loose bolts, broken welds
Or stress fractures.

Decals

Replace if worn, missing or
Illegible.

Sun Grip

Replace if worn or missing.

DAILY INSPECTION

Pre-trip inspections are crucial to the success of Yancey County Transportation Preventative Maintenance Program. Each driver will inspect his or her vehicle before leaving the parking area by completing the Pre-Trip Vehicle Inspection Form. The completed checklist must be submitted to the Administrator at the end of the driver's shift so that necessary maintenance can be noted and scheduled accordingly. Drivers must sign each checklist for each vehicle used that day.

PRE-TRIP INSPECTION

Under the Hood

Check for problems under the hood at the beginning of your inspection before starting the engine. It is easier and safer when the engine is cool.

Check the oil, radiator and battery fluid levels. If low, make a note of it on your inspection checklist. If any fluids are below the safe level, see the coordinator for assistance.

Also, check hoses for cracks or possible leaks and belts for any visible damage. Report any wear on the checklist, as soon as it begins to show.

Vehicle Interior

Since you will need to leave the vehicle compartment while the vehicle is running, it is a good idea to put chocks behind the wheels before starting the motor.

Begin while seated behind the steering wheel.

First, put on the parking brake.

Then, turn on the ignition.

Check the oil pressure, fuel and alternator gauges.

If the oil pressure light stays on or the gauge shows the oil pressure to be dangerously low, turn the motor off until the problem can be corrected. Alert the coordinator and document on your pre-trip inspection form.

If the alternator or generator light stays on, the battery may not be charging. To guard against the possibility of becoming stranded along the route by a dead battery, have the problem located and corrected right away.

Check the windshield wipers to make sure they are working and not worn or stripped.

Vehicle Exterior

Turn on all exterior lights. With the vehicle in park and the emergency brake still on, begin the exterior check from the front of the vehicle.

During the exterior inspection, be sure to note and report any evidence of fresh damage to the vehicle. Reporting such damage now may save you a lengthy and difficult explanation or report later. Space is provided for you on the Daily Vehicle Inspection Checklist to note and describe any exterior damage.

Check the headlights, signal lights, emergency flashers and clearance lights to make sure they are working. (You may need a co-worker's assistance).

Check the left front tire for any signs of road damage or under-inflation.

Check the air pressure with an air pressure gauge.

Take care to maintain your tires at the recommended pressure.

A soft tire is very susceptible to severe road damage.

An over-inflated tire causes a bumpier and less comfortable ride, especially for elderly or disabled passengers.

Check the condition of the side marker light.

Move to the back of the vehicle and inspect the rear left tire or duals for obvious damage.

Check the air pressure with an air pressure gauge.

While at the back of the vehicle, check the tail lights, the brake lights, turn signal lights, emergency flashers and any other clearance lights, reflectors or signs. (This will require assistance).

Make sure they are free of mud and dirt buildup.

Carry a rag with you to clean any dirty lights, which may be hard to see even after dark.

Check the right rear tire. If there are any other lights or outside signs for your boarding doors or lifts, make sure they are in place and clean.

Next, look under the vehicle. Make sure there are no foreign or unfamiliar objects hanging down or wedged underneath.

Also, check to see if there are any puddles or vehicle fluids under the vehicle. If the vehicle is leaking fluid, report it to your supervisor.

Move to the front of the vehicle and examine the right front tire in the same manner as the left tire and check the condition of the side marker light.

Adjust each of your mirrors so that you can see what you need to see from your normal driving position. When you are adjusting your mirrors, keep in mind what you want to be able to see within your safety zone.

Test your horn to make sure it works.

Turn the steering wheel gently to make sure it is not loose.

Push on the brake pedal. If the tension feels spongy or soft, note this on your checklist. Your brakes may need to be adjusted.

Check the blower fan to see if it works so you'll be able to use the heater, defroster or air conditioner.

Check the interior lights. If any lights are not working, note this on your checklist.

Note on your checklist anything in the interior of the vehicle that needs attention.

Safety Equipment

Check your emergency equipment to make sure it is in the right location and in working order.

Emergency equipment should include:

- A properly charged fire extinguisher
- Warning devices such as cones, triangles, flares
- A first aid kit
- Extra fuses
- A flashlight with fresh batteries
- Blood Borne Pathogens Kits

Look around the inside of your vehicle to make sure it is clean. Clear out trash, debris or loose items. Trash or debris left in the vehicle can be tossed about by careless passengers and can cause slips, falls and fires. A clean vehicle presents a professional image.

Check any special accessibility equipment if your vehicle is so equipped.

Examine tie downs for signs of damage or excessive wear. Make sure they can be properly secured to the floor.

Check all lifts and ramps by operating them through one complete cycle. Make sure they are functioning properly. (You may have to move the vehicle to ensure proper clearance while performing this part of the inspection.)

Make sure all doors and emergency exits are functional and unobstructed.

YANCEY COUNTY TRANSPORTATION SYSTEM SAFETY POLICY | 2013

Maintenance Repair Request Form

VAN # _____ MILEAGE _____

AirConditioner _____

Belts _____

Brakes _____

Battery _____

Oil Change (Last Oil Change Mileage) _____

Lights _____

Lift _____

Radiator _____

Transmissions _____

Tires _____

Other: _____

YANCEY COUNTY TRANSPORTATION SYSTEM SAFETY POLICY **2013**

Driver _____
Date in Garage _____

Date _____
Date out of Garage _____

***PLEASE NOTE THE SERVICE NEEDED IN THE SPACE PROVIDED.**

YANCEY COUNTY TRANSPORTATION SYSTEM SAFETY POLICY | 2013

YCTA VEHICLE INVENTORY

Vehicle	Year	Make	Type	VIN	Plate #
1	2012	DODGE	MINI-LIFT	2C4RDGBGXCRCR374012	32920-V
2	2006	FORD	CENTER ASILE	1FTSS34136HB12259	32921-V
3	2010	FORD	CONVERSION	1FTDS3EL3ADA22634	32922-V
4	2010	FORD	LIFT	1FTDS3EL6BDB29386	32923-V
5	2002	DODGE	CENTER ASILE	2B7LB31Z43K526985	32924-V
6	2003	DODGE	LIFT	2D7LB31Z43K526985	32925-V
7	2009	FORD	CENTER ASILE	1FTSS34L49DA76724	32926-V
8	2011	DODGE	JOURNEY	3D4PH1FG7BT531853	32927-V
9	2006	FORD	CENTER ASILE	1FTSS34L96HA44985	32928-V
10	2006	FORD	LIFT	1FTSS34LX6HA67661	32929-V
11	2011	DODGE	MINI	2D4RN4DG3BR680091	32947-V

YANCEY COUNTY TRANSPORTATION AUTHORITY
QUARTERLY SAFETY INSPECTION SHEET

INSPECTION MUST BE DONE BY THE 10TH OF THE MONTH FOLLOWING THE END OF THE QUARTER

Date: _____

Vehicle #: _____

Current Mileage: _____

Next Oil Change: _____

SAFETY EQUIPMENT

- Fire extinguisher inspection/shake & turn upside down/ tag
- Seat Belt Cutter in place
- Triangles/Flashing Cones
- First aid kit stocked
- Blood Borne Pathogen kit
- Emergency Escape Hatch Check/ pins in place
- Emergency Door Alarms
- Wheelchair Lift slot/joint oiling and check hinges/pins

Notes: _____

Inspector signature: _____

SECURITY

Purpose

The overall purpose of Yancey County Transportation Authority Security Program is to optimize -- within the constraints of time, cost, and operational effectiveness -- the level of protection afforded to Yancey County's vehicles, equipment, facilities, passengers, employees, volunteers and contractors, and any other individuals who come into contact with the system both during normal operations and under emergency conditions.

The security of passengers and employees is paramount to promoting the objectives of FTA, NCDOT and their partner organizations in developing a Security Program. YCTA will take all reasonable and prudent actions to minimize the risk associated with intentional acts against passengers, employees and equipment/facilities. To further this objective, YCTA has developed security plans and procedures and emergency response plans and procedures, which addresses the conduct of exercises in support of their emergency plans, and assessment of critical assets and measures to protect these assets.

Goals

The Security Program provides Yancey County Transportation with a security and emergency preparedness capability that:

1. The Security Program's number one goal is the protection and safety of system employees, passengers, vehicles and equipment.
2. Ensure that security and emergency preparedness are addressed during all phases of system operation, including the hiring and training of agency personnel; the procurement and maintenance of agency equipment; the development agency policies, rules, and procedures; and coordination with local public safety and community emergency planning agencies.
3. Promote analysis tools and methodologies to encourage safe system operation through The identification, evaluation and resolution of threats and vulnerabilities, and the on-going assessment of agency capabilities and readiness.
4. Create a culture that supports employee safety, equipment/facility protection and security and safe system operation (during normal and emergency conditions) through motivated compliance with agency rules and procedures and the appropriate use and operation of equipment.

Objectives

In this new environment, every threat cannot be identified and resolved, but YCTA can take steps to be more aware, to better protect passengers, employees, facilities and equipment, and to stand ready to support community needs in response to a major event. To this end, our Security Program has five objectives:

1. Achieve a level of security performance and emergency readiness that meets or exceeds our requirements
2. Increase and strengthen community involvement and participation in the safety and security of our system
3. Develop and implement a vulnerability assessment program, and based on the results of this program, establish a course of action for improving physical security measures and emergency response capabilities
4. Expand our training program for employees, volunteers and contractors to address security awareness and emergency management issues
5. Enhance our coordination with NCDOT/PTD regarding security and emergency preparedness issues.

PROGRAM GUIDELINES

Listed below are the actions taken to ensure that YCTA is in compliant with all FTA and NCDOT mandated regulatory requirements and polices.

1. The Security Plan will be reviewed annually and signed by Transportation Director.
2. Distribute Security Plan to key staff members; dispatcher, administrative assistant, lead driver.
3. Post Security Plan on bulletin board so that all employees can read.
4. Conduct monthly briefings with employees to discuss security awareness.
5. Establish a plan to monitor facilities and vehicles on a regular basis.
6. Delegate and assign security responsibilities.
7. The director will be made aware of all security issues and will work with management to develop possible solutions.
8. Establish procedures to control access to secure areas and vehicle operations.
9. Facilities and vehicles are monitored by local law enforcement by the use of random patrols.
10. After normal hours of operation the facility and vehicles are secured and all external lights available are turned on.
11. Brief all employees on required reporting procedures for reporting suspicious people, activities, packages, devices or vehicles.
12. Brief all employees on required actions to take to protect themselves and passengers in case of an explosion or evacuation when a suspicious package is identified.
13. Train all managers and supervisors in security incident management.
14. Develop procedures to respond to bomb threats or similar threats to include evacuation procedures, search procedures and notification of local authorities.
15. Develop safety and emergency response policies...brief all personnel.
16. Develop a policy on responding to passenger, vehicle or traffic emergencies.
17. Devise procedures to show appropriate degree of supportiveness for operators when emergency situations occur.
18. Inform law enforcement and emergency response personnel of planned changes to system facilities, operations, etc.
19. Establish policy and procedures to coordinate training exercises with law enforcement and emergency service personnel.
20. YCTA is part of the counties and regions integrated Regional Emergency Management Plans.
21. YCTA is part of the Mutual Aid Agreement with regional public agencies such as local government, Fire and Police, etc. to coordinate actions during natural or other disasters.
22. Assign and brief roles/responsibilities employees have during various emergencies.

FTA'S TOP 20 SECURITY PROGRAM ACTION ITEMS FOR TRANSIT AGENCIES

The following Action items identify the most important elements that transit agencies should incorporate into their System Security Program Plans. These top twenty (2) items are based on good security practices identified through FTA's Security Assessments and Technical Assistance provided to the largest transit agencies. Specific information on these elements may be found in FTA's *Transit System Security Program Planning Guide*. FTA is working with transit agencies to encourage them to incorporate these practices into their programs.

Management and Accountability

1. Written security program and emergency management plans are established.
2. The security plan is updated to reflect anti-terrorist measures and any current conditions.
3. The security plan is an integrated system security program, including regional coordination with other agencies, security design criteria in procurements and organizational charts for incident command and management systems.
4. The security plan is signed, endorsed and approved by top management.
5. The security program is assigned to a senior level manager.
6. Security responsibilities are defined and delegated from management through to the front line employees.
7. All operations managers are held accountable for security issues under their control.

Security Problem Identification

8. A threat and vulnerability assessment resolution process is established and used.

Employee Selection

9. Background investigations are conducted on all new employees (i.e., criminal history and motor vehicle records,).
10. Criteria for background investigations are established as follows:

Background investigation practices

A background investigation program is an essential part of a transit agency's risk management plan. A transit agency, by preventively identifying individuals who, based on past behavior, could be a safety risk, has the potential to limit its liability from the individual's actions. Therefore, an agency's background check program should be in depth.

Background investigations will be conducted on all YCTA employees prior to employment through the Yancey Clerk of Court. Background checks shall include DMV and Criminal check .

Any person being convicted of a crime will not be considered for employment with Yancey County Transportation.

Training

11. Security orientation or awareness materials are provided to all employees.
12. Ongoing training programs on safety, security and emergency procedures by work area are provided.
13. Public awareness materials are developed and distributed on a system wide basis.

Audits and Drills

14. Periodic audits of security policies and procedures are conducted.
15. Exercises, coordinated with regional emergency response providers, are performed at least annually.

Document Control

16. Access to documents of security critical systems and facilities are controlled.
17. Access to security sensitive documents is controlled.

Access Control

18. Background investigations are conducted on all new hires. ID badges are to be worn by all employees to control access to key critical facilities. ID badges worn by operators allow our passengers to feel more secure and medical facilities to feel confident when signing verifications required for Medicaid passengers. Cameras are located on the E-911 building that monitor our van 24/7. The Sheriff's/Burnsville Police department also monitors our fleet and access areas for security breaches.

Homeland Security

19. Protocols have been established to respond to the Office of Homeland Security Threat Advisory Levels.

WORKPLACE SECURITY ASSESSMENT FORM

Facility (Worksite): _____
Location: _____
Date: _____
Inspection No.: _____

Describe the physical layout of the establishment. Indicate its location to other businesses or residences in the area and access to the street. _____

Number/gender of employees on-site between 10 p.m. and 5 a.m. _____
Describe nature and frequency of client/customer/passenger/other contact: _____

Yes No
 Are cash transactions conducted with the public during working hours? If yes,
how much cash is kept in the cash register or in another place accessible to a robber?

Yes No
 Is there safe or lock-box on the premises into which cash is deposited?

What is the security history of the establishment? _____

What physical security measures are present? _____

Yes No
 Has security training been provided to employees? If so, has the training been
effective?

Security Incident Recording Form

Date of Incident: _____ Time of Incident: _____ AM/PM

Location: _____

of Fatalities: _____ # of Injuries: _____ Property Damage Estimate: \$ _____

Type of Security Incidents: *Check all that apply.*

- | | | | | | |
|---------------|--------------------------|-------------|--------------------------|--------------------------------|--------------------------|
| Homicide | <input type="checkbox"/> | Burglary | <input type="checkbox"/> | Motor Vehicle Theft | <input type="checkbox"/> |
| Forcible Rape | <input type="checkbox"/> | Bombing | <input type="checkbox"/> | Chemical or Biological Release | <input type="checkbox"/> |
| Robbery | <input type="checkbox"/> | Arson | <input type="checkbox"/> | Aggravated Assault | <input type="checkbox"/> |
| Hijacking | <input type="checkbox"/> | Bomb Threat | <input type="checkbox"/> | Kidnapping | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | _____ | | | |

Description of Incident: *Attach law enforcement report(s) if available.*

Recorded By: _____ Date: _____

Title: _____ Phone #: _____

Emergency Management

Emergency Evacuation and Fire Prevention Plan Training

Date: _____ Location: _____

Instructor: _____ Title: _____

Emergency Evacuation Plan Elements to be Reviewed

- Emergency Escape Procedures
- Escape Route Assignments
- Special Procedures for Personnel to Operate Critical Equipment
- Procedures to Account for Employees
- Special Rescue and Medical Personnel
- Employee Training Programs

Fire Prevention Plan Elements to be Reviewed

- Major Workplace Fire Hazards**
- Fire Prevention Practices
- Fire Equipment Maintenance Personnel
- Means of Reporting Fires and other Emergencies
- Alarm Systems
- Personnel Responsible for Control of Fuel Source Hazards
- Proper Maintenance Procedures
- Proper Housekeeping

Other Elements to be Reviewed

- Names and Titles of Emergency and Fire Prevention Plan Coordinators
- Emergency and Fire Prevention Plan Availability

Employees Trained

Name/SS#	Work Location/Unit	Job Title	Signature

Instructor's Signature: _____

External Emergency Plan

Notification of Emergency

When notice has been received that an event has occurred or the potential of an event occurring, which has or may produce a large number of casualties, the following information should be obtained by the person receiving the information:

1. Name of person making notification and from what telephone number.
2. Location of emergency including address.
3. Estimated number of casualties.
4. Type of emergency (fire, explosion, plane crash, natural, weather related, etc.).
5. Time call received.
6. Estimated time of emergency event occurrence.

The person receiving the call shall then notify the Executive Director and/or Safety Director.

YCTA monitors Yancey Emergency Communications so that YCTA can remain alert to any emergencies within the county. YCTA will notify operators when an emergency has occurred that might affect operations with our department, routes, contracting agencies, etc. as to type of emergency, our response and any changes to our services, communications or etc..

Activation of Emergency Action Plan

If the decision is made to implement the External Emergency Plan, the following actions shall be taken:

Director Will:

1. Act under guidance of trained experts when available.
2. Organize the Emergency Action Plan.
3. Assess the situation and make appropriate decisions for passenger and employee safety as situation demands.
4. Be responsible for the notification of the "all clear".
5. Provide information for media release.

INTERNAL EMERGENCY PLAN**Activation of Internal Emergency Plan**

1. The Dispatcher and/or Director should be notified promptly of any emergency situation that occurs with vans, personnel or in the transportation office.
2. A “911” call to notify County 911 Communications of the situation giving as much information as possible will then be placed by office personnel.
3. The dispatcher or other office personnel will keep records of all incoming calls that involve the emergency and relay them to the Director.
4. Director will provide a means to inform staff of the emergency as well as updates, The County manager will provide the news media with information releases as needed. YCTA will provide transportation personnel to assist Emergency Operations locally or regionally as determined.

Director Will:

1. Contact Emergency Management Director.
2. Provides a means to inform staff of the emergency and provide updates.
3. Provide the news media with County Managers contact info. for information release.
4. Provide personnel to assist Emergency Operations.
5. Provide agencies with vehicle layouts and/or blueprints of the affected area.

FOLLOW INTERNAL EMERGENCY PLAN FOR THE BOMB THREAT OR SUSPICIOUS PACKAGE

BOMB THREAT CHECKLIST

Questions to Ask Caller:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you (the caller) place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact Wording of the Threat:

Sex of Caller: M or F **Race:** _____

Age: _____ **Length of Call:** _____

Number at which call is received:
read _____
maker _____

Time: _____ **Date:** _____

Report Call Immediately to:

Contact Number

Contact Name or Title

Contact Organization

Secondary Contact Info

Caller's Voice:

- | | |
|----------------|-----------------------|
| _____ Calm | _____ Nasal |
| _____ Angry | _____ Stutter |
| _____ Excited | _____ Lisp |
| _____ Slow | _____ Rasp |
| _____ Rapid | _____ Deep |
| _____ Soft | _____ Ragged |
| _____ Loud | _____ Clearing Throat |
| _____ Laughter | _____ Deep Breathing |
| _____ Crying | _____ Cracking Voice |
| _____ Normal | _____ Disguised |
| _____ District | _____ Accent |
| _____ Slurred | _____ Familiar |

If voice is familiar, whom did it sound like?

Background Sounds:

- | | |
|------------------------|-------------------------|
| _____ Street noises | _____ Factory machinery |
| _____ Television | _____ Animal noises |
| _____ Voices | _____ Clear |
| _____ PA System | _____ Static |
| _____ Music | _____ Local |
| _____ House noises | _____ Long Distance |
| _____ Motor | _____ Booth |
| _____ Office Machinery | _____ Other |

Threat Language:

- | | |
|-------------------|------------------|
| _____ Well Spoken | _____ Incoherent |
| _____ (Educated) | _____ Taped |
| _____ Foul | _____ Message |
| _____ Irrational | _____ by threat |

Remarks:

YCTA SECURITY PROGRAM

Locking/Unlocking Building Procedures

1. Yancey County Transportation Authority's Director, Administrative Assistant, Part-Time Assistant and Lead Driver has a key to enter the building when scheduled for work. The building will not be opened for the business day until 7:00 AM.
2. Each employee that has a key in their possession is responsible for locking all doors and turning off all lights when checking in or out for their shift when office is closed.
3. The office staff member, usually the director, last on duty is responsible for checking heat/air, making sure all office equipment and lights are turned off for the day, and the building is locked for the evening.
4. All employees when entering and exiting the building before or after office hours will park as close to the building for personal safety as possible. Drivers will also use flashlights to help with early morning pre-inspections.

Office Procedures

1. Each employee will be familiar with the evacuation route posted beside/near each fire extinguisher for emergency evacuations in case of fire, flood, etc.
2. All fares are collected by drivers and personally turned into the office for recording with name of rider transported. A driver is present when monies are recorded by office personnel.
3. At least one deposit per week is deposited and proper documentation turned into the finance office with appropriate assigned line items for transportation fund recording. All monies are stored in a locking file cabinet. Only the administrative assistant and the director have keys for access to this cabinet.
4. A recently updated copy of all pertinent files (grants, reimbursements, county documents, etc.) is kept in the director's office.
5. Bomb threat procedures are posted at the dispatcher's, administrative assistant, and director's desk in the transportation office.
6. All drivers van numbers are posted at the dispatcher's, administrative assistant, and director's desk in case of emergency.
7. Any suspicious or unruly activity in or around the office building will be reported to law enforcement immediately.

The YCTA director reserves the right to exceed the above violation procedures, including calling the police and having a disruptive passenger removed, should it become necessary for the safety of the driver and/or other passengers.

Accident and Emergency Van Procedures

1. In an accident or emergency, promptly stop the transportation vehicle and follow all state laws.
2. If medical or law enforcement assistance is needed, immediately radio the YCTA office and have them to call 911 and have help dispatched to your location. If CPR is required for a client, find first aid kit and follow all CPR procedures.
3. Call the YCTA office and report the incident to administrative staff and director.
4. Do not move vehicle from scene of accident until instructed by law enforcement.
5. Have all riders remain in the vehicle unless the vehicle is not upright. Any evacuation of a vehicle needs to be conducted orderly by the driver to a safe location. Follow all vehicle evacuation procedures.
6. Do not move any injured clients unless a life threatening situation (fire, flooding, etc.) exists in the accident. Follow all passenger evacuation procedures.
7. When arriving back at office, fill out incident report and promptly give to director.

End of Day- Van Procedures

1. Each driver is responsible for locking and securing their van at the end of the day. That includes cleaning out of trash containers, locking all doors on vans, turning off all van lights and switches so as not to drain battery levels, and making sure van is filled with gas. Drivers will return keys to designated lock box (located at the E-911 building), finish paperwork in a timely manner and deposit any money collected.
2. The Safety Coordinator will do a walk through to make sure all vans are secure, keys are not in vans and no lights are left on. Any problems will be noted and passed on to the director. Burnsville Police Department continuously patrols town during night hours to check the parking lot (as well as the E-911 parking lot) and back of the building for any unusual activity. If a problem is reported YCTA management will notify the Sheriff's department and Burnsville Police department so they will make extra patrols of the area.

Yancey County Inclement Weather Policy

In inclement weather conditions (i.e. snow, ice, severe rain, flooding, fog or wind), YCTA will take all precautions to ensure the safety of its employees, passengers, and all equipment. A series of steps have been established in inclement weather.

1. If school is canceled, YCTA is closed with the exception of Di Vita Dialysis clients. A two hour delay for School, YCTA will operate on a two hour delay for all routes, medical trips will go on as scheduled. A one hour delay of school, YCTA will operate at our normally scheduled times.
2. If Yancey County government office hours are canceled or delayed, the YCTA office will follow the announced schedule.

3. In some instances, passengers will be asked to walk to the end of their driveways to meet the YCTA van. Personal driveways are often times are not scraped during snow and ice or become very muddy after the snow and ice melts.

Yancey County Emergency Operations Plan

Yancey County Public Transportation is the public transportation system for Yancey County and is included as part of the Yancey County Emergency Operations Plan. Agency, local government and regional cooperation are all included in the plan including national security emergency response. YCTA's role in the plan may be found in the transportation office in the policy and procedures manual. The plan in complete form can be found in the County Managers office.

Vehicle Camera

Policy Statement

Video/Audio surveillance, when utilized with other security measures, is an effective means of ensuring the security and safety of vehicles operated by Yancey County Transportation Authority. The policy will be administered and monitored by the "Director" or his/her designee. The use of the video/audio surveillance system is to enhance personnel and vehicle security. The system begins recording every time the vehicle is started and continuously captures video/audio data while the vehicle is in operation. The recordings cannot be viewed in "real time" and is only accessed as outlined in this policy.

Information on the existence, operation, and use of Video/Audio surveillance systems on Yancey County Transportation Authority vehicles will be used for the following:

- To perform performance evaluations, suspension, disciplinary actions and terminations; which is protected as confidential information under Article 7, G.S. 126.
- To assist public law enforcement agencies in criminal investigations, intelligence records; Innocence Inquiry Commission records, G.S.132-1.4.
- As required by North Carolina or Federal Law.

Purpose

The need to ensure security and safety must be balanced with an individual's right to privacy. The purpose of this policy is to establish procedures which are intended to achieve this balance. Specifically, this policy addresses requirements and responsibilities with respect to:

- the installation and operation of video/audio surveillance systems on Yancey County Transportation Authority vehicles;
- the use of the information obtained through video/audio surveillance systems on Yancey County Transportation Authority vehicles; and
- custody, control, access to and retention of records created through video/audio surveillance systems on Yancey County Transportation Authority vehicles.

Definitions

This policy applies to all video/audio surveillance systems installed on Yancey County Transportation Authority vehicles.

“Vehicle” refers to any vehicle that is either owned or operated by Yancey County Transportation Authority for the defined purpose of providing public transportation services by the Yancey County Transportation Authority .

“Director” means the primary official with overall responsibilities for the management and operations of the transit program, or his/her designee.

“Video/Audio Surveillance System” or “System” refers to any system or device that enables continuous or periodic video/audio recordings, observing or monitoring the interior of Yancey County Transportation Authority vehicles. This may include individuals boarding, travelling on, or alighting system vehicles, and includes the storage device used to store the recorded video/audio data.

Signage

A 6x8 inch (minimum) sign will be placed in a visible location on the interior of each vehicle that provides notification of the collection of personal information. The sign will advise all persons entering the vehicle that the interior of the vehicle is under video/audio surveillance.

Accountability

The Director or his/her designee shall be responsible for the following:

1. Reviewing the Video/Audio surveillance System footage at least weekly or as needed review marked events to assess potential corrective actions.
2. Maintaining and annually reviewing the protocols for the installation, operation, and use of the Video/Audio surveillance System used by the transit system, and for the custody, control, access to and retention of records created.
3. Ensuring that all proposed changes to the existing system or any newly proposed systems meet the requirements of this policy prior to implementation.
4. Maintaining the custody of all system records created. All records will be maintained for a period of thirty calendar days. Any records saved for specific purposes such as personnel actions, incident/accident investigations, or litigations will be retained for as long as necessary.
5. Ensuring the security of any records, from creation through final disposal.
6. Ensuring compliance with this policy.

Drivers are responsible for the following:

1. Ensuring, at the time of their daily vehicle inspection, that the camera LED light/Panic Button is lit solid and not flashing to insure that system is operating.

2. Refraining from loud playing of radios, or other devices that would interfere with the recording of audio data.
3. Receiving training on the use of the "Panic Button" so that significant events transpiring onboard vehicles will be tagged.
4. Taking no action or allowing others to take actions that would interfere with the proper functioning of the system.
5. Noting specifically the time and location of the occurrence, if incidents do occur during the normal course of providing service as part of the investigation.

Use of Information Collected

The information collected through video/audio surveillance will be used for the following purposes:

1. To perform performance evaluations, suspension, disciplinary actions and terminations that are protected as confidential information under Article 7, G.S. 126.
2. To assist public law enforcement agencies in criminal investigations, intelligence records, Innocence Inquiry Commission records, G.S.132-1.4.
3. As required by North Carolina or Federal Law.

Access to System Records

Restrictions: In accordance with Yancey County Transportation Authority , access to records created by the system is restricted by law. Access is limited to the following:

- individuals responsible for the operation or administration of the system
- individuals who have a legitimate need to access the information for one of the purposes listed in the "Use of Information Collected" section of this policy.
- access means the Yancey County Transportation Authority staff may provide a summary of the information collected.
- if required by North Carolina or Federal law, a copy of the record may be provided.

Chain of Custody: a chain of custody request form containing the following mandatory information must be completed and signed by an outside party requesting access to a record (see Attachment A).

****Records will only be given to parties who are granted access under North Carolina and Federal Law.

Records Management

Recorded video/audio data is stored on the vehicle's DVR hard drive. Hard drives are 500 GB, and will record continuously for 35 days or approximately 283 total hours under normal operating periods (the total hours are based upon the default setting as follows: D1 High Resolution (720x480), 15 fps, 4 cameras, an 8 hour day.) When the hard drive reaches capacity, the system will begin recording over the oldest recordings, thus destroying those records. The transit system will save relevant recordings to a computer or server with sufficient capacity to manage the data.

Unauthorized Disclosure

Any employee of the Yancey County Transportation Authority having knowledge of unauthorized access to or disclosure of a record must immediately inform the Director or designee.

Failure to comply with this policy, including any unauthorized access to or disclosure of information, is cause for disciplinary action, up to and including termination of employment.

Contact

For information related to vehicle video/audio surveillance system onboard transit vehicles, please contact the Executive Director or Assistant Director.

WILLIE K. BERRY
ASSISTANT DIRECTOR

JOHN R. BOGNER, J
CONSULTATIVE SERVICES BUREAU CHIEF
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

MONTHLY BUILDING INSPECTION FORM

WELCOME!

This sample program is provided to assist you as an employer in developing programs tailored to your own operation. We encourage you to copy, expand, modify and customize this sample as necessary to accomplish this goal.

This document is provided as a compliance aid, but does not constitute a legal interpretation of OSHA Standards, nor does it replace the need to be familiar with, and follow, the actual OSHA Standards (including any North Carolina specific changes.) Though this document is intended to be consistent with OSHA Standards, if an area is considered by the reader to be inconsistent, the OSHA standard should be followed. Of course, we welcome your comments and feedback!

The North Carolina Department of Labor OSH Consultative Services Bureau can be contacted for further assistance such as helping you set up your individual program and even with on-site surveys. Feel free to contact us at 1-800-NCLABOR or at 919-807-2899. You may also want to visit our website at <http://www.nclabor.com/osha/consult/bcs1.htm>

Remember: A written safety/health program is only effective if it is put into place!

1101 MAIL SERVICE CENTER, RALEIGH, NORTH CAROLINA 27699-1101
(919) 807-2899 • FAX • (919) 807-2902 • john.bogner@labor.nc.gov



MEMORANDUM

TO: Nathan Bennett, Yancey County Manager

FROM: David Graham
Transportation Planner

SUBJECT: Reappointments for High Country RPO
Rural Transportation Advisory Committee

DATE: November 25, 2013

Robert L. Johnson
Chairman of the Board

Gary D. Blevins
Vice-Chairman

Brenda Lyerly
Secretary

Danny McIntosh
Treasurer

Rick Herndon
Executive Director

The High Country RPO's Rural Transportation Advisory Committee (RTAC) is the RPO's governing board, and is comprised of one county commissioner from each county, one municipal elected official from each county, one elected official from each municipality with a population of 10,000 or more, and one member representing the NC Board of Transportation.

Johnny Riddle, Yancey County Commissioner, has been serving as the Yancey County Representative for the RTAC. Mr. Riddle's term is set to expire on December 31, 2013, therefore we request a County Commissioner to fill Mr. Riddle's vacancy on the RTAC. Please note that reappointment is possible.

The RTAC's regular meeting date/location is the third Wednesday of February, May, August, and December at the High Country Council of Government offices in Boone.

No procedure is spelled out in the RTAC bylaws that describes alternating representation among towns, process for selecting a county representative, etc. Therefore, decisions on appointments (or re-appointments) of county representatives on the RTAC are left to the county's administration and governing boards.

Please have the appointment to the RTAC selected prior to December 20, 2013 and notify me of this appointment. I will be glad to answer any questions you may have regarding this matter.

You may contact me at 828-265-5434, ext. 135 or dgraham@regiond.org.

cc: Phil Trew, Director of Planning and Development, High Country COG

468 New Market Blvd.
Boone, NC 28607

Phone: 828-265-5434
Fax: 828-265-5439
TTY: 1-800-735-2962
Voice: 1-800-735-8262

Web: www.regiond.org

Attachment E

YANCEY COUNTY FIREMEN'S RELIEF FUND PROPOSED BOARD MEMBERS

Burnsville Fire Volunteer Department

Randy Banks
P.O. Box 1361
Burnsville, NC 28714

Newdale Volunteer Fire Department

John Pate
810 Plum Branch Road
Burnsville, NC 28714

Double Island Volunteer Fire Department

Buddy Robinson
71 Wooly Worm Drive
Green Mountain, NC 28740

Pensacola Volunteer Fire Department

Bradley Boone
2526 Ewart Wilson Rd.
Burnsville, NC 28714

South Toe Volunteer Fire Department

Josh Blevins
305 Dovers Branch Rd.
Burnsville, NC 28714

West Yancey Volunteer Fire Department

Doug Angel
947 Schronce Creek Rd.
Burnsville, NC 28714

Egypt-Ramseytown Volunteer Fire Department

David Adkins
198 Hensley Branch
Burnsville, NC 28714

Clearmont Volunteer Fire Department

Rodney Deyton
149 Wildflower Lane
Burnsville, NC 28714

End of Month Breakout
 Posted Credits in Date Range 11/01/2013 to 11/30/2013 for Both

Description	Amount
NonVehicle Payments	
County NonVehicle Tax Payments 2013	\$301,121.77
County NonVehicle Tax Payments 2012	\$20,057.98
County NonVehicle Tax Payments 2011	\$10,039.20
County NonVehicle Tax Payments 2010	\$1,879.30
County NonVehicle Tax Payments 2009	\$1,406.08
County NonVehicle Tax Payments 2008	\$426.33
County NonVehicle Tax Payments 2007	\$237.53
County NonVehicle Tax Payments2006	
County NonVehicle Tax Payments 2005	
County NonVehicle Tax Payments 2004	
County NonVehicle Tax Payments 2003	
County NonVehicle Advertising Payments	\$88.00
County NonVehicle Interest Payments	\$3,652.38
County NonVehicle Late List Penalty Paym	\$135.52
County Foreclosure Cost Payments	\$2,032.28
County NonVehicle Refunds	
County NonVehicle Total Payments	\$341,076.37
Burnsville VFD NonVehicle Tax	\$2,718.77
South Toe VFD NonVehicle Tax	\$11,200.68
Newdale VFD NonVehicle Tax	\$5,314.30
West Yancey VFD NonVehicle Tax	\$6,988.88
Egypt/Ramseytown VFD NonVehicle Tax	\$2,980.00
Clearmont VFD NonVehicle Tax	\$2,299.23
Double Island VFD NonVehicle Tax	\$1,135.78
Pensacola VFD NonVehicle Tax	\$2,074.18
VFD NonVehicle Total Payments	\$34,711.82
NonVehicle Total Payments	\$375,788.19
NonVehicle BankCard Amount	\$9,986.78
NonVehicle BankCard Fee	
Vehicle Payments	
County Vehicle Tax Payments 2013	\$46,039.30
County Vehicle Tax Payments 2012	\$5,467.87
County Vehicle Tax Payments 2011	
County Vehicle Tax Payments 2010	
County Vehicle Tax Payments 2009	

YANCEY COUNTY TAX ADMINISTRATION

Bank Card Register for Date Range:

11/01/2013 to 11/30/2013

Bill	Name	Credit Amount	Card Fee	Total
V201307155	MCINTOSH, JEREMY VICTOR	\$127.73		\$127.73
N2013010125	MCKINNEY, MARK JASON	\$857.36		\$857.36
V201307360+	NOLIN, DEREK CHARLES	\$13.34		\$13.34
V201301350	PENLAND, DONNA DAVIS	\$40.00		\$40.00
V201305299	PENLAND, DONNA DAVIS	\$80.00		\$80.00
V201307451+	PHILLIPS, KEENAN STEPHEN	\$4.80		\$4.80
V201307452+	PHILLIPS, KEENAN STEPHEN	\$2.83		\$2.83
V201303426	RAMSEY, DANIEL LUCAS	\$97.07		\$97.07
V201216292	RANDOLPH, JERRIED KEITH	\$147.67		\$147.67
V201216309	RAY, GARY LEE	\$140.49		\$140.49
V201307540+	REECER, MARY MEGAN	\$28.56		\$28.56
N2012013129	ROBINSON, LOUIS H & MARGARE	\$14.46		\$14.46
V201213256	SILVERS, DONNA PATE	\$38.91		\$38.91
V201303676	SILVERS, JUPITER	\$27.69		\$27.69
V201307671+	SILVERS, JUPITER	\$2.83		\$2.83
N2013014366	SMOAK, FAYE S TRUSTEE	\$370.00		\$370.00
V201307762+	TAYLOR, ROBERT STANDEFORD	\$24.57		\$24.57
V201307763+	TAYLOR, THOMAS CHANDLER	\$79.92		\$79.92
N2013015078	THOMAS, H DOUGLAS & FONDA	\$488.70		\$488.70
N2013015139	THOMAS, STEPHEN & JACQUELIN	\$492.07		\$492.07
N2013015140	THOMAS, STEPHEN & JACQUELIN	\$56.00		\$56.00
N2013015141	THOMAS, STEPHEN D & JACQUEL	\$425.26		\$425.26
V201307824+	TOWE, DWIGHT	\$37.26		\$37.26
N2013015357	TOWE, JODY DWIGHT	\$208.88		\$208.88
V201307710	TOWE, JODY DWIGHT	\$105.42		\$105.42
N2013015644	VIVIAN J ANDRE TRUST	\$878.47		\$878.47
V201301836	WARD, CARY LEE	\$70.25		\$70.25
V201307923+	WILLIAMS, ROBERT ARTHUR	\$92.57		\$92.57
V201307924+	WILLIAMS, ROBERT ARTHUR	\$120.85		\$120.85
V201307925+	WILLIAMS, ROBERT ARTHUR	\$102.59		\$102.59
N2013016510	WILSON, LONNIE D	\$751.69		\$751.69
V201307980+	WINCHELL, DAWN MICHELLE	\$47.63		\$47.63
V201307981+	WINCHELL, JERRY WAYNE	\$29.89		\$29.89
V201308068+	YOUNG, STEPHEN GEORGE	\$52.63		\$52.63
Vehicle Total:		\$3,085.70		\$3,085.70
NonVehicle Total:		\$9,986.78		\$9,986.78
Total:		\$13,072.48		\$13,072.48

County Advertising Cost	\$34,447.87	\$16,353.55	\$11,540.63	\$8,417.93	\$7,792.30	\$6,444.36	\$8,072.50	\$8,051.01	\$3,301.49	\$9,612.52	
NonVehicle	\$1,508.37	\$676.00	\$448.00	\$304.00	\$236.00	\$182.00	\$178.50	\$147.00	\$119.00	\$462.50	
Totals	\$1,042.44	\$37,958.33	\$11,242.03						\$949.23	\$51,192.03	
Totals	\$4,183,905.39	\$444,750.69	\$135,919.84	\$59,653.27	\$35,562.92	\$25,255.17	\$18,552.89	\$21,061.54	\$19,382.33	\$8,611.22	\$4,972,291.49

County NonVehicle Tax 2013 Billed to Date % Collected

\$12,214,264.26 68.72%

12/02/2013

	\$2,407.60	\$4,728.72	
TOWN OF BURNSVILLE Vehicle Interest			\$572.51
	\$171.23	\$401.28	
BURNSVILLE FIRE DISTRICT Vehicle Interes			\$151.20
	\$47.65	\$103.55	
CANE RIVER FIRE DISTRICT Vehicle Interes			\$62.61
	\$20.65	\$41.96	
EGYPT FIRE DISTRICT Vehicle Interest			\$21.15
	\$7.25	\$13.90	
RAMSEY TOWN FIRE DISTRICT Vehicle Interes			\$23.82
	\$7.18	\$16.64	
GREEN MOUNTAIN FIRE DISTRICT Vehicle Int			\$25.29
	\$8.11	\$17.18	
JACKS CREEK FIRE DISTRICT Vehicle Intere			\$90.71
	\$30.28	\$60.43	
BRUSH CREEK FIRE DISTRICT Vehicle Intere			\$30.93
	\$10.67	\$20.26	
CRABTREE FIRE DISTRICT Vehicle Interest			\$196.01
	\$66.13	\$129.88	
SOUTH TOE FIRE DISTRICT Vehicle Interest			\$97.65
	\$38.93	\$68.72	
PENSACOLA FIRE DISTRICT Vehicle Interest			\$29.43
	\$10.66	\$18.77	
PRICES CREEK FIRE DISTRICT Vehicle Inter			\$61.79
	\$22.71	\$39.08	
DMV Vehicle Interest			\$4,995.72
	\$2,823.28	\$2,172.44	
Totals	\$233,431.60	\$80,393.52	\$313,825.12

Billed to Date	\$338,940.46	% Collected	42.81%
County Vehicle Tax 2013			

YANCEY COUNTY TAX ADMINISTRATION

Bank Card Register for Date Range:

11/01/2013 to 11/30/2013

Bill	Name	Credit Amount	Card Fee	Total
V201206048	BATES, BRITTANY AMBER	\$13.22		\$13.22
V201215383	BEAM, DANIEL KEITH	\$4.03		\$4.03
V201306217+	BENNETT, ROBERT HENRY	\$77.56		\$77.56
V201304273	BRANCH, SHIRLEY ANNE	\$58.19		\$58.19
V201306407+	CAMERON, MONICA LYNN	\$73.51		\$73.51
V201302368	CANN, ROBERT LEE JR	\$122.12		\$122.12
N2013002949	CANNON, STANLEY SHANE & CRY	\$452.10		\$452.10
V201306359	CARROLL, BERYL BAILEY	\$41.85		\$41.85
V201306362	CARROLL, KEITH STANLEY	\$30.28		\$30.28
N2013003281	CHERESHKOFF, EDWARD & SANI	\$59.14		\$59.14
V201306530+	DAVIS, MICHELLE LEE	\$68.38		\$68.38
V201306541+	DEMERTZIS, ANN LOUISE	\$27.22		\$27.22
V201210389	DUNCAN, ROBERT LEWIS	\$28.68		\$28.68
V201213988	DUNCAN, ROBERT LEWIS	\$16.42		\$16.42
V201214021	EDWARDS, MELANIE CARPENTEF	\$110.42		\$110.42
N2013005036	FAZLIN, FAZAL A	\$480.82		\$480.82
V201306738+	GILLIAM, TIMOTHY RAY	\$124.74		\$124.74
V201306694	GORDON, ROBERT CHARLES	\$54.83		\$54.83
V201306765+	GRAHAM, MEGHAN REBEKAH	\$121.94		\$121.94
N2013006088	GRANT, EARL & CAROLYN	\$774.95		\$774.95
N2013006089	GRANT, EARL & CAROLYN	\$649.35		\$649.35
V201215751	GRINDSTAFF, DONALD EDWARD	\$45.43		\$45.43
V201304759	HAWBAKER, ELISE DIANN	\$11.71		\$11.71
N2011006809	HELMS, W FRANK & LIBBY Z	\$694.82		\$694.82
N2012006737	HELMS, W FRANK & LIBBY Z	\$265.18		\$265.18
V201300771	HENSLEY, GLENDA ANN	\$24.56		\$24.56
V201306850+	HENSLEY, LINDA BUSH	\$73.32		\$73.32
N2011007166	HIGGINS, JOSEPH L & HEIDI	\$67.41		\$67.41
N2012007088	HIGGINS, JOSEPH L & HEIDI	\$240.16		\$240.16
V201306848	HOLT, MARYAN RICHARDSON	\$138.26		\$138.26
V201306922+	HOLT, MARYAN RICHARDSON	\$6.60		\$6.60
V201215907	HONDA LEASE TRUST	\$87.35		\$87.35
N2012007608	HOWELL, BILLY WAYNE & DENISE	\$27.17		\$27.17
N2013007640	HOWELL, BILLY WAYNE & DENISE	\$968.07		\$968.07
V201306958+	HOWELL, TRACY COOPER	\$16.41		\$16.41
N2013007718	HUDGINS, DAVID GARLAND & DEI	\$122.30		\$122.30
N2013007719	HUDGINS, DAVID GARLAND & DEI	\$402.92		\$402.92
V201214385	HUDGINS, LINDA DAWN	\$15.19		\$15.19
V201306938	JAYNES, CANDICE NICHOLE	\$82.30		\$82.30
N2013008427	JORDAN, RUSSELL & NANCY	\$49.50		\$49.50
V201204889	KINCAID, AMIE ELIZABETH	\$9.63		\$9.63
N2013008780	KRAUSE, RICHARD A & SANDRA J	\$160.00		\$160.00
V201220234	LEDFORD, AVIN MACK	\$22.95		\$22.95
V201214556	MASON, BRIAN SCOTT	\$63.10		\$63.10
N2013009848	MCCURRY, MELISSA & KENNETH	\$30.00		\$30.00

County Vehicle Tax Payments 2008	
County Vehicle Tax Payments 2007	
County Vehicle Tax Payments 2006	
County Vehicle Tax Payments 2005	
County Vehicle Tax Payments 2004	
County Vehicle Tax Payments 2003	
County Vehicle Interest	\$644.64
County Vehicle Total Payments	\$52,151.81
Burnsville VFD Vehicle Tax	\$1,119.66
South Toe VFD Vehicle Tax	\$792.18
Newdale VFD Vehicle Tax	\$1,217.96
West Yancey VFD Vehicle Tax	\$694.29
Egypt/Ramseytown VFD Vehicle Tax	\$335.27
Clearmont VFD Vehicle Tax	\$895.68
Double Island VFD Vehicle Tax	\$131.56
Pensacola VFD Vehicle Tax	\$293.73
VFD Vehicle Interest	\$72.05
VFD Vehicle Total Payments	\$5,552.38
Town of Burnsville Vehicle Tax	\$3,067.92
Town of Burnsville Vehicle Interest	\$39.95
Town of Burnsville Vehicle Total Payment	\$3,107.87
State Vehicle Interest	\$493.33
Vehicle Total Payments	\$61,305.39
Vehicle BankCard Amount	\$3,085.70
Vehicle BankCard Fee	
NonVehicle + Vehicle Total Payments	\$437,093.58

12/02/2013

Attachment 6



TRACTOR Food and Farms Year End Summary Update to County Commissioners 12-09-13

Funding:

35 Different Funders
\$450,000 grants/in-kind, gifts
90% of funds have been spent locally

Sales:

2013 Sales \$46,373
2012 Sales \$5,056
Totals since opening just a little over a year in sales 9/28/12 to 11/28/13: \$51,429
1,016 individual sales invoices!
1,000 deliveries

Top Crops:

Top crop by income sold:
25% of sales from Lettuce
13 % sales from Cabbage
9 % sales from Peppers
3 % sales from Potatoes
2 % sales from Broccoli

Projection for 2014:

\$1.1 Million in potential sales (\$735,070 to growers after costs)

Top 2014 requested crops:

\$1.1 Million in potential sales (\$735,070 to growers after costs)
Green Cabbage (conventional and organic)
Yellow Squash (conventional)
Beans (conventional snap & half runners)
Broccoli (conventional)
Collards
Green Bell Peppers
Kale (conventional and organic)
Pumpkins
Jalapeno Peppers
Red Cabbage
Winter Squash (conventional and organic)



DIXON HUGHES GOODMAN LLP
Certified Public Accountants and Advisors

- Independent Auditors' Report -

To the Board of County Commissioners
Yancey County, North Carolina

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Yancey County, North Carolina, (the "County") as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the County's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the

reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the County as of June 30, 2013, and the respective changes in financial position and cash flows, where applicable, thereof, and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Others Matters

New Accounting Pronouncements

As discussed in Note VIII to the financial statements, the County adopted the provisions of Government Accounting Standards Board ("GASB") Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, in 2013. Our opinions are not modified with respect to these changes.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, Other Post Employment Benefits, and the Law Enforcement Officers' Special Separation Allowance Schedules on pages 4 through 12 and 54 through 57, respectively, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB who considers it to be an essential part of financial reporting for placing the basic financial statements in an operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or

provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the County's basic financial statements. The combining and individual non-major fund financial statements, budgetary schedules, and other schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual non-major fund financial statements, budgetary schedules, and other schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United State of America. In our opinion, the combining and individual non-major fund financial statements, budgetary schedules, and other schedules are fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 9, 2013 on our consideration of the County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. Accordingly, we express no opinion. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control over financial reporting and compliance.

Asheville, North Carolina
December 9, 2013

Dixen Hughes Goodman LLP

Attachment I

MEMORANDUM



TO: Don Adams, Alleghany County Manager
Larry Rhodes, Interim Ashe County Manager
Robert Wiseman, Avery County Manager
Charles Vines, Mitchell County Manager
Deron Geouque, Watauga County Manager
John Yates, Wilkes County Manager
Nathan Bennett, Yancey County Manager
Greg Young, Boone Town Manager

Robert Johnson
Chairman of the Board

Gary D. Blevins
Vice-Chairman

Brenda Lyerly
Secretary

Danny McIntosh
Treasurer

Rick Herndon
Executive Director

FROM: Phillip Trew, Director of Planning and Development 

SUBJECT: High Country Regional Bike Plan

DATE: October 15, 2013

In 2011, High Country Council of Governments (HCCOG) contracted with NCDOT to develop a regional bike plan for our seven counties. The intent of the Bike Plan is to increase safety for cyclists. The Plan makes recommendations for improvements to the road network in the region, mainly paved shoulders and bike lanes. With few exceptions, the facility improvement recommendations are on NCDOT roads. The exceptions include a section of Deerfield Road in Boone (Town street), and the Middle Fork Greenway between Boone and Blowing Rock. The Bike Plan is long-term, and recommends that bicycle facility improvements be made when NCDOT undertakes highway improvements (widening, resurfacing, etc.).

The High Country Regional Bike Plan also recommends designation of seven recreational bike routes (one per County). The Plan recommends signage and promotion of the recreational routes as a tourism-promotion strategy.

The High Country Regional Bike Plan was developed by a steering committee appointed by the 7 County Commission Boards, and NCDOT staff. I have also included Town and County Planners in the project meetings. Public involvement included an online survey promoted in all seven Counties, and 16 public workshops and cyclist meetings. A draft of the plan is available on our website, at <http://www.regiond.org/BIKEPLAN.html>

The draft plan is over 200 pages long, but includes a 2-page Executive Summary. I have a public workshop scheduled for October 23, and a project steering committee scheduled for October 30. After those meetings, I will incorporate any recommended changes deemed appropriate, and begin seeking adoption of the plan.

468 New Market Blvd.
Boone, NC 28607

Phone: 828-265-5434
Fax: 828-265-5439
TTY: 1-800-735-2962
Voice: 1-800-735-8262

Web: www.regiond.org

Per NCDOT guidance, I am seeking adoption from the seven Counties and Town of Boone (Boone because of the Deerfield Road recommendation; there are no other recommendations on Town streets). I will also seek adoption from the HCCOG Executive Board, and the High Country RPO. Following adoption, 100 documents will be published. Two copies will be provided to each local government, and various NCDOT staff will get copies.

I have contacted you each individually to schedule presentations to your respective Boards. At those meetings, I will discuss the project in general, but focus discussion on the elements of the Bike Plan in your jurisdictions. No public hearing is required. This memo is intended to give you background, and to share with your Boards as you see fit.

cc: Rick Herndon, Executive Director, High Country Council of Governments

Section 1 – Executive Summary

The High Country Regional Bike Plan was developed to increase safety, mobility, and recognition of cycling in the High Country region (Alleghany, Ashe, Avery, Mitchell, Watauga, Wilkes, and Yancey Counties). While the region has a significant number of recreational cyclists and organized events, major infrastructure improvements are needed to increase safety and make cycling a viable transportation option for the intermediate cyclist.

The Plan was developed under the supervision of a Steering Committee appointed by the seven Boards of County Commissioners. The Steering Committee also included North Carolina Department of Transportation (NCDOT) staff. Additional input on the Plan was provided by Town and County Planning staff, local cyclists, and the general public. Public input was gathered from over 1,000 survey responses and comments at 16 meetings.

The High Country Regional Bike Plan has two major components. It makes specific facility improvement recommendations for a Bicycle Transportation Route Network that connects the Towns and other major destinations in the region. It also recommends the establishment of seven Recreational Routes designed for tourism promotion. Additional recommendations regarding Law Enforcement, Transit Interface, Economic Impact from Cycling, and Signage are included in the Plan.

The Bicycle Transportation Route Network identified in the Plan includes 620 miles of NCDOT road, Blue Ridge Parkway, and existing and proposed Greenway trails. The network is divided into 46 segments. The Plan includes a map, recommended improvement, and prioritization of each route segment. Recommended improvements are based on guidelines developed by the American Association of State Highway and Transportation Officials (AASHTO).

One Recreational Route was developed in each County. With recommended wayfinding signs and promotion strategies, the Recreational Routes are intended to take advantage of the economic impact from bicycle tourism. In addition to the Recreational Routes, there are many organized cycling events (rides and races) in the High Country region that can be promoted to increase tourism spending. Based on various studies, the average cycling event participant spends between \$260 and \$495 per day.

In addition to the Bicycle Transportation Route recommendations and establishment of the 7 Recreational Routes, the High Country Regional Bike Plan recommends strategies in the areas of transit and law enforcement. Accommodation of bicycles on transit vehicles can help make cycling a feasible transportation option. It is recommended that all seven County transit agencies operating in the region continue or begin to transport bicycles on their vans and buses. Recommendations regarding law enforcement focus on educating law enforcement officers, cyclists, and motorists on current NC traffic laws related to bicycles.

Implementation of the High Country Regional Bike Plan include short-term and long-term strategies. Establishment, signing, and promotion of the Recreational Routes can occur quickly. Funding for the wayfinding signage will be requested from NCDOT's Division of Bicycle and Pedestrian Transportation. Promotion of the Recreational Routes and existing cycling events

will be a function of local governments, Chambers of Commerce, bike clubs, and event organizers. Education on cycling laws can also be accomplished locally, primarily through the High Country Rural Planning Organization (RPO).

Implementation of the Bicycle Transportation Route recommendations will be long-term. It is anticipated that most bicycle facility improvements (bike lanes, wide shoulders) will occur as part of larger highway projects. Programming of those improvements will require coordination among local governments, High Country RPO, and NCDOT.