



Public notice was given to *The Register-Guard* for publication on April 7, 2016.

**LANE TRANSIT DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING/WORK SESSION**

**Monday, April 11, 2016**

**5:30 p.m.**

**LTD Board Room**

**3500 E. 17<sup>th</sup> Avenue, Eugene (in Glenwood)**

**A G E N D A**

Page No.

- |       |  |              |                             |
|-------|--|--------------|-----------------------------|
| I.    | CALL TO ORDER  |              |                             |
| II.   | ROLL CALL  |              |                             |
|       | Yeh _____  | Pierce _____ | Gillespie _____             |
|       | Wildish _____  | Nordin _____ | Grossman _____ Necker _____ |
| III.  | PRELIMINARY REMARKS BY BOARD PRESIDENT   | ( 2 minutes) |                             |
| IV.   | COMMENTS FROM THE GENERAL MANAGER  | ( 2 minutes) | 2                           |
| V.    | ANNOUNCEMENTS  | ( 2 minutes) | 3                           |
| VI.   | ITEM FOR ACTION AT THIS MEETING: Approval of Revised Drug and Alcohol Policy [David Lindelien] | ( 5 minutes) | 4                           |
| VII.  | ITEMS FOR INFORMATION AT THIS MEETING:   |              |                             |
|       | A. Main Street-McVay Transit Study Update [Tom Schwetz, Sasha Luftig]                          | (10 minutes) | 25                          |
|       | B. Bus Graphics [Meg Kester]   | (20 minutes) | 27                          |
| VIII. | WORK SESSION: Lane Transit District Long-Range Transit Plan [A. J. Jackson, Tom Schwetz]       | (90minutes)  | 30                          |
| IX.   | ADJOURNMENT  |              |                             |

**The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD's Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 682-5555 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairment.**

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** April 11, 2016

**ITEM TITLE:** COMMENTS FROM THE GENERAL MANAGER

**PREPARED BY:** Aurora (A. J.) Jackson, General Manager

**ACTION REQUESTED:** None

---

**BACKGROUND:**

This agenda item provides an opportunity for the general manager to formally communicate with the Board on any current topics or items that may need consideration.

The topic of Monday monthly work sessions will be explored during this meeting. In addition to the regular Board meeting held on the third Wednesday of each month, Board members are asked to hold the second Monday of each month for special meetings/work sessions. Given the Board's desire for presentations on topics of interest to Board members, staff would like to explore whether or not scheduling monthly work sessions should resume.

Topics of interest for special meeting/work sessions may include items such as a fareless system, Medicaid transportation, a Vision Zero plan, TransitStat reports, and advisory committee roles and structure.

**ATTACHMENT:** None

Q:\Reference\Board Packet\2016\April\April 11 Spec Mtg\GM Comments AIS.docx

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** April 11, 2016

**ITEM TITLE:** ANNOUNCEMENTS

**PREPARED BY:** Jeanne Schapper, Executive Office Manager/Clerk of the Board

**ACTION REQUESTED:** None

---

**BACKGROUND:**

This agenda item provides a formal opportunity for Board members to make announcements.

**ATTACHMENT:** None

Q:\Reference\Board Packet\2016\April\April 11 Spec Mtg\Announce & Additions Sum AIS.docx

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** April 11, 2016

**ITEM TITLE:** REVISED DRUG AND ALCOHOL POLICY

**PREPARED BY:** David Collier, Human Resources Manager, and David Lindelien, Risk Manager

**ACTION REQUESTED:** That the LTD Board of Directors adopts the revised Drug and Alcohol Policy

---

### **BACKGROUND:**

The Federal Transit Administration (FTA) conducted an audit of the FTA-mandated drug and alcohol testing programs of the Lane Transit District (LTD) during the period of February 2 – 4, 2016. The audit identified four (4) items in LTD's Drug and Alcohol Policy that needed to be changed/updated to become compliant with the FTA drug and alcohol regulations:

1. Alcohol Usage
2. Circumstances: Reasonable Suspicion
3. Circumstances: Return-to-Duty and Follow-up Tests
4. Provisions Contrary to FTA Regulations

The attached Policy has been modified and reviewed by the FTA; changes are highlighted. The changes to the Policy have been approved by the FTA as being in compliance with the FTA drug and alcohol regulations.

**ATTACHMENT:** Revised Lane Transit District Drug and Alcohol Program Policy

### **PROPOSED MOTION:**

I move approval of Resolution No. 2016-008, adopting the revised Lane Transit District Drug and Alcohol Program Policy.

Q:\Reference\Board Packet\2016\April\April 11 Spec Mtg\Drug & Alcohol Bd Item.docx

## **LANE TRANSIT DISTRICT DRUG AND ALCOHOL PROGRAM**

**Effective:** 09/20/1995  
**Revised:** 02/16/2000  
**Revised:** 10/20/2004  
**Revised:** 03/19/2008  
**Revised:** 05/21/2008  
**Revised:** 07/30/2008  
**Revised:** 09/15/2010  
**Revised:** 04/11/2016

### **OBJECTIVE**

Lane Transit District is committed to providing and maintaining a safe and healthy work environment for its employees and a safe and dependable transportation system for the public. It is the intent of this policy to provide and maintain a drug- and alcohol-free workplace in the interest of the health and safety of the District's employees and the public, and to maintain compliance with applicable federal and state laws and regulations.

### **APPLICATION**

This policy applies to all District employees and employees of the District's contractors who perform a safety sensitive function for the District. All District positions and the functions performed by individual employees have been reviewed to determine the performance of a safety sensitive function as defined in Appendix A. District positions that require that all employees in the position perform a safety sensitive function are listed in Appendix B. In addition, individual employees who perform a safety sensitive function, even though others in their position do not, also are listed in Appendix B.

Under FTA authority, all employees who perform a safety sensitive function are subject to pre-employment drug testing and reasonable suspicion, post-accident, random, return-to-duty, and follow-up drug and alcohol testing.

**Under District authority, all other safety sensitive employees are subject to pre-employment drug testing and reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing. Non-safety sensitive employees are subject to reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing.**

Compliance with this policy is a condition of employment. Under District authority, any violation of this policy may subject the employee to discipline, up to and including suspension and/or discharge.

### **POLICY**

#### **Prohibited Conduct**

The District expects and requires all employees to report to work in an appropriate mental and physical condition to work safely and effectively. No employee shall report to work or engage in work while having the presence of alcohol, illegal drugs, or any other disabling or controlled

substance in his/her system. Prohibited drugs include all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law ("controlled substance"). A breath alcohol concentration level of 0.02 or greater, or any detectable level of a controlled substance on a drug test, will be considered to be evidence of the presence of alcohol or a prohibited drug in the employee's system.

In accordance with the Drug-Free Workplace Act of 1988, the District prohibits all employees from engaging in the possession, sale, transporting, distribution, manufacture, or use of alcohol, illegal drugs, or any other disabling or controlled substance at any time while on duty and/or on District premises, which include buses or other LTD-owned or -operated vehicle(s), or facilities. An employee who is off duty and is a passenger on a District-owned **public transportation** vehicle may possess alcohol in sealed containers to the extent that is allowed by law. Employees may possess or exchange alcohol in sealed containers within the employee parking lot of the Glenwood Facility for legitimate personal use off duty and off premises.

In accordance with Federal Transit Administration (FTA) regulation 49 CFR, part 655, employees are prohibited from performing a safety sensitive function with a breath alcohol concentration level of **0.04** or greater. **Safety sensitive employees who are found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not be permitted to continue safety sensitive functions, until: (1) the employee's alcohol concentration measures less than 0.02; or (2) the start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.** In addition, employees must not consume alcohol while performing a safety sensitive function and must not consume alcohol four hours prior to performing a safety sensitive function and up to eight hours following an accident or until the employee undergoes a post-accident drug and/or alcohol test, whichever occurs first.

In accordance with FTA regulation 49 CFR, part 655, the use and ingestion of prohibited drugs (marijuana, cocaine, opiates, amphetamines, or phencyclidine) by employees who perform a safety sensitive function, is prohibited at all times.

FTA regulations require the District to test all District employees who perform a safety sensitive function for prohibited drug use and alcohol misuse. In accordance with FTA regulations, participation in the District's drug and alcohol testing program is a condition of employment for all employees who perform a safety sensitive function. An employee who performs a safety sensitive function who refuses to submit to a drug or alcohol test will be in violation of this policy, and under District authority, may be subject to discipline, up to and including suspension and/or discharge.

### **Employee Assistance Program**

All employees are encouraged to voluntarily seek assistance in dealing with emotional, physical, or mental health problems, including drug use and/or alcohol misuse, which may adversely affect their job performance. Confidential professional assistance, treatment planning, and rehabilitation services are available by directly contacting the District's employee assistance program (EAP) provider, Reliant Behavioral Health Employee Assistance Program (344-6929 or 1-866-750-1327).

**An employee who requests assistance from the District for a drug and/or alcohol problem before the problem affects job performance, will not jeopardize their employment solely by requesting and/or receiving assistance to deal with a drug and/or alcohol problem. If an employee does not seek treatment for a drug and/or alcohol problem, and it is found that their performance is being affected, under District authority, the employee may be subject to discipline, up to and including suspension and/or discharge.**

## **Prescription/Over-the-Counter Drug Use**

District employees may possess and use medically authorized prescription or over-the-counter drugs at work as long as the prescription or over-the-counter drugs do not have disabling effects or otherwise affect the covered employee's fitness for duty or job performance. Employees must report the use of prescription or over-the-counter drugs that could have a disabling effect or otherwise adversely affect the employee's fitness for duty or job performance, or which may cause a risk of danger to the employee or others, to their immediate supervisor. It is the employee's responsibility to determine from the physician, pharmacist, or other health care professional whether or not the prescribed or over-the-counter drugs could adversely affect the employee's fitness for duty or job performance.

**The District may require employees to provide written medical authorization to work from a physician, upon the reporting of the use of prescription or over-the-counter drugs. Under District authority, an employee's failure to report the use of prescription or over-the-counter drugs which have disabling effects or otherwise affect the employee's fitness for duty while at work or failure to provide proper evidence of medical authorization to work may result in discipline, up to and including suspension and/or discharge.**

## **Employee Responsibility**

The District expects and requires the support of all employees in meeting its commitment to providing a drug- and alcohol-free work environment. An employee who observes or has knowledge of another employee in a condition which impairs their ability to perform their job duties or who poses a serious hazard to the safety and welfare of others, must report the information to their immediate supervisor, the employee's supervisor, the Director of Human Resources and Risk Management or the Drug and Alcohol Program Administrator.

## **Workplace Drug-Related Convictions**

In accordance with the Drug Free Workplace Act of 1988, the District requires all District employees to report, in writing, to the District, any criminal conviction for a violation of a criminal drug statute occurring in the workplace no later than five days after the conviction. Within ten (10) calendar days of receiving notification of the conviction the District will provide written notification to its federal contracting agencies.

**Under its own authority, the District may subject employees convicted of workplace drug-related crimes to disciplinary action up to and including suspension and/or discharge. Any disciplinary action will be imposed within 30 days of the District being notified of the conviction.**

Employees convicted of workplace drug-related crimes may be required by the District to participate satisfactorily in a drug abuse assistance or rehabilitation program.

## **Right to Inspection**

When the District has reasonable suspicion to believe an employee is in possession of prohibited controlled substances and/or alcohol on District property, the employee may be requested to permit an inspection of their person, personal property, clothing, or personal vehicle. Employees shall have no reasonable expectation of privacy under these circumstances. The District will have

at least one witness present when conducting an inspection of an employee or the employee's personal property, clothing, or personal vehicle.

**Under its own authority, the District may subject employees who refuse to submit to such an inspection to disciplinary action, up to and including suspension and/or discharge. The District reserves the right to search District property (i.e. desks, file cabinets, lockers) at any time, and employees shall have no reasonable expectation of privacy with respect to District property.**

## **Training**

In accordance with FTA regulations, all employees who perform a safety sensitive function will be required to attend a minimum of one hour of training regarding the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and the manifestations and behavioral cues that may indicate prohibited drug use. In addition, the District will require all employees who perform a safety sensitive function to attend training regarding the District's Drug and Alcohol Policy and its testing program.

In accordance with FTA regulations, all supervisors who are responsible for determining when it is appropriate to administer reasonable suspicion drug and/or alcohol tests will be required to attend a minimum of two hours of training regarding the physical, behavioral, and performance indicators of probable drug use and alcohol misuse.

**Under its own authority, the District may require or permit all employees to attend training or educational programs regarding drug and/or alcohol abuse.**

## **Testing**

As mandated by Federal regulations and authorized by the FTA, applicants for employment in a safety sensitive position, employees requesting transfer into a safety sensitive position, and employees in a position that requires the performance of a safety sensitive function are required to submit to drug and alcohol testing (pre-employment, reasonable suspicion, post-accident, random, return to duty, and follow-up testing) as a condition of employment with the District.

The Department of Transportation (DOT) regulation 49 CFR part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs," prescribes the testing methods that will be used, and such testing shall also be consistent with applicable State law.

**Under District authority, all other safety sensitive employees may be required to submit to drug and alcohol testing (pre-employment, reasonable suspicion, post-accident, and return to duty testing) as a condition of employment with the District. Non-safety sensitive employees are subject to reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing. Testing methods comparable to the testing methods prescribed in the Department of Transportation (DOT) regulation 49 CFR part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs," will be used, and such testing shall also be consistent with applicable State law.**

**Any LTD-mandated drug and alcohol testing of safety sensitive employees will be conducted under local authority, using non-DOT CCFs (Custody and Control Form) / ATFs (Alcohol Testing Form).**



All drug and alcohol testing will be conducted in a manner that assures a high degree of accuracy and reliability by using the techniques, chain of custody procedures, and equipment and laboratory facilities that have been approved by the U.S. Department of Health and Human Services (DHHS), the DOT, and State law. All drug and alcohol testing that is conducted under District authority also will be conducted in a manner that assures a high degree of accuracy and reliability by using techniques, chain of custody procedures, and equipment and laboratory facilities that are the same as, or comparable to, those approved by DHHS, the DOT, and State law.

All drug and alcohol testing will be conducted in an environment that affords the maximum privacy practicable for the employee being tested. The District will strictly adhere to all standards of confidentiality, maintaining the confidentiality of the employee throughout the drug and/or alcohol testing process.

Except as otherwise stated by this policy, the District will be responsible for all costs directly associated with the drug and alcohol tests specified in this policy.

Any safety sensitive applicant/employee with a dilute negative test result (creatinine level  $\geq 5$  mg/dL) will be directed by the Drug and Alcohol Program Manager to undergo an immediate second unobserved test.

## **Types of Testing**

### *Pre-employment:*

As authorized by the FTA, all applicants who have been selected for employment in a safety sensitive position must submit to a urine drug test and have a verified negative test result prior to being assigned to a safety sensitive position. In addition, current employees who are being transferred or promoted into a safety sensitive position from a non-safety sensitive position must submit to a urine drug test and have a verified negative test result prior to being assigned to a safety sensitive function. If the pre-employment drug test is cancelled, the applicant or employee will be required to submit to another urine drug test.

Under FTA authority, all applicants who have been conditionally selected for employment in a safety sensitive position pending the outcome of a drug test, and any employee who has been selected to be promoted into a safety sensitive position, must submit to a urine drug test and have a verified negative test result prior to being hired or assigned to the position. If the pre-employment drug test is cancelled, the applicant or employee will be required to submit to another urine drug test.

Under FTA authority, failure to obtain a verified negative test result on a pre-employment drug test will disqualify an applicant for employment in, or transfer to, a safety sensitive position. An applicant who has failed a pre-employment drug test will be advised of resources available to evaluate and resolve problems associated with drug abuse, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.

**Unless otherwise provided by law, an applicant who has failed a pre-employment drug test will be ineligible to submit another application for employment with the District for a period of six months.**

Under FTA authority, applicants who have previously refused or tested positive on a DOT-required pre-employment drug test are required to submit documentation supporting their successful completion of the substance abuse professional (SAP) referral, evaluation, and treatment process under section 655.62.

An existing safety sensitive employee who has not performed a safety sensitive function for 90 or more consecutive calendar days, and who has been removed from the random testing pool during that time, is required by FTA regulations to submit to a pre-employment urine drug test and obtain a negative result prior to the reassignment of safety sensitive duties.

*Reasonable Suspicion:*

As authorized by the FTA, employees who perform a safety sensitive function will be required to submit to urine testing for drugs and/or alcohol breath testing when there is a reasonable suspicion that the employee is impaired by a prohibited controlled substance or alcohol. Alcohol testing may only take place just before the employee is to perform safety sensitive functions, while the employee is performing safety sensitive functions, or just after the employee has ceased performing safety sensitive functions.

**Under District authority, all other District employees will be required to submit to urine testing for controlled substances and/or alcohol breath testing when there is a reasonable suspicion to believe that the employee is impaired by a controlled substance or alcohol.**

The determination to require a reasonable suspicion drug and/or alcohol test will be made by a supervisor or manager trained to identify the signs and symptoms of drug use and alcohol misuse. The determination will be based on the supervisor's or manager's specific, contemporaneous, articulable observations including, but not limited to, the employee's appearance, behavior, speech, or body odor.

Whenever possible, the determination to require a reasonable suspicion drug and/or alcohol test should be made by the employee's supervisor or manager. If the employee's supervisor or manager is not immediately available, the determination to require a reasonable suspicion drug and/or alcohol test may be made by another trained supervisor or manager within the employee's department, a trained supervisor or manager in another department, or by the Drug and Alcohol Program Administrator.

When an employee has been notified that he/she will be required to submit to reasonable suspicion drug and/or alcohol testing, he/she must report immediately to the collection site designated by the District. The employee will be transported to and from the collection site by the District. The employee will not be permitted to use restroom facilities, consume beverages, or smoke until specimen collection is completed.

*Post-accident:*

As authorized by the FTA, drug and alcohol testing is required of all employees who perform a safety sensitive function who are involved in an accident, as defined by FTA regulations, where there is a loss of life. In other nonfatal accidents, drug and alcohol testing is required of an employee who performs a safety sensitive function unless the employee's performance can be completely discounted as a causative or contributing factor.

FTA regulations define an accident as an occurrence associated with the operation of a vehicle in which:

- An individual dies, or
- An individual suffers a bodily injury and immediately receives medical treatment away from the scene of an accident, or
- One or more of the vehicles involved incurs disabling damage as a result of the occurrence and is transported away from the scene by a tow truck or other vehicle.

An occurrence associated with the operation of a vehicle means that the accident is directly related to the manner in which the driver applied the brake, accelerated, turned the steering wheel, or operated its lift. Disabling damage means damage that precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated.

Following a fatal accident, each surviving safety sensitive employee on duty in the **public transportation** vehicle at the time of the accident will be subject to drug and alcohol testing. All safety sensitive employees not on the vehicle whose performance could have contributed to the accident, as determined by the District using the best information available at the time of the accident, also will be tested.

Following a nonfatal accident, each safety sensitive employee on duty in the mass transit vehicle at the time of the accident will be subject to drug and/or alcohol testing unless the District determines, using the best available information at the time of the decision, that the employee's performance can be completely discounted as a contributing factor to the accident. Employees not in the vehicle, whose performances could have contributed to the accident as determined by the District using the best information available at the time of the accident, will be subject to drug and alcohol testing unless their behavior can be completely discounted as a contributing factor to the accident.

Post-accident drug and alcohol tests will be performed as soon as possible following an accident. Drug tests will be performed within 32 hours following the accident. The District will attempt to complete the alcohol test within two hours of the accident. If the District is not able to perform the alcohol test within two hours, it will file a report noting the reason for the delay and continue attempts to complete the test. If the District is not able to complete the alcohol test in eight hours, it will cease attempts to do so and update the two-hour written report. If the employee to be tested was injured in the accident, the requirement to test for drugs and/or alcohol should not delay necessary medical attention, and testing may be administered simultaneously with the employee receiving necessary medical attention.

Any safety sensitive employee involved in an accident must remain readily available for drug and/or alcohol testing for up to eight hours after the accident. The employee is responsible for notifying the District of his or her location if he or she leaves the scene of the accident prior to submitting to testing. Failure by the employee to remain readily available may be determined to be a refusal to submit to testing.

When an employee has been notified that he/she will be required to submit to post-accident drug and/or alcohol testing, he/she must report immediately to the collection site designated by the District. The employee will be transported to and from the collection site by the District. The

employee will not be permitted to use restroom facilities, consume beverages, or smoke until specimen collection is completed.

Post-accident drug and alcohol tests required by this policy are in addition to and/or separate from any tests conducted for law enforcement purposes. If the District is unable to perform the required FTA tests (i.e., the employee is unconscious, or detained by a law enforcement agency), the District may use the results of a blood or urine test for the use of prohibited drugs and/or the results of a blood or breath test for the misuse of alcohol, conducted by Federal, State, or local officials having independent authority for the test, to meet the testing requirements of the Federal regulations and this policy, provided such tests conform to the applicable Federal, State, or local testing requirements, and that the results of the tests are obtained by the District.

*Random:*

As authorized by the FTA and State law, all employees who perform a safety sensitive function will be subject to random and unannounced drug and/or alcohol testing. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

The District will comply with the random selection rate established by the FTA for safety sensitive employees as outlined in 49 CFR Part 655. All employees subject to random selection will have an equal chance of being selected for testing and will remain in the random selection pool even after being tested. The selection method shall be made by scientifically valid methodology and shall be spread reasonably throughout the time safety sensitive functions are performed.

Employees who are subject to random drug and alcohol testing will remain subject to random testing throughout their work shift. If an employee is initially notified that he/she has been selected for random testing prior to the end of his/her work shift, the test(s) must be completed, even when such completion has the incidental effect of causing the employee to stay overtime. When an employee has been notified that he/she has been selected for testing, he/she must report immediately to the collection site designated by the District. Transportation to and from the collection site will be provided by the District. The employee will not be permitted to use restroom facilities, consume beverages, or smoke until specimen collection is completed. Alcohol testing may only take place just before the employee is to perform safety sensitive functions, while the employee is performing safety sensitive functions, or just after the employee has ceased performing safety sensitive functions.

*Return to Duty:*

As authorized by the FTA, 49 CFR, Part 40, Subpart O, and State law, all employees who perform a safety sensitive function and who have previously had a verified positive drug test, an alcohol test result of 0.04 or greater, a refusal to test, or engaged in any activity that violates the FTA regulations, must submit to and receive a verified negative test result on a return-to-duty drug test and/or submit to a breath alcohol test with a result showing an alcohol concentration level of less than 0.02 prior to resuming performance of safety sensitive duties. Return-to-duty testing will not be conducted until after the SAP determines that the employee has completed all education and treatment recommended by the SAP. The FTA requires that return to duty tests be an observed collection.

**The District, under its own authority, may require employees returning to work from a positive drug and/or alcohol test to undergo a physical evaluation by a physician of the District's choice and to pass a return-to-duty drug test and/or submit to a breath alcohol test with a result showing an alcohol concentration level of less than 0.02, prior to returning to work.**

*Follow-up:*

In accordance with FTA regulations, 49 CFR, Part 40, Subpart O, a safety sensitive employee who has been permitted to return to duty, following a verified positive drug test, an alcohol test result of 0.04 or greater, or a refusal to submit to a test, will be subject to unannounced follow-up drug and/or alcohol testing for at least 12 but not more than 60 months. The frequency and duration of the follow-up testing will be determined by the SAP, with a minimum of six tests during the first 12 months after the covered employee has returned to duty. The FTA requires that follow up tests be an observed collection.

**Under District authority, an employee who has been permitted to return to duty, following voluntary treatment for a drug and/or alcohol problem may be required to submit to non-DOT follow-up drug and/or alcohol testing.**

When an employee is notified to submit to a follow-up test, he/she must report immediately to the collection site designated by the District. Transportation to and from the collection site will be provided by the District. The employee will not be permitted to use restroom facilities, consume beverages, or smoke until specimen collection is completed.

Follow-up testing is separate from, and in addition to, all other testing that is conducted as part of the drug and alcohol testing program. If a follow-up test is cancelled, the employee is required to submit to an additional test.

*Pre-duty Alcohol Use:*

In accordance with FTA regulations, all safety sensitive employees are prohibited from using alcohol within four hours of performing a safety sensitive function. A safety sensitive employee who is requested to report for duty less than four hours prior to the requested report time must inform the District if he/she has consumed alcohol within four hours of the requested report time.

In accordance with FTA regulations, the District shall prohibit the consumption of alcohol for the specified on-call hours of each covered employee who is on call. If an on-call safety sensitive employee informs the District of his/her use of alcohol and claims he/she has the ability to safely perform his/her safety sensitive function, the employee will be allowed to submit to a breath alcohol test. If the employee's breath alcohol concentration level measures less than 0.02, the employee will be allowed to perform his/her safety sensitive function.

*Blind Performance Testing:*

In accordance with FTA regulations, the District will ensure that ongoing blind sample proficiency testing is conducted, using blind quality control specimens that are not distinguishable from covered employee specimens, as a quality assurance measure of the testing laboratory.

**Drug Testing Procedures**

In accordance with FTA regulations and State law, drug and alcohol testing procedures for specimen collection, chain of custody of specimens, laboratory analysis procedures, and quality control requirements will be in accordance with the United States Department of Health and Human Services, Mandatory Guidelines for Federal Workplace Drug Testing Programs; Final Guidelines, and the Provisions Set Forth in 49 CFR Part 40; Procedures for Transportation Workplace Drug and Alcohol Testing Programs, Final Rule, and Oregon State law. A copy of 49 CFR, Part 40 is available in the Human Resources and Risk Management Department.

Urine Drug testing will be conducted for:

- Marijuana
- Cocaine
- Opiates
- Phencyclidine
- Amphetamines

### **Observed Collections**

In accordance with FTA regulations, with regards to a drug test conducted for a safety sensitive employee, in the following circumstances, collection site personnel must observe a second urine collection immediately after the first collection:

- The employee has presented a urine sample that falls outside the normal temperature range (90.0 to 100.0).
- The collector observes conduct or materials that clearly indicate an attempt to substitute or adulterate the sample.
- The original specimen appears to be tampered with (e.g., blue dye in the specimen, excessive foaming when shaken, and smell of bleach).

In the following circumstances, the medical review officer (MRO) will direct the District to require the employee to be subject to an immediate retest under direct observation:

- The laboratory reported that the specimen was invalid and the MRO determined that there was not an adequate medical explanation for the result.
- If a specimen was negative-dilute with a creatine level of greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL.
- The MRO had to cancel a test when the primary specimen was verified as positive, adulterated, or substituted because the split was unavailable for testing.

If an employee has previously been determined to have used a controlled substance without medical authorization, and the particular test is being conducted under the FTA regulation as a return-to-duty or follow-up test, the collection is required to be observed.

In accordance with Federal regulations, employees having observed collections must be instructed to raise clothing just above the navel; lower clothing to mid-thigh; then turn around to show the same gender observers that they do not have prosthetic devices for beating the tests. If no device is detected, the employee is permitted to return clothing to its proper observed-collection position. Then the observed collection will take place.

### **Return to Duty after Specimen Collection**

Under District authority, a safety sensitive employee who is required to submit to random or follow-up drug testing may be returned to duty immediately following specimen collection. If the employee also is subject to random or follow-up alcohol testing, the employee's return to duty will be dependent upon the outcome of the breath alcohol testing.

Under District authority, a safety sensitive employee who is required to submit to a reasonable suspicion or post-accident drug test will not be permitted to return to duty and will be placed on a paid leave pending the receipt by the District of a verified negative test result.

Under District authority, a non-safety sensitive employee who is required to submit to a reasonable suspicion drug test will not be permitted to return to duty and will be placed on a paid leave pending the receipt by the District of a verified test result.

### **The Role of the Medical Review Officer (MRO)**

For safety sensitive employee testing, an MRO is required to verify positive test results and facilitate the split sample process. An MRO is defined by the FTA as a licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders. The MRO shall communicate all verified positive test results to the employee and to the District.

### **Drug Test Results**

All drug test results will be reported by the testing laboratory to a qualified MRO designated by the District. The MRO will be responsible for verifying and validating drug test results. The MRO will review and interpret the employee's confirmed positive drug test result by reviewing the individual's medical history and affording the employee an opportunity to offer any clarifying information that would explain a positive test result. The MRO will report each verified test result to the District and will notify each employee who has a verified positive test result. The MRO may verify a test as positive without having communicated directly with the employee if: the employee expressly declines the opportunity to discuss the test; neither the MRO nor the District has been able to contact the employee within 10 days of the date on which the MRO receives the confirmed positive test result from the laboratory; or the District has contacted the employee and directed the employee to contact the MRO, and more than five days have passed since the date the employee was contacted by the District.

### **Positive Drug Test Results**

An employee who has a verified positive drug test result will be immediately removed from his/her safety sensitive position, advised of resources available to evaluate and resolve problems associated with drug abuse, and be evaluated by a substance abuse professional (SAP). Under District authority, the employee will be placed on an unpaid leave of absence pending the results of the evaluation by the SAP and may be subject to discipline, up to and including suspension and/or discharge. A "verified positive drug test" means an initial positive result that has been validated by a second confirmatory positive drug test.

An employee who has a verified positive drug test result will have 72 hours, including holidays and weekends, from the time of notification by the MRO or the District, whichever occurs first, in which to request that the split specimen be analyzed at a different DHHS-approved laboratory. The employee will not be responsible for paying the cost of the split sample testing prior to the test being conducted. However, the District reserves the right to seek reimbursement from the employee. The request by an employee for an analysis of the split specimen will not delay the removal of the employee from his/her safety sensitive position. If the result of the test of the split specimen fails to confirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the employee will be returned to duty and will be compensated for time or benefits lost as a result of being placed on an unpaid leave of absence.



## Breath Alcohol Testing Procedures

All breath specimen collection must be collected through the use of an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration. The breath alcohol tests will be conducted by a trained breath alcohol technician (BAT) at a site that provides visual and aural privacy to the covered employee being tested to the greatest extent practicable. Prior to specimen collection, the employee and the BAT must complete, date, and sign a breath alcohol testing form indicating that the employee is present and providing a breath specimen.

The BAT will conduct an initial screening test, requiring the employee to blow forcefully into a disposable mouthpiece attached to the EBT, for at least six seconds or until an adequate amount of breath has been obtained. Following the initial screening test, the BAT will show the employee the result displayed on the EBT or the printed result.

If the result of the initial screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be conducted. The confirmation test will be conducted at least 15 minutes after the completion of the initial screening test. The employee must remain in the presence of the BAT during the waiting period. The confirmation test will be conducted using the same procedures as the initial screening test. A new mouthpiece will be used. Before the confirmation test is administered, the BAT will conduct an air blank test on the EBT. If a BAT other than the one who conducted the screening test is to conduct the confirmation test, the new BAT and the employee will be required to sign and date a new breath alcohol testing form.

If the results of the initial screening test and the confirmation test are not identical, the confirmation test result will be deemed to be the final result.

Following the completion of a breath alcohol test, the BAT will be required to sign and date the breath alcohol testing form certifying that the results shown belong to the employee being tested. The employee will be **directed** to sign the ATF if the confirmation test is greater than 0.02. The BAT will be responsible for transmitting all test results to the District in a confidential manner.

If an employee attempts and fails to provide an adequate amount of breath, the BAT will note this on the alcohol testing form and notify the District. The employee will be required to submit to a medical evaluation, by a physician of the District's choice, concerning the employee's medical ability to provide an adequate amount of breath. If no valid medical reason is determined, then the employee's inability to provide an adequate amount of breath will be considered to be a refusal to submit to a test.

## Breath Alcohol Test Results

If the results of the breath alcohol test are below 0.02, the employee may be returned to work immediately.

**Under District authority, a confirmed alcohol concentration of 0.02 or greater will be considered a positive breath alcohol test result and a violation of this policy.**

As required by the FTA, if the results of the breath alcohol test are 0.02 or greater but less than 0.04, the employee will not be permitted to return to duty until the start of his/her next regularly scheduled shift and not less than eight hours following the test. Under District authority, the employee may be subject to discipline, up to and including suspension and/or discharge.



As required by the FTA, if the results of the breath alcohol test are 0.04 or greater, the employee will be immediately removed from his/her safety sensitive position, advised of the resources available to evaluate and resolve problems associated with alcohol misuse, and be evaluated by an SAP. Under District authority, the employee will be placed on an unpaid leave of absence pending the results of the evaluation by the SAP and may be subject to discipline, up to and including suspension and/or discharge.

An employee with a breath alcohol concentration level of 0.02 or greater will be provided transportation to his/her residence. If the employee insists on driving, law enforcement will be notified.

### **Refusal to Submit to a Test**

In accordance with FTA regulations and State law, an employee who is determined to have a test refusal will be immediately removed from his/her safety sensitive position, advised of resources available to evaluate and resolve problems associated with drug abuse, and be evaluated by an SAP.

**Under District authority, the employee will be placed on an unpaid leave of absence pending the results of the evaluation by the SAP and may be subject to discipline, up to and including suspension and/or discharge.**

A determination of an employee's test refusal includes the following:

- Refusal to take the test.
- Failure to provide sufficient quantities of breath or urine to be tested without a valid medical explanation.
- Failure to provide a breath or urine specimen in alcohol and drug testing.
- Failure to undergo a medical examination or evaluation as directed by the MRO or designated employer representative DER.
- The MRO reports a verified adulterated or substituted test result.
- Not reporting to the collection site in the time allotted (except for a pre-employment test).
- Failure to remain at the collection site until the collection process has been completed.
- Failure to permit direct observation or monitoring of the provision of a specimen for a drug test when a direct observation or monitoring is required.
- Failure or decline to take a second test when directed by the collector or the District.
- Failure to cooperate with any part of the testing process (e.g., refusal to empty pockets when directed by the collector; behaving in a confrontational way that disrupts the collection process; failing to wash hands after being directed to do so by the collector).
- Refusal to sign the certification at Step 2 of the Alcohol Testing Form.
- Leaving the scene of an accident without authorization before the tests have been conducted.

- For an observed collection, failure to follow the observer's instructions to raise clothing above the waist, lower clothing and underpants, and turn around to permit the observer to determine if employee has any type of prosthetic or other device that could be used to interfere with the collection process.
- Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
- Admitting to the collector or MRO that the employee adulterated or substituted the specimen.

## **Discipline**

Compliance with the District's Drug and Alcohol Policy is a condition of employment for all employees. For employees who are represented by ATU 757, a violation of any part of the District's Drug and Alcohol Policy will result in discipline as provided in Article 24 of the Labor Agreement. For all other employees, a violation of any part of the District's Drug and Alcohol Policy will result in discipline, up to and including suspension and/or discharge. Factors that the District may consider regarding the severity of disciplinary action include, but are not necessarily limited to, the covered employee's conduct that prompted the application of this policy, the covered employee's work record, the degree of impairment, the potential for consequences arising from the covered employee's actions, and the drug and/or alcohol test results. Any employee with a verified positive on a Post-Accident, Return-to-Duty or Follow-up drug and/or alcohol test will be subject to additional discipline, up to and including discharge.

Employees who are discharged as a result of violating this Drug and Alcohol policy will be provided with a list of the resources available in evaluating and resolving problems associated with the use of illicit drugs and/or misuse of alcohol and will have access to the District's current Employee Assistance Program (EAP). Access to the EAP program will be limited to treatment directly related to the drug and/or alcohol problem and is available for a time period not to exceed 60 days.

## **The Role of the Substance Abuse Professional (SAP)**

An SAP is a professional who can determine what assistance an individual needs in resolving problems associated with prohibited drug use and/or alcohol misuse. The evaluation will consist of a clinical assessment, treatment recommendations, and referrals, as appropriate. The SAP will inform the District, in writing, of the clinical assessment-based treatment recommendations, which must be complied with. In addition, the SAP will specify the duration and frequency of follow-up drug and/or alcohol tests. The SAP's evaluations, assessment, treatment recommendations, referrals, and follow-up testing recommendations will be in accordance with 49 CFR, Part 40.

## **Required Treatment**

If the SAP determines that an employee has successfully demonstrated compliance with the education and treatment required by the SAP but has not completed the full regimen of education and treatment (e.g., ongoing out-patient treatment), the employee may be eligible to return to duty.

Work absences for the continued education and treatment required by the SAP may qualify for available sick leave benefits and/or personal medical leave, provided the employee is following the prescribed treatment program. If sick leave and personal medical leave have been exhausted, the employee may be placed on a medical leave of absence without pay.

If the District is notified by the SAP that the employee is not complying with the ongoing education and treatment requirements, the employee will be immediately removed from his/her safety sensitive position. Under District authority, the employee will be placed on an unpaid leave of absence and may be subject to discipline, up to and including suspension and/or discharge.

## **Working Conditions**

The presence or treatment of a substance abuse problem does not excuse an employee from meeting performance, safety, or attendance standards or following other District instructions. In no circumstances may an employee invoke protection under this policy as a means to avoid disciplinary actions resulting from poor work performance or misconduct at work. A voluntary request for assistance will not shield an employee from disciplinary action resulting from on-the-job conduct or work performance. Employees remain responsible for their on-the-job conduct and work performance.

## **Return to Work Agreement**

Under District authority, an employee who has a verified positive drug test, has a confirmed breath alcohol concentration level of 0.04 or greater, or who is referred to drug and/or alcohol treatment that requires his/her to be away from work, will be required to sign a return to work agreement prior to being permitted to return to duty. The agreement may include, but is not limited to, the following requirements:

- A release to work statement from an approved treatment specialist
- A negative test for drugs and/or alcohol
- An agreement to follow-up testing
- A statement of expected work-related behaviors
- An agreement to follow specified aftercare requirements
- An expressed understanding that violation of the return to work agreement may result in discipline, up to and including suspension and/or discharge

The return to work agreement is not a guarantee of continued employment. Employees working under a return to work agreement must also follow all other District policies and procedures.

## **Confidentiality**

The District will maintain all records regarding the drug and/or alcohol testing of employees in a secure manner so that the disclosure of information to unauthorized persons does not occur. In accordance with FTA regulations, drug and/or alcohol test results will be released only under the following circumstances:

- Upon written request, employees will be provided access and/or copies of any records relating to their test(s).

- Upon specific, written request of an employee, information and/or copies of records regarding an employee's test results will be released to a third party.
- When requested, information related to a test result may be disclosed to a decision maker in a lawsuit, grievance, or other proceeding, initiated by or on behalf of the employee tested.
- Upon receipt of an order of a court of competent jurisdiction for criminal or civil action resulting from an employee's performance of safety sensitive duties, test results will be released to the decision maker in the proceeding with the binding stipulation that the decision maker will make it available only to parties to the proceeding.
- Upon request of DOT agency representatives, all drug and alcohol program records that are required by 49 CFR, Part 40 and DOT agency regulations will be provided to the agency representatives.

### **Program Administration**

The District's Drug and Alcohol Testing Policy and Program are administered by the designated Drug and Alcohol Program Administrator. Additional information regarding this policy or the program is available by contacting the Drug and Alcohol Program Administrator in the Human Resources Department at (541) 682-6182.

All records will be maintained in accordance with 49 CFR, Parts 40 and 655.

### **MAINTENANCE**

The **Human Resources** Manager is responsible for monitoring the application and revision of this policy.

Adopted by the Board of Directors, September 20, 1995.

## **APPENDICES**

Appendix A. Terms and Definitions

Appendix B. Safety Sensitive Positions

## APPENDIX A

### Terms and Definitions

**Alcohol** As defined by the FTA, the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl or isopropyl alcohol. As agreed upon by the District and the Amalgamated Transit Union, Local 757, alcohol means any alcoholic beverage containing more than one half of one percent alcohol by volume, and every liquid or solid, patented or not, containing alcohol, and capable of being consumed by a human being.

**Alcohol Use** The consumption of any beverage, mixture, or preparation, including any medication that contains alcohol.

**Blind Sample** A urine specimen submitted to a laboratory for quality control testing purposes, with a fictitious identifier, so that the laboratory cannot distinguish it from covered employee specimens, and which is spiked with known quantities of specific drugs or which is blank, containing no drugs.

**Breath Alcohol Technician (BAT)** An individual who instructs and assists individuals in the alcohol testing process and operates an EBT.

**Chain of Custody** Procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition. These procedures require that an appropriate drug testing custody form be used at the time of collection to receipt by the laboratory and that upon receipt by the laboratory (an) appropriate chain of custody form(s) account(s) for the sample within the laboratory.

**Controlled Substance** As agreed upon by the District and the Amalgamated Transit Union, Local 757, controlled substance means any drug or its immediate precursor classified in Schedules I through V under the Federal Controlled Substances Act, 21 USC Sections 811 to 812, as modified under ORS 475.035. The use of the term "precursor" in this subsection does not control, and is not controlled by the use of the term "precursor" in ORS 475.940, 475.950, and 475.955. In addition, manufactured drugs recognized by health and law enforcement agencies that are not included in Schedules I through V under the Federal Controlled Substances Act, 21 USC Sections 811 to 812, as modified under ORS 475.035 are considered to be controlled substances.

**Designated Employer Representative** The liaison with drug and alcohol testing service agents.

**Medical Review Officer** A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test results together with his/her medical history and any other relevant biomedical information.

**Over-the-Counter Drugs/Medications** Those drugs/medications which are legally available without a prescription.

**Performing a Safety Sensitive Function** An employee is considered to be performing a safety sensitive function and includes any period in which he/she is actually performing, ready to perform, or immediately available to perform such functions.

**Prescription Drugs/Medications** Those drugs/medications which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

### **Safety Sensitive Function**

Any of the following duties:

- Operating a revenue service vehicle, including when not in revenue service
- Operating a non-revenue service vehicle when required to be operated by a holder of a Commercial Driver's License (CDL)
- Controlling dispatch or movement of a revenue service vehicle
- Maintaining (including repairs, overhaul, and rebuilding) a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

**Safety Sensitive Position** A position or job category that requires the performance of a safety sensitive function. A list of safety sensitive positions at Lane Transit District, as defined by the federal regulations, is attached to this policy.

**Substance Abuse Professional** A licensed physician (medical doctor or doctor of osteopathy); or a licensed or certified psychologist, social worker, employee assistance professional or a state-licensed marriage/family therapist; or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission, or by the International Certification Reciprocity Consortium/Alcohol & Other Drug Abuse); with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

## **APPENDIX B**

### **Safety Sensitive Positions**

Employees in the following positions are required to perform safety sensitive functions as defined in the Federal Drug and Alcohol regulations:

Bus Operator  
Director of Maintenance  
Director of Transit Operations  
Equipment Detail Technician  
Eugene Station/Security Manager  
Facilities Maintenance Generalist  
Facilities Maintenance Laborer  
Facilities Maintenance Specialist  
Facilities Maintenance Supervisor  
Fleet Services Supervisor  
General Service Worker  
Journeyman Mechanic  
Journeyman Tire Specialist  
Scheduling Specialist  
Transit Operations Supervisor  
Transit Services Manager

Other employees who hold a valid CDL and drive a revenue service vehicle off company premises.



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** April 11, 2016

**ITEM TITLE:** MAIN STREET-MCVAY TRANSIT STUDY UPDATE

**PREPARED BY:** Tom Schwetz, Planning and Development Manager

**ACTION REQUESTED:** None. Information only.

---

### BACKGROUND:

Phase 2 of the Main Street-McVay Transit Study is underway. One of the initial tasks has been to winnow down a broad range of alternatives to a reasonable number for sharing with property owners and businesses adjacent to the corridor as well as the community in general. After two meetings held during the last month, the Main Street-McVay Governance Team identified the following alternatives to move forward:

Options	Main Street Segment	McVay Highway Segment
No-Change (Existing Service)	✓	✓
Enhanced Corridor		✓
BRT	✓	

The attachment provides a summary of the Governance Team's decision making by segment. Staff will provide a brief overview of the selected alternatives at the Board's April 11 meeting.

**ATTACHMENT:** Governance Team Direction on Design Options

**PROPOSED MOTION:** None.

Q:\Reference\Board Packet\2016\April\April 11 Spec Mtg\Main McVay Update AIS.docx

## Attachment: Governance Team Direction on Design Options

The Governance Team (GT) met on March 15, and again on April 4, 2016, to review the design options, high-level assessment, and project team recommendations. The GT directed staff to advance design concepts as summarized below.

Segment	Option	GT Direction
McVay Highway to Nugget Way	No-Change	<b>Advance</b>
	Enhanced Corridor	<b>Advance</b>
	BRT: BAT Lanes	Do not advance
Main Street/South A Street Route Alignment	5th Street Crossover	Do not advance
	10th Street Crossover	Do not advance
	14th Street Crossover	<b>Advance</b>
	Two-Way South A Street	<b>Advance</b>
Main Street: West of 20th Street	No-Change	<b>Advance</b>
	Enhanced Corridor	Do not advance
	BRT: Mixed Traffic	<b>Advance</b>
	BRT: BAT Lane/Parking Removed	<b>Advance</b>
	BRT: BAT Lane/Parking Retained	Do not advance
	BRT: BAT Lane/Angle Parking	Do not advance
South A Street	No-Change	<b>Advance</b>
	Enhanced Corridor	Do not advance
	BRT: Contraflow Lane	Advance
	BRT: Eastbound BAT Lane	<b>Advance</b>
Main Street: East of 20th Street	No-Change	<b>Advance</b>
	Enhanced Corridor	Do not advance
	BRT: Mixed Traffic-Right Lane	<b>Advance (option with 96' ROW)</b>
	BRT: Mixed Traffic-Left Lane	<b>Advance (option with 96' ROW)</b>
	BRT: BAT Lanes	Do not advance
	BRT: Median Transit Lanes	<b>Advance (option with 116' ROW)</b>
	BRT: Median Lanes-no other Imp.	Do not advance

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** April 11, 2016

**ITEM TITLE:** BUS GRAPHICS

**PREPARED BY:** Meg Kester, Marketing Manager

**ACTION REQUESTED:** Discussion and possible direction from the Board

---

### BACKGROUND:

LTD is currently procuring its first electric buses and additional hybrid diesel-electric buses. Painting of the new buses is part of the bus build process, and additional bus orders are anticipated in the near future. Staff believe that this bus purchase provides an opportunity to consider updating the look of the District's buses. If the Board of Directors chooses to support this initiative, the new buses that are going into service later this year, including the region's first all-electric buses, would roll out with a fresh, updated look.

Currently, LTD's fixed-route buses, EmX, and RideSource vehicles look distinctly different. As a result, there is not a high level of awareness in the community that RideSource and EmX services are part of LTD. Market research confirms that when people become aware of the breadth and diversity of LTD's services, the positive perception of LTD grows. Updating the exterior bus graphics as part of the new vehicle procurement will better unify the District's bus fleet and allow the fixed-route, BRT, and paratransit services to be recognizable as complementary services.

In consideration of moving forward with this project, notable elements are:

- No additional direct costs would be incurred (painting and decaling of the new vehicles would reflect the new design rather than the old design).
- A wholesale repainting of LTD's existing bus fleet is unrealistic and cost prohibitive. Therefore, the older vehicles (with old design) would cycle out as they are retired from service. It will take up to 12 years to fully cycle out the fleet.
- The new vehicle design would incorporate existing LTD bus colors and other brand elements, and would provide a soft transition to the new fleet look.
- The striping design on the existing fixed-route buses is more than 30 years old.

The attached Brief defines the objectives, design considerations, priorities, and other notes for the proposed vehicle graphics project.

At the April 11 meeting, staff will ask for direction from the Board as to whether or not to move forward with vehicle graphic design work; and if so, to provide general input on the direction of the design approach.

**ATTACHMENT:** Vehicle Graphics Creative Brief

**PROPOSED MOTION:** None

Q:\Reference\Board Packet\2016\April\April 11 Spec Mtg\Bus Graphics AIS rev.docx

**LTD Exterior Bus Design  
Creative Brief  
March 2016**

**Objectives:**

- Update LTD's exterior bus vehicle graphics to emphasize the agency's brand and create a brand consistency.
- Align vehicle graphic design so that the entire fleet appears to belong together. LTD's primary transportation service fleets (fixed-route bus, EmX, and RideSource) should be clearly identifiable as "sister" services of the same fleet. This can be accomplished by complementary design, color application, etc.
- LTD's rolling stock is the agency's most visible and obvious identity. By having an attractive, well maintained, and smartly branded vehicle fleet will benefit LTD by increasing awareness of the District's various services and improving the positive public perception of LTD, overall. Currently, LTD fixed-route buses, Bus Rapid Transit (EmX), and RideSource vehicles look distinctly different. There is not a strong level of public awareness that all these services are LTD services.
- Complete paint and vehicle graphic design changes in 2016, as a series of new buses are on order and require painting as part of the bus build process. There is cost savings in making the changes to LTD's fleet now.

**Design Considerations for Fixed-route Bus:**

- The new electric and hybrid buses should be used as the design treatment roll out for all new fixed-route fleet vehicles. LTD anticipates the purchase of more electric and hybrid buses and fewer of the conventional diesel vehicles over time. Nuances to specific vehicle types (New Flyer, BYD, Gillig, Schetkey, etc.) require attention to detail, but the master design for the fixed-route vehicles should work for all types).
- The bus fleet, by far the largest of LTD's vehicle fleet, needs a stronger, more attractive visual appeal and should align with LTD's current brand. The current outdated design is 34 years old.
- The new vehicle graphic design should stand for a minimum of 20 years.
- LTD is considering a moratorium on advertising to be placed on the electric buses during the introductory period. If done, these vehicles become a canvas for educational messaging that introduces the District's first all-electric buses to the community.

**Design Considerations for EmX:**

- The name "EmX" should be maintained. Some explanation that EmX equals Emerald Express may be included in the West Eugene EmX (WEE) rollout in 2017, but the service will continue to be referred to as EmX. Adding 'Emerald Express' to the logo (and in other references over time) will support that point and begin to minimize the mispronunciation and confusion regarding the service name. If the current EmX logo is maintained, it should, at minimum, be married to the LTD logo. All design elements such as the swirls, gradient, color, and angle should be changed.
- The newest EmX buses have the most current paint scheme (green and mid-tone silver) and existing EmX buses (currently with two-tone green and lighter silver) could be repainted to the new paint style over time, especially if repairs require repainting.

- Changes to the EmX brand should retain some distinctiveness from the other fleet vehicles but also be brought more in line with the look and feel of other LTD service vehicles and the agency brand. The association of EmX as a service of LTD, and as a sister service to LTD's fixed-route bus (and other) services, needs to be strengthened.
- The new vehicle graphic design should stand for a minimum of 20 years.

#### **Design Considerations for RideSource:**

- Although RideSource is a long-established and significant service operated by LTD, it is far less visible to the community than LTD's other transit services. Integrating the RideSource vehicles with the LTD brand will go a long way to establishing an identity for the service.
- The new vehicle graphic design should stand for a minimum of 20 years.

#### **Notes:**

- A wholesale repainting of the regular bus fleet is unrealistic because the cost would be prohibitive.
- The striping on the older fixed-route buses is outdated, and consideration should be given to removing these stripes.
- The graphic, *The Bus*, and the old LTD logo on the older fixed-route buses should be removed.
- Given the relatively short life cycle of the cutaway and minivan vehicles used for the RideSource service, these vehicles should not be repainted; instead, they would phase out over the next seven to eight years.
- The older fixed-route coaches will fully cycle out of service in 12 years. This means that the older white buses will be visible to the public and riders for another decade, so a 'soft' design transition to the new vehicle graphics is recommended.
- LTD is in an expansion period, so the fleet will be growing rather than shrinking.
- Any revisions to the EmX logo will need to be integrated not only into EmX vehicle graphics, but into station graphics of the new West Eugene EmX line that is currently under construction. Moniker and other station graphics will need to be completed by Summer 2017.

#### **Priorities:**

**No. 1: BYD electric bus (bus build in process).** Painting specifications and direction requested in May 2016; bus completion is anticipated for mid- to late-Summer 2016.

**No. 2: New Flyer hybrid bus (bus build in process).** Painting specifications and direction requested by June 2016; bus completion is anticipated for Fall 2016.

**No. 3: EmX.** There are two elements: the first is getting the newest buses into service by this summer or fall. This will allow Maintenance to address repairs on the older EmX vehicles. The second element is supporting the launch of the West Eugene EmX service that is anticipated for September 2017.

**No. 4: RideSource.** As bus replacements are needed and bus builds occur.

##

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** April 11, 2016

**ITEM TITLE:** Lane Transit District Long-Range Transit Plan

**PREPARED BY:** Aurora (A. J.) Jackson, General Manager

**ACTION REQUESTED:** None

---

**BACKGROUND:**


At the March 11 Board Strategic Planning Session, LTD's general manager and the planning and development manager presented the concept of revising the Long-Range Transit Plan to include an implementation plan that would provide a blueprint for LTD over the next ten years. Based on the Board's interest in this concept, staff would like to engage the Board in further discussion to gather information for the next steps.

**ATTACHMENTS:** None

**PROPOSED MOTION:** None

Q:\Reference\Board Packet\2016\April\April 11 Spec Mtg\Long Range Transit Plan.docx

April 12, 2001 10:22 AM

TO: President George W. Bush  
CC: Vice President Richard B. Cheney  
Honorable Condoleezza Rice  
FROM: Donald Rumsfeld   
SUBJECT: Predicting the Future

You will recall that we had Andy Marshall come over, and we briefly discussed the defense strategy review and what the future might hold.

I ran across this piece on the difficulty of predicting the future, written by one of the folks here at the Pentagon, Lin Wells. I thought you might find it interesting.

Respectfully,

Attach.

Lin Wells: "Thoughts for the 2001 Quadrennial Defense Review"

DHR:dh  
041201-13

W00454-01



Certified As Unclassified  
January 9 2009  
IAW EO 12958, as amended  
Chief, RDD, ESD, WHS

Thoughts for the 2001 Quadrennial Defense Review

Lin Wells

CF: Amdm

- If you had been a security policy-maker in the world's greatest power in 1900, you would have been a Brit, looking warily at your age-old enemy, France.
- By 1910, you would be allied with France and your enemy would be Germany.
- By 1920, World War I would have been fought and won, and you'd be engaged in a naval arms race with your erstwhile allies, the U.S. and Japan.
- By 1930, naval arms limitation treaties were in effect, the Great Depression was underway, and the defense planning standard said "no war for ten years."
- Nine years later World War II had begun.
- By 1950, Britain no longer was the world's greatest power, the Atomic Age had dawned, and a "police action" was underway in Korea.
- Ten years later the political focus was on the "missile gap," the strategic paradigm was shifting from massive retaliation to flexible response, and few people had heard of Vietnam.
- By 1970, the peak of our involvement in Vietnam had come and gone, we were beginning détente with the Soviets, and we were anointing the Shah as our protégé in the Gulf region.
- By 1980, the Soviets were in Afghanistan, Iran was in the throes of revolution, there was talk of our "hollow forces" and a "window of vulnerability," and the U.S. was the greatest creditor nation the world had ever seen.
- By 1990, the Soviet Union was within a year of dissolution, American forces in the Desert were on the verge of showing they were anything but hollow, the U.S. had become the greatest debtor nation the world had ever known, and almost no one had heard of the internet.
- Ten years later, Warsaw was the capital of a NATO nation, asymmetric threats transcended geography, and the parallel revolutions of information, biotechnology, robotics, nanotechnology, and high density energy sources foreshadowed changes almost beyond forecasting.
- All of which is to say that I'm not sure what 2010 will look like, but I'm sure that it will be very little like we expect, so we should plan accordingly.





## 2010 Scenario Development Interview Quotations

"With LTD, it's feast or famine."

"Technology is an evil distraction"

"After the recession, we'll be more 3<sup>rd</sup> worldy."

"[Future generations will think about as] a part of the fabric of the community that helps create the quality of life."

"We are in a crisis that is desperately seeking an opportunity."

"We're at a nexus of change – we are agents of change"

"It's hard to be proud of LTD when they cut service during these times."

"[When it comes to funding] We have a one-legged stool."

"Can't use the past to project the future"

"LTD has a lot to gain by getting people to work together."

"Lane County will be a whole lot of old people and a whole lot of unskilled young people."

"Provide transit for people who don't have options – the rest is gravy."

"LTD provides a branding for the community"

"[in the context of climate change] Transportation is a big, thirsty sector"

"[When it comes to EmX] we're not looking for unanimity, we're looking for consensus."

"Eugene would be Roseburg, but for the University of Oregon."

"I'm an optimist, but this recession has shaken me – it's amazing."

"[For people with disabilities] without transportation, it is so easy to become reclusive."

"Accessible Services is LTD's Achilles Heel. It's been a looming disaster for a long time."

"Transportation and Land Use conversations in this community are fraught with difficulty."

"[Referring to the economy]: We haven't been here before."

"Oregon is like a colony of the rest of the country."

"Cover your bases, but hit a few home runs"

What if we said to any new business, "We will provide free transportation for your employees for one year."

If we had had adequate funds to capture riders in this downturn, we could have been able to expose so many to transit

We are now at more of a pivot point than we have been in a long time -- social mobilization similar to WWII. Organizations that understand this can utilize that social energy

At some point we cut into core route service after which we are no longer sustainable -- too irrelevant

"embrace the pioneering spirit we've always had."

"[GHG] public policy may be ahead of the public"

"Underestimate revenue and overestimate costs and you'll always leave a surplus"

"Like it or not, your GM's not gonna drive a bus."

"The dinosaurs make a lot of noise as they sink into the swamp."

# Implementing for the Long-Range



LTD.org



**“It’s not enough to just show up. You have to have a business plan.”**



**YOU GOTTA HAVE GOALS**

© Flaming Corp. 2005

**Why Plan?**

# Incremental Changes to Our Organization ...

Development Actions That Respond To Community Needs And Change The Organization	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
<u>New Corridor Operations</u>										
WEE Operations		●								
Corridor 1	○	○		○	●					
Corridor 2	○									
Corridor 3	○		○		○	●				
Corridor 4	○				○	○	●			
Corridor 5	○					○	○	●		
<u>Network and Service Changes</u>										
Urban Network and Service Levels										
Rural Service Delivery										
RideSource										
Transportation Options										
<u>Technologies</u>										
Electric Vehicles										
Fare Management										





# ... Lead to Changes to Service Levels, Vehicles, Facilities, Drivers, Mechanics, Admin Staff, ...

	1	2	3	4	5	6	7	8	9	10
Year	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
<b>Operational Outcomes</b>										
Service Hours										
Vehicles										
Facilities										
<u>Labor</u>										
Operators										
Mechanics										
Admin										
<b>Financial Needs</b>										
Costs										
Revenues										



# ... Which Need to be Anticipated in Our Implementation Planning ...

	1	2	3	4	5	6	7	8	9	10
Year	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
	Short-Range Transportation Plan Years 1-3			Short-Range Transportation Plan Years 4-6			Short-Range Transportation Plan Years 7-10			
<b>Planning Processes</b>										
Long-Range Transit Plan										
Long-Range Financial Plan										
Long-Range Fleet Plan										
Long-Range Facilities Plan										
CIP										
Annual Route Review										
TransitStat										
<b>External Context</b>										
<u>Political</u>										
Federal										
State										
Local										
<u>Social</u>										
<u>Economic</u>										
<u>Environmental</u>										







# “Planning done well allows for Improvisation”

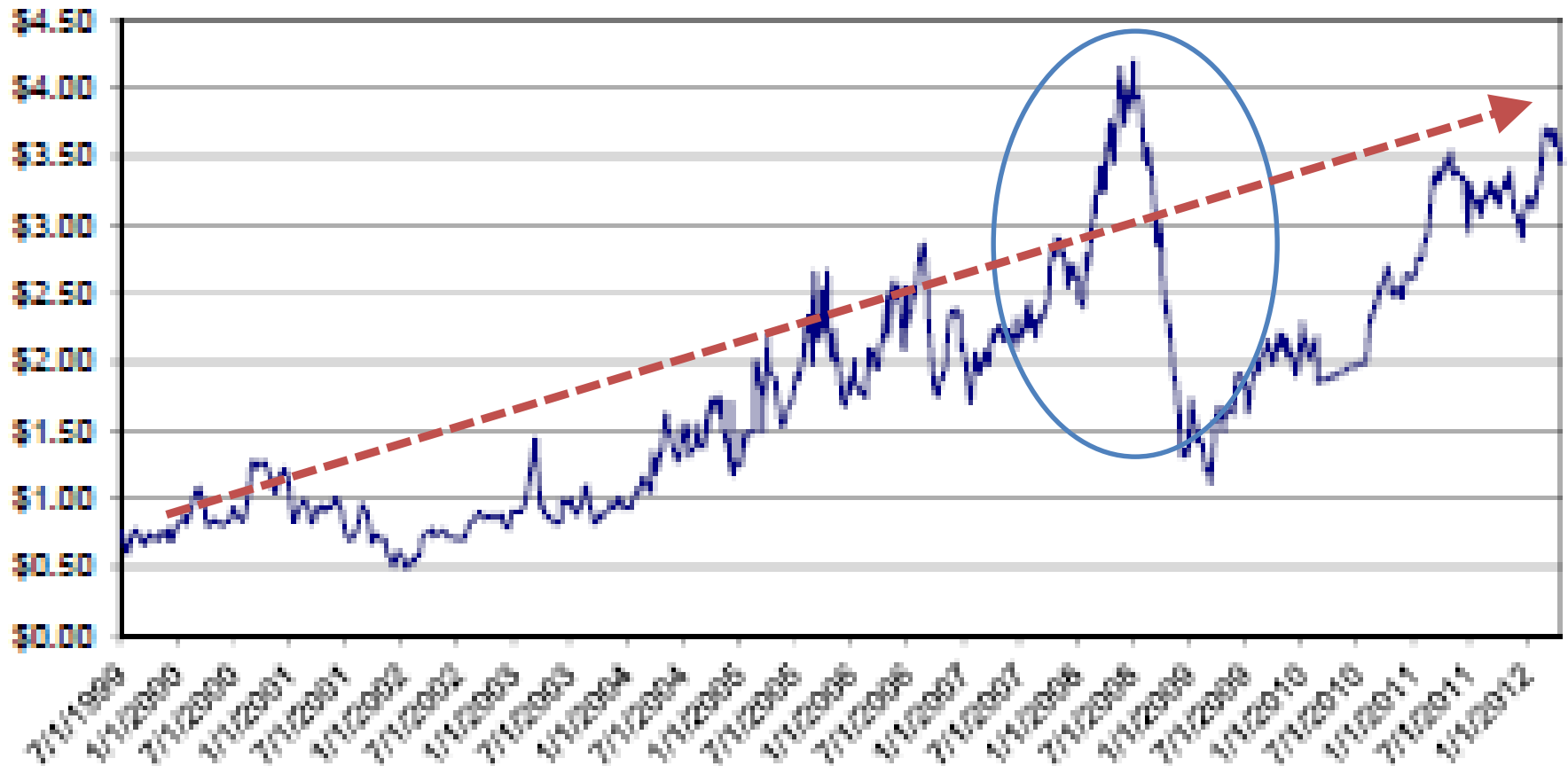


“Plans are nothing. Planning is everything.”

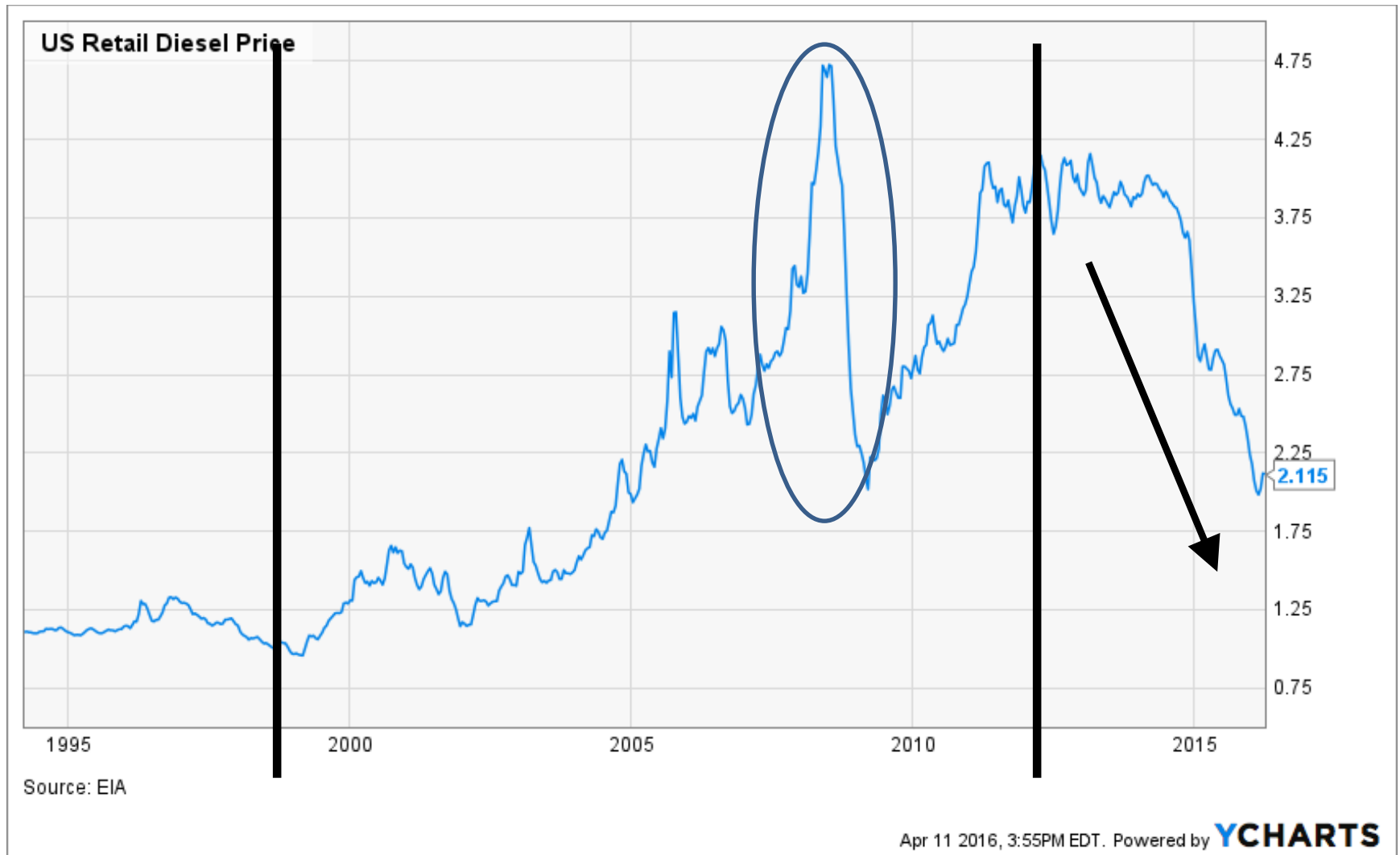


# Fuel Cost Increases – Transit's Two-Edged Sword

Diesel Fuel Price per Gallon (7/1/99 - 4/24/12)

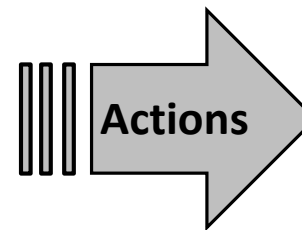


# Four Years Later – a different picture!



# Strategic Themes & Priorities

Ambiguous Future...



**Organizational Resilience**

**Culture of Safety**

# Steps for Development of LTD's 10 Year Implementation Plan

As implementation plan is developed, engagement and conversation will broaden internally and externally.	1. identify service changes needed over 10 years for 2 scenarios - by year
	2. Estimate service hours required, and miles operated by year to deliver service changes
	3. Estimate the number of vehicles and number of operators required by year
	4. Estimate the number of mechanics and administrative staff required by year
	5. Estimate materials and services costs required by year
	6. Estimate facility needs by year
	7. Update the Long-Range Financial Plan to reflect 10 Year Implementation Plan
	8. Update the Capital Improvements Program to reflect priorities in the 10 Year Implementation Plan




# Questions - Discussion

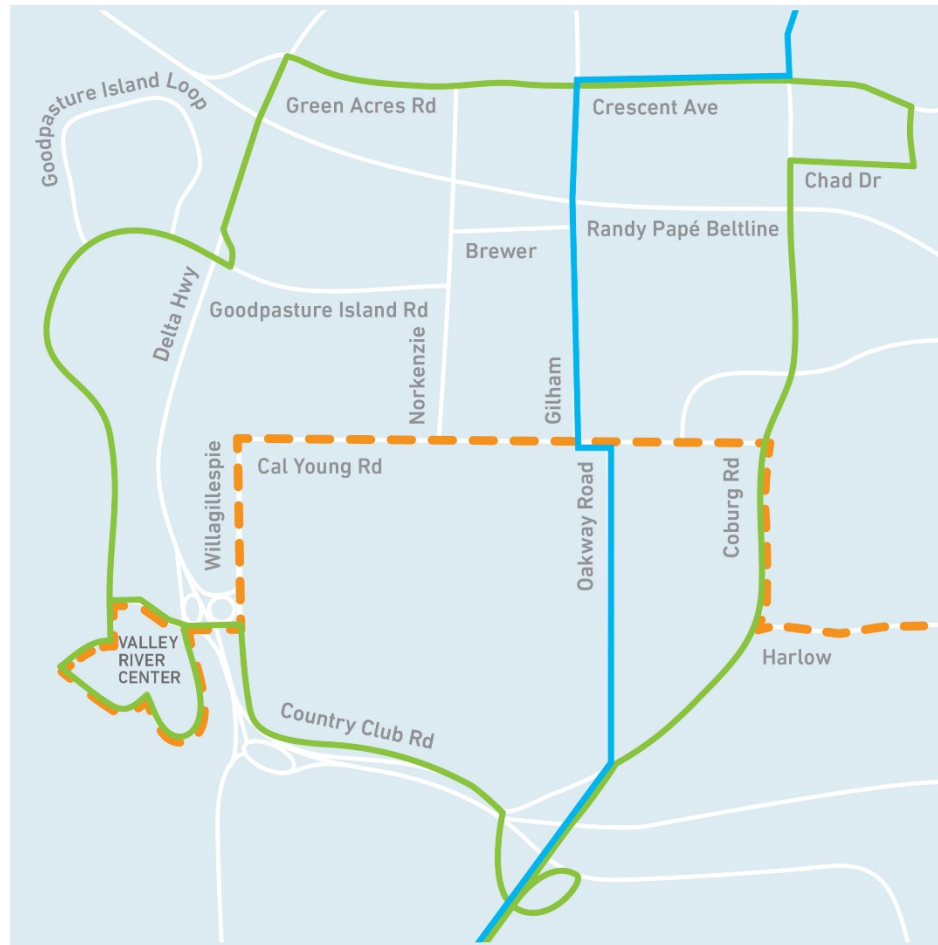
© Cartoonbank.com



*"The hell with the past—I'd like to put the future behind us."*

# Future Cal Young Neighborhood Service

-  *Frequent Service*
-  *Crosstown Connector*
-  *Commuter Service*





+ h a n k  
L + D

y o u !



Vision Haiku

Innovating, sustaining,  
safe and secure,  
everyone rides the bus

# Summary

- The future is highly uncertain
- Our partners decisions and functions are also uncertain
- Therefore, our ability to deliver our mission is highly uncertain

**In order to mitigate the impacts of these uncertainties LTD must develop the capacity to maintain an ongoing strategic conversation**

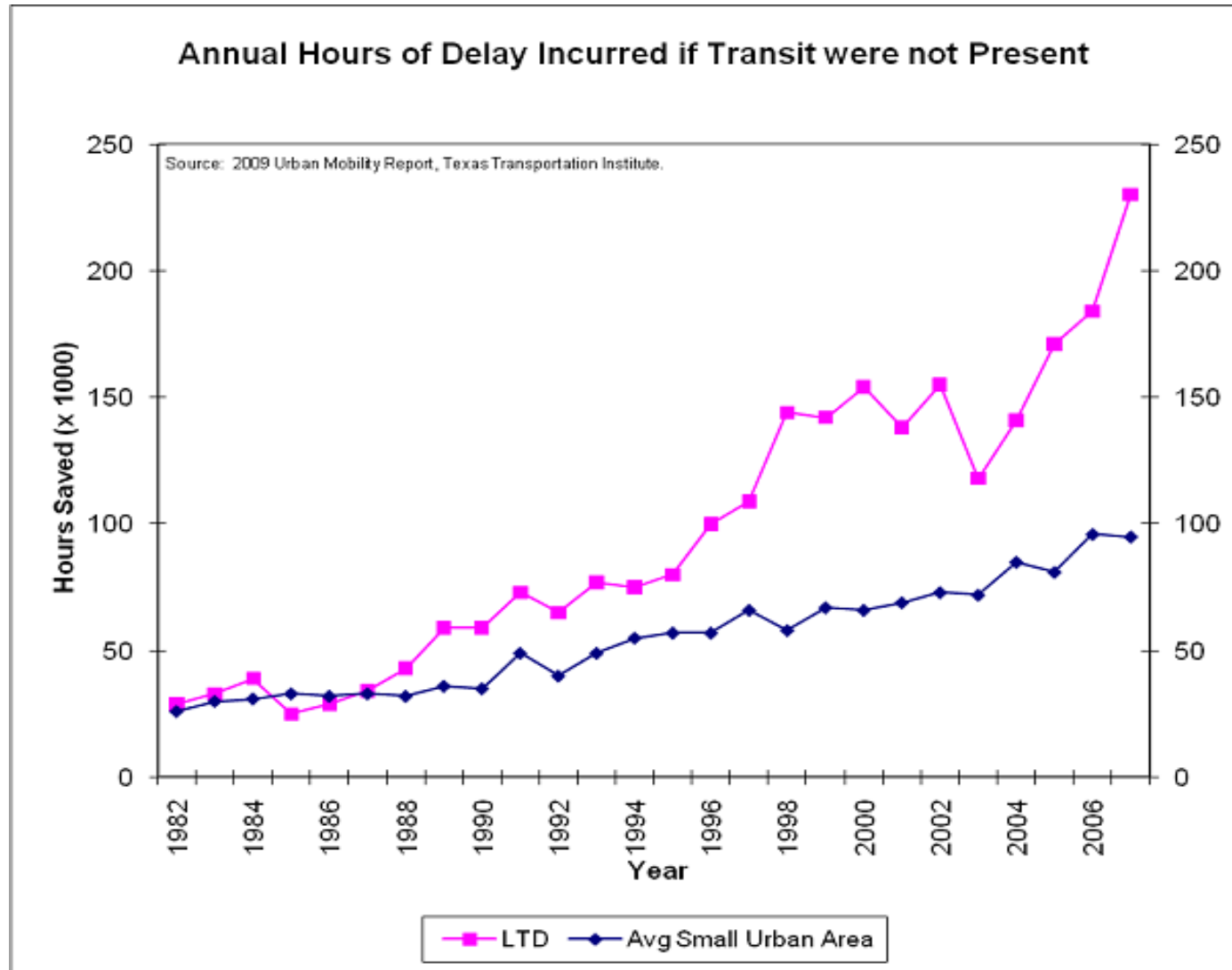
# Focal Question

How might **service costs, funding levels, public policy, and community support** play out in ways that affect LTD's ability to provide **effective and efficient transportation services** to meet community needs over the next 20 to 30 years?

...if there is one thing I have learned repeatedly in the past 20-plus years, it is this: **The world may be uncertain and unpredictable but that's no excuse for being unprepared.** We have more access than ever to the data, knowledge, ideas, and tools that we need to shape a better future for us all.

-- Peter Schwartz

# Regions Need Transportation Choice



# Wrap-Up:

“...it is the ease of access to other people and facilities that determines the success of a transportation system, rather than a means or speed of transport.

It is relatively easy to increase the speed at which people move around, much harder to introduce changes that enable us to spend less time gaining access to the facilities that we need.”

-Reid Ewing