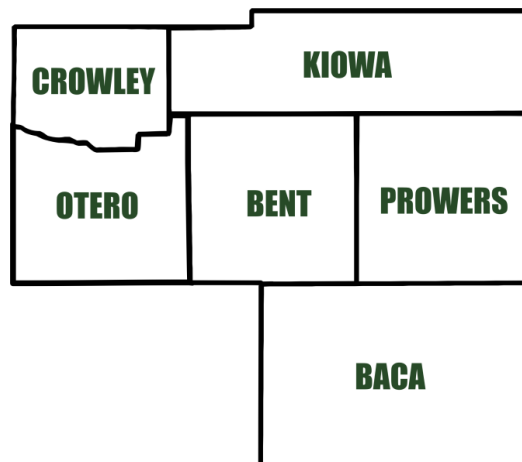




SOUTHEAST TRANSPORTATION PLANNING

**SECED Office
Lamar, CO**



JANUARY 29, 2025

Southeast Transportation Planning Region / SECED, Inc.

Meeting Agenda

January 29, 2025

9:00 am-11:45 am

Join this event via Zoom (see official email invite)

<https://us02web.zoom.us/j/85241341647?pwd=rHhiewg10tuQS8l8cbxasqa3iqueb0.1>

Meeting ID: **852 4134 1647** Passcode: **891960**

Phone Call-in information: 1-719-359-4580 Meeting & Passcode are same as above

1. Administrative – Minutes
 - a) Call to Order & Roll Call
 - b) Changes/Additions to Agenda
 - c) Review/Discussion –October 23, 2024 Meeting Minutes
Action Item: Approve October 23, 2024 minutes
 - d) Election of TPR Chair and STAC Rep and STAC Alternate – Discussion and Nominations
Action Item: Nominations / Election
2. Regional Coordinating Council & Mobility Facilitator & Transit Director Report
 - a) SECED-SETran Operating Procedures-Review
 - b) SECED-SETran Code of Conduct-Review
 - c) SECED-SETran FTA Drug Alcohol Policy-Review
 - **Action Item:** Consider Approval of SETran Operating Procedures, Code of Conduct & FTA Drug Alcohol Policies
3. Transportation Planning
 - a) TC Update
 - b) Legislative Update
 - c) Planning Updates - Regional Priorities Programming FY29
 - **Action Item:** Regional Priorities Programming (RPP) – FY29Informational: MMOF
 - d) HQ CDOT Updates
2050 Regional Transportation Plan (RTP) – Discussions
 - e) R2 CDOT Project Updates
 - f) CDOT Local Agency Project Updates
 - g) Maintenance Updates
 - h) Transit Updates
 - i) Questions/Comments – SE Transportation Planning Region Members & General Public
4. Administrative Discussions & Approval
 - Discussion: Outreach and project identification Thriving Communities
 - **Action Item:**
5. Next Meeting – Date, Time, Topics?

Adjourn

Please note: Items on this agenda are subject to change (additions/deletions)

MINUTES

**MINUTES
SOUTHEAST TPR
SECED OFFICE
LAMAR, COLORADO
OCTOBER 23, 2024**

CALL TO ORDER

Meeting called to order by Chair, Stephanie Gonzales at 9:02 a.m.

ROLL CALL

TPR Members / Guests (In Person or Online):

County/Municipal members attending in person or online:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Spike Ausmus (Baca Cty) | <input checked="" type="checkbox"/> Rick Butler (Baca Cty) | <input checked="" type="checkbox"/> Shiloh Freed (Baca Cty) |
| <input type="checkbox"/> Charles Shupe (City of Las Animas) | <input type="checkbox"/> Kim MacDonnell (Bent Cty) | <input type="checkbox"/> Jean Sykes (Bent Cty) |
| <input type="checkbox"/> Blaine Arbuthnot (Crowley Cty) | <input checked="" type="checkbox"/> Roy Elliott (Crowley Cty)-ONLINE | <input type="checkbox"/> Terry McMillan (Crowley Cty) |
| <input checked="" type="checkbox"/> Mike Lening (Kiowa Cty) | <input checked="" type="checkbox"/> Donald Oswald (Kiowa Cty) | <input checked="" type="checkbox"/> Butch Robertson (Kiowa Cty) |
| <input checked="" type="checkbox"/> Danelle Berg (Otero Cty) | <input type="checkbox"/> Brad Davidson (City of La Junta) | <input type="checkbox"/> Tim Knabenshue (Otero Cty) |
| <input checked="" type="checkbox"/> Ron Cook (Prowers Cty) | <input type="checkbox"/> Kirk Crespin (City of Lamar) | <input type="checkbox"/> Tom Grasmick (Prowers Cty) |
| <input type="checkbox"/> Lex Nichols (Otero Cty) | <input type="checkbox"/> Pamela Denahy (Otero Cty) | <input type="checkbox"/> Rob Oquist (Otero Cty)-ONLINE |
| <input checked="" type="checkbox"/> Cindy McCloud (KCEDF) | <input type="checkbox"/> Cheryl Sanchez (PEP & BCEDC) | <input type="checkbox"/> Tallie Harmon (PEP) |
| <input checked="" type="checkbox"/> Steve Sanchez (SECHD) | <input checked="" type="checkbox"/> Dawn Block (La Junta Transit) | <input type="checkbox"/> Christine Coffield |
| <input checked="" type="checkbox"/> Marilyn Stuart (PATS) | <input type="checkbox"/> Rebecca Gallegos (Inspiration Field) | <input type="checkbox"/> Phil Hemphill (Bent County) |
| <input checked="" type="checkbox"/> Duane Gurule (Rocky Ford) | <input checked="" type="checkbox"/> Stacey Milenski (Rocky Ford) | |

Staff (In person):

- Stephanie Gonzales (TPR Chair) Robin Daigle (SETran Dispatcher) Charity Markus (Mobility Mgr.)

CDOT / TC / Guests (In Person or Online);

- | | |
|--|--|
| <input checked="" type="checkbox"/> Kathleen Collins (CDOT HQ Statewide Planning) | <input checked="" type="checkbox"/> Geoffrey Guthrie (CDOT Region 2-Transit Liaison) |
| <input type="checkbox"/> Shane Ferguson (Region 2 Director)-ONLINE | <input checked="" type="checkbox"/> Jennifer Sparks (CDOT South Program Engineer) |
| <input checked="" type="checkbox"/> Lindsey Jaquez (CDOT) | <input checked="" type="checkbox"/> Lachelle Davis (CDOT LA-Region 2) - ONLINE |
| <input checked="" type="checkbox"/> Matt Jagow (CDOT Region 2) | <input checked="" type="checkbox"/> Emily Barden (CDOT)-ONLINE |
| <input checked="" type="checkbox"/> Neil Mauch (CDOT Maintenance-Lamar) | <input type="checkbox"/> Mike Asbury (La Junta) |
| <input type="checkbox"/> Jeff VanMatre (CDOT R2 Maint) | <input type="checkbox"/> Rob Frei (CDOT R2) |
| <input checked="" type="checkbox"/> Darius Pazbak(CDOT) | <input checked="" type="checkbox"/> Aaron Willis (CDOT) |
| <input checked="" type="checkbox"/> Jason Nelson (CDOT) | <input checked="" type="checkbox"/> Scott Skinner (CDOT Transit Liaison) |
| <input checked="" type="checkbox"/> Terry Hart (TC District 10)-ONLINE | <input type="checkbox"/> Jamie Grim (CDOT OPGR) |
| <input checked="" type="checkbox"/> Crystal Armendariz (Local Govt CDOT HQ)-ONLINE | <input type="checkbox"/> Justin Snyder (CDOT HQ) |
| <input type="checkbox"/> Robin Bardmesser (CDOT HQ) | <input type="checkbox"/> Kacey Dykes (CDOT) |
| <input type="checkbox"/> Ajin Hu (FHWA), | <input checked="" type="checkbox"/> Ann Rajewski (CASTA)-ONLINE |
| <input checked="" type="checkbox"/> Todd Ausbun (Utilities & Railroad Coordinator) | <input type="checkbox"/> Jan Rowe (CDOT) |
| <input checked="" type="checkbox"/> Mike Duffy | <input type="checkbox"/> George Gromke (CDOT)-ONLINE |
| <input checked="" type="checkbox"/> Joe Kiely (Ports to Plains Alliance)-ONLINE | <input checked="" type="checkbox"/> Marsh Nelson (CDOT) |
| <input checked="" type="checkbox"/> Craig Blewitt-Stantec Consulting Services-ONLINE | |

ADMINISTRATIVE – MINUTES

The minutes of April 24, 2024 and July 24, 2024 were presented for review and approval. Steve Sanchez made the motion to approve. Marilyn Stuart seconded, Motion passed.

RCC/LCC Report – Charity Markus

The regional coordinating council meeting minutes were presented to the members not for approval but as an informational measure to let the members know of the activities of the Regional Coordinating Council in the last quarter.

Stephanie introduced Ann Rajewski from CASTA (Colorado Association of State Transportation Agencies). Ann shared with the group that SETran had won the Small Community Transit Agency of the Year Award at the CASTA Awards Banquet. She congratulated SECED, Charity and her team for the work they have done to restart a regional service and then expand it on top of that. With that, she presented the award to the board and stressed that she was excited to continue watching the good work of transit out in an important corner of our state.

Stephanie thanked Ann and then gave the shout out to Charity and her team at the Las Animas as they are the ones who really handle the transit. They do a great job of coordinating routes, calls, and getting residents in SE Colorado where they need to be by moving them across the region across when needed.

CHAIR / STAC REP REPORT – INFORMATIONAL

Terry Hart, Transportation Commissioner, gave a brief presentation to the board highlighting the budget, which he said was balanced out and finalized with the FY24 final adjustments. The FY 25 budget is in place and revenues are being monitored to make sure that they are where they should be compared to budgets and adjusted as needed to ensure that monies are spread throughout the state and the regions to accomplish the goals that we've got, particularly under things like the 10-year plan. The other work of the TC is to be involved in the statewide long-range planning processes basically role at the TC is just basically to make sure that all of the various factors and needs are contained in that, basically to review and adopt the policies and procedures for the adoption of the plan.

TC had work sessions on the 16th and then the 17th held the official board meeting. He stated they adopted a resolution on a number of budget supplements, basically to adjust some funding on the 10-year plans for both regions four and five as well as budget amendments that again, as the money is flowing in, the TC is trying to adjust for various allocations to meet the needs. In short, to make sure that funds are available to do the things needed statewide during fiscal year 25. The TC had a short meeting of the fuel impact enterprise workshop. It's designed to take care of the hazards and the pressures and the needs for those communities that are specifically involved in the fuel transportation system within our state. He stated the one that affects the Southeast is the statutory allocation that is included in the budget for Otero County impact will occur. TC had a meeting of the bridge and tunnel enterprise. Again, it was primarily dealing with the preparation of the FY26 budget and the 10-year plan projects financing package, just to make sure that funds are aligned properly to handle those 10-year plans.

TC had a good presentation by the audit review committee. He explained that there is a statutorily created independent audit committee that basically works with independent staff to review programmatic and financial issues of the entire transportation system and then report that back to the TC to make sure that any kind of issues of efficiency or problems are identified and resolved with staff at CDOT.

There was an update on the number of bills that TC believes are going to be coming from the Transportation Review Committee and the legislature (TLRC). Bills have been identified that will be introduced by various legislators, one or more of which are bills that we're tracking right out of the southeastern TPR. He reported that there was a mobility report of the Mountain Corridor. The governor and the legislature have asked the TC to look into and study and hopefully fund a conversion of a freight line that goes up to the northwestern corner of the state from a freight line, which is shutting down to a passenger rail line that would supplement the other mobility systems that we have throughout the state. There was a report on that recent activity.

TC does a challenge every year to identify various innovative things that CDOT staff are doing statewide. And then there's a competition to basically show new and innovative ideas that various groups of staff throughout the state have come up with. It's an award program and TC had presentations of those.

TC in September took a tour of the projects that are going on in the mountain communities and on the Western Slope. They went to Grand Junction and back and while headed up I-70, to their horror, they saw coming down the mountain (as they were headed up the mountain towards Eisenhower Tunnel), a semi-truck where they could see the driver was passed out. He was literally hanging over the steering wheel and the truck was banging its way down the mountain right next to the guardrail that separates the eastbound from the westbound. He described the heroic efforts of CDOT employees to follow the truck, clearing the way and assisting to get it stopped, and finally performing emergency CPR to assist the driver. Fortunately, there were no casualties and the driver survived. He commended the quality of the folks that work for the State of Colorado, particularly under CDOT. He concluded his report and then asked the members if they had any questions.

Ron Cook asked Mr. Hart the status of the bill for addition of the TPR to keep the Southeast TPR from having to be combined with the South Central TPR.

Terry updated the members reminding them that state law required CDOT to do a study of all the transportation regions across the state and then come back with any recommendations of changes and the recommendation to consolidate the southeast and the south central TPRs. The Southeast came out very strongly against that, so did South Central. The thought was that with the growth that's going on in the Intermountain TPR, that it could be split. And interestingly, the feedback that we got from Intermountain TPR was that it was not a unanimous decision on whether or not it ought to be split. At any rate, the TC earlier this year adopted many of the recommendations from CDOT but it did not adopt that one. The reason for not adopting was that TC didn't think that it was the right thing to do. TC also heard that there was a potential legislative adjustment to create a 16th TPR so that we could deal with the intermountain separately and not harm the Southeast and South Central TPRs. TC delayed any consideration and made the final decision of no further action by the TC on that recommendation. So as of right now, that recommendation is dead at the TC level. TC will wait to see what the legislature tells us to do with the introduction of that bill.

With no further questions, Stephanie and the members thanked Terry for his report and his support of the Southeast.

Region 2 Presentations

(See recording beginning at 0:28:20 <https://drive.google.com/drive/folders/1KzGNxh7dFWm0xaxUzcpHC8cULKLw067p>)

Matt Jagow, Region 2 Traffic presented information regarding CO 96 & CO 71 Intersection Improvements in Ordway. This project was added to the list and is a 10-year project that was approved in the last planning process at an estimated \$1.8 million. He reviewed crash history, talked about the traffic study, reviewed the new preliminary scope of work improvements and gave the summary of the new estimated cost of \$1.6 million which will improve safety with alternate intersection control, which improves the corner radius at both intersections, improves northbound and southbound right turns at 96B & 96C and addresses drainage at CR G. He stated this is still in the early stages. It is in the primary design, but they wanted to try to capture the opinion of the TPR, because if this was something the TPR was opposed to, they don't want to get too far with design. There were no objections from the members.

Todd Ausbun, CDOT Utility Manager in Region 2 then presented on railroad maintenance projects including one at Campo. He explained that railroad maintenance refers to the balance, the track, the crossing, anything to do to repair the track. These are not Section 130 projects and so the cost of the work is shared between the railroad and CDOT. He indicated that at Campo, under the PUC code, the local entity or CDOT bears the responsibility of half the cost to fix the railroad crossing. He reviewed the cost for this project indicating that it was estimated

to be \$187K with a shared cost to CDOT of \$105K. With this cost identified, the request to the TPR would be to move RPP funds from the savings on the CO 96/ CO 71 Intersection Ordway project to help fund this project.

Discussion followed. It was decided to present each project separately. Donald Oswald made the motion to approve the CO 96 & CO 71 Intersection Improvements scope of work at the estimated \$1.6 million. Seconded by Rick Butler. It was voted on and approved. Rick then made the motion to approve the railroad crossing repair at Campo seconded by Donald. It was voted on and approved.

Jennifer Sparks, Region 2 South Program Engineer reviewed Regional Priorities Planning (RPP) for FY 2029. Right now, CDOT Region 2 plans to reserve \$4.85 million identified for passing lanes between Las Animas and Hasty and \$350K for the US 287 safety improvements. This is purely informational at this point as in January or February, they will come back to the TPR to ask for a final blessing. The locations have not yet been determined but the plan is both east and west bound sister passing lanes, one on each side are planned. They are trying to get 12 passing lanes, six on each side. There were no questions or objections from the TPR members for these placeholders for the RPP funds for FY 2029.

Jennifer included in the packet a list of the local projects for review by members but in the interest of time, she did not review them.

Aaron Willis began the second conversation for the update to the regional transportation plan. He introduced Emily Barton, Division of Transit and Rail, Emily Silvano, CDOT and Marcia Nelson, Chief Equity officer, to help present data that will help develop the 2050 regional transportation plan. He reviewed some of the goals of the meeting with one being the concurrence or changes to any revisions of the vision, goals, focus areas, and decisions on the approach that we should use to prioritize projects for your 2050 RTP.

He explained that the TC adopted the policy directive 14, which is the guiding principles for the development of the plan. Those center around three overarching themes. The first is advancing transportation safety. The second is fixing our roads, and then the last one is sustainably increasing transportation choice. These are the three guiding principles that will be used as we develop the 10-year plan, and then how they apply to the regional transportation plan. He indicated that when they talk about funding, they're using the PD-14 or the policy Multi-directive 14, those three goals and regional needs in order to help CDOT as a department to identify what's going to go into the 10-year plan. He stated there are other funding opportunities, and those can be used to help advance some of the things that are a TPR priority at times, but maybe not in the 10-year plan. He wanted to make sure everyone was aware that they are making that distinction.

Darius Pakbaz, CDOT also mentioned that there is the greenhouse gas pollution reduction planning standard, which has been in place since the last time although it is a little bit different from last time. And all of our transportation plans, including the MPOs, including the 10-year plan, have to have a net reduction in greenhouse gas emissions. He stressed to the members to keep that in mind when selecting projects in order to help, the TPR should think about some of the multimodal elements that can help.

Gabby Gamaly, traffic and safety planner at CDOT headquarters with the traffic and safety engineering branch, spoke to the group. She stated that she was one of the project team members for the strategic highway safety plan that is to be adopted in April of 2025. A series of 10 workshops have been held across the five regions of Colorado. She highlighted the challenges and went over the key takeaways from those meetings. One was how prevalent distracted and impaired driving is in the region. Another was infrastructure and design gaps specifically for multimodal infrastructure needs, including lighting, shoulders, signage and improving rural roadways for less road runoffs as well as wildlife fencing. Discussion about enforcement of policy gaps specifically regarding the desire to explore automated enforcement as a method of supporting our law enforcement. Every single region, every single workshop talked a lot about the need to improve affordable and accessible driver's education

programs. Also heard was the need for increased funding for safety improvements and specifically looking at those FHWA proven safety countermeasures, but also those data-driven solutions to identify where the most bankrupt buck is. There was also a need for grant navigation support. This wasn't talked about as heavily in Region 2 discussions, but a lot of groups did talk about comprehensive educational campaigns. So that would be PSAs, working with youth, and again, involving the driver's education, but more specifically looking towards that safety culture continuous education outside of a traditional classroom setting. And then finally, expansion of partnerships.

Aaron then went over discussion items from the last meeting. It had to do with the difference between domestic versus wild animal crashes data. After a deeper dive, it was determined that deer was the most prevalent animal in the state where there were vehicle deer conflicts and accidents. Deer tend to go to the water source and then the question becomes how to deal with the problem. Is it fencing? Is it wildlife crossings? Is it expanded culverts? It's determining ways for animals to go above or below.

Domestic animals could be everything from dogs to cows but includes horses, cats, coyotes, sheep, and jackrabbits. Discussion in the room determined that there are many more than what are actually reported for both wild and domestic animals.

Aaron also discussed the concern that the group had concerning population and their views that the population decreases were not true depiction of the region. The data analysis team looked at school enrollments as an alternative to see if there were any increases to student enrollment. 3 of the 6 counties showed increases while the other three showed decreases.

The next steps were discussed for the update to the project list for the region. It was determined that the CDOT team would put the current list in a format that Stephanie could share to the TPR members. The team would update those priorities that have been completed or are in the process of being completed and make comments to those remaining projects to identify the viability of completing or funding those projects. The TPR members will need to rank the projects to determine whether each remaining project should remain on the list and then make suggestions for adding new priorities and then determine how they meet PD14 objectives.

The intention would be to try to have the review by the members by December too allow the CDOT team to have the list ready for discussion at the January meeting. Stephanie will share the project list via a google drive and members can add comments on that sheet.

Next Meeting

The next quarterly meeting will be held January 22, 2025 at 9:00 a.m., however, at the November meeting, discussion will be held about the priority list. It will be a full slate of meetings for the day with SETPR at 9:00 a.m., SEC RHA at 1:30, SECOG at 2:00 p.m. and SECED at 2:30 p.m.

With no other business coming before the group, Donald made the motion to adjourn. Rick seconded. Motion passed at 11:55 a.m.

****Next meeting will be Wednesday, January 22, 2025 at 9:00 a.m. – Noon via Zoom and In-Person****

ADMINISTRATIVE DISCUSSIONS & APPROVALS



**Southeast Colorado Enterprise
Development, Inc. (SECED, Inc.)
SE TPR / SETran**



I. INTRODUCTION

A. Purpose

This document presents operating policies and procedures/guidelines for SECED/SETran Transit. SECED/SETran Transit provides transportation for seniors, persons with disabilities and general public of all ages in and around Southeast Colorado, Six County Regions (Baca, Bent, Crowley, Kiowa, Otero and Prowers Counties)

Vehicles will be operated along the US Hwy 50, US Hwy 287/385, Colorado Hwy 71 & 96 corridor in our SE Colorado, Six County Region. Service is provided from 7:00 a.m. to 4:30 p.m. The service is provided for a deviated fixed route transportation.

B. Mission and Vision

The mission of the SECED/SETran Transit is to provide safe, reliable transportation for the general public, seniors and persons with disabilities that is affordable, cost effective and operationally efficient

We care. We care about everyone. We want people to be able to go where they WANT to go as well as where they NEED to go. We want them to be able to do that safely, efficiently, and economically. We are especially involved with the elderly, folks of low income, and people with disabilities; those who are often transit dependent.

With that basis, we work from a four-pronged approach: advocacy, coordination, education, and information.

We continually reach out into the community to offer our services. We are the Regional Coordinating Council (RCC) for Southeast Colorado, and as such bring the community together. We participate in and advocate with a wide variety of the region's work groups, task forces, and committees on human services and transportation needs and futures.

We bring agencies to the table to discuss who is doing what and how they can collaborate. Our monthly regional meetings have presenters related to transportation and mobility.

SECED/SETran is, and will continue to be, the bridge between multimodal transit users, transit providers, human services, local agencies, transit advocates, and the general public. We thank you for your interest, and hope that we can help you.

C. Goals and Objectives

Goals

Below are primary goals for SECED/SETran Transit:

- Provide service which is safe transportation for general public, seniors and persons with disabilities

- Provide service which is cost effective and operationally efficient
- Provide service which is affordable to users
- Provide services which respond to the transportation needs of others in the community, assuming those services: 1) do not negatively affect the existing senior/disabled services, and 2) contribute to a stronger overall organization

Objectives

Safety

- Provide formalized training to meet the everchanging needs of a rural transit service.
- Continue monthly training meetings and strengthen as necessary

Responding to Rider Needs

- Conduct annual surveys to identify successes and needed improvements.
- Review existing routes annually and change if needed.

Affordability

	Springfield	Lamar	Hasty	Fort Lyon	Las Animas	La Junta	Swink	Rocky Ford	Manzanola	Fowler
Fowler	\$ 22.00	\$ 13.00	\$ 10.00	\$ 8.00	\$ 7.00	\$ 5.00	\$ 4.00	\$ 3.00	\$ 2.00	\$ -
Manzanola	\$ 21.00	\$ 12.00	\$ 9.00	\$ 7.00	\$ 6.00	\$ 4.00	\$ 2.00	\$ 2.00	\$ -	\$ 2.00
Rocky Ford	\$ 20.00	\$ 11.00	\$ 7.00	\$ 6.00	\$ 5.00	\$ 2.00	\$ 2.00	\$ 1.00	\$ 2.00	\$ 3.00
Swink	\$ 18.00	\$ 9.00	\$ 6.00	\$ 5.00	\$ 4.00	\$ 1.00	\$ -	\$ 2.00	\$ 2.00	\$ 4.00
La Junta	\$ 18.00	\$ 9.00	\$ 6.00	\$ 5.00	\$ 3.00	\$ 1.00	\$ 1.00	\$ 2.00	\$ 4.00	\$ 5.00
Las Animas	\$ 15.00	\$ 6.00	\$ 2.00	\$ 1.00	\$ 1.00	\$ 3.00	\$ 4.00	\$ 5.00	\$ 6.00	\$ 7.00
Fort Lyon	\$ 14.00	\$ 5.00	\$ 2.00	\$ -	\$ 1.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 7.00	\$ 8.00
Hasty	\$ 12.00	\$ 3.00	\$ -	\$ 2.00	\$ 2.00	\$ 6.00	\$ 6.00	\$ 7.00	\$ 9.00	\$ 10.00
Lamar	\$ 9.00	\$ 1.50	\$ 3.00	\$ 5.00	\$ 6.00	\$ 9.00	\$ 9.00	\$ 11.00	\$ 12.00	\$ 13.00
Springfield		\$ 9.00	\$ 12.00	\$ 14.00	\$ 15.00	\$ 18.00	\$ 18.00	\$ 20.00	\$ 21.00	\$ 22.00

D. Organization of this Report

This introductory chapter provides background information and a service overview. Chapter 2 presents Service Guidelines. Chapter 3 presents other importation information.

II. SERVICE GUIDELINES

A. Base Service

The base transportation service in SE Colorado operates from 7:00 a.m. to 4:30 p.m. Monday through Friday and will be closed on recognized holidays. Eligible riders are general public. The service is a deviated fixed route system. Riders must get themselves to and from bus stop to bus stop for pick-ups and drop-offs. Drivers do not enter riders’ homes under any circumstances.

Fare based on destination. Pre-paid rides will not be refunded if missed.

B. Trip Scheduling

Riders are encouraged to call 24 hours in advance to schedule a trip that it outside of the daily route stops and are still within the deviated fixed routes for any area in SE Colorado. Trip scheduling is currently done with verbal and automated dispatching software

Most of the current transportation service is provided between the hours of 7:00 a.m. and 4:30 p.m.

Current trip scheduling procedure will be continued. This includes the following:

- Telephone request received from client
- Automated Transit Trip Scheduling app and software
- Rider may just board bus at any of the bus stops without calling ahead

C. Office Closure

In case of hazardous road conditions, SETran Transit Director, will make the decisions to close or delay the opening of the agency.

Agency staff will be paid for the normal working hours missed. This is only if the SETran Transit Director has made the decision to close or delay the opening of the agency. Otherwise, agency staff will need to use vacation for time missed due to inclement weather. In the event that the agency closes due to severe weather conditions or another reason, agency staff will not be required to report to work.

Agency staff will be paid for that day and it will not be counted as a vacation day.

D. Data Gathering and Performance Monitoring

Accurate data gathering and performance monitoring are critical to the success of the transportation program. Both are needed for internal program management and to communicate effectively to SECED and to funders as well as to the broader community.

Data Gathering

The following key data are needed to assess the system. These are nationally accepted data for transportation program management. Each should be collected and reported on a monthly, quarterly and annual basis.

Ridership (one-way passenger trips ... the equivalent of daily boardings for all vehicles in operation) - Ridership data should be obtained for total riders, elderly/disabled, and other (depending on the requirements of funding agencies)

Miles (total of all miles driven on all vehicles) – Total mileage should be collected by vehicle and for a system total.

Hours (total of all hours of service provided on all vehicles) - This is roughly the equivalent of paid driver hours. It is the number of hours vehicles are available to provide service, whether or not the vehicles are actually picking up clients. Total service hours need to be collected.

Cost (total operating and administrative expense). This should be collected monthly for the system as a whole. It can then be broken down by service type, based on the data acquired (see above) for service hours and miles.

Data on ridership, miles and hours need to be collected daily and accumulated into a weekly report for the program manager. Monthly and Annual Reports can then be developed based on the weekly data.

In addition to the raw data, a few key operating statistics need to be calculated and included in Monthly and Annual Reports. These include the following:

- Riders (ridership, trips) per hour
- Cost per hour
- Cost per rider

Project Monitoring

In addition to the data reporting identified above, rider surveys will be conducted. A complaint log is also kept. Goal is get 50% of all riders to return surveys

E. Vehicle Maintenance Management

Transit vehicle safety and performance are key to providing transportation services to your riders. Regular inspections are essential for maintaining passenger safety, service reliability, and increasing the life span of each vehicle. Preventive vehicle maintenance requires the commitment to a predictable and appropriate inspection program. Inspection at the time a vehicle is delivered, daily pre-trip inspections, post inspections and scheduled preventive maintenance inspections are all important. Elements of these inspections and forms can be tailored to specific operations and equipment, but the inspections must be completed consistently and correctly.

Delivery Inspection

For CDOT 5311 recipients, vehicles are usually procured as a fleet by the CDOT Program Manager. The specification and vehicle requirements have been developed to provide the most serviceable and affordable vehicles possible. The vehicles are inspected upon delivery from the vendor. However, you should complete an additional inspection when the vehicle arrives at your property to confirm:

- VIN Number, Make, Model, Manufacturer
- Visual check for any damage in route, such as cracks and dents
- Visual check of interior for any damage.

- Operational performance of all systems such as windshield wipers, mirror, lighting, driver controls windows, roof ventilator
- Labeling for ADA
- Lift operation if applicable
- Road test for braking, acceleration, climate control

Pre-Trip and Post-Trip Inspections

Being able to spot a potential problem with a vehicle can prevent roadside breakdown. Pre-trip and Post-trip inspections require little time and help prevent higher repair costs. Pre-trip and Post-trip inspections should be done daily, or if vehicles are not used daily, prior to each use.

A Pre-Trip Inspection Log is attached. Appendix B – work order attached

Preventive Maintenance Inspection

1. This inspection is to be completed by a trained mechanic and needs to be conducted in intervals based on the Manufacturer’s Recommendations. All CDOT 5311 recipients agree to this provision by signing the Certificate of Compliance with Manufacture’s Maintenance Schedule. A Preventive Maintenance Inspection form is attached provided by Granada Auto & Alignment Inc. 306 W. Goff, Granada, 81041, CO The Company will utilize “Mitchell 1 ProDemand Suite” and automotive repair software and repair platform. Mitchell 1 is a division of Snap-on® Incorporated, and a member of the [Total Shop Solutions](#) family of Snap-on brands.

The interval and maintenance components should come from the manufacturer’s recommendations.

CDOT Vehicle Inspections

CDOT conducts the vehicle inspections, approximately every other year for vehicles obtained through the 5311 program. These formal vehicle inspections do not replace any annual inspections required by the vehicle manufacturer.

F. Work Related Injury, Illness or Accidents

Setran’s goal is to provide a safe and healthy work environment. The biggest factor in ensuring your safety on the job is YOU. It is YOUR responsibility, to both yourself and those working in your area, to practice safe work habits. Report any unsafe practices and conditions to your Direct Supervisor so corrective action can be taken.

Employees involved in a work-related accident (vehicular or non-vehicular) resulting in any personal injury or property damage must immediately report the accident to their Direct Supervisor (and the proper law enforcement agency if a vehicular accident).

If they injury requires emergent care, the employee and Direct Supervisor should seek the nearest emergency care facility. Prompt reporting of the accident will help us to take steps necessary to reduce the possibility of future accidents.

If there is property damage, to your bus or any other property you must:

#1 STOP!

#2 Call Dispatch, if you have riders, dispatch will send another a bus.

#3 Notify Director or have dispatch notify the Director. The Director will notify law enforcement and meet them at the location. Law enforcement will decide if there will be a ticket issued or charges filed.

This is how it must happen. No question. Otherwise you will be wrote up and possibly terminated. I don't want anyone terminated because of a minor accident. So please follow the policy.

III. OTHER INFORMATION

A. Driver Qualifications -

1. Hold a valid driver's license, commercial driver's license if required
2. High school graduate or GED
3. Hold certificate in CPR, Defensive Driving, First-Aid and Passenger Assistance Techniques, Bloodborne Pathogens, Human Trafficking, Customer Service, or obtain within 60 days of employment.
4. Maintain a neat and clean appearance at all times.
5. Ability to read and write and follow directions.
6. Be able to use an I-pad efficiently.
7. Knowledgeable in the safe operation of equipment in all conditions.
8. Skillful in maintaining accurate and complete records.
9. Demonstrate a willingness to aid all passengers and dispatcher requests.
10. Maintain a positive attitude toward passengers and agency employees.
11. Take a physical examination if required and complete successfully.

B. Driver Responsibilities

Driver responsibilities include, but are not limited to the following:

1. Driver works under the supervision of the Transit Director or designee.
2. Driver performs and documents a thorough pre-trip and post-trip safety inspection of his/her vehicle and promptly completes and documents the required form for anything found defective. Drivers are required to initial each item listed and sign the appropriate form. The form is then signed and returned to the Transit Coordinator/Dispatcher. If a bus is transferred to a different driver during the day, the new driver needs to complete the same tasks as listed above.
3. Driver safely, courteously and promptly transports passengers from their pick-up point to their destination as noted on the daily trip sheets from automated software (SPARE). Drivers are also required to return passengers to their requested bus stop.
4. Driver operates wheelchair lift for passengers requiring the lift following the instruction sheet listed as Lift Procedures.

5. Drivers do not start the bus until all passengers are seated and wheelchairs are secured properly. The passengers are not allowed to stand while the bus is in motion. The driver will assist passengers during boarding and departing the bus, if needed. The driver will NOT assist with packages, groceries, etc. Walkers, packages, groceries, etc. will be stowed in a safe and secure manner so as not to shift in normal bus operation.
6. Passengers are required to be available for pick up when the bus arrives. Drivers do not leave the vicinity of the bus to assist passengers. The service is deviated fixed route service. Under no circumstances will driver provided assistance to passengers in loading or unloading at the bus stops. Nor will they help secure their bicycles to the front of the bus.
7. The driver will not attempt to carry on conversation with nor allow passengers to distract his/her attention from driving. Questions will be addressed primarily during loading and unloading times.
8. Driver keeps a close watch on all gauges and all vehicle functions during bus operation and promptly notifies the Transit Coordinator or Dispatch of any abnormal readings. Follows their instructions accordingly.
9. The driver shall stop at all railroad crossings, the only exception being those controlled by a traffic light. Emergency flashers shall be activated at least fifty (50) feet before coming to a complete stop fifteen (15) feet from a crossing, look both ways and if clear, proceed. Deactivate flashers. Driver door should be opened to give driver a clearer line of vision.
10. The bus driver will make every attempt to not stop the bus where passengers are required to go through mud puddles, snow banks, cross streets, etc. to board or unload passengers. The vehicle must be in Park position while loading and unloading passengers.
11. Refer all passenger suggestions and complaints to the Transit Coordinator. Drivers must refrain from discussing other passengers or agency business.
12. The driver will operate the vehicle with consideration for pedestrians and other vehicles. The driver must make a sincere effort not to block traffic during loading and unloading. Drivers must at all times be courteous to passengers.
13. The driver will enter additional passenger names and addresses at the designated time on their tablets. Additional stops not listed on the designated route sheet must be verified through the dispatcher prior to making the trip. All additional records that are required will be completely filled out.
14. At the beginning of a shift the driver will complete and document a thorough pre-trip safety inspection, including beginning odometer and ending odometer during post-trip inspections.
15. Each driver is responsible for keeping the inside and outside of the bus clean. All supplies are located in the 532 Carson Ave, Las Animas, CO
16. Driver is required to complete a bi-monthly time sheet. Signatures are required on all time sheets. Approved Leave Request Sheets must be accompanied along with Timesheets.

New Hire Training

Minimum training suggestions for newly hired bus operators are listed below.

- SPARE
- Company overview – transit policies and procedures, driver handbook
- Pre-trip process
- Defensive driving (preventing accidents regardless of conditions or the actions of others)
- Emergency procedures
- Safe boarding and debarking of passengers

- Passenger assistance/safe lift operation and wheelchair/mobility device securement (required)
- Sensitivity and disability awareness
- Customer service
- First aid and CPR
- Bloodborne pathogens
- On the road and route training
- Drug (required) and alcohol (recommended) awareness training
- Assault awareness and prevention
- Responding to accidents and incidents
- Pedestrian awareness
- Other training that should be provided to all employees, not just drivers, such as workplace harassment, diversity awareness, general employee policies and procedures, and human trafficking awareness

Refresher Training

Experienced drivers can also benefit from training. Refresher training should periodically be provided for safety topics, other areas where drivers may need to update their skills, and emerging issues and service needs.

- Every year
- CPR (if applicable in an agency)
- System safety, including evacuation
- New policies and procedures
- New rules and regulations
- Every two years
- Defensive driving
- Passenger assistance/safe lift operation and wheelchair/mobility device securement
- Bloodborne pathogens
- Security awareness
- Every three years
- First aid
- Organization-wide topics including diversity awareness and workplace harassment
- Drug and alcohol policies

Additional training topics to consider for experienced drivers include winter driving safety reminders, problem-solving for customer service challenges, training on new equipment added to the fleet, and basic Spanish phrases for frequent communications with passengers with Limited English Proficiency (LEP).

17. Any other safety classes offered by the agency are required for continued employment.
18. Agency employees are required to have a reliable means of transportation to and from work.
19. Employees are required to have a phone or other reliable means of communication. Drivers are only to check personal phones at designated bus stops and the bus is in park.

20. Dispatcher will text normal communication to I pads for drivers to read at designated bus stops and the bus is in park. If in an emergency Dispatcher will facetime driver's Ipad. Driver will pull over to a safe location and take the call.
21. If Driver runs over an animal, the driver is to notify dispatcher (designated bus stops and the bus is in park) .of the incident and the Dispatcher will notify the correct authority of the damaged animal
22. Employees must attend all staff meetings every Tuesday at 7 a.m. either in person or phone it.

C. Driver Dress Code

- Employees must present a neat appearance at all times
- Close toed shoes
- No short-shorts. Shorts must be clean, hemmed and finger-tip length.
- No skin-tight (spandex) or revealing clothing.
- SETran shirts are provided
- Always remember that you represent SETran

D. Driver Training

Training will be held as listed below. The agency will provide this training at no cost to the employee

Training Process

Each new driver receives training on the above items prior to on-the-street operations. In addition, periodic refresher training is conducted. All driver draining conducted is documented in driver files at SETran office.

New Hire Training

Organizational Issues

- Agency history, mission, values
- Organizational structures
- Personnel policy
- Alcohol/drug overview
- Fares, documentation, paperwork
- Customer Service

Crisis Management

- Emergency procedures/accident handling
- Fire-life safety
- Evacuation procedures

Minimum training for newly hired bus operators are listed below.

- SPARE
- Pre-trip process
- Defensive driving (preventing accidents regardless of conditions or the actions of others)
- Emergency procedures

- Safe boarding and debording of passengers
- Passenger assistance/safe lift operation and wheelchair/mobility device securement (required)
- Sensitivity and disability awareness
- First aid and CPR
- Bloodborne pathogens
- On the road and route training
- Drug (required) and alcohol (recommended) awareness training
- Assault awareness and prevention
- Responding to accidents and incidents
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- Other training that should be provided to all employees, not just drivers, such as workplace harassment, diversity awareness, general employee policies and procedures, and human trafficking awareness

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- Bloodborne pathogens
- Security awareness
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- First aid
- Organization-wide topics including diversity awareness and workplace harassment
- Drug and alcohol policies

Additional training topics to consider for experienced drivers include winter driving safety reminders, problem-solving for customer service challenges, training on new equipment added to the fleet, and basic Spanish phrases for frequent communications with passengers with Limited English Proficiency (LEP).

E. Passenger Rules

Passengers have a responsibility to conduct themselves in a manner which shows consideration for the comfort of other passengers. These procedures have been established for your protection and to ensure the safe operation of the vehicle. Toward that end, the SECED/SETran Transit has adopted the following Passenger Rules:

1. Conduct – Obscene language, loud noises or boisterous conduct is prohibited;
2. Smoking – Smoking/vaping or carrying on any lighted substance on board an agency vehicle is prohibited;
3. Noise – Playing of communication devices, tape recorders or similar devices (other than by means of an earphone) is prohibited;
4. Food – Consumption of food or beverages is prohibited unless in a closed container.
5. Graffiti – Any writing, spraying, scratching or otherwise affixing of graffiti on or in facilities or vehicles is prohibited;
6. Seatbelts – Passengers must remain in their seats
7. Priority seating for Disabled Passengers – Passengers in wheelchairs shall have priority over other persons seated in the wheelchair tie-down locations.
8. No car batteries, propane bottles, or fuel cans. New and empty fuel cans may be taken home from store
9. No unattended children under the age of 12.
10. Limit your carry-on material to what you can carry.
11. The driver has the authority to deny transportation to anyone who may pose a threat to the safety of the SECED/SETran Transit patrons or employees
12. No shoes – No service
13. Be ready for your ride early. Watches and clocks seldom agree and an error of time may result in a missed bus.
14. Unless pre-paid, fares are to be paid to the driver when you board the bus. Drivers carry no change.
15. For your safety, drivers will stop only at designated locations.
16. Please be courteous of other passengers. Rudeness and/or vulgarity are unacceptable and will result in removal from the bus.
17. Service animals are allowed. Other pets are allowed if they are in a pet carrier and do not disturb other riders.
18. No drinking alcohol. Alcohol in factory sealed containers only..

F. Rider Complaint Procedures

- A complaint must be made in writing within 10 working days to SECED/SETran Transit,
- The complaint will be filed with the Transit Coordinator and must clearly indicate what is being grieved and the remedy sought.
- Upon receipt of a complaint as listed above, the Transit Coordinator will interview the passenger, the employee and any witnesses to the incident
- The Transit Coordinator will respond in writing within 3 working days as to what action will be taken.
- If the patron is not satisfied with the results, they may take the next step which is to SECED Supervisor and SECED Board.

G. Emergency Procedures

Traffic Accidents

1. Driver must call 911 immediately then notify dispatch by communication device/phone if possible.
2. The Dispatcher will ask you the following questions:
 - a. How are you involved?
 - b. Is anyone injured?
 - c. What is your location?
 - d. Please stand-by communication device.
 - e. Is insurance information in your vehicle? On clipboard or in vehicle kit.
 - f. Do you have a client aboard? (If yes, the dispatcher will ask if you want someone to pick up your client?)
 - g. Are you able to drive your vehicle?
 - h. Answer only questions posed by police or other authorities. Do not volunteer information.
 - i. Return any copies of police forms to the Transit Director
 - j. Note any eyewitness information, getting names, phone numbers and addresses.
 - k. When cleared by police, return to SETran office with the exchanged insurance information forms. Dispatcher will cover any of your additional pickups.
 - l. Accident report kits are in your vehicle bag.
 - m. Make sure insurance forms are completed after any accident.
 - n. Report any accident – no matter how slight.
 - o. All accidents must be reported and insurance forms completed within 24 hours.

Medical Emergencies

1. Driver should call into 911 immediately by communication if possible.
2. Driver will then notify Dispatcher
3. The Dispatcher will ask the following questions:
 - a. What type of emergency?
 - b. Accident or sudden illness?
 - c. What is your location?
 - d. Is the person conscious or unconscious?
 - e. Is the person breathing?
 - f. What is the person's age?
 - g. What is the person's gender?
 - h. Are there any known medical conditions?
 - i. Has any 1st-aid been administered by the driver or other passengers?
 - j. Do you need EMS?
 - k. Stand-by communication device for instruction.

Extreme Heat

Please adhere as much as possible to the following guidelines:

1. Slow down and try to avoid strenuous activity.
2. Stay in air conditioning as much as possible, either in your vehicle or in a building.
3. Wear lightweight, light-colored clothing, which reflects away heat.

4. Drink plenty of water regularly and often. Drink plenty of fluids even if you do not feel thirsty.
5. Avoid drinks with caffeine since they make the heat's effects on your body worse.
6. Eat small meals and eat more often. Large meals and food high in protein actually increase metabolic heat.

Thunderstorms/Tornados

1. Dispatcher will notify vehicles with communication device of any watches or warnings.
2. Keep your communication device tuned to local news and weather for advisories and information.
3. Keep an eye on the sky. Look for darkening skies, lightning or increased wind. If you can hear thunder, you are close enough to the storm to be struck by lightning.
4. If severe storm happens, find shelter in a building or vehicle. Keep vehicle window closed. A building is much preferred if you can safely get to one.
5. After storm passes, keep tuned to local communication device stations and steer clear of any possible damaged areas.
6. Check in with dispatcher, if possible, for further instructions.

Flash Floods

If it has been raining hard for several hours, or steadily raining for several days, be alert to the possibility of a flood.

- A flood WATCH means a flood is possible.
- A flood WARNING means flooding has already started or will be occurring soon.

Please follow these guidelines for a flood watch or warning:

1. If a flood Watch is issued, you will be notified by the Dispatcher. Listen to local communication device and if told to evacuate a certain area, do so as soon as possible, making every effort to protect yourself and any passengers you may have with you.
2. If a flood Warning is issued, dispatcher will advise you to return to base immediately, if safe to do so.
3. If there is no time to return to base, move to higher ground away from rivers, streams, creeks and storm drains.
4. Do not drive around barricades since they have been placed to keep you out of a hazardous area.
5. If your car stalls in rapidly rising water, abandon it immediately and climb to higher ground, again making every effort to protect yourself and any passengers you may have with you.
6. Do not drive through floodwaters. They may look shallow, but looks can be deceptive. The swift current of even a few inches of water can sweep your car away and turn it over on its side or top, trapping you and any passengers inside.

Dust Storms

Dust storms are common in southeastern Colorado and can sometimes reduce visibility to zero. If you run into a severe dust storm, reduce the speed of your vehicle immediately and drive carefully off the highway or into a parking lot. Turn off your vehicle's lights to ensure other cars do not follow you off the road and hit your vehicles. Call into the dispatcher and let them know you have encountered adverse weather conditions. Wait until the dust storm has passed

before getting back on the roadway. Dust storms carry a lot of flying debris that could be dangerous.

Chemical Emergencies

A major chemical emergency is an accident where hazardous amounts of chemicals are released into the air or water. These can happen underground, on railroad tracks or highways or at manufacturing plants. In the event of a chemical emergency, please follow these guidelines.

1. Listen to the communication device and follow the instructions. If you have a communication device linked to base, the dispatcher will issue instructions.
2. Get as far from the accident as possible and if necessary, find a safe place to take shelter.
3. If an area of the city needs to be evacuated, listen to communication device announcements for evacuation procedures and, if possible, stay in touch with base. Follow the evacuation routes broadcast and do not attempt to take a shortcut as this could put you in the path of danger.
4. If you have passengers, follow the procedures that would keep both yourself and your passengers safe.
5. Keep windows of vehicle closed and turn off all vents, heating and air conditioning systems.
6. Some of the symptoms of chemical poisoning, whether by swallowing, touching, or breathing are: Difficulty breathing; changes in skin color; headache or blurred vision; dizziness; irritated eyes, skin, throat; unusual behavior; clumsiness or lack of coordination; stomach cramps or diarrhea. If you think you have been exposed to a toxic chemical, call the poison control center, EMS, 9-1-1, or dispatch at base, whichever applies to you.
7. If you see or smell something that you think may be dangerous, or find someone who has been overcome with toxic vapors, your first job is to make sure that you and your passengers do not become victims. If you remain in a dangerous area and become ill or unconscious, you cannot help yourself or any others. Report the situation to 9-1-1 or call dispatch on the communication device.

Possible or Confirmed Terrorist Attack

1. Remain calm and be patient. Follow the advice of local emergency officials and listen to your communication device for news and instructions. If possible, get in touch through your vehicle communication device or cell phone with Red Cross.
2. If a disaster occurs near you, check for injuries. Give first aid if possible and get help for seriously injured people. Remember to avoid direct contact with blood and other body fluids. Each vehicle should have a bag with disposable gloves, first aid kit and other items.
3. If time allows, contact your family and let them know where you are.
4. If there is terrorist activity that is an immediate threat, go to a public building and take shelter as quickly as possible. Public schools and hospitals are some of the best places to go.
5. If you have passengers with you, assist them into a shelter.
6. If you are told to evacuate the area or the city, listen to communication device announcements for evacuation procedures and, if possible, stay in touch with base. Follow the evacuation routes broadcast and do not attempt to take a shortcut as this could put you in the path of danger.
7. For large emergencies like these, you may hear a siren or the tone on the communication device that you usually hear as emergency testing. Please keep your communication device tuned to that station for information.

Suspicious Letters or Packages

1. Any bag, container, letter or package in the vehicle that you can't identify as belonging to yourself, or one of your passengers, please exit the vehicle immediately.
2. Stay calm.
3. Call 911.
4. Do not touch, shake or empty the contents.
5. Keep hands away from mouth, nose and eyes.
6. Lock the vehicle and wait until emergency responders arrive.
7. Wash hands well with soap and water as soon as possible.
8. Contact Base as soon as possible.

We certainly hope that none of the above emergency procedures have to be initiated. We know that you will do your utmost to protect yourself and those you are responsible for, whether at home with family, or at work helping us carry out our mission.

Remember, the most important instruction for any emergency is to stay calm.

Bloodborne Pathogens

Bloodborne pathogens are viruses or other infectious agents that are carried by the blood. Two especially dangerous examples are HIV – Human Immune Deficiency Virus, and Hepatitis B virus. Infections from these bloodborne agents can be prevented by avoiding all contact with blood and other bodily fluids.

If you do come into contact with blood or other bodily fluids, report the incident immediately to the Transit Coordinator. Documentation of the circumstances under which your exposure or contact occurs must be done.

The most important safe guard against any possible exposure is to remember. **DO NOT TOUCH BLOOD OR OTHER BODILY FLUIDS.**

- If you have a person on board who starts to bleed, such as a dialysis patient, return the patient immediately to the facility where you picked them up. If you can, in the blood spill kit that is located in your driver's bag hand the person the absorbent paper toweling provided and have THEM hold it firmly over the site.
- If there is blood or other bodily fluids that have gotten in or on your vehicle, again report it immediately to Transit Coordinator and make sure they know that such an occurrence has happened. For staff safety and the safety of others using the vehicle, you **MUST** make sure to tell them **BEFORE** they touch the vehicle that such a spill has occurred.
- Prevention, Protections, Containment, Proper Clean Up and Documentation are absolutely essential to protect the health of you and others. Please be proactive in practicing safety in this area.

H. Drug-Free Workplace

CDOT requires that all 5310 recipients have in place a “Drug-Free Workplace Certification. (Certification “I” in the Application Section of the ADOT 5310 Guidelines and Application)

In addition, the recipient must have:

- Posted notification to Employees of Drug-free Workplace
- Conduct basic employee orientation regarding the use/abuse of drugs and alcohol in/affecting the workplace
- Establish basic policies and procedures regarding what action may be taken should drug or alcohol abuse affect the workplace.

If your agency operates vehicles carrying less than 15 passengers, drivers do not have to have a Commercial Driver’s License and are therefore not subject to the more rigorous FTA mandated Substance Abuse Management and Program Compliance.

If your agency operates vehicles carrying 16 or more passengers, you must comply with both the Drug Free Workplace and FTA Substance Abuse Regulation. An abbreviated checklist for the FTA Substance Abuse Regulation is provided for your information.

**FTA SUBSTANCE ABUSE
PROGRAM IMPLEMENTATION CHECKLIST**

- _____ Do you have a program that is thoroughly familiar with Federal, State and Local regulations and practices in place?
- _____ Does this adequately reflect the structure and needs of your agency?
- _____ Do you have a clear written policy statement and procedures that describe your agency's drug policy and plans for complying with the FTA regulations?
- _____ If your program includes more than what is mandated by the regulations, is this reflected in the written policies?
- _____ Have you made the necessary provisions for recordkeeping and reporting?
- _____ Do they include procedures to protect the individual's right to privacy and the prevention of unauthorized release of test result information?
- _____ Have you selected qualified personnel who will be responsible for implementing and monitoring the program?
- _____ Have they been provided with sufficient training?
- _____ Have you informed your employees in writing of your agency's drug abuse policy and its implementation?
- _____ Have you established a minimum of 60 minutes of EAP training for drivers and supervisors?
- _____ Are these programs ongoing to account for staff turnover and other changes?
- _____ Does your program include testing for the five prohibited classes of substances, marijuana, cocaine, opiates, amphetamines, and PCP?

This operating procedures manual was adopted on this _____ day of _____, 2025 at the SECED Board of Directors meeting.

SECED Chair

Stephanie Gonzales, Executive Director

Appendix A – Code Red

Procedure

If rider shows visible signs of mental or physical difficulties, text Code Red to Dispatcher with name of Rider and state of concern.

Dispatcher will notify local authorities of placement of rider and the concern.

Appendix B

Drivers are responsible for filling out a work order for every found issue on the vehicle during pre/post checks being used. Work order will be placed in basket on Driver's desk.

Dispatcher is responsible for ordering the maintenance to be completed within 24 hours.

Dispatcher will email the driver of what work/time needed to complete repair.



SETran (Southeast Transit)

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PASSENGER CODE OF CONDUCT

THE MISSION OF SECED-SETRAN (HEREAFTER REFERRED TO AS SETRAN) TO PROVIDE DEPENDABLE AND SAFE TRANSPORTATION FOR ALL WHO WISH TO CONNECT WITH REGIONAL RESOURCES AND COMMUNITY ACTIVITIES.

The intent of this code of conduct is to ensure safe and comfortable operation of SETRAN buses and facilities for riders and employees. Riders who violate this code or any other SETRAN policy or reasonable direction by County employees are subject to suspension of service as outlined by the SETRAN Passenger Suspension Policy, which is available from any employee upon request.

1. No vulgar language, abuse, disorderly conduct, illegal activities, or harassment of County employees or other passengers.
2. Priority seating for Disabled Passengers – Passengers in wheelchairs shall have priority over other persons seated in the wheelchair tie-down locations
3. Animals must be properly contained in a pet carrier. Service animals must be on a leash and in control of the passenger. No animals allowed on the seats.
4. No eating and drinking on the bus. Food and beverages allowed in closed containers.
5. Limit your carry-on material to what you can carry.
6. Graffiti – Any writing, spraying, scratching or otherwise affixing of graffiti on or in facilities or vehicles is prohibited
7. No Shoes – No Service
8. No blocking the aisle of the vehicle.
9. Children under 12 must be accompanied by an adult.
7. Riders must maintain safe personal hygiene. Riders will not be allowed on SETRAN buses or SETRAN property if they have: fleas, bedbugs, bodily fluids, urine, blood, or feces on their clothing.
8. Seatbelts are required while the bus is in motion. Riders must remain seated until the bus comes to a complete stop.
9. No open alcohol containers, consumption of alcohol, tobacco usage, smoking, vaping, or use of any other electronic smoking devices on SETRAN buses or SETRAN property.
10. Federal Transportation Regulations prohibit the transportation in any transit vehicle of any flammable/acids (i.e. gasoline, battery acid) or explosive materials, including any type of batteries larger than those for typical household uses. Batteries for mobility devices and oxygen tanks are exempt.

Notices.

- SETRAN buses and facilities are under video and audio surveillance.
- Drivers have the right to refuse service to intoxicated or disruptive riders.
- Be careful entering and exiting SETRAN buses.
- Report suspicious packages or behavior to drivers as soon as possible.
- Have exact change ready for your fares.
- Be ready for your bus early if possible.



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NOTICE OF VIOLATION APPEAL FORM

A person seeking to appeal a Notice of Violation must submit this completed and signed Appeal Form, a copy of the Notice of Violation, and any supporting documentation and evidence to the SECED Executive Director and Mobility Manager/Facilitator within ten (10) business days of issuance of the Notice of Violation. The Appeal must be submitted either by email to seced@seced.net, or hard copy to the SECED Office, 112 West Elm St, Lamar, CO 81052.

First and Last Name: _____ Date of Notice of Violation: _____

Mailing Address: _____

Email Address: _____ Daytime Phone#: _____

Please explain why you believe the Notice of Violation should be considered for appeal. Attach any additional narrative information or evidence as needed:

Signature: _____

Date: _____



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SETRAN PASSENGER SUSPENSION POLICY

In the interest of public safety as well as compliance with Federal, State, and local laws, and The SETRAN Passenger Code of Conduct, a person may not engage in any prohibited activity or conduct on any SETRAN vehicles, facilities, or property.

Violation of any Federal, State, or local laws. or the SETRAN Passenger Code of Conduct may subject a person to penalties up to and including:

- A written Notice of Violation;
- Immediate suspension (temporary or permanent); and/or
- Report of illegal conduct to law enforcement.

SETRAN Passenger Suspension Policy and Procedure

If a rider violates any Federal, State, or local laws, or the SETRAN Passenger Code of Conduct, they may receive a written Notice of Violation, which will notify the person of the violation and the penalty, up to and including permanent suspension. A Notice of Violation may be issued by any SETRAN driver, employee, supervisor, or manager. Each Notice of Violation may be appealed using the Appeal Procedure.

Any rider receiving a Notice of Violation may be required to exit the SETRAN vehicle, facilities, or property immediately, at the sole discretion of the driver, employee, supervisor, or manager who issued the Notice of Violation. If video or audio recordings of the violating conduct exist, SETRAN management will preserve those recordings for at least ten (10) business days.

1. Penalties

The following general criteria will be used to determine the penalty for each Notice of Violation issued to a SETRAN rider. A SETRAN supervisor or manager may increase the penalty of a Notice of Violation if the violating conduct is considered extremely dangerous or harmful. A suspended person WiFi not be entitled to any refund of unused fares, including punch tickets.

a. Non-criminal Violations of SETRAN Passenger Code of Conduct

A person receiving a Notice of Violation for violations of the SETRAN Passenger Code of Conduct within a rolling 24 month is subject to the following general penalties:

- i. First Offense: Written warning.
- ii. Second Offense: Suspension not to exceed 45 days.
- iii. Third Offense: Suspension not to exceed 365 days.
- iv. Fourth Offense: Suspension up to permanent Suspension

b. Criminal Offenses

Any criminal offense occurring on SETRAN vehicles, facilities, or property may be reported to law enforcement.



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A person receiving a Notice of Violation for a non-violent criminal act within a rolling 24 month is subject to the following general penalties:

- i. First Offense: Suspension not to exceed 45 days.
- ii. Second Offense: Suspension not to exceed 365 days.
- iii. Third Offense: Suspension up to permanent suspension.

A person receiving a Notice of Violation for a violent criminal act within a rolling 24 month is subject to the following general penalties:

- i. First Offense: Suspension up to permanent suspension
- ii. Second Offense: Automatic permanent suspension.

If a person refuses to accept their copy of a Notice of Violation, the copy will be held in the SETRAN Dispatch office and the person shall be de facto suspended from riding SETRAN until the person calls (719) 336-3850 to retrieve the Notice of Violation.

c. Violation of Suspension

If a person currently under suspension elects to board a SETRAN vehicle or access SETRAN facilities or property without permission, the person may incur additional penalties, up to and including permanent suspension and/or charges for criminal trespass.

2. Appeal Procedure

a. Right to a Review

Every person issued a Notice of Violation shall be entitled to have their appeal reviewed if they appeal within ten (10) business days. The purpose of the review is to determine whether

the evidence (including witness accounts) supports the issuance of a Notice of Violation, whether there are any mitigating circumstances or aggravating factors relevant to the Notice of Violation, whether the length of any suspension is commensurate with the nature of the violation, whether the penalty shall be sustained, modified, reduced, or waived.

b. Appeal Procedure

A person seeking to appeal a Notice of Violation must submit their request to the Prowers Executive Director within ten (10) business days of issuance of the Notice of Violation. The

Appeal must be submitted either by email to ctyadmin@prowerscounty.net, or written letter to the SECED Office, 112 West Elm Street, Lamar, CO 81052. If the Appeal is received after ten (10) business days from issuance of the Notice of Violation, the original Notice of Violation and corresponding penalty will be final.

An Appeal submission must include the following:



SETran (Southeast Transit)

Advocacy, coordination, education, and information for Transit & Mobility
Serving Baca, Bent, Crowley, Kiowa, Otero, and Prowers counties

-
- i. Completed and signed Appeal Form.
 - ii. Copy of passenger's Notice of Violation.
 - iii. Any supporting documentation and evidence

If the person issued the Notice of Violation is unable to submit an Appeal, their representative (including a parent or guardian of a minor) may submit the appeal on their behalf, along with verification regarding the representative's right to act on their behalf.

Upon receipt of the Appeal, the Executive Director or the Executive Director's Designee, will contact the person within three (3) business days to confirm receipt and request any additional information or evidence needed.

The Executive Director or Designee will review all relevant information and evidence, consider any mitigating circumstances or aggravating factors, and determine - at his or her sole discretion - whether the Notice of Violation or penalty shall be sustained, modified, reduced, or waived.

Within ten (10) business days of receiving all requested information or evidence, the Executive Director or designee shall issue a signed Final Order explaining all findings and decisions on the Notice of Violation and penalty. If a Final Order cannot be issued within ten (10) business days, the Executive Director or Designee shall stay any issued penalties, including suspensions, until the Final Order can be issued. The Final Order shall be in effect the date it is signed and mailed and/or emailed to the contact on the Appeal Form. If the Final Order modifies, increases, reduces, or waives the Notice of

Violation or penalty, the Final Order shall clearly state the new penalty, including the exact start and end date of any suspension.

SECED "SETran Transit" Program Code of Conduct and Suspension Policy reviewed and adopted this _____ day of _____, 2025.

, Board Chair

ATTEST:

Bev Middleton, SECED Staff

Stephanie Gonzales, Executive Director



**Southeast Colorado Enterprise
Development, Inc. (SECED, Inc.)
SE TPR / SETran**



SECED/SETRAN'S POLICY IMPLEMENTING THE FEDERAL TRANSIT ADMINISTRATION REGULATIONS ON DRUG USE AND ALCOHOL MISUSE

OVERVIEW

This policy is designed to enhance productivity and safety and foster excellence by maintaining a safe and productive environment for employees. The SECED/SETran maintains a strong commitment to a drug-free and alcohol-free work environment and has adopted this policy to provide guidance to supervisors and employees in dealing with drug and alcohol misuse. This policy is applicable only to SECED/SETran employees subject to Federal Transit Administration (FTA) regulations on drug use and alcohol misuse (49 CFR, Part 40 as amended and Part 655). The SECED/SETran reserves the right to conduct drug and/or alcohol tests of applicants for employment and current employees in accordance with the provisions of any other state and/or federal law. This policy will be kept current with the latest federal regulatory changes and interpretations.

Provisions set forth under SECED/SETran policy will appear in italics.

The SECED/SETran is dedicated to assuring the fair and equitable application of this substance abuse policy. Supervisors are required to use and apply all aspects of the policy in an unbiased and impartial manner and any supervisor who knowingly disregards the requirements of the policy or who is found to be deliberately misusing the policy in regard to subordinates will be subject to disciplinary action.

To further our commitment to providing a safe, drug-free and alcohol-free environment, the SECED/SETran has adopted the following policies:

- an employee and supervisor education and training program;
- a drug and alcohol testing program for employees and applicants for employment in safety-sensitive positions;
- a program for evaluating employees who violate the drug use and alcohol misuse policy; and
- administrative procedures for record keeping, reporting, releasing information and certifying compliance.

EMPLOYEE CATEGORIES SUBJECT TO TESTING

Under FTA regulations, all employees who perform safety-sensitive functions, and all applicants for and incumbent employees seeking transfer to safety-sensitive positions, will be included in this drug and alcohol testing program. Participation in this drug and alcohol testing program is a condition of employment for each safety-sensitive employee.

The FTA defines the term “safety sensitive” to apply to all employees in a position to perform the following functions: 1) operate revenue service vehicles, whether or not the vehicle is in revenue service; 2) operate non-revenue service vehicles that require drivers to hold a Commercial Drivers License (CDL); 3) control dispatch or movement of service vehicles; 4) maintain revenue service vehicles or equipment used in revenue service; and 5) security personnel carrying firearms.

The SECED/SETran has reviewed the duties performed by all employees to determine safety-sensitive positions. Any new job classifications will be analyzed for safety-sensitive duties.

The following duties and the corresponding position titles are covered under the FTA policy.

Transit Mobility Facilitator	may operate a small or medium sized transit system bus
Bus Driver	operates small or medium sized transit system bus
Clerk/Dispatcher	may operate a small or medium sized transit system bus
Mechanic/ Shop Foreman	maintains transit system bus

The following positions have been determined by the SECED/SETran to meet the FTA definition:

- all bus operators, paid or volunteer
- all bus maintenance personnel

Excluded are:

- contractors performing safety sensitive maintenance duties on Section 18 vehicles.

This list is subject to amendment at any time. Supervisors who perform or who are likely to perform safety-sensitive functions also are considered safety-sensitive employees and will be included in the drug and alcohol testing program applicable to all safety-sensitive employees.

PROHIBITED CONDUCT

- ALCOHOL

Employees who perform safety-sensitive functions must not consume alcohol: 1) during specified on-call hours; 2) while performing a safety-sensitive function; 3) within four hours prior to performing a safety-sensitive function; and 4) for up to eight hours following an accident, or until the employee undergoes a post-accident test, whichever occurs first. An

on-call employee must acknowledge, at the time they are called to duty, that they have used alcohol at the time they are called to report for duty. *The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.*

As referred to in this policy, alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol. FTA regulations currently prohibit a covered employee from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater. An employee found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall still be relieved from duty for at least eight hours or until the start of the employee's next scheduled duty period, whichever is longer, and pursuant to SECED/SETran policy as long as there are at least 24 hours between taking the test and they start work again.

- **CONTROLLED SUBSTANCES**

Employees who perform a safety-sensitive function are strictly prohibited from using or ingesting prohibited drugs at any time, except when the use is pursuant to the instruction of a physician who has advised the employee that the substance does not affect the employee's ability to safely perform his or her job. Manufacturing, distributing, dispensing, possessing or using controlled substances in the work place is prohibited, pursuant to the Drug-Free Workplace Act. *Pursuant to the SECED/SETran policy, any employee who manufactures, distributes, dispenses, processes, sells, attempts to sell, or arranges to sell a controlled substance to any other person while on duty, whether on or off SECED/SETran property, whether on or off duty, shall be subject to discipline up to and including discharge.*

As referred to in this policy, a controlled substance or prohibited drug means marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP). FTA regulations currently prohibit the performance of safety-sensitive functions when a prohibited level of any of five specified drugs is detectable above the Federally established cut off levels in the employee's urine.

DRUG AND ALCOHOL TESTING PROGRAM

Safety-sensitive employees will be subject to testing pursuant to FTA regulations. *Testing of non-safety-sensitive employees, applicants for non-safety-sensitive positions and any testing of safety-sensitive employees over and above the requirements of FTA regulations will be performed pursuant to separate authority of the SECED/SETran.* Any testing procedures utilized by the SECED/SETran will conform to applicable federal and state requirements.

Under the SECED/SETran policy, a refusal to take a test will constitute the equivalent of a positive drug test or an alcohol test of 0.04 or greater. Therefore, refusal by an employee to submit to required testing or failure to pass a drug or alcohol test will lead to disciplinary action up to and including discharge. Any employee who refuses to submit to

a required drug or alcohol test will not be permitted to continue to perform safety-sensitive functions.

The following situations are considered a refusal to test:

- Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation. A physician must provide a written conclusion that the employee's inability to provide a urine or breath specimen has no medical cause.
- Conduct which prevents the completion of a required drug or alcohol test. Failure to cooperate with any part of the testing process.
- Failure to appear at the collection site at all or in a timely manner (excluding pre-employment testing).
- Leaving the scene of an accident without a valid reason before the tests have been conducted (Failure to remain Readily Available following an accident).
- Failure to attempt to provide a urine or breath specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- Failure to allow a directly observed or monitored collection when circumstances mandate it.
- Failure to take a second test the employer or collector has directed the employee to take
- Failure to undergo a medical examination or evaluation as directed by the MRO or DER.
- A verified adulterated or substituted test result is a refusal to test.
- The MRO'S verification of a test that is adulterated or substituted.
- Failure to remain until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- Failure to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- Possessing or wearing a prosthetic or other device used to tamper with the testing process.
- Admitting the adulteration or substitution of a specimen to the collector or MRO.
- Refusal to sign the certification at Step 2 of the ATF.

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

The SECED/SETran will adhere to all required standards of confidentiality. Testing records and results will be released only to those authorized to receive such information.

TESTING FOR CONTROLLED SUBSTANCES

The drugs that will be tested for are:

- Marijuana
- Cocaine
- Opioids (including codeine, morphine, heroin, hydrocodone/hydromorphone, and oxycodone/oxymorphone)

- Phencyclidine (PCP)
- Amphetamine (including methamphetamine, MDMA and MDA)

DOT rule preempts state medicinal use of marijuana initiatives.

Drug testing of safety-sensitive employees authorized by FTA regulations will be considered positive if the amounts of the metabolites present are above the minimum thresholds established in 49 CFR Part 40, as amended.

While drug testing by the SECED/SETran normally will be limited to marijuana, cocaine, amphetamines, opiates and PCP, the SECED/SETran reserves the right, pursuant to its policy and its own authority, to require employees to provide separate specimens for testing for other controlled substances, as permitted by law. The SECED/SETran reserves the right, pursuant to its policy and under its own authority, as permitted by law, to perform drug tests of applicants or non-safety-sensitive employees using the same procedures FTA requires for testing safety-sensitive employees. Non-DOT tests must be performed using non-DOT Chain of Custody forms as well as Non-DOT Alcohol Testing Forms. The SECED/SETran reserves the right to refer an employee for a fit for duty physical examination by a physician when there are concerns about their health as it relates to safety.

TESTING FOR ALCOHOL

Alcohol testing of safety-sensitive employees will be performed pursuant to FTA regulations. This means that USDOT mandated random, reasonable suspicion and follow up alcohol testing can only be conducted just before, during, or just after the performance of safety-sensitive functions. *However, . The SECED/SETran reserves the right, pursuant to its policy and under its own authority, as permitted by law, to perform alcohol tests of non-safety-sensitive employees using the same procedures FTA requires for testing safety-sensitive employees. Alcohol tests performed under SECED/SETran authority will be performed using non-DOT testing forms.*

TESTING PROCEDURES

The SECED/SETran will select an appropriate site for the administration of drug and alcohol tests, which meets the requirements specified by the U. S. Department of Transportation (DOT). In the event of both drug and alcohol tests required, the alcohol test will be completed first.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.

A dilute specimen is a specimen with creatinine and specific gravity values that are lower than expected for human urine. Following a negative dilute the employee will be required

to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO. The second test will be considered the test of record.

Consistent with 49 CFR part 40 collection under direct observation (by a person of the same gender) with no advance notice will occur if:

1. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to the Designated Employer Representative (DER) that there was not an adequate medical explanation for the result; or
2. The MRO reports to the DER that the original positive, adulterated, or substituted test result had to be canceled because the test of the split specimen could not be performed.
3. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
4. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
5. The temperature on the original specimen was out of range;
6. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.
7. All follow-up-tests; or
8. All return-to-duty tests

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). Alcohol screening tests may be performed using a non-evidential testing device which is also approved by NHSTA. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

An employee who has a confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in this policy. An alcohol concentration of less than 0.02 will be considered a negative test.

The SECED/SETran affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.

The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

ROLE OF THE MEDICAL REVIEW OFFICER (MRO)

A specially trained physician serving as MRO will review all drug test results first. The MRO will notify the SECED/SETran directly if an employee's drug test result is negative. If the drug test result is positive, the MRO will contact the employee to discuss the test, to determine if the positive test result is valid and to notify the employee that they have 72 hours to request a test of the split specimen. (See the Section entitled "Retesting at the Employee's Request" for a detailed description of split test procedures.) The SECED/SETran only will be informed that an individual has tested positive or negative. The specific drug(s) involved may be disclosed to the SECED by the MRO. The levels detected will not be disclosed by the MRO to the SECED/SETran.

ROLE OF THE SUBSTANCE ABUSE PROFESSIONAL (SAP)

The SAP's function is to protect the public interest by professionally evaluating the employee and recommending appropriate education/treatment, follow-up tests and after care. The SAP providing services is a licensed physician (Medical Doctor or Doctor of Osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or the ICRC or by the National Board for Certified Counselors, Inc. and Affiliates/Master Addictions Counselor (NBCC)) and has the knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders. The SAP will follow the procedures set forth in 49 CFR Part 40.

All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. For an initial positive drug test a Return-to-Duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return-to-Duty alcohol test is required and a drug test is allowed. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undo concerns for public safety.

Covered employees will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

TYPES OF TESTING

The SECED/SETran will perform the following types of drug and alcohol testing:

1. Pre-Employment Testing (drug only)
2. Reasonable Suspicion Testing;
3. Post-Accident Testing;
4. Random Testing;
5. Return to Duty Testing; and
6. Follow-Up Testing.

1. PRE-EMPLOYMENT TESTING

All applicants for employment in and incumbent employees seeking transfer to safety-sensitive positions will be informed in writing of the federally-mandated testing requirements and will undergo a pre-employment drug test. The SECED/SETran will not hire an applicant for or transfer an employee to a safety-sensitive position unless the result of the applicant's or employee's drug test is negative.

In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool, the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results reported back to the SECED/SETran prior to the conduct of safety-sensitive job functions.

When a covered employee or applicant has previously failed a DOT pre-employment drug test, the employee or applicant must present the SECED/SETran proof of successfully completing a referral, evaluation and treatment plan as described in 49 CFR Part 40 subpart O.

If otherwise qualified, an individual with permanent or long term disabilities that directly render them unable to provide an adequate urine specimen, will be able to perform safety-sensitive duties despite their inability to provide urine during a pre-employment test. The MRO will determine long term inability to provide urine by a medical examination and consultation with the employee's or applicant's physician.

• CONSEQUENCES OF A POSITIVE TEST RESULT

A positive pre-employment drug test shall be considered sufficient grounds to disqualify the applicant or incumbent employee from employment with the SECED/SETran in a safety-sensitive position. Pursuant to SECED/SETran policy, an incumbent employee whose drug test result is positive will be subject to the same consequences as an employee whose random drug test was positive.

The SECED/SETran will not assign an applicant or incumbent employee who has refused to take or had a verified positive pre-employment drug test to a safety-sensitive position. *If an applicant fails a pre-employment drug test, the conditional offer of employment shall*

be rescinded and the applicant will be referred to a SAP. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. *The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.*

If a pre-employment test is canceled, the SECED/SETran will require the applicant to take and pass another pre-employment drug test.

Applicants are required (even if ultimately not hired) to provide the SECED/SETran with signed written releases requesting FTA drug and alcohol records from all previous, DOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. The SECED/SETran is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a DOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a DOT covered employer, the applicant must provide the SECED/SETran proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

2. REASONABLE SUSPICION TESTING

Employees who perform a safety-sensitive function will be required to submit to a drug or alcohol test when the SECED/SETran has a reasonable suspicion that the employee has used a prohibited drug or misused alcohol. Reasonable suspicion is established if a supervisor trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. The determination that reasonable suspicion exists shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee consistent with possible drug use or alcohol misuse.

A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation.

The SECED/SETran will direct an employee to undergo reasonable suspicion testing for alcohol only if such observations are made during, just preceding or just after the period of the day that the employee is required to comply with the employee alcohol use prohibitions. The alcohol test may be administered only just before, just after or during the period the employee is to perform a safety-sensitive function. The supervisor making the decision to test for reasonable suspicion may not act as the Breath Alcohol Technician (BAT) for that test. If a reasonable suspicion test is not performed within two hours after such a determination, the SECED/SETran will prepare and maintain a record stating the reasons the test was not promptly administered. No employee suspected of alcohol misuse, as shown by the behavioral, speech or performance indicators of alcohol misuse, may perform or continue to perform safety-sensitive functions until an alcohol test is administered evidencing a blood alcohol concentration of less than 0.02.

An employee who undergoes reasonable suspicion testing will be removed from service pending the test results. If the test results are negative, the employee will be returned to work and paid for any time lost per SECED/SETran policy.

- **CONSEQUENCES OF POSITIVE TEST RESULT**

If the reasonable suspicion drug or alcohol test result is positive, the employee will be removed from the safety-sensitive position, referred to the SAP and will be subject to discipline up to and including discharge *will result in immediate termination*. The employee shall be subject to the same requirements regarding assessment, rehabilitation, return-to-duty and follow-up testing applied to employees following a positive random test.

3. POST-ACCIDENT TESTING

FATAL ACCIDENTS - A covered employee will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.

NON-FATAL ACCIDENTS - A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:

- a. The accident results in injuries requiring immediate medical treatment away from the scene, and the covered employee may have contributed to the accident.
- b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, and the covered employee may have contributed to the accident

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

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

General Accident Procedures:

The appropriate supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not

conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care

Employees and supervisors should follow the following steps in a post-accident situation:

1. treat injuries first;
2. cooperate with local law enforcement officers;
3. explain to employees the need for testing;
4. conduct tests promptly; and
5. collect accident documentation promptly.

- **CONSEQUENCES OF POSITIVE TEST RESULT**

If the result of a drug or alcohol test is positive, the employee will be removed from the performance of his or her safety-sensitive function, referred to the SAP and will be subject to discipline, *up to and including discharge, as determined by the SECED/SETran. Pursuant to SECED/SETran policy, the first offense will result in immediate termination.* The employee shall, at a minimum, be subject to the same requirements regarding assessment, rehabilitation, return-to-duty and follow-up testing applied to employees following a positive random test.

4. RANDOM TESTING

Safety-sensitive employees will be randomly tested for both drugs and alcohol.

Random testing will be conducted for all employees performing safety-sensitive functions. The minimum annual rate of random selections is established by the FTA and reviewed annually. Random testing will be unannounced and spread reasonably throughout the year and will be conducted on all days and hours during which transit service is in operation. There will be no pattern to when random tests will be conducted. Employees will be selected randomly by a scientifically valid method, such as a random number table or a computer-based random number generator that is mapped to the employee's social security number. The selection process will guarantee that each covered employee will have an equal chance of being tested each time selections are made. Employees shall remain in the pool even after being selected and tested. Therefore, an employee may be selected for a random test more than once during a year.

Employees will be selected anonymously using an identification number having no correlation to actual employee names. The employee must report to the collection site immediately after receiving notification of his or her selection from the random pool. In the event a randomly selected employee is absent from work on the day their test is scheduled, the employee will be tested immediately upon their return to work, as practicable, unless the employee fails to return to work before the next randomly selected testing date.

There is no discretion on the part of management or operations in the selection and notification of individuals for testing.

A safety-sensitive employee will be subject to random testing for alcohol only while the employee is performing safety-sensitive functions or just before or just after performing safety-sensitive functions.

- **CONSEQUENCES OF POSITIVE RESULT**

Pursuant to SECED/SETran policy, any employee who tests positive for drugs or whose alcohol test result is 0.04 or greater will be relieved of all duties.

5. RETURN-TO-DUTY-TESTING – With a new employee application

The purpose of return-to-duty testing is to provide a degree of assurance to the employer that the individual is presently drug and alcohol free and is able to return to work without undue concern of continued drug abuse or alcohol misuse.

An employee who receives a verified positive drug test result, an alcohol test result of 0.04 or greater, or who refuses to submit to any test, may not return to work until the employee is: 1) evaluated by a SAP who determines that the employee has followed any treatment program prescribed by the SAP and 2) passes a return-to-duty test. A return-to-duty test will be performed only after the SAP indicates that the employee has completed or is following any prescribed treatment program. In the return-to-duty evaluation, the SAP also will determine the frequency and duration of follow-up testing after the employee returns to duty. The SAP may recommend that the employee be subject to a return-to-duty test for both drugs and alcohol even if the employee only tested positive for one or the other. To pass the return-to-duty test, the result must be a verified negative drug test result and/or an alcohol test result of less than 0.02.

Any and all follow up testing and/or return-to-duty testing will be performed under direct observation.

- **CONSEQUENCE OF POSITIVE TEST RESULT**

Pursuant to SECED/SETran policy, any positive return-to-duty drug test or alcohol test with a result of 0.02 or higher will be grounds for immediate termination.

6. FOLLOW-UP TESTING

The purpose of follow-up testing is to motivate employees to remain drug and alcohol free after returning to duty following a positive test and to provide the employer with assurances that the person has not resumed drug use or alcohol misuse.

Employees permitted to return to duty are subject to unannounced follow-up testing. The SAP will determine the frequency and duration of the follow-up testing. A minimum of six follow-up tests during the first 12 months after the employee returns to duty will be performed. The testing period shall not exceed 60 months from the employee's return to duty. Follow-up testing is separate from and in addition to the regular random testing program. Accordingly, employees subject to follow-up testing will remain in the standard random pool and will be tested whenever their names come up for random testing, even if this means being tested twice in the same day, week or month.

The SAP may recommend that the employee be subject to follow-up testing for both drugs and alcohol even if the employee only tested positive for one or the other. Therefore, an employee who is subject to follow-up drug tests may be required to take one or more follow-up alcohol tests with a result of less than 0.04. If the employee is subject to follow-up alcohol tests, the employee may be required to take one or more follow-up drug tests with a verified negative result. Follow-up alcohol testing will be conducted only just before, just after or during the period the employee is to perform a safety-sensitive function.

Any and all follow up testing and/or return-to-duty testing will be performed under direct observation

- CONSEQUENCES OF A POSITIVE TEST RESULT

Pursuant to SECED/SETran policy, any positive test result for an employee subject to follow-up testing (including the positive result of a safety-sensitive job transfer, random, reasonable suspicion, post-accident or other test) will be grounds for immediate discharge. The employee will be removed from safety-sensitive duties, advised of treatment programs and referred to SAP for evaluation.

Alcohol and drug tests are not optional. If you refuse to provide a specimen, the consequences will be the same as if you had a positive test and you will not be allowed to perform or continue to perform your duties.

Consistent with 49 CFR part 40 refusal to test is defined as:

The following situations are considered a refusal to test:

- Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation. A physician must provide a written conclusion that the employee's inability to provide a urine or breath specimen has no medical cause.
- Conduct which prevents the completion of a required drug or alcohol test. Failure to cooperate with any part of the testing process.

- Failure to appear at the collection site at all or in a timely manner (excluding pre-employment testing).
- Leaving the scene of an accident without a valid reason before the tests have been conducted (Failure to remain Readily Available following an accident).
- Failure to attempt to provide a urine or breath specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- Failure to allow a directly observed or monitored collection when circumstances mandate it.
- Failure to take a second test the employer or collector has directed the employee to take
- Failure to undergo a medical examination or evaluation as directed by the MRO or DER.
- A verified adulterated or substituted test result is a refusal to test.
- The MRO'S verification of a test that is adulterated or substituted.
- Failure to remain until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- Failure to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- Possessing or wearing a prosthetic or other device used to tamper with the testing process.
- Admitting the adulteration or substitution of a specimen to the collector or MRO.
- Refusal to sign the certification at Step 2 of the ATF.

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

Pursuant to SECED/SETran Policy, any employee who tampers with, falsifies, substitutes, or alters a urine sample, breath test, or who attempts to do so, shall be discharged.

CONSEQUENCES FOR ENGAGING IN DRUG AND ALCOHOL-RELATED CONDUCT

- **CONTROLLED SUBSTANCES**

An employee who tests positive for drugs or refuses to submit to a drug test must be removed from performing safety-sensitive functions immediately. *Pursuant to SECED/SETran policy, a verified positive drug test may subject the employee to discipline, up to and including discharge.* An employee who tests positive for drugs or refuses to submit to a drug test may not perform a safety-sensitive function until the employee has been evaluated by a SAP, completed all recommended treatment and taken a return-to-duty drug test with a verified negative result. *The SECED/SETran retains the right to terminate or otherwise discipline an employee who tests positive for drugs or refuses to submit to a drug test.*

- **ALCOHOL**

An employee who has an alcohol concentration of 0.02 or greater but less than 0.04 may not perform a safety-sensitive function for eight hours or, *pursuant to City policy, until their next regularly scheduled duty time with a minimum of 24 hours between the test and the time the employee goes to work. The employee will be subject to disciplinary action.* The employee will also be advised of treatment programs.

An employee who has an alcohol concentration of 0.04 or greater may not perform a safety-sensitive function until the employee has been evaluated by a SAP, completed all recommended treatment and passed a return-to-duty test with an alcohol concentration of less than 0.02. *Pursuant to SECED/SETran policy, any employee who tests positive for drugs or whose alcohol test result is 0.04 or greater will be relieved of all duties. The SECED/SETran retains the right to terminate an employee who tests positive for alcohol or refuses to submit to an alcohol test.*

An employee who refuses to take an alcohol test, uses alcohol while on duty/on call, or uses alcohol after an accident before an alcohol test has been administered, will be removed from safety-sensitive duties, advised of treatment programs and referred to an SAP for evaluation.

RETESTING AT THE EMPLOYEE'S REQUEST

DOT regulations provide for a split sample procedure that requires a portion of each urine specimen to be retained in a separate, sealed container. An employee whose urine test is positive may request that the split sample be tested at a separate laboratory approved by the U. S. Department of Health and Human Services. DOT regulations require that the employee make such request within 72 hours of learning of a verified positive test. In the event an employee fails to make a timely request, the employee must present information to the MRO documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive result or other circumstances unavoidably prevented the employee from timely contacting the MRO. If the MRO concludes that there is a legitimate explanation for the employee's failure to contact the MRO within 72 hours, the MRO shall initiate a test of the split specimen. The MRO shall request, in writing, the laboratory provide the split specimen to another DHHS certified laboratory for analysis.

If the analysis of the split specimen fails to re-confirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing, untestable or the split is found to be adulterated and the primary is not, the MRO must cancel the test and report cancellation to the DOT, employer and employee.

Pursuant to SECED/SETran policy, if the result of the retest or split sample test is negative, the employee will be reinstated with no loss of seniority and paid for lost back wages.

RECORDS OF RESULTS

Any covered employee is entitled, upon written request, to obtain copies of their drug and alcohol testing records, provide information to dispute the results, and have access to any pertinent records such as equipment calibration records and laboratory certifications.

NOTIFICATION OF CONVICTIONS

Pursuant to the requirements of the Drug-Free Workplace Act, employee must notify the SECED/SETran within five days of any criminal drug statute conviction for a violation occurring in the workplace.

DRUG AND ALCOHOL PROGRAM MANAGER

FTA regulations require that a single contact person be identified to answer questions about this policy.

RECORDS RETENTION

The SECED/SETran will maintain drug and alcohol testing records in a secure location, with limited and controlled access in a separate location from personnel records.

Records of verified positive drug tests, refusals, SAP referrals, annual reports, non-negative alcohol test results and inspection, maintenance and calibration documentation, Chain of Custody Forms and employee disputes will be retained by the SECED/SETran for five years.

Previous employer drug and alcohol test records and good faith documentation records will be retained by the SECED/SETran for a period of 3 years.

Records related to the collection process, employee education and training will be retained by the SECED/SETran for a period of 2 years.

Negative test results will be retained by the SECED/SETran for one year.

All records pertaining to a given urine specimen shall be retained by the drug testing laboratory for a minimum of two years. This two-year period may be extended upon written notification by FTA or by any company for which laboratory services are being provided. The laboratory shall maintain documents for any specimen known to be under legal challenge for an indefinite period.

The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.

EDUCATION AND TRAINING

1. TRAINING FOR EMPLOYEES

The SECED/SETran will display and distribute to employees performing a safety-sensitive function educational materials explaining the requirements of the FTA Drug and Alcohol Testing Regulations and its policies and procedures. Employees and supervisors who perform a safety-sensitive function will also be provided at least 60 minutes of training on the effects and indications of drug use. Employees will be required to sign a form indicating that they have received a copy of the policies and procedures. This form will be kept on file in their personnel files.

2. TRAINING FOR SUPERVISORS

Supervisors in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

This policy was adopted on this _____ day of _____, 2025 at the SECED Board of Directors meeting.

, SECED Chair

Stephanie Gonzales, Executive Director

LOCAL REPORTS

& STAC REPORT SUMMARY

Statewide Transportation Advisory Committee (STAC)

Meeting Summary

Date/Time: Thursday, January 9, 2025; 8:30 a.m. - 10:30 p.m.

State Legislative Update

- The legislative session kicked off yesterday. There were about 130 bills introduced. Of those, CDOT is tracking 5 or 6, especially the Transportation Legislative Review Committee (TLRC) bills.
- CDOT is continuing to track the budget closely, including the two budget balance measures.
- The TC heard a proposal for a 2 cent diesel fee and a registration fee.
- The governor's office is supporting a modal choice bill. In addition there is a vulnerable road user bill, wildlife crossing bill, outdoor advertising, and others. These will be added to weekly reports starting next week.
- There is new bill tracking software that will generate automatic reports.
- The bill to permit the formation of 16 vs. 15 Transportation Planning Regions (TPRs) was introduced. It permits, but doesn't direct, the TC from creating a 16th TPR.

Federal Legislative Update

- The 119th Congress was sworn in on 1/3/25. Colorado has 3 new members of congress and 5 returning members.
- The house is currently making committee assignments, so we don't know yet whether anyone from the Colorado delegation will be on the Transportation and Infrastructure (TNI) committee. There is no Colorado member on the senate commerce committee. The senate commerce committee's first meeting will be next Wednesday

STAC Onboarding/Work Plan Discussion - Marissa Gaughan and Darius Pakbaz

- An overview of the STAC, its member composition, purpose, meeting schedule and roles and responsibility were outlined. The [STAC Bylaws](#) define the roles and responsibilities of the STAC.
- Any changes to STAC Representatives must be submitted in writing to the DTD Director within 30 days, and include the name, title, mailing address, telephone number, and email address of the new member representative.
- A STAC work plan is developed at the beginning of each calendar year. The current work plan is included in this month's STAC packet.
- The [STAC Website](#) contains more information including current meeting materials, and an archive of past meeting documents.

Discussion

- Vice Chair Williams commented that she was surprised to learn that FASTER fees were TABOR limited, even when Enterprise funds are not TABOR limited. Is there a method, such as moving the FASTER fees into an enterprise, to make them not subject to TABOR?

2050 Statewide Plan Update - Marissa Gaughan and Darius Pakbaz

- Marissa Gaughan, CDOT Multimodal Planning Branch Manager, and Darius Pakbaz gave an update on the development of the 2050 Statewide Transportation Plan (SWP). CDOT is about 1/3rd of the way through the planning process that will be followed up with an update to the 10-Year Plan anticipated to finish at the end of 2025.
- Key Planning Documents include Long-Range Regional Transportation Plans, Long-Range Statewide Transportation Plans, and 4-year STIP, and the 10-Year Plans.
- Progress on the Current 10-Year Plan
 - 100% of projects in the first four years 2019-2023 are complete or underway
 - Over 50% of the full 10-year plan is now complete or in progress at the start of the 2025 construction season
 - The department completed 40 projects from its 10-year plan in 2024 and had 56 projects from the plan start this construction season.

- CDOT maintains web pages for many major projects and publishes a monthly dashboard for the 10-year plan, produces quarterly 10-year plan project status updates, an annual 10-year plan report, and annual department accomplishments reports.
- [2050 Long Range Transportation Visualizer](#) is also available for everyone to use to compare data with observations.

Overview of Colorado's Greenhouse Gas Pollution Reduction Planning Standard - Chris Laplante

- Key Legislation:
 - [House Bill 19-1261](#): Climate Action Plan to Reduce Pollution
 - [House Bill 23-016](#): Greenhouse Gas Reduction Measures
 - [Colorado Greenhouse Gas Roadmaps](#): list of near term actions the state will pursue.
 - [Senate Bill 21-260](#): Sustainability of the Transportation System
- Roadmap 1.0: Near Term Actions for Transportation: The goal is the reduction of GHG pollution by 12.7 million metric tons by 2030.
- The GHG Transportation Planning standard was adopted by the TC in 2021. Requires CDOT and Colorado's five metropolitan planning organizations (MPOs) to create transportation plans that improve travel choice. CDOT is responsible for the GHG emissions in all non-MPO areas.
- Emissions are calculated using two inputs: the CDOT Travel Model and the EPA MOVES Model.
- Long Range Planning documents' project lists are used to determine GHG impacts. If the plan meets the standard, it is approved, if not, it goes through additional processes.
- Compliance Determination: GHG Transportation Reports are submitted to the Transportation Commission for their approval.
- Policy Directive 1610, GHG Mitigation Strategies are a key concept within the GHG Rule providing another pathway toward meeting the GHG reduction levels

Discussion

- STAC Members expressed concerns on the economic impacts of the models on their regions and questioned the validity of modeling versus measuring actual emissions.
- STAC Members expressed concerns on how CDOT determines whether an intervention, once completed, actually achieves the result it was built for.
- Communication to elected officials and the public on models can be improved to help build trust around this process.

Rural Planning Assistance (RPA) Program Update - Marissa Gaughan and Darius Pakbaz

- Funds provided by CDOT to assist with rural planning
- TPR Administrator Meeting is scheduled for 2/6/25 at 1pm virtually to provide a refresher and update on the RPA program.
- RPA uses federal State Planning and Research funds to reimburse rural TPRs for administrative activities.
- Contracts are executed July 1- June 30 annually.
- Total funded about for FY 2025 is \$204,000
- RPA funds are distributed based on distance from CDOT HQ and responsibilities of STAC members, with the STAC Chair receiving \$15,000 and STAC Vice Chair receiving \$3,000

Other Business - Gary Beedy

- The next STAC meeting is scheduled for February 6, 2025 (virtual only).
- TPR Administrator Meeting scheduled for February 6, 2025 at 1:00pm.

TRANSPORTATION PLANNING

Southeast (SE) Transportation Planning Region (TPR)

Colorado Department of Transportation (CDOT) Local Agency (LA) Project Updates

January 2025

Project Control Number (PCN)	Description	Scope	Phase	Schedule/Status Update	Grant Funding in Thousands (K) and Millions (M)
24021	Lamar Bus Stops	Construction and installation of 18 regional transit bus shelters and signage at designated locations in the counties of Baca, Bent, Crowley, Kiowa, Otero and Prowers Counties	D	In design. Preliminary location sent to specialty units. Final Office Review (FOR) meeting held 8/1 Requested update 12/5	\$364K
25196	Granada Sidewalk Improvements	Design and construction of sidewalks along both sides of Highway 50. Beginning on the west edge of town at Mimms Street to Hoisington Street, and North Main Street from Walnut Street South along both sides to Amache Road with curbs and Americans with Disabilities Act (ADA) corner curbs.	D	In design. Progress meeting on September 19th with 30% plan set. Designer working with Railroad. 12/14	\$597K
25198	Bent County Sidewalk Improvements	Design and construction of sidewalks Carson / 6th and 5th Streets and Moore Ave. in Las Animas, 1st St., McClave CO	D	Design kickoff meeting held 8/21. In design 12/16	\$313K
25940	South Lamar Sidewalk Improvements	Design and construct a shared use path between Lamar High School and Prowers County Fairgrounds, and Lamar Community College on Main Street including signage, sidewalk and safety improvements.	D	Executed Intergovernmental Agreement (IGA) sent to local 9/13. Awaiting Request for Proposal (RFP) for design. Awaiting RFP for design 12/16	\$2.05M
25956	Pritchett Sidewalk Design	Design and Planning for sidewalks in the Town of Pritchett.	D	Project Created in ZJ08 07/31/2023; Multi-Modal Options (MMO) Funds; draft documents sent to LA; Waiting on draft Official Letter of Agreement (OLA); OLA Executed 06/03/24; working on Design Budget/RFP; Request for Qualifications (RFQ) approved 8/27; Working towards advertisement. Firm selected and working through contracting.	\$100K

Southeast (SE) Transportation Planning Region (TPR)					
Colorado Department of Transportation (CDOT) Project Updates					
January 2025					
Project Control Number (PCN)	Description	Scope	Phase	Schedule/Status Update	Funding Amount in Thousands (K) and Millions (M)
Engineering					
23558	Region 2 (R2) Bridge Bundle Design Build	Multiple structure replacements in Region 2 on US350, CO9, and US24.	Landscape Establishment/Warranty	Project Complete; Currently in Landscape Establishment Period.	\$43M
23592R	US 50 Surface Treatment, Drainage, and Americans with Disabilities Act (ADA) Ramps	Asphalt overlay, drainage feature replacements/improvements, and ADA ramp upgrades on US 50 through Las Animas	Construction	Drainage and ADA ramp work remaining only at Locust. Barrier wall and traffic devices will be removed for winter shutdown period (Jan.-Mar.). Daily lane closures allowed for work during favorable weather. Paving from west end of project to 6th St. beginning Spring '25.	\$8.9M
25974	R2 SE Timber Bridge Retrofit	Add sister beams to freight and non-freight corridor timber bridges in various locations.	Closure	Construction is completed, and project is in the closure process.	\$3.8M
25921	US50B Las Animas Structures L-24-A/L-24-D	Major structure repairs to the bridges over the Arkansas River	Construction	Demolition and removal of west-most bridge is in progress. Both directions of traffic will remain on the east-most bridge during this work.	\$13.3M
25542	CO160 Surface Treatment, Kim to Pritchett	Overlay of CO160 from Mile Posts (MP) 423 to 451	Closure	Construction is completed, and project is in the closure process.	\$14.8M
24703	US350 MP 46.7 - 63.7 (La Junta to Delhi Rural Paving)	Mill and fill with safety improvements	Design	Design in progress. Final Office Review (FOR) in August 2024. Advertisement in October 2025.	\$10.1M
22225	US50B Corridor SE TPR	Passing lane east of Fowler on US50B	Design	Applied for Rural and Infrastructure for Rebuilding America (INFRA) grants. Waiting for results.	\$5.6M
25538	CO71 Ordway Passing Lane MP 17-26	10 Year Plan (10YP) Project: Adding -1 mile passing lane between the Arkansas River and County Road (CR) C	Construction	Concrete Concepts is awarded contractor. Construction Spring-Summer 2025	\$6M
Traffic					
25539	CO71 Ordway Intersection Improvements at County Rd G & CO96	Intersection improvements at both CO71 & CO96 intersections in Ordway.	Design	Design in progress. Final Office Review (Jan 2025) Advertise Feb 2025 to April 2025 Construction Summer 2025 - Fall 2025	\$1M
26304	FY25 Lamar Signal Replace	Replacement of existing traffic signals at US50B & Maple St, US287 & Cedar St (Lamar), US287 & Savage St (Lamar)	Design	Design in progress, Final Office Review in Jan 2025. Advertisement Feb / March 2025 Construction Spring / Summer 2025	\$1.3M

Southeast (SE) Outrider Route Ridership January 2025
Senior Resource Development Agency (SRDA)

Lamar – Colorado Springs

West Bound (WB)	January	February	March	April	May	June	July	August	September	October	November	December	Total WB
Lamar	20	21	15	33	19	18	21	16	18	14	25	0	
Fort Lyon	5	9	8	3	11	5	6	4	3	5	4	0	
Las Animas	24	14	23	24	26	25	28	19	13	14	9	0	
La Junta	27	23	38	35	35	33	33	32	23	16	25	0	
Swink	0	0	1	0	1	0	2	0	0	1	1	0	
Rocky Ford	4	6	12	13	14	12	15	19	13	20	7	0	
Manzanola	1	4	1	0	2	2	1	2	2	0	0	0	
Fowler	12	3	1	7	2	3	4	8	4	4	5	0	
Pueblo Memorial Airport	0	0	0	1	1	1	1	0	0	0	0	0	
Pueblo Transit Center	67	69	88	98	96	99	96	83	70	78	101	0	
Fountain Park and Ride (P&R)	1	4	0	1	0	0	0	1	2	1	1	0	
Colorado Springs	0	0	0	0	0	0	0	0	0	0	0	0	
Total	161	153	187	215	205	198	207	184	148	153	178	0	1989

East Bound (EB)	January	February	March	April	May	June	July	August	September	October	November	December	Total EB
Colorado Springs	55	56	56	47	63	62	70	66	62	75	71	0	
Fountain Park and Ride (P&R)	8	8	4	8	4	5	0	5	5	2	5	0	
Pueblo Transit Center	39	55	42	45	60	64	50	59	57	32	56	0	
Pueblo Memorial Airport	1	0	3	4	1	2	4	1	1	0	1	0	
Fowler	10	4	2	5	4	2	1	2	0	2	0	0	
Manzanola	1	1	0	0	0	0	0	0	0	0	0	0	
Rocky Ford	9	14	17	15	8	12	9	16	7	10	5	0	
Swink	0	0	0	0	0	0	0	0	0	0	0	0	
La Junta	12	6	20	18	9	4	16	9	6	7	15	0	
Las Animas	2	2	0	3	4	4	4	3	3	3	5	0	
Fort Lyon	8	1	1	0	0	0	2	0	0	0	0	0	
Lamar	0	0	0	0	0	0	0	0	0	0	0	0	
Total	145	147	145	145	153	155	156	161	141	131	158	0	1637