COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone (626) 458-5100
http://dpw.lacounty.gov

MARK PESTRELLA, Director

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

**ADOPTED**

IN REPLY PLEASE
REFER TO FILE

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES
41 May 2, 2023

CELIA ZAVALA
EXECUTIVE OFFICER

May 02, 2023

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**SERVICES CONTRACT**
**TRANSPORTATION CORE SERVICE AREA**
**EL SOL SHUTTLE SERVICES IN THE**
**UNINCORPORATED COUNTY COMMUNITY OF EAST LOS ANGELES**
**(SUPERVISORIAL DISTRICT 1)**
**(3 VOTES)**

## SUBJECT

Public Works is seeking Board approval to award a services contract to Southland Transit, Inc., to provide the El Sol shuttle services in the unincorporated County community of East Los Angeles.

## IT IS RECOMMENDED THAT THE BOARD:

1. Find that the contract work is statutorily exempt from the provisions of the California Environmental Quality Act for the reasons stated in this Board letter and in the record of the project.

2. Find that these services can be more economically performed by an independent contractor than by County employees.

3. Award and direct the Chair to execute the contract with Southland Transit, Inc., for El Sol shuttle services. The contract is for a period of 1 year with four 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential contract term of 66 months and a maximum potential contract sum of $19,582,020.

4. Delegate authority to the Director of Public Works or his designee to renew this contract for each additional renewal option and extension period if, in the opinion of the Director of Public Works or his

designee, Southland Transit, Inc., has successfully performed during the previous contract period, and the services are still required; to approve and execute amendments to incorporate necessary changes within the scope of work; and to suspend work if, it is in the best interest of the County to do so.

5. Delegate authority to the Director of Public Works or his designee to annually increase the contract amount up to an additional 10 percent of the annual contract sum, which is included in the maximum potential contract sum for unforeseen additional work within the scope of the contract, if required.

## PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended action will award a contract to Southland Transit, Inc., for El Sol shuttle services in the unincorporated County community of East Los Angeles. These services will provide residents in the community with transportation to health care facilities, shopping centers, recreation, senior centers, and other destinations within the defined service area at a low-cost fare of $0.25 and is free for seniors, persons with disabilities, children under age 5, and Metro pass holders, as shown in Enclosure A.

The contract also includes the cost for major vehicle repairs; graphics; and automated transit vehicle system devices, including vehicle locators and video camera equipment for County-provided service vehicles in accordance with the contract.

The current contract has been extended for a maximum of 6 months with a final expiration date of June 30, 2023; however, it will expire upon award and execution of this contract. The award of this contract will continue the current services by the recommended contractor, which is the current contractor providing these services.

### Implementation of Strategic Plan Goals

These recommendations support the County Strategic Plan: Strategy II.2, Support the Wellness of Our Communities, Objective II.2.2, Expand Access to Recreational and Cultural Opportunities, and Objective II.2.4, Promote Active and Healthy Lifestyles, by contracting with the contractor that has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner.

## FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

The contract amounts below are based on Public Works' estimated annual utilization of the contractor's service at the prices quoted by the contractor. The terms and sums for each term and the maximum contract period if all optional renewal periods are exercised are as follows:

The sum for the initial term is $3,088,758.
The sum for the first option term is $3,149,627.
The sum for the second option term is $3,199,434.
The sum for the third option term is $3,268,567.

The sum for the fourth and final option term is $3,363,633.
The sum for the month-to-month option to extend up to 6 months is $1,731,817.

The maximum potential contract sum is $19,582,020 with a maximum contract period of 66 months. The total maximum potential contract amount includes major vehicle repair; graphics; and automated transit vehicle system devices, including vehicle locators, Transit Assistance Program card validators, video camera equipment, and automated passenger counters to County-provided service vehicles in accordance with the contract; and 10 percent of the annual contract sum for unforeseen additional work within the scope of the contract.

Funding for these services is included in the First Supervisorial District's Proposition A Local Return Transit Operations Fund (CP6 - Services and Supplies) Fiscal Year 2022-23 Budget. Funds to finance the contract's option years and 10 percent additional funding for contingencies will be requested through the annual budget process.

## FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended contractor, Southland Transit, Inc., is located in El Monte, California. This contract will commence upon the Board's approval for a period of 1 year. With the Board's delegated authority, Public Works may renew the contract for four 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential total contract term of 66 months.

County Counsel has approved the recommended contract, which has been executed by Southland Transit, Inc. (Enclosure B). The recommended contract was solicited on an open competitive basis and is in accordance with applicable Federal, State, and County requirements.

A standard services contract has been used that contains terms and conditions in compliance with the Board's ordinances, policies, and programs. Enclosure C reflects the proposer's utilization participation and Community Business Enterprise program information. Data regarding the proposer's minority participation is on file with Public Works. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

This work is being contracted in accordance with procedures authorized under County Charter, Section 44.7, Part 3, and Chapter 2.121 (Contracting with Private Business) of the Los Angeles County Code. The mandatory requirements for contracting set forth in the Los Angeles County Code, Section 2.121.380, have been met.

Southland Transit, Inc., has agreed to pay its employees the current Living Wage Rate approved by the Board on December 1, 2015, and to comply with the County's Living Wage reporting requirements. The County's Proposition A and Living Wage Ordinance provisions apply to this proposed contract, as County employees can perform these contracted services. The contract complies with all of the requirements of the County Code, Section 2.201.

Using methodology approved by the Auditor-Controller, the Proposition A cost analysis indicates that the recommended contracted services can be performed more economically by the private sector. The Auditor-Controller has reviewed these calculations and concurs.

This Proposition A contract does not allow cost-of-living adjustments for the optional renewal periods.

## ENVIRONMENTAL DOCUMENTATION

These services are statutorily exempt from the provisions of the California Environmental Quality Act, pursuant to Section 21080(b)(10) of the Public Resources Code. This exemption provides for the implementation of passenger or commuter transit services.

## CONTRACTING PROCESS

A notice of the Request for Statement of Qualifications (RFSQ) was released in 2016, and 2019, and it is currently open continuous. RFSQ was placed on the County's "Doing Business with Los Angeles County" website (Enclosure D), Public Works' "Do Business with Public Works" website, Twitter, and advertisement was placed in the Los Angeles Times. Also, Public Works informed 1,198 Local Small Business Enterprises; and 106 independent contractors, various business development centers, and municipalities about this business opportunity.

A total of ten Statement of Qualifications (SOQs) were received in response to the RFSQ. The SOQs were first reviewed to ensure they met the mandatory requirements outlined in the RFSQ. Ten SOQs were then evaluated by an evaluation committee consisting of Public Works staff, utilizing the informed averaging methodology for applicable criteria. The committee's evaluation was based on criteria described in the RFSQ, including experience, work plan, financial resources, performance history/references, and demonstrated controls over labor/payroll recordkeeping. Based on this evaluation, one of the ten SOQs did not receive a score equal to or above the evaluation's minimum passing score and was ineligible to be placed on the Qualified Contractors List. The remaining nine Statements of Qualifications received a passing score and were placed on the Qualified Contractors List.

On July 11, 2022, Public Works issued an Invitation for Bids soliciting bids from the apparent responsive and responsible vendors on the Qualified Contractors List. On August 8, 2022, one bid was received. The bid was evaluated based on the price category. Based on this evaluation, it is recommended that a contract be awarded to the apparent responsive and responsible contractor, Southland Transit, Inc., located in El Monte, California. Public Works believes the contractor's price to be reasonable for the work requested.

Public Works has accessed available resources to review and assess the proposed contractor's past performance, history of Labor Law violations, and prior performance on County contract.

## IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this contract will continue the services without disruption to the public and will not result in the displacement of any County employees as these services are presently contracted with the private sector.

**CONCLUSION**

Please return one adopted copy of this Board letter along with the Contractor Execute and Department Conform originals of the contract to the Public Works, Business Relations and Contracts Division.

Respectfully submitted,

MARK PESTRELLA, PE

Director

MP:JQ:ep

Enclosures

c: Chief Executive Office (Chia-Ann Yen)
County Counsel
Executive Office
Internal Services Department, Contracts Division

**ENCLOSURE**

May 2, 2023

**SERVICES CONTRACT**
**TRANSPORTATION CORE SERVICE AREA**
**EL SOL SHUTTLE SERVICES IN THE**
**UNINCORPORATED COUNTY COMMUNITY OF EAST LOS ANGELES**
**(SUPERVISORIAL DISTRICTS 1)**
**(3 VOTES)**

This Board letter has large enclosures.
Click on link to access:

05.02.2023 - El Sol (FTP Large Enc) (Rev)

**Fare/Tarifa: 25 cents**

**Free:** Seniors
(60 years and older)
Persons with disabilities
Children under 5
Metro Pass Holders

**Gratis:** Personas
de edad avanzada
(60 años o más)
Personas incapacitadas
Niños menores de 5 años
Portadores de pases Metro



The shuttles are air-conditioned and wheelchair accessible.

Los microbuses tienen aire acondicionado y son accesibles para silla de ruedas.

(Schedule effective 07-01-2019)

## LA GoBus.com

El Sol connects with the following transit services:

El Sol conecta con las siguientes líneas de autobús y tren:

**Information/Información**

**Alhambra Community Transit**
(626) 289-1220

**City of Commerce Municipal Bus**
(323) 887-4419

**LADOT DASH/Community Connection**
(213, 310, 818) 808-2273

| | |
|---|---|
| **Metro** | **(323) 466-3876 or 511** |
| **Metrolink** | **(800) 371-5465** |
| **Montebello Transit** | **(323) 558-1625** |
| **Monterey Park Spirit** | **(626) 307-7842** |

Transportation to the Edmund D. Edelman Children's Court and Sheriff's Headquarters is provided free through the Children's Court Shuttle at the Cal State LA Busway/Metrolink Station.

Transportación hacia Edmund D. Edelman Children's Court y Sheriff's Headquarters es proveída gratis por el Children's Court Shuttle en la Estación Cal State LA Busway/Metrolink.

**OPERATING HOURS/**
**HORAS DE OPERACION**

6 AM – 9 PM Monday to Thursday
(lunes a jueves)
6 AM – 11 PM Friday (viernes)
9 AM – 11 PM Saturday (sábados)
9 AM – 5 PM Sunday (domingos)

The following holidays will follow the Sunday schedule:
Los siguientes dias de fiesta seguiran el horario de los domingos:

**NEW YEAR'S DAY**
**MEMORIAL DAY**
**INDEPENDENCE DAY**
**LABOR DAY**
**THANKSGIVING DAY**
**CHRISTMAS DAY**

For information in an alternate format or for more information, please call
Si usted necesita información en format alternativo o información adicional llame al
**(626) 458-3965 or visit**
**WWW.LAGOBUS.COM**

For the hearing impaired, please call
Para las personas con dificultad auditiva, por favor llamar al
**711**

For bus service information, please call
Para mas informacion sobre el servicio de Microbus, llame al
**(626) 246-3798**

This service is financed through funds provided by the County of Los Angeles.
Este servicio es financiado por el Condado de Los Angeles.

# El Sol

## El Sol East LA Shuttle

## Microbús El Sol

**Welcome Aboard**
*Bienvenidos a Bordo*

ENCLOSURE A

# El Sol Shuttle Service

ENCLOSURE A

**Monday - Thursday** *(lunes a jueves)* 6 am to 9 pm • **Friday** *(viernes)* 6 am to 11 pm
**Saturday** *(sábados)* 9 am to 11 pm • **Sunday** *(domingos)* 9 am to 5 pm

**Hourly Service from Transfer Point at 3rd and La Verne**
***Servicio cada hora desde el punto de transferencia en la esquina de 3rd & La Verne***

**Route A departs on the hour** • *Ruta A sale cada hora en punto*
**Route B departs on the half hour** • *Ruta B sale a la media hora*

**WHITTIER BOULEVARD/SAYBROOK PARK**

| Route A | Shuttle Stops Cross Street | Route B |
|---|---|---|
| :00 | 3RD & LA VERNE | :15 |
| :06 | 6TH & HILLVIEW | :07 |
| :17 | WESTSIDE & OLYMPIC | :56 |
| :26 | WHITTIER & ATLANTIC | :47 |
| :42 | 3RD & FORD | :34 |
| :45 | 3RD & LA VERNE | :30 |

**UNION PACIFIC/SALAZAR PARK**

| Route A | Shuttle Stops Cross Street | Route B |
|---|---|---|
| :00 | 3RD & LA VERNE | :23 |
| :04 | 6TH & CLELA | :18 |
| :13 | EASTERN & OLYMPIC | :04 |
| :23 | INDIANA & OLYMPIC | :56 |
| :35 | INDIANA & GLEASON | :44 |
| :46 | 3RD & LA VERNE | :30 |

**CITY TERRACE/ELAC**

| Route A | Shuttle Stops Cross Street | Route B |
|---|---|---|
| :00 | 3RD & LA VERNE | :17 |
| :16 | ROWAN & DOZIER | :07 |
| :31 | CSULA BUSWAY/METROLINK STATION | :53 |
| :40 | FLORAL & EASTERN | :45 |
| :46 | CESAR CHAVEZ & SCHOOLSIDE | :38 |
| :50 | 3RD & LA VERNE | :30 |

# Agreement

BY AND BETWEEN

LOS ANGELES COUNTY
PUBLIC WORKS

AND

SOUTHLAND TRANSIT, INC.

FOR

EL SOL SHUTTLE SERVICE (BRC0000355)

79435

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AGREEMENT FOR

EL SOL SHUTTLE SERVICE (BRC0000355)

THIS AGREEMENT, made and entered into this 2nd day of May, 2023, by and between the COUNTY OF LOS ANGELES, a subdivision of the State of California, a body corporate and politic (hereinafter referred to as COUNTY) and SOUTHLAND TRANSIT, INC., a California Corperation, located at 3650 Rockwell Avenue, El Monte, CA 91731, (hereinafter referred to as CONTRACTOR). COUNTY and CONTRACTOR are each a Party and collectively referred to as the Parties.

WITNESSETH

FIRST: The CONTRACTOR, for the consideration hereinafter set forth and the acceptance by the Board of Supervisors (Board) of said COUNTY of the CONTRACTOR'S Proposal filed with the COUNTY on August 8, 2022, hereby agrees to provide services as described in this Contract for El Sol Shuttle Service.

79435

SECOND: This AGREEMENT, together with Exhibit A.1, Scope of Work; Exhibit A.2, Intentionally Omitted; Exhibit A.3, Schedule of Prices; Exhibit A.4 Staffing Plan and Cost Methodology; Exhibit B, Service Contract General Requirements; Exhibit C, Internal Revenue Service Notice 1015; Exhibit D, Safely Surrendered Baby Law Posters; Exhibit E, Defaulted Property Tax Reduction Program; Exhibit F.1A, Performance Requirements Summary; Exhibit G.1, Service Map, Schedule, and Fare; Exhibit H.1, County-Provided Services Vehicle Specifications; Exhibit I.1, Contractor-Provided Service Vehicle Requirements; Exhibit J.1, Service Vehicle Appearance/Cleanliness Checklist; Exhibit K.1, Driver's Daily Vehicle Report; Exhibit L.1, DPW Report of Vehicle Collison or Incident Form; Exhibit M.1, Preventive Maintenance; Exhibit N.1, Intentionally Omitted; Exhibit O.1, Controlled Substance and Alcohol Testing Program; Exhibit P.1, Transit Security Plan; Exhibit Q.1, NTD MR-20 Monthly Ridership Form; Exhibit R.1, Intentionally Omitted; and Exhibit S.1, Bid Submission Instructions, including its exhibits and addenda; the CONTRACTOR'S Statement of Qualifications and Bid Submission, all attached hereto; the Request for Statement of Qualifications; Addenda to the Request of Statement of Qualifications, and the Invitation for Bids, all of which are incorporated herein by reference, are agreed by the COUNTY and the CONTRACTOR to constitute the Contract.

THIRD: The COUNTY agrees, in consideration of satisfactory performance of the foregoing services in strict accordance with the Contract specifications to the satisfaction of the Director, to pay the CONTRACTOR pursuant to the Schedule of Prices set forth in the Proposal and attached hereto as Forms PW-2.1 through PW-2.6, an amount not to exceed the maximum potential contract sum of $17,801,836 for the entire contract period or such greater amount as the Board may approve (Maximum Contract Sum). The sum for the initial term is $3,088,758; the sum for the first optional term is $3,149,627; the sum for the second optional term is $3,199,434; the sum for the third optional term is $3,268,567; the sum for the fourth and last optional term is $3,363,633; and a month-to-month extension up to 6 months at the PW-2.5 rates for $288,637.

FOURTH: This Contract's initial term shall be for a period of 1 year commencing upon the Board approval. The COUNTY shall have the sole option to renew this Contract

term for up to four additional one-year period and six month-to-month extension, for a maximum total Contract term of 5 years and 6 months. Each such option shall be exercised at the sole discretion of the COUNTY. The COUNTY, acting through the Director, may give a written notice of intent to renew this Contract at least 10 days prior to the end of each term. At the sole discretion of the COUNTY, in lieu of renewing the Contract for the full 1 year, this Contract may be renewed on a month-to-month basis, upon written notice to the CONTRACTOR at least 10 days prior to the end of a term. The Director will provide a written notice of nonrenewal at least 10 days before the last day of any term, in which case this Contract shall expire as of midnight on the last day of that term. Where all option years have been exercised, the Director will not provide a written notice of nonrenewal.

FIFTH: The CONTRACTOR shall bill monthly in arrears, for the work performed during the preceding month. Work performed shall be billed at the hourly rates quoted in Form PW-2.1 – PW-2.6, Schedule of Prices.

SIXTH: Public Works will make payment to the CONTRACTOR within 30 days of receipt and approval of a properly completed and undisputed invoice. However, should the CONTRACTOR be certified by the COUNTY as a Local Small Business Enterprise, payment will be made in accordance with Board of Supervisors Policy No. 3.035, Small Business Liaison and Prompt Payment Program. Each invoice shall be in triplicate (original and two copies) and shall itemize the work completed. The invoices shall be submitted to:

Los Angeles County Public Works
Attention Fiscal Division, Accounts Payable
P.O. Box 7508
Alhambra, CA 91802-7508

SEVENTH: In no event shall the aggregate total amount of compensation paid to the CONTRACTOR exceed the amount of compensation authorized by the Board. Such aggregate total amount is the Maximum Contract Sum.

EIGHTH: The CONTRACTOR understands and agrees that only the designated Public Works Contract Manager is authorized to request or order work under this Contract. The CONTRACTOR acknowledges that the designated Contract Manager is not authorized to request or order any work that would result in the CONTRACTOR earning an aggregate compensation in excess of this Contract's Maximum Contract Sum.

NINTH: The CONTRACTOR shall not perform or accept work requests from the Contract Manager or any other person that will cause the Maximum Contract Sum of this Contract to be exceeded. The CONTRACTOR shall monitor the balance of this Contract's Maximum Contract Sum. When the total of the CONTRACTOR'S paid invoices, invoices pending payment, invoices yet to be submitted, and ordered services reaches 75 percent of the Maximum Contract Sum, the CONTRACTOR shall immediately notify the Contract Manager in writing. The CONTRACTOR shall send written notification to the Contract Manager when this Contract is within 6 months from expiration of the term as provided for hereinabove.

TENTH: No cost-of-living adjustment shall be granted for the optional renewal periods.

ELEVENTH: In the event that terms and conditions, which may be listed in the CONTRACTOR'S Proposal, conflict with the COUNTY'S specifications, requirements, and terms and conditions as reflected in this AGREEMENT including, but not limited to, Exhibits A through S, inclusive, the COUNTY'S provisions shall control and be binding.

TWELFTH: In the event that there are discrepancies in the work requirements between the Scope of Work from the RFSQ document and this IFB's Scope of Work resulting from the RFSQ (2016-SQPA001), per the sole discretion of the Contract Manager, the higher requirements shall prevail and be binding.

THIRTEENTH: The CONTRACTOR agrees in strict accordance with the Contract specifications and conditions to meet the COUNTY'S requirements.

FOURTEENTH: This Contract constitutes the entire agreement between the COUNTY and the CONTRACTOR with respect to the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings. This CONTRACT may be signed by the Parties hereto in separate counterparts, including both counterparts that are executed on paper and counterparts that are in the form of electronic signatures. Electronic signatures include facsimile or e-mail electronic signatures. Each executed counterpart shall be deemed an original. All counterparts, taken together, constitute the executed Agreement.

The Parties hereby acknowledge and agree that electronic records and electronic signatures, as well as facsimile signatures, used in connection with the execution of this Agreement and electronic signatures, facsimile signatures or signatures transmitted by electronic mail in so-called pdf format shall be legal and binding and shall have the same full force and effect as if a paper original of this Agreement had been delivered and had been signed using a handwritten signature. Contractor and County (i) agree that an electronic signature, whether digital or encrypted, of a Party to this Agreement is intended to authenticate this writing and to have the same force and effect as a manual signature, (ii) intend to be bound by the signatures (whether original, faxed or electronic) on any document sent or delivered by facsimile, or electronic mail, or other electronic means, (iii) are aware that the other Party will rely on such signatures, and (iv) hereby waive any defenses to the enforcement of the terms of this Agreement based on the foregoing forms of signature. If this Agreement has been executed by electronic signature, all Parties executing this document are expressly consenting under the United States Federal Electronic Signatures in Global and National Commerce Act of 2000 (E-SIGN) and California Uniform Electronic Transactions Act (UETA)(Cal. Civ. Code § 1633.1, et seq.), that a signature by fax, e-mail or other electronic means shall constitute an Electronic Signature to an Electronic Record under both E-SIGN and UETA with respect to this specific transaction.

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IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the Chair of said Board and the seal of said Board to be affixed and attested by the Clerk thereof, and the CONTRACTOR has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

COUNTY OF LOS ANGELES

By _____
Chair, Board of Supervisors

79435

ATTEST:

CELIA ZAVALA
Executive Officer of the
Board of Supervisors of the
County of Los Angeles

By _____
Deputy

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

CELIA ZAVALA
Executive Officer
Clerk of the Board of Supervisors

By _____
Deputy

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By _____
Deputy

Carole Suzuki
Type/Print Name

**ADOPTED**
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES
41 May 2, 2023

CELIA ZAVALA
EXECUTIVE OFFICER

SOUTHLAND TRANSIT, INC.

By _____
Its President

Timmy Mardirossian
Type/Print Name

By _____
Its Secretary

SEDIK MARDIROSSIAN
Type/Print Name

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**CALIFORNIA ACKNOWLEDGMENT** **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Los Angeles }

On January 16, 2023 *Date* before me, Michelle Lobo, Notary *Here Insert Name and Title of the Officer*,

personally appeared Sedik Mardrossian, Timmy Mardirossian *Name(s) of Signer(s)*,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

MICHELLE C. LOBO
Notary Public - California
Los Angeles County
Commission # 2408618
My Comm. Expires Jun 21, 2026

*Place Notary Seal and/or Stamp Above*

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ *Signature of Notary Public*

**OPTIONAL**

*Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.*

**Description of Attached Document**

Title or Type of Document: Shuttle Service Contract (BRC0000355)

Document Date: 1/20/2023 Number of Pages: 4

Signer(s) Other Than Named Above: N/A

**Capacity(ies) Claimed by Signer(s)**

| | |
|---|---|
| Signer's Name: Sedik Mardrossian | Signer's Name: |
| ☐ Corporate Officer – Title(s): | ☐ Corporate Officer – Title(s): |
| ☐ Partner – ☐ Limited ☐ General | ☐ Partner – ☐ Limited ☐ General |
| ☐ Individual ☐ Attorney in Fact | ☐ Individual ☐ Attorney in Fact |
| ☐ Trustee ☐ Guardian or Conservator | ☐ Trustee ☐ Guardian or Conservator |
| ☐ Other: | ☐ Other: |
| Signer is Representing: | Signer is Representing: |

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# EXHIBIT A.1

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# INTENTIONALLY OMITTED

# SCOPE OF WORK

# EL SOL SHUTTLE SERVICE

A. Public Works Contract Manager

Public Works' Contract Manager will be Ms. Vanessa Rachal of Transportation Planning and Programs Division, who may be contacted at (626) 458-5960, or vrachal@pw.lacounty.gov, Monday through Thursday, 7 a.m. to 5 p.m. The Contract Manager, or her designee, is the only person authorized by Public Works to request work of the Contractor. From time to time, Public Works may change Contract Manager. The Contractor will be notified in writing when there is a change in Contract Managers.

B. Work Location

The El Sol Shuttle will provide service to residents in the unincorporated County area of East Los Angeles and provide access to the following key points of interest:

- Major Shopping Centers
- Senior Centers
- Youth and Community Centers
- Public Parks and Recreational Areas
- Schools
- Public Libraries
- Civic Centers
- CSULA and ELA College
- Hospitals and Medical Providers
- Transfer Points to Regional Transit Services

See Exhibit G.1, (Service Map, Schedule, and Fare) for shuttle routes

C. Request of Work from Contractor

The County reserves the right to determine if any work is or will be needed and/or requested under this Contract at the County's sole and absolute discretion. The Contractor waives all claims against the County for damages or loss of any nature resulting from the County's failure to use the Contractor's services including, but not limited to, lost profit.

D. Contract Cost

All services required in this Exhibit A.1 (Supplemental), Scope of Work, shall be included in the price quoted by the Contractor in Forms PW-2.1-2.6, Schedule of

Prices, unless stated otherwise in the Contract. The term Form PW-2 herein refers collectively to all of the Forms PW-2.1-2.6, unless otherwise specified.

E. Work Description

This work to be accomplished under these specifications shall be the continuation of community shuttle services operating in the unincorporated County area of East Los Angeles, hereinafter referred to as the "Service".

The Contractor shall operate the Service subject to the provisions and requirements of this Exhibit A.1 (Supplemental), Scope of Work. The Contractor shall perform the following, but not limited to, executive and administrative management; employment and supervision of all personnel including supervisors, vehicle operators, dispatchers, mechanics, and other maintenance personnel; operation of training and safety programs; maintenance and repair of vehicles and equipment; processing of warranty claims for County's vehicles; assistance for public relations and promotions; and preparation of reports and analysis of financial and other matters; clerical, statistical, and bookkeeping services. The Contractor shall provide all vehicle operators, facilities, equipment, parts, and supplies required in the operation of Service, unless specifically identified to be contributed by County.

Please note, should an inconsistency be determined between the Scope of Work and the Exhibit F.1A (Performance Requirements Summary), the higher service level in the judgment of Public Works shall prevail.

F. Routes, Frequency, Hours and Days of Service

1. Service

Service routes, frequency, and days of operation shall be as specified in Exhibit G.1 (Service Map, Schedule, and Fare).

Service shall operate on the Sunday schedule for the following six major holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Should one of these holidays fall on a Sunday, Service shall operate on a normal schedule on Monday.

2. Service Modification

The County has established Service routes and schedules as described in Exhibit G.1 (Service Map, Schedule, and Fare). If the Contract Manager determines that the Service may be improved by revisions to scheduling, vehicle assignment, fleet size, or areas serviced, the Contract Manager and Contractor shall plan and institute such changes jointly within the terms of this Contract.

Service routes and location(s) may be added or removed during the Contract period. Upon request by the Contract Manager, the Contractor shall provide a written quotation for any additional location(s), based on the rates quoted in the appropriate PW-2, Schedule of Prices, form (between PW-2.1 through PW-2.6). The Contractor shall be paid per Service Vehicle Revenue Hours for additional locations according to the rates quoted in form PW-2. Upon Contract Manager's negotiation and acceptance of the Contractor's written quotation, and subject to approval of the Director or designee, the additional location(s) may be added to the Contract by amendment or change order.

The total revenue hours may be either increased or decreased by up to 25 percent without renegotiation of the Hourly Rate(s) provided by the Contractor on form PW-2, Schedule of Prices over the term of this Contract.

The Contract Manager will provide any proposed modification to the Contractor at least 30 calendar days prior to implementation of any Service revision unless a shorter time period is mutually agreed to by both parties.

3. Special Service Operation

The Contractor may be asked by the Contract Manager to provide service in support of special events or community programs. The Contractor shall provide this service pursuant to the terms, conditions, and requirements of this Contract.

G. Equipment

1. Transit Vehicles

a. County-Provided Service Vehicles

Service shall be provided by the Contractor using County-Provided Service Vehicles. County will lease to Contractor nine or more transit vehicles as described in Exhibit H.1, County-Provided Service Vehicles Specifications, hereinafter referred to as "County Service Vehicles". The County Service Vehicles may be leased to the Contractor at the rate of $1 per month. Upon receiving County Service Vehicles, Contractor shall be responsible for the operation and maintenance of the vehicles, and for all costs for insurance, servicing, and storage.

b. Contractor-Provided Service Vehicles

Contractor shall provide a sufficient number of vehicles required to run the service that meet or exceed the required specifications described in Exhibit I.1, Contractor-Provided Service Vehicle Requirements, hereinafter referred to as "Contractor Service Vehicles."

In the event of a County Service Vehicle(s) breakdown or the vehicle(s) is removed from Service, Contractor shall provide a replacement vehicle(s) to continue the operation of Service during all periods in which the County Service Vehicle(s) is not available for Service.

c. Support Vehicles

Contractor shall provide all other vehicles necessary for both adequate supervisory and maintenance support. These vehicles shall be in good operating condition and appearance.

d. Supplemental Service Vehicles

The Contract Manager may direct the Contractor to provide and operate additional Contractor Service Vehicle(s) or County Service Vehicle(s), for Service in the event demand for Service exceeds the capacity provided by the current Service Vehicles and/or in the event County Service Vehicles are no longer operable. County shall approve the vehicles prior to being placed into Service.

2. General Terms for Transit Vehicles

Contractor shall acknowledge receipt, condition, and working order of County Service Vehicles and equipment. This acknowledgement applies to County Service Vehicles and equipment received at start of Service as well as those subsequently added to the fleet.

Contractor shall maintain all vehicles, related accessories, equipment, and facilities required per this Contract in good order and in a condition satisfactory to Contract Manager. Upon request by Contract Manager, reports regarding vehicles' condition, operation status, complaints, or other relevant information pertaining to Service shall be forwarded to Contract Manager. Contractor shall not seek additional compensation for any costs incurred to meet the requirements in this paragraph.

Contractor shall provide a sufficient number of spare Service Vehicle(s) equipped with air conditioning and wheelchair lift/ramp equipment in the event any assigned Service vehicle breaks down. The spare Service Vehicle(s) should meet or exceed the Service vehicle specification in

Exhibit I.1, Contractor-Provided Service Vehicle Requirements. The cost of the spare Service Vehicle(s) shall be included in Contractor's actual overall Service operating costs as provided in form PW-2, Schedule of Prices. Contractor's equipment and facilities shall meet all requirements of applicable Federal, State, and local ordinances and laws including, but not limited to, the Americans with Disabilities Act (ADA). In its sole discretion, the County may provide the Contractor with a spare Service Vehicle(s).

Contractor shall be prohibited from the sale, assignment, or sublease of County Service Vehicles or equipment. Contractor shall also be prohibited from using County Service Vehicles or equipment for any purpose other than providing Service as specified in this Contract. At contract termination, Contractor shall return and deliver County Service Vehicles, equipment, and all other peripheral equipment to County (date, time, and address to be specified by Contract Manager) with no deferred maintenance or damages with the exception of reasonable wear and tear.

Contract Manager may inspect County Service Vehicles, equipment, and all other peripheral equipment prior to Contract termination to assess condition of County Service Vehicles and equipment. Contractor shall be responsible to perform all the work necessary to correct any deficiencies noted. Contract Manager, at his/her own discretion, may withhold up to the final 2 months of Service payment until Contractor completes repair or deducts the cost of correcting the deficiencies from payment due to Contractor, if Contractor fails to perform the necessary work to correct the deficiencies within the time specified by Contract Manager.

The Contractor shall, at its sole expense, repair or replace any County Service Vehicle and/or equipment, which may be damaged or lost by reason of collision, fire, negligence, abuse, vandalism, or other like cause. If the equipment is to be replaced by the Contractor, it shall be with a County-approved exact duplicate or as stipulated by the County. In lieu of replacement Service Vehicle(s) or replacement equipment, the County may accept, at the Director's sole option, insurance funds plus the Contractor's deductible or the County's Net Book Value of the Service Vehicle or equipment, whichever is greater. The Contractor shall pay the County the final sale price of the Service Vehicle for any total loss occurring within the first 90 days of the vehicle being placed into service.

The County's Net Book Value of a Service Vehicle shall be based upon the straight-line depreciation over the years of useful life, as determined by the County, with a 10 percent salvage value. The beginning date of the depreciation to be used is the first date the new Service Vehicle is placed into service. The final sale price (excluding taxes, license fees, and documentation fees) of the new Service Vehicle is to be used as the basis for depreciation.

All payments shall be within 90 calendar days of date of loss (DOL). Liquidated Damages may be assessed each month for claims unresolved after 120 calendar days.

3. Communication Equipment

The Contractor, in the performance of this Contract, shall comply with all laws and regulations, including any and all contained within the California Vehicle Code (VC). Contractor shall ensure that all vehicle operators providing service under this Contract are familiar and comply with VC, Section 23123, (Hang-Up-and-Drive Law).

a. Service Vehicle Communication Equipment

Contractor shall provide two-way radio communication equipment, or mobile phones (not operating in a walkie-talk-mode), or some other type of voice communications equipment that is able to communicate in real time with the vehicle operator for all vehicles utilized in Service. The communication equipment used shall provide complete coverage throughout the service area for all vehicles utilized in Service.

Contractor shall provide the necessary communication equipment for a base station and a sufficient number of "repeater stations" to permit uninterrupted communication between the dispatch center and vehicles while in Service.

Contractor shall be responsible for proper maintenance of said equipment on all vehicles and shall comply with all applicable Federal statutes and regulations in connection with such use. Contractor shall be responsible for licensing of radio communication equipment. Citizen's Band communication equipment is not acceptable.

b. Internet Access, E-Mail

Contractor shall maintain Internet access and valid e-mail addresses throughout the duration of this Contract. Contractor shall provide unique e-mail addresses for the Project Manager and the Maintenance Manager. Contractor shall provide County with these e-mail addresses as some communication, including the monthly reports, may be done through e-mail for convenience and timeliness.

c. Business Contact Telephone Number

Contractor shall provide County with a business contact telephone number that shall be answered by a live person during the hours of Service operation. The person answering the telephone shall be able to put Contract Manager, or his/her designee, in contact with key management personnel in case of an emergency.

d. 24-Hour Emergency Contact

Contractor shall maintain a 24-hour emergency contact pager, cell phone, or management telephone tree. The Project Manager or other responsible manager must be able to return a call to Contract Manager within 1 hour after being requested, including during non-business hours. This manager must be able to address all operational issues in case of an emergency.

e. Vehicle Video Surveillance System

In an effort to enhance both passenger safety and the protection of the bus operator, County may install a video surveillance system on County-owned Service Vehicles. Some of the elements, which may be included as a part of this video surveillance system along with any required supporting hardware and software is as follows:

1. Video recording cameras and associated equipment mounted to both the interior and exterior of each Service Vehicle(s) to record real-time video images.

2. A Digital Video Recorder (DVR) able to capture the recorded video and store its contents both internally within the DVR's memory and on an external memory storage device (i.e. SD memory card, flash drive, etc.).

3. The equipment to support a mobile phone service transmitter to remotely view real-time video while, the County-owned Service Vehicle is operating in revenue service. This real-time video may be accessible through the use of an internet web site.

   Contractor shall download on a periodic basis all data retrieved by the Digital Video Recorder and have it shorted by date, week, and month. This recorded video is to be safely and securely stored for covenant retrieval for a minimum period of 30 days (1 month) and for a maximum period of no more than 90 days (3 months).

Contractor shall provide access to inspect and view the stored video at the request of the Contract Manager. In addition, Contractor shall

also be responsible for the maintenance of the Video Surveillance System including any warranty claims and needed repairs to ensure its proper operation during all hours of revenue service.

Contractor is also responsible for insuring that the use of a video surveillance system does not violate any employee work rules/policies or any collective bargaining agreements between the Contractor and its employees, and shall hold the County harmless from any claim by its employees against the County arising out of the installation and or use of these devices.

f. Automated Vehicle Locator (Global Positioning Satellite) Devices

County may install Automated Vehicle Locator (AVL) devices on the County Service Vehicles. The AVL devices are permanently installed and contain Global Positioning Satellite (GPS) functionality along with remote diagnostic information.

County may request permission from Contractor to install Automated Vehicle Locator (AVL) devices on Contractor-owned vehicles that are assigned as the primary Service Vehicles. These devices will be removed from the Contractor-owned vehicles at the end of the contract.

These units will report back to the County and Contractor any engine or emission malfunction. These devices can also provide real time data about location, vehicle speed, excessive idling, etc. Once installed, the AVL device does not require any service/maintenance. Therefore, the AVL device is not to be handled or adjusted in any way by the Contractor. If the County installs these AVL devices on the County Service Vehicles, it will be the Contractor's responsibility to ensure that the devices are not disconnected, damaged, or removed. If the device is damaged, lost, or stolen, the Contractor shall be responsible for the cost to replace and install the lost or damaged unit. The device shall be replaced within 2 weeks of the date of loss/damage unless otherwise approved by the County due to unforeseen circumstances. The device shall be provided and installed by a County-approved vendor.

Contractor is responsible for ensuring that installation of these AVL devices does not violate any collective bargaining agreements between Contractor and its employees, and shall hold the County harmless from any claim by its employees against the County arising out of the installation or use of these devices.

H. Storage and Maintenance Facilities

1. The County will not provide storage facilities for the Contractor.

2. Contractor shall provide appropriate fixed-vehicle storage and maintenance facilities for the garaging, servicing, and cleaning of Service Vehicles and equipment. Contractor shall not use outside vendors or subcontractors for these services, unless otherwise approved by the Contract Manager. Facilities shall include:

    a. An enclosed workspace sufficient to allow maintenance personnel to Service Vehicles and be protected from the weather.

    b. A concrete shop floor capable of withstanding the maximum weight of County Service Vehicles.

    c. A security-fenced, paved, and lighted area for overnight vehicle parking with adequate spaces for County Service Vehicles.

    d. A compressed air supply.

    e. Tire-changing equipment.

    f. Battery maintenance equipment and spare batteries.

    g. Vehicle lubrication equipment.

    h. All tools and equipment necessary to perform required preventive maintenance.

    i. All tools and equipment necessary to service vehicles, perform component adjustments, and make mechanical repairs.

    j. Equipment necessary to wash and clean vehicles in accordance with this Contract.

    k. Adequate secured storage area for tools, equipment, and parts.

    l. A lighted maintenance pit or an appropriate State of California Occupational Safety and Health Administration (Cal/OSHA) or American National Standard Institute (ANSI) approved hydraulic lift capable of fully lifting the heaviest of County Service Vehicles six feet above the floor for maintenance purposes.

    m. Fueling facility with the ability to provide Liquefied Petroleum Gas (LPG) and Compressed Natural Gas (CNG). It is acceptable for

Contractor to obtain alternative fuels such as LPG and CNG at an off-site location.

I. Service Vehicle and Equipment Maintenance

1. Service Vehicle Condition

All vehicles, vehicle equipment, and any other equipment necessary to provide Service shall be maintained by Contractor to acceptable appearance standards and in good repair and condition satisfactory to Contract Manager and in accordance with manufacturers' recommended maintenance procedures as well as with applicable Federal and State regulations. Contractor shall maintain a "Satisfactory" California Highway Patrol (CHP) terminal inspection rating throughout the life of this Contract.

If Contractor receives a rating below "Satisfactory" including "Conditional" or "Unsatisfactory" from the CHP, Contractor shall so notify Contract Manager immediately and outline steps that shall be taken to correct each deficiency. Failure of the Contractor to take the necessary actions to improve their Terminal inspection rating to a "Conditional" or higher rating within 6 months of receiving an "unsatisfactory" rating will be grounds for termination of the proposed contract. In addition, failure of the Contractor to take the necessary actions to improve their Terminal inspection rating to a "Satisfactory" rating within 6 months of receiving a "Conditional" rating will be grounds for termination of the proposed contract. Contractor shall not seek additional compensation of any costs incurred to meet the requirements in this paragraph.

2. Warranty Work (County-Provided Service Vehicles Only)

Contract Manager will provide Contractor with the written manufacturer's warranty, if any, for County Service Vehicles. Contractor shall become County's designated warranty agent for County Vehicle(s). Contractor shall be responsible for ensuring that the vehicle manufacturers and all component manufacturers perform or reimburse Contractor for all work and parts that are covered under warranty. Contractor shall diligently follow the preventive maintenance program so any warranty coverage of County Service Vehicles is not lessened or invalidated. Contractor shall not seek additional compensation for any costs incurred to meet the requirements in this paragraph.

3. Service Vehicle Appearance/Cleaning/Fumes

Contractor shall be responsible for maintaining the appearance of all vehicles as described in Exhibit J.1, Service Vehicle Appearance/Cleanliness Checklist. Contractor shall maintain an up-to-date

record of all washings and major cleanings, which shall be made available to Contract Manager upon request. Contract Manager may remove a Service Vehicle from Service for unacceptable appearance.

a. Service Vehicle Interior

The interior of all vehicles shall be kept free of litter and debris to the maximum practicable extent throughout the operating day. Vehicles shall be swept, wet mopped, and dusted daily. Water washing down or "hosing out" of vehicle interiors shall not be allowed. A minimal amount of soap/cleaning solution and/or water shall be utilized. Interior panels, windows, and upholstery shall be cleaned of marks as necessary. The interior of all vehicles shall be thoroughly washed at least once per week including all windows, seats, floor, stanchions, and grab rails. All foreign matter, such as gum, grease, dirt, and graffiti, shall be removed from all interior surfaces during the daily interior cleaning process. Any damage to seat upholstery shall be repaired in a professional manner. Upon discovery of the damaged seat upholstery, vehicle shall be immediately removed from revenue Service. Damaged seat upholstery shall be repaired or replaced before vehicle is allowed back into revenue Service.

Contractor shall replace seat covers and/or seat boards, which are worn or damaged and cannot be professionally repaired, using materials, which are identical in specifications and color as those materials being repaired. Ceilings and walls shall be thoroughly cleaned as often as necessary to maintain a clean appearance and maximize visibility. Contractor shall ensure that the interiors of vehicles are kept free of rodents, insects, vermin, and pests at all times while in operation and shall take such steps as are necessary, at Contractor's expense, to exterminate pests in the event that they occur in the vehicles.

b. Service Vehicle Exterior

Exteriors of all vehicles shall be washed every other day during dry conditions and every day during rainy conditions to maintain a clean, inviting appearance. Exterior washing shall include vehicle body, all windows, and wheels. All rubber or vinyl exterior components, such as tires, bumper fascia, fender skirts, and door edge guards shall be cleaned and treated with a preservative as necessary to maintain an attractive appearance. Contractor shall be responsible for maintaining and repair/replacement of the artwork on the exterior of the vehicle.

c. Fumes

The interior passenger compartments of vehicles shall be free of fumes from the engine, engine compartment, and exhaust system of vehicles.

d. Graffiti

The County has a zero tolerance for graffiti. Any Service Vehicle that is vandalized with graffiti shall be removed from revenue Service. The vehicle cannot be returned to Service until the graffiti has been completely removed by the Contractor.

4. Daily Pre-trip and Post-Trip Vehicle Inspection and Servicing

Each vehicle shall receive a daily pre- and post-trip inspection by the Service Vehicle operator prior to being placed in Service and after the vehicle is taken out of service. Daily pre- and post-trip inspections shall include physical operation of the wheelchair lift or ramp to ensure ADA compliance. Daily pre- and post-trip inspections shall be supplemented by regular weekly maintenance inspections to ensure safe and proper operating condition of vehicles. Prior to next pullout, Contractor shall repair or replace any vehicle that has defects and/or possesses a safety or operational problem detected during inspection. Each vehicle operator making an inspection shall be required to fill out an inspection report form and turn it in to the maintenance supervisor. A record of all such inspections shall be kept by Contractor and submitted to County upon request.

Contractor shall perform daily vehicle servicing on all vehicles used in Service. Daily servicing shall include, but not be limited to, fueling, engine oil, coolant, water, and transmission fluid check/add; brake check; light and flasher check; interior sweeping and dusting; exterior and interior visual inspection; and checking of all vehicle performance defects reported by drivers to identify potential safety and reliability items requiring immediate attention. Contractor shall document the daily vehicle servicing on the daily pre- and post-trip vehicle inspection report in written checklist format.

5. Wheelchair Lifts and Ramps

Contractor shall inspect, maintain, and repair wheelchair lifts and ramps to assure safe and proper operation and to ensure ADA compliance. Wheelchair lifts and ramps shall be fully operational whenever a vehicle is used in Service. It is unlawful to assign vehicles to revenue Service with defective lift/ramp equipment on concurrent days without repairs having been made.

6. Destination Signs

Destination signs shall, at all times, be correctly set for the Service being provided. When a vehicle is deadheading to/from a yard location or any other non revenue travel sign(s) shall indicate that the vehicle is "Not-In-Service."

7. Maintenance Program

a. General Scope

Contractor, at its sole cost and expense, shall provide all fuel, lubricants, repairs, cleaning, parts, supplies, labor, maintenance, major components, and component rebuilding and replacement along with the necessary service facilities to provide the maintenance required for the operation of all equipment pursuant to this Contract. Contractor shall be fully responsible for the maintenance of all vehicles, radios, passenger counters, fare card readers, destination signs, and all equipment to be used to perform this Contract in strict conformity to CHP regulations and orders. Contractor's duty and responsibility to maintain all vehicles and equipment cannot be delegated to any other person, firm, or corporation without prior written approval of Contract Manager.

b. Parts/Fluids Specifications and Requirements

All parts, materials, tires, lubricants, fluids, oils, and procedures used by Contractor on all vehicles and equipment shall meet or exceed original equipment manufacturer specifications and requirements.

c. Service Vehicle Damage

Contractor shall, at its expense, replace or repair immediately any damage resulting from an accident or otherwise, which would impair the proper and safe mechanical operation of the vehicle. All other vehicle damage resulting from any accident, or otherwise, shall be repaired within 2 weeks or as otherwise required by Contract Manager, law, or regulation. If Contractor cannot complete the work within the time specified, Contractor shall notify Contract Manager in writing of the reason for the delay and the estimated completion date. Contract Manager, at his/her sole discretion, may extend the deadline. Contractor shall log and keep an accurate and up-to-date record of all vehicle repairs.

d. Preventive Maintenance

Routine preventive maintenance and servicing is required on all vehicles used for Service as recommended by the Original Equipment Manufacturer (OEM) or as set forth by Contract Manager (See Exhibit M.1, Preventative Maintenance). Contract Manager will allow a window of plus or minus 500 miles for scheduled preventive maintenance as recommended by vehicle manufacturer's maintenance specifications. This window of plus or minus 500 miles cannot be added to successive maintenance intervals. For instance, if the vehicle manufacturer recommends maintenance at a 3,000 mile interval, then Contractor would be allowed to perform the preventive maintenance at 3,000 miles plus or minus 500 miles, 6,000 miles plus or minus 500 miles, etc.

All scheduled and preventive maintenance shall be completed in a timely manner, and Contractor shall keep all Work Order cards and a Preventive Maintenance Inspection (PMI) Record on each vehicle indicating the date each inspection took place, a description of all work done to the vehicle, the parts and supplies used, employee I.D., and signatures of the mechanics who performed the work and the maintenance supervisor who inspected the work. PMI reports shall be submitted along with monthly service invoice.

Adherence to preventive maintenance schedules shall not be regarded as reasonable cause for deferred maintenance in specific instances where Contractor's employees observe that maintenance is needed in advance of the schedule. Contractor shall not defer maintenance for reasons of shortage of maintenance staff, parts, equipment, or operable vehicles nor shall Service be interrupted due to lack of prior written consent to perform maintenance.

e. Brake Inspection/Adjustment

Brake inspections and adjustments on all Service Vehicles shall be performed at intervals that ensure the safe and efficient operation of the braking system. Detailed brake inspections on air brake systems shall occur every 30 calendar days or more frequently in accordance with the number of miles the vehicle was in operation since the prior inspection. In addition, visual inspections of the brake systems shall occur weekly and be recorded as part of the maintenance records.

f. Heating, Ventilation, and Air Conditioning

The Heating, Ventilation, and Air Conditioning (HVAC) systems shall be maintained and used to ensure that the passenger compartment temperature is comfortably maintained under all climatic conditions

at all times while vehicles are in Service. Contractor shall maintain the HVAC systems in an operable condition at all times.

g. Spare Parts Inventory

Contractor shall establish and maintain an ongoing spare parts inventory sufficient to maintain Service Vehicles in operating condition at all times. When based on prior experience certain parts often appear to be placed on "back-order," the Contractor shall maintain a higher level of these parts in their inventory.

h. Service Vehicle Towing

In the event that towing of any Service Vehicle is required due to mechanical failure, damage, or any other reason, Contractor shall be responsible to provide such towing at Contractor's sole expense.

Contractor shall ensure that the requirements and procedures for towing vehicles are followed and that proper towing methods and equipment are used. Towing may be subcontracted; however, it is Contractor's responsibility to directly supervise their subcontractor.

8. In-Service Vehicle Breakdown

In the event of an In-Service Vehicle breakdown, the maximum response time for an ADA-compliant, substitute vehicle to be made available shall be 30 minutes.

The Contract Manager reserves the right to establish additional criteria regarding reliability of response in the event of vehicle breakdowns.

9. Service Vehicle Maintenance Record Keeping

Contractor shall maintain an up-to-date maintenance file for each Service Vehicle containing, at a minimum, the following information:

a. Make

b. Model

c. Serial Number/County Fleet Number

d. License Number

e. Date Received

f. Unit Repairs (mechanical)

g. Monthly Preventive Maintenance Inspection (PMI) Reports

h. Weekly Vehicle Inspection Reports

I. Daily Pre- and Post-trip Vehicle Inspection Reports

j. Work Orders

k. Warranty Work

l. Major Mechanical Repair/Unit Replacement

m. Body/Interior Repairs (cosmetic)

Contractor shall make available and submit the entire file to Contract Manager, the CHP, and/or other regulatory agency upon a request to do so at any time.

10. Applicable Vehicle Codes and Regulations

All vehicles utilized in Service shall be maintained in a safe condition for operation on public streets and freeways and meet all the requirements in the California Vehicle Code. All vehicle parts and all equipment mounted on or in vehicles shall conform to the California Vehicle Safety Standards and the California Administrative Code, Title 13.

Contractor shall pay particular attention to the CHP Motor Carrier Safety Regulations. Each vehicle is required to be inspected annually by Contract Manager and/or by CHP. Contract Manager shall be immediately notified of inspections performed by a governmental agency other than County. The results of inspections shall be provided to Contract Manager within 24 hours, and any applicable signed certification shall be displayed or carried on the vehicles. Contractor shall expeditiously correct any deficiencies on any CHP vehicle inspection report and advise Contract Manager upon doing so.

J. Rates and Compensation

1. Rates – County-Provided Service Vehicles

County will pay Contractor on a monthly basis an amount equal to the sum of 1) the number of Vehicle Service hours provided with County Service Vehicles times the rate provided in Form PW-2, Schedule of Prices, hereinafter referred to as "County Vehicle Rate"; less 2) all amounts

collected from Fare-box Revenue; less 3) any liquidated damages pursuant to this Exhibit, Section AA, Liquidated Damages, and less any deduction from Exhibit F.1A, Performance Requirements Summary.

Vehicle Service hours are defined as the actual hours of revenue Service starting from the point of first pickup to the last drop-off based on hours determined by County needed to provide Service described in Exhibit G.1, Service Map, Schedule, and Fare.

Unless otherwise provided herein, the County Vehicle Rate shall cover all costs of Service provided by Contractor pursuant to this Exhibit.

2. Rates – Contractor-Provided Service Vehicles

County will pay Contractor on a monthly basis an amount equal to the sum of 1) the number of vehicle Service hours provided with Contractor Vehicles times the rate provided in Form PW-2, hereinafter referred to as "Contractor Vehicle Rate"; less 2) all amounts collected from Fare-box Revenue; less 3) any liquidated damages pursuant to this Exhibit, Section AA, Liquidated Damages and any deduction from Exhibit F.1A, Performance Requirements Summary.

Vehicle Service hours are defined as the actual hours of revenue Service starting from the point of first pickup to the last drop-off based on hours, determined by County, needed to provide Service described in Exhibit G.1, Service Map, Schedule, and Fare.

Unless otherwise provided herein, Contractor Vehicle Rate shall cover all costs of Service provided by Contractor pursuant to this Exhibit.

3. Fares and Revenue

a. Fare

The cash fare shall be 25 cents per trip. However, the following patrons shall be able to board free of charge:

- Seniors (60 years and older)
- Persons with disabilities or displaying a disabled identification card
- Children under the age of five

This service shall also accept the Metro 30-day passes and regional EZ passes. The County may, at any time, change the type of media fare accepted by the Service.

b. Fare Changes

County will notify the Contractor of any changes to the fares at least five business days before implementation of the revisions to allow for appropriate training of Contractor's personnel. Contractor shall perform such training.

c. Revenue

Contractor shall establish and maintain fare collection and security policies and procedures, subject to approval by the County. The Contractor shall keep an accurate accounting of all revenue received as the Contractor shall be held responsible for any lost, stolen, or uncollected revenue. All revenue generated by Service from the Fare-box and sale of fare media shall be retained by Contractor and deducted on a monthly basis from the amount due to Contractor. The monthly revenue amount shall be reported in the monthly invoice to County and will be subject to County audit.

d. Financial Audit Settlement

If at any time during the term of the agreement, or at any time within 3 years after the expiration or termination of the agreement, authorized representatives of County, or of any other agency funding this agreement, may conduct an audit of the Contractor regarding the services provided to the County per terms of the agreement, and if such audit finds the County's dollar liability for such services is less than the payments made by the County to the Contractor, then the Contractor agrees that the difference shall be either: (1) repaid forthwith by the Contractor to the County, or (2) at County's option, credited against any future payments hereunder due to the Contractor. If such audit finds that the County's dollar liability for services provided hereunder is more than payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payments, provided that, in no event, shall the County's maximum obligation for the Service, as set forth in the agreement, be exceeded.

K. Pass-Through Costs

County recognizes that there are items not covered under this Contract for which Contractor is not compensated under the aforementioned rate. County will allow Contractor to pass-through the amounts necessary to cover the following specific items only if Contract Manager has authorized the work in writing prior to Contractor's initiation of work for the item. Claims for payment of pass-through

costs shall include all supporting documentation of costs, approvals, and copies of vendor invoices.

1. Engines/Transmissions/Differential Units (County Service Vehicles Only)

County recognizes that during the term of this Contract, engines, transmissions, and/or differential units of County Service Vehicles, that are no longer under warranty, may have to be rebuilt or replaced. If the Contractor determines that an engine, transmission, and/or differential unit requires rebuilding or replacement, the Contractor shall notify the Contract Manager immediately after making such determination and, subsequently, in writing, detailing the reason for such a determination. After inspection by the Contract Manager, the Contract Manager may direct the Contractor in writing to proceed with work. If the Contractor's maintenance personnel perform the work, only the cost of the parts, as approved by the Contract Manager, will be reimbursed by the County. All labor costs associated with the removal, replacement, or installation of engines, transmissions, and differential units, including associated replacement of attachment devices, gaskets, seals, etc., are the responsibility of the Contractor and are not eligible for reimbursement.

If the County requests that the replacement of engines, transmissions, and/or differential units to County Service Vehicles be performed by an independent contractor, the County will pay for all parts and labor costs associated with this work.

Please note that if, the Contract Manager determines that the damage to engines, transmissions, and/or differential units were caused or were the result of negligence or lack of action (including timely preventive maintenance and/or warranty lapses) by the Contractor, the costs associated to make such repair(s) will not be eligible for reimbursement.

2. Air Conditioning (County Service Vehicles Only)

County recognizes that during the term of this agreement the air conditioning compressors, used in County Service Vehicles equipped with air conditioning systems utilizing refrigerant, may be prone to failure. If the Contractor determines that an air conditioning compressor, and/or compressor clutch unit, requires replacement due to operational failure of said compressor, the Contractor shall notify the Contract Manager immediately after making such determination and, subsequently, in writing, detailing the reasons for such a determination. After inspection by the Contract Manager, the Contract Manager may direct the Contractor in writing to proceed with work. If the Contractor’s maintenance personnel perform the work, only the cost of the parts, as approved by the Contract Manager, will be reimbursed by the County. Labor costs associated with

the removal and installation of the air conditioning compressor/clutch unit, filter and refrigerant are the responsibility of the Contractor and are not eligible for reimbursement.

If County requests that the replacement of an air conditioning system to County Service Vehicles be performed by an independent contractor, the County will pay for all parts and labor costs associated with this work.

Please note that if the Contract Manager determines that the damage to the air conditioning compressors and/or compressor clutch unit were caused or were the result of negligence or lack of action (including timely preventive maintenance and/or warranty lapses) by the Contractor, the costs associated to make such repair(s) will not be eligible for reimbursement.

3. Vehicle Repaint/Graphics

Contractor may pass through costs to County associated with painting and/or graphics/decaling on Country Service Vehicles or Contractor Service Vehicles per County's request.

Should a County Service Vehicle require a complete exterior repaint and/or decaling due to normal wear and tear as determined by Contractor, Contractor shall notify Contract Manager in writing detailing the reasons for such a determination. After inspection by Contract Manager, Contract Manager may direct Contractor in writing to proceed with the work. Contractor will only be permitted to pass through costs to County related to the repaint, and/or graphics/decaling work. If the County Service Vehicle is in an accident, all costs associated with the vehicle repair, in order to restore the vehicle to County specifications shall be the responsibility of Contractor.

Costs associated with the damage to the painted surface, lettering, and/or decal work that the Contract Manager determines was caused or attributed to the negligence or lack of action by the Contractor will not be eligible for reimbursement.

All work related to the pass-through costs shall be approved, in writing, by Contract Manager before Contractor commences work.

4. Rehabilitation of County Service Vehicles

If Contractor believes that a County Service Vehicle may require complete mechanical overhaul, and/or rehabilitation, that are not covered by the vehicle's warranty, Contractor shall notify Contract Manager in writing in order to ensure that any work performed on County Service Vehicles meets or exceeds County's specifications and/or requirements. In such instances, County will inspect vehicle and make determination of the work to be

accomplished. Contractor shall then obtain the services of a known and qualified facility equipped to perform the work necessary as part of County's assessment. The facility shall employ mechanics properly certified in order to perform necessary work.

County reserves the right to inspect and approve the facility where the work shall be performed and the right to perform preproduction, on-time, pre- and post-delivery, conditional acceptance, and final acceptance inspections on the vehicle.

After completion of overhaul and/or rehabilitation of County Service Vehicle, Contractor shall invoice County for such work and provide all necessary and required documentation as determined by Contract Manager. Contractor shall withhold between 5 to 10 percent of the total amount of the approved work due to the selected facility until Contract Manager's final acceptance of vehicle. Final acceptance will be made after the vehicle has reentered revenue Service for a reasonable time frame or reasonable mileage.

Contractor and Contract Manager shall agree to the percent of withholding fee and time period applicable in each instance. County will withhold the applicable percentage from the amount due to Contractor until the vehicle passes the testing period. Contractor shall invoice County for any remaining balance after Contract Manager's final acceptance of vehicle. Subject to final acceptance and approval by Contract Manager, payment will normally be made within 30 calendar days of approval.

5. Automated Vehicle Locator Devices

If an Automated Vehicle Locator (AVL) device which has been installed on a County-owned Service Vehicle or a Contractor-provided Service Vehicle malfunctions as a result of a manufacturer identified problem or error after the warranty period, the County shall be responsible for the cost of replacement.

6. Other Pass-Through Costs

County recognizes that during the term of this Contract, there may be needed repairs, enhancements, modifications to Service Vehicles or equipment that may be required to improve service performance that are beyond the control of Contractor and have not been identified elsewhere in this Contract. In order to be eligible for pass-through costs for items not specifically mentioned above, Contractor shall present the required scope of the work to be performed to Contract Manager. Contractor shall obtain Contract Manager's approval for the work to be performed, in writing, prior to commencing any work.

L. Monitoring and Auditing Service

1. Monitoring Service

In order to document Service, Contractor shall maintain all project records as requested by County and as required for good business practices. Contractor shall monitor Service, schedules, and ridership in a method approved by County. Based on this monitoring, Contractor shall indicate the need to maintain, reduce, or increase the frequency of operations. Contractor shall permit authorized County personnel to board, at no cost to County, all vehicles utilized by Contractor in the performance of Service for the purpose of monitoring Service.

2. Auditing and Inspection of Service

Contractor shall permit authorized representative(s) of County to examine all data and records related to Service or Contractor's operation of any similar service upon request by County and approval by the other agency. All Service records prepared by Contractor shall be owned by County and be made available to County at no additional charge.

County, or any person authorized by County, will at all times have access and the right to inspect Contractor's equipment and facilities utilized in the performance of this Contract.

3. Surveys and Questionnaires

Additional monitoring of Service may be provided through passenger surveys. These surveys may be administered by authorized representatives of County or by Contractor if so requested by Contract Manager. It shall be the responsibility of Contractor to ensure the cooperation of all personnel with any operational procedures pertaining to survey work including the distribution of survey questionnaires, etc.

M. Personnel

County will have the right to demand removal from the project, for reasonable cause, any personnel furnished by Contractor. Contractor shall not, absent prior written notice to and consent by County, remove or reassign any of the key management personnel such as the Project Manager or Maintenance Manager, as described below, at any time prior to or after execution of this Contract.

Contractor shall train all personnel who are likely to be in contact with the public to give courteous, accurate information concerning the routes and schedules of Service and concerning Service interfacing with other transit services in the vicinity. Contractor shall require that all personnel report all passenger complaints and/or operation problems to the Project Manager, as described below.

Contractor shall maintain a daily diary (log) for this purpose that shall be subject to inspection by County. Upon notice from County concerning the conduct, demeanor, or appearance of any person in the employment of Contractor not conforming to the provisions contained herein, Contractor shall take all steps necessary to remove or alleviate the cause of the concern.

1. Project Manager

Contractor shall designate a Project Manager who has the following minimum number of years of experience providing the management of the same or similar fixed route services for governmental or social service agency(ies): 3 years of experience with alternative fueled vehicles either compressed natural gas-powered or propane-powered, 30 feet or longer heavy-duty low floor transit buses. The project manager shall have the responsibility to oversee the day-to-day operations of Service, shall have full authority to act for Contractor, and shall be reachable via office telephone or cell phone during the hours of Service. The Project Manager shall provide supervision and management of Service account and operating records.

Project Manager shall have an e-mail address and access to a computer during Service hours and shall be able to use Microsoft Office Professional suite (Microsoft Word, Excel, Outlook) and/or equivalent software. Contract Manager may, at his/her discretion, communicate with Project Manager via e-mail. Other than the Project Manager, the Contractor shall not appoint any other agent to communicate with the County regarding this Contract except with the express written consent of the County, which consent is at the sole discretion of the County. This provision does not limit the County's ability to communicate with any employee of the Contractor.

a. Supervision

Supervision shall include, but is not limited to, the following duties:

i. Training and scheduling of all regularly assigned Service personnel.

ii. Arranging the assignment of qualified backup personnel as necessary.

iii. Distribution and collection of operating reports.

iv. Daily monitoring of ridership and fare collection.

v. Supervision of all Service staff to ensure Service quality meets or exceeds the requirements of this scope of work.

b. Service Management

Service Management shall include, but is not limited to, the following:

i. Preparation of monthly summaries of operations data per Service Vehicle on a run-by-run basis.

ii. Maintenance of Service accounts.

iii. Preparation of a monthly invoice that will document all charges minus the total amount of fares collected and any possible liquidated damages for missed trips, incomplete service, etc.

iv. Responsibility for the complete operation of all Service Vehicles including all ancillary equipment, e.g., wheelchair ramp, lift and kneeling mechanisms, air conditioning, destination signs, fare boxes, bus card holders, etc.

v. Responsibility to immediately address any operational problems and passenger complaints and accurately report these issues to the County in a timely manner.

2. Road Supervisor

Contractor shall employ a minimum of one road supervisor who shall be reachable at all times via office telephone or cell phone during the hours of Service.

The Road Supervisor shall provide adequate on-street supervision throughout the Service area during the times Service Vehicles are in revenue service to minimize Service interruption and ensure quality Service delivery on a regular basis. The Road Supervisor shall monitor the level of on-time service performance.

Road Supervisor duties include, but are not limited to the following:

a. Ensure quality service delivery on a regular basis.

b. Facilitate fleet deployment while performing pre-trip and post-trip inspections.

c. Monitor and document on-time performance.

d. Provide extensive field support to minimize Service interruption.

e. Address specific Service issues and interruptions.

3. Office Personnel

Contractor shall employ personnel during Service hours to answer inquiries and respond to complaints from Contract Manager and the public regarding the Service.

Office personnel shall have an e-mail address and access to a computer during Service hours. Furthermore, office personnel shall be able to use Microsoft Word, Excel, and Outlook or equivalent software. Contract Manager may, at his/her discretion, communicate with Office Personnel via e-mail. Office personnel shall be able to research Contract Manager's questions and respond to Contract Manager via e-mail.

Contractor shall employ personnel to monitor two-way radios, mobile phones and/or other dispatching system equipment to communicate with vehicle operators during all hours of Service operation.

Required duties shall include the preparation of data, forms and reports and be proficient in the preparation of such documents with an emphasis on the highest level of accuracy and reliability. Office personnel shall have experience reporting National Transit Database (NTD) for fixed-route transit services located within the County of Los Angeles.

Duties shall also include, but are not limited to, the preparation of daily, weekly, monthly, quarterly, biannual and annual reports required by the County.

4. Vehicle Operators

Contractor shall employ a sufficient number of properly licensed and qualified personnel to operate County Service Vehicles and equipment and to provide the Service. Contractor shall be responsible for the recruitment, selection, controlled substance and alcohol testing, screening, training, scheduling, supervision, discipline, termination, and all other functions with regard to Service vehicle operators.

a. Operator Recruitment and Selection

Contractor shall review a current California Department of Motor Vehicles (DMV) report on all applicants who would operate Service Vehicles and shall reject any applicant who failed to appear in court for "Driving Under the Influence." Contractor shall perform a

background check on all applicants for vehicle operator and shall reject any applicant who has been convicted of any felony or misdemeanor charge, which would affect the applicant's ability to perform as a vehicle operator or to come in contact with the public.

Contractor shall check California DMV records (Pull Notice Program) at least every 6 months, beginning at the start of Service, for accidents, Vehicle Code violations, and valid commercial driver's licenses of those employees whose job requires them to operate any County Service Vehicles. Contractor shall notify County within five business days of the results of said checks and corrective actions taken, if any.

Contractor shall join the Pull Notice Program, whereby Contractor shall be notified of any activity on a vehicle operator's or mechanical staff's driving record. Any Service Vehicle operator or mechanical staff exceeding the California DMV point system, fails a controlled substances and alcohol testing, or with a revoked or suspended license, shall not be allowed to operate a Service Vehicle.

b. Operator Requirements

Contractor shall require and be responsible for each Service Vehicle operator in meeting the following requirements. All Service Vehicle operators shall:

i. Have a valid California DMV Class B (with "P" endorsement) commercial driver's license, a medical examination certificate, as well as any other required licenses or endorsements required by applicable Federal, State, and local regulations. A Service Vehicle operator who does not pass the medical examination shall not be permitted to operate a Service Vehicle.

ii. Assist passengers confined to wheelchairs in boarding County Service Vehicles, assist with tie-downs, and assist with securing lap belts if requested by the passenger.

iii. Be in uniform acceptable to County. Uniform shall include either shirt/blouse or Polo-type top with collar and slacks, skirt, or Bermuda-type walking shorts. Uniform coats, sweaters, and caps may be worn. Vehicle operators shall display their name tag/badge.

iv. Assist passengers who have difficulty negotiating the steps, lift or ramp of the vehicle. Service Vehicle operators shall make the lift or ramp available to passengers if requested.

v. Be available and on time daily to ensure consistent and reliable Service.

vi. Carry current certification of cardiopulmonary resuscitation and first-aid training at all times during vehicle operations.

c. Operator Training

Contractor shall be responsible for all Service Vehicle operators training. Contractor training programs shall be conducted by a "certified" instructor and meet all Federal, State, and local standards. At a minimum, the program shall include the following:

i. Proper operation of the vehicle to be used in Service including defensive driving and vehicle handling. Proper operation of destination signs, wheelchair lifts and ramps, communication equipment, and other equipment to be used on vehicles.

ii. California DMV requirements and company policies.

iii. Service routes, schedules, fare structure, and transit services in the vicinity.

iv. Accident and emergency procedures and reports.

v. Public courtesy and empathy towards the needs of the elderly, persons with disabilities, and parents traveling with children under age five.

vi. Training in special skills required to provide transportation to the senior patrons and persons with disabilities.

vii. American Red Cross or County-approved equivalent training for both cardiopulmonary resuscitation and first aid.

viii. Regular and continuous formal safety instruction for all operating personnel assigned to perform any activities under this Contract. Personnel shall be required to attend scheduled safety meetings at least four times per year.

ix. Regular and continuous training programs for all Service Vehicle operators. Regularly scheduled classes shall include

various topics including understanding Service expectations, defensive and safe driving, emergency and crisis management, terrorist activity and other relevant subjects. Contractor shall submit an annual preplanned training schedule to the Contract Manager. Contractor may be required to conduct additional training on issues and subjects pertinent to the Service. Contract Manager, and/or her designee(s), will have the right to attend and audit Contractor training programs and classes.

5. Maintenance Personnel

Contractor shall supply a sufficient number of properly qualified maintenance personnel with the expertise to maintain and service all vehicles for Service. Contractor shall be responsible for the recruitment, screening, testing, selection, training, scheduling, supervision, discipline, termination, and all other functions with regard to the maintenance personnel.

Maintenance personnel shall be supervised by a designated Maintenance Manager who shall have the following minimum number of years of experience in maintaining similar fleets of transit vehicles: 3 years of experience in maintaining alternative fueled vehicles either compressed natural gas-powered and/or propane-powered, 30 feet or longer heavy-duty low floor transit buses. Contractor's maintenance personnel shall have knowledge of engines, transmissions, diagnostic procedures, electrical systems, HVAC, wheelchair lifts/ramps and related mechanical parts, and methods and procedures normally used in servicing mechanical equipment for transit vehicles.

The Contractor shall ensure that all mechanic staff assigned to this Contract are Automotive Service Excellence (ASE) certified in the H-4 ASE Transit Bus Brake test. If the Contractor cannot meet this requirement at the start of Contract, Contractor will be granted 12 months from the start of Contract to comply, provided that Contractor ensures that all vehicle maintenance is performed by an outside service facility that has ASE certified personnel during this 12-month period. Any new maintenance personnel will have 12 months from the date of hire to obtain ASE certification. By the end of each subsequent year until the end of the Contract, each mechanic must obtain a minimum of one (1) additional ASE certification per year from the Transit Bus, Truck, or School Bus Test Series.

The Transit Bus Test Series has become more complete and covers the categories previously only available under the Truck or School Bus Series. Therefore, County prefers certifications in the Transit Bus Test Series.

In an effort to address the development of qualified/trained maintenance personnel and compliance with the ASE certification requirement, Contractor is encouraged to provide training classes that cover one (1) ASE test area per ASE test cycle. Contractor shall budget appropriately for training fees per mechanic per ASE test cycle. The Contractor shall provide and budget for ongoing training for all mechanics that is relevant to their duties, on an annual basis, in the areas of air brake systems, air conditioning systems, engine performance, fire suppression/methane detection systems, wheelchair lifts/ramps, bus electrical systems, etc. The training program is subject to review and input by County.

The Contractor shall develop a formal training program necessary to maintain highly qualified, well-trained maintenance personnel, and to keep abreast of new equipment and maintenance techniques.

In addition, the Contractor shall ensure that, at all times, at least one member of the Contractor's maintenance staff assigned to this Contract must be trained and certified under Section 609 of the Clean Air Act - Motor Vehicle Air Conditioning, or possess the equivalent ASE Refrigeration Recovery and Recycling Program certification. A list of Environmental Protection Agency approved training and certification programs is available at http://www.epa.gov/ozone/title6/609/technicians/609certs.html.

The Contractor shall provide proof of Section 609 of the Clean Air Act certification or its equivalent ASE Refrigeration Recovery and Recycling Program certification to the County prior to Contract award. At any time, if a Section 609 certified personnel leaves the service of the Contractor, the Contractor shall immediately provide an equivalent certified maintenance personnel replacement. The Contractor shall notify the Contract Manager of any change in maintenance personnel.

6. Project Safety Official

The Contractor shall designate in writing a Project Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program (IIPP) and Code of Safe Practices.

The Contractor's Project Safety Official shall be available at all times to abate any potential safety hazards and shall have the authority and responsibility to shut down an operation, if necessary. Failure by the Contractor to provide the required Project Safety Official shall be grounds for the County to direct the cessation of all work activities and operations at no cost to the County until such time as the Contractor is in compliance.

N. Marketing and Advertising

County will routinely provide marketing, public relations, and advertising materials. Contractor shall place such materials on or in the vehicles as requested by County and shall distribute literature on County Service Vehicles as requested by County. The Contractor shall ensure that an adequate supply of service brochures is available for passengers on Service Vehicles. The posting of Service-related notices shall be subject to prior approval by the Contract Manager.

Contractor shall not place inside or outside any Service Vehicle any form of advertising unless directly authorized by Contract Manager. The terms and conditions of such advertising shall be subject to approval by Director. Proceeds of any advertisement shall be remitted to County.

O. Operating Performance Standards

1. Service Vehicles

Contractor shall operate Service Vehicles with due regard for the safety, comfort, convenience of passengers, and the general public.

If Contractor has knowledge that any Service Vehicle herein described will be nonoperational at any time during the Service, Contractor shall immediately notify Contract Manager and Contractor shall arrange for substitute equipment as approved by the Contract Manager. Contractor shall furnish a substitute vehicle subject to all the conditions of this Contract.

2. Service

Contractor shall provide Service as scheduled or according to any adjusted schedule established by County, including route modifications required as a result of a declared emergency. Contractor shall strive to maintain on-time performance.

Contractor shall strive at all times to provide Service in a manner that shall maximize productivity and at the same time maximize Customer Service. Recognizing that the goals of productivity and Customer Service may conflict, the following standards are intended to be reasonably attainable by Contractor, fair to the customer, and consistent with County expectations:

a. On-time Service

Service shall be provided as scheduled or according to any adjusted schedule established by County, including route modifications required as a result of a declared emergency.

However, Contractor shall not be held responsible for the failure to provide on-time Service due to extraordinary weather or traffic conditions, road closures or detours, vehicle malfunctions that are clearly beyond Contractor's control, naturally occurring disasters, or other reasonably unpredictable situations if sufficient notification and documentation is provided to County in a timely basis.

b. Road Calls

In the event of a Service Vehicle failure, Contractor shall immediately deploy a spare Service Vehicle to transport the passengers aboard the failed vehicle.

c. Complaints

Complaints shall be resolved by Contractor as soon as possible, but no later than two business days after their receipt. In the event that Contractor receives a complaint, Contractor shall notify Contract Manager within one business day regarding the nature of the complaint received and within three business days of the complaint's resolution.

P. Operation During a Declared Emergency

Upon declaration of any emergency by appropriate government representatives, County Sheriff is responsible for a number of transportation-related activities, including the development of emergency travel routes and the coordination with other agencies supplying common carrier services. In the event of a declared emergency, Contractor shall cooperate with and deploy vehicles in a manner described by the California Highway Patrol (CHP), County Sheriff, or local police. Contractor shall notify Contract Manager the same business day of the request to alter the deployment of any Service Vehicles.

Q. Service Records and Reports

1. General Requirements

Contractor shall maintain separate complete and accurate books, records, and reports that relate to Service and as required herein. Contractor shall retain all records relating to this Contract for a minimum period of 3 years following expiration or termination hereof unless otherwise provided for herein. All such records shall be available for inspection by designated auditors of County and the State of California at reasonable times during normal working hours.

Contractor shall maintain and make available to County, and/or appropriate State agencies, records pertaining to said Service in accordance with the State Uniform System of Accounts for Public Transit Operators.

2. Service Operation Reports

These reports provide documentation of daily operations and will serve as a database to monitor and evaluate productivity of Service, its requirements, and methods. Unless stated otherwise, the reports listed shall be submitted with the monthly invoice, no later than the 15th day of the following month, and shall be made in a format approved by County. Operational reports shall include, but are not limited to, the categories described below. Contractor shall prepare a format for each of the reports described below and submit the format to County for approval. Contractor shall be responsible for maintaining an adequate supply of each report form, including the preparation of all necessary copies.

a. Trip Reports

Contractor shall require each vehicle operator of each Service Vehicle to prepare a daily report on a form indicating: vehicle fleet number; mileage ("begin" and "end" odometer); the number of passengers boarding each Service Vehicle; the amount of revenue collected; the number of passengers boarding with cash fare; the number of passengers boarding without charge (i.e. elderly, disabled, and children under 5 years); and the number of passengers boarding with transit passes (EZ and Metro). The summary shall indicate any trips that departed early or late in a format approved by County. The report shall be compiled for the period of a month and shall include a summary thereof.

b. Service Reports

Contractor shall submit to County a report indicating the actual number of Service hours, Service miles, total vehicle hours, and total vehicle miles operated, and fuel used (type and amount per Service Vehicle). Such information shall be for each route and shall be compiled on a daily basis for the period of a month and shall include a summary thereof.

c. Daily Pre-trip and Post-Trip Service Vehicle Inspection Reports

Contractor shall instruct each vehicle operator of each vehicle to perform a daily pre- and post-trip Service Vehicle inspection and daily Service Vehicle servicing, as required herein, and such inspections and servicing shall be documented on a report that shall

be completed and signed by each vehicle operator assigned to a Service Vehicle each day as shown on Exhibit K.1, Driver's Daily Vehicle Report. The Daily Pre- and Post-Trip Vehicle Inspection Reports shall be retained on file by Contractor for a minimum of three years after contract expiration/termination.

d. Weekly Maintenance Inspection Reports

A report of the weekly maintenance inspections, which supplement the daily pre- and post-trip inspections, shall be kept by Contractor. A copy of each inspection report shall be submitted to County upon request. The Weekly Maintenance Inspection Reports shall be retained on file by the Contractor for a minimum of three years after Contract expiration/termination.

e. Missed Trip Reports

A trip is considered missed when a run/loop is not completed. A monthly summary report of missed trips for each month shall be submitted. The explanation for the missed trip(s) should be specified along with the dates and times, the vehicle and trip number, and the affected total revenue hours.

f. CHP Reports

Contractor shall provide County with copies of all CHP inspection reports within 24 hours of receipt.

g. Operational Problems and Passenger Complaint Reports

The Project Manager shall document operational problems or passenger complaints and describe any action taken regarding these problems. Copies of said documentation shall be submitted to County by the business day following identification of the operational problem or receipt of such passenger complaint.

Any unlawful or unusual problems or complaints, including any related to safety or serious operational deficiencies, shall be reported by phone to County immediately. Contractor shall submit to County a written report describing the problems or complaints and action taken by the business day following identification of such problems or complaints.

h. Accident/Incident Data Reports

Contractor shall submit a monthly summary report of all accidents (collision and non-collision) involving Service Vehicles. The monthly summary shall include the date, vehicle number, location, operator, and accident description including any damage and/or injuries. The monthly summary shall also include cumulative accident data that indicates the number of accidents per 100,000 vehicle miles. Within 24 hours of an accident or incident involving a Service Vehicle or passengers, Contractor shall provide a written report, per Exhibit L.1, Public Works Report of Vehicle Accident or Incident form to the Contract Manager.

**In the event of an emergency during after hours, Contractor shall call the Public Works radio room at (626) 458 - HELP.** Contractor shall notify County within 24 hours of any of the following accidents/incidents:

i. Collisions between a Service Vehicle and another vehicle, person, and/or object.

ii. Passenger accidents including falls while passengers are entering, occupying, or exiting the Service Vehicle.

iii. Passenger disturbances, assaults, injuries, deaths, etc.

iv. Any incidents (e.g. physical assault) that take place along the Service route and are witnessed by Contractor's operator(s)

v. Vandalism to Service Vehicle.

vi. Passenger complaints of injury or property damage or other circumstances likely to result in the filing of claims against Contractor and/or County.

vii. Any passenger, driver, supervisor, or Service complaint that arises from an accident. If the accident/incident involves injuries or extensive property damage, County shall be notified immediately (regardless of hour or day).

i. <u>National Transit Database Reports</u>

The Contractor will be required to collect National Transit Database (NTD) data/reports electronically and to provide those reports to both the County and the Los Angeles County Metropolitan Transportation Authority (LACMTA). Contractor is responsible to prepare and submit the following NTD data/reports:

i. Monthly Passenger/Mile Sampling: Based on LACMTA's monthly selection of bus stop locations, the Contractor shall collect and provide the required data no later than the 25th day of the following month.

ii. Form MR20 Exhibit Q.1, NTD Monthly Ridership, and Service Information: Contractor shall prepare and submit this completed form on a monthly basis no later than the 25th day of the following month.

iii. Annual NTD Reports: Contractor shall prepare and submit an annual NTD report in accordance with the Federal Transit Administration (FTA) NTD Guidelines, as amended, no later than 30 days after the end of each fiscal year or as directed by the County. Contractor shall also attend the annual NTD Reporting Workshop offered by LACMTA.

For further information on how to obtain NTD reporting forms and reference documents, Contractor may contact LACMTA at (213) 922-2810. Contractor shall certify that the data is accurate and shall develop an auditing procedure acceptable to County, for the annual report. The annual report shall pass the required annual audit by LACMTA (i.e., no re-audit required).

Contractor shall maintain and make available, for a minimum period of 3 years after Contract expiration/termination, to County, and/or appropriate agencies, records, and backup information pertaining to the annual NTD reporting.

j. Financial Records

Contractor shall establish and maintain, within a separate account, all Service revenue and expenditures and any other relevant financial records or documents for a minimum period of three years after contract expiration, termination, or suspension.

k. Maintenance Records and Reports

Contractor shall maintain an individual file for each Service Vehicle. Each file shall include detailed records for the reporting period and an analysis of any trends. All such records and reports shall be prepared and maintained in such a manner so as to fulfill any applicable Federal, State, and CHP requirements, as well as any needs of County to enable it to accurately evaluate Contractor's maintenance performance and the operating expense associated with County Service Vehicles and equipment.

Contractor shall submit the following reports to County with the monthly invoice:

i. Preventive Maintenance Inspection Reports

Reports shall include the Service Vehicle fleet number, the Service Vehicle identification number (VIN) and license number, a description/detail of the maintenance performed, when maintenance was completed, and if maintenance was done on time as required by Service Vehicle manufacturer's and/or County recommendations. Daily "Vehicle Condition" reports shall be submitted to County upon request. Contractor shall retain the PMI Reports on file for a minimum of 3 years after Contract expiration/termination.

ii. Road Call Performance Report

A road call is defined as any time a repair is required in the field on a Service Vehicle or a Service Vehicle exchange is made, whether or not it resulted in a loss of time. A report of road calls shall include the fleet number, VIN, mileage, time, location of incident, route, direction of travel, reason for call, and what was done to fix the problem.

iii. Service Vehicle Downtime Report

Report shall include details of which Service Vehicle(s) were down, how long, and the cause.

iv. Mechanical Defect Reports

Contractor shall submit a monthly summary of all Service Vehicle mechanical problems including Service Vehicle number, odometer reading, dates/times out of Service (if applicable), summary of problem(s), and corrective action(s) taken.

R. Controlled Substance and Alcohol Testing

Contractor shall implement, as a minimum, the Controlled Substance and Alcohol Testing Program as specified in Exhibit O.1, Controlled Substance and Alcohol Testing Program, as may be required by rules and regulations issued by the United States Department of Transportation and described in Title 49, Code of Federal Regulations, Part 655, "Prevention of Alcohol Misuse and Prohibited Drug use in Transit Operations." Contractor's policies may supersede policies specified in

Exhibit O.1, Controlled Substance and Alcohol Testing Program only when they can be shown to County's satisfaction to be more stringent.

Contractor shall indemnity and hold the County harmless for any claims resulting from disciplinary actions imposed as a result of required testing. Contractor shall report results of the random testing and other associated tests to County on a quarterly basis on the form shown in Exhibit O.1, Controlled Substance and Alcohol Testing Program such reports shall be submitted to County within 15 calendar days after the end of the quarter.

S. Transit Security Plan

Following the events of September 11, 2001, the Federal Transit Administration (FTA) and the Transportation Security Administration (TSA) developed security plans and emergency preparedness resources for transit agencies. Accordingly, the Contractor is required to submit a written Transit Security Plan before Service begins. The Contractor will base the plan on materials available from the FTA, TSA, or other government agency.

A few items for review are the FTA's Security and Emergency Preparedness Action Items for Transit Agencies (https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/508_new_top_17.pdf), and Effective Practices in Bus Transit Safety (https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/regulations-and-guidance/safety/117621/effective-practices-bus-transit-safety-emergency-response.pdf).

In addition, the Contractor will subscribe to the Department of Homeland Security's National Terrorism Advisory System (NTAS), which communicates information about terrorist threats to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. The subscription information is available on the NTAS webpage at https://www.dhs.gov/national-terrorism-advisory-system.

The details of the Transit Security Plan will be negotiated with Contract Manager to ensure that the County's needs are adequately addressed. The final County approved Transit Security Plan will be attached as Exhibit P.1.

All Contractor operators shall be expected to observe all applicable State of California Occupational Safety and Health Administration (Cal/OSHA) and Public Works' safety requirements.

T. Responsibilities of the Contractor

1. Contractor shall maintain the following minimum number of years of experience providing the same or similar fixed route services for

governmental or social service agency(ies): 3 years of experience with alternative fueled vehicles either compressed natural gas-powered or propane-powered, 30 feet or longer heavy-duty low floor transit buses. A subcontractor is not allowed to meet this requirement.

2. Contractor's Project Manager shall maintain the following minimum number of years of experience providing the same or similar fixed route services for governmental or social service agency(ies): 3 years of experience with alternative fueled vehicles either compressed natural gas-powered or propane-powered, 30 feet or longer heavy-duty low floor transit buses. A subcontractor is not allowed to meet this requirement.

3. Contractor's Maintenance Manager shall maintain the following minimum number of years of experience in maintaining similar fleets of transit vehicles: 3 years of experience in maintaining alternative fueled vehicles either compressed natural gas-powered or propane-powered, 30 feet or longer heavy-duty low floor transit buses. A subcontractor is not allowed to meet this requirement.

4. Contractor shall maintain a "Satisfactory" California Highway Patrol Safety Compliance Inspections (or passed all re-inspections) of the Contractor's maintenance facilities or terminals.

5. Contractor shall operate Service subject only to the general policies and direction of County with regard to management and operations and to the provisions and requirements of this Exhibit. Contractor shall be solely responsible for performing all tasks including, but not limited to, providing executive and administrative management; employment and supervision of all personnel including supervisors, vehicle operators, dispatchers, mechanics, and other maintenance personnel; operation of training and safety programs; maintenance and repair of vehicles and equipment; processing of warranty claims for County's vehicles; assisting in public relations and promotions; preparation of reports and analysis of financial and other matters; clerical, statistical, and bookkeeping services; and providing all vehicle operators, facilities, equipment, parts, and supplies required in the operation of service unless specifically identified to be contributed by County.

U. Responsibilities of Public Works

The County will determine the need for, and provide, jobsite inspection. Contract Manager may inspect vehicles, equipment, and all other peripheral equipment prior to Contract termination to assess condition of vehicles and equipment. Contractor shall be responsible to perform all the work necessary to correct any deficiencies noted. Contract Manager, at his/her own discretion, may withhold up to the final 2 months of Service payment until repair is completed by Contractor or deduct the

cost of correcting the deficiencies from payment due to Contractor, if Contractor fails to perform the necessary work to correct the deficiencies.

V. Removal of Debris

All debris derived from this Service shall be removed from County property and become the property of the Contractor. The Contractor shall dispose of all debris from this Service in a legally established area appropriate for type of debris being disposed. Disposal shall be at the Contractor's expense. The Contractor shall not allow any debris from its operations under this Contract to be deposited in the storm drains, catch basins, gutters, manholes, and/or roadways in violation of the National Pollutant Discharge Elimination System regulations.

The Contractor is advised that due to the nature of this Contract, discarded hazardous waste may be encountered during the performance of this Contract. In the event an unknown substance or hazardous material is discovered, the Contractor shall immediately notify the Contract Manager. The Contractor shall NOT attempt to perform any type of hazardous waste remediation not included under the Scope of Work of this Contract, including identifying, containing, cleaning, moving, disposing, etc. The Contractor shall exercise extreme caution in the event unknown waste is encountered.

W. Funding

The County's obligations under this Contract are contingent upon the availability of funds in each fiscal year budget to finance operating and capital costs. The County may use local sales tax funds in accordance with LACMTA's guidelines for the Proposition A Local Return Program to finance this Service. Other sources of funds, such as FTA, may also be used. The Contractor agrees to be bound by applicable provisions of Proposition A Local Return Program guidelines or any other guidelines/regulations pertaining to other funding sources.

X. Non-Conflict With Local, State, And Federal Laws

Nothing herein shall be in conflict with or modify the Contractor's obligation to comply with the requirements of local, State, and Federal laws, such as FTA, ADA, Department of Transportation (DOT), or other applicable laws, rules, regulations, directives, or ordinances.

Y. Permits/Licenses/Certifications

The Contractor shall be fully responsible for possessing or obtaining any required permits/licenses from the appropriate Federal, State, or local authorities for work to be accomplished under this Contract.

The Contractor shall ensure that each mechanic staff assigned to this Contract is in compliance with this Exhibit's Section M.5, Maintenance Personnel.

Z. Utilities

The County will not provide utilities.

AA. Liquidated Damages

1. In any case of the Contractor's failure to meet certain specified performance requirements, the County may, in lieu of other remedies provided by law or the Contract, assess liquidated damages in specified sums. However, neither the provision of a sum of liquidated damages for nonperformance, untimely, or inadequate performance nor the County's acceptance of liquidated damages shall be construed to waive the County's right to reimbursement for damage to its property or indemnification against third-party claims.

2. The amount of liquidated damages has been set in recognition of the following circumstances existing at the time of the formation of the Contract:

   a. All the time limits and acts required by both parties are of the essence of the Contract.

   b. The parties are both experienced in the performance of the Contract work.

   c. The Contract contains a reasonable statement of the work to be performed in order that the expectations of the parties to the Contract are realized. The expectation of the County is that the work will be performed with due care in a workmanlike, competent, timely, and cost-efficient manner while the expectation of the Contractor is a realization of a profit through the ability to perform the Contract work in accordance with the terms and conditions of the Contract at the Proposal price.

   d. The parties are not under any compulsion to contract.

   e. The Contractor's acceptance of the assessment of liquidated damages against it for unsatisfactory and/or late performance is by Contract and willingness to be bound as part of the consideration being offered to the County for the award of the Contract.

   f. It would be difficult for the County to prove the loss resulting from nonperformance or untimely, negligent, or inadequate performance of the work.

g. The liquidated sums specified represent a fair approximation of the damages incurred by the County resulting from the Contractor's failure to meet the performance standard as to each item for which an amount of liquidated damages is specified.

3. The Contractor shall pay Public Works, or Public Works may withhold and deduct from monies due the Contractor, liquidated damages in the amount shown in Exhibit F.1A, Performance Requirements Summary or the following sums if the Contractor fails to complete work within the time specified unless otherwise provided in this Contract.

a. Permanent Service Vehicles

The County and the Contractor hereby establish the unit price of $100 per vehicle per day of operation or service day (Monday through Saturday, except holidays) as liquidated damages, for each day of delay in completing the delivery of permanent Service Vehicles by the Contractor. The above conditions may be invoked if the delivery exceeds the specified delivery date of 9 months from date of award or as indicated in the Contractor's proposal, whichever is greater.

Should the Contractor be obstructed or delayed in obtaining the vehicles because of changes in the work or by any default, act, or omission of the County, or inability to obtain materials, equipment, or labor due to Federal government restrictions arising out of the defense or war program, then the time of completion may be extended for such as may be agreed upon by the County and the Contractor. If there is insufficient time to grant such extensions prior to completion date of this Contract, the County may, at the time of acceptance of final work, waive liquidated damages after hearing evidence as to the reasons for such delay and making a finding that such delay was due to any of the above.

b. On-Time Performance

In the event that the Contractor fails to meet the on-time performance standards, as specified in Exhibit G.1, Service Map, Schedule, and Fare, it is agreed that the County may, at its sole discretion, assess liquidated damages against the Contractor in the amount of $500 per incident, up to a maximum of $5,000 per month, if any of the following incidents occur after two substantiated incidents within a 60-day period:

i. A Service trip departs in advance of schedule departure time at any designated time point, liquidated damages of $500 per occurrence will be assessed.

ii. A Service trip departs more than 5 minutes following the time set forth for departure at any designated time point, liquidated damages of $500 per occurrence will be assessed.

iii. A Service trip arrives at a timed stop 10 minutes before the next departure, liquidated damages of $500 per occurrence will be assessed.

c. Service Vehicles Not Available

If specified number of regular Service Vehicles, not including backup, are not in service, the Contractor may be assessed the liquidated damages of $100 per vehicle per hour up to a maximum of $1,000 per vehicle per day.

d. Complaints

In the event of any valid complaint, the Contractor may be assessed liquidated damages of $250 per complaint up to a maximum of $1,000 per month. County and Contractor shall jointly determine which complaints are valid (i.e., as a result of Contractor's actions, which could have reasonably been prevented). However, the final decision on validity of passenger complaints shall rest with the Contract Manager.

e. General Reporting

Contractor shall submit monthly reports with monthly invoice, including ridership, on-time performance, driver logs, fuel data, maintenance, and safety in a form approved by County within 15 calendar days after the end of each month, unless Contract Manager approves more time. Liquidated damages of $50 per report per business day may be assessed for late and/or incomplete reports and invoices.

f. National Transit Database Reporting

The Contractor shall submit NTD reports to both LACMTA and the Contract Manager no later than the dates required in Section O. Subsection 2(i), National Transit Database Reports, in this Exhibit. Liquidated damages of $100 per business day, up to a maximum of

$2,000 per month may be assessed for late and/or incomplete reports.

g. LACMTA Re-audit of Annual National Transit Database Report

If the Contractor's submitted annual NTD report and/or the Contractor's supporting data and records require a re-audit by LACMTA, the Contractor may be assessed liquidated damages in an amount equal to the cost charged to the County by LACMTA to perform the re-audit.

h. Weekly Maintenance Inspections

The weekly maintenance inspections are called an "I" Service. This "I" Service shall be performed per the Original Equipment Manufacture's (OEM) Specifications (including both the Vehicle owner's manuals and Vehicle service manuals) and Exhibit M.1, Preventive Maintenance. If the Contractor fails to meet this standard the Contractor may be assessed liquidated damages of $200 per Service Vehicle per Service day up to a maximum of $2,000 per month.

i. Daily Vehicle Inspection (DVI) Reports

Failure to perform a satisfactory DVI (pre-trip and post-trip) may include, but are not limited to, fluid levels noted low twice within a ten-day period without any visible leaks and/or a Vehicle in revenue Service with a non-operating wheelchair ramp or lift on consecutive dates of Service. If the Contractor fails to meet this standard the Contractor may be assessed liquidated damages of $100 per Service Vehicle per Service day up to a maximum of $1,000 per month.

j. Preventive Maintenance

Preventive Maintenance Inspections (PMI) shall be performed per the OEM and Exhibit M.1. PMI documents must be submitted monthly with service invoice. Inspections shall never exceed the specified intervals by 500 miles or more. Failure to meet this standard may result in nonpayment of Service hours for any miles operated by vehicles exceeding the PMI intervals or liquidated damages of $500 per vehicle per day, whichever is higher.

k. Shutdown of Vehicles

If any Service Vehicle has been removed from Service as the result of an unsatisfactory rating by the CHP, the Contractor may be

assessed liquidated damages of $200 per day per vehicle up to a maximum of $1,000 per vehicle per month.

l. Deficient Vehicle Condition

In the event Contract Manager rejects any Service Vehicle as a result of deficient mechanical condition, or unacceptable vehicle appearance, $200 per day per vehicle in liquidated damages may be assessed until the condition is corrected to the satisfaction of Contract Manager.

If Contractor has documentation indicating that the condition of the vehicle cannot be corrected due to the unavailability of parts, cleaning tools or other reasons beyond the Contractor's control, then Contract Manager may waive the liquidated damages until the parts are available.

m. Vehicle Emissions (Engine Smog)

Each Service Vehicle shall fully comply with all applicable Federal, State, and local emissions rules, regulations, and requirements. If any Service Vehicle fails to pass a smog test, receives a complaint, or is cited for an engine emissions violation by the California Air Resources Board, South Coast Air Quality Management District, the CHP, or other governmental agency authorized to issue such citation, the Contractor shall be liable for the citation, as well as liquidated damages. The Contractor shall notify the Contract Manager of having received a citation within one business day of receiving it and shall provide a timeline for preparing and submitting an action plan to verify and correct the deficiencies.

The Contractor shall be assessed $500 in liquidated damages for each Service Vehicle that is cited for an engine emissions violation. If such complaint is found to be without merit, or beyond the Contractor's control, the Contract Manager may waive the liquidated damages.

If the Contractor does not submit any required smog check certificates to the Contract Manager bi-annually (every 2 years) within 30 days after State vehicle emissions testing has been performed, the Contractor may be assessed $200 in liquidated damages per Service Vehicle for which a smog check certificate was not submitted. The Contractor shall provide a Service Vehicle at no charge to the County if and when the County or Contractor takes a County Service Vehicle to have an emission check performed and/or

make repairs to the Service Vehicle before passing an emission check.

n. Permanent Vehicle Rejection

In the event any Service Vehicle is rejected permanently by Contract Manager as a result of vehicle condition, Contractor may be assessed $200 per day per vehicle, up to a maximum of $2,000 per Service Vehicle per month in liquidated damages until vehicle is replaced with a vehicle that is satisfactory to the Contract Manager.

o. Incorrectly Set Destination Signs

In the event any Service Vehicle displays an incorrect destination sign while in service or if it fails to display the "Not in Service" sign when it is not in revenue Service, liquidated damages of $25 per Service Vehicle per day may be assessed for the first occurrence, $50 per Service Vehicle per day for the second occurrence, and $100 per Service Vehicle per day for each future occurrence within each contract year.

p. County Service Vehicle Warranty

If due to the Contractor's negligence of vehicle preventive maintenance program, as determined by the Contract Manager, any warranty coverage of the County Service Vehicle item (e.g., engine, transmission, air conditioning units, etc.) is lessened or invalidated, and/or warranty items are not covered due to neglect, liquidated damages of at least 50 percent of the cost to repair each item shall be assessed.

q. Off-Routing

If a regular scheduled Service Vehicle is identified as operating "off route", liquidated damages of at least $200 per Service Vehicle per occurrence shall be assessed.

r. Controlled Substance and Alcohol Testing

The Contractor shall report results of random testing and other associated tests to the County on a quarterly basis on the form shown in Exhibit O.1, Controlled Substance and Alcohol Testing Program. Such reports shall be submitted to the County within 15 days after the end of the quarter. Liquidated damages of $50 per calendar day (including non-business days, weekends, and holidays) may be assessed for late reports.

s. Maintenance Personnel

All maintenance on Service Vehicles shall be performed by ASE H-4 ASE Transit Bus Brake Test certified personnel and Section 609 of the Clean Air Act certified personnel as specified in this Exhibit. If maintenance personnel are not ASE H-4 ASE Transit Bus Brake Test certified or fail to obtain certification within 12 months of the date of hire or the start of the contract, whichever occurs last, and Section 609 of the Clean Air Act certified, liquidated damages of $500 per maintenance employee per month may be assessed.

t. Trips Not Made

In the event that any scheduled trip is not made, the Contractor may be assessed liquidated damages in the amount of $250 per trip, up to a maximum of $2,000 per month.

u. Non-ADA Service Vehicle

In the event the Contractor replaces a Service Vehicle with a non-ADA-compliant Service Vehicle, the Contractor may be assessed liquidated damages of $500 for first occurrence and $1,000 for each subsequent occurrence.

v. Violation of Storage and Maintenance Facilities

In the event that the Contractor is either performing maintenance and/or subcontracting maintenance in violation of this Exhibit's Section H, Storage and Maintenance Facilities, as determined by Contract Manager, the Contractor may be assessed $1,000 in liquidated damages per Service Vehicle per Service day up to a maximum of $4,000 per Service Vehicle per month.

w. Storage of County Service Vehicles

If the Contractor fails to store County Service Vehicles in accordance with this Contract, the Contractor may be assessed, $200 in liquidated damages per Service Vehicle per Service day, up to a maximum of $2,000 per Service Vehicle per month.

x. Implementation of E-mail and Internet Access

If the Contractor fails to implement Internet access and e-mail and/or fails to use/maintain the system and/or train the personnel (e.g., Project Manager, Road Supervisor, and Maintenance Manager)

within the time periods allotted in this Exhibit's Section G, Equipment, the Contractor may be assessed $100 per staff member in liquidated damages per business day after the deadline.

y. 24-Hour Emergency Contact

If the Contractor fails to return a call to the Contract Manager within one hour after being requested in accordance with this Exhibit's Section G.3, Communication Equipment, the Contractor may be assessed $200 in liquidated damages per occurrence.

z. Unresolved Service Vehicle Claims

If a settlement is not made within 90 calendar days of the date of loss (DOL) for a vehicle stolen, damaged, or lost by reason of collision, fire, negligence, abuse, vandalism, or other like cause in accordance with this Exhibit's Section G.2, General Terms for Transit Vehicles, the Contractor may be assessed liquidated damages. Liquidated damages in the amount of $1,000 per week, up to a maximum of $4,000 per month, shall begin 120 calendar days after the DOL. However, in no event shall the liquidated damages exceed the total number of service hours times the actual cost differential between a Contractor-Provided Replacement Service Vehicle and the County Service Vehicle for a given month.

aa. Service Vehicle Transfer Audit

At the discretion of the County, the Contractor may be required to transfer County Service Vehicles to another Service Contractor. The Contract Manager may schedule a pretransfer inspection and a final transfer inspection. The Contractor assuming responsibility for the County Service Vehicles (New Contractor) shall conduct both inspections. The current Contractor shall have appropriate staff on-site to review work identified. It is the responsibility of the current Contractor to ensure that County Service Vehicles are in good mechanical condition and have good, clean appearances. The current Contractor must ensure that each vehicle's brakes and tires meet the minimum requirements specified in Exhibit M.1, Preventive Maintenance.

Any and all mechanical defects identified during the pre-transfer and the final transfer inspections are the responsibility of the current Contractor. PMI's shall be current. PMI records of County Service Vehicles are County property and are to be turned over to the New Contractor.

Liquidated damages in the amount of $100 per County Service Vehicle per week may be assessed for PMI records that are not provided for any County Service Vehicle, beginning 1 week after the completion of the transfer of service.

Repairs identified during these inspections, not made by the current Contractor, shall be performed by the New Contractor. Outstanding PMI's shall also be performed by the New Contractor.

Contract Manager will review and validate repair costs (including internal and external body damage, preventative maintenance that was not performed as required and other vehicle repairs). To recover the cost of repairs and/or maintenance of County Service Vehicles, the Contract Manager may withhold up to two monthly Service invoice payments from the Contractor transferring County Service Vehicles.

Upon satisfactory completion of County Service Vehicle repairs and/or outstanding PMI's, the balance remaining from the monthly Service invoices being withheld minus the cost of repairs and/or maintenance will be released to the Contractor. If the repair costs exceed the total balance withheld from the monthly Service invoices, the County will invoice the Contractor for the difference.

bb. Health, Safety, and Comfort

In the event any Service Vehicle has a wheelchair ramp/lift, air conditioning, and/or heating system failure while in service, $200 per day per vehicle in liquidated damages may be assessed if the vehicle is placed in service during the next Service day(s) without repairs.

cc. Personnel

Contractor shall not, absent prior written notice to and consent by County, remove or reassign any of the key management personnel, such as the Project Manager or Maintenance Manager, at any time prior to or after execution of this Contract. In the event any key management personnel are removed or reassigned prior to or after execution of this Contract without prior written notice and consent by County, liquidated damages in the amount of $1,000 per staff member may be assessed.

dd. Timely Repairs to County-Provided Service Vehicles

Contractor shall make every effort to repair County Service Vehicles in a timely manner to maintain proper operating and appearance

standards. Repairs to County Service Vehicles shall be completed within a reasonable time frame. In the event any County Service Vehicle is removed from Service and remains out of service for six consecutive service days or 10 days within a 30-day period, the Contractor may be assessed $200 in liquidated damages per Service Vehicle per Service day up to a maximum of $2,000 per Service Vehicle per month.

If Contractor has documentation indicating that the condition of the vehicle cannot be corrected due to the unavailability of parts or for reasons that are clearly beyond Contractor's control, then Contract Manager may waive the liquidated damages.

ee. Interruption of Revenue Service to Refuel Service Vehicles

Contractor shall ensure that vehicles are fueled before being placed into revenue service. In the event any Service Vehicle causes an interruption in revenue service because it must be refueled, Contractor may be assessed liquidated damages of $200 per vehicle for each occurrence up to a maximum of $2,000 per month.

ff. Marketing and Advertising

Contractor shall ensure that each vehicle maintains an adequate supply of service brochures while operating in revenue service. If Contractor fails to comply, liquidated damages in the amount of $100 per Service Vehicle per occurrence may be assessed.

If Contractor has documentation, which indicates prior notice had been provided stating they had exhausted their supply of service brochures, then Contract Manager may waive the liquidated damages.

gg. Fines by Regulatory and Governmental Agencies

If the County is fined by a local, regional, State, or Federal regulatory or governmental agency as a result of the Contractor's negligence or failure to comply with any Federal, State, or local rules, regulations, or requirements, the Contractor may be assessed liquidated damages in an amount equal to the fine(s) charged to the County by a regulatory or governmental agency.

hh. AVL Devices

The Contractor is not to handle or disconnect any AVL device installed on a County Service Vehicle. If an AVL device is damaged,

removed, disconnected, lost, or stolen, the Contractor may be assessed $100 in liquidated damages per AVL device per Service day after the 2-week period following date of loss/damage (unless additional time is approved by County for unforeseen circumstances), until the AVL device is replaced.

4. In addition to the above, Public Works may use Exhibit F.1A, Performance Requirements Summary to evaluate Contractor's performance.

BB. Contractor's Quality Control Plan

The Contractor shall establish and maintain a Quality Control Plan to assure the requirements of this Contract are met. An updated copy shall be provided to the Contract Manager prior to the Contract start date and whenever changes occur. The plan shall include, but not be limited to, the following:

1. It shall specify the activities to be evaluated on either a scheduled or unscheduled basis, how often these evaluations shall take place and the title of the individual(s) who will be responsible for evaluating.

2. The methods for identifying and preventing deficiencies in the quality of service performed before the level of performance becomes unacceptable.

3. A file of all evaluations conducted by Contractor and, if necessary, the corrective action taken. This documentation shall be made available as requested by the County during the term of this Contract.

4. The methods for continuing service to the County in the event of a strike involving the Contractor's employees.

5. Control system in place to prevent vehicle loss.

CC. Gratuities

1. Contractor is advised that it is improper for any County officer, employee, or agent to solicit consideration, in any form, from Contractor with the implication, suggestion, or statement that Contractor's provision of the consideration, or failure to provide consideration, may cause favorable or unfavorable treatment, respectively, for the Contractor relating to the amendment or extension of the Contract or the making of any determinations with respect to Contractor's performance under this Contract. A Contractor shall not offer or give, either directly or through an intermediary, such improper consideration, in any form, to a County officer, employee, or agent for the purpose of securing favorable treatment as described herein.

2. A Contractor shall immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

3. Among other items, such improper consideration may take the form of cash; discounts; services; and the provision of travel, entertainment, or tangible gifts.

4. Note that Contractor's failure to adhere to this requirement could subject this Contract to termination for improper consideration under Section 3 Termination/Suspensions of Exhibit B.

FORM PW-2.1
INITIAL TERM

# SCHEDULE OF PRICES
# FOR

# EL SOL SHUTTLE SERVICES (BRC0000355)

**The undersigned Bidder offers to perform the work described in the Invitation for Bids (IFB) for the following price(s). The Bidder rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the IFB. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.**

| Item | Description | Hourly Rate | Estimated Annual Hours | Annual Price (Hourly Rate x Estimated Annual Hours) |
|---|---|---|---|---|
| 1 | Rate for County-Owned Service Vehicle | $95.2/ Hour | 27,653 | $ 2,632,565.60 |
| 2 | Rate for Contractor-Provided Service Vehicle[1] | $115.91/ Hour | 3,073 | $ 356,191.43 |
| | | ESTIMATED TOTAL ANNUAL HOURS | 30,726 | |
| | | | TOTAL PROPOSED ANNUAL PRICE | $ 2,988,757.03 |

[1]It is estimated that Contractor provided vehicles may be needed in place of County provided vehicles for 10% of the total annual hours.

FORM PW-2.2
OPTION YEAR 1

# SCHEDULE OF PRICES
# FOR

# EL SOL SHUTTLE SERVICES (BRC0000355)

**The undersigned Bidder offers to perform the work described in the Invitation for Bids (IFB) for the following price(s). The Bidder rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the IFB. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.**

| Item | Description | Hourly Rate | Estimated Annual Hours | Annual Price (Hourly Rate x Estimated Annual Hours) |
|---|---|---|---|---|
| 1 | Rate for County-Owned Service Vehicle | $96.78/ Hour | 27,653 | $ 2,676,257.34 |
| 2 | Rate for Contractor-Provided Service Vehicle[1] | $121.5/ Hour | 3,073 | $ 373,369.50 |
| | | ESTIMATED TOTAL ANNUAL HOURS | 30,726 | |
| | | | TOTAL PROPOSED ANNUAL PRICE | $ 3,049,626.84 |

[1]It is estimated that Contractor provided vehicles may be needed in place of County provided vehicles for 10% of the total annual hours.

**FORM PW-2.3**
**OPTION YEAR 2**

## SCHEDULE OF PRICES
## FOR

## EL SOL SHUTTLE SERVICES (BRC0000355)

**The undersigned Bidder offers to perform the work described in the Invitation for Bids (IFB) for the following price(s). The Bidder rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the IFB. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.**

| Item | Description | Hourly Rate | Estimated Annual Hours | Annual Price (Hourly Rate x Estimated Annual Hours) |
|---|---|---|---|---|
| 1 | Rate for County-Owned Service Vehicle | $98.51/ Hour | 27,653 | $ 2,724,097.03 |
| 2 | Rate for Contractor-Provided Service Vehicle[1] | $122.14/ Hour | 3,073 | $ 375,336.22 |
| | | ESTIMATED TOTAL ANNUAL HOURS | 30,726 | |
| | | | TOTAL PROPOSED ANNUAL PRICE | $ 3,099,433.25 |

[1] It is estimated that Contractor provided vehicles may be needed in place of County provided vehicles for 10% of the total annual hours.

**FORM PW-2.4**
**OPTION YEAR 3**

## SCHEDULE OF PRICES
## FOR

## EL SOL SHUTTLE SERVICES (BRC0000355)

**The undersigned Bidder offers to perform the work described in the Invitation for Bids (IFB) for the following price(s). The Bidder rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the IFB. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.**

| Item | Description | Hourly Rate | Estimated Annual Hours | Annual Price (Hourly Rate x Estimated Annual Hours) |
|---|---|---|---|---|
| 1 | Rate for County-Owned Service Vehicle | $100.82/ Hour | 27,653 | $ 2,787,975.46 |
| 2 | Rate for Contractor-Provided Service Vehicle[1] | $123.85/ Hour | 3,073 | $ 380,591.05 |
| | | ESTIMATED TOTAL ANNUAL HOURS | 30,726 | |
| | | | TOTAL PROPOSED ANNUAL PRICE | $ 3,168,566.51 |

[1] It is estimated that Contractor provided vehicles may be needed in place of County provided vehicles for 10% of the total annual hours.

**FORM PW-2.5**
**OPTION YEAR 4**

## SCHEDULE OF PRICES
## FOR

## EL SOL SHUTTLE SERVICES (BRC0000355)

**The undersigned Bidder offers to perform the work described in the Invitation for Bids (IFB) for the following price(s). The Bidder rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the IFB. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.**

| Item | Description | Hourly Rate | Estimated Annual Hours | Annual Price (Hourly Rate x Estimated Annual Hours) |
|---|---|---|---|---|
| 1 | Rate for County-Owned Service Vehicle | $103.9/ Hour | 27,653 | $ 2,873,146.70 |
| 2 | Rate for Contractor-Provided Service Vehicle[1] | $127.07/ Hour | 3,073 | $ 390,486.11 |
| | | ESTIMATED TOTAL ANNUAL HOURS | 30,726 | |
| | | | TOTAL PROPOSED ANNUAL PRICE | $ 3,263,632.81 |

[1]It is estimated that Contractor provided vehicles may be needed in place of County provided vehicles for 10% of the total annual hours.

**FORM PW-2.6**
**SUMMARY SHEET**

## SCHEDULE OF PRICES
## FOR
## EL SOL SHUTTLE SERVICE (BRC0000355)

**The undersigned Bidder offers to perform the work described in the Invitation for Bids (IFB) for the following price(s). The Bidder rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the IFB. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.**

| | TERMS | ANNUAL PRICE FOR EACH TERM |
|---|---|---|
| 1 | EL SOL SHUTTLE SERVICE - INITIAL TERM | $2,988,757.03 |
| 2 | EL SOL SHUTTLE SERVICE - OPTION YEAR 1 | $3,049,626.84 |
| 3 | EL SOL SHUTTLE SERVICE - OPTION YEAR 2 | $3,099,433.25 |
| 4 | EL SOL SHUTTLE SERVICE - OPTION YEAR 3 | $3,168,566.51 |
| 4 | EL SOL SHUTTLE SERVICE - OPTION YEAR 4 | $3,263,632.81 |
| | TOTAL PRICE FOR YEARS 1 THROUGH 5 | $15,570,016.44 |
| | AVERAGE TOTAL PRICE FOR YEARS 1 THROUGH 5 (TOTAL PRICE FOR YEARS 1 THROUGH 5 ÷ 5 YEARS) | $3,114,003.29 |

| | | |
|---|---|---|
| LEGAL NAME OF BIDDER: Southland Transit, Inc. | | |
| SIGNATURE OF PERSON AUTHORIZED TO SUBMIT BID | | |
| TITLE OF AUTHORIZED PERSON: Vice President/COO | | |
| DATE: August 08, 2022 | STATE CONTRACTOR'S LICENSE NUMBER | LICENSE TYPE |
| BIDDER'S ADDRESS: 3650 Rockwell Avenue, El Monte, CA 91731 | | |
| E-MAIL: jason@southlandtransit.com | | |
| PHONE: (626) 258-1387 | MOBILE: (831) 718-7405 | FACSIMILE: (626) 258-1329 |

**FORM LW-8.1**
**INITIAL TERM**

Estimated Dates Jan 1, 2023 - Dec 31, 2023

**STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: EL SOL SHUTTLE SERVICE (BRC0000355)**

**BIDDER:** Southland Transit, Inc.

| POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY) | HOURS PER DAY | | | | | | | HOURS PER WEEK | ANNUAL HOURS (52 x Hrs Per Wk) | HOURLY WAGE RATE | ANNUAL COST |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | SUN | MON | TUE | WED | THU | FRI | SAT | | | | |
| Drivers | 73.69 | 139.58 | 139.58 | 139.58 | 139.58 | 158.39 | 128.6 | 919 | 47,788 | $ 20.88 | $ 997,813.44 |
| Project Manager | | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | | 20 | 1,040 | $ 40.00 | $ 41,600.00 |
| Field Supervision | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 40 | 2,080 | $ 21.50 | $ 44,720.00 |
| Mechanics | | 8.35 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 50 | 2,600 | $ 32.00 | $ 83,200.00 |
| Service Workers | | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 12 | 624 | $ 19.00 | $ 11,856.00 |
| Maintenance Manager | | 2.80 | 2.80 | 2.80 | 2.80 | 2.80 | | 14 | 728 | $ 34.00 | $ 24,752.00 |
| Accounting/Clerical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 20.00 | $ 12,480.00 |
| Project Safety Offical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 31.25 | $ 19,500.00 |

| Comments/Notes: | | |
|---|---|---|
| | **Total Annual Salaries** | **$ 1,235,921.44** |
| ****Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATES IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS, OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE LW-8s PER EACH YEAR'S RATE.** | 1) Vacations, Sick Leave, Holiday | $ 17,784.00 |
| | 2) Health Insurance | $ 70,002.24 |
| | 3) Payroll Taxes & Workers' Compensation | $ 230,699.45 |
| | 4) Welfare and Pension | $ |
| | **Total Annual Employee Benefits (1+2+3+4)** | **$ 318,485.69** |
| | 5) Vehicle/Fuel/Equipment Costs | $ 705,533.05 |
| | 6) Service and Supply Costs | $ 197,360.32 |
| | 7) General and Administrative | $ 93,464.94 |
| | 8) Profit | $ 121,072.26 |
| | 9) Any Other Miscellaneous Costs: Facility | $ 69,542.60 |
| | 10) Insurance | $ 247,376.73 |
| | | |
| | **Total Annual Other Costs (5+6+7+8+9)** | **$ 1,434,349.90** |
| | | |
| | **TOTAL ANNUAL PRICE** | **$ 2,988,757.03** |

* All employees shown must be FULL-TIME employees of the proposer; unless exemption to use Part-Time employees has been granted by the County.

** Living Wage Rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program. Hourly rates that are not in compliance may subject your Bid to rejection.

Note: This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; and estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

**The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.**

Jason Snow, Vice President/COO
**Name of Proposer**

**Signature**

April, 8 2022
**Date**

**FORM LW-8.2**

**OPTION YEAR 1**

Estimated Dates Jan 1, 2024 - Dec 31, 2024

**STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: EL SOL SHUTTLE SERVICE (BRC0000355)**

**BIDDER:** Southland Transit, Inc.

| POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY) | HOURS PER DAY | | | | | | | HOURS PER WEEK | ANNUAL HOURS (52 x Hrs Per Wk) | HOURLY WAGE RATE | ANNUAL COST |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | SUN | MON | TUE | WED | THU | FRI | SAT | | | | |
| Drivers | 73.69 | 139.58 | 139.58 | 139.58 | 139.58 | 158.39 | 128.6 | 919 | 47,788 | $ 21.71 | $ 1,037,477.48 |
| Project Manager | | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | | 20 | 1,040 | $ 42.00 | $ 43,680.00 |
| Field Supervision | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 40 | 2,080 | $ 22.58 | $ 46,956.00 |
| Mechanics | | 8.35 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 50 | 2,600 | $ 33.60 | $ 87,360.00 |
| Service Workers | | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 12 | 624 | $ 19.76 | $ 12,330.24 |
| Maintenance Manager | | 2.80 | 2.80 | 2.80 | 2.80 | 2.80 | | 14 | 728 | $ 35.70 | $ 25,989.60 |
| Accounting/Clerical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 21.00 | $ 13,104.00 |
| Project Safety Offical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 32.81 | $ 20,475.00 |
| **Comments/Notes:** | | | | | | | | | | **Total Annual Salaries** | **$ 1,287,372.32** |
| ****Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATES IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS, OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE LW-8s PER EACH YEAR'S RATE.** | | | | | | | | 1) Vacations, Sick Leave, Holiday | | | $ 18,495.36 |
| | | | | | | | | 2) Health Insurance | | | $ 73,490.03 |
| | | | | | | | | 3) Payroll Taxes & Workers' Compensation | | | $ 239,896.02 |
| | | | | | | | | 4) Welfare and Pension | | | $ |
| | | | | | | | | **Total Annual Employee Benefits (1+2+3+4)** | | | **$ 331,881.41** |
| | | | | | | | | 5) Vehicle/Fuel/Equipment Costs | | | $ 686,705.91 |
| | | | | | | | | 6) Service and Supply Costs | | | $ 210,661.46 |
| | | | | | | | | 7) General and Administrative | | | $ 93,464.94 |
| | | | | | | | | 8) Profit | | | $ 123,159.92 |
| | | | | | | | | 9) Any Other Miscellaneous Costs: Facility | | | $ 70,204.15 |
| | | | | | | | | 10) Insurance | | | $ 246,176.73 |
| | | | | | | | | | | | |
| | | | | | | | | **Total Annual Other Costs (5+6+7+8+9)** | | | **$ 1,430,373.11** |
| | | | | | | | | | | | |
| | | | | | | | | **TOTAL ANNUAL PRICE** | | | **$ 3,049,626.84** |

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living Wage Rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program. Hourly rates that are not in compliance may subject your Bid to rejection.

Note: This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; and estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

**The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.**

Jason Snow, Vice President/COO
**Name of Proposer**

**Signature**

April, 8 2022
**Date**

**FORM LW-8.3**

**OPTION YEAR 2**

Estimated Dates Jan 1, 2025 - Dec 31, 2025

**STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: EL SOL SHUTTLE SERVICE (BRC0000355)**

**BIDDER:** Southland Transit, Inc.

| POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY) | HOURS PER DAY | | | | | | | HOURS PER WEEK | ANNUAL HOURS (52 x Hrs Per Wk) | HOURLY WAGE RATE | ANNUAL COST |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | SUN | MON | TUE | WED | THU | FRI | SAT | | | | |
| Drivers | 73.69 | 139.58 | 139.58 | 139.58 | 139.58 | 158.39 | 128.6 | 919 | 47,788 | $ 22.58 | $ 1,079,053.04 |
| Project Manager | | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | | 20 | 1,040 | $ 44.10 | $ 45,864.00 |
| Field Supervision | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 40 | 2,080 | $ 23.79 | $ 49,475.79 |
| Mechanics | | 8.35 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 50 | 2,600 | $ 35.28 | $ 91,728.00 |
| Service Workers | | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 12 | 624 | $ 20.55 | $ 12,823.20 |
| Maintenance Manager | | 2.80 | 2.80 | 2.80 | 2.80 | 2.80 | | 14 | 728 | $ 37.49 | $ 27,289.08 |
| Accounting/Clerical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 22.05 | $ 13,759.20 |
| Project Safety Offical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 34.45 | $ 21,498.75 |
| **Comments/Notes:** | | | | | | | | | | **Total Annual Salaries** | **$ 1,341,491.06** |

****Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATES IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS, OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE LW-8s PER EACH YEAR'S RATE.**

| | |
|---|---|
| 1) Vacations, Sick Leave, Holiday | $ 19,235.17 |
| 2) Health Insurance | $ 77,160.57 |
| 3) Payroll Taxes & Workers' Compensation | $ 249,510.16 |
| 4) Welfare and Pension | $ |
| **Total Annual Employee Benefits (1+2+3+4)** | **$ 345,905.90** |
| 5) Vehicle/Fuel/Equipment Costs | $ 652,171.44 |
| 6) Service and Supply Costs | $ 224,893.68 |
| 7) General and Administrative | $ 93,464.94 |
| 8) Profit | $ 125,426.82 |
| 9) Any Other Miscellaneous Costs: Facility | $ 70,982.68 |
| 10) Insurance | $ 245,096.73 |
| | |
| **Total Annual Other Costs (5+6+7+8+9)** | **$ 1,412,036.29** |
| | |
| **TOTAL ANNUAL PRICE** | **$ 3,099,433.25** |

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living Wage Rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program. Hourly rates that are not in compliance may subject your Bid to rejection.

Note: This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; and estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

**The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.**

Jason Snow, Vice President/COO
**Name of Proposer**

**Signature**

April, 8 2022
**Date**

**FORM LW-8.4**

**OPTION YEAR 3**

Estimated Dates Jan 1, 2026 - Dec 31, 2026

**STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: EL SOL SHUTTLE SERVICE (BRC0000355)**

**BIDDER:** Southland Transit, Inc.

| POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY) | HOURS PER DAY | | | | | | | HOURS PER WEEK | ANNUAL HOURS (52 x Hrs Per Wk) | HOURLY WAGE RATE | ANNUAL COST |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | SUN | MON | TUE | WED | THU | FRI | SAT | | | | |
| Drivers | 73.69 | 139.58 | 139.58 | 139.58 | 139.58 | 158.39 | 128.6 | 919 | 47,788 | $ 23.48 | $ 1,122,062.24 |
| Project Manager | | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | | 20 | 1,040 | $ 46.31 | $ 48,157.20 |
| Field Supervision | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 40 | 2,080 | $ 25.07 | $ 52,145.60 |
| Mechanics | | 8.35 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 50 | 2,600 | $ 37.04 | $ 96,314.40 |
| Service Workers | | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 12 | 624 | $ 21.37 | $ 13,334.88 |
| Maintenance Manager | | 2.80 | 2.80 | 2.80 | 2.80 | 2.80 | | 14 | 728 | $ 39.36 | $ 28,654.08 |
| Accounting/Clerical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 23.15 | $ 14,447.16 |
| Project Safety Offical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 36.18 | $ 22,576.32 |
| **Comments/Notes:** | | | | | | | | | | **Total Annual Salaries** | **$ 1,397,691.88** |

| | | |
|---|---|---|
| ****Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATES IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS, OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE LW-8s PER EACH YEAR'S RATE.** | 1) Vacations, Sick Leave, Holiday | $ 20,004.58 |
| | 2) Health Insurance | $ 81,014.42 |
| | 3) Payroll Taxes & Workers' Compensation | $ 259,533.13 |
| | 4) Welfare and Pension | $ |
| | **Total Annual Employee Benefits (1+2+3+4)** | **$ 360,552.13** |
| | 5) Vehicle/Fuel/Equipment Costs | $ 631,450.77 |
| | 6) Service and Supply Costs | $ 240,122.15 |
| | 7) General and Administrative | $ 93,464.94 |
| | 8) Profit | $ 128,469.79 |
| | 9) Any Other Miscellaneous Costs: Facility | $ 71,718.12 |
| | 10) Insurance | $ 245,096.73 |
| | | |
| | **Total Annual Other Costs (5+6+7+8+9)** | **$ 1,410,322.50** |
| | | |
| | **TOTAL ANNUAL PRICE** | **$ 3,168,566.51** |

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living Wage Rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program. Hourly rates that are not in compliance may subject your Bid to rejection.

Note: This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; and estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

**The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.**

| Jason Snow, Vice President/COO | | April, 8 2022 |
|---|---|---|
| **Name of Proposer** | **Signature** | **Date** |

**FORM LW-8.5**

**OPTION YEAR 4**

Estimated Dates Jan 1, 2027 - Dec 31, 2027

**STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: EL SOL SHUTTLE SERVICE (BRC0000355)**

**BIDDER:** Southland Transit, Inc.

| POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY) | HOURS PER DAY | | | | | | | HOURS PER WEEK | ANNUAL HOURS (52 x Hrs Per Wk) | HOURLY WAGE RATE | ANNUAL COST |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | SUN | MON | TUE | WED | THU | FRI | SAT | | | | |
| Drivers | 73.69 | 139.58 | 139.58 | 139.58 | 139.58 | 158.39 | 128.6 | 919 | 47,788 | $ 24.42 | $ 1,166,982.96 |
| Project Manager | | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | | 20 | 1,040 | $ 48.62 | $ 50,565.06 |
| Field Supervision | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 40 | 2,080 | $ 26.42 | $ 54,953.60 |
| Mechanics | | 8.35 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 50 | 2,600 | $ 38.90 | $ 101,130.12 |
| Service Workers | | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 12 | 624 | $ 22.23 | $ 13,871.52 |
| Maintenance Manager | | 2.80 | 2.80 | 2.80 | 2.80 | 2.80 | | 14 | 728 | $ 41.33 | $ 30,088.24 |
| Accounting/Clerical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 24.31 | $ 15,169.44 |
| Project Safety Offical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 37.98 | $ 23,699.52 |
| **Comments/Notes:** | | | | | | | | | | **Total Annual Salaries** | **$ 1,456,460.46** |
| ****Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATES IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS, OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE LW-8s PER EACH YEAR'S RATE.** | | | | | | | | | | 1) Vacations, Sick Leave, Holiday | $ 20,804.76 |
| | | | | | | | | | | 2) Health Insurance | $ 85,060.73 |
| | | | | | | | | | | 3) Payroll Taxes & Workers' Compensation | $ 269,982.69 |
| | | | | | | | | | | 4) Welfare and Pension | $ |
| | | | | | | | | | | **Total Annual Employee Benefits (1+2+3+4)** | **$ 375,848.18** |
| | | | | | | | | | | 5) Vehicle/Fuel/Equipment Costs | $ 631,450.77 |
| | | | | | | | | | | 6) Service and Supply Costs | $ 256,416.62 |
| | | | | | | | | | | 7) General and Administrative | $ 93,464.94 |
| | | | | | | | | | | 8) Profit | $ 132,524.55 |
| | | | | | | | | | | 9) Any Other Miscellaneous Costs: Facility | $ 72,370.56 |
| | | | | | | | | | | 10) Insurance | $ 245,096.73 |
| | | | | | | | | | | | |
| | | | | | | | | | | **Total Annual Other Costs (5+6+7+8+9)** | **$ 1,431,324.17** |
| | | | | | | | | | | | |
| | | | | | | | | | | **TOTAL ANNUAL PRICE** | **$ 3,263,632.81** |

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living Wage Rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 – Living Wage Program. Hourly rates that are not in compliance may subject your Bid to rejection.

Note: This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; and estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

**The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.**

Jason Snow, Vice President/COO
**Name of Proposer**

**Signature**

April, 8 2022
**Date**

# SERVICE CONTRACT GENERAL REQUIREMENTS

## SECTION 1

## INTERPRETATION OF CONTRACT

A. Ambiguities or Discrepancies

Both parties have either consulted or had the opportunity to consult with counsel regarding the terms of this Contract and are fully cognizant of all terms and conditions. Should there be any uncertainty, ambiguity, or discrepancy in the terms or provisions hereof, or should any misunderstanding arise as to the interpretation to be placed upon any position hereof or the applicability of the provisions hereunder, neither party shall be deemed as the drafter of this Contract and the uncertainty, ambiguity, or discrepancy shall not be construed against either party.

B. Definitions

Whenever in the Request for Statement of Qualifications, Contract, Scope of Work, Specifications, Terms, Requirements, and/or Conditions the following terms are used, the intent and meaning shall be interpreted as follows:

Agreement. The written, signed accord covering the performance of the requested service.

Bid or Bid Submission. The response to an Invitation for Bids.

Board. The Board of Supervisors of County of Los Angeles and Ex-Officio Board of Supervisors of the Los Angeles County Flood Control District.

Contract. The written agreement covering the performance of the service and the furnishing of labor, materials, supervision, and equipment in the performance of the service. The Contract includes the Agreement, Exhibit A - Scope of Work (Specifications), Exhibit B - Service Contract General Requirements, Exhibit C - Internal Revenue Service Notice 1015, Exhibit D - Safely Surrendered Baby Law Posters, Exhibit E – Defaulted Property Tax Reduction Program; and other appropriate exhibits, amendments, and change orders. Included are all supplemental agreements amending or extending the service to be performed, which may be required to supply acceptable services specified herein.

Contractor. The person or persons, sole proprietor, partnership, joint venture, corporation, or other legal entity who has entered into an agreement with County to perform or execute the work covered by this Contract.

Contract Work or Work. The entire contemplated work of maintenance and repair to be performed, and services rendered as prescribed in this Contract.

County. Includes County of Los Angeles, County of Los Angeles Department of Public Works, Los Angeles County Road Department, and/or Los Angeles County Engineer.

Day. Calendar day(s) unless otherwise specified.

Direct Employee. Worker employed by Contractor under Contractor's State and Federal taxpayer identification.

Director. The Director of Public Works, County of Los Angeles, as used herein, includes the Road Commissioner, County of Los Angeles; County Engineer, County of Los Angeles; Chief Engineer, Los Angeles County Flood Control District; and/or authorized representative(s).

District. Los Angeles County Flood Control District, or Los Angeles County Waterworks Districts, or Los Angeles County Consolidated Sewer Maintenance District.

Employee Leasing. Any agreement to employ any worker, at any tier, that is neither a Subcontract nor a direct employee relationship.

Fiscal Year. The 12-month period beginning July 1 and ending the following June 30.

Maximum Contract Sum. The Maximum Contract Sum is the aggregate total amount of compensation authorized by the Board.

Proposal. The written materials that a Proposer submits in response to this Request for Statement of Qualifications (Request for Statement of Qualifications).

Proposer. Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity submitting a Statement of Qualification for the work, acting directly or through a duly authorized representative.

Public Works. County of Los Angeles Department of Public Works.

Qualified Contractor. The person or persons, sole proprietor, partnership, joint venture, corporation, or other legal entity deemed qualified upon evaluations with a score of at least 75 eligible to submit bids for services contracts solicited by the County.

Solicitation. Request for Proposals, Invitation for Bids, Request for Statement of Qualifications, or Request for Quotation.

Specifications. The directions, provisions, and requirements contained herein, as supplemented by such special provisions as may be necessary pertaining to method, manner, and place of performing the work under this Contract.

Subcontract. An agreement by the Contractor to employ a Subcontractor at any tier; to employ or agree to employ a Subcontractor, at any tier.

Subcontractor. Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity furnishing supplies, services of any nature, equipment, and/or materials to Contractor in furtherance of the Contractor's performance of this Contract, at any tier, under oral or written agreement.

C. Headings

The headings herein contained are for convenience and reference only and are not intended to define or limit the scope of any provision thereof.

SECTION 2

STANDARD TERMS AND CONDITIONS PERTAINING TO CONTRACT ADMINISTRATION

A. Amendments

1. For any change which affects the Scope of Work, Contract sum, payments, or any term or condition included in this Contract, an amendment shall be prepared and executed by Contractor and the Board or if delegated by the Board, the Director, and Contractor.

2. The Board or County's Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in this Contract during the term of this Contract. County reserves the right to add and/or change such provisions as required by the Board or the Chief Executive Officer. To implement such changes, an amendment or a change order to this Contract shall be prepared by Public Works and signed by the Contractor.

3. County may, at its sole discretion, authorize extensions of time to this Contract's term. Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an amendment to this Contract shall be prepared and executed by Contractor and the Board or if delegated by the Board, the Director, and Contractor. To the extent that extensions of time for Contractor performance do not impact either scope or amount of this Contract, Public Works may, at its sole discretion, grant Contractor extensions of time, provided the aggregate of all such extensions during the life of this Contract shall not exceed 120 days.

4. For any change which does not materially affect the Scope of Work or any other term or condition included under this Contract, a change order shall be prepared by Public Works and signed by the Contractor. If the change order is prepared by the Contractor, it shall be approved by Public Works and signed by the Contractor and the County.

B. Assignment and Delegation

1. Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this paragraph, County consent shall require a written amendment to this Contract, which is formally approved and executed by Contractor and the Board or if delegated by the Board, the Director, and Contractor. Any payments by County to any approved delegate or assignee on any claim

under this Contract shall be deductible, at County's sole discretion, against the claims which Contractor may have against County.

2. Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of this Contract, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Contract.

3. Any assumption, assignment, delegation, or takeover of any of Contractor's duties, responsibilities, obligations, or performance of same by any person or entity other than Contractor, whether through assignment, Subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of this Contract, which may result in the suspension or termination of this Contract. In the event of such a termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default of Contractor.

C. Authorization Warranty

Contractor represents and warrants that the person(s) executing this Contract for Contractor is an authorized agent who has actual authority to bind Contractor to each and every term, condition, and obligation of this Contract and that all requirements of Contractor have been fulfilled to provide such actual authority.

D. Budget Reduction

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Contract. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within 30 calendar days of the Board's approval of such actions.

E. Complaints

Contractor shall develop, maintain, and operate procedures for receiving, investigating, and responding to any complaints by any individual.

1. Within 12 business days after this Contract's effective date, Contractor shall provide County with Contractor's policy for receiving, investigating, and responding to any complaints by any individual.

2. County will review Contractor's policy and provide Contractor with approval of said plan or with requested changes.

3. If County requests changes in Contractor's policy, Contractor shall make such changes and resubmit the plan within five business days for County approval.

4. If, at any time, Contractor wishes to change Contractor's policy, Contractor shall submit proposed changes to County for approval before implementation.

5. Contractor shall preliminarily investigate all complaints and notify the Contract Manager of the status of the investigation within five business days of receiving the complaint.

6. When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.

7. Copies of all written responses shall be sent to the Contract Manager within three business days of mailing to the complainant.

F. Compliance with Applicable Laws

1. In the performance of this Contract, Contractor shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.

2. Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or Subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures as determined

by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this paragraph shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

G. Compliance with Civil Rights Laws

Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e)(1) through 2000 (e)(17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical disability, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. Contractor shall comply with its EEO Certification (Form PW-7).

H. Confidentiality

1. Contractor shall maintain the confidentiality of all records obtained from County under this Contract in accordance with all applicable Federal, State, and local laws, ordinances, regulations, and directives relating to confidentiality.

2. Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or Subcontractors, to comply with this paragraph, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this paragraph shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a

full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

3. Contractor shall inform all of its officers, employees, agents, and Subcontractors providing services hereunder of the confidentiality provisions of this Contract.

I. Conflict of Interest

1. No County employee whose position with County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee shall be employed in any capacity by Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of Contractor who may financially benefit from the performance of the work hereunder shall in any way participate in County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence County's approval or ongoing evaluation of such work.

2. Contractor represents and warrants that it is aware of, and its authorized officers have read, the provisions of Los Angeles County Code, Section 2.180.010, "Certain Contracts Prohibited," and that execution of this Agreement will not violate those provisions. Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. Contractor warrants that it is not now aware of any facts that create a conflict of interest. If Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this paragraph shall be a material breach of this Contract subjecting Contractor to either Contract termination for default or debarment proceedings or both. Contractor must sign and adhere to the "Conflict of Interest Certification" (Form PW-5).

J. Consideration of Hiring County Employees Targeted for Layoffs or Former County Employees on Reemployment List

Should Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, Contractor shall

give first consideration for such employment openings to qualified permanent County employees who are targeted for layoff or qualified, former County employees who are on a reemployment list during the life of this Contract.

K. Consideration of Hiring GAIN and GROW Participants

1. Should Contractor require additional or replacement personnel after the effective date of this Contract, Contractor shall give consideration for any such employment openings to participants in County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program and General Relief Opportunity for Work (GROW) Program who meet Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that Contractor will interview qualified candidates. County will refer GAIN and GROW participants by category to Contractor.

2. In the event that both laid-off County employees and GAIN and GROW participants are available for hiring, County employees shall be given first priority.

L. Contractor's Acknowledgment of County's Commitment to Child Support Enforcement

Contractor acknowledges that County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. Contractor understands that it is County's policy to encourage all County Contractors to voluntarily post County's L.A.'s Most Wanted: Delinquent Parents poster in a prominent position at Contractor's place of business. County's Child Support Services Department will supply Contractor with the poster to be used.

M. Contractor's Charitable Activities Compliance

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete the Charitable Contributions Certification (Form PW-12), County seeks to ensure that all County Contractors which receive or raise charitable contributions comply with California law in order to protect County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either Contract termination for default or debarment proceedings or both. (Los Angeles County Code, Chapter 2.202).

N. Contractor's Warranty of Adherence to County's Child Support Compliance Program

1. Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through Contracts are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

2. As required by County's Child Support Compliance Program (Los Angeles County Code, Chapter 2.200), and without limiting Contractor's duty under this Contract to comply with all applicable provisions of law, Contractor warrants that it is now in compliance and shall during the term of this Contract maintain compliance with the employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code, Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family, or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code, Section 5246(b).

O. County's Quality Assurance Plan

County or its agent will monitor the Contractor's performance under this Contract on not less than an annual basis. Such monitoring will include assessing Contractor's compliance with all this Contract's terms and conditions and performance standards. Contractor deficiencies which County determines are significant or continuing and that may place performance of this Contract in jeopardy, if not corrected, will be reported to the Board. The report will include improvement/corrective action measures taken by County and Contractor. If improvement does not occur consistent with the corrective action measures, County may suspend or terminate this Contract for default or impose other penalties as specified in this Contract.

P. Damage to County Facilities, Buildings, or Grounds

1. Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by Contractor, employees, or agents of Contractor.

2. Such repairs shall be made immediately after Contractor has become aware of such damage, but in no event later than 30 days after the occurrence. If Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined

by County, for such repairs shall be repaid by Contractor by cash payment upon demand. County may deduct from any payment otherwise due Contractor for costs incurred by County to make such repairs.

Q. Employment Eligibility Verification

1. Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all of its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. Contractor shall obtain, from all covered employees performing services hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986 (P.L. 99-603), or as they currently exist and as they may be hereafter amended. Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

2. Contractor shall indemnify, defend, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers from employer sanctions and any other liability which may be assessed against Contractor or County or both in connection with any alleged violation of Federal or State statutes or regulations pertaining to the eligibility for employment of persons performing services under this Contract.

R. Facsimile Representations

At the discretion of County, County may agree to regard facsimile representations of original signatures of Contractor's authorized officers, when appearing in appropriate places on the change notices and amendments prepared pursuant to this Exhibit's Amendments, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to change notices and amendments to this Contract, such that the Contractor need not follow up facsimile transmissions of such documents with subsequent (nonfacsimile) transmission of "original" versions of such documents.

S. Fair Labor Standards

Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers from any and all liability including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law including, but not limited to, the Federal

Fair Labor Standards Act, for work performed by Contractor's employees for which County may be found jointly or solely liable.

T. Force Majeure

1. Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's Subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this subparagraph as "force majeure events").

2. Notwithstanding the foregoing, a default by a Subcontractor of Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such Subcontractor, and without any fault or negligence of either of them. In such case, Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this subparagraph, the term "Subcontractor" and "Subcontractors" mean Subcontractors at any tier.

3. In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

U. Governing Laws, Jurisdiction, and Venue

This Contract shall be governed by, and construed in accordance with the laws of the State of California. To the maximum extent permitted by applicable law, Contractor and County agree and consent to the exclusive jurisdiction of the courts of the State of California for all purposes concerning this Contract and further agree and consent that venue of any action brought in connection with or arising out of this Contract, shall be exclusively in the County of Los Angeles.

V. Most Favored Public Entity

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the County.

W. Nondiscrimination and Affirmative Action

1. Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State antidiscrimination laws and regulations.

2. Contractor shall certify to, and comply with, the provisions of Contractor's EEO Certification (Form PW-7).

3. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State antidiscrimination laws and regulations. Such action shall include, but not be limited to, employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship.

4. Contractor certifies and agrees that it will deal with its Subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.

5. Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

6. Contractor shall allow County representatives access to Contractor's employment records during regular business hours to verify compliance with the provisions of this paragraph when so requested by County.

7. If County finds that any of the above provisions have been violated, such violation shall constitute a material breach of this Contract upon which County may terminate for default or suspend this Contract. While County reserves the right to determine independently that the antidiscrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that Contractor has

violated Federal or State antidiscrimination laws or regulations shall constitute a finding by County that Contractor has violated the antidiscrimination provisions of this Contract.

8. The parties agree that in the event Contractor violates any of the antidiscrimination provisions of this Contract, County shall, at its sole option, be entitled to a sum of $500 for each violation pursuant to California Civil Code, Section 1671, as liquidated damages in lieu of terminating or suspending this Contract.

X. Nonexclusivity

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict County from acquiring similar, equal, or like goods and/or services from other entities or sources.

Y. No Payment for Services Provided Following Expiration/Suspension/Termination of Contract

Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration, suspension, or other termination of this Contract. Should Contractor receive any such payment, it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/suspension/termination of this Contract shall not constitute a waiver of County's right to recover such payment from Contractor. This provision shall survive the expiration/suspension/termination of this Contract.

Z. Notice of Delays

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one business day, give notice thereof, including all relevant information with respect thereto, to the other party.

AA. Notice of Disputes

Contractor shall bring to the attention of the Contract Manager any dispute between County and Contractor regarding the performance of services as stated in this Contract. If the Contract Manager is not able to resolve the dispute, the Director will resolve it.

BB. Notice to Employees Regarding the Federal Earned Income Credit

Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015 (Exhibit C).

CC. Notices

Notices desired or required to be given under these Specifications, Conditions, or Terms herein or any law now or hereafter in effect may, at the option of the party giving the same, be given by enclosing the same in a sealed envelope addressed to the party for whom intended and by depositing such envelope with postage prepaid with the United States Post Office and any such notice and the envelope containing the same shall be addressed to Contractor at its place of business, or such other place as may be hereinafter designated in writing by Contractor. The notices and envelopes containing the same to County shall be addressed to:

Contracting Manager, Architectural Engineering Division
County of Los Angeles Department of Public Works
P.O. Box 1460
Alhambra, CA 91802-1460

In the event of suspension or termination of this Contract, notices may also be given upon personal delivery to any person whose actual knowledge of such suspension or termination would be sufficient notice to Contractor. Actual knowledge of such suspension or termination by an individual Contractor or by a copartner, if Contractor is a partnership; or by the president, vice president, secretary, or general manager, if Contractor is a corporation; or by the managing agent regularly in charge of the work on behalf of said Contractor shall in any case be sufficient notice.

DD. Publicity

Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing Contractor's need to identify its services and related clients to sustain itself, County shall not inhibit Contractor from publicizing its role under this Contract within the following conditions:

1. Contractor shall develop all publicity material in a professional manner.

2. During the term of this Contract, Contractor shall not, and shall not authorize another to, publish or disseminate commercial advertisements, press releases, feature articles, or other materials using the name of

County without the prior written consent of the Contract Manager. County shall not unreasonably withhold such written consent.

3. Contractor may, without prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with County, provided that the requirements of this paragraph shall apply.

EE. Public Records Act

1. Any documents submitted by Contractor; all information obtained in connection with County's right to audit and inspect Contractor's documents, books, and accounting records pursuant to this Exhibit's Record Retention and Inspection/Audit Settlement of this Contract; as well as those documents which were required to be submitted in response to the RFSQ used in the solicitation process for this Contract, become the exclusive property of County. All such documents become a matter of public record and shall be regarded as public records, except those documents that are marked "Trade Secret," "Confidential," or "Proprietary" and are deemed excluded from disclosure under Government Code 6250 et seq. (Public Records Act). County shall not in any way be liable or responsible for the disclosure of any such records including, with limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

2. In the event County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Trade Secret," "Confidential," or "Proprietary," Contractor agrees to defend and indemnify County from all costs and expenses, including reasonable attorney's fees, in connection with any requested action or liability arising under the Public Records Act.

FF. Record Retention and Inspection/Audit Settlement

Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. Contractor agrees that County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material including, but not limited to, all financial records, bank statements, cancelled checks, or other proof of payment, timecards, sign-in/sign-out sheets, and other time and employment records, and proprietary data and information shall be kept and maintained by Contractor and shall be made available to County during the term of this Contract and for a period of five years thereafter unless County's written

permission is given to dispose of any such material prior to such time. All such material shall be maintained by Contractor at a location in County, provided that if any such material is located outside County, then, at County's option, Contractor shall pay County for travel, per diem, and other costs incurred by County to examine, audit, excerpt, copy, or transcribe such material at such other location.

1. In the event that an audit of Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by Contractor or otherwise, then Contractor shall file a copy of such audit report with County's Auditor-Controller within 30 days of Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, County shall make a reasonable effort to maintain the confidentiality of such audit report(s).

2. Failure on the part of Contractor to comply with any of the provisions of this paragraph shall constitute a material breach of this Contract upon which County may suspend or terminate for default or suspend this Contract.

3. If, at any time during the term of this Contract or within five years after the expiration or termination of this Contract, representatives of County conduct an audit of Contractor regarding the work performed under this Contract, and if such audit finds that County's dollar liability for any such work is less than payments made by County to Contractor, then the difference shall be either: a) repaid by Contractor to County by cash payment upon demand or b) at the sole option of County's Auditor-Controller, deducted from any amounts due to Contractor from County, whether under this Contract or otherwise. If such audit finds that County's dollar liability for such work is more than the payments made by County to Contractor, then the difference shall be paid to Contractor by County by cash payment, provided that in no event shall County's maximum obligation for this Contract exceed the funds appropriated by County for the purpose of this Contract.

4. In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County Contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County Contracts. The Contractor further acknowledges that the

foregoing requirement in this subparagraph relative to Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

GG. Recycled-Content Paper Products

Consistent with Board policy to reduce the amount of solid waste deposited at County landfills, Contractor agrees to use recycled-content paper to the maximum extent possible under this Contract.

HH. Contractor's Employee Criminal Background Investigation

Each of Contractor’s staff performing services under this Contract, who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with the background investigation shall be at the expense of the Contractor, regardless of whether the member of Contractor’s staff passes or fails the background investigation.

If a member of Contractor’s staff does not pass the background investigation, County may request that the member of Contractor’s staff be removed immediately from performing services under the Contract. Contractor shall comply with County’s request at any time during the term of the Contract. County will not provide to Contractor or to Contractor’s staff any information obtained through the County’s background investigation

County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.

Disqualification of any member of Contractor's staff pursuant to this section shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

II. Subcontracting

The requirements of this Contract may not be subcontracted by Contractor without the advance written approval of County. Any attempt by Contractor to Subcontract without the prior written consent of County may be deemed a material breach of this Contract and the County may suspend or terminate for this Contract default.

1. If Contractor desires to Subcontract, Contractor shall provide the following information promptly at County's request:

   a. A description of the work to be performed by the Subcontractor.

   b. A draft copy of the proposed Subcontract.

   c. Other pertinent information and/or certifications requested by County.

2. Contractor shall indemnify, defend, and hold County harmless with respect to the activities of each and every Subcontractor in the same manner and to the same degree as if such Subcontractor(s) were Contractor employees.

3. Contractor shall remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to Subcontract, notwithstanding County's approval of Contractor's proposed Subcontract.

4. County's consent to Subcontract shall not waive County's right to prior and continuing approval of any and all personnel, including Subcontractor employees, providing services under this Contract. Contractor is responsible to notify its Subcontractors of this County right.

5. County's Contract Manager is authorized to act for and on behalf of County with respect to approval of any Subcontract and Subcontractor employees.

6. Contractor shall be solely liable and responsible for all payments or other compensation to all Subcontractors and their officers, employees, agents,

and successors in interest arising through services performed hereunder, notwithstanding County's consent to Subcontract.

7. Contractor shall obtain certificates of insurance, which establish that the Subcontractor maintains all the programs of insurance required by County from each approved Subcontractor. Contractor shall ensure delivery of all such documents to Architectural Engineering Division, P.O. Box 1460, Alhambra, California 91802-1460, before any Subcontractor employee may perform any work hereunder.

8. Employee Leasing is prohibited.

JJ. Validity

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

KK. Waiver

No waiver by County of any breach of any provision of this Contract shall constitute a waiver of any other breach of said provision or of any other provision of this Contract. Failure of County to enforce at anytime, or from time to time, any provision of this Contract shall not be construed as a waiver thereof.

LL. Warranty Against Contingent Fees

1. Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Contractor for the purpose of securing business.

2. For breach of this warranty, County shall have the right, in its sole discretion, to suspend or terminate this Contract for default, deduct from amounts owing to the Contractor, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

MM. Time Off for Voting

The Contractor shall notify its employees, and shall require each Subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code, Section 14000). Not less than ten days before every Statewide election, every Contractor and Subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

NN. Local Small Business Enterprise Utilization

When requested by the County, the Contractor shall provide to the County via methods specified by the County, such as submission of electronic live (or dynamic) data on invoices for the prime and all subcontractors using County-designated third party software system or to a County approved website, or other means of submitting expenditure information on subcontractors, including but not limited to the following information: the name, business address and telephone number/email address of each subcontractor.

In addition, the Contractor shall be required to provide each of the specified subcontractor Local Small Business Enterprise (SBE), Disabled Veterans Enterprise (DBVE), and Social Enterprise status (i.e., whether any of the listed subcontractors are Local SBE's) and the proposed monetary amount of the work the subcontractor will perform on each Notice to Proceed. At the time of submittal of each invoice, the Contractor shall indicate, via methods specified by the County, the actual dollar amounts paid to each listed subcontractor who performed work on the project. The subcontractor may be requested to confirm receipt of the actual payment to the subcontractor by the prime.

The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure to the Contractor to comply with this Section. The parties will agree that under the current circumstances a reasonable estimate of such damages is specified in Exhibit F, Performance Requirements Summary, and that the Contractor shall be liable to the County for said amount.

If in the judgment of the Director, or his/her designee, the Contractor is deemed to be in non-compliance with the terms and obligations, the Director or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided in Exhibit F, Performance Requirements Summary, may deduct and withhold liquidated damages from County's final payment to the Contractor.

OO. Compliance with County’s Zero Tolerance Human Trafficking

Contractor acknowledges that the County has established a Zero Tolerance Human Trafficking Policy prohibiting contractors from engaging in human trafficking.

If a Contractor or member of Contractor's staff is convicted of a human trafficking offense, the County shall require that the Contractor or member of Contractor’s staff be removed immediately from performing services under the Contract. County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.

Disqualification of any member of Contractor's staff pursuant to this paragraph shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

PP. Method of Payment and Required Information

The County may, at its sole discretion, determine the most appropriate, efficient, secure, and timely form of payment for any amounts due for goods and/or services provided under an agreement or contract with the County. Proposers/Contractors further agree that the default form of payment shall be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).

Upon contract award and at the request of the A-C and/or the contracting department, the Contractor shall provide the A-C with electronic banking and related information for the Contractor and/or any other payee that the Contractor designates to receive payment pursuant to this agreement or contract. Such electronic banking and related information includes, but is not limited to: bank account number and routing number, legal business name, valid taxpayer identification number or TIN, a working e-mail address capable of receiving remittance advices and other payment related correspondence, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, recordkeeping, and tax reporting requirements.

Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit shall supersede this requirement with respect to those payments. Upon contract award or at any time during the duration of the agreement or contract, a contractor may submit a written request for an exemption to this requirement. Such request must be based on specific legal, business or operational needs and explain why the payment method designated by the A-C is not feasible and an alternative is necessary. The A-C, in consultation with the contracting department(s), shall decide whether to approve exemption requests.

QQ. Compliance with Fair Chance Employment Practices

Contractor shall comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History. Contractor’s violation of this paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract.

RR. Compliance with the County Policy of Equity

The contractor acknowledges that the County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE) (https://ceop.lacounty.gov/). The contractor further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. The contractor, its employees and subcontractors acknowledge and certify receipt and understanding of the CPOE. Failure of the contractor, its employees or its subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject the contractor to termination of contractual agreements as well as civil liability.

## SECTION 3

## TERMINATIONS/SUSPENSIONS

A. Termination/Suspension for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program

Failure of Contractor to maintain compliance with the requirements set forth in this Exhibit's Contractor's Warranty of Adherence to County's Child Support Compliance Program shall constitute a default under this Contract. Without limiting the rights and remedies available to County under any other provision of this Contract, failure of Contractor to cure such default within 90 calendar days of written notice shall be grounds upon which the County may suspend or terminate this Contract pursuant to this Exhibit's Termination/Suspension for Default, and pursue debarment of Contractor pursuant to Los Angeles County Code, Chapter 2.202.

B. Termination/Suspension for Convenience

1. This Contract may be suspended or terminated, in whole or in part, from time to time, when such action is deemed by County, in its sole discretion, to be in its best interest. Suspension or termination of work hereunder shall be effected by notice of suspension or termination to Contractor specifying the extent to which performance of work is suspended or terminated and the date upon which such suspension or termination becomes effective. The date upon which such suspension or termination becomes effective shall be no less than ten days after the notice is sent.

2. After receipt of a notice of suspension or termination and except as otherwise directed by County, Contractor shall:

    a. Stop work under this Contract on the date and to the extent specified in such notice.

    b. Complete performance of such part of the work as shall not have been suspended or terminated by such notice.

3. All material including books, records, documents, or other evidence bearing on the costs and expenses of Contractor under this Contract shall be maintained by Contractor in accordance with this Exhibit's Record Retention and Inspection/Audit Settlement.

4. If this Contract is suspended or terminated, Contractor shall complete within the Director's suspension or termination date contain within the notice of suspension or termination, those items of work which are in various stages of completion, which the Director has advised the Contractor are necessary to bring the work to a timely, logical, and orderly

end. Reports, samples, and other materials prepared by Contractor under this Contract shall be delivered to County upon request and shall become the property of County.

C. Termination/Suspension for Default

1. County may, by written notice to Contractor, suspend or terminate the whole or any part of this Contract, if, in the judgment of the County:

   a. Contractor has materially breached this Contract; or

   b. Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required under this Contract; or

   c. Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five working days (or such longer period as County may authorize in writing) after receipt of written notice from County specifying such failure.

2. In the event County suspends or terminates this Contract in whole or in part pursuant to this paragraph, County may procure, upon such terms and in such manner, as County may deem appropriate, goods and services similar to those so suspended or terminated. Contractor shall be liable to County for any and all excess costs incurred by County, as determined by County, for such similar goods and services. Contractor shall continue the performance of this Contract to the extent not suspended or terminated under the provisions of this paragraph.

3. Except with respect to defaults of any Subcontractor, Contractor shall not be liable for any excess costs of the type identified in subparagraph "2" above, if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of Contractor. Such causes may include, but are not limited to, acts of God or of the public enemy, acts of County in either its sovereign or contractual capacity, acts of the Federal or State government in its sovereign capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of Contractor. If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both Contractor and Subcontractor, and without the fault or negligence of either of them, Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the

Subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required delivery schedule.

4. If, after County has given notice of termination or suspension under the provisions of this paragraph, it is determined by County that Contractor was not in default under the provisions of this paragraph or that the default was excusable under the provisions of this paragraph, the rights and obligations of the parties shall be the same as if the notice of termination or suspension had been issued pursuant to this Exhibit's Termination/Suspension for Convenience.

5. The rights and remedies of County provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

6. As used herein, the terms "Subcontractor" and "Subcontractors" mean Subcontractor at any tier.

D. Termination/Suspension for Improper Consideration

1. County may, by written notice to Contractor, immediately suspend or terminate the right of Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, extension of this Contract, or the making of any determinations with respect to Contractor's performance pursuant to this Contract. In the event of such termination or suspension, County shall be entitled to pursue those same remedies against Contractor as it could pursue in the event of default by Contractor.

2. Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to County manager charged with the supervision of the employee or to County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

3. Among other items, such improper consideration may take the form of cash; discounts; services; the provision of travel, entertainment, or tangible gifts.

E. Termination/Suspension for Insolvency

1. County may suspend or terminate this Contract forthwith in the event of the occurrence of any of the following:

   a. Insolvency of Contractor. Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least 60 days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code, and whether or not Contractor is insolvent within the meaning of the Federal Bankruptcy Code.

   b. The filing of a voluntary or involuntary bankruptcy petition relative to Contractor under the Federal Bankruptcy Code.

   c. The appointment of a bankruptcy Receiver or Trustee for Contractor.

   d. The execution by Contractor of a general assignment for the benefits of creditors.

2. The rights and remedies of County provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

F. Termination/Suspension for Nonadherence to County Lobbyists Ordinance

Contractor, and each County lobbyist or County lobbying firm as defined in Los Angeles County Code, Section 2.160.010, retained by Contractor, shall fully comply with County's Lobbyist Ordinance, Los Angeles County Code, Chapter 2.160. Failure on the part of Contractor or any County Lobbyists or County Lobbying firm retained by Contractor to fully comply with County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which County may in its sole discretion, immediately suspend or terminate for default of this Contract.

G. Termination/Suspension for Nonappropriation of Funds

Notwithstanding any other provision of this Contract, County shall not be obligated for Contractor's performance hereunder or by any provision of this Contract during any of County's future fiscal years unless and until the Board appropriates funds for this Contract in County's budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract may be suspended or terminated as of June 30 of the last fiscal year for which funds were appropriated. County will notify Contractor in writing of any such nonallocation of funds at the earliest possible date.

## SECTION 4

## GENERAL CONDITIONS OF CONTRACT WORK

A. Authority of Public Works and Inspection

The Director will have the final authority in all matters affecting the work covered by this Contract's Terms, Requirement, Conditions, and Specifications. On all questions relating to work acceptability or interpretations of these Terms, Requirements, Conditions, and Specifications, the decision of the Director will be final.

B. Cooperation

Contractor shall cooperate with Public Works' forces engaged in any other activities at the jobsite. Contractor shall carry out all work in a diligent manner and according to instructions of the Director.

C. Cooperation and Collateral Work

Contractor shall perform work as directed by the Director. The Director will be supported by other Public Works personnel in assuring satisfactory performance of the work under these Specifications and that satisfactory Contract controls and conditions are maintained.

D. Equipment, Labor, Supervision, and Materials

All equipment, labor, supervision, and materials required to accomplish this Contract, except as might be specifically outlined in other sections, shall be provided by Contractor.

E. Gratuitous Work

Contractor agrees that should work be performed outside the Scope of Work indicated and without Public Works' prior written approval in accordance with this Exhibit's Amendments, such work shall be deemed to be a gratuitous effort by Contractor, and Contractor shall have no claim against County.

F. Jobsite Safety

Contractor shall be solely responsible for ensuring that all work performed under this Contract is performed in strict compliance with all applicable Federal, State, and local occupational safety regulations. Contractor shall provide at its expense all safeguards, safety devices, and protective equipment and shall take any and all actions appropriate to providing a safe jobsite.

G. Labor

No person shall be employed on any work under this Contract who is found to be intemperate, troublesome, disorderly, or is otherwise objectionable to Public Works. Any such person shall be reassigned immediately and not again employed on Public Works' projects or providing services.

H. Labor Law Compliance

Contractor, its agents, and employees shall be bound by and shall comply with all applicable provisions of the Labor Code of the State of California as well as all other applicable Federal, State, and local laws related to labor including compliance with prevailing wage laws. The Contractor is responsible for selecting the classification of workers, which will be required to perform this service in accordance with the Contractor's method of performing the work and when applicable, is required to pay current prevailing wage rate s adopted by the Director of the Department of Industrial Relations and will indemnify the County for any claims resulting from their failure to so comply. Contractor shall comply with Labor Code, Section 1777.5, with respect to the employment of apprentices.

I. Overtime

Eight hours labor constitutes a legal day's work. Work in excess thereof, or greater than 40 hours during any one week, shall be permitted only as authorized by and in accordance with Labor Code, Section 1815 et seq.

J. Permits/Licenses

Contractor shall be fully responsible for possessing or obtaining all permits/licenses, except as might be specifically outlined in other sections, from the appropriate Federal, State, or local authorities relating to work to be performed under this Contract.

K. Prohibition Against Use of Child Labor

1. Contractor shall:

   a. Not knowingly sell or supply to County any products, goods, supply, or other personal property manufactured in violation of child labor standards set by the International Labor Organization through its 1973 Convention Concerning Minimum Age for Employment.

   b. Upon request by County, identify the country/countries of origin of any products, goods, supplies, or other personal property Contractor sells or supplies to County.

c. Upon request by County, provide to County the manufacturer's certification of compliance with all international child labor conventions.

d. Should County discover that any products, goods, supplies, or other personal property sold or supplied by Contractor to County are produced in violation of any international child labor conventions, Contractor shall immediately provide an alternative, compliant source of supply.

2. Failure by Contractor to comply with provisions of this paragraph will constitute a material breach of this Contract and will be grounds for immediate suspension or termination of this Contract for default.

L. Public Convenience

Contractor shall conduct operations to cause the least possible obstruction and inconvenience to public traffic or disruption to the peace and quiet of the area within which the work is being performed.

M. Public Safety

It shall be Contractor's responsibility to maintain security against public hazards at all times while performing work at Public Works' jobsites.

N. Quality of Work

Contractor shall provide the County high and consistent quality work under this Contract and which is at least equivalent to that which Contractor provides to all other clients it serves. All work shall be executed by experienced and well-trained workers. All work shall be under supervision of a well-qualified supervisor. Contractor also agrees that work shall be furnished in a professional manner and according to these Specifications.

O. Quantities of Work

Contractor shall be allowed no claims for anticipated profits or for any damages of any sort because of any difference between the work estimated by Contractor in responding to County's solicitation and actual quantities of work done under this Contract or for work decreased or eliminated by County.

P. Safety Requirements

Contractor shall be responsible for the safety of equipment, material, and personnel under Contractor's jurisdiction during the work.

Q. Storage of Material and Equipment

Contractor shall not store material or equipment at the jobsite, except as might be specifically authorized by this Contract. County will not be liable or responsible for any damage, by whatever means, or for the theft of Contractor's material or equipment from any jobsite.

R. Transportation

County will not provide transportation to and from the jobsite and will not provide travel around the limits of the jobsite.

S. Work Area Controls

1. Contractor shall comply with all applicable laws and regulations. Contractor shall maintain work area in a neat, orderly, clean, and safe manner. Contractor shall avoid spreading out equipment excessively. Location and layout of all equipment and materials at each jobsite will be subject to the Contract Manager's approval.

2. Contractor shall be responsible for the security of any and all of Public Works/County facilities in its care. Contractor shall provide protection against vandalism and accidental and malicious damage, both during working and nonworking hours.

T. County Contract Database/CARD

The County maintains databases that track/monitor Contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a Contract term extension option.

## SECTION 5

## INDEMNIFICATION AND INSURANCE REQUIREMENTS

A. Independent Contractor Status

1. This Contract is by and between County and Contractor and is not intended, and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association as between County and Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

2. Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of Contractor.

3. Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of Contractor and not employees of County. Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of Contractor pursuant to this Contract.

B. Indemnification

Contractor shall indemnify, defend, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Appointed Officers, Agents, Employees, and Volunteers ("County Indemnities"), from and against any and all liability including, but not limited to, demands, claims, actions, fees, costs, and expenses of any nature whatsoever (including attorney and expert witness fees), arising from or connected with Contractor's acts and/or omissions arising from and/or relating to this Contract except for loss or damage arising from the sole negligence or willful misconduct of the County Indemnities. This indemnification also shall include any and all intellectual property liability, including copyright infringement and similar claims.

C. Workplace Safety Indemnification

In addition to and without limiting the indemnification required by this Exhibit's Section 5.B (above), and to the extent allowed by law, Contractor agrees to defend, indemnify, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Appointed Officers, Agents, Employees, and Volunteers

from and against any and all investigations, complaints, citations, liability, expense (including defense costs and legal fees), claims, and/or causes of action for damages of any nature whatsoever including, but not limited to, injury or death to employees of Contractor, its Subcontractors or County, attributable to any alleged act or omission of Contractor and/or its Subcontractors which is in violation of any Cal/OSHA regulation. The obligation to defend, indemnify, and hold harmless County includes all investigations and proceedings associated with purported violations of Section 336.10 of Title 8 of the California Code of Regulations pertaining to multiemployer worksites. Contractor shall not be obligated to indemnify for liability and expenses arising from the active negligence of County. County may deduct from any payment otherwise due Contractor any costs incurred or anticipated to be incurred by County, including legal fees and staff costs, associated with any investigation or enforcement proceeding brought by Cal/OSHA arising out of the work being performed by Contractor under this Contract.

D. General Insurance Requirements

1. Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in this paragraph and paragraph F of this Section. These minimum insurance coverage terms, types, and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

2. Evidence of Coverage and Notice to County: - A certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.

   a. Renewal Certificates shall be provided to County not less than ten days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Subcontractor insurance policies at any time.

   b. Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this

Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding $50,000, and list any County-required endorsement forms.

c. Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a noncomplying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

d. Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Department of Public Works, Business Relations and Contracts
P.O. Box 1460
Alhambra, California 91802-1460
Attention of: Contract Analyst (noted in the RFSQ Notice)

e. Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third-party claim or suit filed against Contractor or any of its Subcontractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

3. Additional Insured Status and Scope of Coverage - The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers and, when applicable, Los Angeles County Metro Transportation Authority (LACMTA), its Officers, Agents, and Employees shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers, and, when applicable, LACMTA, its Officers, Agents, and Employees additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection

also shall apply to the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers and, when applicable, LACMTA, its Officers, Agents, and Employees as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

4. Cancellation of or Changes in Insurance: Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten days in advance of cancellation for nonpayment of premium and 30 days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

5. Failure to Maintain Insurance: Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

6. Insurer Financial Ratings: Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

7. Contractor's Insurance Shall Be Primary: Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County-maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8. Waivers of Subrogation: To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

9. Subcontractor Insurance Coverage Requirements: Contractor shall include all Subcontractors as insureds under Contractor's own policies, or shall provide County with each Subcontractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Subcontractor complies with the Required Insurance provisions herein, and shall require that each Subcontractor name the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, Volunteers, and Contractor as additional insureds on the Subcontractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Subcontractor request for modification of the Required Insurance.

10. Deductibles and Self-Insured Retentions (SIRs): Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

11. Claims Made Coverage: If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three years following Contract expiration, termination, or cancellation.

12. Application of Excess Liability Coverage: Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

13. Separation of Insureds: All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

14. Alternative Risk Financing Programs: The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements, and captive insurance to satisfy the Required Insurance provisions. The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers shall be designated as an Additional Covered Party under any approved program.

15. County Review and Approval of Insurance Requirements: The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

E. Compensation for County Costs

In the event that the Contractor fails to comply with any of the indemnification or insurance requirements of this Contract, and such failure to comply results in any costs to the County, the Contractor shall pay full compensation for all costs incurred by the County.

F. Insurance Coverage Requirements

1. Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers as an additional insured, with limits of not less than:

| | |
|---|---|
| General Aggregate: | $4 million |
| Products/Completed Operations Aggregate: | $4 million |
| Personal and Advertising Injury: | $4 million |
| Each Occurrence: | $4 million |

2. Automobile Liability written on ISO policy form CA 00 01 or its equivalent. Such insurance shall include coverage for all "owned," "nonowned," and "hired" vehicles, or coverage for "any auto," in an amount as recommended by the Public Utilities Commission, but not less than the following (Can be met by a combination of primary and excess insurance coverage):

   a. Seating capacity of 16 passengers or more (including driver), $10 million.

   b. Seating capacity of 15 passengers or less (including driver), $5 million.

   c. Taxicabs as defined by Vehicle Code Section 27908, a minimum of $100,000 per person, $1 million per occurrence, and $50,000 property damage or a combined single limit of $1 million.

   A certificate evidencing such insurance coverage and an endorsement naming the County as additional insured thereunder shall be filed with the Director prior to Contractor providing Service hereunder.

3. Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than $1 million per accident. If Contractor is a temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than 30 days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any Federal workers or workmen's compensation law or any Federal occupational disease law.

4. Sexual Misconduct Liability: Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than $2 million per claim and $2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

# SECTION 6

## CONTRACTOR RESPONSIBILITY AND DEBARMENT

A. Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness as well as quality, fitness, capacity, and experience to satisfactorily perform the Contract. It is County's policy to conduct business only with responsible Contractors.

B. Chapter 2.202 of the County Code

Contractor is hereby notified that, in accordance with Chapter 2.202 of County Code, if County acquires information concerning the performance of Contractor on this or other Contracts which indicates that Contractor is not responsible, County may, in addition to other remedies provided in this Contract, debar Contractor from bidding or proposing on, being awarded, and/or performing work on County Contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and suspend or terminate any or all existing contracts Contractor may have with County.

C. Nonresponsible Contractor

County may debar a Contractor if the Board finds, in its discretion, that Contractor has done any of the following: (1) violated any term of a Contract with County or a nonprofit corporation created by County; (2) committed an act or omission which negatively reflects on Contractor's quality, fitness, or capacity to perform a Contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against County or any other public entity.

D. Contractor Hearing Board

1. If there is evidence that Contractor may be subject to debarment, Public Works will notify Contractor in writing of the evidence which is the basis for the proposed debarment and will advise Contractor of the scheduled date for a debarment hearing before Contractor Hearing Board.

2. Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. Contractor and/or Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, Contractor Hearing Board will prepare a tentative proposed decision, which shall contain a recommendation

regarding whether Contractor should be debarred, and, if so, the appropriate length of time of the debarment. Contractor and Public Works shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.

3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of Contractor Hearing Board shall be presented to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of Contractor Hearing Board.

4. If a Contractor has been debarred for a period longer than five years, that Contractor may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of County.

5. Contractor Hearing Board will consider a request for review of a debarment determination only where (1) Contractor has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by Contractor Hearing Board pursuant to the same procedure as for a debarment hearing.

6. Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. Contractor Hearing Board shall present its proposed decision and recommendation to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of Contractor Hearing Board.

E. Subcontractors of Contractor

These terms shall also apply to Subcontractors of County Contractors.

## SECTION 7

## COMPLIANCE WITH COUNTY'S JURY SERVICE PROGRAM

A. Jury Service Program

This Contract is subject to the provisions of County's ordinance entitled Contractor Employee Jury Service (Jury Service Program) as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code.

B. Written Employee Jury Service Policy

1. Unless Contractor has demonstrated to County's satisfaction either that Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of County Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of County Code), Contractor shall have and adhere to a written policy that provides that its Employees shall receive from Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employee deposit any fees received for such jury service with Contractor or that Contractor deduct from the Employee's regular pay the fees received for jury service.

2. For purposes of this Section, "Contractor" means a person, partnership, corporation, or other entity which has a Contract with County or a Subcontract with a County Contractor and has received or will receive an aggregate sum of $50,000 or more in any 12-month period under one or more County Contracts or Subcontracts. "Employee" means any California resident who is a full-time employee of Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any Subcontractor to perform services for County under this Contract, the Subcontractor shall also be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such Subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.

3. If Contractor is not required to comply with the Jury Service Program when this Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Contractor shall immediately notify County if Contractor at any time either comes within the Jury Service Program's definition of

"Contractor" or if Contractor no longer qualifies for an exception to the Jury Service Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. County may also require, at any time during this Contract and at its sole discretion, that Contractor demonstrate to County's satisfaction that Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that Contractor continues to qualify for an exception to the Jury Service Program.

4. Contractor's violation of this Section of this Contract may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract and/or bar Contractor from the award of future County Contracts for a period of time consistent with the seriousness of the breach.

# SECTION 8

## SAFELY SURRENDERED BABY LAW PROGRAM

A. Contractor's Acknowledgment of County's Commitment to the Safely Surrendered Baby Law

Contractor acknowledges that County places a high priority on the implementation of the Safely Surrendered Baby Law. Contractor understands that it is County's policy to encourage all County Contractors to voluntarily post County's "Safely Surrendered Baby Law" poster in a prominent position at Contractor's place of business. Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. County's Department of Children and Family Services will supply Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

B. Notice to Employees Regarding the Safely Surrendered Baby Law

Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit D of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

## SECTION 9

## COMPLIANCE WITH COUNTY'S LIVING WAGE PROGRAM

A. Living Wage Program

This Contract is subject to the provisions of County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached hereto as Form LW-1 and incorporated by reference into and made a part of this Contract.

B. Payment of Living Wage Rates

1. Unless Contractor has demonstrated to County's satisfaction either that Contractor is not an "Employer" as defined under the Living Wage Program (Section 2.201.020 of County Code) or that Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of County Code), Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth in Form LW-3, Living Wage Rate Annual Adjustments, for the Employees' services provided to County, including, without limitation, "Travel Time" as defined below in subsection 5 of this Section 9.B under this Contract.

2. For purposes of this Section, "Contractor" includes any Subcontractor engaged by Contractor to perform services for County under this Contract. If Contractor uses any Subcontractor to perform services for County under this Contract, the Subcontractor shall be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such Subcontract and a copy of the Living Wage Program shall be attached to the Subcontract. "Employee" means any individual who is an employee of Contractor under the laws of California, and who is providing full-time or part-time services to Contractor, which are provided to County under this Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3. If Contractor is required to pay a living wage when this Contract commences, Contractor shall continue to pay a living wage for the entire term of this Contract, including any option period.

4. If Contractor is not required to pay a living wage when this Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. Contractor shall immediately notify County if Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if Contractor no longer qualifies for the exception to the Living Wage Program.

In either event, Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of this Contract, including any option period. County may also require, at any time during this Contract and at its sole discretion, that Contractor demonstrate to County's satisfaction that Contractor either continues to remain outside of the Living Wage Program's definition of "Employer" and/or that Contractor continues to qualify for the exception to the Living Wage Program. Unless Contractor satisfies this requirement within the time frame permitted by County, Contractor shall immediately be required to pay the living wage for the remaining term of this Contract, including any option period.

5. For purposes of Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Contract, "Travel Time" shall have the following two meanings, as applicable: 1) with respect to travel by an Employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if Contractor pays the Employee any amount for that time or if California law requires Contractor to pay the Employee any amount for that time; and 2) with respect to travel by an Employee between County facilities that are subject to two different Contracts between Contractor and County (of which both Contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if Contractor pays the Employee any amount for that time or if California law requires Contractor to pay the Employee any amount for that time.

C. Contractor's Submittal of Certified Monitoring Reports

Contractor shall submit to County certified monitoring reports at a frequency instructed by County. The certified monitoring reports shall list all of Contractor's

Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked and the hourly wage rate paid for each of its Employees. All certified monitoring reports shall be submitted on forms provided by County, or any other form approved by County which contains the above information. County reserves the right to request any additional information it may deem necessary. If County requests additional information, Contractor shall promptly provide such information. Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

D. Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of this Contract, if Contractor becomes aware of any labor law/payroll violations or any complaint, investigation, or proceeding ("claim") concerning any alleged labor law/payroll violation (including, but not limited to, any

violation or claim pertaining to wages, hours, and working conditions, such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), Contractor shall immediately inform County of any pertinent facts known by Contractor regarding the same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of Contractor's Contract with County, but instead applies to any labor law/payroll violation or claim arising out of any of Contractor's operation in California.

E. County Auditing of Contractor Records

Upon a minimum of 24 hours' written notice, County may audit, at Contractor's place of business, any of Contractor's records pertaining to this Contract, including all documents and information relating to the certified monitoring reports. Contractor is required to maintain all such records in California until the expiration of five years from the date of final payment under this Contract. Authorized agents of County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

F. Notifications to Employees

Contractor shall place County-provided living wage posters at each of Contractor's place of business and locations where Contractor's Employees are working. Contractor shall also distribute County-provided notices to each of its Employees at least once per year. Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

G. Enforcement and Remedies

If Contractor fails to comply with the requirements of this Section, County shall have the rights and remedies described in this Section in addition to any rights and remedies provided by law or equity.

1. Remedies for Submission of Late or Incomplete Certified Monitoring Reports: If Contractor submits a certified monitoring report to County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of this Contract. In the event of any such breach, County may, in its sole discretion, exercise any or all of the following rights/remedies:

    a. Withholding of Payment: If Contractor fails to submit accurate, complete, timely, and properly certified monitoring reports, County may withhold from payment to Contractor up to the full amount of any invoice that would otherwise be due, until Contractor has satisfied the concerns of County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

b. Liquidated Damages: It is mutually understood and agreed that Contractor's failure to submit an accurate, complete, timely, and properly certified monitoring report will result in damages being sustained by County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for Contractor's breach. Therefore, in the event that a certified monitoring report is deficient including, but not limited to, being late, inaccurate, incomplete, or uncertified, it is agreed that County may, in its sole discretion, assess against Contractor liquidated damages in the amount of $100 per monitoring report for each day until County has been provided with a properly prepared, complete, and certified monitoring report. County may deduct any assessed liquidated damages from any payments otherwise due to Contractor.

c. Termination/Suspension: Contractor's failure to submit an accurate, complete, timely, and properly certified monitoring report may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract.

2. Remedies for Payment of Less Than the Required Living Wage: If Contractor fails to pay any Employee at least the applicable hourly living wage rate; such deficiency shall constitute a breach of this Contract. In the event of any such breach, County may, in its sole discretion, exercise any or all of the following rights/remedies:

a. Withholding Payment: If Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, County may withhold from any payment otherwise due to Contractor the aggregate difference between the living wage amounts Contractor was required to pay its Employees for a given pay period and the amount actually paid to the Employees for that pay period. County may withhold said amount until Contractor has satisfied County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

b. Liquidated Damages: It is mutually understood and agreed that Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most

exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for Contractor's breach. Therefore, it is agreed that County may, in its sole discretion, assess against Contractor liquidated damages of $50 per Employee per day for each and every instance of an underpayment to an Employee. County may deduct any assessed liquidated damages from any payments otherwise due to Contractor.

c. Termination/Suspension: Contractor's failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract.

3. Debarment: In the event Contractor breaches a requirement of this Section, County may, in its sole discretion, bar Contractor from the award of future County Contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Section 2.202, Determinations of Contractor Nonresponsibility and Contractor Debarment.

H. Use of Full-Time Employees

Contractor shall assign and use full-time Employees of Contractor to provide services under this Contract unless Contractor can demonstrate to the satisfaction of County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under this Contract. It is understood and agreed that Contractor shall not, under any circumstance, use non-full-time Employees for services provided under this Contract unless and until County has provided written authorization for the use of same. Contractor submitted with its proposal a full-time-Employee staffing plan. If Contractor changes its full-time-Employee staffing plan, Contractor shall immediately provide a copy of the new staffing plan to County.

I. Contractor Retaliation Prohibited

Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any Contract benefit, or any statutory benefit for any Employee, person, or entity who has reported a violation of the Living Wage Program to County or to any other public or private agency, entity, or person. A violation of the provisions of this paragraph may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract.

J. Contractor Standards

During the term of this Contract, Contractor shall maintain business stability, integrity in employee relations, and the financial ability to pay a living wage to its employees. If requested to do so by County, Contractor shall demonstrate to the satisfaction of County that Contractor is complying with this requirement.

K. Neutrality in Labor Relations

Contractor shall not use any consideration received under this Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

## SECTION 10

## SOCIAL ENTERPRISE (SE) PREFERENCE PROGRAM

This Contract is subject to the provisions of the County's ordinance entitled SE Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.

Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a SE.

Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a SE.

If Contractor has obtained County certification as a SE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, Contractor shall:

1. Pay to the County any difference between the Contract amount and what the County's costs would have been if the Contract had been properly awarded.

2. In addition to the amount described in subdivision (1), be assessed a penalty in the amount of not more than 10 percent of the amount of this Contract.

3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Nonresponsibility and Contractor Debarment).

The above penalties shall also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

## SECTION 11

## LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM

A. This Contract is subject to the provisions of County's ordinance entitled Local Small Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.

B. Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Enterprise.

C. Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.

D. If Contractor has obtained County certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Contract to which it would not otherwise have been entitled, shall:

1. Pay to County any difference between this Contract amount and what County's costs would have been if this Contract had been properly awarded.

2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent of the amount of this Contract.

3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Nonresponsibility and Contractor Debarment).

E. The above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

SECTION 12

COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

A. Defaulted Property Tax Reduction Program

This Contract is subject to the provisions of County's ordinance entitled Defaulted Property Tax Reduction Program ("Defaulted Tax Program") as codified in Sections 2.206 of the Los Angeles County Code (Exhibit E).

B. Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from the County through any Contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Contract will maintain compliance, with Los Angeles County Code, Chapter 2.206.

C. Termination for Breach of Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Failure of Contractor to maintain compliance with the requirements set forth in paragraph B, above, shall constitute default under this Contract. Without limiting the rights and remedies available to County under any other provision of this Contract, failure of Contractor to cure such default within ten days of notice shall be grounds upon which County may terminate this Contract and/or pursue debarment of Contractor, pursuant to County Code, Chapter 2.206.

## SECTION 13

## DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PREFERENCE PROGRAM

A. This Contract is subject to the provisions of the County's ordinance entitled Disabled Veteran Business Enterprise Preference Program (DVBE), as codified in Chapter 2.211 of the Los Angeles County Code.

B. Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a DVBE.

C. Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a DVBE.

D. If Contractor has obtained certification as a DVBE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:

   1. Pay to the County any difference between the Contract amount and what the County's costs would have been if the Contract had been properly awarded.

   2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent of the amount of the Contract.

   3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Nonresponsibility and Contractor Debarment).

E. Notwithstanding any other remedies in this contract, the above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

## SECTION 14

## DISPLACED TRANSIT EMPLOYEE PROGRAM

A. In accordance with Labor Code, Section 1072(c)(1), if the County informs the Contractor that the County intends to issue a new solicitation for these services, Contractor shall, within 14 calendar days thereafter, provide to the County the number of employees who are performing services under this Contract and the wage rates, benefits, and job classifications of those employees. In addition, the Contractor shall make this information available to any entity that the County has identified as a bona fide Proposer for the successor Contract. If the successor service Contract is awarded to a new Contractor, the Contractor shall provide the names, addresses, dates of hire, wages, benefit levels, and job classifications of employees to the successor Contractor.

The following provision applies if the Contractor declared that the Contractor is willing to retain employees of previous Contractor and signed PW-16, Displaced Transit Employee Declaration indicating that they will do so in their proposal.

B. If the Contractor has declared in Form PW-16, Displaced Transit Employee Declaration that the Contractor will retain employees of the prior Contractor or Subcontractor for a period of not less than 90 days, the Contractor shall retain employees who have been employed by the prior Contractor or Subcontractors, except for reasonable and substantiated cause as specified in California Labor Code, Section 1072(c)(2). That cause is limited to the particular employee's performance or conduct while working under the prior Contract or the employee's failure of any controlled substances and alcohol test, physical examination, criminal background check required by law as a condition of employment, or other standard hiring qualification lawfully required by the Contractor and/or Subcontractor.

C. In accordance with California Labor Code, Section 1072(c)(3), the Contractor shall make a written offer of employment to each employee to be rehired. That offer shall state the time within which the employee must accept that offer, but in no case less than ten days. California Labor Code 1072(c)(3) does not require the Contractor and/or Subcontractor to pay the same wages or offer the same benefits provided by the prior Contractor or Subcontractor.

D. If, at any time, the Contractor or Subcontractor determines that fewer employees are required than were required under the prior Contract or Subcontract, the Contractor or Subcontractor shall retain qualified employees by seniority within the job classification. In determining those employees who are qualified, the Contractor or Subcontractor may require an employee to possess any license that is required by law to operate the equipment that the employee will operate as an employee of the Contractor or Subcontractor.

E. Termination for Breach

1. In accordance to California Labor Code, Section 1074(a), upon its motion or upon the request of any member of the public, the County may terminate this Contract if both of the following occur:

   a. The Contractor or Subcontractor has substantially breached this Contract.

   b. The County holds a public hearing within 30 days of the receipt of the request or its announcement of its intention to terminate.

2. Contractor or Subcontractor terminated pursuant to this provision shall be ineligible to submit proposal on or be awarded a service Contract or Subcontract with the County for a period of not less than one year and not more than three years, to be determined by the County.

3. Nothing herein is intended nor shall be construed as creating any exclusive provision for termination of this Contract. This provision shall not limit the County's right to terminate or debar Contractors under any other provisions of this Contract or under any other provision of the law.

## SECTION 15

## COVID-19 VACCINATIONS OF COUNTY CONTRACTOR PERSONNEL

A. At Contractor's sole cost, Contractor shall comply with Chapter 2.212 (COVID-19 Vaccinations of County Contactor Personnel) of County Code Title 2 - Administration, Division 4. All employees of Contractor and persons working on its behalf, including but not limited to, Subcontractors of any tier (collectively, "Contractor Personnel"), must be fully vaccinated against the novel coronavirus 2019 ("COVID-19") prior to (1) interacting in person with County employees, interns, volunteers, and commissioners ("County workforce members"), (2) working on County owned or controlled property while performing services under this Contract, and/or (3) coming into contact with the public while performing services under this Contract (collectively, "In-Person Services").

B. Contractor Personnel are considered "fully vaccinated" against COVID-19 two (2) weeks or more after they have received (1) the second dose in a 2-dose COVID-19 vaccine series (e.g. Pfizer-BioNTech or Moderna), (2) a single-dose COVID-19 vaccine (e.g. Johnson and Johnson [J&J]/Janssen), or (3) the final dose of any COVID-19 vaccine authorized by the World Health Organization ("WHO").

C. Prior to assigning Contractor Personnel to perform In-Person Services, Contractor shall obtain proof that such Contractor Personnel have been fully vaccinated by confirming Contractor Personnel is vaccinated through any of the following documentation: (1) official COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services, CDC or WHO Yellow Card), which includes the name of the person vaccinated, type of vaccine provided, and date of the last dose administered ("Vaccination Record Card"); (2) copy (including a photographic copy) of a Vaccination Record Card; (3) Documentation of vaccination from a licensed medical provider; (4) a digital record that includes a quick response ("QR") code that when scanned by a SMART HealthCard reader displays to the reader client name, date of birth, vaccine dates, and vaccine type, and the QR code confirms the vaccine record as an official record of the State of California; or (5) documentation of vaccination from Contractors who follow the CDPH vaccination records guidelines and standards. Contractor shall also provide written notice to County before the start of work under this Contract that its Contractor Personnel are in compliance with the requirements of this section. Contractor shall retain such proof of vaccination for the document retention period set forth in this Contract, and must provide such records to the County for audit purposes, when required by County.

D. Contractor shall evaluate any medical or sincerely held religious exemption request of its Contractor Personnel, as required by law. If Contractor has determined that Contractor Personnel is exempt pursuant to a medical or sincerely held religious reason, the Contractor must also maintain records of the Contractor Personnel's testing results. The Contractor must provide such records to the County for audit purposes, when required by County. The unvaccinated exempt Contractor

Personnel must meet the following requirements prior to (1) interacting in person with County workforce members, (2) working on County owned or controlled property while performing services under this Contract, and/or (3) coming into contact with the public while performing services under this Contract:

1. Test for COVID-19 with either a polymerase chain reaction (PCR) or antigen test has an Emergency Use Authorization (EUA) by the FDA or is operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services. Testing must occur at least weekly, or more frequently as required by County or other applicable law, regulation or order.

2. Wear a mask that is consistent with CDC recommendations at all times while on County controlled or owned property, and while engaging with members of the public and County workforce members.

3. Engage in proper physical distancing, as determined by the applicable County department that the Contract is with.

E. In addition to complying with the requirements of this section, Contractor shall also comply with all other applicable local, departmental, State, and federal laws, regulations and requirements for COVID-19.

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EXHIBIT C

Department of the Treasury
**Internal Revenue Service**

# Notice 1015

(Rev. December 2021)

## Have You Told Your Employees About the Earned Income Credit (EIC)?

### What Is the EIC?

The EIC is a refundable tax credit for certain workers.

### Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whose wages you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Certificate.

**Note:** You are encouraged to notify each employee whose wages for 2021 are less than $57,414 that he or she may be eligible for the EIC.

### How and When Must I Notify My Employees?

You must give the employee one of the following.

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you give an employee a Form W-2 on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If you give an employee a substitute Form W-2, but it does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2022.

You must hand the notice directly to the employee or send it by first-class mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can download copies of the notice at *www.irs.gov/FormsPubs*. Or you can go to *www.irs.gov/OrderForms* to order it.

### How Will My Employees Know if They Can Claim the EIC?

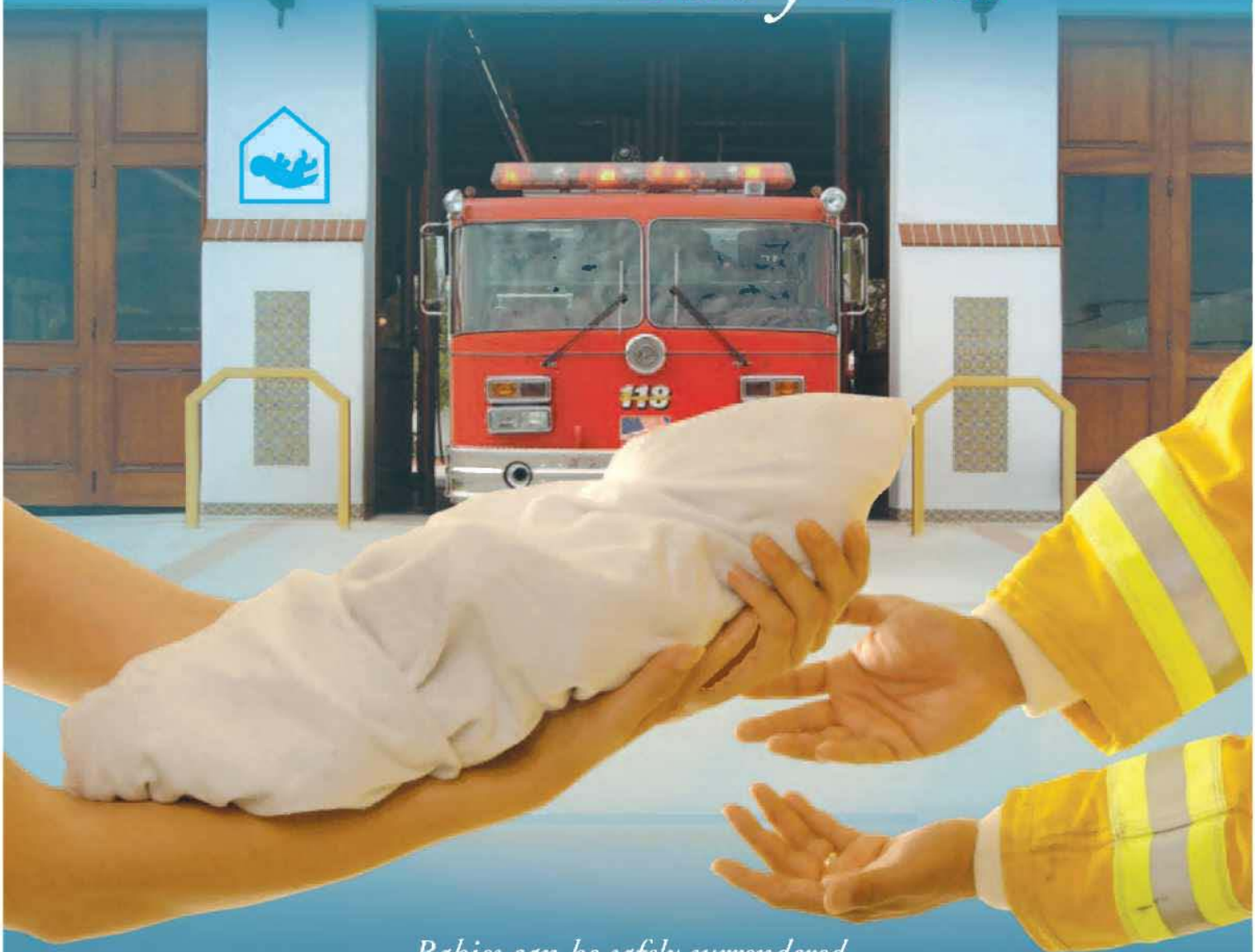
The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see Pub. 596, Earned Income Credit (EIC), or the Instructions for Forms 1040 and 1040-SR.

### How Do My Employees Claim the EIC?

An eligible employee claims the EIC on his or her 2021 tax return. Even an employee who has no tax withheld from wages and owes no tax may claim the EIC and ask for a refund, but he or she must file a tax return to do so. For example, if an employee has no tax withheld in 2021 and owes no tax but is eligible for a credit of $800, he or she must file a 2021 tax return to get the $800 refund.

EXHIBIT D

# *Safely* Surrendered *Baby Law*



*Babies can be safely surrendered*
*to staff at any hospital or fire station in Los Angeles County*

No shame. No blame. No names.

**In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723**

**www.babysafela.org**

EXHIBIT D

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

# *Safely* Surrendered *Baby Law*

## What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

*Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.*

## How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

## What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

## Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

## Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

## Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

## What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

## What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

## Why is California doing this?

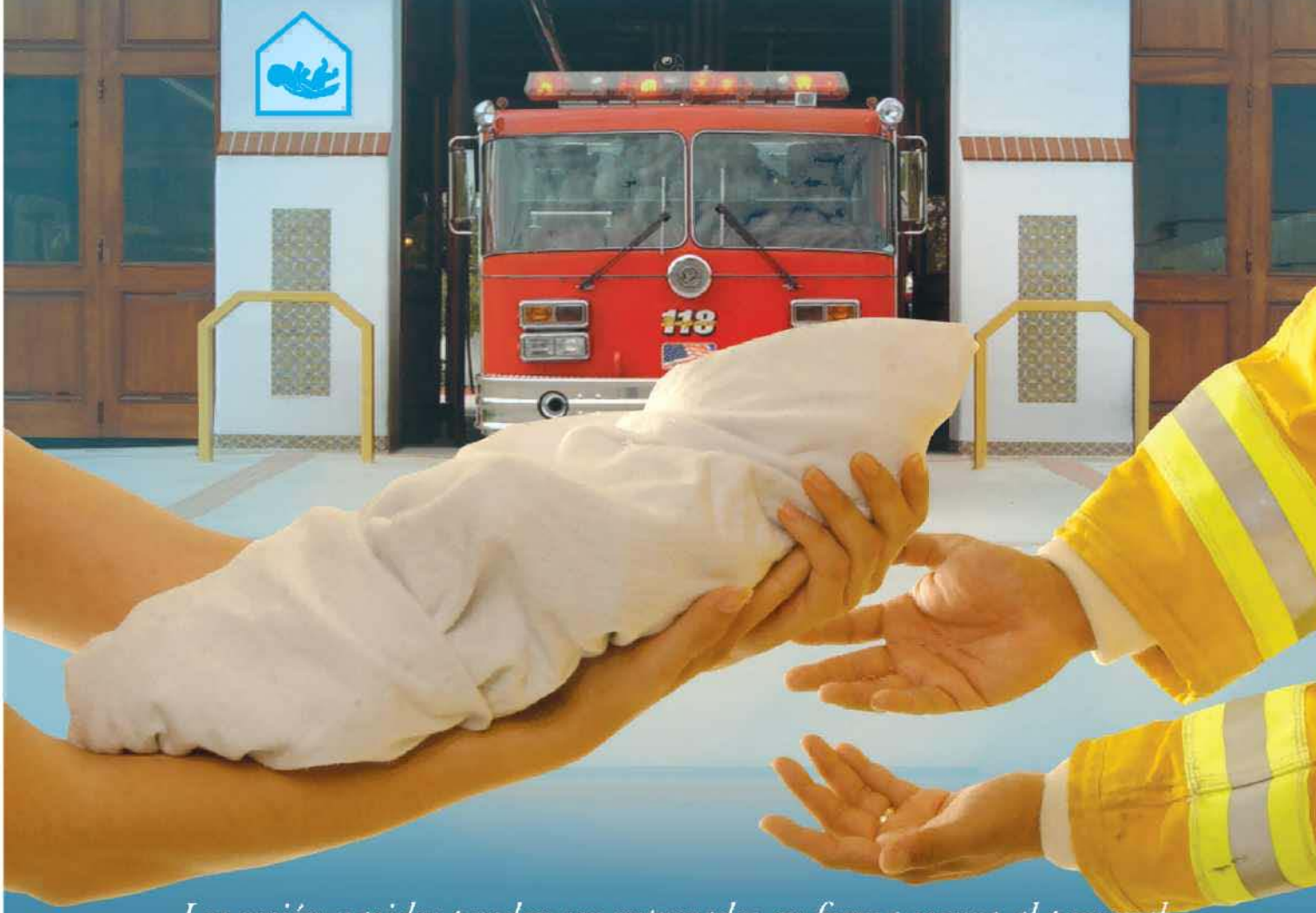
The purpose of the **Safely Surrendered Baby Law** is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The **Safely Surrendered Baby Law** prevents this tragedy from ever happening again in California.

## *A baby's story*

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.

EXHIBIT D

# *Ley de* Entrega de Bebés *Sin Peligro*




*Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles*

Sin pena. Sin culpa. Sin nombres.

**En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723**

**www.babysafela.org**

EXHIBIT D

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723
www.babysafela.org

# *Ley de* Entrega de Bebés *Sin Peligro*

## ¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

***Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.***

## ¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazalete y el padre/madre o el adulto que lo entregue recibirá un brazalete igual.

## ¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al **1-800-540-4000.**

## ¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan *si tienen custodia legal.*

## ¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

## ¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

## ¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

## ¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

## ¿Por qué se está haciendo esto en California? ?

La finalidad de la **Ley de Entrega de Bebés sin Peligro** es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La **Ley de Entrega de Bebés sin Peligro** impide que vuelva a suceder esta tragedia en California.

# *Historia de un bebé*

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazalete con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.

**Chapter 2.206 DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

2.206.010 Findings and declarations.
2.206.020 Definitions.
2.206.030 Applicability.
2.206.040 Required solicitation and Contract language.
2.206.050 Administration and compliance certification.
2.206.060 Exclusions/Exemptions.
2.206.070 Enforcement and remedies.
2.206.080 Severability.

## 2.206.010 Findings and declarations.

The Board of Supervisors finds that significant revenues are lost each year as a result of taxpayers who fail to pay their tax obligations on time. The delinquencies impose an economic burden upon the County and its taxpayers. Therefore, the Board of Supervisors establishes the goal of ensuring that individuals and businesses that benefit financially from Contracts with the County fulfill their property tax obligation. (Ord. No. 2009-0026 § 1 (part), 2009.)

## 2.206.020 Definitions.

The following definitions shall be applicable to this chapter:

A. "Contractor" shall mean any person, firm, corporation, partnership, or combination thereof, which submits a bid or proposal or enters into a Contract or agreement with the County.

B. "County" shall mean the County of Los Angeles or any public entities for which the Board of Supervisors is the governing body.

C. "County Property Taxes" shall mean any property tax obligation on the County's secured or unsecured roll; except for tax obligations on the secured roll with respect to property held by a Contractor in a trust or fiduciary capacity or otherwise not beneficially owned by the Contractor.

D. "Department" shall mean the County department, entity, or organization responsible for the solicitation and/or administration of the Contract.

E. "Default" shall mean any property tax obligation on the secured roll that has been deemed defaulted by operation of law pursuant to California Revenue and Taxation Code section 3436; or any property tax obligation on the unsecured roll that remains unpaid on the applicable delinquency date pursuant to California Revenue and Taxation Code section 2922; except for any property tax obligation dispute pending before the Assessment Appeals Board.

F. "Solicitation" shall mean the County's process to obtain bids or proposals for goods and services.

G. "Treasurer-Tax Collector" shall mean the Treasurer and Tax Collector of the County of Los Angeles. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.030 Applicability.**

This chapter shall apply to all solicitations issued 60 days after the effective date of the ordinance codified in this chapter. This chapter shall also apply to all new, renewed, extended, and/or amended Contracts entered into 60 days after the effective date of the ordinance codified in this chapter. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.040 Required solicitation and Contract language.**

All solicitations and all new, renewed, extended, and/or amended Contracts shall contain language, which:

A. Requires any Contractor to keep County Property Taxes out of Default status at all times during the term of an awarded Contract;

B. Provides that the failure of the Contractor to comply with the provisions in this chapter may prevent the Contractor from being awarded a new Contract; and

C. Provides that the failure of the Contractor to comply with the provisions in this chapter may constitute a material breach of an existing Contract, and failure to cure the breach within ten days of notice by the County by paying the outstanding County Property Tax or making payments in a manner agreed to and approved by the Treasurer-Tax Collector, may subject the Contract to suspension and/or termination. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.050 Administration and compliance certification.**

A. The Treasurer-Tax Collector shall be responsible for the administration of this chapter. The Treasurer-Tax Collector shall, with the assistance of the Chief Executive Officer, Director of Internal Services, and County Counsel issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other departments.

B. Contractor shall be required to certify, at the time of submitting any bid or proposal to the County, or entering into any new Contract, or renewal, extension or amendment of an existing Contract with the County, that it is in compliance with this chapter is not in Default on any County Property Taxes or is current in

payments due under any approved payment arrangement (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.060 Exclusions/Exemptions.**

A. This chapter shall not apply to the following Contracts:

1. Chief Executive Office delegated authority agreements under $50,000;

2. A Contract where Federal or State law or a condition of a Federal or State program mandates the use of a particular Contractor;

3. A purchase made through a State or Federal Contract;

4. A Contract where State or Federal monies are used to fund service-related programs including, but not limited to, voucher programs, foster care, or other social programs that provide immediate direct assistance;

5. Purchase orders under a master agreement, where the Contractor was certified at the time the master agreement was entered into and at any subsequent renewal, extension and/or amendment to the master agreement;

6. Purchase orders issued by Internal Services Department under $100,000 that is not the result of a competitive bidding process;

7. Program agreements that utilize Board of Supervisors' discretionary funds;

8. National Contracts established for the purchase of equipment and supplies for and by the National Association of Counties, U.S. Communities Government Purchasing Alliance, or any similar related group purchasing organization;

9. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, reseller, and must match and intermember with existing supplies, equipment, or systems maintained by the County pursuant to the Los Angeles Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision;

10. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.6.0 or a successor provision;

11. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision;

12. A nonagreement purchase worth a value of less than $5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual Section P-0900 or a successor provision;

14. Other Contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.

B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.070 Enforcement and remedies.**

A. The information furnished by each Contractor certifying that it is in compliance with this chapter shall be under penalty of perjury.

B. No Contractor shall willfully and knowingly make a false statement certifying compliance with this chapter for the purpose of obtaining or retaining a County Contract.

C. For Contractor's violation of any provision of this chapter, the County department head responsible for administering the Contract may do one or more of the following:

1. Recommend to the Board of Supervisors the termination of the Contract; and/or,

2. Pursuant to Chapter 2.202, seek the debarment of the Contractor; and/or,

3. Recommend to the Board of Supervisors that an exemption is justified pursuant to Section 2.206.060.A.14 of this chapter or payment deferral as provided pursuant to the California Revenue and Taxation Code. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.080 Severability.**

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. No. 2009-0026 § 1 (part), 2009.)

# PERFORMANCE REQUIREMENTS SUMMARY

**The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through S, inclusive, of this Contract (Exhibits A-S) and this PRS, Exhibits A-S shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-S, to clarify Performance Requirements, or to monitor of any part of this Contract.**

| Required Service/Tasks | Performance Indicator | Deductions / Consequences for Failure to Meet Performance Indicator* | Compliance | Comments |
|---|---|---|---|---|
| **A. SCOPE OF WORK** | | | | |
| 1. Fines by Regulatory and Governmental Agencies | Fined by a local, regional, State, or Federal regulatory or governmental agency as a result of the Contractor's negligence or failure to comply with any Federal, State, or local rules, regulations, or requirements. | $500 per occurrence plus any fine(s) charged to the County by a regulatory or governmental agency; possible suspension; possible termination for default of contract. | ☐Yes<br>☐No<br>☐N/A | |
| 2. Violation of the National Pollutant Discharge Elimination System | Discharge of debris into storm drains and/or gutter. | $500 per occurrence plus any fines by regulatory and governmental agencies plus any remediation cost; possible suspension; possible termination for default of contract. | ☐Yes<br>☐No<br>☐N/A | |
| **B. REPORTS/DOCUMENTATIONS** | | | | |
| 1. Daily/Weekly/Monthly/ Quarterly Reports | Submitted to Contract Manager daily/weekly/monthly report. | $50 per day per report that is late or not submitted. | ☐Yes<br>☐No<br>☐N/A | |
| 2. Special Reports As Needed | Filed within time frame requested. | $100 per day per report that is late or not submitted. | ☐Yes<br>☐No<br>☐N/A | |

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

# PERFORMANCE REQUIREMENTS SUMMARY

**The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through S, inclusive, of this Contract (Exhibits A-S) and this PRS, Exhibits A-S shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-S, to clarify Performance Requirements, or to monitor of any part of this Contract.**

| Required Service/Tasks | Performance Indicator | Deductions / Consequences for Failure to Meet Performance Indicator* | Compliance | Comments |
|---|---|---|---|---|
| **C. EMPLOYEES** | | | | |
| 1. Contractor's Employee Criminal Background Investigation | Prior to the start of the contract and continuation of the contract the contractor shall certify all employees who are in a designated sensitive position has passed a fingerprints background check submitted to the California Department of Justice to include State, local, and federal-level review, as required by the Contract.<br>Employees who <u>do not</u> pass or is not certified shall be immediately removed. | $100 per employee per day who is not certified as passing the background check. | ☐Yes<br>☐No<br>☐N/A | |
| 2. Employees Well Oriented To Job | Employees must have thorough knowledge of facility and its needs. | $100 per error resulting from lack of orientation; possible suspension. | ☐Yes<br>☐No<br>☐N/A | |
| 3. Staffing | Staffing levels are equal or exceed contract requirements. | $100 per occurrence. | ☐Yes<br>☐No<br>☐N/A | |
| 4. Photo I.D. Badges | Photo I.D. Badges worn by all employees on the job at all times. | $100 per employee, per occurrence. | ☐Yes<br>☐No<br>☐N/A | |
| 5. Uniform | Uniforms worn by all day time employees on the job. | $100 per employee, per occurrence. | ☐Yes<br>☐No | |

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

# PERFORMANCE REQUIREMENTS SUMMARY

**The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through S, inclusive, of this Contract (Exhibits A-S) and this PRS, Exhibits A-S shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-S, to clarify Performance Requirements, or to monitor of any part of this Contract.**

| Required Service/Tasks | Performance Indicator | Deductions / Consequences for Failure to Meet Performance Indicator* | Compliance | Comments |
|---|---|---|---|---|
| | | | ☐N/A | |
| 6. Training program | Document training of each employee. | $250 per untrained employee. | ☐Yes<br>☐No<br>☐N/A | |
| 7. Maintain Knowledge of Safety Requirements | Completion of training of all accepted standards for safe practices related to the work. | $100 per employee, per occurrence. | ☐Yes<br>☐No<br>☐N/A | |
| **D. SUPERVISOR/MANAGERS** | | | | |
| 1. Change in Project Manager | Contractor shall notify the County in writing of any change in name or address of the Project Manager. | $100 per occurrence. | ☐Yes<br>☐No<br>☐N/A | |
| 2. Respond to complaints, requests, and discrepancies. | Respond within the time frame outlined in the Contract. | $100 per complaint not responded to within the time frame outlined in the specifications. | ☐Yes<br>☐No<br>☐N/A | |
| 3. Makes Site Inspections | Facility inspected each shift or as required by Contract. | $100 per occurrence. | ☐Yes<br>☐No<br>☐N/A | |
| 4. Competent Supervisory Staff | Responsiveness to complaints and requests; maintain good work records, and acceptable level of service. | $200 per occurrence; possible suspension. | ☐Yes<br>☐No<br>☐N/A | |

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

# PERFORMANCE REQUIREMENTS SUMMARY

**The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through S, inclusive, of this Contract (Exhibits A-S) and this PRS, Exhibits A-S shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-S, to clarify Performance Requirements, or to monitor of any part of this Contract.**

| Required Service/Tasks | Performance Indicator | Deductions / Consequences for Failure to Meet Performance Indicator* | Compliance | Comments |
|---|---|---|---|---|
| 5. Provide Adequate Supervision and Training | Contract specifications met. | $100 per occurrence; possible suspension. | ☐Yes<br>☐No<br>☐N/A | |
| 6. Project Safety Official | Project Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program and Code of Safe Practices. | $200 per occurrence. | ☐Yes<br>☐No<br>☐N/A | |
| 7. Supervisors speak, read, write, and understand English | On-site supervisor can communicate in English with County Contract Manager. | $100 per day for use of non English-speaking supervisor; possible suspension. | ☐Yes<br>☐No<br>☐N/A | |
| **E. CONTRACT ADMINSTRATION** | | | | |
| 1. Insurance Certifications | Certifications submitted before implementation of contract and on a timely basis there-after. | $200 per day; work/contract; possible suspension; possible termination for default of contract. | ☐Yes<br>☐No<br>☐N/A | |
| 2. Provide Performance Bond | Valid bond is furnished and not allowed to lapse. | $200 per day; possible suspension; possible termination for default of contract. | ☐Yes<br>☐No<br>☐N/A | |
| 3. Record Retention & Inspection/Audit Settlement | Maintain all required documents as specified in contract. | $200 per occurrence. | ☐Yes<br>☐No<br>☐N/A | |
| 4. Use of Subcontractor without Approval and/or | Obtain County's written approval prior to subcontracting | $500 per occurrence; possible suspension; | ☐Yes<br>☐No | |

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

## PERFORMANCE REQUIREMENTS SUMMARY

**The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through S, inclusive, of this Contract (Exhibits A-S) and this PRS, Exhibits A-S shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-S, to clarify Performance Requirements, or to monitor of any part of this Contract.**

| Required Service/Tasks | Performance Indicator | Deductions / Consequences for Failure to Meet Performance Indicator* | Compliance | Comments |
|---|---|---|---|---|
| Authorization. | any work. | possible termination for default of contract. | ☐N/A | |
| 5. License and Certification | All license and certifications required to perform the work, if any. | $200 per day; possible suspension; possible termination for default of contract. | ☐Yes<br>☐No<br>☐N/A | |
| 6. Assignment and Delegation | Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of County. | $200 per day the County is not informed of this change; possible suspension; possible termination for default of contract. | ☐Yes<br>☐No<br>☐N/A | |
| 7. Safety Requirements | Comply with all applicable State of California Occupational Safety and Health Administration (Cal/OSHA). | $500 per occurrence; possible suspension. | ☐Yes<br>☐No<br>☐N/A | |

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

## EL SOL SHUTTLE SERVICE

## SERVICE ROUTE, SCHEDULE, AND FARE

The following locations will be the designated timed bus stop locations for use in monitoring on-time performance in accordance with the Contract.

The Dionicio Morales Transit Plaza located at Third Street and La Verne Avenue shall be used as the origination and ending point on the three circular El Sol Shuttle Service routes.

WHITTIER BLVD./SAYBROOK PARK SCHEDULE:

Route A departs every 60 minutes, on the hour (one service vehicle)

| TIMED CHECK POINT/STOP LOCATION | | | MIN AFTER EACH HR: |
|---|---|---|---|
| DIR | ON | AT | |
| EB | 3rd Street | Dionicio M. Transit Plaza | :00 |
| EB | 6th Street | Hillview Avenue | :06 |
| SB | Westside Drive | Olympic Boulevard | :17 |
| WB | Whittier Boulevard | Atlantic Boulevard | :26 |
| EB | 3rd Street | Ford Boulevard | :42 |
| EB | 3rd Street | Dionicio M. Transit Plaza | :45 |

Route B departs every 60 minutes, on the half hour (one service vehicle)

| TIMED CHECK POINT/STOP LOCATION | | | MIN AFTER EACH HR: |
|---|---|---|---|
| DIR | ON | AT | |
| WB | 3rd Street | Dionicio M. Transit Plaza | :30 |
| SB | Ford Boulevard | 3rd Street | :34 |
| EB | Whittier Boulevard | Atlantic Boulevard | :47 |
| NB | Westside Drive | Olympic Boulevard | :56 |
| WB | 6th Street | Hillview Avenue | :07 |
| WB | 3rd Street | Dionicio M. Transit Plaza | :15 |

NB= North Bound
SB= South Bound
WB= West Bound
EB= East Bound

UNION PACIFIC/SALAZAR PARK SCHEDULE:

Route A departs every 60 minutes, on the hour (one service vehicle)

| TIMED CHECK POINTS/STOP LOCATION | | | MIN AFTER EACH HR: |
|---|---|---|---|
| DIR | ON | AT | |
| EB | 3rd Street | Dionicio M. Transit Plaza | :00 |
| EB | 6th Street | Clela Avenue | :04 |
| SB | Eastern Avenue | Olympic Boulevard | :13 |
| WB | Olympic Boulevard | Indiana Street | :23 |
| NB | Indiana Street | Gleason Avenue | :35 |
| EB | 3rd Street | Dionicio M. Transit Plaza | :46 |

Route B departs every 60 minutes, on the half hour (one service vehicle)

| TIMED CHECK POINTS/STOP LOCATION | | | MIN AFTER EACH HR: |
|---|---|---|---|
| DIR | ON | AT | |
| WB | 3rd Street | Dionicio M. Transit Plaza | :30 |
| SB | Indiana Street | Gleason Avenue | :44 |
| EB | Olympic Boulevard | Indiana Street | :56 |
| NB | Eastern Avenue | Olympic Boulevard | :04 |
| WB | 6th Street | Clela Avenue | :18 |
| WB | 3rd Street | Dionicio M. Transit Plaza | :23 |

CITY TERRACE/ELAC SCHEDULE:

Route A departs every 60 minutes, on the hour (one service vehicle)

| TIMED CHECK POINTS/STOP LOCATION | | | MIN AFTER EACH HR: |
|---|---|---|---|
| DIR | ON | AT | |
| WB | 3rd Street | Dionicio M. Transit Plaza | :00 |
| NB | Rowan Avenue | Dozier Street | :16 |
| NB | CSULA Busway | CSULA Busway/Metrolink Sta. | :31 |
| EB | Floral Drive | Eastern Avenue | :40 |
| EB | Cesar Chavez Avenue | Schoolside Avenue | :46 |
| WB | 3rd Street | Dionicio M. Transit Plaza | :50 |

Route B departs every 60 minutes, on the half hour (one service vehicle)

| DIR | ON | AT | TIMED CHECK POINTS/STOP LOCATION MIN AFTER EACH HR: |
|---|---|---|---|
| EB | 3rd Street | Dionicio M. Transit Plaza | :30 |
| WB | Cesar Chavez Avenue | Schoolside Avenue | :38 |
| NB | Eastern Avenue | Floral Drive | :45 |
| SB | CSULA Busway | CSULA Busway/Metrolink Sta. | :53 |
| SB | Rowan Avenue | Dozier Street | :07 |
| EB | 3rd Street | Dionicio M. Transit Plaza | :17 |

NB= North Bound
SB= South Bound
WB= West Bound
EB= East Bound

**Fare Structure:**

The cash fare is $.25 per trip. We also accept as paid fare Metro 30-Day and EZ passes. Seniors (ages 60 and over), children under age five and persons with disabilities ride for free.

**Fare/Tarifa: 25 cents**

**Free:** Seniors (60 years and older)
Persons with disabilities
Children under 5
Metro Pass Holders

**Gratis:** Personas de edad avanzada (60 años o más)
Personas incapacitadas
Niños menores de 5 años
Portadores de pases Metro

The shuttles are air-conditioned and wheelchair accessible.

Los microbuses tienen aire acondicionado y son accesibles para silla de ruedas.

(Schedule effective 07-01-2019)

## LAGoBus.com

El Sol connects with the following transit services:

El Sol conecta con las siguientes líneas de autobús y tren:

**Information/Información**

**Alhambra Community Transit**
(626) 289-1220

**City of Commerce Municipal Bus**
(323) 887-4419

**LADOT DASH/Community Connection**
(213, 310, 818) 808-2273

| | |
|---|---|
| **Metro** | **(323) 466-3876 or 511** |
| **Metrolink** | **(800) 371-5465** |
| **Montebello Transit** | **(323) 558-1625** |
| **Monterey Park Spirit** | **(626) 307-7842** |

Transportation to the Edmund D. Edelman Children's Court and Sheriff's Headquarters is provided free through the Children's Court Shuttle at the Cal State LA Busway/Metrolink Station.

Transportación hacia Edmund D. Edelman Children's Court y Sheriff's Headquarters es proveída gratis por el Children's Court Shuttle en la Estación Cal State LA Busway/Metrolink.

**OPERATING HOURS/**
**HORAS DE OPERACION**

6 AM – 9 PM Monday to Thursday
(lunes a jueves)
6 AM – 11 PM Friday (viernes)
9 AM – 11 PM Saturday (sábados)
9 AM – 5 PM Sunday (domingos)

The following holidays will follow the Sunday schedule:
Los siguientes dias de fiesta seguiran el horario de los domingos:

**NEW YEAR'S DAY**
**MEMORIAL DAY**
**INDEPENDENCE DAY**
**LABOR DAY**
**THANKSGIVING DAY**
**CHRISTMAS DAY**

For information in an alternate format or for more information, please call
Si usted necesita información en format alternativo o información adicional llame al
**(626) 458-3965 or visit**
**WWW.LAGOBUS.COM**

For the hearing impaired, please call
Para las personas con dificultad auditiva, por favor llamar al
**711**

For bus service information, please call
Para mas informacion sobre el servicio de Microbus, llame al
**(626) 246-3798**

This service is financed through funds provided by the County of Los Angeles.
Este servicio es financiado por el Condado de Los Angeles.

# El Sol

## El Sol East LA Shuttle

## Microbús El Sol

***Welcome Aboard***
*Bienvenidos a Bordo*

EXHIBIT G.1

4 of 5

# El Sol Shuttle Service



**Monday - Thursday** *(lunes a jueves)* 6 am to 9 pm • **Friday** *(viernes)* 6 am to 11 pm
**Saturday** *(sábados)* 9 am to 11 pm • **Sunday** *(domingos)* 9 am to 5 pm

**Hourly Service from Transfer Point at 3rd and La Verne**
***Servicio cada hora desde el punto de transferencia en la esquina de 3rd & La Verne***

**Route A departs on the hour** • ***Ruta A sale cada hora en punto***
**Route B departs on the half hour** • ***Ruta B sale a la media hora***

**WHITTIER BOULEVARD/SAYBROOK PARK**

| Route A | Shuttle Stops Cross Street | Route B |
|---|---|---|
| :00 | 3RD & LA VERNE | :15 |
| :06 | 6TH & HILLVIEW | :07 |
| :17 | WESTSIDE & OLYMPIC | :56 |
| :26 | WHITTIER & ATLANTIC | :47 |
| :42 | 3RD & FORD | :34 |
| :45 | 3RD & LA VERNE | :30 |

**UNION PACIFIC/SALAZAR PARK**

| Route A | Shuttle Stops Cross Street | Route B |
|---|---|---|
| :00 | 3RD & LA VERNE | :23 |
| :04 | 6TH & CLELA | :18 |
| :13 | EASTERN & OLYMPIC | :04 |
| :23 | INDIANA & OLYMPIC | :56 |
| :35 | INDIANA & GLEASON | :44 |
| :46 | 3RD & LA VERNE | :30 |

**CITY TERRACE/ELAC**

| Route A | Shuttle Stops Cross Street | Route B |
|---|---|---|
| :00 | 3RD & LA VERNE | :17 |
| :16 | ROWAN & DOZIER | :07 |
| :31 | CSULA BUSWAY/METROLINK STATION | :53 |
| :40 | FLORAL & EASTERN | :45 |
| :46 | CESAR CHAVEZ & SCHOOLSIDE | :38 |
| :50 | 3RD & LA VERNE | :30 |

**EXHIBIT H.1**

## COUNTY-PROVIDED SERVICE VEHICLE SPECIFICATIONS

### Vehicle Information

**A.** The following County-Provided Vehicles are currently assigned to the El Sol Shuttle Service:

| ID | Make | Model | Year | VIN # |
|---|---|---|---|---|
| L-302 | El Dorado National | EZ Rider II | 2004 | 1N9FLABG44C084183 |
| L-306 | El Dorado National | EZ Rider II | 2004 | 1N9FLABG14C084187 |

- 2004 Model El Dorado National EZ Rider II
- 30-foot low floor bus
- Kneeling front suspension system
- Cummins B Plus (5.9L) Propane (LPG), 195 HP
- Backup alarm warning
- Hydraulic wheelchair ramp at front door
- ADA compliant securement system for two (2) wheelchair passengers
- Public address system with gooseneck microphone
- Passenger pull cord signal system with chime and dash light
- Farebox
- 10 lbs. ABC Fire Extinguisher, first aid kit, reflector kit
- Bike Racks (that will support two standard-sized bikes)

| ID | Make | Model | Year | VIN # |
|---|---|---|---|---|
| L-318 | El Dorado | Axess | 2016 | 1N9AMALG7GC084169 |
| L-319 | El Dorado | Axess | 2016 | 1N9AMALG6GC084163 |
| L-320 | El Dorado | Axess | 2016 | 1N9AMALG8GC084164 |
| L-321 | El Dorado | Axess | 2016 | 1N9AMALGXGC084165 |
| L-322 | El Dorado | Axess | 2016 | 1N9AMALG1GC084166 |
| L-323 | El Dorado | Axess | 2016 | 1N9AMALG3GC084167 |
| L-324 | El Dorado | Axess | 2016 | 1N9AMALG5GC084168 |

- Axess 35’ Front Door Body (CNG), 215” Wheelbase
- Cummins ISL 280hp CNG
- Allison B400R Transmission – (Retarder All Off Brake)
- Air Compressor – (Engine Mounted)
- Rear Engine “Run” Box
- Electronic Throttle
- Engine Belt Guard
- CNG De-Fueling Port
- Air Dryer / Air Brakes / ABS Brake System
- Silicone Cooling Hoses – All
- Stainless Steel Radiator Tanks / Piping / Surge Tank

- Diagnostic Data Port in Rear Engine Compartment
- Exhaust Wrap
- Kneeling Front Suspension System
- Suspension Air
- Steering Column Tilt & Telescoping
- OEM Painted Steel Wheels
- Radial Tires – 305 (Michelin)
- Spare Tire and Wheel
- Front and Rear Help Bumpers and Mud Flaps
- Front Tow Eyes

Electrical:

- High Idle Assembly
- Wiring Color Coded and Numbered
- Fluorescent Interior Lighting – (Night Run Front 2 Banks Off)
- Circuit Breaker Manual Reset
- Dual 8D Batteries on Stainless Steel Slide Tray
- 24-Volt Electrical System
- Alternator Delco 50DN 24-Volt
- I/O Controls Multiplex System G3 24-Volt
- EMP Radiator to Modine Radiator and Electric Fans
- Back-Up Alarm
- Cummins Engine Protection w/Low Coolant Probe
- Engine Hour Meter
- Hubodometer Assembly
- Turn Signals – Side / Front / Rear
- Day/Night Run Switch w/Push Button Start
- Armored Clearance Lighting
- LED – Exterior Lighting
- Rear Collision Avoidance Light
- Daytime Running Lights
- LED – Exterior Stepwell Lighting
- LED – Overhead Light at Rear Step-Up

Body:

- Altro Flooring Material – Color (Storm)
- Undercoated and Sealed Body
- ¾” Marine Grade Plywood - ACQ
- Ziebart Undercoating – (Inside All Roll Cage Tubes)
- Ceiling Grabrails – (Brushed)
- Transpec Roof Hatch – (Rear Over 2nd Row of Seats)
- Automotion Roller Blinds – (Driver Front and Side)
- Intermittent Windshield Wipers
- Interior Passenger View Mirror

- Heated/Electric Rear View Mirrors – LED Turn Signals (BRT Style)
- Entry Door – Hidden Toggle Switch
- Air Operated – Vapor Slide-Glide Entry Door – (Ameriview Style)
- All White Exterior Paint – (Standard White)
- Deluxe Platinum Interior

ADA Equipment:

- Ricon Fold-Over Ramp
- Yellow Standee Line

Miscellaneous Equipment:

- Center Rear Mud Flap
- Raised Floor Step Lighting LED Strip Light - (Rear Riser)
- Freedman Citiseat – Passenger Seats (See Floorplan)
- Recaro Ergo Metro MCII Air Ride Drivers Seat – (Black Fabric)
- Q'Straint 8100 – Wheelchair Tiedowns
- Thermo King T-14 Roof Top HVAC System
  R134A, X430 Compressor and Intelligaire II – (407c Freon)
- Dash HVAC – (Heater, A/C, Defrost)
- Dialight LED Driver Light

Optional Equipment:

- 2nd CNG Pod (6 Tanks Total) – (Extended Range) (19,770 scf)
- BRT Style Cap
- BRT Integrated Entry Door
- BRT – 3 Piece Windshield
- Durabrand Tip-In Windows – (w/Diamond Guard Anti-Graffiti)
- Driver's Seatbelt Alarm and Cushion Alarm
- Hanover Electronic Signs - (Front/Side)
- "Stop Request" System
- Amerex Suppression/Detection System
- Sportworks Bike Rack – (Stainless Steel)
- Electronics Tower Storage
- Overhead Hand Straps
- Diamond 1-Vault Farebox and Rail
- Farebox – Prewire, Stanchion, Light, Guardrail
- Pre-Wire for GPS/AVL Antenna - (Pre-Wire Only)
- Two-Way Radio Pre-Wire – (Pre-Wire Only)
- HVAC – Drivers Dash AC/Heat/Defrost
- Side Mirror and Back-Up Camera's
- Security Camera System – (5) Cameras, DVR (REI Buswatch)

**EXHIBIT I.1**

# .CONTRACTOR-PROVIDED SERVICE VEHICLE REQUIREMENTS

## Minimum Vehicle Requirements

### Section I

- Vehicle must not have reached its Altoona life
- 2017 or newer standard 25-foot Class 3 vehicle
- Propane (LPG), or Compressed Natural Gas (CNG)
- Minimum 14,000 LB GVWR
- 7,000 lbs. front axle (GAWR)
- 10,000 lbs. rear axle (GAWR)
- Spring suspension front and rear (option for rear air)
- 159- to 178-inch wheelbase
- Four wheel disc brakes
- 20 passengers or 16 passengers with two wheelchair positions
- Vertical stanchions throughout perimeter seating
- 86,000 BTU passenger area air conditioning system
- 24,500 BTU driver area air conditioning system
- 35,000 BTU passenger area heater
- Passenger pull cord system
- "Stop Requested" sign
- Backup alarm
- Ricon Model S or K series fully automatic wheelchair lift to include: manual backup, handrails, California brake interlock, lift pad kit, platform lighting, meeting all ADA requirements
- ADA-compliant securement system for two wheelchair passengers
- 10 lbs. ABC fire extinguisher, first-aid kit, reflector kit
- Outside destination signage
- Fare box

### Section II

- If Section I vehicle type is not available, then gasoline-powered cutaway vehicle may be used in substitution
- 2017 or newer, standard 25-foot Class 3 vehicle
- 20 passengers or 16 passengers with two wheelchair positions
- Minimum 14,000 LB GVWR
- 159- to 178-inch wheelbase
- Four wheel disc brakes, 14.75-inch diameter
- 7,000 lbs. front axle (GAWR)
- 10,000 lbs. rear axle (GAWR)
- Spring suspension front and rear (option for rear air)

## CONTRACTOR-PROVIDED SERVICE VEHICLE REQUIREMENTS

**Section II (Continued)**

- Vertical stanchions throughout perimeter seating
- 86,000 BTU passenger area air conditioning system
- 24,500 BTU driver area air conditioning system
- 35,000 BTU passenger area heater
- Passenger pull cord system
- "Stop Requested" sign
- Backup alarm
- Ricon Model S or K series fully automatic wheelchair lift to include: manual backup, handrails, California brake interlock, lift-pad kit, platform lighting, meeting all ADA requirements, or Director-approved equal.
- ADA-compliant securement system for two wheelchair passengers
- 10 lbs. ABC fire extinguisher, first-aid kit, reflector kit, body fluid kit
- Outside destination signage
- Fare box

**EXHIBIT J.1**

# SERVICE VEHICLE APPEARANCE/CLEANLINESS CHECKLIST

Date/Time_____ Vehicle No._____

Checked By_____

| **EXTERIOR** | VERY GOOD | ACCEPTABLE | UNACCEPTABLE |
|---|---|---|---|
| Windshield | | | |
| Windows | | | |
| Body-Front and Sides | | | |
| Body-Rear | | | |
| Fuel Filter Area | | | |
| Wheels | | | |
| Rubber/Vinyl Parts | | | |
| **INTERIOR** | | | |
| Entry/Driver Area | | | |
| Windshield | | | |
| Floor/Aisle | | | |
| Seats | | | |
| Seat Backs | | | |
| Windows | | | |
| Lift or Exit Door Area | | | |
| Sidewall Panels | | | |
| Modesty Panels | | | |
| Stanchions/Grabrails | | | |
| Information Display Area | | | |
| Subtotal | | | |
| Total | | | |

**OVERALL RATING**

_____ VERY GOOD

_____ ACCEPTABLE

_____ UNACCEPTABLE

**EXHIBIT K.1**

# DRIVER'S DAILY VEHICLE REPORT

BUS NO. _____ MILEAGE _____ DATE _____ ROUTE _____

**OPEN HOOD & CHECK!**

☐ COOLANT, OIL, BATTERY, WASHER FLUID LEVELS, FAN BELTS & WIRING

**ENTER BUS & CHECK!**

☐ STEPS, GRAB HANDLES & RAILS, WINDOWS, WARNING DEVICES, FIRST AID KIT, FIRE EXTINGUISHER, CLEANLINESS & INSIDE EMERGENCY EXITS
☐ WHEELCHAIR LIFT OPERATION AND SECUREMENTS

**RECORD ODOMETER READING**

☐ CHECK IF P.M. IS DUE SHORTLY

**START ENGINE & CHECK!**

☐ NEUTRAL SAFETY SWITCH OPERATION
☐ GEAR SHIFT LEVER OPERATION
☐ SERVICE BRAKE WARNING BUZZER & LIGHT
☐ BRAKE INTERLOCK
☐ STEERING WHEEL PLAY
☐ WINDSHIELD WIPERS AND WASHERS
☐ HEATER AND DEFROSTER
☐ HORN
☐ SERVICE DOORS (OPEN & CLOSE)
☐ ALL MIRRORS
☐ WATER TEMPERATURE, FUEL, VACUUM, OIL OR AIR PRESSURE GAUGES
☐ PARKING BRAKE WARNING BUZZER & LIGHT
☐ SEAT BELT(S)
☐ SERVICE BRAKES

**DRIVE BUS FORWARD & APPLY BRAKES ACTIVATE ALL LIGHTS & CHECK!**

☐ AMMETER, ALL INTERIOR LIGHTS, HEADLIGHTS, (HIGH & LOW BEAM INDICATOR)

**SET PARKING BRAKE, PUT TRANSMISSION IN NEUTRAL WITH ENGINE RUNNING & ALL LIGHTS ON, CHECK FOLLOWING EQUIPMENT OUTSIDE BUS**

☐ RIGHT FRONT WHEEL AND TIRE
☐ RIGHT SIDE MARKER LAMPS
☐ TURN SIGNAL LIGHTS AND REFLECTORS
☐ RIGHT REARVIEW MIRROR & MOUNTING
☐ HEADLIGHTS & TURN SIGNALS
☐ CLUSTER, CLEARANCE AND I.D. LIGHTS
☐ DESTINATION SIGN OR IDENTIFICATION SIGNAGE
☐ WINDSHIELD
☐ LEFT REARVIEW MIRROR & MOUNTING
☐ LEFT FRONT WHEEL AND TIRE
☐ DRIVER'S SIDE WINDOW
☐ LEFT SIDE MARKER LAMPS & TURN SIGNAL
☐ LIGHTS AND REFLECTORS
☐ LEFT REAR WHEELS AND TIRES
☐ EXHAUST SYSTEM CONDITION
☐ LOOK UNDER VEHICLE FOR LEAKS
☐ REAR CLUSTER, CLEARANCE AND I.D. LIGHTS
☐ TAILLIGHTS, TURN SIGNALS & REFLECTORS
☐ RIGHT REAR WHEELS AND TIRES
☐ FUEL TANK FILLER TANK CAPS

**CONDITION OF THIS BUS IS:**

☐ SATISFACTORY

☐ UNSATISFACTORY

REMARKS:_____

_____

| DRIVER'S SIGNATURE(S) | TIME | MECHANIC SIGNATURE(S) |
|---|---|---|
| 1 _____ | _____ | 1 _____ |
| 2 _____ | _____ | 2 _____ |
| 3 _____ | _____ | DATE REPAIRS COMPLETED:_____ |
| 4 _____ | _____ | |

PRIVILEGED AND CONFIDENTIAL.

**PREPARED FOR COUNTY COUNSEL IN DEFENSE OF THE COUNTY, SPECIAL DISTRICTS, AND EMPLOYEES.**

# COUNTY OF LOS ANGELES DEPT. of PUBLIC WORKS REPORT of VEHICLE COLLISON or INCIDENT

FATALITIES OR SERIOUS INJURIES MUST BE REPORTED IMMEDIATELY BY TELEPHONE TO EMPLOYEE HEALTH & SAFETY (EHS) (626) 458-2151

**Employee:** Complete form within 24 hours of vehicle collision and submit to your supervisor. If more space is needed to completely answer any category on this form, attach an additional sheet.

**Division:** Submit form **(typewritten)** to Employee Health and Safety Section within 72 hours.

**VEHICLE DRIVEN BY EMPLOYEE** (*Check one*)

First Name _____ ☐ County Vehicle (Includes veh. leased or rented by Co.) ☐ Personal Vehicle

Last Name _____ Driver's Lic. No. _____ Permittee ☐ Yes ☐ No

Work Location _____ Equip. No. _____ Policy No. _____

Work Phone No. _____ Vehicle License No. _____ Insurance Co. _____

Division _____ Emp No. _____ Job Title _____

Vehicle: Year _____ Make _____ Model or Type _____

Parts Damaged: _____

Incident Date: _____ City: _____ On: _____

At: _____ Or Area: _____
(Intersection or Address)

Hour: _____ AM ___ PM ___

**PASSENGER**

PASSENGER: County Employee? ☐ Yes ☐ No

Name _____

Home Address _____
(Street) (City)

Phone Work: _____ Home: _____

**INJURED / WITNESS**

Check One: ☐ Injured ☐ Witness ☐ Fatality

Name _____ Phone _____ Nature of Injury _____

Address _____ Taken to _____

**OTHER VEHICLE (2)**

Driver: _____
(Name) (Address) (City) (State) (Zip) (Phone)

Driver License No. _____ State _____ Insurance Co. _____

Policy No. _____

Employer _____
(Name of Person or Co.) (Address) (City) (State) (Zip) (Phone)

Vehicle _____ Veh. Lic. No. _____
(Year) (Make) (Model or Type) (Year) (Number) (State)

Parts Damaged _____

Registered Owner _____
(Name) (Address) (City) (State) (Zip) (Phone)

Home Address _____
(Street) (City) (State) (Zip)

Passenger Name _____ Phone: Work _____ Home _____

Home Address _____
(Street) (City) (State) (Zip)

**OTHER VEHICLE (3)**

Driver: _____
(Name) (Address) (City) (State) (Zip) (Phone)

Driver License No. _____ State _____ Insurance Co. _____

Policy No. _____

Employer _____
(Name of Person or Co.) (Address) (City) (State) (Zip) (Phone)

Vehicle _____ Veh. Lic. No. _____
(Year) (Make) (Model or Type) (Year) (Number) (State)

Parts Damaged _____

Registered Owner _____
(Name) (Address) (City) (State) (Zip) (Phone)

Home Address _____
(Street) (City) (State) (Zip)

Passenger Name _____ Phone: Work _____ Home _____

Home Address _____
(Street) (City) (State) (Zip)

Police Report ☐ Yes ☐ No Photographs Attached ☐ Yes ☐ No

Police Agency Reporting _____ Station _____

**DRAW A DIAGRAM AND SHOW HOW INCIDENT OCCURRED**

INDICATE NORTH

Show your vehicle as 1 the other vehicles as 2, 3 etc.

SHOW the location and position of Vehicle(s) at point of impact. SHOW the name of the street(s) and location of stop signs, signals, number of lanes, and any important information.

EXPLAIN CLEARLY HOW INCIDENT OCCURRED; ADDITIONAL SHEETS ATTACHED ☐ Yes ☐ No

Was your Vehicle legally parked? ☐ Yes ☐ No. If No, complete items (1)-(10) at the bottom of this page.

SUPERVISOR'S REPORT OF INCIDENT; ADDITIONAL SHEETS ATTACHED ☐ Yes ☐ No

ITEMS

**(1) MOVEMENT**

1 2

____ ____ **Straight Ahead**
____ ____ **Lane Change**
____ ____ **Making Right Turn**
____ ____ **Making Left Turn**
____ ____ **Standing**
____ ____ **Parked**
____ ____ **Backing**
____ ____ **Rolling Back**
____ ____ **Moving Unattended**

**(2) TRAFFIC CONTROLS**

____ ____ **None Present**
____ ____ **Green Signal**
____ ____ **Yellow Signal**
____ ____ **Red Signal**
____ ____ **Flashing Signal**
____ ____ **Stop Sign**
____ ____ **Warning Sign**
____ ____ **Construction Sign**
____ ____ **Other**

(3) AMOUNT OF TRAFFIC
____ No Other
____ Light
____ Medium
____ Heavy-Flowing
____ Congested

(4) TERRAIN
____ Level
____ Upgrade
____ Downgrade
____ Hill Crest
____ Dip

(5) ROAD SURFACE
____ Concrete
____ Asphalt
____ Oiled/Gravel
____ Unpaved
____ Other

(6) VISIBILITY
____ Good
____ Fair
____ Poor
____ Very Poor

(7) WEATHER
____ Clear
____ Rain
____ Fog
____ Dusty
____ Snow
____ Heavy Smog
____ Other

(8) ROAD CONDITION
____ Dry
____ Wet
____ Muddy
____ Snowy or Icy

(9) EVASIVE ACTION by Co. Driver
____ Locked Brakes
____ Hard Brakes
____ Slowed/Stopped
____ Steered Away
____ Accelerated
____ None
____ Other

(10) SAFETY BELTS
____ Installed, Not Worn
____ Installed and Worn
____ Not Installed
____ Vehicle Unoccupied

Total Yrs. Driv. For Co. _____ Total Yrs. Driv. this type Veh. _____ Total Yrs. Driv. _____

| EMPLOYEE NAME (PRINT) | SIGNATURE | DATE |
|---|---|---|
| SUPERVISOR NAME (PRINT) | SIGNATURE | DATE |
| DIVISION HEAD OR AUTH. REPRESENTATIVE NAME (PRINT | SIGNATURE | DATE |

Rev. 05/16

# PREVENTIVE MAINTENANCE

## INTRODUCTION

The Contractor, at its sole cost and expense, shall provide all fuel, lubricants, repairs, cleaning, parts, supplies, labor, maintenance, major components, and component rebuilding and replacement, along with the necessary service facilities to provide the maintenance required for the operation of all equipment and Service Vehicles pursuant to this Contract.

Routine preventive maintenance and servicing is required on all Service Vehicles for this Service as recommended by their Original Equipment Manufacturer(s) (OEM). The Service provisions below represent the County's recommended preventive maintenance schedule. If OEM's preventive maintenance schedule is more stringent than the County's, the Contractor shall follow the OEM's recommendations. If County's recommended preventive maintenance schedule is more stringent than the OEM's, the Contractor shall verify with the County as to which recommended preventive maintenance frequency is acceptable prior to deviating from the County's recommendations. Adherence to a preventive maintenance schedule shall not be regarded as cause for deferred repairs. Non-safety repairs may be scheduled and must be made within one week of being identified.

## SECTION 1. SERVICE PROVISIONS

The Preventive Maintenance Inspection (PMI) services to be provided by the Contractor shall consist of levels hereinafter referred to as "DVIR," "I," "J/A," "B," and "C" PMI Services. These inspections shall be conducted at vehicle mileage or time intervals as described herein.

A. PMI Service Sequencing

1. Daily Vehicle Inspection Report (DVIR) is a legally required document prepared each day by the Service Vehicle operator regarding the Service Vehicle operated. Copies are to be retained by the Contractor. Any and all repairs identified shall be documented.

2. "I" inspections occur a minimum of once per week. More frequent "I" service may be required by the Contract Manager depending upon demonstrated Service Vehicle condition and/or reliability. This inspection shall be documented and shall indicate all problems found, maintenance/repair required, and maintenance or repairs performed.

3. "J/A" inspection occurs every 30 days regardless of mileage. The "J/A" service occurs as part of every "B," and "C" Service inspection.

4. "B" service occurs every 24,000 vehicle miles or eight months, whichever occurs first. "B" service occurs as part of every "C" Service inspection.

5. "C" service occurs every 48,000 vehicle miles or every 16 months, whichever occurs first.

6. PMI service sequencing (repeats each 48,000 miles).

| PMI Service | SERVICE Miles | Or Maximum Days | Joint PMI Services |
|---|---|---|---|
| DVIR | N/A | Daily | |
| I | N/A | Weekly | |
| J/A | 3,000 | 30 Days maximum | |
| B | 24,000 | 240 Days maximum | I and J/A |
| C | 48,000 | 480 Days maximum | I, J/A and B |

DVIR – Daily Pre-Trip Inspection by operator

B. Inspections/PMI Services

1. Daily Pre-Trip and Post-Trip Vehicle Inspection Report (DVIR)

Contractor shall ensure that their Service Vehicle operators perform the DVIR in accordance with 13 CCR Section 1215(a) and California Vehicle Code Section 34500.

Contractor's Service Vehicle operators shall conduct the mandatory "Pre-Trip" and "Post Trip" inspections of their assigned Service Vehicle prior to, and immediately after, operating the Service Vehicle on a given day. These inspections must be performed each day the vehicle is used. The DVIR report must be signed by the assigned Service Vehicle operator of the Service Vehicle. The DVIR report is required as a matter of record, whether or not any defects are found. When defects are identified and listed, the DVIR must be routed to the Contractor's Repair Facility. The Contractor must maintain and retain these inspection/service records as required by law.

These Pre-Trip and Post Trip inspections are both a maintenance inspection and an operational inspection of the Service Vehicle by the operator. Further details of the DVIR inspection are set forth in Exhibit A, Scope of Work; Section G, Vehicle and Equipment Maintenance; Subsection 4, Daily Pre-Trip and Post-Trip Vehicle Inspection and Servicing; Section O, Service Records and Reports; Subsection 2.c, Daily Pre-Trip Service Vehicle Inspection Reports.

2. The Contractor shall perform the PMI service level "I" in accordance with 13 CCR Section 1234(f) and California Vehicle Code Section 34500. The inspection must be a matter of record. The "I" inspection is to be performed

at least every seven calendar days utilizing qualified and Automotive Service Excellence (ASE) certified maintenance personnel. PMI service Level "I" shall include, but is not be limited to, the following:

- Inspect engine accessory drive.
- Inspect, measure and record drive belts condition and belt tension.
- Inspect the engine and accessories for leaks.
- Check and top up engine oil level.
- Check and top up engine coolant level.
- Check and top up transmission fluid level.
- Check and top up power steering and master brake cylinder (if equipped with hydraulic brakes).
- Check all directional signals and flashers.
- Check headlights, marker, stop, turn, tail lamps, and reflectors.
- Replace lights, lens, and/or reflectors as necessary.
- Check and replace interior lights and lens as necessary.
- Check brake operation.
- Check parking brake operation and condition.
- Check the functioning of instrument cluster gauges and warning lights.
- Check tire pressure and adjust to specification.
- Check tire tread, remove debris, and check for damage and uneven wear.
- Check tires for sidewall damage.
- Inspect wheels and fasteners.
- Check for wheel bearing oil or grease leaks.
- Check horn operation.
- Check "backup" alarm and safety device operation.
- Check condition and mounting of fire extinguisher, first aid kit, bodily fluids kit(s) and wheel chair tie downs and record.
- Check operation of all doors.
- Check wheelchair lift operation.
- Check wheelchair lift interlock operation.
- Check operation of all emergency escape windows and alarms.
- Check windshield wiper and windshield washer operation.
- Check and record AC system operation effectiveness.
- Check under vehicle for any fluid leaks.
- Check cleanliness of the vehicle's exterior and note any body and/or decal damage.
- Check cleanliness and condition of vehicle interior.

Plus other additional items deemed appropriate.

3. The Contractor shall perform the PMI service level "J/A" in accordance with 13 CCR Section 1232(b). The inspection must be a matter of record. The "J/A" inspections are to be performed simultaneously at least every 30 calendar days. These services shall include, but are not limited to, the following items:

- Change engine oil.
- Replace engine oil filter(s).
- Check, adjust, and record engine idle speed.
- Check engine throttle linkage operation.
- Check transmission fluid level.
- Pressure test radiator and radiator cap.
- Check and record coolant percentage, protection, and condition.
- Clean radiator of bugs and debris.
- Check or inspect all hoses and lines for condition.
- Inspect accessory and drive belts for condition.
- Measure belt tensions and record.
- Inspect and lubricate chassis, front and rear suspension components.
- Inspect shock absorbers for damage or leaks.
- Inspect suspension.
- Lubricate front axle spindles.
- Check and tighten spring axle bolts as necessary.
- Check exhaust system for damage and/or leaks, and correct deficiencies.
- Inspect steering box and steering box mounting.
- Inspect and lubricate steering u-joints.
- Check steering linkage for wear or damage.
- Lube steering linkage.
- Road test for steering and suspension condition.
- Inspect brakes for operation.
- Check brake fluid level or test air brake system.
- Check disc brakes for wear and record percentage of remaining pad and/or lining.
- Adjust brakes as necessary.
- Inspect brake system for leaks, check air or brake fluid levels.
- Check and service slack adjusters (if equipped with air brakes).
- Check and adjust parking brake, as needed.
- If equipped with air brakes, check, clean or replace air compressor filter.
- Inspect and lubricate driveline and u-joints.
- Check differential oil level.
- Inspect vehicle safety devices and/or equipment.
- Inspect vehicle wiper/washer operation and fluid level.

- Check battery mounting and hold down(s).
- Check battery terminals and clean or replace as necessary.
- Load test battery(s) and record reading.
- Check and record battery(s) specific gravity.
- Clean battery surface and terminal connections.
- Check battery water level.
- Check accessory drive belt tension, measure, record and adjust as necessary.
- Inspect accessory drive belts for wear and tension; record result and adjust as necessary.
- Inspect tires and rims, for damage, wear, cracks, missing lug nuts, broken studs, etc.
- Inspect tires, for damage, wear, and/or debris; if irregular wear present, perform alignment.
- Measure and record tire tread depth (including spare tire).
- Check and record tire pressures (including spare tire).
- Torque and record tire bolt mounting.
- Inspect exterior lamps for operation.
- Inspect exterior mirrors and check operation.
- Inspect interior lamps for operation.
- Inspect dash panel and check operation of all switches, gauges and lamps.
- Inspect upper (overhead) panel for operation of all switches gauges and lamps.
- Inspect all doors for adjustment and smoothness of operation.
- Inspect and lubricate door hinges, pins and/or bushings.
- Inspect wheelchair lift for operation and adjustment, including interlock device.
- Cycle wheelchair lift in manual (emergency) and check hydraulic fluid level mode.
- Clean and lubricate wheelchair lift.
- Inspect window glazing and windows for operation and/or cracks.
- Operate emergency escape windows and test alarm.
- Inspect seats for damage, soiling.
- Inspect floor covering and step treads for damage.
- Test and record HVAC - Measure and record A/C output temperature front and rear.
- Clean immediate area surrounding rear heater unit.
- Inspect fire extinguisher.
- Inspect other vehicle safety devices/equipment.
- Inspect wiper, washer operation, fluid level.

Plus other additional items deemed appropriate.
Note: "A/J" inspection/service repeats with each "B" and "C" service inspection.

4. "B" inspection/service (24,000 miles/8 months) includes, but is not limited to, the following items:

    - "A/J" inspection.
    - Engine fuel filter, replace (primary).
    - Engine fuel filter, replace filter element (secondary).
    - Replace engine air filter.
    - Replace spark plugs (nondiesel powered engines).
    - Replace transmission filter and fluid.
    - Replace power steering fluid and filter.
    - Balance and rotate tires.
    - Perform a full "four wheel" alignment.
    - Replace brake fluid (hydraulic).
    - Replace air dryer filter (air brakes).
    - Repack front wheel bearings.
    - Check all fuel lines for leaks.
    - Check fuel line attachment points to chassis.
    - Inspect tank and lines for damage, fractures, and/or rust.
    - Check fuel tank valves and fittings for leaks and operation.
    - Check spark plugs for excessive gap, heavy deposits on electrodes and/or electrode damage.

    Plus other additional items deemed appropriate.

5. "C" inspection/service (48,000 miles/16 months) includes, but is not limited to, the following items:

    - "A/J" inspection.
    - "B" inspection.
    - Inspect differential, change oil.
    - Replace in-tank propane fuel pump filter.
    - Replace in-line fuel filter.
    - Inspect and replace spark plugs.
    - Inspect spark plug wires.

    Plus other additional items deemed appropriate.

6. Every Third "C" Inspection or service (144,000 miles/48 months) includes, but is not limited to, the following items:

    - Every third "C" inspection, replace spark plug wires with OEM spark plug wires.
    - Replace engine coolant.

- Flush engine block.
- Replace engine coolant thermostat.
- Replace coolant hoses, clamps.
- Replace accessory and drive belts.
- Change differential oil.

Plus other additional items deemed appropriate.

C. Services Not Included

The following services shall be performed as required and may or may not be part of the Contractor's regularly scheduled maintenance.

- Tire replacement.
- Tire repairs.
- Non-PMI, scheduled or unscheduled repairs.
- Mechanical failure(s) and/or "Road Calls."
- Damage to mechanical components due to abuse, vandalism or accident.
- Damage to body/cosmetic appearance.
- Service Vehicle washing and cleaning (exterior and interior).
- Recharging the fire extinguisher and/or fire suppression items or systems.
- Labor and/or materials required to transport Service Vehicles for the purpose of service or repairs.
- All manufacturer's recalls and/or repairs covered under warranty.

D. Parts Not Included In PMI Service (Contractor Supplied)

The following parts shall be maintained and replaced as needed on a day-to-day basis by the Contractor's sole expense.

- Head lamps
- Clearance lamps
- Turn signal lamps
- Reflectors
- Interior lamps
- Dashboard and all indicator lamps
- Windshield wiper blades
- Mirrors
- Other consumables, except as covered by warranty
- Fire extinguisher
- First Aid Kits
- Seatbelts, latches, Q-Straints, Torso Pads, etc.
- Methane Detection Systems
- Vehicle Fire Suppression Systems (Alternatively-Fueled Vehicles)
- Wheelchair tie-down belt replacements

- Tires
- Cleaning materials

E. Parts Included

The following parts shall be provided under either PMI Service or regular maintenance services performed by the Contractor:

| | |
|---|---|
| Engine: | Engine oil filter(s)<br>Air filter element<br>Fuel filter element(s)<br>Replacement oil<br>Replacement coolant and filter(s) |
| Miscellaneous: | Power steering fluid and filter(s)<br>Brake fluid |
| Transmission: | Transmission oil filter(s)<br>Replacement oil |
| Differential: | Replacement oil |
| Wheel Bearing: | Grease seals and/or hubcaps<br>Grease or oil |
| | Antifreeze<br>Lubrication grease<br>Silicone<br>Battery(s)<br>Battery water (distilled)<br>Battery terminal spray/protectant<br>Windshield wipers and washer fluid |

Miscellaneous hoses/flex lines and washer that have a replacement requirement as part of the PMI Service schedule.

Miscellaneous seals and gaskets that have a replacement requirement as part of the PMI Service schedule.

Miscellaneous engine accessory drive belts as part of PMI services schedule.

The following parts shall be provided by Contractor only as part of a PMI service:

A/C Compressor lube oil and Freon #R-134a refrigerant

## SECTION 2. OIL ANALYSIS

A sample will be taken by the Contractor utilizing personnel and sample-taking processes that have been approved by the Contract Manager. Within one business day of taking the sample, the sample must be delivered to a Contract Manager-approved analysis facility for processing according to the following schedule:

Engine Oil: Sample requirement is one week or 500 miles prior to each "J/A" service/inspection (each oil change).

Transmission Oil: Sample requirement is one week or 500 miles prior to each "B" inspection/service, not to exceed 24,000 miles between samplings.

The Contractor shall inform the Contract Manager, at least seven calendar days in advance of the Engine Oil and Transmission Oil sampling dates. At Contract Manager's option, County personnel may be on-site to observe the Contractor's sampling procedures.

The Contractor shall provide or shall cause to have provided to the Contract Manager a copy of each analysis generated within one business day after results of said analysis are known or returned to Contractor by the oil analysis vendor.

## SECTION 3. RECORDS

Individual PMI Service records shall be maintained and retained by Contractor. The records shall be maintained in a manner consistent with CHP terminal inspection requirements. Records small be maintained for all "DVIR," "I," "J/A", "B," and "C" inspections and/or services plus any maintenance/repair conducted.

The contractor may be required to provide a copy of each PMI inspection/service activity to the County at the following address:

County of Los Angeles
Department of Public Works
Programs Development Division
Attention Transit Manager
P.O. Box 1460
Alhambra, CA 91802-1460

## SECTION 4. TRANSFER OF COUNTY VEHICLES

The following applies if there is a change of Contractor and if there are County Service vehicles:

- The maintenance and repair records of each County Vehicle are County property. A legible copy of all maintenance and/or repair records shall be provided by the Contractor to the County when the vehicle(s) is/are released to the new Contractor who will be providing the Service.

- The tires on each vehicle shall average a minimum tread depth of 8/32 of an inch of tread. No one tire shall have less than 5/32 of an inch of tread at any point. The tread depth of each tire will be measured at three points and averaged.

- Tires with less than 5/32 of tread depth will be replaced and the County shall deduct the cost from the Contractor's final invoice(s).

- The brakes shall have a minimum of 30 percent of their lining shoes or pads at each wheel position. The brake material grade shall be as specified by OEM. Brake drums and/or rotors shall not be excessively worn, grooved or discolored from excessive heat. Drums and rotors shall be within their manufacturer's acceptable use guidelines.

- If any brake shoes, brake pads, drums, and/or rotors do not meet the minimum standards listed above, the items will be replaced and the cost to repair or replace any of these components will be deducted from the Contractor's final invoice(s).

# EXHIBIT N.1

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# INTENTIONALLY OMITTED

**EXHIBIT O.1**

## CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM

1. Substance Abuse Testing

It shall be the duty of Contractor to take all steps feasible to ensure that those employed personnel, independent contractors' or subcontractors' employees servicing or operating Service vehicles pursuant to this Scope of Work do not perform those functions under the influence of alcohol, controlled substances, or medication which impairs their judgment or physical ability.

In meeting this duty, Contractor shall, at a minimum, do the following:

A. Promulgate and Distribute to All Personnel a Written Policy Statement Prohibiting Servicing and/or Operating Service Vehicles While Under the Influence of Alcohol, Controlled Substances, or Any Medication Which Impairs Judgment or Physical Ability

The written policy statement shall indicate Contractor's intention to: (1) initiate substance abuse testing as described herein below; (2) immediately suspend any personnel testing "positive" for substance abuse from servicing or operating Service vehicles pending review pursuant to the procedure described herein below; and (3) absent overruling on review to permanently prohibit such person from servicing or operating Service vehicles.

B. Institute a Comprehensive Program for Substance Abuse Testing for All Personnel Entailing Urinalysis and/or Blood Tests

1) Pre-employment testing of job applicants, independent contractors' and subcontractors' employees all as part of the pre-employment physical examination

Urine and/or blood samples will be taken as part of the pre-employment physical examination process and will be subjected to recognized testing procedures employed by duly licensed clinical laboratory technicians to determine the presence of alcohol and/or any controlled substance as that term is used in the Health and Safety Code, Section 11054, including, but not limited to, marijuana and its derivatives, opium and its derivatives, methaqualone, methamphetamine, lysergic acid diethylamide, psilocybin, or mescaline. Evidence of controlled substance presence in urine or blood of any job applicant shall require denial of the job application. Evidence of a blood alcohol level at the time of testing of greater than ***0.04*** percent shall likewise require denial of the job application.

If Contractor at any time during the period of this Contract uses or contemplates usage of independent contractors' or subcontractors' employees to service or operate the Service vehicles, the individuals who would perform such functions under such contractual arrangement shall be tested in the fashion described hereinabove and shall be prohibited from performing said functions upon testing "positive" for controlled substance use or blood alcohol concentration in excess of ***0.04*** percent.

2) Mandatory drug and alcohol testing within two (2) hours of a traffic accident or incident giving rise to a suspicion of substance abuse

Contractor shall make the necessary arrangements for and require substance abuse testing of all personnel, independent contractors' or subcontractors' employees involved in a traffic accident while

operating a Service vehicle within as short a time as possible following the accident and in no event to exceed three (3) hours thereafter.

Contractor shall make the necessary arrangements for and require substance abuse testing of all personnel, independent contractors' or subcontractors' employees servicing or operating a Service vehicle as to whom a report has been received from the public or from coworkers or supervisors as to involvement in a physical altercation, being verbally abusive or otherwise acting in a bizarre manner. Contractor shall make arrangements to provide for continued public transportation service prior to ordering the subject individual to report for drug testing, but shall make every effort to have the testing occur within three (3) hours of the reported incident.

In addition to the testing required under Subsection 1.B.1 hereinabove, the testing required pursuant to this subsection shall include testing for the presence of prescription drugs and other over-the-counter medications which are known, on occasion, to cause drowsiness, impairment of judgment, and/or impairment of physical coordination and activity. This classification of substance is intended to include among other things: antihistamines, tranquilizers, pain killers, mood elevators, and psychotropics.

All persons testing "positive" for controlled substance abuse or showing blood-alcohol concentration in excess of ***0.04*** percent shall be immediately suspended from servicing or operating Service vehicles pending review pursuant to the review procedure set forth herein below. In the absence of an overruling of the suspension pursuant to the review procedure, Contractor shall permanently prohibit these individuals from servicing or operating Service vehicles pursuant to this Contract.

All persons whose tests indicate a blood-alcohol concentration greater than 0.00 percent but less than ***0.04*** percent or show the presence of a medication known on occasion to cause drowsiness, impairment of judgment, and/or impairment of coordination, and other physical abilities shall be immediately suspended from servicing or operating a Service vehicle for a period of twenty-four (24) hours. These individuals shall be given oral explanation and warning confirmed in writing and noted in the personnel file with respect to the potential safety hazard posed by the involved substance.

3) Non-discretionary, Random Substance Abuse Testing

Contractor shall identify all personnel, independent contractors', or subcontractors' employees scheduled to service or operate Service vehicles pursuant to this Scope of Work and place their names in a data pool susceptible to truly random accessibility either physically as by placement of cards in a tumbler or by programming of an information retrieval system.

Names of individuals shall be chosen for random testing on a schedule designed to test twenty-five percent (25%) of the relevant personnel and affected other personnel quarterly which schedule shall be set forth in a public statement distributed quarterly to all personnel and affected other persons. In no event shall the employee have more than six (6) hours notice prior to his or her appointment for the test.

The testing shall take place on company time at a location that does not require the person tested to expend more personal time in traveling to or from the testing site than would otherwise be expended in traveling to or from a work location.

The testing shall be as to controlled substance abuse and/or blood-alcohol concentration as set forth in Subsection B.1. Upon evidence of a blood-alcohol level in excess of ***0.04*** percent or of the presence of any controlled substance in any tested individual, Contractor shall immediately suspend that individual from servicing or operating a Service vehicle pursuant to this Scope of Work.

If the finding of substance abuse is not overruled upon review, Contractor shall permanently prohibit any such individual from servicing or operating Service vehicles pursuant to this Scope of Work.

4) Double Testing

All urine and/or blood samples taken for the testing described hereinabove which test positive shall be processed twice for each subject substance. In those cases where it is necessary to perform a second test on a urine sample, the second test shall use a different methodology to assure the validity of the results.

No disciplinary action set forth herein shall be taken unless the urine or blood tests "positive" for the subject substance in each test.

5) Notification of Suspension and Intent to Prohibit Servicing or Operating Vehicles or Performance of Function with Potential Impact upon Public Safety

Contractor shall, upon receipt of substance abuse test results warranting action herein under, notify the subject individual of his immediate suspension and of Contractor's intention to prohibit performance of specified duties. Contractor is not required hereby to terminate employment of the individual altogether.

C. Institute A Review Procedure

The Contractor shall provide use of a meeting room and, as to the employee Board member, paid time for the convening of a drug-testing Review Board on an as-needed basis.

An individual must request a review in writing and must deliver that request to any superior within two (2) business days of receipt of the notice of suspension or forfeit his right of review. The superior shall deliver the request to any Board member.

The Board shall consist of a member appointed by Contractor, an employee representative (who shall be an employee of Contractor), and a third party chosen by the other two (2).

The Board shall decide upon the consequences of the substance testing set forth in Subsection B above within one (1) week of receipt of the request for review.

The Board shall hold short hearings at which the individual tested shall have the opportunity to dispute the fact of substance abuse and present evidence of extenuating circumstances.

The rules of evidence need not be applied. The fact of substance abuse will be presumed from the results of the substance test. Anticipated as the factual basis for rebutting that presumption would be a contrary test result obtained by the individual voluntarily in a relevant time frame from a competent disinterested laboratory.

The Board may make ex parte inquiries to County Health officials with respect to any review proceeding.

The Board has absolute discretion to question of extenuating circumstances.

The Board shall vote on whether to sustain or overrule the prohibition intended to be imposed within one (1) week of the hearing. A two-thirds vote is required to overrule Contractor's intended work prohibition.

The decision shall be written but need not be a formal document.

2. Confidentiality

The substance test results and any material presented to the Review Board shall be maintained in a confidential file by Contractor. The confidentiality shall be of a limited nature. The files will not be available for public inspection and the information therein shall not be otherwise published. The County shall have access thereto however. Statistics generated there from without specific reference to individuals may be published or made available for public inspection; and Contractor will not refuse to honor a criminal or civil subpoena relative thereto.

3. Liability

The County shall indemnify, defend, and hold harmless Contractor, its officers, agents, and employees, from and against any and all liability, expense, including defense costs and legal fees, and claims for damages arising from the institution of legal proceedings challenging the right of Contractor to subject its employees to mandatory random drug and alcohol abuse testing, or to require its subcontractors to do the same.

**CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM**
**QUARTERLY REPORT**

**Contractor:**_____ **Reporting Period:**_____

**Agreement/Contract No.**_____ **Service:**_____

A requirement of the subject Agreement or Scope of Work is the mandatory quarterly drug testing program. Please complete and submit one of these forms no later than 15 days after the end of each quarter.

**MAIL to:** Los Angeles County Department of Public Works
Attention Transit Operations Section
P.O. Box 1460
Alhambra, CA 91802-1460

| | | DRIVERS | MECH. | OTHER | TOTAL |
|---|---|---|---|---|---|
| **I.** | **RANDOM TESTING** | | | | |
| a. | Number of drivers and mechanics assigned to service this quarter. | _____ | _____ | _____ | _____. |
| b. | Number of random test (25% minimum) | _____ | _____ | _____ | _____. |
| c. | Number of positive tests results | _____ | _____ | _____ | _____. |
| d. | Number of positive second tests | _____ | _____ | _____ | _____. |
| e. | Action taken due to second positive tests | _____ | _____ | _____ | _____. |
| **II.** | **PRE-EMPLOYMENT TESTING** | | | | |
| a. | Number of potential employees tested | _____ | _____ | _____ | _____. |
| b. | Number of positive tests results | _____ | _____ | _____ | _____. |
| c. | Action taken on positive tests | _____ | _____ | _____ | _____. |
| **III.** | **INCIDENT-RELATED TESTING** | | | | |
| a. | Number of employees tested | _____ | _____ | _____ | _____. |
| b. | Number of positive tests results | _____ | _____ | _____ | _____. |
| c. | Number of positive second tests | _____ | _____ | _____ | _____. |
| d. | Action taken due to second positive tests | _____ | _____ | _____ | _____. |

Prepared By _____ Date _____

**EXHIBIT P.1**

**TRANSIT SECURITY PLAN**

---

(To be provided by the Contractor)

## MONTHLY RIDERSHIP FORM (MR-20) FOR LACMTA CONSOLIDATED NTD REPORT (#9166) FOR FY

Agency

Mode **MB**

| Month | Total Boardings | Revenue Hours | Revenue Miles | # of Vehicles Operated | SAFETY AND SECURITY ** Major Incident (Safety or Security) | SAFETY AND SECURITY ** Non-Major Incident (Safety) | SAFETY AND SECURITY ** Non-Major Incident (Security) | ** See Thresholds Below *Due to MTA |
|---|---|---|---|---|---|---|---|---|
| July | | | | | | | | August 25th |
| August | | | | | | | | September 25th |
| September | | | | | | | | October 25th |
| October | | | | | | | | November 25th |
| November | | | | | | | | December 25th |
| December | | | | | | | | January 25th |
| January | | | | | | | | February 25th |
| February | | | | | | | | March 25th |
| March | | | | | | | | April 25th |
| April | | | | | | | | May 25th |
| May | | | | | | | | June 25th |
| June | | | | | | | | July 25th |
| **Total:** | 0 | 0 | 0 | | 0 | 0 | 0 | |

Mode **DR**

| Month | Total Boardings | Revenue Hours | Revenue Miles | # of Vehicles Operated | SAFETY AND SECURITY Major Incident (Safety or Security) | SAFETY AND SECURITY Non-Major Incident (Safety) | SAFETY AND SECURITY Non-Major Incident (Security) | ** See Thresholds Below *Due to MTA |
|---|---|---|---|---|---|---|---|---|
| July | | | | | | | | August 25th |
| August | | | | | | | | September 25th |
| September | | | | | | | | October 25th |
| October | | | | | | | | November 25th |
| November | | | | | | | | December 25th |
| December | | | | | | | | January 25th |
| January | | | | | | | | February 25th |
| February | | | | | | | | March 25th |
| March | | | | | | | | April 25th |
| April | | | | | | | | May 25th |
| May | | | | | | | | June 25th |
| June | | | | | | | | July 25th |
| **Total:** | 0 | 0 | 0 | | 0 | 0 | 0 | |

** SAFETY AND SECURITY THRESHOLDS

| Thresholds | | |
|---|---|---|
| **Major Incident** | **Non-Major Incident** | |
| **(Safety or Security)** | **(Safety)** | **(Security)** |
| | **Incidents not already reported on the Major Incident Reporting form.** | |
| **Existence of one or more of the following conditions:**<br>1. A fatality<br>2. Injuries requiring immediate medical attention from the scene for two or more persons<br>3. Property damage equal to or exceeding $25,000<br>4. An evalcuation due to life safety reasons<br>5. A collision at a grade crossing<br>6. A main-line derailment<br>7. A collision with person(s) on a rail right of way resulting in injuries that require immediate medical attention away from the scene for one or more persons<br>8. A collision between a rail transit vehicle and another rail transit vehicle and another rail transit vehicle or a transit non-revenue vehicle resulting in injuries that require immediate medical attention away from the scene for one or more persons | **Existence of one or more of the following conditions:**<br>1. Injuries requiring immediate medical attention away from the scene for one person<br>2. Property damage equal to or exceeding $7,500 (less than $25,000)<br>3. All non-aron fires not qualifying as Major Incidents | **Occurrence of Part I offenses (except homicide):**<br>1. Forcible rape<br>2. Robbery<br>3. Aggravated assault<br>4. Burglary<br>5. Larceny/theft<br>6. Motor vehicle theft<br>7. Arson<br>**Arrest/Citation for Part II Offenses:**<br>1. Other assaults<br>2. Vandalism<br>3. Trespassing<br>**Occurrence of Other Security Issues:**<br>1. Bomb threat<br>2. Bombing<br>3. Chemical/Biological/Nuclear release<br>4. Cyber Incident<br>5. Hijacking<br>6. Non-violent civil disturbance<br>7. Sabotage<br>**Occurrence of Suicides and attempts** |

# EXHIBIT R.1

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# INTENTIONALLY OMITTED

# EXHIBIT S

Exhibit S: Bid Submission Instructions

See RFSQ for Fixed Route and Dial-A-Ride Transit Services (2016-SQPA001) and Addenda 1-5 for the above exhibit that is incorporated here by reference.

Southland Transit Inc.

*Setting the Standard for Community Transit*

August 8, 2022

ORIGINAL

# Bid for:

# EL SOL SHUTTLE SERVICE (BRC0000355)

## Submitted by:

Southland Transit, Inc.
3650 Rockwell Avenue
El Monte, CA 91731

# A. Cover Letter

August 8, 2022

Mr. Eric Fong or Ms. Anna Leung
County of Los Angeles Department of Public Works
Business Relations and Contracts Division – 8th Floor
P.O. Box 1460
Alhambra, CA 91802-1460

Re: **Bid for El Sol Shuttle Service (BRC000355)**

Dear Mr. Fong/Ms. Leung;

Southland Transit is very pleased to present our bid for the continued operation of El Sol Shuttle Services.

As a regional leader in providing community public transit services and as the current operator of El Sol Shuttle Service, we have a clear understanding of the requirements established by the County and are fully committed to exceeding them.

Our proposal commits Ms. Michelle Gamez who is our currently approved Project Manager for all LA County service contracts. Ms. Gamez has been with our company since 2002 and is exceptionally experienced with all facets of the services we provide. Michelle was proposed and approved as Project Manager during the last IFB for El Sol Shuttle Services.

Additionally, I'd like to clarify that we propose to continue providing these services from our facility located at 3650 Rockwell Ave in El Monte, CA 91731.

We appreciate this opportunity and look forward to continuing our partnership. If there are any questions regarding this proposal please feel free to contact me.

I hereby certify that I am authorized to bind our company to this proposal also affirm that we understand the nature and purpose of the services described in the Invitation for Bids (IFB).

We thank you for your consideration.

Sincerely,

Jason Snow
Vice President & COO
Corporate and Operating Facility:
3650 Rockwell Avenue
El Monte, CA 91731
Phone: 626.258.1310 | Fax: 626.258.1329 | Email: jason@southlandtransit.com

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## B. Required Forms

PW-2.1 - Schedule of Prices Initial Term
PW-2.2 - Schedule of Prices for Option Year 1
PW-2.3 - Schedule of Prices for Option Year 2
PW-2.4 - Schedule of Prices for Option Year 3
PW-2.5 - Schedule of Prices for Option Year 4
PW-2.6 - Schedule of Prices for All Years
PW-8.1 - List of Subcontractors
PW-9.1 - County Preference and CBE Firm/Organization Info
PW-10.1 - Gain and Grow Employment Commitment
PW-17.1 - Zero Tolerance Human Trafficking Policy Cert
PW-18.1 - Bidder's Compliance with Minimum Requirements
PW-19.1 - Statement of Equipment
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PW-21.1 - Compliance/Fair Chance Employment Cert
PW-22.1 - COVID-19 Vaccination Certification of Compliance
LW-4.1 - Living Wage and Debarment Cert
LW-8.1 - Staffing Plan Initial Term
LW-8.2 - Staffing Plan Option Year 1
LW-8.3 - Staffing Plan Option Year 2
LW-8.4 - Staffing Plan Option Year 3
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## PW-2.1 – Schedule of Prices for Initial Term

FORM PW-2.1
INITIAL TERM

# SCHEDULE OF PRICES
# FOR

# EL SOL SHUTTLE SERVICES (BRC0000355)

**The undersigned Bidder offers to perform the work described in the Invitation for Bids (IFB) for the following price(s). The Bidder rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the IFB. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.**

| Item | Description | Hourly Rate | Estimated Annual Hours | Annual Price (Hourly Rate x Estimated Annual Hours) |
|---|---|---|---|---|
| 1 | Rate for County-Owned Service Vehicle | $95.2/ Hour | 27,653 | $ 2,632,565.60 |
| 2 | Rate for Contractor-Provided Service Vehicle[1] | $115.91/ Hour | 3,073 | $ 356,191.43 |
| | | ESTIMATED TOTAL ANNUAL HOURS | 30,726 | |
| | | | TOTAL PROPOSED ANNUAL PRICE | $ 2,988,757.03 |

[1]It is estimated that Contractor provided vehicles may be needed in place of County provided vehicles for 10% of the total annual hours.

## PW-2.2 – Schedule of Prices for Option Year 1

FORM PW-2.2
OPTION YEAR 1

# SCHEDULE OF PRICES
# FOR

# EL SOL SHUTTLE SERVICES (BRC0000355)

**The undersigned Bidder offers to perform the work described in the Invitation for Bids (IFB) for the following price(s). The Bidder rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the IFB. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.**

| Item | Description | Hourly Rate | Estimated Annual Hours | Annual Price (Hourly Rate x Estimated Annual Hours) |
|---|---|---|---|---|
| 1 | Rate for County-Owned Service Vehicle | $96.78/ Hour | 27,653 | $ 2,676,257.34 |
| 2 | Rate for Contractor-Provided Service Vehicle[1] | $121.5/ Hour | 3,073 | $ 373,369.50 |
| | | ESTIMATED TOTAL ANNUAL HOURS | 30,726 | |
| | | | TOTAL PROPOSED ANNUAL PRICE | $ 3,049,626.84 |

[1]It is estimated that Contractor provided vehicles may be needed in place of County provided vehicles for 10% of the total annual hours.

## PW-2.3 – Schedule of Prices for Option Year 2

**FORM PW-2.3**
**OPTION YEAR 2**

## SCHEDULE OF PRICES
## FOR

## EL SOL SHUTTLE SERVICES (BRC0000355)

**The undersigned Bidder offers to perform the work described in the Invitation for Bids (IFB) for the following price(s). The Bidder rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the IFB. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.**

| Item | Description | Hourly Rate | Estimated Annual Hours | Annual Price (Hourly Rate x Estimated Annual Hours) |
|---|---|---|---|---|
| 1 | Rate for County-Owned Service Vehicle | $98.51/ Hour | 27,653 | $ 2,724,097.03 |
| 2 | Rate for Contractor-Provided Service Vehicle[1] | $122.14/ Hour | 3,073 | $ 375,336.22 |
| | | ESTIMATED TOTAL ANNUAL HOURS | 30,726 | |
| | | | TOTAL PROPOSED ANNUAL PRICE | $ 3,099,433.25 |

[1] It is estimated that Contractor provided vehicles may be needed in place of County provided vehicles for 10% of the total annual hours.

## PW-2.4 – Schedule of Prices for Option Year 3

**FORM PW-2.4**
**OPTION YEAR 3**

## SCHEDULE OF PRICES
## FOR

## EL SOL SHUTTLE SERVICES (BRC0000355)

**The undersigned Bidder offers to perform the work described in the Invitation for Bids (IFB) for the following price(s). The Bidder rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the IFB. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.**

| Item | Description | Hourly Rate | Estimated Annual Hours | Annual Price (Hourly Rate x Estimated Annual Hours) |
|---|---|---|---|---|
| 1 | Rate for County-Owned Service Vehicle | $100.82/ Hour | 27,653 | $ 2,787,975.46 |
| 2 | Rate for Contractor-Provided Service Vehicle[1] | $123.85/ Hour | 3,073 | $ 380,591.05 |
| | | ESTIMATED TOTAL ANNUAL HOURS | 30,726 | |
| | | | TOTAL PROPOSED ANNUAL PRICE | $ 3,168,566.51 |

[1] It is estimated that Contractor provided vehicles may be needed in place of County provided vehicles for 10% of the total annual hours.

## PW-2.5 – Schedule of Prices for Option Year 4

**FORM PW-2.5**
**OPTION YEAR 4**

## SCHEDULE OF PRICES
## FOR

## EL SOL SHUTTLE SERVICES (BRC0000355)

**The undersigned Bidder offers to perform the work described in the Invitation for Bids (IFB) for the following price(s). The Bidder rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the IFB. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.**

| Item | Description | Hourly Rate | Estimated Annual Hours | Annual Price (Hourly Rate x Estimated Annual Hours) |
|---|---|---|---|---|
| 1 | Rate for County-Owned Service Vehicle | $103.9/ Hour | 27,653 | $ 2,873,146.70 |
| 2 | Rate for Contractor-Provided Service Vehicle[1] | $127.07/ Hour | 3,073 | $ 390,486.11 |
| | | ESTIMATED TOTAL ANNUAL HOURS | 30,726 | |
| | | | TOTAL PROPOSED ANNUAL PRICE | $ 3,263,632.81 |

[1]It is estimated that Contractor provided vehicles may be needed in place of County provided vehicles for 10% of the total annual hours.

## PW-2.6 – Schedule of Prices for All Years

**FORM PW-2.6**
**SUMMARY SHEET**

## SCHEDULE OF PRICES
## FOR
## EL SOL SHUTTLE SERVICE (BRC0000355)

**The undersigned Bidder offers to perform the work described in the Invitation for Bids (IFB) for the following price(s). The Bidder rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the IFB. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.**

| | TERMS | ANNUAL PRICE FOR EACH TERM |
|---|---|---|
| 1 | EL SOL SHUTTLE SERVICE - INITIAL TERM | $2,988,757.03 |
| 2 | EL SOL SHUTTLE SERVICE - OPTION YEAR 1 | $3,049,626.84 |
| 3 | EL SOL SHUTTLE SERVICE - OPTION YEAR 2 | $3,099,433.25 |
| 4 | EL SOL SHUTTLE SERVICE - OPTION YEAR 3 | $3,168,566.51 |
| 4 | EL SOL SHUTTLE SERVICE - OPTION YEAR 4 | $3,263,632.81 |
| | TOTAL PRICE FOR YEARS 1 THROUGH 5 | $15,570,016.44 |
| | AVERAGE TOTAL PRICE FOR YEARS 1 THROUGH 5 (TOTAL PRICE FOR YEARS 1 THROUGH 5 ÷ 5 YEARS) | $3,114,003.29 |

| | | |
|---|---|---|
| LEGAL NAME OF BIDDER: Southland Transit, Inc. | | |
| SIGNATURE OF PERSON AUTHORIZED TO SUBMIT BID | | |
| TITLE OF AUTHORIZED PERSON: Vice President/COO | | |
| DATE: August 08, 2022 | STATE CONTRACTOR'S LICENSE NUMBER | LICENSE TYPE |
| BIDDER'S ADDRESS: 3650 Rockwell Avenue, El Monte, CA 91731 | | |
| E-MAIL: jason@southlandtransit.com | | |
| PHONE: (626) 258-1387 | MOBILE: (831) 718-7405 | FACSIMILE: (626) 258-1329 |

## PW-8.1 – List of Subcontractors

**FORM PW-8.1**
**(SUPPLEMENTAL)**

# LIST OF SUBCONTRACTORS

Proposer is required to complete the following. Any Subcontractors listed must be properly licensed under the laws of the State of California for the type of service that they are to perform, AND THEIR LICENSE NUMBERS MUST BE LISTED HEREIN. Failure to do so may result in delay of the award of contract. Do not list alternate subcontractors for the same service.

☒ Proposer in providing the requested services will not utilize Subcontractors. Proposer will perform all required services.

| Name Under Which Subcontractor Is Licensed | License Number | Address | Specific Description of Subcontract Service |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
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| | | | |

**FORM PW-8.1**
**(SUPPLEMENTAL)**

Certification as Minority, Women, Disadvantaged, Disabled Veteran, and Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning Business Enterprises: If any of your Subcontractors are currently certified as Minority, Women, Disadvantaged, Disabled Veteran, and Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning Business Enterprises by a public agency, complete the following and attach a copy of the proof of certification. All Subcontractors listed in the bid/proposal shall be listed below (make copy of this form, if necessary).

| | Subcontractor Name | Local SBE | SBE | Minority | Women-Owned | Disadvantaged Business | Disabled Veteran | Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |

Declaration: I declare under penalty of perjury under the laws of the State of California that the above information is true and accurate.

| Print Name: | Authorized Signature | Title | Date |
|---|---|---|---|
| Southland Transit, Inc. | | Jason Snow<br>Vice President/COO | August 8, 2022 |

**FORM PW-8.1**
**(SUPPLEMENTAL)**

## COMMUNITY BUSINESS ENTERPRISES PARTICIPATION FORM

Contractors are required to indicate their good faith effort in CBE participation by indicating on this form their proposed involvement on this project. CBEs are Minority/Women/Disadvantaged/Disabled Veteran/Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning owned Business Enterprises (MBE/WBE/DBE/DVBE/LGBTQQ). This form shall be provided to the COUNTY at the time of Proposal submittal.

## LIST OF CBE PARTICIPATION

The following is a list of certified CBE Subcontractors that the Proposer elects to list as a Subcontractor to perform a portion or portions of this Work, and known suppliers from whom Proposer proposes to procure materials and/or equipment for the Work.

| NAME/ADDRESS | TYPE OF WORK OR PRODUCT | INDICATE MBE/ WBE/DBE/DVBE/ LGBTQQBE | PERCENTAGE OF BASE PRICE PROPOSAL |
|---|---|---|---|
| Islas Tires, Inc.<br>12328 Carmenita Rd.<br>Whittier, CA 90605 | Tire & Wheel Supplier | WBE/DBE | .65% |
| Jamison Transportaion Products<br>2821 S Parker Road<br>Aurora, CO 80014 | Vehicle Lubricants Supplier | DBE | 1.09% |
| Trans-Global Services, Inc.<br>709 Hidalgo Avenue<br>Alhambra, CA 91801 | Janitorial & Vehicle Wash/Sanitation Services | WBE/DBE | .42% |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

## PW-9.1 – County Preference and CBE Firm/Organization Info

**FORM PW-9.1**
**(SUPPLEMENTAL)**

**County of Los Angeles**
**Request for County's Preference Program Consideration and**
**Community Business Enterprises Firm/Organization Information Form**

**I. INSTRUCTIONS**: Businesses requesting preference consideration must complete and return this form for proper consideration of the proposal. Businesses may request consideration for one or more preference programs. Check all certifications that apply.*

**I MEET ALL OF THE REQUIREMENTS AND REQUEST THIS PROPOSAL BE CONSIDERED FOR THE PREFERENCE PROGRAM(S) SELECTED BELOW. A COPY OF THE CERTIFICATION LETTER ISSUED BY THE DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS (DCBA) IS ATTACHED.**

**☐ Request for Local Small Business Enterprise (LSBE) Program Preference**

- ☐ Certified by the State of California as a small business and has had its principal place of business located in Los Angeles County for at least one (1) year; **or**
- ☐ Certified as a LSBE with other certifying agencies under DCBA's inclusion policy that has its principal place of business located in Los Angeles County and has revenues and employee sizes that meet the State's Department of General Services requirements; **and**
- ☐ Certified as a LSBE by the DCBA.

**☐ Request for Social Enterprise (SE) Program Preference**

- ☐ A business that has been in operation for at least one year providing transitional or permanent employment to a Transitional Workforce or providing social, environmental, and/or human justice services; **and**
- ☐ Certified as a SE business by the DCBA.

**☐ Request for Disabled Veterans Business Enterprise (DVBE) Program Preference**

- ☐ Certified by the State of California, **or**
- ☐ Certified by U.S. Department of Veterans Affairs as a DVBE; **or**
- ☐ Certified as a DVBE with other certifying agencies under DCBA's inclusion policy that meets the criteria set forth by: the State of California as a DVBE or is verified as a service-disabled veteran-owned small business by the Veterans Administration: and
- ☐ Certified as a DVBE by the DCBA.

***BUSINESS UNDERSTANDS THAT ONLY ONE OF THE ABOVE PREFERENCES WILL APPLY. IN NO INSTANCE SHALL ANY OF THE ABOVE LISTED PREFERENCE PROGRAMS PRICE OR SCORING PREFERENCE BE COMBINED WITH ANY OTHER COUNTY PROGRAM TO EXCEED FIFTEEN PERCENT (15%) IN RESPONSE TO ANY COUNTY SOLICITATION.**

**DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.**

☐ **DCBA certification is attached.**

| | |
|---|---|
| Name of Firm | County WebVen No.: |
| Print Name: | Title: |
| Signature: | Date: |

| Reviewer's Signature | Approved | Disapproved | Date |
|---|---|---|---|
| | | | |

**FORM PW-9.1**

**All Proposers responding to the Request for Proposals must complete and return this form for proper consideration of the Proposal.**

| | |
|---|---|
| Firm Name: | Southland Transit, Inc. |
| My County (WebVen) Vendor Number: | 50681501 |

II. FIRM/ORGANIZATION INFORMATION: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation, or disability.

| | | | | | | |
|---|---|---|---|---|---|---|
| **Business Structure:** | ☐ Sole Proprietorship | ☐ Partnership | ☒ Corporation | ☐ Nonprofit | ☐ Franchise | ☐ Other: _____ |

**Total Number of Employees** (including owners): 188

**Race/Ethnic Composition of Firm.** Please distribute the above total number of individuals into the following categories:

| Race/Ethnic Composition | Owners/Partners/ Associate Partners | | Managers | | Staff | |
|---|---|---|---|---|---|---|
| | Male | Female | Male | Female | Male | Female |
| Black/African American | | | 1 | | 13 | 11 |
| Hispanic/Latino | | | 2 | 3 | 88 | 30 |
| Asian or Pacific Islander | | | | | 13 | 2 |
| American Indian | | | | | 3 | 2 |
| Filipino | | | | | | |
| White (Includes undisclosed) | 1 | 1 | 4 | 3 | 15 | 9 |

III. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed.

| | Black/African American | Hispanic/ Latino | Asian or Pacific Islander | American Indian | Filipino | White |
|---|---|---|---|---|---|---|
| Men | % | % | % | % | % | 50 % |
| Women | % | % | % | % | % | 50 % |

IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, DISABLED VETERAN, AND LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER, AND QUESTIONING(LGBTQQ)

BUSINESS ENTERPRISES: If the firm is currently certified as a Community Based Enterprise (CBE) by a public agency, complete the table by entering the names of the certifying Agency and placing an "X" under the appropriate CBE designation (Minority, Women, Disadvantaged, Disabled Veteran or LGBTQQ). Enter all the CBE certifications held by the firm and attach a copy of your proof of certification.

| Agency Name | Minority | Women | Disadvantaged | Disabled Veteran | LGBTQQ | Expiration Date |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |

V. **Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.**

DECLARATION: **I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.**

| Authorized Signature: | Title: Jason Snow<br>Vice President/COO | Date: August 8, 2022 |
|---|---|---|

## PW-10.1 – Gain and Grow Employment Commitment

**FORM PW-10.1**
**(SUPPLEMENTAL)**

# GAIN and GROW EMPLOYMENT COMMITMENT

As a threshold requirement for consideration for contract award, Proposer shall demonstrate a proven record for hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Proposer shall attest to a willingness to provide employed GAIN/GROW participants access to the Proposer's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

To report all job openings with job requirements to obtain qualified GAIN/GROW participants as potential employment candidates, Contractor shall e-mail: GAINGROW@dpss.lacounty.gov and BSERVICES@wdacs.lacounty.gov.

**Proposers unable to meet this requirement shall not be considered for contract award.**

Proposer shall complete all of the following information, sign where indicated below, and return this form with their proposal.

A. Proposer has a proven record of hiring GAIN/GROW participants.

_x___ YES (subject to verification by County)_____ NO

B. Proposer is willing to provide DPSS with all job openings and job requirements to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means that Proposer is willing to interview qualified GAIN/GROW participants.

_x___ YES _____ NO

C. Proposer is willing to provide employed GAIN/GROW participants access to its employee-mentoring program, if available.

_x___ YES _____ NO _____ N/A (Program not available)

| | |
|---|---|
| Signature | Title Jason Snow, Vice President/COO |
| Firm Name Southland Transit, Inc. | Date August 08, 2022 |

## PW-17.1 – Zero Tolerance Human Trafficking Policy Cert

**FORM PW-17.1**
**(SUPPLEMENTAL)**

## ZERO TOLERANCE HUMAN TRAFFICKING POLICY CERTIFICATION

| | | |
|---|---|---|
| Company Name: Southland Transit, Inc. | | |
| Company Address: 3650 Rockwell Avenue | | |
| City: El Monte | State: CA | Zip Code: 91731 |
| Telephone Number: 626-258-1310 | E-Mail Address: jason@southlandtransit.com | |
| Solicitation/Contract for El Sol Shuttle Services | | |

## PROPOSER CERTIFICATION

Los Angeles County has taken significant steps to protect victims of human trafficking by establishing a zero tolerance human trafficking policy that prohibits contractors found to have engaged in human trafficking from receiving contract awards or performing services under a County contract.

Proposer acknowledges and certifies compliance with Exhibit B, Section 1.OO, Compliance with County's Zero Tolerance Human Trafficking Policy, of the proposed Contract and agrees that proposer or a member of his staff performing work under the proposed Contract will be in compliance. Proposer further acknowledges that noncompliance with the County's Zero Tolerance Human Trafficking Policy may result in rejection of any proposal, or cancellation of any resultant Contract, at the sole judgment of the County.

**I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.**

| | |
|---|---|
| Print Name: JASON SNOW | Title: Vice President/COO |
| Signature: | Date: August 08, 2022 |

## PW-18.1 – Bidder's Compliance with Minimum Requirements

**BIDDER'S COMPLIANCE WITH THE MINIMUM MANDATORY REQUIREMENTS OF THE IFB**
**EL SOL SHUTTLE SERVICE (BRC0000355)**

**BIDDER MUST CHECK A BOX IN EVERY SECTION**

***Important Note:*** *The information on this form is subject to verification. Bidder may submit additional documentation in their Bid to supplement this Form PW-18.1.*

**At the time of Bid submission, Bidder must meet the following minimum requirements, subcontracting is not allowed to meet any of these requirements:**

1. Bidder must be included in the Qualified Contractor List resulting from the RFSQ for Fixed Route and Dial-A-Ride Transit Services (2016-SQPA001).

☒ Yes. Bidder does meet the minimum mandatory requirement stated above.

☐ No. Bidder **does not** meet the minimum mandatory requirement stated above. By checking this box, your Bid submission will be immediately disqualified as nonresponsive.

2. Bidder must have the following minimum number of years of experience using the listed vehicles to provide the same or similar type of fixed route services for governmental or social service agency(ies):

- Three years of experience with alternative fueled vehicles either compressed natural gas- or propane-powered, heavy-duty, low floor, 30 feet or longer transit buses.

☒ Yes. Bidder does meet the experience requirement stated above.

**Minimum 3 years of experience with compressed natural gas-powered, heavy-duty, low floor, 30 feet or longer transit buses..**

| | |
|---|---|
| Name of Service | El Sol Shuttle Service |
| Dates of Experience (Mo./Yrs. to Mo./Yrs.) | 2015 to present |
| Make of Vehicle | El Dorado |
| Model of Vehicle | Axess |
| Size/Length of Vehicle | 35’ Front Door Body, 215” Wheelbase |
| Fuel Type | Compressed Natural Gas (CNG) |

Provide a detailed narrative to support above minimum mandatory requirement by providing detailed information to support the number of years and description of service. **The Bid may be disqualified, if incomplete or unresponsive statements are made.**

Firm has operated the El Sol Shuttle Service contract since 2015.

(Please attach additional pages if needed.)

**OR**

**Minimum 3 years of experience with propane-powered, heavy-duty, low floor, 30 feet or longer transit buses.**

| | |
|---|---|
| Name of Service | |
| Dates of Experience (Mo./Yrs. to Mo./Yrs.) | |
| Make of Vehicle | |
| Model of Vehicle | |
| Size/Length of Vehicle | |
| Fuel Type | |

Provide a detailed narrative to support above minimum mandatory requirement by providing detailed information to support the number of years and description of service. **The Bid may be disqualified, if incomplete or unresponsive statements are made.**

(Please attach additional pages if needed.)

☐ No. Bidder does not meet the experience requirement stated above. By checking this box, your Bid submission will be immediately disqualified as nonresponsive.

3. Bidder's Project Manager must have the following minimum number of years of experience managing the same or similar type of fixed route services for governmental or social service agency(ies) using the listed vehicles:

- Three years of experience with alternative fueled vehicles either compressed natural gas- or propane-powered, heavy-duty, low floor, 30 feet or longer transit buses.

☒ Yes. Bidder's Project Manager does meet the experience requirement stated above.

**Minimum 3 years of experience with compressed natural gas-powered, heavy-duty, low floor, 30 feet or longer transit buses.**

| | |
|---|---|
| Name of the Employee | Michelle Gamez |
| Name of Service & Dates of Experience (Mo./Yrs. to Mo./Yrs.) | 2012 to present |

| | |
|---|---|
| Make of Vehicle | BlueBird, El Dorado & Newflyer |
| Model of Vehicle | XL102, HXS, XN40 and Axess |
| Size/Length of Vehicle | 30' & 35' |
| Fuel Type | Compressed Natural Gas (CNG) |

Provide a detailed narrative to support above minimum mandatory requirement by providing detailed information to support the number of years and description of service. **The Bid may be disqualified, if incomplete or unresponsive statements are made.**

A copy of Michelle's resume is attached with our response.

(Please attach additional pages if needed.)

**OR**

**Minimum 3 years of experience with propane-powered, heavy-duty, low floor, 30 feet or longer transit buses.**

| | |
|---|---|
| Name of Employee | |
| Name of Service & Dates of Experience (Mo./Yrs. to Mo./Yrs.) | |
| Make of Vehicle | |
| Model of Vehicle | |
| Size/Length of Vehicle | |
| Fuel Type | |

Provide a detailed narrative to support above minimum mandatory requirement by providing detailed information to support the number of years and description of service. **The Bid may be disqualified, if incomplete or unresponsive statements are made.**

(Please attach additional pages if needed.)

☐ No. Bidder's Project Manager does not meet the experience requirement stated above. By checking this box, your Bid submission will be immediately disqualified as nonresponsive.

4. Bidder's Maintenance Manager must have the following minimum number of years of experience maintaining similar fleets of transit vehicles:

- Three years of experience with alternative fueled vehicles either compressed natural gas- or propane-powered, heavy-duty, low floor, 30 feet or longer transit buses.

☒ Yes. Bidder's Maintenance Manager does meet the experience requirement stated above.

**Minimum 3 years of experience with compressed natural gas-powered, heavy-duty, low floor, 30 feet or longer transit buses.**

| | |
|---|---|
| Name of the Employee | **Name:** Wayne Seale<br>**Bidder** x **/ Subcontractor**_____ **(check one)** |
| Dates of Experience Servicing the above type of vehicle (Mo./Yrs. to Mo./Yrs.) | January 2006 to present |
| Make of Vehicle Serviced | NABI, El Dorado & Newflyer |
| Model of Vehicle Serviced | LWFL, XN40 & Axess |
| Size/Length of Vehicle Serviced | 32' to 40' |
| Fuel Type of Vehicle Serviced | Compressed Natural Gas (CNG) |

Provide a detailed narrative to support above minimum mandatory requirement by providing detailed information to support the number of years and description of service. **The proposal may be disqualified, if incomplete or unresponsive statements are made.**

A copy of Wayne's resume is attached with our response

(Please attach additional pages if needed.)

**OR**

**Minimum 3 years of experience with propane-powered, heavy-duty, low floor, 30 feet or longer transit buses.**

| | |
|---|---|
| Name of the Employee | **Name:** _____<br>**Bidder**_____ **/ Subcontractor**_____ **(check one)** |
| Dates of Experience Servicing the above type of vehicle (Mo./Yrs. to Mo./Yrs.) | |

| | |
|---|---|
| Make of Vehicle Serviced | |
| Model of Vehicle Serviced | |
| Size/Length of Vehicle Serviced | |
| Fuel Type of Vehicle Serviced | |

Provide a detailed narrative to support above minimum mandatory requirement by providing detailed information to support the number of years and description of service. **The proposal may be disqualified, if incomplete or unresponsive statements are made.**

(Please attach additional pages if needed.)

☐ No. Bidder's Maintenance Manager does not meet the experience requirement stated above. By checking this box, your Bid submission will be immediately disqualified as nonresponsive.

5. Bidder must provide copies of all "Satisfactory" California Highway Patrol Safety Compliance Inspections (or passed all reinspections) of the Bidder's maintenance facilities or terminals to be used for the proposed contract for the prior three 13-month inspections (California Vehicle Code 34501[c]). If the Bidder has not performed services in California, the Bidder must provide copies of a similar vehicle, maintenance facilities or terminals inspection for the prior 3 years by a governmental agency.

☒ Yes. Bidder does meet the minimum mandatory requirement stated above and has received a **"Satisfactory"** rating on the CHP's Safety Compliance Inspections (or passed all reinspections) of the Bidder's maintenance facilities or terminals to be used for the proposed contract for the prior three 13-month inspections.

☐ Bidder has received an **"Unsatisfactory"** rating on the CHP's Safety Compliance Inspections of the Bidder's maintenance facilities or terminals to be used for the proposed contract for the prior three 13-month inspections, however, has remedied the problem by means of receiving a **"Conditional"** or **"Satisfactory"** rating within the CHP's 120-day reinspection period and/or received a **"Conditional"** rating and upgraded to a **"Satisfactory"** rating within the CHP's 180-day reinspection period as evidenced by the CHP Safety Compliance Inspection reports attached to proposal.

☐ Bidder has not performed services in California; the Bidder has provided copies of a similar vehicle, maintenance facilities or terminals inspection for the prior 3 years by a governmental agency.

☐ No. Bidder does not meet the minimum mandatory requirement stated above. Bidder has received an **"Unsatisfactory"** rating and **did not** upgrade the rating to a

**"Conditional"** or **"Satisfactory"** within the CHP's 120-day reinspection periods and/or received a **"Conditional"** rating and **did not** upgrade the rating to **"Satisfactory"** within the CHP 180-day reinspection period, whether on the initial inspection or the CHP reinspection, the Bidder will have failed these criteria. By checking this box, your Bid submission will be immediately disqualified as nonresponsive.

6. Bidder's vehicle(s) must meet or exceed the service vehicle requirements as set forth in Exhibit I.1, Contractor-Provided Service Vehicle Requirements. If the Bidder does not meet the service vehicle(s) requirement at the time of submission, but fully intends to comply if awarded the contract, the Bidder must provide an affirmative statement that upon start of the contract, the service vehicle(s) will comply with Exhibit I.1, Contractor-Provided Service Vehicle Requirements.

☐ Yes. Bidder does meet the spare service vehicle(s) requirement stated above.

☒ Bidder does not meet the spare service vehicle(s) requirement stated above at present, but fully intends to comply if awarded the contract. The Bidder will comply with the spare service vehicle requirements set forth in this IFB. (This commitment is evident by Bidder's detailed plan which describes when and how the Bidder plans to meet the minimum required contractor spare vehicle requirements submitted in the Bid.)

☐ No. Bidder does not meet the spare service vehicle(s) requirement stated above and does not intend to comply. By checking this box, your Bid submission will be immediately disqualified as nonresponsive.

7. Bidder must submit copies of its employees' valid State of California Department of Motor Vehicles Class B (with a minimum of a "P" endorsements) commercial driver's licenses, as well as any other required licenses or endorsements required by Federal, State, and local regulations. If the Bidder's employees do not meet the commercial driver's licenses requirement at the time of submission, but fully intends to comply if awarded the contract, the Bidder must provide an affirmative statement that upon the start of the contract the Bidder will comply with this requirement.

☒ Yes. Bidder must submit copies of its employees' valid State of California Department of Motor Vehicles (DMV) Class B (with a minimum of a “P” endorsement) commercial driver's licenses as well as any other required licenses or endorsements required by Federal, State, and local regulations. (In addition to responding on this form, please provide copies of the driver's licenses in your Bid and provide the names of the staff assigned to this Contract and indicate type of certification they possess to support this minimum mandatory requirement).

| **Employees with DMV Class B (with a minimum of a "P" endorsements)** | | |
|---|---|---|
| **Employee Name** | **Class of Driver's License** | **"P" endorsement or Higher (Yes or No)** |
| Berumen, Jesse | CDL CLASS B | YES |
| Elena, George | CDL CLASS B | YES |
| Hernandez, Maria L. | CDL CLASS B | YES |

| | | |
|---|---|---|
| Macapagal, Rodrigo Layag | CDL CLASS B | YES |
| Medina, Alfred Jesus | CDL CLASS B | YES |
| Mercado, Cesar | CDL CLASS B | YES |
| Olloa, Miguel Angel | CDL CLASS B | YES |
| Orellana, Carlos E. | CDL CLASS B | YES |
| Rodriguez, Debra | CDL CLASS B | YES |
| Sampson, Ronald | CDL CLASS B | YES |
| Fuller, Erica Antoinett | CDL CLASS B | YES |
| Haro, Loretta Urias | CDL CLASS B | YES |

☐ Bidder's employee does not meet the commercial driver's licenses requirement stated above at present, but fully intends to comply if awarded the contract.

☐ No. Bidder did not submit copies of its employees' valid State of California Department of Motor Vehicles (DMV) Class B (with "P" endorsement) commercial driver's licenses as well as any other required licenses or endorsements required by Federal, State, and local regulations. By checking this box, your Bid submission will be immediately disqualified as nonresponsive.

8. Bidder must submit copies of all National Institute for Automotive Service Excellence (ASE) certification in H-4 ASE Transit Bus Brake Test for all maintenance personnel identified; or Bidder must submit an affirmative statement that all of Bidder's maintenance personnel assigned to this contract within 12 months of the date of hire or the start of the contract, whichever occurs last, will obtain ASE certification in the H-4 ASE Transit Bus Brake Test.

☐ Yes. Bidder's maintenance personnel do meet the certification requirement stated above. In addition to responding on this form, please provide the names of all maintenance personnel assigned to this Contract and indicate type of ASE certifications they possess, if any on the chart below. If the employee does not have ASE Certificate, please indicate N/A.

| **Maintenance Personnel with ASE Certifications** | | |
|---|---|---|
| **Employee Name** | **Types of Certification (List multiple, if applicable)** | **Directly Employed by the Contractor (Yes or No)** |
| Wayne Seale | ASE Master **Transit Bus Tech** & MACS Certification | YES |
| Arturo Valdez | SCRTTC Brakes I & II Certified | YES |
| | | |

☒ Bidder does not currently employ personnel that meet the requirement; however, Bidder

maintenance personnel assigned to this Contract, within 12 months of the date of hire or the start of the contract, whichever occurs last, will obtain ASE certification in the H-4 ASE Transit Bus Brake Test.

Complete the chart below. List all maintenance personnel assigned to this Contract.

| Maintenance Personnel Assigned to this Contract | |
|---|---|
| **Employee Name** | **Types of Certification (List multiple, if applicable)** |
| Julio Caravantes | MACS Certificate |
| Arturo Valdez | SCRTTC Brakes I & II Certificate |
| Wayne Seale | ASE Master Technician & MACS Certificate |

☐ No. Bidder's maintenance personnel assigned to this Contract does not meet the certification requirement stated above and the request to affirmative statement will not be provided. By checking this box, your Bid submission will be immediately disqualified as nonresponsive.

9. Bidder shall submit a proof of Section 609 of the Clean Air Act: Motor Vehicle Air Conditioning certification from an EPA-approved program or the equivalent ASE Refrigeration Recovery and Recycling Program certification for at least one member of their maintenance personnel identified above.

☒ Yes. Bidder does meet the certification requirement stated above. (In addition to responding on this form, please submit a copy of the certification of maintenance personnel assigned to this Contract and indicate type of certification they possess, e.g. MACS or equivalent.)

| Employee Name | Type of Certification | Directly Employed by the Contractor (Yes or No) |
|---|---|---|
| Wayne Seale | MACS: CFC 12, Refrigerant Recycling | YES |
| | | |
| | | |

☐ No. Bidder does not meet the certification requirement stated above. By checking this box, your Bid submission will be immediately disqualified as nonresponsive.

Bidder declares under penalty of perjury that the information stated above is true and accurate. Bidder further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the bid may be rejected at the sole discretion of the County.

| | |
|---|---|
| Signature: | Title: Vice President/COO |
| Firm Name: Southland Transit, Inc. | Date: August 08, 2022 |

## PW-19.1 – Statement of Equipment

FORM PW-19.1

# STATEMENT OF EQUIPMENT FORM
# FOR
# EL SOL SHUTTLE SERVICE (BRC0000355)

PROPOSER'S NAME: Southland Transit, Inc.

ADDRESS: 3650 Rockwell Avenue, El Monte CA 91731

TELEPHONE: 626-258-1310

**STATE BELOW THE INFORMATION FOR ALL EQUIPMENT THAT WILL BE DEDICATED AND/OR DESIGNATED PRIMARY BACKUP TO THIS SERVICE**

Please list one (1) item per line; DO NOT submit an equipment list in your own format. This form may be reproduced in order to list all equipment.

| TYPE OF EQUIPMENT | MAKE OF EQUIPMENT | MODEL | YEAR | SERIAL NUMBER | CONDITION OF EQUIPMENT | OPERATIONAL/ NON-OPERATIONAL | LOCATION | DESIGNATION Check one | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | DEDICATED | PRIMARY BACKUP |
| Bus | Starcraft | Allstar | 2022 | TBD | New | Operational | Dealer | | X |
| | | | | | | | | | |
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## PW-20.1 – Displaced Transit Employee Declaration

**FORM PW-20.1**
**(SUPPLEMENTAL)**

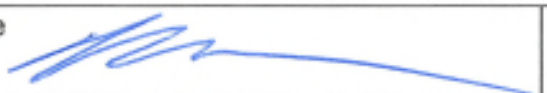
# DISPLACED TRANSIT EMPLOYEE DECLARATION

In accordance with California Labor Code Sections 1070-1074, the County will give a preference to any proposer who declares on this form that they will retain the employees of the prior Contractor and/or Subcontractor. The undersigned declares:

☒ that the Proposer will retain the employees of the prior Contractor and/or Subcontractor for a period of not less than 90 days pursuant to California Labor Code 1070-1074. If this box is checked, the 10 percent preference will be given.

**OR**

☐ that the Proposer does NOT agree to retain the employees of the prior Contractor or Subcontractor for a period of 90 days pursuant to California Labor Code 1070-1074. If this box is checked, the 10 percent preference will NOT be given.

| | |
|---|---|
| Signature  | Title Vice President/COO |
| Firm Name Southland Transit, Inc. | Date August 8, 2022 |

PW-21.1 – Compliance/Fair Chance Employment Cert

**FORM PW-21.1**
**(SUPPLEMENTAL)**

## COMPLIANCE WITH FAIR CHANCE EMPLOYMENT HIRING PRACTICES CERTIFICATION

| | | |
|---|---|---|
| Company Name: Southland Transit, Inc. | | |
| Company Address: 3650 Rockwell Avenue | | |
| City: El Monte | State: CA | Zip Code: 91731 |
| Telephone Number: (626) 258-1310 | E-Mail Address: jason@southlandtransit.com | |
| Solicitation/Contract for El Sol Shuttle Services Services | | |

## PROPOSER/CONTRACTOR CERTIFICATION

The Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History (California Government Code Section 12952), effective January 1, 2018.

Proposer/Contractor acknowledges and certifies compliance with fair chance employment hiring practices set forth in California Government Code Section 12952, as indicated in Section 8.56 (Compliance with Fair Chance Employment Practices) of the Contract, and agrees that proposer/contractor and staff performing work under the Contract will be in compliance. Proposer/Contractor further acknowledges that noncompliance with fair chance employment practices set forth in California Government Code Section 12952 may result in rejection of any proposal, or termination of any resultant Contract, at the sole judgment of the County.

**I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.**

| | |
|---|---|
| Print Name: Jason Snow | Title: Vice President/COO |
| Signature: | Date: August 8, 2022 |

## PW-22.1 - COVID-19 Vaccination Certification of Compliance

**FORM PW-22.1**
**(SUPPLEMENTAL)**

## COVID-19 VACCINATION CERTIFICATION OF COMPLIANCE

**Urgency Ordinance, County Code Title 2 – Administration, Division 4 – Miscellaneous – Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel)**

I, Jason Snow, on behalf of Southland Transit, Inc., (the "Contractor"), certify that on County Contract:

| | |
|---|---|
| Contract Number | BRC0000355 |
| Contract Name | El Sol Shuttle Service |

☐ All Contractor Personnel on this Contract are fully vaccinated as required by the Ordinance.

☒ Most Contractor Personnel* on this Contract are fully vaccinated as required by the Ordinance. The Contractor or its employer of record, has granted a valid medical or religious exemption to the below identified Contractor Personnel. Contractor will certify weekly that the following unvaccinated Contractor Personnel have tested negative within 72 hours of starting their work week under the County Contract, unless the contracting County department requires otherwise. The Contractor Personnel who have been granted a valid medical or religious exemption are [LIST ALL CONTRACTOR PERSONNEL]:

*Contractor Personnel includes subcontractors at all tiers.

Please find attached (2 pages) Certification of Complaince for Contract 78770 and employee list.

**I have authority to bind the Contractor, and have reviewed the requirements above and further certify that I will comply with said requirements.**

| | |
|---|---|
| Company/Contractor Name: | |
| Print Name: Southland Transit, Inc. | Title: Jason Snow<br>Vice President/COO |
| Signature: | Date: August 8, 2022 |

# Certification of Compliance

**Urgency Ordinance, County Code Title 2 – Administration, Division 4 – Miscellaneous – Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel)**

I, **Ermine Manvelyan**, on behalf of **Southland Transit, Inc.,** (the "Contractor"), certify that on County Contract **78870- El Sol Shuttle Service** [ENTER CONTRACT NUMBER AND NAME]:

___ All Contractor Personnel on this Contract are fully vaccinated as required by the Ordinance.

X Most Contractor Personnel on this Contract are fully vaccinated as required by the Ordinance. The Contractor or its employer of record, has granted a valid medical or religious exemption to the below identified Contractor Personnel. Contractor will certify weekly that the following unvaccinated Contractor Personnel have tested negative within 72 hours of starting their work week under the County Contract, unless the contracting County department requires otherwise. The Contractor Personnel who have been granted a valid medical or religious exemption are [LIST ALL CONTRACTOR PERSONNEL]:

Please see attached list.

I have authority to bind the Contractor, and have reviewed the requirements above and further certify that I will comply with said requirements.

Ermine Manvelyan
Signature

12/30/2021
Date

Human Resources Manager
Title

Southland Transit Inc.
Company/Contractor Name

| Employee Name | Position | Status |
|---|---|---|
| Fuller, Erica Antoinett | Drivers- El Sol | Not Vaccinated |
| Haro, Loretta Urias | Drivers- El Sol | Not Vaccinated |
| Oropeza, Joe | Drivers- El Sol | Not Vaccinated |
| Thompson, Artisha Rene | Drivers- El Sol | Not Vaccinated |

| Company Code | Position ID | Payroll Name | Position Status | Hire Date | Home Dept Code | Home Dept Desc | Status |
|---|---|---|---|---|---|---|---|
| STI | L19007165 | Berumen, Jesse | Active | 06/16/2014 | 825800 | Drivers- El Sol | Vaccinated |
| STI | L19006663 | Elena, George | Active | 06/27/2012 | 825800 | Drivers- El Sol | Vaccinated |
| STI | L19006660 | Hernandez, Maria L. | Active | 06/27/2012 | 825800 | Drivers- El Sol | Vaccinated |
| STI | L19007646 | Macapagal, Rodrigo Layag | Active | 10/11/2017 | 825800 | Drivers- El Sol | Vaccinated |
| STI | L19007422 | Medina, Alfred Jesus | Active | 10/19/2015 | 825800 | Drivers- El Sol | Vaccinated |
| STI | L19007355 | Mercado, Cesar | Active | 04/27/2015 | 825800 | Drivers- El Sol | Vaccinated |
| STI | L19006651 | Olloa, Miguel Angel | Active | 06/28/2012 | 825800 | Drivers- El Sol | Vaccinated |
| STI | L19006658 | Orellana, Carlos E. | Active | 06/27/2012 | 825800 | Drivers- El Sol | Vaccinated |
| STI | L19006661 | Rodriguez, Debra | Active | 06/27/2012 | 825800 | Drivers- El Sol | Vaccinated |
| STI | L19007124 | Sampson, Ronald | Active | 05/08/2014 | 825800 | Drivers- El Sol | Vaccinated |

| Company Code | Position ID | Employee Name | Position Status | Hire Date | Home Dept Code | Home Dept Desc | Status |
|---|---|---|---|---|---|---|---|
| STI | L19007477 | Fuller, Erica Antoinett | Active | 03/21/2016 | 825800 | Drivers- El Sol | Not Vaccinated |
| STI | L19007482 | Haro, Loretta Urias | Active | 04/06/2016 | 825800 | Drivers- El Sol | Not Vaccinated |
| STI | L19006656 | Oropeza, Joe | Active | 06/27/2012 | 825800 | Drivers- El Sol | Not Vaccinated |
| STI | L19007347 | Thompson, Artisha Rene | Active | 04/13/2015 | 825800 | Drivers- El Sol | Not Vaccinated |

## LW-4.1 – Living Wage and Debarment Cert

**FORM LW-4.1**
**(SUPPLEMENTAL)**

# COUNTY OF LOS ANGELES

## ACKNOWLEDGMENT AND STATEMENT OF COMPLIANCE FOR LIVING WAGE ORDINANCE AND CONTRACTOR NONRESPONSIBILITY DEBARMENT

The undersigned individual is the owner or authorized agent (Agent) of the business entity or organization (Firm) identified below and makes the following statements on behalf of his or her Firm.

**The Agent is required to check each of the following two boxes:**

**LIVING WAGE ORDINANCE:**

[X] **The Agent has read the County's Living Wage Ordinance (Los Angeles County Code, Sections 2.201.010 through 2.201.100), and understands that the Firm is subject to its terms.**

**CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT ORDINANCE:**

[X] The Agent has read the County's Determinations of Contractor Non-Responsibility and Contractor Debarment Ordinance (Los Angeles County Code Sections 2.202.010 through 2.202.060) and understands that the Firm is subject to its terms.

**LABOR LAW/PAYROLL VIOLATIONS:**

A "Labor Law/Payroll Violation" includes violations of any Federal, State, or local statute, regulation, or ordinance pertaining to wages, hours, or working conditions, such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination.

**History of Alleged Labor Law/Payroll Violations (Check One):**

[X] The Firm HAS NOT been named in a complaint, claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation, which involves an incident occurring within three (3) years of the date of the proposal; OR

[ ] The Firm HAS been named in a complaint, claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of this proposal. (I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each allegation.)

**History of Determinations of Labor Law /Payroll Violations (Check One):**

[X] There HAS BEEN NO determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation; OR

[ ] There HAS BEEN a determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation. I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each violation (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding.) *(The County may deduct points from the proposer's final evaluation score ranging from 1% to 20% of the total evaluation points available with the largest deductions occurring for undisclosed violations.)*

**HISTORY OF DEBARMENT (Check one):**

[X] The Firm HAS NOT been debarred by any public entity during the past ten (10) years; OR

[ ] The Firm HAS been debarred by a public entity within the past ten (10) years. Provide the pertinent information (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding) on the attached Labor/Payroll/Debarment History form.

**I declare under penalty of perjury under the laws of the State of California that the above is true, complete, and correct.**

| | |
|---|---|
| Owner's/Agent's Authorized Signature | Print Name and Title Jason Snow, Vice President/COO |
| Print Name of Firm Southland Transit, Inc. | Date August 8, 2022 |

## LW-8.1 – Staffing Plan Initial Term

**FORM LW-8.1**
**INITIAL TERM**

Estimated Dates Jan 1, 2023 - Dec 31, 2023

**STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: EL SOL SHUTTLE SERVICE (BRC0000355)**

**BIDDER:** Southland Transit, Inc.

| POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY) | HOURS PER DAY | | | | | | | HOURS PER WEEK | ANNUAL HOURS (52 x Hrs Per Wk) | HOURLY WAGE RATE | ANNUAL COST |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | SUN | MON | TUE | WED | THU | FRI | SAT | | | | |
| Drivers | 73.69 | 139.58 | 139.58 | 139.58 | 139.58 | 158.39 | 128.6 | 919 | 47,788 | $ 20.88 | $ 997,813.44 |
| Project Manager | | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | | 20 | 1,040 | $ 40.00 | $ 41,600.00 |
| Field Supervision | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 40 | 2,080 | $ 21.50 | $ 44,720.00 |
| Mechanics | | 8.35 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 50 | 2,600 | $ 32.00 | $ 83,200.00 |
| Service Workers | | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 12 | 624 | $ 19.00 | $ 11,856.00 |
| Maintenance Manager | | 2.80 | 2.80 | 2.80 | 2.80 | 2.80 | | 14 | 728 | $ 34.00 | $ 24,752.00 |
| Accounting/Clerical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 20.00 | $ 12,480.00 |
| Project Safety Offical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 31.25 | $ 19,500.00 |

| Comments/Notes: | | |
|---|---|---|
| | **Total Annual Salaries** | **$ 1,235,921.44** |
| ****Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATES IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS, OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE LW-8s PER EACH YEAR'S RATE.** | 1) Vacations, Sick Leave, Holiday | $ 17,784.00 |
| | 2) Health Insurance | $ 70,002.24 |
| | 3) Payroll Taxes & Workers' Compensation | $ 230,699.45 |
| | 4) Welfare and Pension | $ |
| | **Total Annual Employee Benefits (1+2+3+4)** | **$ 318,485.69** |
| | 5) Vehicle/Fuel/Equipment Costs | $ 705,533.05 |
| | 6) Service and Supply Costs | $ 197,360.32 |
| | 7) General and Administrative | $ 93,464.94 |
| | 8) Profit | $ 121,072.26 |
| | 9) Any Other Miscellaneous Costs: Facility | $ 69,542.60 |
| | 10) Insurance | $ 247,376.73 |
| | | |
| | **Total Annual Other Costs (5+6+7+8+9)** | **$ 1,434,349.90** |
| | | |
| | **TOTAL ANNUAL PRICE** | **$ 2,988,757.03** |

* All employees shown must be FULL-TIME employees of the proposer; unless exemption to use Part-Time employees has been granted by the County.

** Living Wage Rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program. Hourly rates that are not in compliance may subject your Bid to rejection.

Note: This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; and estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

**The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.**

Jason Snow, Vice President/COO
**Name of Proposer**

**Signature**

April, 8 2022
**Date**

## LW-8.2 – Staffing Plan Option Year 1

**FORM LW-8.2**

**OPTION YEAR 1**

Estimated Dates Jan 1, 2024 - Dec 31, 2024

**STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: EL SOL SHUTTLE SERVICE (BRC0000355)**

**BIDDER:** Southland Transit, Inc.

| POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY) | HOURS PER DAY | | | | | | | HOURS PER WEEK | ANNUAL HOURS (52 x Hrs Per Wk) | HOURLY WAGE RATE | ANNUAL COST |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | SUN | MON | TUE | WED | THU | FRI | SAT | | | | |
| Drivers | 73.69 | 139.58 | 139.58 | 139.58 | 139.58 | 158.39 | 128.6 | 919 | 47,788 | $ 21.71 | $ 1,037,477.48 |
| Project Manager | | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | | 20 | 1,040 | $ 42.00 | $ 43,680.00 |
| Field Supervision | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 40 | 2,080 | $ 22.58 | $ 46,956.00 |
| Mechanics | | 8.35 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 50 | 2,600 | $ 33.60 | $ 87,360.00 |
| Service Workers | | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 12 | 624 | $ 19.76 | $ 12,330.24 |
| Maintenance Manager | | 2.80 | 2.80 | 2.80 | 2.80 | 2.80 | | 14 | 728 | $ 35.70 | $ 25,989.60 |
| Accounting/Clerical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 21.00 | $ 13,104.00 |
| Project Safety Offical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 32.81 | $ 20,475.00 |
| **Comments/Notes:** | | | | | | | | | | **Total Annual Salaries** | **$ 1,287,372.32** |
| ****Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATES IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS, OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE LW-8s PER EACH YEAR'S RATE.** | | | | | | | | 1) Vacations, Sick Leave, Holiday | | | $ 18,495.36 |
| | | | | | | | | 2) Health Insurance | | | $ 73,490.03 |
| | | | | | | | | 3) Payroll Taxes & Workers' Compensation | | | $ 239,896.02 |
| | | | | | | | | 4) Welfare and Pension | | | $ |
| | | | | | | | | **Total Annual Employee Benefits (1+2+3+4)** | | | **$ 331,881.41** |
| | | | | | | | | 5) Vehicle/Fuel/Equipment Costs | | | $ 686,705.91 |
| | | | | | | | | 6) Service and Supply Costs | | | $ 210,661.46 |
| | | | | | | | | 7) General and Administrative | | | $ 93,464.94 |
| | | | | | | | | 8) Profit | | | $ 123,159.92 |
| | | | | | | | | 9) Any Other Miscellaneous Costs: Facility | | | $ 70,204.15 |
| | | | | | | | | 10) Insurance | | | $ 246,176.73 |
| | | | | | | | | | | | |
| | | | | | | | | **Total Annual Other Costs (5+6+7+8+9)** | | | **$ 1,430,373.11** |
| | | | | | | | | | | | |
| | | | | | | | | **TOTAL ANNUAL PRICE** | | | **$ 3,049,626.84** |

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living Wage Rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program. Hourly rates that are not in compliance may subject your Bid to rejection.

Note: This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; and estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

**The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.**

Jason Snow, Vice President/COO
**Name of Proposer**

**Signature**

April, 8 2022
**Date**

## LW-8.3 – Staffing Plan Option Year 2

**FORM LW-8.3**

**OPTION YEAR 2**

Estimated Dates Jan 1, 2025 - Dec 31, 2025

**STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: EL SOL SHUTTLE SERVICE (BRC0000355)**

**BIDDER:** Southland Transit, Inc.

| POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY) | HOURS PER DAY | | | | | | | HOURS PER WEEK | ANNUAL HOURS (52 x Hrs Per Wk) | HOURLY WAGE RATE | ANNUAL COST |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | SUN | MON | TUE | WED | THU | FRI | SAT | | | | |
| Drivers | 73.69 | 139.58 | 139.58 | 139.58 | 139.58 | 158.39 | 128.6 | 919 | 47,788 | $ 22.58 | $ 1,079,053.04 |
| Project Manager | | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | | 20 | 1,040 | $ 44.10 | $ 45,864.00 |
| Field Supervision | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 40 | 2,080 | $ 23.79 | $ 49,475.79 |
| Mechanics | | 8.35 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 50 | 2,600 | $ 35.28 | $ 91,728.00 |
| Service Workers | | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 12 | 624 | $ 20.55 | $ 12,823.20 |
| Maintenance Manager | | 2.80 | 2.80 | 2.80 | 2.80 | 2.80 | | 14 | 728 | $ 37.49 | $ 27,289.08 |
| Accounting/Clerical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 22.05 | $ 13,759.20 |
| Project Safety Offical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 34.45 | $ 21,498.75 |
| **Comments/Notes:** | | | | | | | | | | **Total Annual Salaries** | **$ 1,341,491.06** |

****Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATES IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS, OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE LW-8s PER EACH YEAR'S RATE.**

| | |
|---|---|
| 1) Vacations, Sick Leave, Holiday | $ 19,235.17 |
| 2) Health Insurance | $ 77,160.57 |
| 3) Payroll Taxes & Workers' Compensation | $ 249,510.16 |
| 4) Welfare and Pension | $ |
| **Total Annual Employee Benefits (1+2+3+4)** | **$ 345,905.90** |
| 5) Vehicle/Fuel/Equipment Costs | $ 652,171.44 |
| 6) Service and Supply Costs | $ 224,893.68 |
| 7) General and Administrative | $ 93,464.94 |
| 8) Profit | $ 125,426.82 |
| 9) Any Other Miscellaneous Costs: Facility | $ 70,982.68 |
| 10) Insurance | $ 245,096.73 |
| | |
| **Total Annual Other Costs (5+6+7+8+9)** | **$ 1,412,036.29** |
| | |
| **TOTAL ANNUAL PRICE** | **$ 3,099,433.25** |

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living Wage Rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program. Hourly rates that are not in compliance may subject your Bid to rejection.

Note: This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; and estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

**The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.**

Jason Snow, Vice President/COO
**Name of Proposer**

**Signature**

April, 8 2022
**Date**

## LW-8.4 – Staffing Plan Option Year 3

**FORM LW-8.4**

**OPTION YEAR 3**

Estimated Dates Jan 1, 2026 - Dec 31, 2026

**STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: EL SOL SHUTTLE SERVICE (BRC0000355)**

**BIDDER:** Southland Transit, Inc.

| POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY) | HOURS PER DAY | | | | | | | HOURS PER WEEK | ANNUAL HOURS (52 x Hrs Per Wk) | HOURLY WAGE RATE | ANNUAL COST |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | SUN | MON | TUE | WED | THU | FRI | SAT | | | | |
| Drivers | 73.69 | 139.58 | 139.58 | 139.58 | 139.58 | 158.39 | 128.6 | 919 | 47,788 | $ 23.48 | $ 1,122,062.24 |
| Project Manager | | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | | 20 | 1,040 | $ 46.31 | $ 48,157.20 |
| Field Supervision | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 40 | 2,080 | $ 25.07 | $ 52,145.60 |
| Mechanics | | 8.35 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 50 | 2,600 | $ 37.04 | $ 96,314.40 |
| Service Workers | | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 12 | 624 | $ 21.37 | $ 13,334.88 |
| Maintenance Manager | | 2.80 | 2.80 | 2.80 | 2.80 | 2.80 | | 14 | 728 | $ 39.36 | $ 28,654.08 |
| Accounting/Clerical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 23.15 | $ 14,447.16 |
| Project Safety Offical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 36.18 | $ 22,576.32 |
| **Comments/Notes:** | | | | | | | | | | **Total Annual Salaries** | **$ 1,397,691.88** |

| | | |
|---|---|---|
| ****Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATES IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS, OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE LW-8s PER EACH YEAR'S RATE.** | 1) Vacations, Sick Leave, Holiday | $ 20,004.58 |
| | 2) Health Insurance | $ 81,014.42 |
| | 3) Payroll Taxes & Workers' Compensation | $ 259,533.13 |
| | 4) Welfare and Pension | $ |
| | **Total Annual Employee Benefits (1+2+3+4)** | **$ 360,552.13** |
| | 5) Vehicle/Fuel/Equipment Costs | $ 631,450.77 |
| | 6) Service and Supply Costs | $ 240,122.15 |
| | 7) General and Administrative | $ 93,464.94 |
| | 8) Profit | $ 128,469.79 |
| | 9) Any Other Miscellaneous Costs: Facility | $ 71,718.12 |
| | 10) Insurance | $ 245,096.73 |
| | | |
| | **Total Annual Other Costs (5+6+7+8+9)** | **$ 1,410,322.50** |
| | | |
| | **TOTAL ANNUAL PRICE** | **$ 3,168,566.51** |

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living Wage Rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program. Hourly rates that are not in compliance may subject your Bid to rejection.

Note: This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; and estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

**The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.**

| Jason Snow, Vice President/COO | | April, 8 2022 |
|---|---|---|
| **Name of Proposer** | **Signature** | **Date** |

## LW-8.5 – Staffing Plan Option Year 4

**FORM LW-8.5**

**OPTION YEAR 4**

Estimated Dates Jan 1, 2027 - Dec 31, 2027

**STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: EL SOL SHUTTLE SERVICE (BRC0000355)**

**BIDDER:** Southland Transit, Inc.

| POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY) | HOURS PER DAY | | | | | | | HOURS PER WEEK | ANNUAL HOURS (52 x Hrs Per Wk) | HOURLY WAGE RATE | ANNUAL COST |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | SUN | MON | TUE | WED | THU | FRI | SAT | | | | |
| Drivers | 73.69 | 139.58 | 139.58 | 139.58 | 139.58 | 158.39 | 128.6 | 919 | 47,788 | $ 24.42 | $ 1,166,982.96 |
| Project Manager | | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | | 20 | 1,040 | $ 48.62 | $ 50,565.06 |
| Field Supervision | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 40 | 2,080 | $ 26.42 | $ 54,953.60 |
| Mechanics | | 8.35 | 8.33 | 8.33 | 8.33 | 8.33 | 8.33 | 50 | 2,600 | $ 38.90 | $ 101,130.12 |
| Service Workers | | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 12 | 624 | $ 22.23 | $ 13,871.52 |
| Maintenance Manager | | 2.80 | 2.80 | 2.80 | 2.80 | 2.80 | | 14 | 728 | $ 41.33 | $ 30,088.24 |
| Accounting/Clerical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 24.31 | $ 15,169.44 |
| Project Safety Offical | | 2.40 | 2.40 | 2.40 | 2.40 | 2.40 | | 12 | 624 | $ 37.98 | $ 23,699.52 |
| **Comments/Notes:** | | | | | | | | | | **Total Annual Salaries** | **$ 1,456,460.46** |
| ****Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATES IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS, OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE LW-8s PER EACH YEAR'S RATE.** | | | | | | | | | | 1) Vacations, Sick Leave, Holiday | $ 20,804.76 |
| | | | | | | | | | | 2) Health Insurance | $ 85,060.73 |
| | | | | | | | | | | 3) Payroll Taxes & Workers' Compensation | $ 269,982.69 |
| | | | | | | | | | | 4) Welfare and Pension | $ |
| | | | | | | | | | | **Total Annual Employee Benefits (1+2+3+4)** | **$ 375,848.18** |
| | | | | | | | | | | 5) Vehicle/Fuel/Equipment Costs | $ 631,450.77 |
| | | | | | | | | | | 6) Service and Supply Costs | $ 256,416.62 |
| | | | | | | | | | | 7) General and Administrative | $ 93,464.94 |
| | | | | | | | | | | 8) Profit | $ 132,524.55 |
| | | | | | | | | | | 9) Any Other Miscellaneous Costs: Facility | $ 72,370.56 |
| | | | | | | | | | | 10) Insurance | $ 245,096.73 |
| | | | | | | | | | | | |
| | | | | | | | | | | **Total Annual Other Costs (5+6+7+8+9)** | **$ 1,431,324.17** |
| | | | | | | | | | | | |
| | | | | | | | | | | **TOTAL ANNUAL PRICE** | **$ 3,263,632.81** |

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living Wage Rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 – Living Wage Program. Hourly rates that are not in compliance may subject your Bid to rejection.

Note: This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; and estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

**The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.**

Jason Snow, Vice President/COO
**Name of Proposer**

**Signature**

April, 8 2022
**Date**

## M. STI Exhibits

Exhibit 1 – Michelle Gamez Resume
Exhibit 2 – Wayne Seale Resume
Exhibit 3 – Proposed Spare Bus
Exhibit 4 – Driver Licenses and Certifications
Exhibit 5 – Technician Certifications
Exhibit 6 – Most Recent CHP Terminal Inspections (3 years)
Exhibit 7 – CBE Program Outreach/Good Faith Efforts

## Exhibit 1 – Michelle Gamez Resume

**SENIOR TRANSIT MANAGER** with significant experience in providing dial-a-ride and fixed route transit service in highly productive environments using automated dispatching. Experienced with project reporting, both customer required reports and NTD reporting. Responsible for selection and training of customer service and dispatch staff for the company's consolidated call center.

## PROFESSIONAL EXPERIENCE

**Southland Transit, Inc.**

**Senior Project Manager** **2009 to present**

Responsible for overall operation of the company's municipal fixed route and dial-a-ride services. Interviewed, selected & trained customer service team leaders and reservationists in effective use of the Trapeze system. Developed the company's approach to the effective use of Trapeze in a dial-a-ride environment. Interviewed potential operators and selected for training. Investigated accidents and/or incidents & provided reports to clients. Handled customer comments and complaints. Developed direct relationships with problem clients to insure their issues were not disruptive to the service. Worked with the other project managers to develop facility wide solutions, in particular the movement of the vehicle washing and cleaning crews from being managed by the maintenance staff to the operations staff resulting in a more accountable and organized vehicle cleaning/detailing program.

**Project Manager- Alhambra and Rosemead** **2012 to 2013**

Responsible for the daily operations of the Alhambra and Rosemead Services. Provide supervision for operators and call center. Produced monthly billing reports to suit client needs. Compiled information for and to adhere to NTD reporting requirements.

**Call Center Manager** **2003 to 2008**

Managed consolidated call center operation using Trapeze automated dispatching for the Cities of Monrovia, Alhambra, West Covina and the Downey Regional Medical Center. Trained all team leaders and reservationists in the proper operation of the Trapeze system. Monitored telephone performance, system productivity and on-time performance. Managed the service implementation for the dispatch portion of the West Covina Project.

**Dispatcher** **2002 to 2003**

Worked as a reservations call taker and later a dispatcher on the Alhambra Transit system. During this period system was changing from a manual system to Trapeze as part of a technology demonstration project.

## EDUCATION AND TRAINING

University of the Pacific, Eberhardt School of Business
*Transit Paratransit Management Program Certificate*
Drug & Alcohol Reasonable Suspicion Training
Sexual Harassment Awareness/Prevention Training
STI Basic Supervision Course
Trapeze Dispatch Software Training
LACMTA NTD Training

## Exhibit 2 – Wayne Seale Resume

**A FLEET MAINTENANCE MANAGER** with proven success in managing effective maintenance of passenger transportation vehicles operated under contract with municipalities and public transit agencies. Significant experience with all facets of establishing an effective preventive maintenance system, planning for the maintenance of alternate fueled vehicles and maintaining publicly owned vehicles operated by our company.

## PROFESSIONAL EXPERIENCE

**Southland Transit, Inc., El Monte, California – Director of Maintenance 1989 to Present**
Starting as a Shop Manager Mr. Seale has progressed to the current position with full responsibility for maintenance of over 300 vehicles providing service on 18 separate transit or paratransit contracts; Manages foremen and lead mechanics in eight facilities throughout southern California; has been responsible for the equipment and maintenance start-up functions of seven service implementation projects over the past eight years; has established highly effective programs for the maintenance of wireless data technology in company owned shops to ensure the reliability of core communications technologies. Some of the high points of his career at Southland include:

- Created and implemented an excellent alternate fuel vehicle maintenance program;
- Established ASE certification programs for technicians, including incentive programs for newly certified personnel; and,
- Worked closely with Access Services, Inc. to become the model maintenance operation in the ASI network.

**Autospec, Bellflower, CA – Proprietor 1983 to 1989**
Owner of a specialty automotive business which provided restoration and rebuilding services for classic, collector and special interest vehicles; Provided full restoration services including mechanical retrofitting as well as body and painting services. Developed a high level of expertise in specialized high performance suspension systems.

**Fiat Motors of North America – Technical Parts Analyst 1974 to 1983**
Researched problems with serviceability of OEM parts; Implemented identification procedures to correct and maintain accountability of parts defects; Generated technical bulletins to advise dealers of parts problems; Assisted field representatives with part related problems.

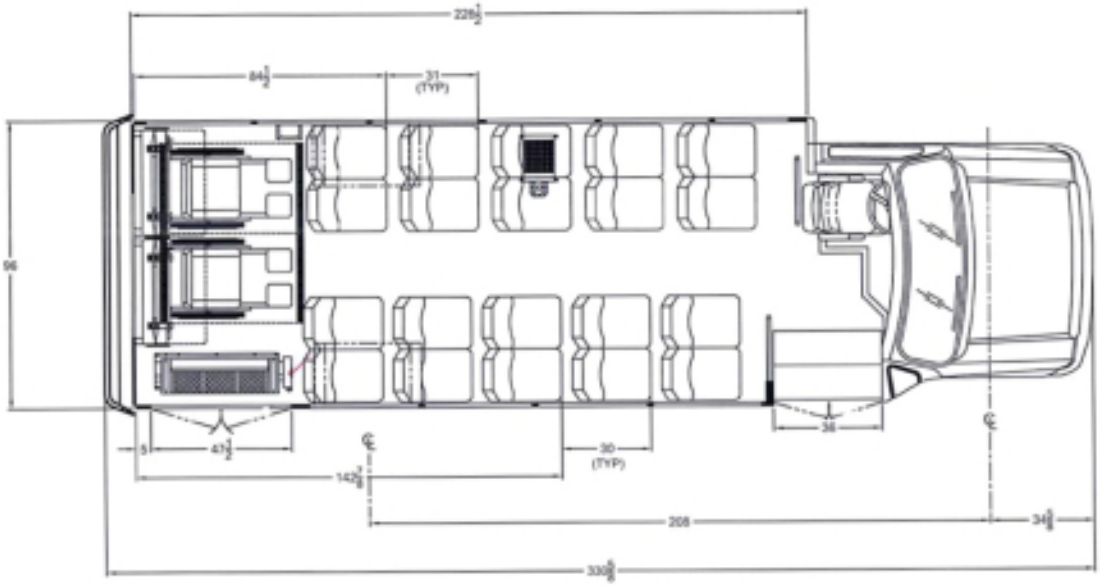
## EDUCATION AND CERTIFICATIONS

- ASE Certifications – Master Technician (Automotive & Transit Bus), Compressed Natural Gas Technology
- R134/Macs AC Certification
- Ford and Fiat Factory Certification in Diagnostics
- Harbor Community College – Associates of Arts degree

## Exhibit 3 – Proposed Spare Bus

Creative Bus Sales
THE NATION'S LARGEST BUS DEALER SINCE 1980

# 2022 Starcraft Allstar 27’



# Specifications

| | |
|---|---|
| **Chassis** | • 2022 Ford E-450<br>• Engine 7.3L V-8<br>• Alternative Fuel Prep Package |
| **Exterior** | • Exterior Color: White<br>• 208" Wheelbase<br>• Fully welded steel cage construction meeting all applicable FMVSS requirements<br>• "Starview" driver's visibility window in front of entry door<br>• Electric actuated 36"passenger entry door with full length glass<br>• 36" wide x 36" high upper double T-Slider tempered safety glass windows with climate control tint<br>• Black powder coated steel rear bumper<br>• Rear mud flaps<br>• Pre-painted white aluminum side, skirts<br>• Fiberglass front and rear caps<br>• One-piece seamless FRP (fiberglass reinforced plastic) roof<br>• Breakaway rearview mirrors with built-in convex<br>• Front destination sign window with overhead access door<br>• Side destination sign window |
| **Interior** | • 93" Interior Width<br>• 80" Interior floor to ceiling height (raised floor is 75")<br>• Floor and wall seat track for flexible seating<br>• Black slip resistant floor covering<br>• 5/8" exterior grade plywood flooring<br>• Ceiling and rear wall fabric for sound abatement<br>• White step nosing<br>• Printed circuit board with automotive type fuses and LED trouble shooting lights<br>• Driver Area: Grey padded vinyl<br>• Walls and Ceiling: Grey padded vinyl<br>• Flooring: Gerflor Sirius Graphite Grey<br>• Ceiling grab rail (each) on both sides<br>• 1 ¼" dual entry grab rails parallel to entrance steps (both sides)<br>• Stanchion and modesty panel behind driver<br>• Forward floor layout |
| **A/C and Heat** | • A/C System: TA733 Super 68K Dual Compressor<br>• Heater: 65K BTU floor mounted, 3 speed low profile OK side sliders |
| **Lighting** | • Door activated interior lights<br>• Surface mound LED entry door exterior light<br>• Sealed LED stop, tail, and turn signal lights with LED back-up lights<br>• LED front and rear marker lights<br>• LED entry door step well lights<br>• LED driver and passenger area lighting |
| **Electrical** | • 225 AMP OEM alternator<br>• Intermotive Flex Tech Electrical System |
| **Audio/Visual** | • Deluxe AM/FM/CD with clock & 4 speakers with PA module added to stereo system<br>• Rosco back-up camera system w/ 7" rearview monitor/mirror combo |

| | |
|---|---|
| **Wheelchair Accessibility** | • 34" x 54" Braun wheelchair lift located in the rear of the unit<br>• Intermotive Gateway Transit Fast Idle with lift interlock<br>• Wheelchair door upfit package |
| **Accessories** | • Manual Q' Straint securement kit (2)<br>• Priority seating sign **Required for ADA compliance**<br>• Wheelchair decal (international symbol of accessibility) each |
| **Safety** | • Back-Up Alarm SAE Type C 97 db(A) |
| **Passenger Seating Options** | • 20 Passenger, 2 Wheelchair<br>• 22 Passenger, 1 Wheelchair<br>• 24 Passenger, 0 Wheelchair |
| **Seating** | • Passenger Seating<br>– Seat Fabric: Level 6 Duratex Jordan Blue<br>– Mid high, double seat (10)<br>– Handi Flip, double seat (2)<br>– Seat belt, non- retractable (24)<br>– Seat belt loop (24)<br>– Antivandal grab handle on aisle seats (10)<br>• Driver Seating: SHIELD FC Recliner, RH Arm, 4 Position Lumbar, Mesh Pocket<br>– Driver Seat Cover: Level 6 Duratex Jordan Blue |

# Warranty

| | |
|---|---|
| **Manufacturer Warranty** | • Starcraft 5 Year/100,000 Miles |
| **Chassis Warranty** | • Ford E-450 Bumper to Bumper: 3 Year/36,000 Miles<br>• Ford E-450 Powertrain: 5 Year/60,000 Miles |

All vehicles come with warranty, but Creative Bus Sales offers more value without the added cost. Our coverage and support comes with each of our new buses — *standard*.

**We Process All The Warranty Registrations**
We register all of your bus parts for you, no more pesky warranty cards to fill out. This includes *all* parts, wheelchair lift, electronics, HVAC, etc.

**We Handle All The Paperwork**
We administer and coordinate any warranty work. You make one call to our warranty department, and they take it from there.

**Repair Facilities Near You**
When warranty work is needed, we use service repair facilities near the bus location. We have over 3200 authorized centers and growing. You will never have to drive far to get repairs completed.

**No More Claim Forms**
Creative Bus handles all parts of the claim process, you will have no out of pocket expenses, no reimbursements, and the service facility will be paid directly by us.

**Longer Warranty Period**
We have negotiated extended periods for the units we sell. Unprecedented 60 month/100,000 mile bumper-to-bumper warranty on the Starcraft bus upfit.

## Exhibit 4 – Driver Licenses and Certifications

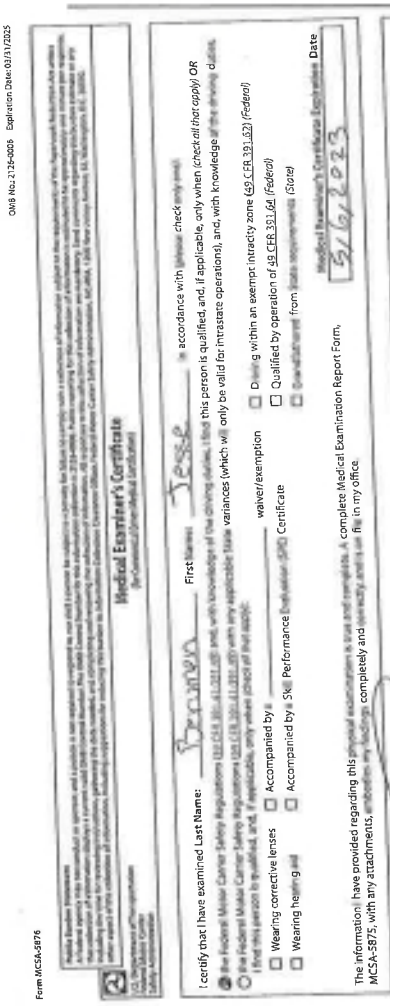
# Driver Proficiency (13CCR, 1229)
# Authorized Vehicles (13CCR, 1234 (b))

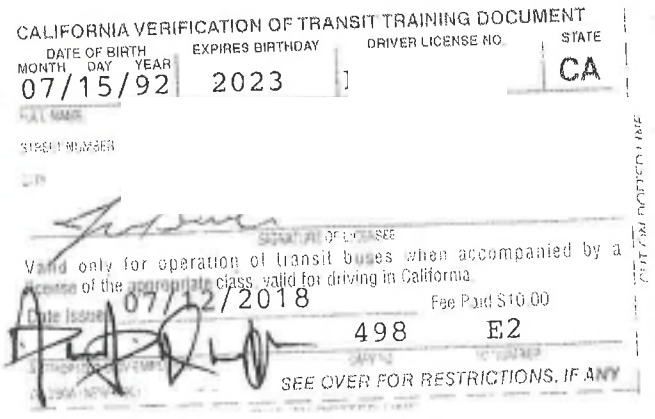
Jesse BERUMEN

Driver's Name

That he/she can safely operate the below described Vehicles equipment:

| | | |
|---|---|---|
| **Class B bus or van which is designed to:** | | |
| X | Passenger endorsement | |
| | Carry 11-15 passengers, including driver (Rest. 74 or 75) | |
| | Carry 16 or more passengers, including driver, with GVWR of 26,000 lbs or less. (Rest. 76) | |
| X | Carry 16 or more passengers, including driver, with GVWR of 26,001 lbs or more. | |
| **Vehicle equipped:** | | |
| X | Automatic transmission | (Rest. 64) |
| | Manual transmission | |
| X | Air brakes | |
| | Hydraulic brakes | (Rest. 48) |
| X | NABI AND NEW FLYER BUSES<br>Rstr 42 | |





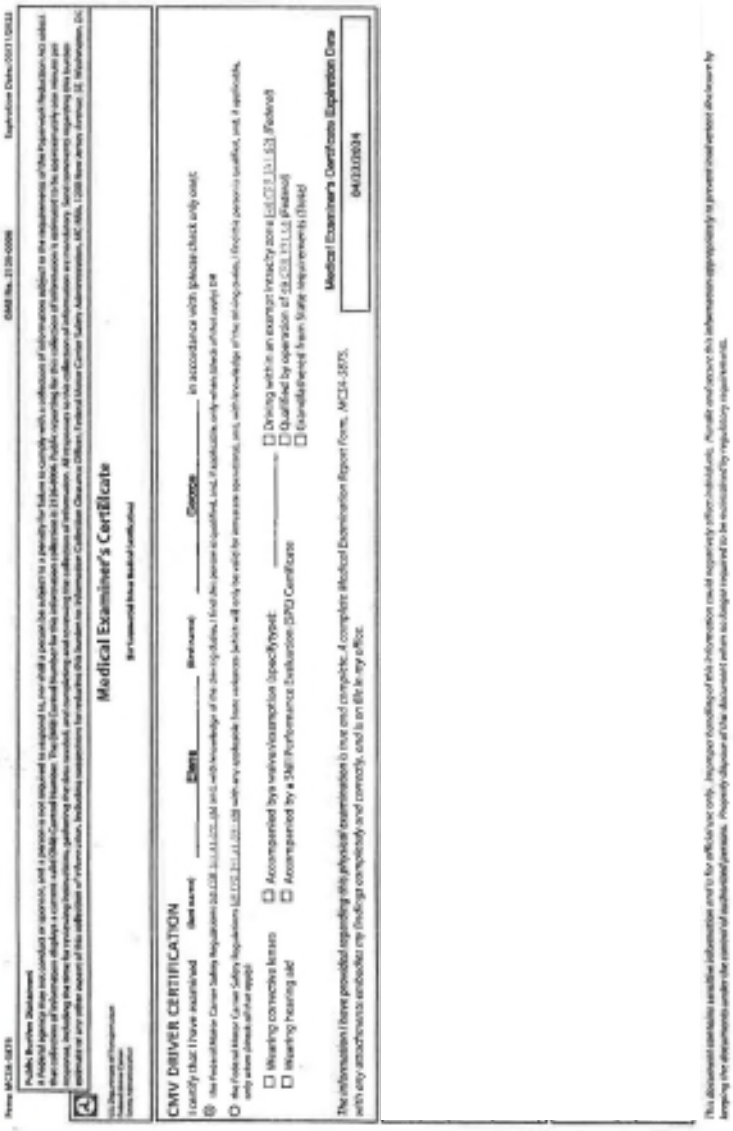
# Driver Proficiency (13CCR, 1229)
# Authorized Vehicles (13CCR, 1234 (b))

George ELENA

Driver's Name

That he/she can safely operate the below described Vehicles equipment:

| | |
|---|---|
| **Class B bus or van which is designed to:** | |
| X | Passenger endorsement |
| | Carry 11-15 passengers, including driver (Rest. 74 or 75) |
| | Carry 16 or more passengers, including driver, with GVWR of 26,000 lbs or less. (Rest. 76) |
| X | Carry 16 or more passengers, including driver, with GVWR of 26,001 lbs or more. |
| **Vehicle equipped:** | |
| X | Automatic transmission (Rest. 64) |
| | Manual transmission |
| X | Air brakes |
| | Hydraulic brakes (Rest. 48) |
| | NABI AND NEW FLYER BUSES |



Medical Examiner's Certificate

CMV DRIVER CERTIFICATION

Medical Examiner's Certificate Expiration Date 04/23/2024

CALIFORNIA VERIFICATION OF TRU

DATE OF BIRTH MONTH 4 DAY 23 YEAR 69 | EXPIRES BIRTHDAY 2027

DOCUMENT

STATE CA

FULL N

STREET

CITY

SIGNATURE OF LICENSEE

Valid only for operation of transit buses when accompanied by a license of the appropriate class, valid for driving in California.

Date Issued 03/11/2022 Fee Paid $10.00

AUTHORIZED DMV EMPLOYEE 576 DMV FO 46 ID NUMBER

DL 283A (NEW 4/90)

SEE OVER FOR RESTRICTIONS, IF ANY

*Southland Transit Inc.* *Driver Credentials*

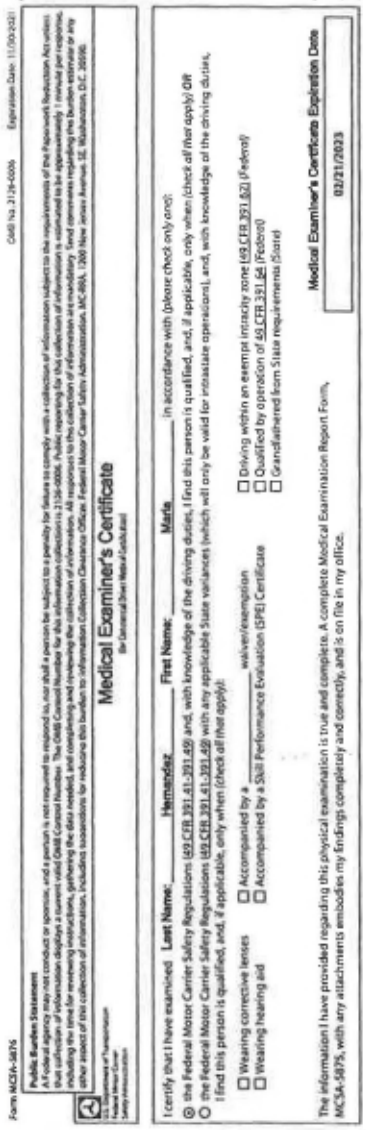
# Driver Proficiency (13CCR, 1229)
# Authorized Vehicles (13CCR, 1234 (b))

Maria Lourdes HERNANDEZ

Driver's Name

That he/she can safely operate the below described Vehicles equipment:

| | |
|---|---|
| **Class B bus or van which is designed to:** | |
| X | Passenger endorsement |
| | Carry 11-15 passengers, including driver (Rest. 74 or 75) |
| | Carry 16 or more passengers, including driver, with GVWR of 26,000 lbs or less. (Rest. 76) |
| X | Carry 16 or more passengers, including driver, with GVWR of 26,001 lbs or more. |
| **Vehicle equipped:** | |
| X | Automatic transmission (Rest. 64) |
| | Manual transmission |
| X | Air brakes |
| | Hydraulic brakes (Rest. 48) |
| | NABI AND NEW FLYER BUSES |



Medical Examiner's Certificate

Medical Examiner's Certificate Expiration Date: 03/21/2023

*Southland Transit Inc.* *Driver Credentials*

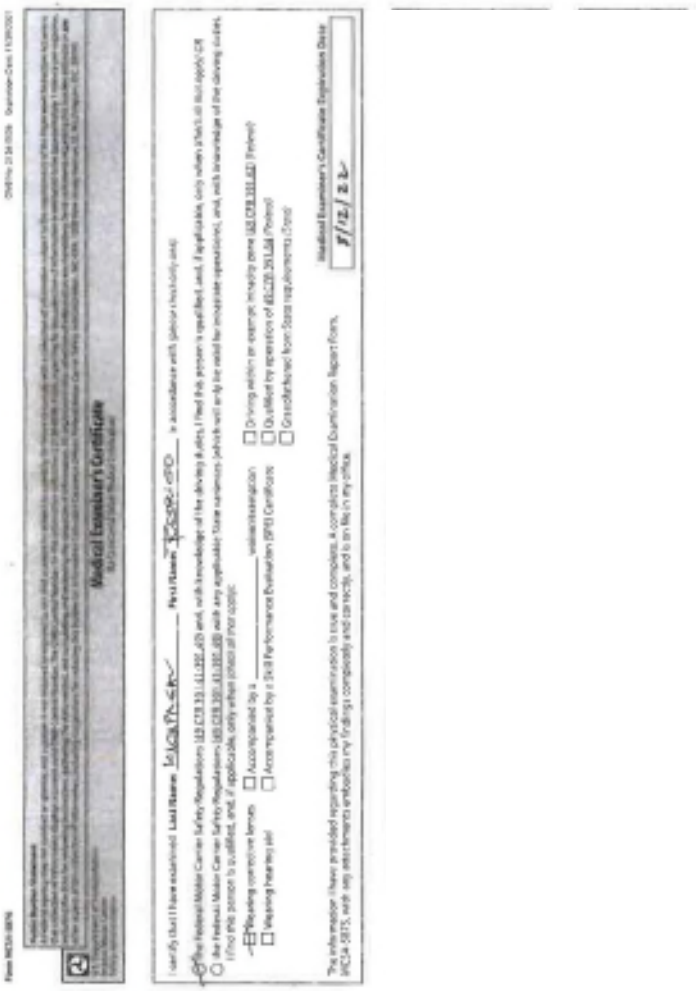
# Driver Proficiency (13CCR, 1229)
# Authorized Vehicles (13CCR, 1234 (b))

## Rodrigo MACAPAGAL

Driver's Name

That he/she can safely operate the below described Vehicles equipment:

| | | |
|---|---|---|
| **Class B bus or van which is designed to:** | | |
| X | Passenger endorsement | |
| | Carry 11-15 passengers, including driver (Rest. 74 or 75) | |
| | Carry 16 or more passengers, including driver, with GVWR of 26,000 lbs or less. (Rest. 76) | |
| X | Carry 16 or more passengers, including driver, with GVWR of 26,001 lbs or more. | |
| **Vehicle equipped:** | | |
| X | Automatic transmission | (Rest. 64) |
| | Manual transmission | |
| X | Air brakes | |
| | Hydraulic brakes | (Rest. 48) |
| X | Rest. 42 | |
| X | Rest-70 | |
| X | Rest-96 | |



*Southland Transit Inc.* *Driver Credentials*

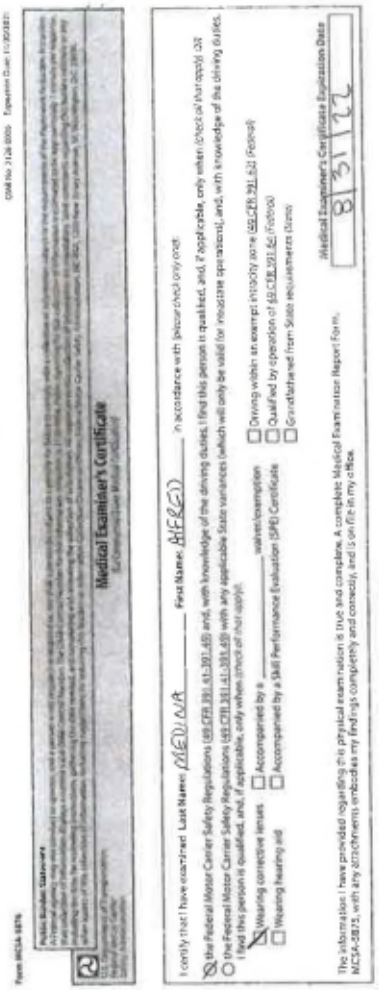
# Driver Proficiency (13CCR, 1229)
# Authorized Vehicles (13CCR, 1234 (b))

Alfred Jesus MEDINA

Driver's Name

That he/she can safely operate the below described Vehicles equipment:

| | |
|---|---|
| **Class B bus or van which is designed to:** | |
| X | Passenger endorsement |
| | Carry 11-15 passengers, including driver (Rest. 74 or 75) |
| | Carry 16 or more passengers, including driver, with GVWR of 26,000 lbs or less. (Rest. 76) |
| X | Carry 16 or more passengers, including driver, with GVWR of 26,001 lbs or more. |
| **Vehicle equipped:** | |
| X | Automatic transmission (Rest. 64) |
| | Manual transmission |
| X | Air brakes |
| | Hydraulic brakes (Rest. 48) |
| X<br>X | NABI AND NEW FLYER BUSES<br>RSTR 90<br>RSTR CORR LENS (D19,96) |



CALIFORNIA VERIFICATION OF TR/ ...MENT

| DATE OF BIRTH MONTH DAY YEAR | EXPIRES BIRTHDAY | STATE |
|---|---|---|
| 03/31/1965 | 2025 | CA |

Valid only for operation of transit buses when accompanied by a license of the appropriate class, valid for driving in California.

Date Issued 08/04/20 Fee Paid $10.00

Gardena CDTC 498 E5

AUTHORIZED DMV EMPLOYEE DMV FO ID NUMBER

DL 260A (REV 4/99) SEE OVER FOR RESTRICTIONS, IF ANY

CUT ON DOTTED LINE

*Southland Transit Inc.*

*Driver Credentials*

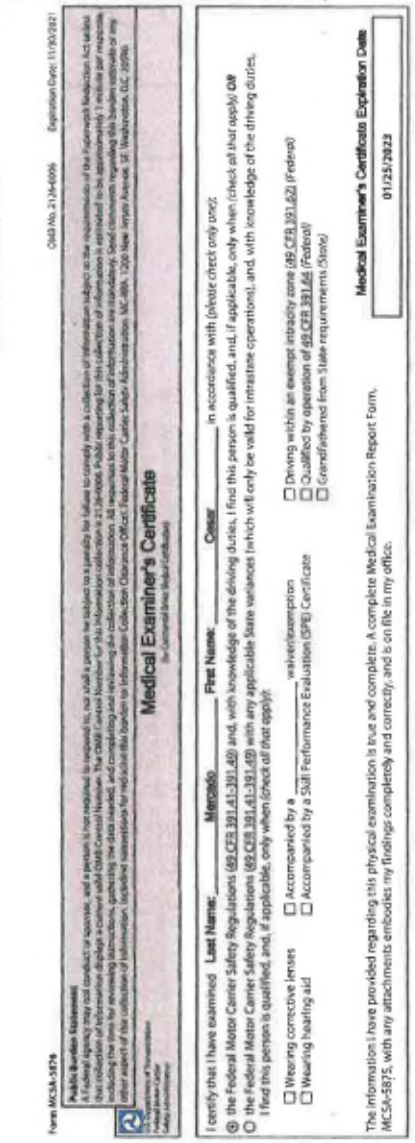
# Driver Proficiency (13CCR, 1229)
# Authorized Vehicles (1

Cesar MERCADO

Driver's Name

That he/she can safely operate the below described Vehicles equipment:

| | |
|---|---|
| **Class B bus or van which is designed to:** | |
| X | Passenger endorsement |
| | Carry 11-15 passengers, including driver (Rest. 74 or 75) |
| | Carry 16 or more passengers, including driver, with GVWR of 26,000 lbs or less. (Rest. 76) |
| X | Carry 16 or more passengers, including driver, with GVWR of 26,001 lbs or more. |
| **Vehicle equipped:** | |
| X | Automatic transmission (Rest. 64) |
| | Manual transmission |
| X | Air brakes |
| | Hydraulic brakes (Rest. 48) |
| | NABI AND NEW FLYER BUSES |
| x | Rest 92 |



Form MCSA-5876

Medical Examiner's Certificate

Medical Examiner's Certificate Expiration Date: 01/25/2022

CALIFORNIA VERIFICATION OF TRA

DATE OF BIRTH MONTH DAY YEAR: 08/18/1971

EXPIRES BIRTHDAY: 2024

CUMENT

STATE: CA

SIGNATURE OF LICENSEE

Valid only for operation of transit buses when accompanied by a license of the appropriate class, valid for driving in California.

Date Issued: 07/31/19 Fee Paid $10.00

Gardena CDTC 498 E5

AUTHORIZED DMV EMPLOYEE DMV FO ID NUMBER

DL 380A (NEW 4/90) SEE OVER FOR RESTRICTIONS, IF ANY

CUT ON DOTTED LINE

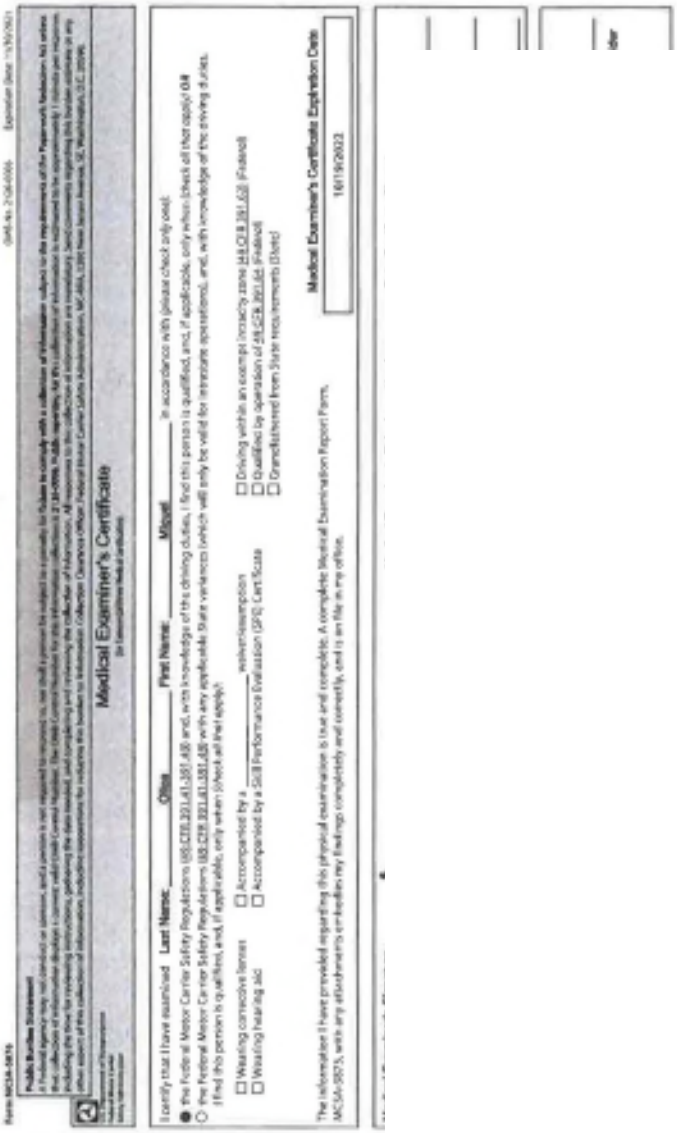
# Driver Proficiency (13CCR, 1229)
# Authorized Vehicles (13CCR, 1234 (b))

Miguel Angel OLLOA

Driver's Name

That he/she can safely operate the below described Vehicles equipment:

| | |
|---|---|
| **Class B bus or van which is designed to:** | |
| X | Passenger endorsement |
| | Carry 11-15 passengers, including driver (Rest. 74 or 75) |
| | Carry 16 or more passengers, including driver, with GVWR of 26,000 lbs or less. (Rest. 76) |
| X | Carry 16 or more passengers, including driver, with GVWR of 26,001 lbs or more. |
| **Vehicle equipped:** | |
| X | Automatic transmission (Rest. 64) |
| | Manual transmission |
| X | Air brakes |
| | Hydraulic brakes (Rest. 48) |
| √ | NABI AND NEW FLYER BUSES<br>Rest 90 |


Medical Examiner's Certificate

CALIFORNIA VERIFICATION OF TRANSIT TRAINING DOCUMENT

DATE OF BIRTH MONTH DAY YEAR: 05/08/1962

EXPIRES BIRTHDAY: 2025

STATE: CA

Valid only for operation of transit buses when accompanied by a license of the appropriate class, valid for driving in California.

Date Issued: 11/10/20 Fee Paid $10.00

Gardena CDTC 498 E5

AUTHORIZED DMV EMPLOYEE DMV TO D NUMBER

DL 260A (REV 4/93) SEE OVER FOR RESTRICTIONS, IF ANY

CUT ON DOTTED LINE

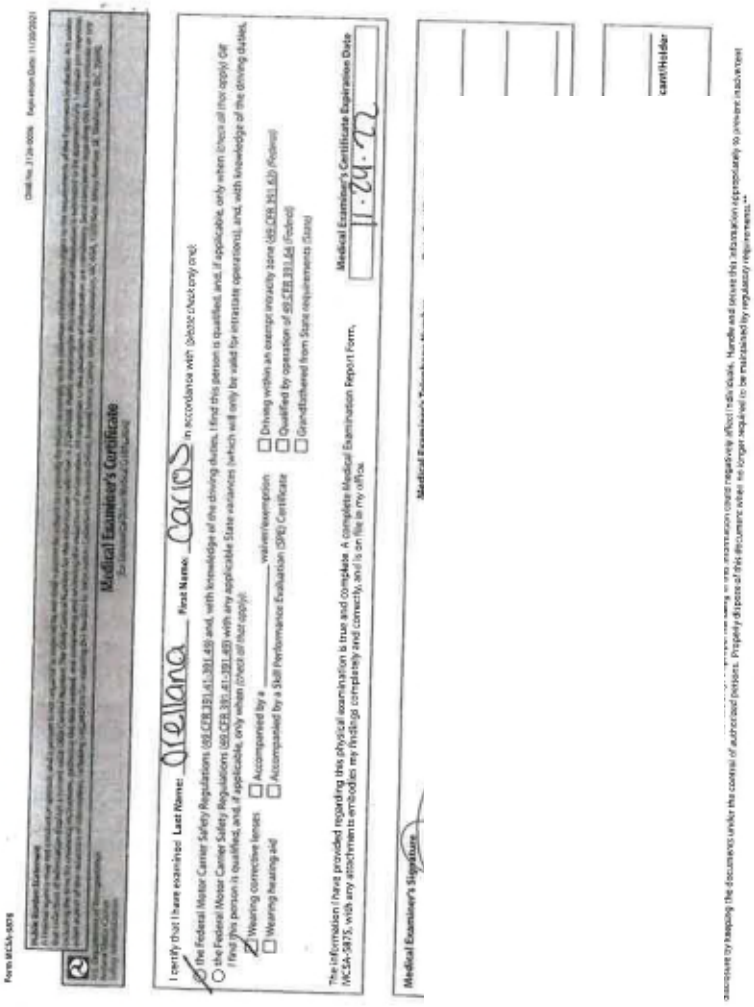
# Driver Proficiency (13CCR, 1229)
# Authorized Vehicles (13CCR, 1234 (b))

Carlos Ernesto C ORELLANA

Driver's Name

That he/she can safely operate the below described Vehicles equipment:

| | |
|---|---|
| **Class B bus or van which is designed to:** | |
| X | Passenger endorsement |
| | Carry 11-15 passengers, including driver (Rest. 74 or 75) |
| | Carry 16 or more passengers, including driver, with GVWR of 26,000 lbs or less. (Rest. 76) |
| X | Carry 16 or more passengers, including driver, with GVWR of 26,001 lbs or more. |
| **Vehicle equipped:** | |
| X | Automatic transmission (Rest. 64) |
| | Manual transmission |
| X | Air brakes |
| | Hydraulic brakes (Rest. 48) |
| X | NABI AND NEW FLYER BUSES<br>RSTR CORR LENS (01, 46)<br>RSTR 42 |



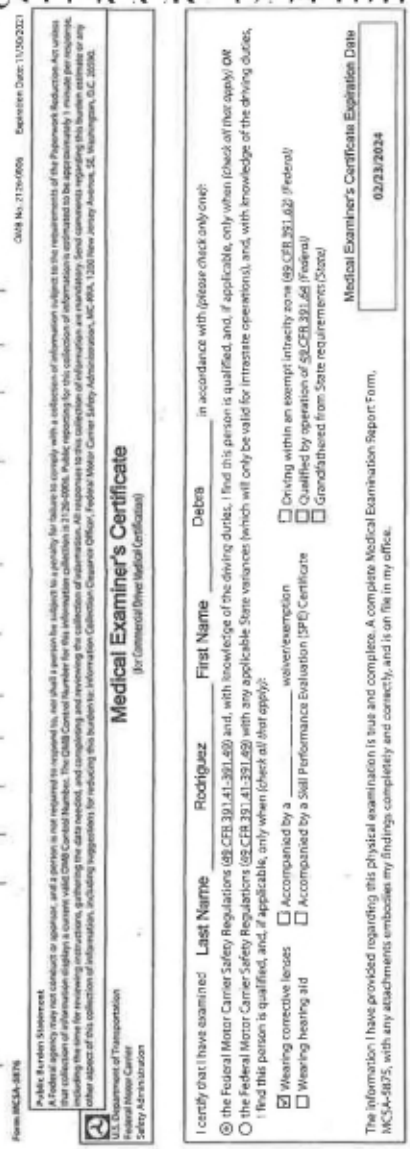
# Driver Proficiency (13CCR, 1229)
# Authorized Vehicles (13CCR, 1234 (h))

Debra Ann RODRIGUEZ

Driver's Name

That he/she can safely operate the below described Vehicles equipment:

| | |
|---|---|
| **Class B bus or van which is designed to:** | |
| X | Passenger endorsement |
| | Carry 11-15 passengers, including driver (Rest. 74 or 75) |
| | Carry 16 or more passengers, including driver, with GVWR of 26,000 lbs or less. (Rest. 76) |
| X | Carry 16 or more passengers, including driver, with GVWR of 26,001 lbs or more. |
| **Vehicle equipped:** | |
| X | Automatic transmission (Rest. 64) |
| | Manual transmission |
| X | Air brakes |
| | Hydraulic brakes (Rest. 48) |
| X | NABI AND NEW FLYER BUSES<br>Rest 96 |



Medical Examiner's Certificate
(for Commercial Driver Medical Certification)

Public Burden Statement
A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2126-0006. Public reporting for this collection of information is estimated to be approximately 1 minute per response, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. All responses to this collection of information are mandatory. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Motor Carrier Safety Administration, MC-RRA, 1200 New Jersey Avenue, SE, Washington, D.C. 20590.

OMB No. 2126-0006 Expiration Date: 11/30/2023

U.S. Department of Transportation
Federal Motor Carrier
Safety Administration

Form MCSA-5876

I certify that I have examined Debra Last Name Rodriguez First Name in accordance with (please check only one):
◉ the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) and, with knowledge of the driving duties, I find this person is qualified, and, if applicable, only when (check all that apply) OR
○ the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) with any applicable State variances (which will only be valid for intrastate operations), and, with knowledge of the driving duties, I find this person is qualified, and, if applicable, only when (check all that apply):

☑ Wearing corrective lenses ☐ Accompanied by a _____ waiver/exemption
☐ Wearing hearing aid ☐ Accompanied by a Skill Performance Evaluation (SPE) Certificate
☐ Driving within an exempt intracity zone (49 CFR 391.62) (Federal)
☐ Qualified by operation of 49 CFR 391.64 (Federal)
☐ Grandfathered from State requirements (State)

Medical Examiner's Certificate Expiration Date
02/23/2024

The information I have provided regarding this physical examination is true and complete. A complete Medical Examination Report Form, MCSA-5875, with any attachments embodies my findings completely and correctly, and is on file in my office.

**This document contains sensitive information and is for official use only. Improper handling of this information could negatively affect individuals. Handle and secure this information appropriately to prevent inadvertent disclosure by keeping the documents under the control of authorized persons. Properly dispose of this document when no longer required to be maintained by regulatory requirements.**

*Southland Transit Inc.* *Driver Credentials*

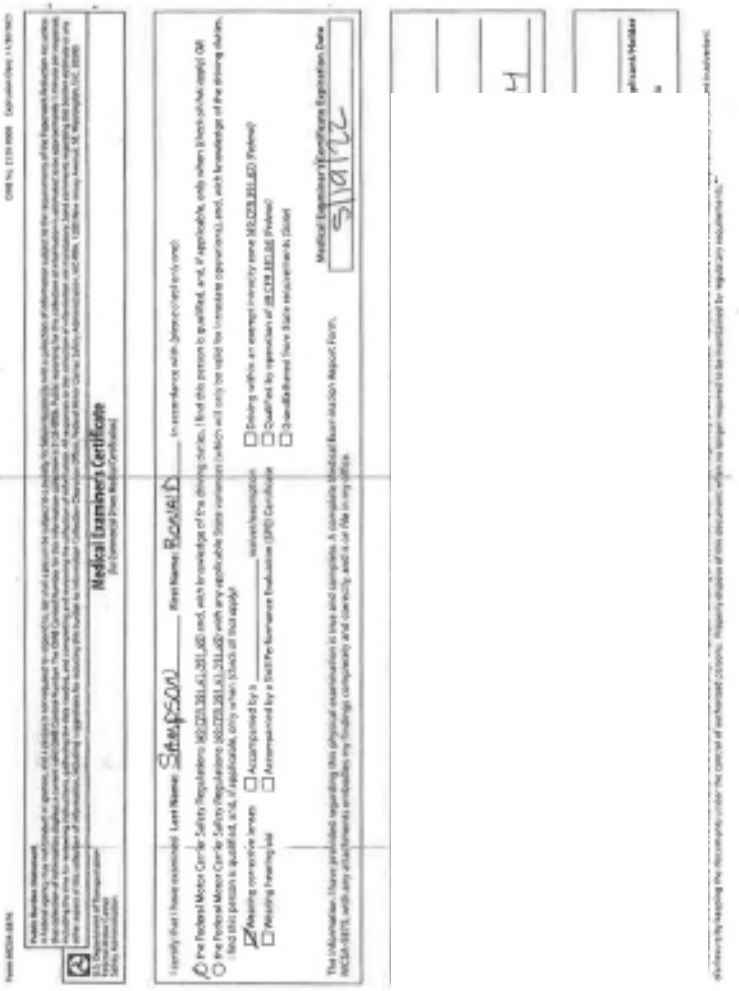
# Driver Proficiency (13CCR, 1229)
# Authorized Vehicles (13CCR, 1234 (b))

Ronald Walter SAMPSON

Driver's Name

That he/she can safely operate the below described Vehicles equipment:

| | |
|---|---|
| **Class B bus or van which is designed to:** | |
| X | Passenger endorsement |
| | Carry 11-15 passengers, including driver (Rest. 74 or 75) |
| | Carry 16 or more passengers, including driver, with GVWR of 26,000 lbs or less. (Rest. 76) |
| X | Carry 16 or more passengers, including driver, with GVWR of 26,001 lbs or more. |
| **Vehicle equipped:** | |
| X | Automatic transmission (Rest. 64) |
| | Manual transmission |
| X | Air brakes |
| | Hydraulic brakes (Rest. 48) |
| | NABI AND NEW FLYER BUSES |
| X | Corr Lens (01) |
| X | Rest 90 |
| X | Rest 97 |



CALIFORNIA VERIFICATION OF TRANSIT TRAINING DOCUMENT

| DATE OF BIRTH MONTH DAY YEAR | EXPIRES BIRTHDAY | DL NO. | STATE |
|---|---|---|---|
| 07-23-56 | 2023 | 5 | CA |

Valid only for operation of transit buses when accompanied by a license of the appropriate class, valid for driving in California.

Date Issued 07-30-2018 Fee Paid $10.00

C. LARA PAS/509 29
AUTHORIZED DMV EMPLOYEE TEST ID ID NUMBER

DL 260A (REV. 4/98) SEE OVER FOR RESTRICTIONS, IF ANY

*Southland Transit Inc.* *Driver Credentials*

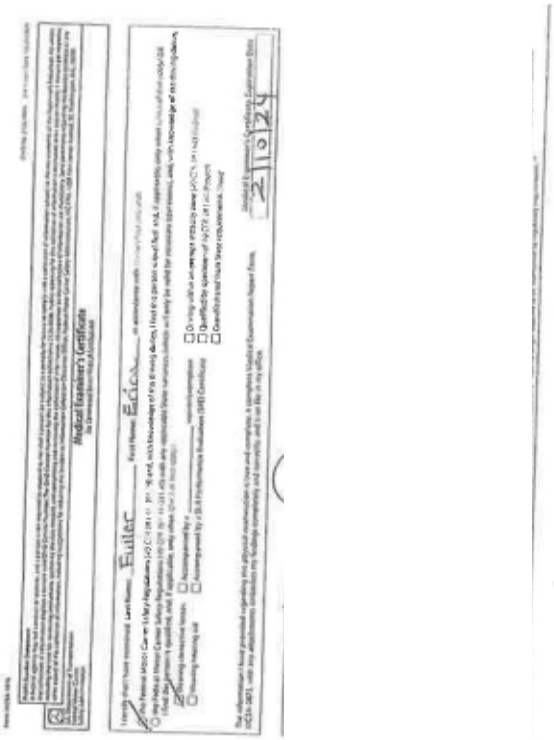
# Driver Proficiency (13CCR, 1229)
# Authorized Vehicles (13CCR, 1234 (b))

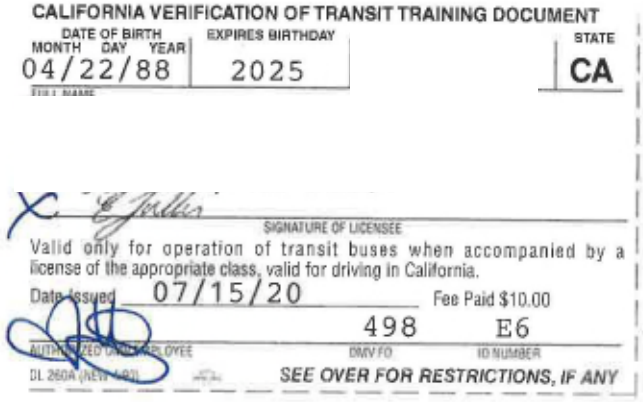
Erica Antoinett FULLER

Driver's Name

That he/she can safely operate the below described Vehicles equipment:

| | |
|---|---|
| **Class B bus or van which is designed to:** | |
| X | Passenger endorsement |
| | Carry 11-15 passengers, including driver (Rest. 74 or 75) |
| | Carry 16 or more passengers, including driver, with GVWR of 26,000 lbs or less. (Rest. 76) |
| X | Carry 16 or more passengers, including driver, with GVWR of 26,001 lbs or more. |
| **Vehicle equipped:** | |
| X | Automatic transmission (Rest. 64) |
| | Manual transmission |
| X | Air brakes |
| | Hydraulic brakes (Rest. 48) |
| X | NABI AND NEW FLYER BUSES<br>RSTR CORR LENS (01 & 46) |
| X | RSTR 90 |





*Southland Transit Inc.* *Driver Credentials*

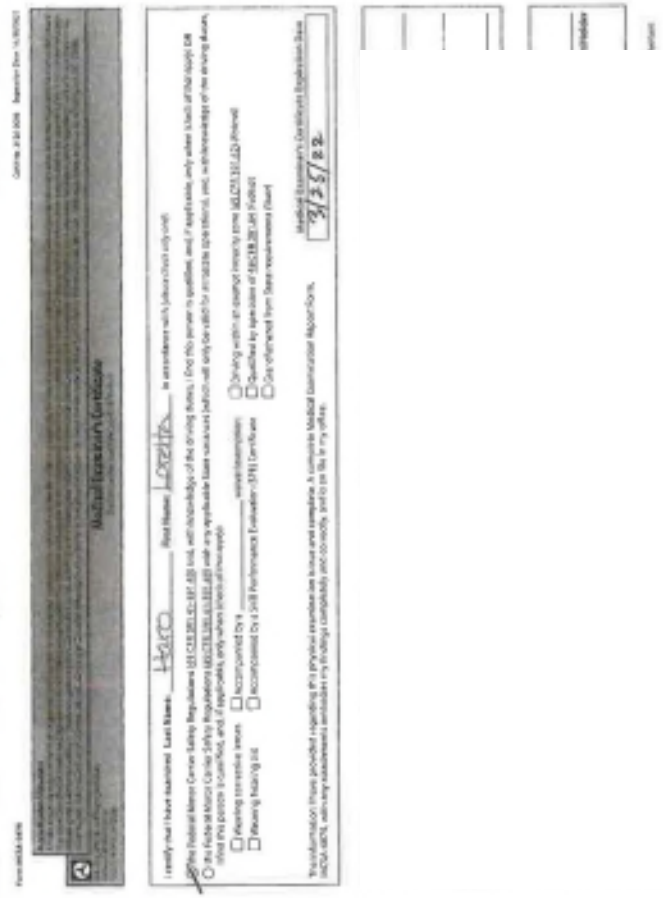
# Driver Proficiency (13CCR, 1229)
# Authorized Vehicles (13CCR, 1234 (b))

Loretta Urias

Driver's Name

That he/she can safely operate the below described Vehicles equipment:

| | | |
|---|---|---|
| **Class B bus or van which is designed to:** | | |
| X | Passenger endorsement | |
| | Carry 11-15 passengers, including driver (Rest. 74 or 75) | |
| | Carry 16 or more passengers, including driver, with GVWR of 26,000 lbs or less. (Rest. 76) | |
| X | Carry 16 or more passengers, including driver, with GVWR of 26,001 lbs or more. | |
| **Vehicle equipped:** | | |
| X | Automatic transmission | (Rest. 64) |
| | Manual transmission | |
| X | Air brakes | |
| | Hydraulic brakes | (Rest. 48) |
| ✓ | NABI AND NEW FLYER BUSES<br>Rest 40 | |



CALIFORNIA VERIFICATION OF TRANSIT TRAINING DOCUMENT

DATE OF BIRTH MONTH DAY YEAR: 11/02/60 | EXPIRES BIRTHDAY: 2025 | STATE: CA

EL MONTE CA 91731 Loretta Urias

SIGNATURE OF LICENSEE

Valid only for operation of transit buses when accompanied by a license of the appropriate class, valid for driving in California.

Date Issued 11/02/20 Fee Paid $10.00

617 B5

DMV FD ID NUMBER

CA (REV 1/08) SEE OVER FOR RESTRICTIONS, IF ANY

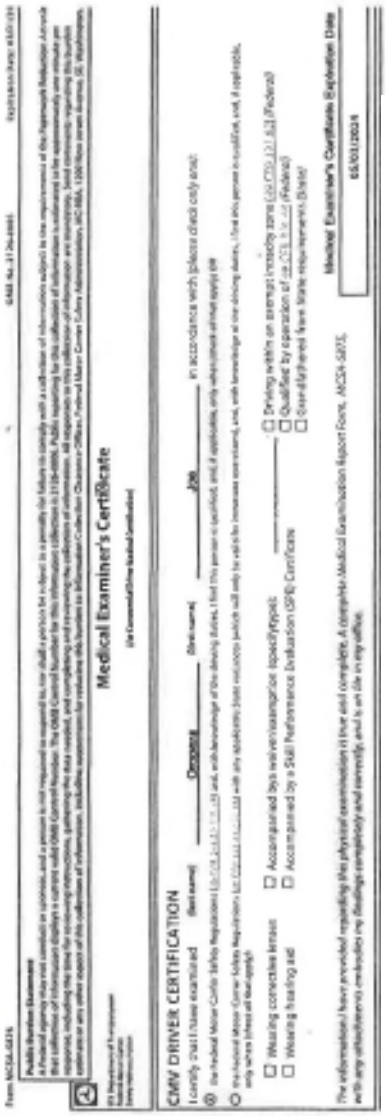
# Driver Proficiency (13CCR, 1229)
# Authorized Vehicles (13CCR, 1234 (b))

Joe OROPEZA

Driver's Name

That he/she can safely operate the below described Vehicles equipment:

| | | |
|---|---|---|
| **Class B bus or van which is designed to:** | | |
| X | Passenger endorsement | |
| | Carry 11-15 passengers, including driver (Rest. 74 or 75) | |
| | Carry 16 or more passengers, including driver, with GVWR of 26,000 lbs or less. (Rest. 76) | |
| X | Carry 16 or more passengers, including driver, with GVWR of 26,001 lbs or more. | |
| **Vehicle equipped:** | | |
| X | Automatic transmission | (Rest. 64) |
| | Manual transmission | |
| X | Air brakes | |
| | Hydraulic brakes | (Rest. 48) |
| | NABI AND NEW FLYER BUSES | |



Medical Examiner's Certificate

CMV DRIVER CERTIFICATION

CALIFORNIA VERIFICATION OF TRANSIT TRAINING DOCUMENT

DATE OF BIRTH MONTH DAY YEAR: 2-8-1980 | EXPIRES BIRTHDAY: 2025 | STATE: CA

FULL NAME

STR

CITY

SIGNATURE OF LICENSEE

Valid only for operation of transit buses when accompanied by a license of the appropriate class, valid for driving in California.

Date Issued 01-30-2020 Fee Paid $10.00

AUTHORIZED DMV EMPLOYEE 591 DMV FD L9 ID NUMBER

SEE OVER FOR RESTRICTIONS, IF ANY

*Southland Transit Inc.*

*Driver Credentials*

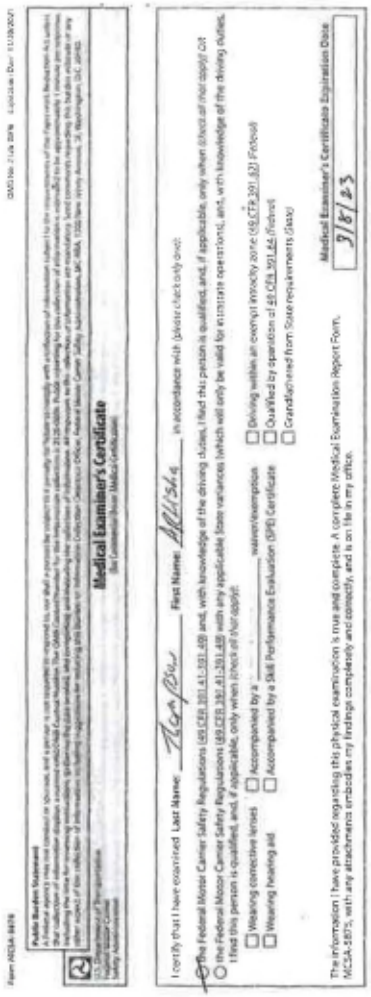
# Driver Proficiency (13CCR, 1229)
# Authorized Vehicles (13CCR, 1234 (b))

Artisha Rene THOMPSON

Driver's Name

That he/she can safely operate the below described Vehicles equipment:

| | |
|---|---|
| **Class B bus or van which is designed to:** | |
| X | Passenger endorsement |
| | Carry 11-15 passengers, including driver (Rest. 74 or 75) |
| | Carry 16 or more passengers, including driver, with GVWR of 26,000 lbs or less. (Rest. 76) |
| X | Carry 16 or more passengers, including driver, with GVWR of 26,001 lbs or more. |
| **Vehicle equipped:** | |
| X | Automatic transmission (Rest. 64) |
| | Manual transmission |
| X | Air brakes |
| | Hydraulic brakes (Rest. 48) |
| | NABI AND NEW FLYER BUSES |



Medical Examiner's Certificate

Medical Examiner's Certificate Expiration Date: 9/8/23

CALIFORNIA VERIFICATION OF TRANSIT TRAINING DOCUMENT

DATE OF BIRTH MONTH DAY YEAR: 11-16-1978

EXPIRES BIRTHDAY: 2024

STATE: CA

FULL N

STREE

CITY

SIGNATURE OF LICENSEE

Valid only for operation of transit buses when accompanied by a license of the appropriate class, valid for driving in California.

Date Issued: 11-08-19

Fee Paid $10.00

E1 Gardena CDTC 498

AUTHORIZED DMV EMPLOYEE | DMV FC | ID NUMBER

DL 260A (NEW 4/90)

SEE OVER FOR RESTRICTIONS, IF ANY

## Exhibit 5 – Technician Certifications

California USA
COMMERCIAL DRIVER LICENSE
CLASS BM1
EXP 08/15/2023
END P
LN SEALE
DOB 08/15/1955
RSTR CORR LENS
M 46 E
08151955
SEX M
HAIR BAL
EYES BRN

6/26/96 100 SCAQMD 208939

Wayne E. Seale

San Gabriel Transit

has successfully completed training in CFC-12 refrigerant recycling and service procedures offered by the Mobile Air Conditioning Society Worldwide, as required by Section 609 of the Clean Air Act.

MACS • Phone (215) 679-2220 • Fax 541-4635

FOLD ALONG PERFORATION TO REMOVE CERTIFICATE

ASE-1440-0016

National Institute for

# AUTOMOTIVE SERVICE EXCELLENCE

*Be it known that*

WAYNE E SEALE

has successfully passed the examinations and met the work experience requirement prescribed by the National Institute for Automotive Service Excellence and is hereby **ASE CERTIFIED** in the service areas listed below.

## MASTER MEDIUM/HEAVY VEHICLE TECHNICIAN

| AREAS OF DEMONSTRATED ACHIEVEMENT | EXPIRES |
|---|---|
| DIESEL ENGINES | DECEMBER 31, 2024 |
| DRIVE TRAIN AND TRANSMISSION | DECEMBER 31, 2024 |
| BRAKES | DECEMBER 31, 2024 |
| SUSPENSION AND STEERING | DECEMBER 31, 2024 |
| ELECTRICAL/ELECTRONIC SYSTEMS | DECEMBER 31, 2024 |
| HEATING, VENTILATION, AND A/C | DECEMBER 31, 2024 |

GIVEN THIS 2ND DAY OF AUGUST 2019, AT LEESBURG, VIRGINIA

ASE-1440-0016
ASE IDENTIFICATION NUMBER

TIMOTHY A. ZILKE, President

ASE-1440-0016

FOLD ALONG PERFORATION TO REMOVE CERTIFICATE

National Institute for
# AUTOMOTIVE SERVICE EXCELLENCE

RECERTIFIED PROFESSIONAL

*Be it known that*

## WAYNE E SEALE

has successfully passed the examinations and met the work experience requirement prescribed by the National Institute for Automotive Service Excellence and is hereby **ASE CERTIFIED** in the service areas listed below.

## MASTER AUTOMOBILE TECHNICIAN

| AREAS OF DEMONSTRATED ACHIEVEMENT | EXPIRES |
|---|---|
| ENGINE REPAIR | DECEMBER 31, 2025 |
| AUTOMATIC TRANSMISSION/TRANSAXLE | DECEMBER 31, 2025 |
| MANUAL DRIVE TRAIN AND AXLES | DECEMBER 31, 2025 |
| SUSPENSION AND STEERING | DECEMBER 31, 2025 |
| BRAKES | DECEMBER 31, 2025 |
| ELECTRICAL/ELECTRONIC SYSTEMS | DECEMBER 31, 2025 |
| HEATING AND AIR CONDITIONING | DECEMBER 31, 2025 |
| ENGINE PERFORMANCE | DECEMBER 31, 2025 |

** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** **

GIVEN THIS 17TH DAY OF JULY 2020, AT LEESBURG, VIRGINIA

ASE-1440-0016
ASE IDENTIFICATION NUMBER

Timothy A. Zilke
TIMOTHY A. ZILKE, *President*

California
USA
COMMERCIAL
DRIVER LICENSE
CLASS B
END P
RSTR CORR LENS
M 46 L E
08281960
SEX M
HAIR BLK

OFFICERS

Michael Deese
Past Chairman

Andrew Fiffick
Chairman

Gus Swensen
Vice-Chairman

Peter Coll
Treasurer

David Jack
Secretary

DIRECTORS

Jim Addinson

Michael Dawson

Phil Jones

Mary Koban

Randy Rankin

Mark Schmitz

Danny Spitznagel

Steve Sunday

7/12/2011

Dear Julio C. Caravantes:

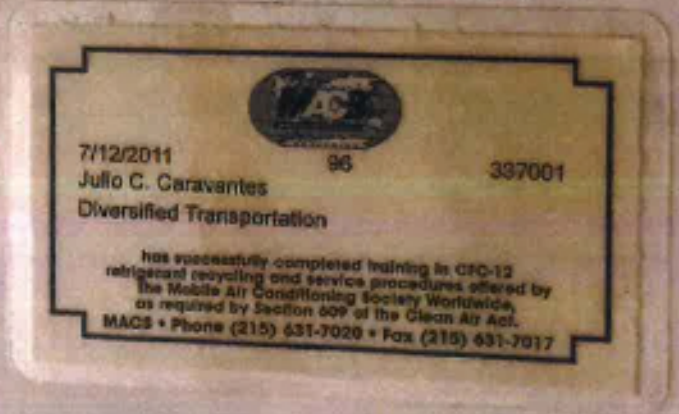
MACS-EIF has advised MACS that a passing score of 96 % was achieved on the test you submitted for MACS Worldwide Refrigerant Recycling & Service Procedures Certification.

Enclosed is a certificate and a laminated, wallet-size card acknowledging your successful participation in this program.

PLEASE NOTE: MACS Worldwide certification does not provide you with MACS Worldwide membership benefits. Join today! You are entitled to a special electronic membership by using the enclosed application form.

Sincerely,

Elvis Hoffpauir
President
Mobile Air Conditioning Society Worldwide




The Mobile Air Conditioning Society is a non-profit 501 (c) (6) organization dedicated to providing education and communication for the industry.

WE SUPPORT VOLUNTARY TECHNICIAN CERTIFICATION

CHAIRMAN & CHIEF EXECUTIVE OFFICER
Andrew Fiffick
Phone: (440)667-3278
RadAirAndy@aol.com

PRESIDENT & CHIEF OPERATING OFFICER
Elvis Hoffpauir
elvis@macsw.org

MACS Worldwide Headquarters
P.O. Box 88
Lansdale, PA 19446
Phone: (215) 631-7020
Fax: (215) 631-7017

MACS WORLDWIDE ON THE WORLD WIDE WEB
www.macsw.org

E-MAIL
info@macsw.org

MACS

MOBILE AIR CONDITIONING SOCIETY

WORLDWIDE

7/12/2011

337001

**Julio C. Caravantes**

**Diversified Transportation**

has successfully completed training in CFC-12/HFC-134a refrigerant recycling and service procedures offered by the Mobile Air Conditioning Society Worldwide, as required by Section 609 Of the Clean Air Act.

1981

Elvis Hoffpauir, President

California USA
COMMERCIAL DRIVER LICENSE
CLASS B
END P
EXP 12/15/2024
LN VALDEZ
12151963
SEX M
HAIR GRY
EYES BRN

SCRTTC

# Certificate of Completion

By the Authority of the **Directors of the Southern California Regional Transit Training Consortium**, we hereby offer upon

## Arturo Valdez

for successfully completing 16 hours of training in:

**Brakes I – #SC-BR-1300-I**

This certificate is presented in appreciation of your dedication and commitment to the transportation industry.

| Chairperson | 4/17/2015 Date | Instructor | 4/17/2015 Date |
|---|---|---|---|

This project was made possible by the SCRTTC and LA BOS funding.

SCRTTC

# Certificate of Completion

By the Authority of the **Directors of the Southern California Regional Transit Training Consortium**, we hereby offer upon

## Arturo Valdez

for successfully completing 16 hours of training in:

**Brakes II – #SC-BR-1300-II**

This certificate is presented in appreciation of your dedication and commitment to the transportation industry.

| Chairperson | 5/15/2015 Date | Instructor | 5/15/2015 Date |
|---|---|---|---|

This project was made possible by the SCRTTC and LA BOS funding.

California USA DRIVER LICENSE
CLASS C
EXP 05/25/2026
END NONE
LN MARTINEZ
FN PATRICIO MENDEZ
RSTR NONE
05251968
SEX M
HAIR BLK
EYES BLK

California USA COMMERCIAL DRIVER LICENSE
CLASS B
EXP 01/08/2025
END P
LN SANCHEZ-VALENZUELA
RSTR CORR LENS
M 46 E
01081990
SEX M
HAIR BRN
EYES BRN
HGT 6'-02"
WGT 256 lb
ISS

Exhibit 6 – Most Recent CHP Terminal Inspections (3 years)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE

CHP 343 (Rev 12-17) OPI 062

| NEW TERMINAL INFORMATION | CA NUMBER | FILE CODE NUMBER | COUNTY CODE | BEO |
|---|---|---|---|---|
| ☑ Yes ☐ No | 216255 | 258682 | 19 | N/A |
| **TERMINAL TYPE** | **CODE** | **OTHER PROGRAM(S)** | **LOCATION CODE** | **SUBAREA** |
| ☐ Truck ☑ Bus ☐ Mod Limo | B | None | 525 | S31 |

| CARRIER LEGAL NAME | TERMINAL NAME (IF DIFFERENT) | TELEPHONE NUMBER (W/AREA CODE) |
|---|---|---|
| Southland Transit, Inc. | N/A | (626) 258-1310 |

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE)
3650 Rockwell Ave. El Monte, CA 91731

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIPCODE) (IF DIFFERENT FROM ABOVE)

INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)
3650 Rockwell Ave. El Monte, CA 91731

## LICENSE, FLEET AND TERMINAL INFORMATION

| HM LIC. NO. | HWT. REG. NO. | IMS LIC. NO. | TRUCKS AND TYPES | TRAILERS AND TYPES | PASS VEHS BY TYPE | DRIVERS | BIT FLEET SIZE |
|---|---|---|---|---|---|---|---|
| | | | | | I 43 II Mod Limo N/A | 79 | Powered |
| **EXP. DATE** | **EXP. DATE** | **EXP. DATE** | **REG. CT** | **HW VEH.** | **HW CONT.** | **PPB / CSAT** | **Towed** |
| | | | | | | ☑ Yes ☐ No ☐ N/A | |

TERMINALS IDENTIFIED IN SECTION 34515(b) CVC
☐ Yes ☑ No

FILE CODE NUMBERS OF TERMINALS INCLUDED IN INSPECTION AS A RESULT OF SECTION 34515(b) CVC

## EMERGENCY CONTACTS (*In Calling Order of Preference*)

| EMERGENCY CONTACT (NAME) | DAY TELEPHONE NO. (W/AREA CODE) | NIGHT TELEPHONE NO. (W/AREA CODE) |
|---|---|---|
| Wayne Seale | (626) 258-1310 | (626) 734-5842 |
| Joleen Judd | (626) 258-1310 | (626) 258-1310 |

## ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [ 2018 ]

| A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|
| ☐ UNDER 15,000 | ☐ 15,001 — 50,000 | ☐ 50,001— 100,000 | ☐ 100,001— 500,000 | ☐ 500,001— 1,000,000 | ☑ 1,000,001— 2,000,000 | ☐ 2,000,001— 5,000,000 | ☐ 5,000,001— 10,000,000 | ☐ MORE THAN 10,000,000 |

## OPERATING AUTHORITIES OR PERMITS

| | | | | |
|---|---|---|---|---|
| **PUC** | ☐ T | ☐ TCP ☐ PSC | MOTOR CARRIER OF PROPERTY PERMIT ACTIVE ☐ Yes ☐ No ☑ N/A | IMS FITNESS EVALUATION ☐ Yes ☑ No |
| **USDOT** | USDOT NUMBER 2805704 | ☐ MC ☐ MX | ☐ MC ☐ MX | REASON FOR INSPECTION: Annual Bus without Authority Inspection |

**INSPECTION RATINGS:** S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

| INSPECTION FINDINGS | | | | | | |
|---|---|---|---|---|---|---|
| **REQUIREMENTS** | **VIOL** | MAINTENANCE PROGRAM | DRIVER RECORDS | REG. EQUIPMENT | HAZARDOUS MATERIALS | TERMINAL |
| MAINTENANCE PROGRAM | 1 | 1 S 2 S 3 S 4 S | 1 S 2 S 3 S 4 S | 1 S 2 S 3 S 4 S | 1 2 3 4 | 1 S 2 S 3 S 4 S |
| DRIVER RECORDS | | No. 9 Time 1.5 | No. 12 Time 5.5 | No. 9 Time 8.0 | TIME | TOTAL TIME 15.0 |
| DRIVER HOURS | | HAZARDOUS MATERIALS ☑ No H/M Transported ☐ No H/M violations noted | | CONTAINERS/TANKS No. N/A Time N/A | VEHICLES PLACED OUT-OF-SERVICE Vehicles 1 Units | |
| BRAKES | | REMARKS | | | | |
| LAMPS & SIGNALS | | | | | | |
| CONNECTING DEVICES | | | | | | |
| STEERING & SUSPENSION | 1 | | | | | |
| TIRES & WHEELS | | | | | | |
| EQUIPMENT REQUIREMENTS | 2 | | | | | |
| CONTAINERS & TANKS | | | | | | |
| HAZARDOUS MATERIALS | | | | | | |

**Information**

Terminal is rated satisfactory at this time, see attached report for additional information.

| INSPECTION TYPE | NON-BIT | CPSS | CHP 345 | CHP 100D COL. | INSPECTION DATE(S) | TIME IN | TIME OUT |
|---|---|---|---|---|---|---|---|
| ☑ I ☐ R | ☐ | ☐ Yes ☐ No | ☐ | 4 | 11/06, 11/07, 11/13 | 0730 | 0930 |

| INSPECTED BY (NAME(S)) | ID NUMBER(S) | SUSPENSE DATE |
|---|---|---|
| J. Paz | A12829 | ☑ Auto ☐ None |

## MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 15 ), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 business days of the rating.

| CURRENT TERMINAL RATING | CARRIER REPRESENTATIVE'S SIGNATURE | DATE |
|---|---|---|
| SATISFACTORY | | 11/13/2019 |

| CARRIER REPRESENTATIVE'S PRINTED NAME | TITLE | DRIVER LICENSE NUMBER | STATE |
|---|---|---|---|
| Patricio Mendez | Supervisor | | CA |

| US DOT # | Legal: SOUTHLAND TRANSIT INC |
|---|---|
| 2805704 | Operating (DBA): |

**MC/MX #:** **State #:** 216255 **Federal Tax ID:** 95-4866709 (EIN)

**Review Type:** Non-ratable Review - Special Study

**Scope:** Terminal **Location of Review/Audit:** Company facility in the U. S. **Territory:** C

| Operation Types | Interstate | Intrastate |
|---|---|---|
| Carrier: | N/A | Non-HM |
| Shipper: | N/A | N/A |
| Cargo Tank: | N/A | |

**Business:** Corporation

**Gross Revenue:** **for year ending:**

**Company Physical Address:**

3650 ROCKWELL AVE
EL MONTE, CA 91731

**Contact Name:** Joleen Judd
**Phone numbers:** **(1)** 626-258-1310 **(2)** **Fax**
**E-Mail Address:**

**Company Mailing Address:**

3650 ROCKWELL AVE
EL MONTE, CA 91731

**Carrier Classification**

Other: Intra

**Cargo Classification**

Passengers

**Equipment**

| | Owned | Term Leased | Trip Leased | Owned | Term Leased | Trip Leased |
|---|---|---|---|---|---|---|
| Minibus, 16+ | 48 | 0 | 0 | | | |

Power units used in the U.S.: 48
Percentage of time used in the U.S.: 100

**Does carrier transport placardable quantities of HM?** No
**Is an HM Permit required?** N/A

**Driver Information**

| | Inter | Intra |
|---|---|---|
| < 100 Miles: | | 79 |
| >= 100 Miles: | | |

**Average trip leased drivers/month:** 0
**Total Drivers:** 79
**CDL Drivers:** 79



Q0LK1LCA2N1AA

## Part A

QUESTIONS regarding this report maybe directed to the Southern Division Motor Carrier Safety Unit at:

437 N. Vermont Ave.
Los Angeles, CA 90004
(323) 644-9557

**This TERMINAL REVIEW deals only with safety compliance at this terminal.**

**Person(s) Interviewed**

**Name:** Joleen Judd **Title:** Director of Safety & Training
**Name:** Wayne Seale **Title:** Director of Maintenance

Q0LK1LCA2N1AA

| | | |
|---|---|---|
| **SOUTHLAND TRANSIT INC - Terminal**<br>U.S. DOT #: 2805704 | State #: 216255 | Review Date:<br>11/13/2019 |

## Part B Violations

| | | | | | |
|---|---|---|---|---|---|
| 1<br>STATE | Primary: 13CCR1215(f)(1)<br>CFR Equivalent: 396.11(a)(3)(ii) | **Discovered**<br>1 | **Checked**<br>9 | **Drivers/Vehicles**<br>**In Violation**<br>1 | **Checked**<br>9 |

**Description**

The motor carrier or its agent shall certify on the original driver vehicle inspection report which lists any defect or deficiency that the defect or deficiency has been repaired or that repair is unnecessary before the vehicle is operated again.

**Example**

Ramon Flores, 10/05/19 unit # 3113, defect noted on daily inspection report: rear passenger tire has cut, DVIR not signed certifying defect was corrected.

**Safety Fitness Rating Information:**

| | |
|---|---|
| **Total Miles Operated** | 1,000,001 |
| **Recordable Accidents** | 0 |

| | |
|---|---|
| **OOS Vehicle (CR):** | 0 |
| **Number of Vehicle Inspected (CR):** | 9 |
| **OOS Vehicle (MCMIS):** | 0 |
| **Number of Vehicles Inspected (MCMIS):** | 0 |

**Your proposed safety rating is :**

# This Review is not Rated.



Q0LK1LCA2N1AA

| | | |
|---|---|---|
| **SOUTHLAND TRANSIT INC - Terminal**<br>U.S. DOT #: 2805704 | State #: 216255 | Review Date:<br>11/13/2019 |

## Part B Requirements and/or Recommendations

1. Certify on daily vehicle inspection reports that all defects, which could affect the safe operation of vehicles, have been repaired or that repair is unnecessary, before the vehicle is again operated.

2. Questions related to this inspection may be directed to the Southern Division Motor Carrier Safety Unit Supervisor at (323) 644-9557.

3. Forms and publications are available at the CHP internet website at: http://www.chp.ca.gov/publications/index.html

4. For questions about Employer Pull Notice Program: 916-657-6346

5. "Is Your Registration Information Current?
FMCSA requires carriers to update their registration data via a MCS-150 form every 24 months. Please review, verify and update your contact information, Vehicle Miles Travelled (VMT) and Power Unit (PU) data to ensure that it is current and accurate, since it is used in the new Carrier Safety Measurement System. You should access the system, review all the information and press the submit button. Once you've done this, the system will record that you've reviewed the information and you will be in compliance with the biennial update requirement.
https://li-public.fmcsa.dot.gov/LIVIEW/PKG_REGISTRATION.prc_option
"



Q0LK1LCA2N1AA

| | | |
|---|---|---|
| **SOUTHLAND TRANSIT INC - Terminal**<br>U.S. DOT #: 2805704 | State #: 216255 | Review Date:<br>11/13/2019 |

## Part C

**Reason for Review:** Other — Annual bus
**Planned Action:** Compliance Monitoring

**Parts Reviewed Certification:**
325 382 383 387 390 391 392 393 395 396 397 398 399 171 172 173 177 178 180

**Prior Reviews**
3/7/2019
3/4/2019
2/13/2019

**Prior Prosecutions**

**Reason not Rated:** Special Study

**Study Code:** CA

**Unsat/Unfit Information**

**Is the motor carrier of passengers subject to the safety fitness procedures contained in 49 CFR part 385 subpart A, AND does it transport passengers in a commercial motor vehicle?** No

**Does carrier transport placardable quantities of hazardous materials?**

**Unsat/Unfit rule:** Not Applicable

**Corporate Contact:** Joleen Judd
**Corporate Contact Title:** Director of Safety & Training

**Special Study Information:**

**Remarks:**

Terminal Name: Southland Transit, Inc. CA - 216255

Terminal Address: 3650 Rockwell Ave. El Monte, CA 91731 FCN - 258682

Rating Information:

In accordance with 13 CCR 1233, this terminal has been rated satisfactory at this time.

| | | | |
|---|---|---|---|
| **Upload Authorized:** | **Yes** | **No** | |
| **Authorized by:** | | | **Date:** |
| **Uploaded:** | **Yes** | **No** | **Failure Code:** |
| **Verified by:** | | | **Date:** |

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAN9WD000424
**Inspection Date:** 11/06/2019
**Start:** 7:55 AM PT **End:** 8:55 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA, 91731
**USDOT:** 2805704 **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:** (626)258-1314
**State#:** 216255
**Location:** EL MONTE
**Highway:**
**County:** LOS ANGELES

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**Milepost:** **Shipper:** N/A
**Origin:** **Bill of Lading:** N/A
**Destination:** **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate | Equipment ID | VIN | GVWR | CVSA Existing | CVSA # |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | EL DO | 2016 | CA | 1396386 | 56 | 1N9MNALG2GC084140 | 34250 | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | 1 1/2 | 1 1/2 |
| Left | 1 1/2 | 1 1/2 |
| Chamber | L-20 | C-30 |

## VIOLATIONS

| Section | Type | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 1256.5(B)(5) CCR | S | 1 | N | | N | N | CA number required--392.2: Left and right side CA # incomplete, # 5 digit on left and # 6 digit on right side illegible / deteriorated |

**HazMat:** No HM transported **Placard:** **Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**
Beat/Sub Area: S31; Odometer: 73178; File Code Number: 258682; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Fuel Type: CNG; Passenger Capacity: 29; Veh #1 Type: 20; WC Passenger Capacity: 2; Bus Type: 1

Pursuant to Section 24004 CVC, violations recorded on this SafetyNet Inspection Report must be corrected prior to redispatch. Violations marked out of service must be corrected before the vehicle is operated on the highway. For your convenience, KEEP THIS REPORT OR A COPY IN THE VEHICLE UNTIL ALL VIOLATIONS ARE CLEARED. This document should NOT be forwarded to the court for clearance procedures. DO NOT RETURN THIS FORM TO THE CALIFORNIA HIGHWAY PATROL.

Report Prepared By: J. Paz
Badge #: A12829

Copy Received By:

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02805704 CA CAN9WD000424

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAN9WD000425
**Inspection Date:** 11/06/2019
**Start:** 9:17 AM PT **End:** 10:08 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA, 91731
**USDOT:** 2805704 **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:** (626)258-1314
**State#:** 216255
**Location:** EL MONTE
**Highway:**
**County:** LOS ANGELES

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**Milepost:** **Shipper:** N/A
**Origin:** N/A **Bill of Lading:** N/A
**Destination:** N/A **Cargo:** N/A

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate | Equipment ID | VIN | GVWR | CVSA Existing | CVSA # |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | EL DO | 2015 | CA | 1473767 | 3113 | 1N9MNALG0FC084197 | 34000 | | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | 1 3/8 | 1 1/2 |
| Left | 1 3/8 | 1 1/2 |
| Chamber | L-20 | C-30 |

**VIOLATIONS**:No violations were discovered

**HazMat:** No HM transported **Placard:** **Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**
Beat/Sub Area: S31; Odometer: 157661; File Code Number: 258682; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Fuel Type: CNG; Passenger Capacity: 28; Veh #1 Type: 20; WC Passenger Capacity: 2; Bus Type: 1

Report Prepared By: J. Paz
Badge #: A12829

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02805704 CA CAN9WD000425

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAN9WD000426
**Inspection Date:** 11/06/2019
**Start:** 10:10 AM PT **End:** 11:03 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA, 91731
**USDOT:** 2805704 **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:** (626)258-1314
**State#:** 216255
**Location:** EL MONTE
**Highway:**
**County:** LOS ANGELES

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**Milepost:** **Shipper:** N/A
**Origin:** N/A **Bill of Lading:** N/A
**Destination:** N/A **Cargo:** N/A

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate | Equipment ID | VIN | GVWR | CVSA Existing | CVSA # |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | EL DO | 2016 | CA | 1396164 | L320 | 1N9AMALG8GC084164 | 42720 | | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | 1 1/2 | 1 1/2 |
| Left | 1 1/2 | 1 1/2 |
| Chamber | C-30 | C-30 |

**VIOLATIONS**:No violations were discovered

**HazMat:** No HM transported **Placard:** **Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**
Beat/Sub Area: S31; Odometer: 108796; File Code Number: 258682; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Fuel Type: CNG; Passenger Capacity: 28; Veh #1 Type: 20; WC Passenger Capacity: 2; Bus Type: 1

Report Prepared By: J. Paz
Badge #: A12829

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02805704 CA CAN9WD000426

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAN9WD000427
**Inspection Date:** 11/06/2019
**Start:** 11:04 AM PT **End:** 11:59 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA, 91731
**USDOT:** 2805704 **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:** (626)258-1314
**State#:** 216255
**Location:** EL MONTE
**Highway:**
**County:** LOS ANGELES

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**Milepost:** **Shipper:** N/A
**Origin:** N/A **Bill of Lading:** N/A
**Destination:** N/A **Cargo:** N/A

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate | Equipment ID | VIN | GVWR | CVSA Existing | CVSA # |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | EL DO | 2016 | CA | 1396387 | 57 | 1N9MNALG4GC084141 | 34250 | | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | 1 1/2 | 1 3/4 |
| Left | 1 1/2 | 1 3/4 |
| Chamber | L-20 | C-30 |

**VIOLATIONS**:No violations were discovered

**HazMat:** No HM transported **Placard:** **Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**
Beat/Sub Area: S31; Odometer: 97010; File Code Number: 258682; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Fuel Type: CNG; Passenger Capacity: 29; Veh #1 Type: 20; WC Passenger Capacity: 2; Bus Type: 1

Report Prepared By: J. Paz
Badge #: A12829

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02805704 CA CAN9WD000427

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAN9WD000428
**Inspection Date:** 11/06/2019
**Start:** 11:59 AM PT **End:** 12:31 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA, 91731
**USDOT:** 2805704 **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:** (626)258-1314
**State#:** 216255
**Location:** EL MONTE
**Highway:**
**County:** LOS ANGELES

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**Milepost:** **Shipper:** N/A
**Origin:** N/A **Bill of Lading:** N/A
**Destination:** N/A **Cargo:** N/A

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate | Equipment ID | VIN | GVWR | CVSA Existing | CVSA # |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2010 | CA | 26501P2 | 1143 | 1FDFE4FS2ADA70049 | 14500 | | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

**VIOLATIONS**

| Section | Type | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 1256.5(B)(3) CCR | S | 1 | N | | N | N | Carrier name required--392.2: No carrier name displayed on the left side of vehicle. |

**HazMat:** No HM transported **Placard:** **Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**
Beat/Sub Area: S31; Odometer: 131507; File Code Number: 258682; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Fuel Type: G; Passenger Capacity: 18; Veh #1 Type: 20; WC Passenger Capacity: 1; Bus Type: 1

Pursuant to Section 24004 CVC, violations recorded on this SafetyNet Inspection Report must be corrected prior to redispatch. Violations marked out of service must be corrected before the vehicle is operated on the highway. For your convenience, KEEP THIS REPORT OR A COPY IN THE VEHICLE UNTIL ALL VIOLATIONS ARE CLEARED. This document should NOT be forwarded to the court for clearance procedures. DO NOT RETURN THIS FORM TO THE CALIFORNIA HIGHWAY PATROL.

Report Prepared By: J. Paz
Badge #: A12829

Copy Received By:

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02805704 CA CAN9WD000428

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAN9WD000429
**Inspection Date:** 11/07/2019
**Start:** 12:00 PM PT **End:** 12:30 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA, 91731
**USDOT:** 2805704 **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:** (626)258-1314
**State#:** 21625
**Location:** EL MONTE
**Highway:**
**County:** LOS ANGELES

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**Milepost:** **Shipper:** N/A
**Origin:** **Bill of Lading:** N/A
**Destination:** **Cargo:**

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate | Equipment ID | VIN | GVWR | CVSA Existing | CVSA # |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2017 | CA | 1527078 | 4435 | 1FDFE4FS8HDC49335 | 14500 | | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

**VIOLATIONS**:No violations were discovered

**HazMat:** No HM transported **Placard:** **Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**
Beat/Sub Area: S31; Odometer: 40077; File Code Number: 258682; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Fuel Type: G; Passenger Capacity: 20; Veh #1 Type: 20; WC Passenger Capacity: 2

Report Prepared By: J. Paz
Badge #: A12829

Copy Received By:

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02805704 CA CAN9WD000429

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAN9WD000430
**Inspection Date:** 11/07/2019
**Start:** 1:20 PM PT **End:** 2:15 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA, 91731
**USDOT:** 2805704 **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:** (626)258-1314
**State#:** 216255
**Location:** EL MONTE
**Highway:**
**County:** LOS ANGELES

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**Milepost:** **Shipper:** N/A
**Origin:** **Bill of Lading:** N/A
**Destination:** **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate | Equipment ID | VIN | GVWR | CVSA Existing | CVSA # |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2012 | CA | 19136S1 | 4804 | 1FDFE4FS8CDA03362 | 14500 | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

## VIOLATIONS

| Section | Type | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| **1232(A) CCR /016** | **S** | **1** | **Y** | | **U** | **N** | **Steering system violation--393.209(d): Steering gear box sector shaft locking nut loose (corrected at scene).** |

**HazMat:** No HM transported **Placard:** **Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**
Beat/Sub Area: S31; Odometer: 87834; File Code Number: 258682; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Fuel Type: G; Passenger Capacity: 12; Veh #1 Type: 20; WC Passenger Capacity: 2; Bus Type: 1

__ I hereby declare each vehicle with a Y in the OOS column of the violation section of this report to be OUT-OF-SERVICE. No person shall operate such vehicle until all OUT-OF-SERVICE defects have been repaired and the vehicle has been restored to safe operating condition.

Pursuant to Section 24004 CVC, violations recorded on this SafetyNet Inspection Report must be corrected prior to redispatch. Violations marked out of service must be corrected before the vehicle is operated on the highway. For your convenience, KEEP THIS REPORT OR A COPY IN THE VEHICLE UNTIL ALL VIOLATIONS ARE CLEARED. This document should NOT be forwarded to the court for clearance procedures. DO NOT RETURN THIS FORM TO THE CALIFORNIA HIGHWAY PATROL.

Report Prepared By: J. Paz
Badge #: A12829

Copy Received By:

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02805704 CA CAN9WD000430

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAN9WD000464
**Inspection Date:** 11/13/2019
**Start:** 7:50 AM PT **End:** 8:34 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA, 91731
**USDOT:** 2805704 **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:** (626)258-1314
**State#:** 216255
**Location:** EL MONTE
**Highway:**
**County:** LOS ANGELES

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**Milepost:** **Shipper:** N/A
**Origin:** **Bill of Lading:** N/A
**Destination:** **Cargo:**

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate | Equipment ID | VIN | GVWR | CVSA Existing | CVSA # |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2011 | CA | 84354C1 | 1141 | 1FDFE4FS2BDA63250 | 14500 | | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

**VIOLATIONS**:No violations were discovered

**HazMat:** No HM transported **Placard:** **Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**
Beat/Sub Area: S31; Odometer: 231402; File Code Number: 258682; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Fuel Type: G; Passenger Capacity: 16; Veh #1 Type: 20; WC Passenger Capacity: 1; Bus Type: 1

Report Prepared By: J. Paz
Badge #: A12829

Copy Received By:

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02805704 CA CAN9WD000464

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAN9WD000465
**Inspection Date:** 11/13/2019
**Start:** 8:35 AM PT **End:** 9:19 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA, 91731
**USDOT:** 2805704 **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:** (626)258-1314
**State#:** 216255
**Location:** EL MONTE
**Highway:**
**County:** LOS ANGELES

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**Milepost:** **Shipper:** N/A
**Origin:** N/A **Bill of Lading:** N/A
**Destination:** N/A **Cargo:** N/A

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate | Equipment ID | VIN | GVWR | CVSA Existing | CVSA # |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2010 | CA | 26502P2 | 1145 | 1FDFE4FS9ADB01801 | 14500 | | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

**VIOLATIONS**:No violations were discovered

**HazMat:** No HM transported **Placard:** **Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**
Beat/Sub Area: S31; Odometer: 124252; File Code Number: 258682; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Fuel Type: G; Passenger Capacity: 18; Veh #1 Type: 20; WC Passenger Capacity: 2; Bus Type: 1

Report Prepared By: J. Paz
Badge #: A12829

Copy Received By:

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02805704 CA CAN9WD000465

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE

CHP 343 (Rev 12-17) OPI 062

| NEW TERMINAL INFORMATION | CA NUMBER | FILE CODE NUMBER | COUNTY CODE | BEO |
|---|---|---|---|---|
| ☑ Yes ☐ No | 216255 | 258682 | 19 | |
| **TERMINAL TYPE** | **CODE** | **OTHER PROGRAM(S)** | **LOCATION CODE** | **SUBAREA** |
| ☐ Truck ☑ Bus ☐ Mod Limo | B | | 525 | S31 |

| CARRIER LEGAL NAME | TERMINAL NAME (IF DIFFERENT) | TELEPHONE NUMBER (W/AREA CODE) |
|---|---|---|
| Southland Transit, Inc. | | (626) 258-1310 |

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE)
3650 Rockwell Ave. El Monte, CA 91731

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIPCODE) (IF DIFFERENT FROM ABOVE)

INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)
3650 Rockwell Ave. El Monte, CA 91731

## LICENSE, FLEET AND TERMINAL INFORMATION

| HM LIC. NO. | HWT. REG. NO. | IMS LIC. NO. | TRUCKS AND TYPES | TRAILERS AND TYPES | PASS VEHS BY TYPE | DRIVERS | BIT FLEET SIZE |
|---|---|---|---|---|---|---|---|
| | | | | | I 44 II Mod Limo N/A | 74 | Powered |
| **EXP. DATE** | **EXP. DATE** | **EXP. DATE** | **REG. CT** | **HW VEH.** | **HW CONT.** | **PPB / CSAT** | **Towed** |
| | | | | | | ☑ Yes ☐ No ☐ N/A | |

TERMINALS IDENTIFIED IN SECTION 34515(b) CVC: ☐ Yes ☑ No

FILE CODE NUMBERS OF TERMINALS INCLUDED IN INSPECTION AS A RESULT OF SECTION 34515(b) CVC

## EMERGENCY CONTACTS (*In Calling Order of Preference*)

| EMERGENCY CONTACT (NAME) | DAY TELEPHONE NO. (W/AREA CODE) | NIGHT TELEPHONE NO. (W/AREA CODE) |
|---|---|---|
| Wayne Seale | (626) 258-1310 | (626) 734-5842 |
| Joleen Judd | (626) 258-1310 | (626) 258-1310 |

## ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [ 2019 ]

| A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|
| ☐ UNDER 15,000 | ☐ 15,001 — 50,000 | ☐ 50,001— 100,000 | ☐ 100,001— 500,000 | ☐ 500,001— 1,000,000 | ☑ 1,000,001— 2,000,000 | ☐ 2,000,001— 5,000,000 | ☐ 5,000,001— 10,000,000 | ☐ MORE THAN 10,000,000 |

## OPERATING AUTHORITIES OR PERMITS

| | | | | |
|---|---|---|---|---|
| **PUC** | ☐ T | ☐ TCP ☐ PSC | MOTOR CARRIER OF PROPERTY PERMIT ACTIVE ☐ Yes ☐ No ☑ N/A | IMS FITNESS EVALUATION ☐ Yes ☑ No |
| **USDOT** | USDOT NUMBER 2805704 | ☐ MC ☐ MX | ☐ MC ☐ MX | REASON FOR INSPECTION: Annual Bus without Authority Inspection |

**INSPECTION RATINGS:** S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

| INSPECTION FINDINGS | | | | | | |
|---|---|---|---|---|---|---|
| **REQUIREMENTS** | **VIOL** | MAINTENANCE PROGRAM | DRIVER RECORDS | REG. EQUIPMENT | HAZARDOUS MATERIALS | TERMINAL |
| MAINTENANCE PROGRAM | | 1 S 2 S 3 S 4 S | 1 S 2 S 3 S 4 S | 1 S 2 S 3 S 4 S | 1 2 3 4 | 1 S 2 S 3 S 4 S |
| DRIVER RECORDS | | No. 9 Time 2.0 | No. 11 Time 6.5 | No. 9 Time 8.0 | TIME | TOTAL TIME 16.5 |
| DRIVER HOURS | | HAZARDOUS MATERIALS ☑ No H/M Transported ☐ No H/M violations noted | | CONTAINERS/TANKS No. Time | VEHICLES PLACED OUT-OF-SERVICE Vehicles 2 Units | |
| BRAKES | 5 | REMARKS | | | | |
| LAMPS & SIGNALS | 3 | | | | | |
| CONNECTING DEVICES | | | | | | |
| STEERING & SUSPENSION | | | | | | |
| TIRES & WHEELS | 1 | | | | | |
| EQUIPMENT REQUIREMENTS | 1 | | | | | |
| CONTAINERS & TANKS | | | | | | |
| HAZARDOUS MATERIALS | | | | | | |

**Information**

Terminal is rated satisfactory at this time, see attached report for additional information.

| INSPECTION TYPE | NON-BIT | CPSS | CHP 345 | CHP 100D COL. | INSPECTION DATE(S) | TIME IN | TIME OUT |
|---|---|---|---|---|---|---|---|
| ☑ I ☐ R | ☐ | ☐ Yes ☐ No | ☐ | 2,3,4 | 12/01, 12/02, 12/03 | 0700 | 1130 |

| INSPECTED BY (NAME(S)) | ID NUMBER(S) | SUSPENSE DATE |
|---|---|---|
| J. Paz, M. Ibarra | A12829, A13913 | ☑ Auto ☐ None |

## MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 15 ), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 business days of the rating.

| CURRENT TERMINAL RATING | CARRIER REPRESENTATIVE'S SIGNATURE | DATE |
|---|---|---|
| SATISFACTORY | Norma Mota | 12/3/2020 |

| CARRIER REPRESENTATIVE'S PRINTED NAME | TITLE | DRIVER LICENSE NUMBER | STATE |
|---|---|---|---|
| Norma Mota | D & A Program Manager | | CA |

Destroy Previous Editions

California Highway Patrol

| US DOT # | Legal: SOUTHLAND TRANSIT INC |
|---|---|
| 2805704 | Operating (DBA): |

**MC/MX #:** **State #:** 216255 **Federal Tax ID:** 95-4866709 (EIN)

**Review Type:** Non-ratable Review - Special Study

**Scope:** Terminal **Location of Review/Audit:** Company facility in the U. S. **Territory:** C

| Operation Types | Interstate | Intrastate |
|---|---|---|
| Carrier: | N/A | Non-HM |
| Shipper: | N/A | N/A |
| Cargo Tank: | N/A | |

**Business:** Corporation
**Gross Revenue:** **for year ending:**

**Company Physical Address:**

3650 ROCKWELL AVE
EL MONTE, CA 91731

**Contact Name:** Wayne Seale
**Phone numbers:** **(1)** 626- 258-1310 **(2)** **Fax**
**E-Mail Address:**

**Company Mailing Address:**

3650 ROCKWELL AVE
EL MONTE, CA 91731

**Carrier Classification**

Other: Intra

**Cargo Classification**

Passengers

**Equipment**

| | Owned | Term Leased | Trip Leased | Owned | Term Leased | Trip Leased |
|---|---|---|---|---|---|---|
| Minibus, 16+ | 44 | 0 | 0 | | | |

Power units used in the U.S.: 44
Percentage of time used in the U.S.: 100

**Does carrier transport placardable quantities of HM?** No
**Is an HM Permit required?** N/A

**Driver Information**

| | Inter | Intra |
|---|---|---|
| < 100 Miles: | | 74 |
| >= 100 Miles: | | |

**Average trip leased drivers/month:** 0
**Total Drivers:** 74
**CDL Drivers:** 74

## Part A

QUESTIONS regarding this report maybe directed to the Southern Division Motor Carrier Safety Unit at:

437 N. Vermont Ave.
Los Angeles, CA 90004
(323) 644-9557

**This TERMINAL REVIEW deals only with safety compliance at this terminal.**

**Person(s) Interviewed**

**Name:** Wayne Seale **Title:** Director of Maintenance
**Name:** Norma Mota **Title:** Drug & Alcohol Program Manager

| | | |
|---|---|---|
| **SOUTHLAND TRANSIT INC - Terminal**<br>U.S. DOT #: 2805704 | State #: 216255 | Review Date:<br>12/03/2020 |

## Part B Violations

| Safety Fitness Rating Information: | | |
|---|---|---|
| **Total Miles Operated** | 1,000,001 | **OOS Vehicle (CR):** 0 |
| **Recordable Accidents** | 0 | **Number of Vehicle Inspected (CR):** 9 |
| | | **OOS Vehicle (MCMIS):** 0 |
| | | **Number of Vehicles Inspected (MCMIS):** 0 |

**Your proposed safety rating is :**

# This Review is not Rated.

| | | |
|---|---|---|
| **SOUTHLAND TRANSIT INC - Terminal**<br>U.S. DOT #: 2805704 | State #: 216255 | Review Date:<br>12/03/2020 |

## Part B Requirements and/or Recommendations

1. "Is Your Registration Information Current?
   FMCSA requires carriers to update their registration data via a MCS-150 form every 24 months. Please review, verify and update your contact information, Vehicle Miles Travelled (VMT) and Power Unit (PU) data to ensure that it is current and accurate, since it is used in the new Carrier Safety Measurement System. You should access the system, review all the information and press the submit button. Once you've done this, the system will record that you've reviewed the information and you will be in compliance with the biennial update requirement.
   https://li-public.fmcsa.dot.gov/LIVIEW/PKG_REGISTRATION.prc_option
   "

2. "Have you reviewed your data?
   The SMS results are based on your State-reported crash or inspection data. Be sure to review your data in SMS for accuracy. If you think there is an error, request a data review (RDR) by registering for DataQs through the FMCSA Portal at https://portal.fmcsa.dot.gov or through the DataQs system directly at http://dataqs.fmcsa.dot.gov/.
   "

3. A complete Educational and Technical Assistance package entitled " A MOTOR CARRIER'S GUIDE TO IMPROVING HIGHWAY SAFETY" is available free on the FMCSA website to assist you in complying with the safety regulations. It contains many forms and documents useful for improving the safety of your operations. Check: www.fmcsa.dot.gov/factsfigs/eta/index.html.

4. For questions about DOT numbers or biennial updates: 800-832-5660 or 703-280-4001
   For questions about licensing, authority or MC numbers: 202-366-9805
   For questions about insurance: 202-385-2423
   For household goods complaints: 888-DOT-SAFT (888-368-7238)

5. Copies of the regulations, forms, interpretations, and manuals are available from a variety of sources. Check the FMCSA website for a current list of suppliers. www.fmcsa.dot.gov/safety-security/eta/index.htm

6. Questions related to this inspection may be directed to the Southern Division Motor Carrier Safety Unit Supervisor at (323) 644-9557.

7. Forms and publications are available at the CHP internet website at: http://www.chp.ca.gov/publications/index.html

8. For questions about Employer Pull Notice Program: 916-657-6346

**SOUTHLAND TRANSIT INC - Terminal**
U.S. DOT #: 2805704 State #: 216255

Review Date: 12/03/2020

## Part C

**Reason for Review:** Other Bus
**Planned Action:** Compliance Monitoring

**Parts Reviewed Certification:**
325 382 383 387 390 391 392 393 395 396 397 398 399 171 172 173 177 178 180

**Prior Reviews**
11/13/2019
11/6/2018
10/24/2017

**Prior Prosecutions**

**Reason not Rated:** Special Study **Study Code:** CA

**Unsat/Unfit Information**

**Is the motor carrier of passengers subject to the safety fitness procedures contained in 49 CFR part 385 subpart A, AND does it transport passengers in a commercial motor vehicle?** No

**Does carrier transport placardable quantities of hazardous materials?**

**Unsat/Unfit rule:** Not Applicable

**Corporate Contact:** Wayne Seale
**Corporate Contact Title:** Director of Maintenance

**Special Study Information:**

**Remarks:**
Terminal Name: Southland Transit, Inc. CA - 216255

Terminal Address: 3650 Rockwell Ave. El Monte, CA 91731 FCN - 258682

Rating Information:

In accordance with 13 CCR 1233, this terminal has been rated satisfactory at this time.

| | | | |
|---|---|---|---|
| **Upload Authorized:** | **Yes** | **No** | |
| **Authorized by:** | | | **Date:** |
| **Uploaded:** | **Yes** | **No** | **Failure Code:** |
| **Verified by:** | | | **Date:** |

# DRIVER/VEHICLE EXAMINATION REPORT

Query Central 3.4

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAUDWG000478
**Inspection Date:** 12/01/2020
**Start:** 7:50 AM PT **End:** 08:34 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** 02805704 **Phone#:** (626)258-1310
**MC/MX#:** 00000000 **Fax#:** (626)258-1314
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** EL MONTE **MilePost:** **Shipper:**
**Highway:** 3650 ROCKWELL AVE **Origin:** **Bill of Lading:**
**County:** **Destination:** **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | New CVSA # | OOS# |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2015 | CA | 1452681 | L316 | 1N9AMALG5FC084038 | 42,760 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | 1 1/2 | 2 |
| Left | 1 1/2 | 2 |
| Chamber | C-30 | C-30 |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 393.9 | 24252(A) VC | 1 | N | | N | N | Required lamp(s) inoperative--393.9(a): right front high beam inop |
| 396.5B | 1232(C) CCR | 1 | N | | N | N | Oil and/or grease leak --396.5(b): hydraulic reservoir leaking onto ground |

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** Traffic Enforcement;

**State Information:**

Beat/Sub Area: S31; Bus Type: 1; File Code Number: 258682; Fuel Type: CNG; Odometer: 304916; Passenger Capacity: 33; Pre-Cleared Vehicle: N; Regulated Vehicle: Y; Veh #1 Type: 20;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted prior to redispatch . DO NOT return this form to the California Highway Patrol. NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: C. CARAPIA
Badge #: 18016
Copy Received By:

X_____ X_____



02805704 CA CAUDWG000478

# DRIVER/VEHICLE EXAMINATION REPORT

Query Central 3.4

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAUDWG000479
**Inspection Date:** 12/01/2020
**Start:** 8:35 AM PT **End:** 09:24 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** 02805704 **Phone#:** (626)258-1310
**MC/MX#:** 00000000 **Fax#:** (626)258-1314
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** EL MONTE
**Highway:** 3650 ROCKWELL AVE
**County:**

**MilePost:**
**Origin:**
**Destination:**

**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | New CVSA # | OOS# |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2015 | CA | 1473769 | BP3115 | 1N9MNALG4FC084199 | 34,000 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | 1 1/2 | 2 |
| Left | 1 1/2 | 2 |
| Chamber | L-20* | C-30 |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 396.3A1B | 26453 VC /011 | 1 | N | | N | N | Other brake violations--396.3A1B: unapplied air loss at proper fitting by air dryer |
| **393.45** | **1245(F) CCR** | **1** | **Y** | | **U** | **N** | **Brake tubing or hose defective--393.45: axle 2 right green brake air tubing worn to second color, chaffing against emergency side braided hose** |

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** Traffic Enforcement;

**State Information:**
Beat/Sub Area: S31; Bus Type: 1; File Code Number: 258682; Fuel Type: CNG; Odometer: 169073; Passenger Capacity: 27; Pre-Cleared Vehicle: N; Regulated Vehicle: Y; Veh #1 Type: 20;

__ I hereby declare each vehicle with a Y in the OOS column of the violation section of this report to be OUT-OF-SERVICE. No person shall operate such vehicle until all OUT-OF-SERVICE defects have been repaired and the vehicle has been restored to safe operating condition.

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted prior to redispatch . DO NOT return this form to the California Highway Patrol. NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: C. CARAPIA
Badge #: 18016
Copy Received By:

X_____ X_____



02805704 CA CAUDWG000479

# DRIVER/VEHICLE EXAMINATION REPORT

Query Central 3.4

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAUDWG000480
**Inspection Date:** 12/01/2020
**Start:** 9:25 AM PT **End:** 09:55 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** 02805704 **Phone#:** (626)258-1310
**MC/MX#:** 00000000 **Fax#:** (626)258-1314
**State#:**

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** EL MONTE
**Highway:** 3650 ROCKWELL AVE
**County:**

**MilePost:**
**Origin:**
**Destination:**

**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | New CVSA # | OOS# |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2015 | CA | 1473767 | BP3113 | 1N9MNALG0FC084197 | 34,000 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | 1 3/4 | 1 3/4 |
| Left | 1 3/4 | 1 1/2 |
| Chamber | L-20* | C-30 |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 396.3A1B | 26453 VC /011 | 1 | N | | N | N | Other brake violations--396.3A1B: UNAPPLIED AIR LOSS AT PROPER FITTING BY AIR DRYER |
| 393.11 | 24608(B) VC | 1 | N | | N | N | Midpoint amber reflector required--393.11: LEFT SIDE COVERED WITH VEHICLE WRAP.. |

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** Traffic Enforcement;

**State Information:**

Fuel Type: CNG; Odometer: 205974; Passenger Capacity: 27; Pre-Cleared Vehicle: N; Regulated Vehicle: Y; Veh #1 Type: 20; Beat/Sub Area: S31; Bus Type: 1; File Code Number: 258682;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted prior to redispatch . DO NOT return this form to the California Highway Patrol. NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: C. CARAPIA
Badge #: 18016
Copy Received By:

X_____

X_____



02805704 CA CAUDWG000480

# DRIVER/VEHICLE EXAMINATION REPORT

Query Central 3.4

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAUDWG000481
**Inspection Date:** 12/01/2020
**Start:** 9:55 AM PT **End:** 10:35 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** 02805704 **Phone#:** (626)258-1310
**MC/MX#:** 00000000 **Fax#:** (626)258-1314
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** EL MONTE
**Highway:** 3650 ROCKWELL AVE
**County:**

**MilePost:**
**Origin:**
**Destination:**

**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | New CVSA # | OOS# |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2016 | CA | 1396163 | L319 | 1N9AMALG6GC084163 | 42,720 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | 1 3/4 | 2 |
| Left | 1 3/4 | 2 |
| Chamber | C-30 | C-30 |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 396.3A1B | 26453 VC /011 | 1 | N | | N | N | Other brake violations--396.3A1B: UNAPPLIED AIR LOSS AT PROPER FITTING RIGHT SIDE OF ENGINE.. GRAY TUBING |

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** Traffic Enforcement;

**State Information:**
File Code Number: 258682; Fuel Type: CNG; Odometer: 157349; Passenger Capacity: 28; Pre-Cleared Vehicle: N; Regulated Vehicle: Y; Veh #1 Type: 20; Beat/Sub Area: S31; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted prior to redispatch . DO NOT return this form to the California Highway Patrol. NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: C. CARAPIA
Badge #: 18016
Copy Received By:

X_____ X_____



02805704 CA CAUDWG000481

# DRIVER/VEHICLE EXAMINATION REPORT

Query Central 3.4

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAUDWG000482
**Inspection Date:** 12/01/2020
**Start:** 10:36 AM PT **End:** 11:06 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** 02805704 **Phone#:** (626)258-1310
**MC/MX#:** 00000000 **Fax#:** (626)258-1314
**State#:**

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** EL MONTE
**Highway:** 3650 ROCKWELL AVE
**County:**

**MilePost:**
**Origin:**
**Destination:**

**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | New CVSA # | OOS# |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2016 | CA | 1396388 | 58 | 1N9MNALG6GC084142 | 34,250 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | 1 3/4 | 2 |
| Left | 1 3/4 | 2 |
| Chamber | L-20* | C-30 |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 396.3A1B | 26453 VC /011 | 1 | N | | N | N | Other brake violations--396.3A1B: UNAPPLIED AIR LOSS AT PROPER FITTING AT AIR DRYER |

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** Traffic Enforcement;

**State Information:**
Beat/Sub Area: S31; File Code Number: 258682; Fuel Type: CNG; Odometer: 101939; Passenger Capacity: 29; Pre-Cleared Vehicle: N; Regulated Vehicle: Y; Veh #1 Type: 20;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted prior to redispatch. DO NOT return this form to the California Highway Patrol. NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: C. CARAPIA
Badge #: 18016
Copy Received By:

X_____ X_____



02805704 CA CAUDWG000482

# DRIVER/VEHICLE EXAMINATION REPORT

Query Central 3.4

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAUDWG000483
**Inspection Date:** 12/01/2020
**Start:** 11:08 AM PT **End:** 11:32 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** 02805704 **Phone#:** (626)258-1310
**MC/MX#:** 00000000 **Fax#:** (626)258-1314
**State#:**

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** EL MONTE
**Highway:** 3650 ROCKWELL AVE
**County:**

**MilePost:**
**Origin:**
**Destination:**

**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | New CVSA # | OOS# |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | STARC | 2020 | CA | 1603148 | 3204 | 1FDFE4FS7KDC74332 | 14,500 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| **393.75A3** | **24002(A) VC /021** | **1** | **Y** | | **U** | **N** | **Tire-flat and/or audible air leak--393.75(a)(3): AXLE 2 RIGHT OUTER TIRE 12 PSI/80** |

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** Traffic Enforcement;

**State Information:**
Pre-Cleared Vehicle: N; Regulated Vehicle: Y; Veh #1 Type: 20; WC Passenger Capacity: 2; Beat/Sub Area: S31; Bus Type: 1; File Code Number: 258682; Fuel Type: P; Odometer: 16166; Passenger Capacity: 20;

__ I hereby declare each vehicle with a Y in the OOS column of the violation section of this report to be OUT-OF-SERVICE. No person shall operate such vehicle until all OUT-OF-SERVICE defects have been repaired and the vehicle has been restored to safe operating condition.

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted prior to redispatch . DO NOT return this form to the California Highway Patrol. NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: C. CARAPIA
Badge #: 18016
Copy Received By:

X_____ X_____



02805704 CA CAUDWG000483

# DRIVER/VEHICLE EXAMINATION REPORT

Query Central 3.4

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAUDWG000484
**Inspection Date:** 12/01/2020
**Start:** 11:36 AM PT **End:** 12:06 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** 02805704 **Phone#:** (626)258-1310
**MC/MX#:** 00000000 **Fax#:** (626)258-1314
**State#:**

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** EL MONTE
**Highway:** 3650 ROCKWELL AVE
**County:**

**MilePost:**
**Origin:**
**Destination:**

**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | New CVSA # | OOS# |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2010 | CA | 05632P2 | 1142 | 1FDFE4FSXADA70025 | 14,500 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

## VIOLATIONS

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** Traffic Enforcement;

**State Information:**
Veh #1 Type: 20; WC Passenger Capacity: 2; File Code Number: 258682; Fuel Type: G; Odometer: 134322; Passenger Capacity: 18; Pre-Cleared Vehicle: N; Regulated Vehicle: Y; Beat/Sub Area: S31; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted prior to redispatch . DO NOT return this form to the California Highway Patrol. NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: C. CARAPIA
Badge #: 18016
Copy Received By:

X_____

X_____



02805704 CA CAUDWG000484

# DRIVER/VEHICLE EXAMINATION REPORT

Query Central 3.4

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAUDWG000485
**Inspection Date:** 12/01/2020
**Start:** 12:03 PM PT **End:** 12:34 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** 02805704 **Phone#:** (626)258-1310
**MC/MX#:** 00000000 **Fax#:** (626)258-1314
**State#:**

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** EL MONTE
**Highway:** 3650 ROCKWELL AVE
**County:**

**MilePost:**
**Origin:**
**Destination:**

**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | New CVSA # | OOS# |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2010 | CA | 26500P2 | 1144 | 1FDFE4FSXADA70073 | 14,500 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 393.11 | 24607 VC | 1 | N | | N | N | Rear red reflectors required--393.11: missing on left and right sides |

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** Traffic Enforcement;

**State Information:**
WC Passenger Capacity: 2; Beat/Sub Area: S31; Bus Type: 1; File Code Number: 258682; Fuel Type: G; Odometer: 118741; Passenger Capacity: 18; Pre-Cleared Vehicle: N; Regulated Vehicle: Y; Veh #1 Type: 20;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted prior to redispatch . DO NOT return this form to the California Highway Patrol. NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: C. CARAPIA
Badge #: 18016
Copy Received By:

X_____ X_____



02805704 CA CAUDWG000485

# DRIVER/VEHICLE EXAMINATION REPORT

Query Central 3.4

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAUDWG000486
**Inspection Date:** 12/01/2020
**Start:** 12:22 PM PT **End:** 12:58 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** 02805704 **Phone#:** (626)258-1310
**MC/MX#:** 00000000 **Fax#:** (626)258-1314
**State#:**

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** EL MONTE
**Highway:** 3650 ROCKWELL AVE
**County:**

**MilePost:**
**Origin:**
**Destination:**

**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | New CVSA # | OOS# |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2017 | CA | 1527078 | 2217 | 1FDFE4FS8HDC49335 | 14,500 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

## VIOLATIONS

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** Traffic Enforcement;

**State Information:**
Beat/Sub Area: S31; Bus Type: 1; File Code Number: 268682; Fuel Type: G; Odometer: 46804; Passenger Capacity: 18; Pre-Cleared Vehicle: N; Regulated Vehicle: Y; Veh #1 Type: 20; WC Passenger Capacity: 2;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted prior to redispatch . DO NOT return this form to the California Highway Patrol. NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: C. CARAPIA
Badge #: 18016
Copy Received By:

X_____

X_____



02805704 CA CAUDWG000486

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE

CHP 343 (Rev. 12-17) OPI 082

| NEW TERMINAL INFORMATION | CA NUMBER | FILE CODE NUMBER | COUNTY CODE | BED |
|---|---|---|---|---|
| ☒ Yes ☐ No | 216255 | 258682 | 19 | |
| **TERMINAL TYPE** | **CODE** | **OTHER PROGRAM(S)** | **LOCATION CODE** | **SUBAREA** |
| ☐ Truck ☒ Bus ☐ Mod Limo | B | | 525 | S31 |

| CARRIER LEGAL NAME | TERMINAL NAME (IF DIFFERENT) | TELEPHONE NUMBER (W/ AREA CODE) |
|---|---|---|
| Southland Transit Inc | | (626) 258-1310 |

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE)
3650 Rockwell Ave El Monte, CA 91731

| MAILING ADDRESS (NUMBER, STREET, CITY, ZIP CODE) (IF DIFFERENT FROM ABOVE) | INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY) |
|---|---|
| | 3650 Rockwell Ave El Monte, CA 91731 |

## LICENSE, FLEET AND TERMINAL INFORMATION

| HM LIC. NO. | HWT REG. NO. | IMS LIC. NO. | TRUCKS AND TYPES | TRAILERS AND TYPES | PASS VEHS BY TYPE | DRIVERS | BIT FLEET SIZE |
|---|---|---|---|---|---|---|---|
| | | | | | I 36 II Mod Limo | 64 | Powered |
| **EXP. DATE** | **EXP. DATE** | **EXP. DATE** | **REG. CT.** | **HW VEH.** | **HW CONT.** | **PPB/CSAT** | Towed |
| | | | | | | ☒ Yes ☐ No ☐ N/A | |

| TERMINALS IDENTIFIED IN SECTION 34515(b) CVC | FILE CODE NUMBERS OF TERMINALS INCLUDED IN INSPECTION AS A RESULT OF SECTION 34515(b) CVC |
|---|---|
| ☐ Yes ☒ No | |

## EMERGENCY CONTACTS *(In Calling Order of Preference)*

| EMERGENCY CONTACT (NAME) | DAY TELEPHONE NO. (W/ AREA CODE) | NIGHT TELEPHONE NO. (W/ AREA CODE) |
|---|---|---|
| Norma Mota | (626) 258-1310 | (626) 258-1310 |
| Wayne Seale | (626) 258-1310 | (626) 734-5842 |

## ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [ 2020 ]

| A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|
| ☐ UNDER 15,000 | ☐ 15,001 — 50,000 | ☐ 50,001 — 100,000 | ☒ 100,001 — 500,000 | ☐ 500,001 — 1,000,000 | ☐ 1,000,001 — 2,000,000 | ☐ 2,000,001 — 5,000,000 | ☐ 5,000,001 — 10,000,000 | ☐ MORE THAN 10,000,000 |

## OPERATING AUTHORITIES OR PERMITS

| | | | | |
|---|---|---|---|---|
| **PUC** | ☐ T | ☐ TCP ☐ PSC | MOTOR CARRIER OF PROPERTY PERMIT ACTIVE ☐ Yes ☐ No ☒ N/A | IMS FITNESS EVALUATION ☐ Yes ☒ No |
| **USDOT** | USDOT NUMBER 2805704 | ☐ MC ☐ MX | ☐ MC ☐ MX | REASON FOR INSPECTION Annual Bus Inspection |

**INSPECTION RATINGS:** S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

| INSPECTION FINDINGS | | MAINTENANCE PROGRAM | DRIVER RECORDS | REG. EQUIPMENT | HAZARDOUS MATERIALS | TERMINAL |
|---|---|---|---|---|---|---|
| **REQUIREMENTS** | **VIOL** | | | | | |
| MAINTENANCE PROGRAM | | 1 S 2 S 3 S 4 S | 1 S 2 S 3 S 4 S | 1 S 2 S 3 S 4 S | 1 2 3 4 | 1 S 2 S 3 S 4 S |
| DRIVER RECORDS | | No. 9 Time 1.0 | No. 16 Time 3.5 | No. 9 Time 6.5 | TIME | TOTAL TIME 11.0 |
| DRIVER HOURS | | HAZARDOUS MATERIALS ☒ No H/M Transported ☐ No H/M violations noted | | CONTAINERS/TANKS No. Time | VEHICLES PLACED OUT-OF-SERVICE Vehicles Units | |
| BRAKES | 1 | | | | | |
| LAMPS & SIGNALS | | | | | | |
| CONNECTING DEVICES | | | | | | |
| STEERING & SUSPENSION | | | | | | |
| TIRES & WHEELS | | | | | | |
| EQUIPMENT REQUIREMENTS | 1 | | | | | |
| CONTAINERS & TANKS | | | | | | |
| HAZARDOUS MATERIALS | | | | | | |

REMARKS

Information

Terminal is rated satisfactory at this time, see attached report for additional information.

| INSPECTION TYPE | NON-BIT | CPSS | CHP 345 | CHP 1000 COL. | INSPECTION DATE(S) | TIME IN | TIME OUT |
|---|---|---|---|---|---|---|---|
| ☒ I ☐ R | ☐ | ☐ Yes ☐ No | ☐ | 5 | 12/07/21, 12/08/21 | 07:30 | 11:30 |

| INSPECTED BY (NAME(S)) | ID NUMBER(S) | SUSPENSE DATE |
|---|---|---|
| J. Paz | A12829 | ☒ Auto ☐ None |

## MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through ____), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 business days of the rating.

| CURRENT TERMINAL RATING | CARRIER REPRESENTATIVE'S SIGNATURE | DATE |
|---|---|---|
| **SATISFACTORY** | Norma Mota | 12/08/2021 |

| CARRIER REPRESENTATIVE'S PRINTED NAME | TITLE | DRIVER LICENSE NUMBER | STATE |
|---|---|---|---|
| Norma Mota | D & A Program Manager | | |

California Highway Patrol

| US DOT # | Legal: SOUTHLAND TRANSIT INC |
|---|---|
| 2805704 | Operating (DBA): |

**MC/MX #:** **State #:** 216255 **Federal Tax ID:** 95-4866709 (EIN)

**Review Type:** Non-ratable Review - Special Study

**Scope:** Terminal **Location of Review/Audit:** Company facility in the U. S. **Territory:** C

| Operation Types | Interstate | Intrastate |
|---|---|---|
| Carrier: | N/A | Non-HM |
| Shipper: | N/A | N/A |
| Cargo Tank: | N/A | |

**Business:** Corporation

**Gross Revenue:** **for year ending:**

**Company Physical Address:**

3650 ROCKWELL AVE
EL MONTE, CA 91731

**Contact Name:** Norma Mota
**Phone numbers:** **(1)** 626- 258-1310 **(2)** **Fax**
**E-Mail Address:**

**Company Mailing Address:**

3650 ROCKWELL AVE
EL MONTE, CA 91731

**Carrier Classification**

Other: Intra

**Cargo Classification**

Passengers

**Equipment**

| | Owned | Term Leased | Trip Leased | Owned | Term Leased | Trip Leased |
|---|---|---|---|---|---|---|
| Minibus, 16+ | 36 | 0 | 0 | | | |

Power units used in the U.S.: 36
Percentage of time used in the U.S.: 100

**Does carrier transport placardable quantities of HM?** No
**Is an HM Permit required?** N/A

**Driver Information**

| | Inter | Intra |
|---|---|---|
| < 100 Miles: | | 64 |
| >= 100 Miles: | | |

**Average trip leased drivers/month:** 0
**Total Drivers:** 64
**CDL Drivers:** 64

| | | |
|---|---|---|
| **SOUTHLAND TRANSIT INC - Terminal**<br>U.S. DOT #: 2805704 | State #: 216255 | Review Date:<br>12/08/2021 |

## Part A

QUESTIONS regarding this report maybe directed to the Southern Division Motor Carrier Safety Unit at:

437 N. Vermont Ave.
Los Angeles, CA 90004
(323) 644-9557

**This TERMINAL REVIEW deals only with safety compliance at this terminal.**

**Person(s) Interviewed**

**Name:** Norma Mota — **Title:** D & A Program Manager

**Name:** Wayne Seal — **Title:** Director of Maintenance

| | | |
|---|---|---|
| **SOUTHLAND TRANSIT INC - Terminal**<br>U.S. DOT #: 2805704 | State #: 216255 | Review Date:<br>12/08/2021 |

## Part B Violations

| Safety Fitness Rating Information: | | |
|---|---|---|
| **Total Miles Operated** | 100,001 | **OOS Vehicle (CR):** 0 |
| **Recordable Accidents** | 0 | **Number of Vehicle Inspected (CR):** 9 |
| | | **OOS Vehicle (MCMIS):** 0 |
| | | **Number of Vehicles Inspected (MCMIS):** 0 |

**Your proposed safety rating is :**

# This Review is not Rated.

| | | |
|---|---|---|
| | **SOUTHLAND TRANSIT INC - Terminal**<br>U.S. DOT #: 2805704 State #: 216255 | Review Date:<br>12/08/2021 |

## Part B Requirements and/or Recommendations

1. Questions related to this inspection may be directed to the Southern Division Motor Carrier Safety Unit Supervisor at (323) 644-9557.

2. For questions about Employer Pull Notice Program: 916-657-6346

| | | |
|---|---|---|
| **SOUTHLAND TRANSIT INC - Terminal**<br>U.S. DOT #: 2805704 | State #: 216255 | Review Date:<br>12/08/2021 |

## Part C

**Reason for Review:** Other Bus
**Planned Action:** Compliance Monitoring

**Parts Reviewed Certification:**
325 382 383 387 390 391 392 393 395 396 397 398 399 171 172 173 177 178 180

**Prior Reviews**
12/3/2020
11/13/2019
11/16/2018

**Prior Prosecutions**

**Reason not Rated:** Special Study **Study Code:** CA

**Unsat/Unfit Information**

**Is the motor carrier of passengers subject to the safety fitness procedures contained in 49 CFR part 385 subpart A, AND does it transport passengers in a commercial motor vehicle?** No

**Does carrier transport placardable quantities of hazardous materials?**

**Unsat/Unfit rule:** Not Applicable

**Corporate Contact:** Norma Mota
**Corporate Contact Title:** D & A Program Manager

**Special Study Information:**

**Remarks:**

Terminal Name: Southland Transit, Inc. CA - 216255

Terminal Address: 3650 Rockwell Ave. El Monte, CA 91731 FCN - 258682

Rating Information:
In accordance with 13 CCR 1233, this terminal has been rated satisfactory at this time.

Maintenance Program Violations:
No violations discovered

Driver Records Violations:
No violations discovered

Hours of Service Violations:
No violations discovered

| | | | |
|---|---|---|---|
| **Upload Authorized:** | **Yes** | **No** | |
| **Authorized by:** | | | **Date:** |
| **Uploaded:** | **Yes** | **No** | **Failure Code:** |
| **Verified by:** | | | **Date:** |



R3QKDKCA2N1AA

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAN9WD001614
**Inspection Date:** 12/07/2021
**Start:** 7:00 AM PT **End:** 7:40 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

**Carrier:** SOUTHLAND TRANSIT INC
**DBA:**
3650 ROCKWELL AVE
EL MONTE, CA, 91731
**USDOT:** 2805704 **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:** (626)258-1314
**State#:** 216255
**Location:** EL MONTE
**Highway:**
**County:** LOS ANGELES

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**Milepost:** **Shipper:** N/A
**Origin:** **Bill of Lading:** N/A
**Destination:** **Cargo:**

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate | Equipment ID | VIN | GVWR | CVSA Existing | CVSA # |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2016 | CA | 1396388 | 58 | 1N9MNALG6GC084142 | 34250 | | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | 1 1/2 | 1 3/4 |
| Left | 1 1/2 | 1 3/4 |
| Chamber | L-20* | L-30 |

**VIOLATIONS**:No violations were discovered

**HazMat:** No HM transported **Placard:** **Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**
Odometer: 135696; File Code Number: 216255; Fuel Type: D; Bus Type: 1; Beat/Sub Area: S31; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

Report Prepared By: J. Paz
ID/Badge #: A12829
Copy Received By:

X _____ X _____



02805704 CA CAN9WD001614

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAN9WD999969
**Inspection Date:** 12/07/2021
**Start:** 7:47 AM PT **End:** 8:21 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

**Carrier:** SOUTHLAND TRANSIT INC
**DBA:**
3650 ROCKWELL AVE
EL MONTE, CA, 91731
**USDOT:** 2805704 **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:** (626)258-1314
**State#:** 216255
**Location:** EL MONTE
**Highway:**
**County:** LOS ANGELES

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**Milepost:** **Shipper:** N/A
**Origin:** N/A **Bill of Lading:** N/A
**Destination:** N/A **Cargo:** N/A

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate | Equipment ID | VIN | GVWR | CVSA Existing | CVSA # |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2010 | CA | 05632P2 | 1142 | 1FDFE4FSXADA70025 | 14500 | | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

**VIOLATIONS**:No violations were discovered

**HazMat:** No HM transported **Placard:** **Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**
Odometer: 154760; File Code Number: 258682; Fuel Type: G; Passenger Capacity: 18; WC Passenger Capacity: 2; Bus Type: 1; Beat/Sub Area: S31; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

Report Prepared By: J. Paz
ID/Badge #: A12829
Copy Received By:

*X* _____ *X* _____



02805704 CA CAN9WD999969

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAA128299122
**Inspection Date:** 12/07/2021
**Start:** 8:22 AM PT **End:** 9:11 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

**Carrier:** SOUTHLAND TRANSIT INC
**DBA:**
3650 ROCKWELL AVE
EL MONTE, CA, 91731
**USDOT:** 2805704 **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:** (626)258-1314
**State#:** 216255
**Location:** EL MONTE
**Highway:**
**County:** LOS ANGELES

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**Milepost:** **Shipper:** N/A
**Origin:** **Bill of Lading:** N/A
**Destination:** **Cargo:**

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate | Equipment ID | VIN | GVWR | CVSA Existing | CVSA # |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2016 | CA | 1396162 | L318 | 1N9AMALG7GC084169 | 27720 | | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | 1 1/4 | 1 1/2 |
| Left | 1 1/4 | 1 1/2 |
| Chamber | C-30 | C-30 |

**VIOLATIONS**

| Section | Type | Unit | OOS | CP | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|---|
| 1245(f)(5) T-13 CCR | S | 1 | N | N | | N | N | Brake hose/tubing leaking, constricted or defective--393.45D: Axle # 1 left brake hose worn to cords. |
| 1239 T-13 CCR/325 | S | 1 | N | N | | N | N | Passenger-carrying vehicle (Bus), required emergency exit is missing, inoperative, not properly marked or obstructed OOS violation--393.62A--Specify: Left # 1 emergency exit missing emergency exit sign. |

**HazMat:** No HM transported **Placard:** **Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**
Odometer: 201687; File Code Number: 258682; Fuel Type: CNG; Passenger Capacity: 28; WC Passenger Capacity: 4; Bus Type: 1; Beat/Sub Area: S31; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

Pursuant to Section 24004 CVC, violations recorded on this SafetyNet Inspection Report must be corrected prior to redispatch. Violations marked out of service must be corrected before the vehicle is operated on the highway. For your convenience, KEEP THIS REPORT OR A COPY IN THE VEHICLE UNTIL ALL VIOLATIONS ARE CLEARED. This document should NOT be forwarded to the court for clearance procedures. DO NOT RETURN THIS FORM TO THE CALIFORNIA HIGHWAY PATROL.

Report Prepared By: J. Paz
ID/Badge #: A12829

Copy Received By:

X _____

X _____



02805704 CA CAA128299122

# DRIVER/VEHICLE EXAMINATION REPORT



**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAA128299121
**Inspection Date:** 12/07/2021
**Start:** 9:12 AM PT **End:** 9:45 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

**Carrier:** SOUTHLAND TRANSIT INC
**DBA:**
3650 ROCKWELL AVE
EL MONTE, CA, 91731
**USDOT:** 2805704 **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:** (626)258-1314
**State#:** 216255
**Location:** EL MONTE
**Highway:**
**County:** LOS ANGELES

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**Milepost:** **Shipper:** N/A
**Origin:** N/A **Bill of Lading:** N/A
**Destination:** N/A **Cargo:** N/A

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate | Equipment ID | VIN | GVWR | CVSA Existing | CVSA # |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2010 | CA | 26501P2 | 1143 | 1FDFE4FS2ADA70049 | 14500 | | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

**VIOLATIONS**:No violations were discovered

**HazMat:** No HM transported **Placard:** **Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**
Odometer: 170676; File Code Number: 258682; Fuel Type: G; Passenger Capacity: 18; WC Passenger Capacity: 2; Bus Type: 1; Beat/Sub Area: S31; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

Report Prepared By: J. Paz
ID/Badge #: A12829

Copy Received By:

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02805704 CA CAA128299121

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAA128299120
**Inspection Date:** 12/07/2021
**Start:** 9:46 AM PT **End:** 10:25 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

**Carrier:** SOUTHLAND TRANSIT INC
**DBA:**
3650 ROCKWELL AVE
EL MONTE, CA, 91731
**USDOT:** 2805704 **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:** (626)258-1314
**State#:** 216255
**Location:** EL MONTE
**Highway:**
**County:** LOS ANGELES

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**Milepost:** **Shipper:** N/A
**Origin:** N/A **Bill of Lading:** N/A
**Destination:** N/A **Cargo:** N/A

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate | Equipment ID | VIN | GVWR | CVSA Existing | CVSA # |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2016 | CA | 1396389 | 59 | 1N9MNALG8GC084143 | 34250 | | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | 1 1/2 | 1 3/4 |
| Left | 1 1/2 | 1 3/4 |
| Chamber | L-20 | L-30 |

**VIOLATIONS**: No violations were discovered

**HazMat:** No HM transported **Placard:** **Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**
Odometer: 179810; File Code Number: 216255; Fuel Type: CNG; Passenger Capacity: 29; WC Passenger Capacity: 2; Bus Type: 1; Beat/Sub Area: S31; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

Report Prepared By: J. Paz
ID/Badge #: A12829
Copy Received By:

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02805704 CA CAA128299120

# DRIVER/VEHICLE EXAMINATION REPORT



**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAN9WD001615
**Inspection Date:** 12/07/2021
**Start:** 10:26 AM PT **End:** 11:11 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

**Carrier:** SOUTHLAND TRANSIT INC
**DBA:**
3650 ROCKWELL AVE
EL MONTE, CA, 91731
**USDOT:** 2805704 **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:** (626)258-1314
**State#:** 216255
**Location:** EL MONTE
**Highway:**
**County:** LOS ANGELES

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**Milepost:** **Shipper:** N/A
**Origin:**
**Destination:**
**Bill of Lading:** N/A
**Cargo:**

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate | Equipment ID | VIN | GVWR | CVSA Existing | CVSA # |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2009 | CA | 1242042 | 3373 | 1FDXE45S89DA83440 | 14500 | | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

**VIOLATIONS**:No violations were discovered

**HazMat:** No HM transported **Placard:** **Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**
Odometer: 225621; File Code Number: 258682; Fuel Type: G; Passenger Capacity: 18; WC Passenger Capacity: 2; Bus Type: 1; Beat/Sub Area: S31; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

Report Prepared By: J. Paz
ID/Badge #: A12829

Copy Received By:

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X _____



02805704 CA CAN9WD001615

CHP407F/343A-inSPECT **DRIVER/VEHICLE EXAMINATION REPORT** Inspect 1.117.7961

**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAN9WD001616
**Inspection Date:** 12/07/2021
**Start:** 11:12 AM PT **End:** 11:55 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

**Carrier:** SOUTHLAND TRANSIT INC
**DBA:**
3650 ROCKWELL AVE
EL MONTE, CA, 91731
**USDOT:** 2805704 **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:** (626)258-1314
**State#:** 216255
**Location:** EL MONTE
**Highway:**
**County:** LOS ANGELES

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**Milepost:** **Shipper:** N/A
**Origin:** N/A **Bill of Lading:** N/A
**Destination:** N/A **Cargo:** N/A

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate | Equipment ID | VIN | GVWR | CVSA Existing | CVSA # |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2015 | CA | 1473769 | BP3115 | 1N9MNALG4FC084199 | 34000 | | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | 1 1/4 | 1 1/2 |
| Left | 1 1/4 | 1 1/2 |
| Chamber | L-20 | C-30 |

**VIOLATIONS**:No violations were discovered

**HazMat:** No HM transported **Placard:** **Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**
Odometer: 183536; File Code Number: 2586782; Fuel Type: CNG; Passenger Capacity: 27; WC Passenger Capacity: 2; Bus Type: 1; Beat/Sub Area: S31; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

Report Prepared By: J. Paz
ID/Badge #: A12829
Copy Received By:

X _____ X _____



02805704 CA CAN9WD001616

# DRIVER/VEHICLE EXAMINATION REPORT



**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAN9WD001617
**Inspection Date:** 12/07/2021
**Start:** 11:56 AM PT **End:** 12:43 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

**Carrier:** SOUTHLAND TRANSIT INC
**DBA:**
3650 ROCKWELL AVE
EL MONTE, CA, 91731
**USDOT:** 2805704
**MC/MX#:**
**State#:** 216255
**Location:** EL MONTE
**Highway:**
**County:** LOS ANGELES

**Phone#:** (626)258-1310
**Fax#:** (626)258-1314

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**Milepost:** **Shipper:** N/A
**Origin:** N/A
**Destination:** N/A
**Bill of Lading:** N/A
**Cargo:** N/A

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate | Equipment ID | VIN | GVWR | CVSA Existing | CVSA # |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2016 | CA | 1395164 | L3209 | 1N9AMALG8GC084164 | 42720 | | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | 1 1/2 | 1 1/2 |
| Left | 1 1/2 | 1 1/2 |
| Chamber | C-30 | C-30 |

**VIOLATIONS**: No violations were discovered

**HazMat:** No HM transported **Placard:** **Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**
Odometer: 189163; File Code Number: 258682; Fuel Type: CNG; Bus Type: 1; Beat/Sub Area: S31; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

Report Prepared By: J. Paz
ID/Badge #: A12829

Copy Received By:

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X _____



02805704 CA CAN9WD001617

# DRIVER/VEHICLE EXAMINATION REPORT



**California Highway Patrol**
**411 North Central Avenue, #410**
**Glendale, CA 91203**
**Phone: (323) 644-9557**
**Internationally Accredited Agency CHP407F/343A**

**Report Number:** CAN9WD001618
**Inspection Date:** 12/07/2021
**Start:** 12:44 PM PT **End:** 1:27 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

**Carrier:** SOUTHLAND TRANSIT INC
**DBA:**
3650 ROCKWELL AVE
EL MONTE, CA, 91731
**USDOT:** 2805704
**MC/MX#:**
**State#:** 216255
**Location:** EL MONTE
**Highway:**
**County:** LOS ANGELES

**Phone#:** (626)258-1310
**Fax#:** (626)258-1314

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**Milepost:** **Shipper:** N/A
**Origin:** N/A **Bill of Lading:** N/A
**Destination:** N/A **Cargo:** N/A

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate | Equipment ID | VIN | GVWR | CVSA Existing | CVSA # |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2012 | CA | 19136S1 | 4804 | 1FDFE4FS8CDA03362 | 14500 | | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

**VIOLATIONS**: No violations were discovered

**HazMat:** No HM transported **Placard:** **Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**
Odometer: 90253; File Code Number: 258682; Fuel Type: G; Passenger Capacity: 12; WC Passenger Capacity: 2; Bus Type: 1; Beat/Sub Area: S31; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

Report Prepared By: J. Paz
ID/Badge #: A12829

Copy Received By:

X _____

X _____



02805704 CA CAN9WD001618

## Exhibit 7 – CBE Program Outreach/Good Faith Efforts

Southland Transit Inc.

# CBE Outreach Event– El Sol Shuttle Service

## RFP No. BRC0000355


1. CBE Outreach Progress Report ..... pg 3
2. Letter to prospective CBE Vendors ..... pg 4
3. List of Contacted CBE Vendor Emails ..... pg 5
4. Summary of email interactions ..... pg 28
5. CBE Vendor responses ..... pg 29
6. CBE Bid Proposal Request Advertising Letter ..... pg 38
7. Bid Proposal Advertisement Correspondence ..... pg 39
8. Advertisement – San Gabriel Valley Tribune ..... pg 42
9. Advertisement – LA Sentinel Newspaper ..... pg 53
10. CBE Outreach In-Person Meeting Agenda ..... pg 58
11. CBE Outreach Meeting TEAMS Online Invitation ..... pg 60
12. Outreach Event Attendance Record ..... pg 61
13. Outreach Event Notes ..... pg 62

**COMMUNITY BUSINESS ENTERPRISES - OUTREACH PROGRESS - EL Sol Shuttle Service - RFP No. BRC0000355**

| DATE | TIME | ENTITY | PERSON OF CON | Title | NOTES/POINT OF DISCUSSION |
|---|---|---|---|---|---|
| 19-Jul | 14:32 | CBESBE | CBESBE@dcba.la | NA | email sent to obtain CBE Program List |
| 19-Jul | 15:00 to | CBESBE | NO RESPONSE | NA | Direct Call to CBESBE to obtain CBE Listing, on hold, no response, on hold till 16:12pm |
| 19-Jul | 16:13 | CBESBE | Melinda | CBE Counselor | Direct Call to CBESBE to obtain CBE Listing, on hold, no response, on hold till 16:12p, left call work phone as call back number |
| 19-Jul | 16:23 | Office of SB | Melinda | CBE Counselor | email listing of CBE's received |
| 20-Jul | 10:50 to | 893 CBE VENDC | 893 CONTACTS | NA | Setup MailChimp for email blasts, download CBE emails into mailchimp, edit outreach letter & news add. Ran into issue with mailchimp, Haik helped to try and cc Jason and add attachments. Had to revise entire email. |
| 20-Jul | 15:59 | 893 CBE VENDC | 893 CONTACTS | NA | blast email sent to 893 CBE Vendors. |
| 20-Jul | 16:06 | CIVIL WORKS EI | MARIE MARSTON | President at Civil Works Engineers, Inc | response email received, she is on vacation and will return 07/27, NEW EMAIL Marie Marston <Marie.Marston@deainc.com> |
| 20-Jul | 16:12 | MEGA HZ ELEC | RAUL ALVIDREZ | Owner, MegaHertz Electric Inc | response email received, will be out of the office from Wednesday (7/20/22) until Monday (7/25/22) and will return emails at my earliest convenience on Tuesday (7/26/22) For project-related questions, please contact Jessica at (818) 566-1850 ext. 104 or email Jessica@megahertzsign.com For billing related questions, please contact Bel at (818) 566-1850 ext. 105 or email Bel@megahertsign.com |
| 20-Jul | 16:29 | R.T. Clown, Inc. | Robin Charin | CEO/Owner, R.T. Clown, Inc. Events & Entertainment | email response: We are not the right vendor for you. We do entertainment for events. |
| 20-Jul | 16:38 | STERN BROTHE | Lisa Liebschutz | Director, Marketing & Communications | email response: out of the office and will return on Monday, July 25th. FINRA Broker-dealer |
| 20-Jul | 16:40 | Blue Cypress Cc | Caroline Evans | Founding Principal and Community Planner | email reponse: PTO from July 18-22 and will respond to your email upon my return. If you need immediate help, please email Melissa Ting (melissa.ting@bluecypress-consulting.com). Blue Cypress Consulting, LLC I A Woman Owned Small Business (WOSB/WBE/DBE) o. (470) 322-5100 ext.1 m. (404) 824-7607 e. caroline.evans@bluecypress-consulting.com w. www.bluecypress-consulting.com a. 315 W Ponce de Leon Avenue, Suite 905, Decatur, GA 30030 |
| 20-Jul | 19:31 | P.A. ARCA ENGI | Perfecto A. Arca | PE, QSD | email response: sorry, we are Design Civil Engineers & Land Surveyors. |
| 20-Jul | 23:14 | Zuhuri Beauty | EnJunaya Canton | Founder, Formulator and | email response: created JC NON-TOXIC CLEANING SERVICES as a DBA and would love to participate in this opportunity. I am certified as a woman and minority owned business with the City already with Zuhuri Beauty and will find out how I can quickly become certified for this company. |
| 21-Jul | 7:57 | L. D. KING ENGI | Lora Pry | NA | email response: Please forward all emails to Pam Waddingham at pwaddingham@ldking.com |
| 21-Jul | 8:19 | P.A. ARCA ENGI | Perfecto A. Arca | PE, QSD | reply email sent, noted business type / services not relevant |
| 21-Jul | 9:02 | Zuhuri Beauty | EnJunaya Canton | Founder, Formulator and | reply email sent, reminding of outreach meeting and would consider Janitorial Services |
| 21-Jul | 9:18 | L. D. KING ENGI | Pam Waddinghar | NA | reply email sent, forwarding to new email to Pam per Lora Pry's request |
| 21-Jul | 14:20 | LA Sentinal Nev | Lisa | Advertising Specialist | inquired about placing ad in LA Sentinal paper I for ElSol RFP - P/Lisa they do not do legal ads, email to Diana provided for inquiry - diana@lacentinal.net |
| 21-Jul | 14:32 | San Gabriel Val | Carla Asmundon | Regional Advertising Sale | inquired about placing ad in San Gabriel Valley Tribune I for ElSol RFP - new procedure, Carla will email me the link to get started 626-544-0890 |
| 21-Jul | 14:35 | San Gabriel Val | Carla Asmundon | Advertising Specialist | Carla responded with new link to place ad with San Gabriel Valley Tribune |
| 21-Jul | 14:40 | LA Sentinal Nev | Diana - diana@la | Advertising Specialist | emailed Diana at La Sentinel as advised, inquiring about placing an ad for EL Sol RFP |

| | | | | | |
|---|---|---|---|---|---|
| 21-Jul | 14:59 | San Gabriel Val | Online portal | Advertising Portal | submitted draft for ad 07/25 to 7/29 awaiting confirmation |
| 21-Jul | 15:19 | Daily Journal | 800-788-7840 ma | Advertising Dept Hotline | called Hotline for info on placing ad for El Sol RFP was transferred to legal extension, left voicemail |
| 21-Jul | 15:24 | Daily Journal | classifieds@daily | Classifieds Ad Dept | emailed Daily Journal classifieds dpt inquiring about placing ad for El Sol RFP, awaiting reply |
| 21-Jul | 15:44 | San Gabriel Val | Column Support | Column Support Auto en | ad confirmed , invoice received |
| 21-Jul | 15:50 | San Gabriel Val | Online portal | Invoice payment | payment for ad submitted |
| 21-Jul | 16:00 | LA Sentinal Nev | Diana Pinkney | Advertising Specialist | left voicemail inquiring ad in paper |
| 21-Jul | 16:07 | San Gabriel Val | Column Support | Column Support Auto en | payment for ad confirmed |
| 21-Jul | 16:34 | LA Sentinal Nev | Diana Pinkney | Advertising Specialist | diana forwarded pricing list for ad in paper |
| 21-Jul | 16:35 | LA Sentinal Nev | Diana Pinkney | Advertising Specialist | spoke with Diana regarding pricing, offered discount for unlisted page size 3/7 - 2 days of ad at $1,449.00 each |
| 21-Jul | 16:54 | LA Sentinal Nev | Diana Pinkney | Advertising Specialist | called back to explain we previously only paid $350, she stated it would be a 2 by2 section and that it would be too small to fit |
| 21-Jul | 16:55 | Daily Journal | Natalie Mendoza | Government Ad Dpt | left message with Natalie regarding placing ad awaiting call back - 800-788-7840x5532 |
| 21-Jul | 17:20 | LA Sentinal Nev | Diana Pinkney | Advertising Specialist | emailed Diana a screenshot of previous listing from 2021 to negotiate better price |
| 22-Jul | 8:00 | Daily Journal | classifieds@daily | Classifieds Ad Dept | follow up email regarding classified listing due to no response via phone or email as of yet |
| 22-Jul | 8:10 | mailchimp | mailchimp bulk e | email provider | checked email blast performance.. 855 emails delivered, 38 bounced, 296 opened, 7 clicked to date |
| 22-Jul | 8:29 | Daily Journal | Natalie Mendoza | Government Ad Dpt | follow up call to Natalie, no response - 2nd voicemail left |
| 22-Jul | 8:51 | Los Angeles Bus | Rosz Murray | Classified Sales Manager | rmurray@labusinessjournal.com - emailed Rosz as described online inquiring ad in LA Business Journal paper due to no response from Daily Journal. 323-549-5225 x215 |
| 22-Jul | 9:15 | LA Sentinal Nev | Online portal | Advertising | Created Listing online as Diana was trying to charge too much. 1 week listing total $75.27 instead, sent preview and cost to jason for approval |
| 22-Jul | 10:03 | Daily Journal | Liliana Moreno C | Advertising | email reply with quote received 5 days 08/01 to 08/05 - $323.75 |
| 22-Jul | 10:19 | Daily Journal | Liliana Moreno C | Advertising | responded to Liliana to check if listing could possibly be ran sooner than 08/01 |
| 22-Jul | 10:28 | Los Angeles Bus | Rosz Murray | Classified Sales Manager | email response from Rosz- weekly journal, 1st day would be 08/01 - $600 |
| 22-Jul | 11:00 | Daily Journal | Liliana Moreno C | Advertising | email response - can start ad on 07/26 |
| 22-Jul | 11:11 | LACDWP | ANNA LEUNG | Business Relations Divisi | call to Ms Leung regarding clarification if CBE proposals must be listed in newspaper or if online ad is sufficient |
| 22-Jul | 11:19 | SRL Enterprises | Romaine Lewis | President & Managing M | called to inquire if online ad for CBE, Romaine confirmed online ad is sufficient |
| 22-Jul | 11:26 | LA Sentinal Nev | Online portal | Advertising | payment submitted and online ad placed |
| 22-Jul | 11:48 | Los Angeles Bus | Rosz Murray | Classified Sales Manager | emailed Rosz, cancelled ad request - no longer needed |
| 22-Jul | 11:55 | mailchimp | mailchimp bulk e | email provider | update email blast performance.. 855 emails delivered, 38 bounced, 297 opened, 7 clicked to date |
| 22-Jul | 11:56 | Daily Journal | Liliana Moreno C | Advertising | ad request canx confirmed due to inapprobriate time frame and found other provider to place ad |
| 22-Jul | 12:03 | Los Angeles Bus | Rosz Murray | Classified Sales Manager | Rosz confirmed cancellation of ad |
| 26-Jul | 12:52 | Janco & Winnex Inc. dba Janmartusa | Jennifer Renshaw | Owner | CBE Vendor Response : Thank you for your invitation. Yes, We are interest to do the uniform project. I will be joining your zoom meeting tomorrow |
| 26-Jul | 14:47 | JC Janitorial | EnJunaya Canton | Owner | responded to Jennifer with Teams link |
| 26-Jul | 14:45 | JC Janitorial | EnJunaya Canton | Owner | Thank you very much! I look forward to the meeting tomorrow. |
| 27-Jul | 10:35 | JC Janitorial | EnJunaya Canton | Owner | In person outreach meeting held with Enjunaya. |
| 27-Jul | 11:05 | Janco & Winnex Inc. dba Janmartusa | Jennifer Renshaw | Owner | Jennifer attended via Teams to outreach meeting |
| 27-Jul | 11:42 | CM Simple Jani | *Dori Mullins* | *Managing Director of Ad* | interested in bidding on the Janitorial portion. We are not Bonded |

| | | | | | |
|---|---|---|---|---|---|
| 27-Jul | 12:28 | Janco & Winnex Inc. dba Janmartusa | Jennifer Renshaw | Owner | emailed Jennifer our company logo for her review |
| 27-Jul | 12:55 | CM Simple Jani | *Dori Mullins* | *Managing Director of Ad* | Dori wants to set up Phone interview |
| 27-Jul | 13:00 | Janco & Winnex Inc. dba Janmartusa | Jennifer Renshaw | Owner | response... Jenni will send me some links with samples & pricing |
| 27-Jul | 10:21 | JC Janitorial | EnJunaya Canton | Owner | Enjunaya will check with IRS on EIN and MBE certifications for Janitorial Business, currently under Zuhiri Beauty |
| 1-Aug | 17:59 | San Gabriel Val | Online portal | Invoice payment | affidavit of ad received |
| 1-Aug | 10:10 | JC Janitorial | EnJunaya Canton | Owner | Vendor Propoal pricing received |

Southland Transit Inc.

**Setting the Standard for Community Transit in Southern California**

| | |
|---|---|
| DATE: | July 20, 2022 |
| TO: | All prospective CBE vendors |
| FROM: | Jason Snow, Vice President/COO |
| SUBJECT: | RFP No. BRC0000355 – County of Los Angeles Department of Public Works for El Sol Shuttle Service |
| OWNER: | County of Los Angeles Department of Public Works |
| BID PROPOSAL DUE DATE: | August 08, 2022 @ 5:30PM |

Dear Prospective CBE Vendor:

Bid/Proposal Due Date: Monday, August 08, 2022, at 5:30 PM

We are bidding/proposing to the above project as a prime contractor and would appreciate quotes from CBE firms, which includes business enterprises owned by disabled veterans, disadvantaged business enterprises, minority, women, and lesbian, gay, bisexual, transgender, queer, and questioning-owned business enterprises. who are currently certified with LACDPW for the following work/services and/or materials:

- Vehicle and Facility Maintenance
- Vehicle Cleaning Services
- Janitorial Services
- Uniform Services
- Auto Body Repair Services
- Landscaping Services
- Lubricant Supply Services

The RFP, as well as any plans and specifications are available for inspection at our office located at 3650 Rockwell Ave, El Monte, CA 91731. Should you need any assistance in obtaining bonding or insurance, please feel free to call us. CBE firms are also referred to the Small Business Administration (SBA) and/or the Federal Department of Transportation (DOT) Bond Assistance Programs.

We are an Equal Opportunity Employer and, as a matter of policy, encourage the participation of Community Business Enterprises.

All CBE firms must be certified by the bid/proposal due date and must provide our office with a copy of your CBE certification to include with the bid/proposal. Should you have any questions regarding LACDPW's certification process, you may contact LACDPW's certification Hotline at (323) 881-3964.

We will be contacting you by phone regarding this project, but feel free to contact us at (626) 258-1310 or by fax (626) 258-1329.

You are also invited to attend our CBE Outreach Event to be held on July 27th at 10:00 AM at 3650 Rockwell Avenue, El Monte, CA 91731. If you are unable to attend in person, we offer the choice of a virtual meeting via ZOOM. Please contact us to register. During this event we will describe the project we are bidding in more detail, as well as provide a tour of the current operating facility.

Sincerely,

Jason Snow
Vice President & COO

# DBE Contact List of Potential Vendors for El Sol Shuttle Service RFP BRC0000355

| Vendor email contacted 07/20/2022 | Notes: |
|---|---|
| 1sthomeforyou@gmail.com | |
| 1stlady@ddi-us.com | |
| 3203247@gmail.com | |
| aaguilar@sdeinc.com | |
| ablake@pinkpwr.com | |
| acalpest@sbcglobal.net | |
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| accounting@danielrainn.com | |
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| accounting@selbertperkins.com | |
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| beusedesign@gmail.com | |
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| business@dakcomm.com | |
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| carlos@adsconceptsinc.com | |
| carlos@lunasplumminginc.com | |
| carmen@cracustom.com | |
| | 07/20 - 16:40 email response received: on PTO from July 18-22 . For immediate help, email Melissa Ting (melissa.ting@bluecypress-consulting.com). From: Caroline Evans, AICP Founding Principal and Community Planner Blue Cypress Consulting, LLC l A Woman Owned Small Business (WOSB/WBE/DBE) o. (470) 322-5100 ext.1 m. (404) 824-7607 e. caroline.evans@bluecypress-consulting.com w. www.bluecypress-consulting.com a. 315 W Ponce de Leon Avenue, Suite 905, Decatur, GA 30030 |
| caroline.evans@bluecypress-consulting.com | |
| caroline.toren@gmail.com | |
| carrie@constellationtherapygroup.com | |
| carrieasutkin@gmail.com | |
| casey@casmedconsultants.com | |
| cassie@listenwithintowin.com | |
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| chelsea@nf-s.com | |
| cherie@diazyourman.com | |
| cheryl@westernconsultingservice.com | |
| Chris.Hancock@Apexid.net | |
| Chris.Harrris@pacbell.net | |
| chris.mera@meragrp.com | |

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| heidi@cascadiaconsulting.com | |
| heidi@hjconst.com | |
| hello@studiosaka.co | |
| hello@textilepop.com | |

| Vendor email contacted 07/20/2022 | Notes: |
| --- | --- |
| hello@zuhuribeauty.com | 7/20 - 23:14: email response received - I recently created JC NON-TOXIC CLEANING SERVICES as a DBA and would love to participate in this opportunity. I am certified as a woman and minority owned business with the City already with Zuhuri Beauty and will find out how I can quickly become certified for this company. |
| help@freightfindher.com | |
| help@pchelpprofessionals.com | |
| herrerabros2@gmail.com | |
| hoi@biosyslabs.com | |
| holly@solaracomm.com | |
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| iec@iectrees.com | |
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| info@artsykidss.com | |
| info@atlasinspectionandtesting.com | |
| info@bizinenglish.com | |
| info@blackhawkenv.com | |
| info@brooklynprla.com | |
| info@c2group.us | |
| info@collier-it.com | |
| info@curbsideconnections.com | |
| info@cynthiabrookscatering.com | |
| info@districttransportandlogistics.com | |
| info@drcdinc.com | |
| info@ebw-services.com | |
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| info@greenspacespreservation.com | |
| info@gritngravelco.com | |
| info@heartforeducation.com | |
| info@herstory-llc.com | |

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| info@ocean-blue.com | |
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| liliana@admap.com | |
| lisa@dare2dreamcareers.com | |
| littlescholarsacademychildcare@gmail.com | |
| lizbeth@qualityenvironmentalinc.com | |
| llent@pacificstair.com | |
| lliebschutz@sternbrothers.com | 7/20 - 16:38PM EMAIL RESP: I am currently out of the office and will return on Monday, July 25th. |
| llin@absolutesecurityintl.com | |
| lmasonercs@aol.com | |
| lmckinley@pinnaclepetroleum.com | |
| lola.ogun@ictresources.biz | |
| lotusdesignpro@gmail.com | |
| lpry@ldking.com | 7/20 - 23:14 email respone:Please forward all emails to Pam Waddingham at pwaddingham@ldking.com - Lora Pry |
| lterry@lkgcmc.com | |
| ltolliver@archereim.com | |
| Ltyson@materielsourcing.com | |
| luis.c@legacyreinforcingsteel.com | |
| luis.rivero@BaysideEC.com | |
| luis.robles@aerialzeus.com | |
| luis@sog.org | |
| lupita@proedcs.com | |
| lweinbaum@wmgconsult.com | |
| lynn@lcapouya.com | |
| m.gallagher24@verizon.net | |
| maggie.s.house@hotmail.com | |

| Vendor email contacted 07/20/2022 | Notes: |
|---|---|
| magichaircompany@gmail.com | |
| mahendra@jdsalesco.com | |
| maia@intergroupbridges.com | |
| mail@Vviniegra.com | |
| management@angiefate.com | |
| manager@becinc.net | |
| manny@egmontanezconstruction.com | |
| MANNY@KBIND.US | |
| manny@medmoveconsulting.com | |
| mannygarcia@npmech.com | |
| marcus@capital-arts.com | |
| mardi.norman@dynamicsystemsinc.com | |
| margaretmanning3@hotmail.com | |
| maria.hernandez@ptei.net | |
| Mariaelena.gonzalez@keyiongroup.com | |
| mariag@urbangraffiti.com | |
| marie@dliparentbooks.com | |
| mario.virgen@globalenvirotraining.com | |
| marjoriej@magnovaconsultant.com | |
| marketing@argdiversity.com | |
| marketing@c2pm.com | |
| marketing@ocmi.com | |
| marketing@saifulbouquet.com | |
| marketing@sapphosenvironmental.com | |
| marksperos@kerr-engineering.com | |
| marsha@goecoline.com | |
| martha@fscontractorsinc.com | |
| martinidrilling@yahoo.com | |
| mary@mbimedia.com | |
| masacontracting@gmail.com | |
| massie.hatch@mshatch.com | |
| mauricio.argente@sustainableld.com | |
| mavila@gateway-sci-eng.com | |
| mayra.trujillo@tridantsolutions.com | |
| mbabian@verticalmapping.com | |
| mbrewster@Mosaicglobaltransportation.com | |
| mcasey@caseyutility.com | |
| mchen@chenryanmobility.com | |
| Mel@worthitbeautyacademy.com | |
| melayne.richards@j2medicalsupply.com | |
| melisa@s3dvbe.com | |
| melissa@mwenterprisesllc.com | |

| Vendor email contacted 07/20/2022 | Notes: |
|---|---|
| mellissa@duckpunk.net | |
| melodychen@marusonusa.com | |
| mfaqih@falcon-ca.com | |
| mfvega@aol.com | |
| mg@summit-engineers.com | |
| michael@helpgood.com | |
| michaelmun@mtminc.us | |
| michele@cervus-inc.com | |
| michelle.munoz@sunwestengineering.com | |
| michelle@etrconsultant.com | |
| michelle@gladeo.org | |
| michelle@regenconsulting.com | |
| MichelleEhrlich@gmail.com | |
| mididaddi@intueor.com | |
| mike.salvemini@s2serm.com | |
| mike@dirtmanagement.us | |
| mike@publicmattersgroup.com | |
| mikhail@mogawaeng.com | |
| MILLS@PARKERMILLSLLP.COM | |
| mimi2mookie@yahoo.com | |
| miri@coweconsulting.com | |
| mirland@si-inc.net | |
| Mitchell@mcgassociates.net | |
| mjkim5@ncsu.edu | |
| mkatzin@bronnergroup.com | |
| mkothari@edatamails.com | |
| mloekman@yahoo.com | |
| mmarston@civilworksengineers.com | |
| mmcrae@reboottwice.com | |
| mmehran@rubiconeng.com | |
| mmorgner@morgnerco.com | |
| mnuno@idegsupply.com | |
| Monicar@cmelandscapecorp.com | |
| mpal.studio@gmail.com | |
| mparker@project5.us | |
| msierra@mtglinc.com | |
| msora@pro-techpowergroup.com | |
| msora@pro-techservices.co | |
| msouth@southenvironmental.com | |
| mstergion@stergiongroup.com | |
| msz@DE-CM.com | |
| mtun@avenuehc.com | |

| Vendor email contacted 07/20/2022 | Notes: |
|---|---|
| mwilson@reprographics.com | |
| mybroker@crsinvest.com | |
| myfishstop@gmail.com | |
| mysolutionswork925@gmail.com | |
| nailandhammerconstruction@yahoo.com | |
| naomi@naomiiwasakiconsulting.com | |
| narrecia@ondemandmobilenotaryservices.com | |
| nataliel@westgroupdesigns.com | |
| nequel.armstead@prwt.com | |
| nick.antonio@antonioacoustics.com | |
| nicole@losangelesmobilenotaryservice.com | |
| nicolec@onyxbuilding.com | |
| nicolef@borbon.net | |
| nita@onthemarq.com | |
| nmsmanagement@msn.com | |
| noemi.garrido@kkcsworld.com | |
| notifications@PMCSGroup.net | |
| nsauter@rndcontractorsinc.com | |
| nstevens@stillwatersci.com | |
| ntolani@frasercommunications.com | |
| office.admin@ifactor.com | |
| office.tmconstruction@gmail.com | |
| office@hyper-x.me | |
| office@naturesimage.net | |
| office@pamelaburtonco.com | |
| office@technioncontractors.com | |
| ogie.banks@cadenceleasing.com | |
| ogie.banks@cadence-RG.com | |
| ohannis@nlesystems.com | |
| ohnocc@comcast.net | |
| omoneo@o2epcm.com | |
| Orders@surgicalmasksupplier.co | |
| patty.pacificblue@gmail.com | |
| patty@bluecanh2o.com | |
| patty@goldenstatemarketing.net | |
| paul.jung@amheartsolutions.com | |
| paulineyip@advantec-usa.com | |
| pbennett@resourcedevelopment.net | |
| pcarruth@stratocommunications.com | |
| PCHAVEZ@goldenbayfence.com | |
| penelopyjordan@untaxers.org | |

| Vendor email contacted 07/20/2022 | Notes: |
|---|---|
| pert@paarcaengineering.com | 7/20 - 19:31pm: email response received - we are Design Civil Engineers & Land Surveyors. |
| petermoon@aceengineeringinc.com | |
| pianaconstruction@sbcglobal.net | |
| pkadkhoda@a1inspect.net | |
| polytekpat@gmail.com | |
| poonam@loc-arch.com | |
| poweredbyprose@yahoo.com | |
| prabhat.nigam@goldenfive.net | |
| Primi90@yahoo.com | |
| pulak.chakrabarti@c-mci.com | |
| purchasing@vetlights.com | |
| Pureangelrcpservices@gmail.com | |
| purplelady335@gmail.com | |
| purpleponylogistics@gmail.com | |
| puzzlesolverstransportation@gmail.com | |
| r.howard@lasteelservices.com | |
| rachael@superbydesign.io | |
| radusumilli@ognigroup.com | |
| raja@agileglobal.com | |
| Rakiyah@coleman-equipment.co | |
| ramonaaabridges@gmail.com | |
| ramonedrick@ame-eng.com | |
| ranay@glowbydaye.com | |
| raul@megahertzsign.com | 07/20 4:12pm email response received: I will be out of the office from Wednesday (7/20/22) until Monday (7/25/22) and will return emails at my earliest convenience on Tuesday (7/26/22) For project-related questions, please contact Jessica at (818) 566-1850 ext. 104 or email Jessica@megahertzsign.com For billing related questions, please contact Bel at (818) 566-1850 ext. 105 or email Bel@megahertsign.com - MEGAHERTZ ELECTRIC |
| rbarrantes@thesierragrp.com | |
| rbennett@bennettgroup.biz | |
| Rebecca@KoruStrategies.com | |
| regina@earlyedconsulting.com | |
| registrations@mckinc.com | |
| reidgroupsolutions@gmail.com | |
| renie@csstudios.com | |
| renwick.paige@energyinfrapartners.com | |

| Vendor email contacted 07/20/2022 | Notes: |
|---|---|
| reviveccp@gmail.com | |
| rfp@bargasconsulting.com | |
| rfp@constantassociates.com | |
| rgales@jgminc.com | |
| richard.kim@aerospacetechnical.com | |
| richard@aquarioengineering.com | |
| richard@thearchitectscollective.com | |
| richardlham@gmail.com | |
| rick@easeofca.com | |
| rkim@PacRimEngineering.com | |
| rlewis@modernglobalent.com | |
| rmckinnon@dvbetg.com | |
| robert@aix.group | |
| robert@paveit.com | |
| robert@titan-enviro.com | |
| robin@robinoconnell.com | |
| robin@sweetransomdiversity.com | |
| robyn@thecmsolution.com | |
| robynd@saftco.com | |
| robynm@imagingproducts.com | |
| roma@romaenvironmental.com | |
| ron@colavin.com | |
| ron@escobarco.com | |
| ron@pjhilton.com | |
| ropijones@gmail.com | |
| rose@vewconnect.com | |
| rramirez@performexcel.com | |
| RRICE@ARELLANOASSOCIATES.COM | |
| rrodriguez@lsscorp.com | |
| rsanchez@rsgovtsol.com | |
| rsoneja@simplex-cm.com | |
| rtahan@ppmgroup-inc.com | |
| rtclown2@aol.com | 07/20 - 16:27pm -email response received: We are not the right vendor for you. We do entertainment for events. |
| rthomas@unitedwaterworks.com | |
| Rubina@MARRScorp.com | |
| ruel.delcastillo@coastsurvey.com | |
| rvillalobos@rvacorp.com | |
| s.mccaslin@ma-architects.net | |
| sah@sahindustrial.com | |
| saifh@ssieng.com | |

| Vendor email contacted 07/20/2022 | Notes: |
|---|---|
| Sales@21tech.com | |
| sales@assetlaboratories.com | |
| sales@ctschoice.com | |
| sales@exp-enterprises.com | |
| sales@fundraisersandpromotionsrus.com | |
| sales@hoffmanequipment.com | |
| sales@lamedicalwholesale.com | |
| sales@quantumsigns.com | |
| sales@unovex.com | |
| SALES@WORLDEMPANADAS.COM | |
| salesops@tevora.com | |
| sally@mageeleadership.com | |
| sam@betterworldgroup.com | |
| samir@theartofconsulting.org | |
| sandipan@translutions.com | |
| sandra.gomes@dinizcellars.com | |
| sandyleatherman@aol.com | |
| sanjay.pandya@aupco.com | |
| scottyang@mackone.com | |
| scpoh@drpwater.com | |
| scslights@outlook.com | |
| sean.vonfeldt@triunityeng.com | |
| secon@sequoiafinancial.com | |
| sem@xahive.com | |
| semais@semais.net | |
| service@dwtruckingca.com | |
| service@vobecky.com | |
| sgovil@tgrgeotech.com | |
| sgraves@leeandrewsgroup.com | |
| sgust@cogstone.com | |
| shalat@designknit.com | |
| sharonanderson6@hotmail.com | |
| shellee@m3office.com | |
| sherif@themorcosgroup.com | |
| sherylp@tcdrilling.com | |
| shiva@sharmacontractors.com | |
| shussain@s-t-engineering.com | |
| sjubrail@yahoo.com | |
| skylerb@acshabitat.com | |
| skylinesafety@hotmail.com | |
| slawrence@advisorbusinesssloutions.com | |
| slott@rawinternational.com | |

| Vendor email contacted 07/20/2022 | Notes: |
|---|---|
| sonara@scbconsulting.com | |
| sonia@mixedupclothing.com | |
| soung@chesterline.com | |
| spatel@beyazpatel.com | |
| spaz@spazelectric.com | |
| srbrown@tendertouchmobilelabs.com | |
| sreproducers@gmail.com | |
| Sri@wefillgood.com | |
| srobinson@mpact-consulting.com | |
| stacy@moderntimesinc.com | |
| stephanie@apexprodigysolutions.com | |
| stephanie@polomapr.com | |
| stephanie@tqrebar.com | |
| stephanie@upla.studio | |
| stephaniew@wesinc.org | |
| steven.k@cfstransportation.com | |
| steven@industrydrywall.com | |
| steven@scigenus.com | |
| streamlinepartssbe@gmail.com | |
| superdeliveryco@att.net | |
| Support@dmscommunications.online | |
| support@pstesting.net | |
| support@tricellusa.com | |
| sushikoo11@gmail.com | |
| susie@bluephoenixbuildersla.com | |
| swtrucking@sbcglobal.net | |
| sylvia@util-locate.com | |
| syrenityconsulting@gmail.com | |
| t.hsieh@yuangtai.com | |
| tahnepunani@gmail.com | |
| takako@blossomysolutions.com | |
| tatiana@santiagosolutionsgroup.com | |
| tawai@rbbinc.com | |
| tdasilva@kdgcc.com | |
| tdupre@padillainc.com | |
| team@cloudtechly.com | |
| terri@polariselectric.com | |
| terry@mrdrillco.com | |
| tgalaskas@aeco-usa.com | |
| thangle@sbcglobal.net | |
| thehotterthanamofo@gmail.com | |
| theresa.lu@mariposa-ca.com | |

| Vendor email contacted 07/20/2022 | Notes: |
|---|---|
| thinkson@simpsonllp.com | |
| thomasina.lawrence@yahoo.com | |
| thompsonsteel1@gmail.com | |
| tiffany.rhoades@apsicm.com | |
| tiffany@premierconserv.com | |
| tigertreeservicesinc@gmail.com | |
| Tim@MetroVideoSystems.com | |
| tistonela@gmail.com | |
| tjdtruckingca@gmail.com | |
| tlc.samanthaturpin@gmail.com | |
| tlveteransconstructioninc@gmail.com | |
| tmbonilla@andrewdesign.com | |
| toni@lewisschoeplein.com | |
| toni@thetonigroup.com | |
| tony.chavira@racaia.com | |
| tony.mbe@arealab.la | |
| tony@sunsetprivatesecurity.com | |
| tonya@perimetersecuritygroup.com | |
| touchstoneprojectsolutions@outlook.com | |
| tria@materialcultureconsulting.com | |
| tricia@madsystems.com | |
| trilekelectric@yahoo.com | |
| trisha@murakawacommunications.com | |
| trisha@work-hero.com | |
| TRISTARTSS@AOL.COM | |
| tscioli@retrolock.com | |
| twilson@aptoslogistics.com | |
| ty@wavetechmedia.com | |
| Tynsphomeservices@gmail.com | |
| tyronefreeman@maveninnovativeconsultancy.com | |
| urina@voxpopbranding.com | |
| usbuildingmaterialscorp@gmail.com | |
| usrehab15274@outlook.com | |
| VALERIE.MARTINEZ@VMAPR.COM | |
| varand@novusdesignstudio.com | |
| vatluri4@gmail.com | |
| vboone@amtek.net | |
| vcifuentes@HRLogiQ.com | |
| velascod@federalonesupplies-gsa.com | |
| Vernita@Leadervationlearning.com | |
| vhanda@onindus.com | |
| vicki@indpsolutions.com | |

| Vendor email contacted 07/20/2022 | Notes: |
|---|---|
| vincent@codebusters.com | |
| vyki@compiler.la | |
| warren@numanetworks.com | |
| wegrindasphalt@aol.com | |
| Wendy@rwseveninc.com | |
| wes@rowtrafficcontrol.com | |
| westwardflowlogistics@gmail.com | |
| william@globalelectric.us | |
| wlim@clarisstrategy.com | |
| woo@ayceinc.com | |
| worldwide@wwcgc.com | |
| wrstemley@aol.com | |
| yan@lcsupplycorp.com | |
| yelena.zeetser@lenax.net | |
| yourgaydanceteacher@gmail.com | |
| ywkang@angelescontractor.com | |
| ZFAQIH@AOL.COM | |
| ZLISTER@OFFICESOLUTIONS.COM | |

**CBE OUTREACH EVENT for RFP No. BRC0000355 – County of Los Angeles Department of Public Works for El**

**Sent** 7/20/22 6:59PM

# Overview

## 893 Recipients

**Audience:** Southland Transit, Inc. (Tags: CBE Outreach RFP LACDPW El Sol Shuttle)

**Subject:** CBE OUTREACH EVENT for RFP No. BRC0000355 – County of Los Angeles Department of Public Works for El Sol Shuttle Service

**Delivered:** Wed, Jul 20, 2022 6:59 pm

| 313 | 7 | 40 | 3 |
|---|---|---|---|
| Opened | Clicked | Bounced | Unsubscribed |

| | | | |
|---|---|---|---|
| Successful deliveries | **853** 95.5% | Clicks per unique opens | **2.2%** |
| Total opens | **512** | Total clicks | **13** |
| Last opened | 7/26/22 3:49PM | Last clicked | 7/20/22 7:07PM |
| Forwarded | **0** | Abuse reports | **0** |

| 0 | $0.00 | $0.00 |
|---|---|---|
| Orders | Average order revenue | Total revenue |

## Tania Rivera

**From:** jennifer@janmartusa.com
**Sent:** Wednesday, July 27, 2022 1:21 PM
**To:** Tania Rivera
**Cc:** Jason Snow
**Subject:** RE: CBE OUTREACH EVENT for RFP No. BRC0000355 - County of Los Angeles Department of Public Works for El Sol Shuttle Service

Hi Tania,

Yes, I received.
Will send you some link for your reference.
Thank you.

Jennifer
Janco

**From:** Tania Rivera <TRivera@southlandtransit.com>
**Sent:** Wednesday, July 27, 2022 1:00 PM
**To:** jennifer@janmartusa.com
**Cc:** Jason Snow <jason@southlandtransit.com>
**Subject:** RE: CBE OUTREACH EVENT for RFP No. BRC0000355 - County of Los Angeles Department of Public Works for El Sol Shuttle Service

Thank you Jennifer, looking forward to a new partnership with you as well.

Did you receive the Logo I sent? Please confirm receipt of email.

*Best,*

*Tania Rivera*
*Executive Assistant Business Development & Retention*
*Southland Transit, Inc.*
*Direct: 626-258-1305*
*Email: trivera@southlandtransit.com*

**From:** jennifer@janmartusa.com <jennifer@janmartusa.com>
**Sent:** Wednesday, July 27, 2022 12:38 PM
**To:** Tania Rivera <TRivera@southlandtransit.com>
**Cc:** Jason Snow <jason@southlandtransit.com>
**Subject:** RE: CBE OUTREACH EVENT for RFP No. BRC0000355 - County of Los Angeles Department of Public Works for El Sol Shuttle Service

HI Tania,

It was a pleasure speaking with you this morning.
Look forward to working with you.

Jennifer Renshaw
Janco & Winnex Inc.
dba Janmartusa
19295 E. Walnut Dr. North #F
City of Industry, CA 91748
Tel: (626) 330-2079
Fax: (626) 330-2178
Jennifer@janmartusa.com
www.janmartusa.com

**From:** Tania Rivera <TRivera@southlandtransit.com>
**Sent:** Tuesday, July 26, 2022 2:47 PM
**To:** jennifer@janmartusa.com
**Cc:** Jason Snow <jason@southlandtransit.com>
**Subject:** RE: CBE OUTREACH EVENT for RFP No. BRC0000355 - County of Los Angeles Department of Public Works for El Sol Shuttle Service

Hi there Jennifer,

Thank you for your response, I am glad to hear you are able to attend!
Here is the link for you to join it will be via "TEAMS"

https://teams.microsoft.com/registration/XDLzG07gEUmqRsFcIRCz4w,gDUdgIilEkKqpIMhlSNyHw,XtRiPBaw9k6OttAhOxQPxg,NAPGQFC4r0uGU5GDhLH3Sw,76lHtAyaTkG9T1v7tXKnUQ,F1k7ScXbD0egBQFbEgC2LA?mode=read&tenantId=1bf3325c-e04e-4911-aa46-c15c2110b3e3

*Best,*

*Tania Rivera*
*Executive Assistant Business Development & Retention*
*Southland Transit, Inc.*
*Direct: 626-258-1305*
*Email: trivera@southlandtransit.com*

**From:** jennifer@janmartusa.com <jennifer@janmartusa.com>
**Sent:** Tuesday, July 26, 2022 1:40 PM
**To:** Tania Rivera <TRivera@southlandtransit.com>

**Subject:** RE: CBE OUTREACH EVENT for RFP No. BRC0000355 - County of Los Angeles Department of Public Works for El Sol Shuttle Service

HI Tania,

Thank you for your invitation.
Yes, We are interest to do the uniform project.
I will be joining your zoom meeting tomorrow, please have the code for me.
Thank you.

Sincerely,

Jennifer Renshaw
Janco & Winnex Inc.
dba Janmartusa
19295 E. Walnut Dr. North #F
City of Industry, CA 91748
Tel: (626) 330-2079
Fax: (626) 330-2178
Jennifer@janmartusa.com
www.janmartusa.com

**From:** Tania Rivera <TRivera@southlandtransit.com>
**Sent:** Tuesday, July 26, 2022 12:52 PM
**To:** JENNIFER@JANMARTUSA.COM
**Subject:** CBE OUTREACH EVENT for RFP No. BRC0000355 – County of Los Angeles Department of Public Works for El Sol Shuttle Service

Dear Prospective CBE Vendor,

Just a friendly reminder, I am sending you this solicitation in effort to notify you that our firm intends to submit a proposal as a prime contractor in response to the above-referenced RFP.

We are seeking proposals from qualified DBE-SBE companies for various services (please review attached solicitations for details). We will also be hosting an outreach event, in person and via Zoom, on July 27th at 10AM, should you wish to attend. Please RSVP by reply email and indicate which services you are interested in submitting a proposal for.

Please also feel free to contact me directly with any questions.

*Best Regards,*

*Tania Rivera*

*Executive Assistant Business Development & Retention*
*Southland Transit, Inc.*
*Direct: 626-258-1305*
*Email: trivera@southlandtransit.com*

## Tania Rivera

**From:** Dori Mullins <dori.m@cmsimple4u.com>
**Sent:** Wednesday, July 27, 2022 12:00 PM
**To:** Tania Rivera
**Subject:** RE: Fwd: CBE OUTREACH EVENT for RFP No. BRC0000355 – County of Los Angeles Department of Public Works for El Sol Shuttle Service

Hello Tania,

We are CBE certified. I would like to set up a phone interview to discuss the opportunity.

Thank You,

***Dori Mullins***

*Managing Director of Administration*

***Your Ultimate Cleaning Solution!!!!***

Dori.m@cmsimple4u.com

Office 833.267.4675

Direct 562.209.2602

*The content of this email is confidential and intended for the recipient specified in the message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.*

> On 07/27/2022 1:42 PM CDT Tania Rivera <trivera@southlandtransit.com> wrote:
>
> Good Morning Dori,
>
> Thank you for your reply.
>
> In order to apply, your business must be registered as an approved CBE Vendor with the County of LA, I don't see a requirement for being bonded, however I will check for you and let you know.

Unfortunately you missed our Outreach meeting today, as it all was a bit short notice, however if you would like to set up another day or time we can still do so and or also have a phone interview if you like.

Let me know if you would like to set up something and I will see what we can do.

*Best,*

*Tania Rivera*

*Executive Assistant Business Development & Retention*

*Southland Transit, Inc.*

*Direct: 626-258-1305*

*Email: trivera@southlandtransit.com*

**From:** Dori Mullins <dori.m@cmsimple4u.com>
**Sent:** Wednesday, July 27, 2022 10:31 AM
**To:** Tania Rivera <TRivera@southlandtransit.com>
**Subject:** Re: Fwd: CBE OUTREACH EVENT for RFP No. BRC0000355 – County of Los Angeles Department of Public Works for El Sol Shuttle Service

Hello Tania,

My name is Dori with CM Simple Janitorial. I am interested in bidding on the Janitorial portion. We are not Bonded. Is it required for the Janitorial Service?

Regards,

***Dori Mullins***

*Managing Director of Administration*

***Your Ultimate Cleaning Solution!!!!***

H

Office 833.267.4675

Direct 562.209.2602

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On 07/26/2022 3:52 PM CDT admin@cmsimple4u.com wrote:

---------- Original Message ----------

From: Tania Rivera <TRivera@southlandtransit.com>

To: "admin@cmsimple4u.com" <admin@cmsimple4u.com>

Date: 07/26/2022 3:05 PM CDT

Subject: CBE OUTREACH EVENT for RFP No. BRC0000355 – County of Los Angeles Department of Public Works for El Sol Shuttle Service

Dear Prospective CBE Vendor,

Just a friendly reminder, I am sending you this solicitation in effort to notify you that our firm intends to submit a proposal as a prime contractor in response to the above-referenced RFP.

We are seeking proposals from qualified DBE-SBE companies for various services (please review attached solicitations for details). We will also be hosting an outreach event, in person and via Zoom, on July 27th at 10AM,

should you wish to attend. Please RSVP by reply email and indicate which services you are interested in submitting a proposal for.

Please also feel free to contact me directly with any

questions.

*Best Regards,*

*Tania Rivera*

*Executive Assistant Business Development & Retention*

*Southland Transit, Inc.*

*Direct: 626-258-1305*

*Email: trivera@southlandtransit.com*

## Tania Rivera

**From:** EnJunaya Canton <hello@zuhuribeauty.com>
**Sent:** Wednesday, July 20, 2022 11:13 PM
**To:** Tania Rivera
**Subject:** Re: CBE OUTREACH EVENT for RFP No. BRC0000355 – County of Los Angeles Department of Public Works for El Sol Shuttle Service

Hello Jason,
Thank you for this email.

I recently created JC NON-TOXIC CLEANING SERVICES as a DBA and would love to participate in this opportunity.

I am certified as a woman and minority owned business with the City already with Zuhuri Beauty and will find out how I can quickly become certified for this company.

I am interested in learning more.

Thank you 🙏

EnJunaya Canton
Founder, Formulator and Manufacturer
ZuhuriBeauty.com
800-637-0990

---

**From:** Southland Transit, Inc. <trivera@southlandtransit.com>
**Sent:** Wednesday, July 20, 2022 4:05:21 PM
**To:** EnJunaya Canton <hello@zuhuribeauty.com>
**Subject:** CBE OUTREACH EVENT for RFP No. BRC0000355 – County of Los Angeles Department of Public Works for El Sol Shuttle Service

View this email in your browser

**DATE:** July 20, 2022

**TO:** All prospective CBE vendors

**FROM:** Jason Snow, Vice President/COO

**SUBJECT:** RFP No. BRC0000355 – County of Los Angeles Department of Public Works for El Sol Shuttle Service

**OWNER:** County of Los Angeles Department of Public Works

**BID PROPOSAL DUE DATE:** August 08, 2022 @ 5:30PM

CBE SUBCONTRACTORS/SUPPLIER BIDS/PROPOSALS REQUESTED

RFP NO. BRC0000355
LACDPW EL SOL SHUTTLE SERVICE – EAST LOS ANGELES

**BID/PROPOSAL SUBMITTAL DATE: AUGUST 08, 2022 @ 5:30 PM**

OWNER: LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS (LACDPW)
PERFORMANCE/PAYMENT/SUPPLY BOND MAY BE REQUIRED

THIS ADVERTISEMENT IS IN RESPONSE TO LACDPW'S CBE PROGRAM. SOUTHLAND TRANSIT, INC. INTENDS TO CONDUCT ITSELF IN "GOOD FAITH" WITH CBE FIRMS REGARDING PARTICIPATION ON THIS PROJECT.
PLEASE CONTACT US TO ATTEND AN OUTREACH MEETING VIA ZOOM, OR IN PERSON AT 3650 ROCKWELL AVE, EL MONTE CA 91731.
IDEALLY QUOTES ARE REQUIRED BY 2:00 PM, JULY 29, 2022, SO THAT ALL BIDS/PROPOSALS CAN BE FAIRLY EVALUATED. PLEASE SUBMIT BIDS/PROPOSALS FOR THE FOLLOWING WORK (BUT NOT LIMITED TO): VEHICLE AND FACILITY MAINTENANCE, VEHICLE CLEANING, JANITORIAL, UNIFORM SUPPLY, AUTO BODY REPAIR, LANDSCAPING AND VEHICLE LUBRICANT SUPPLY

CONTACT: JASON SNOW, SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE, EL MONTE, CA 91731
PH 626/258-1310 FAX 626/258-1329
JASON@SOUTHLANDTRANSIT.COM

## Tania Rivera

**From:** Tania Rivera
**Sent:** Thursday, July 21, 2022 2:41 PM
**To:** diana@lasentinal.net
**Cc:** Jason Snow
**Subject:** Advertisement Inquiry - San Gabriel Journal
**Attachments:** CBE OUTREACH EL SOL NEWS LETTER RFP BRC0000355.docx

Good Afternoon Diana,

Tania here with Southland Transit. I was advised to contact you in regards to an advertisement inquiry.
We would like to place the attached advertisement with your paper for a period of 6 days.
Would you kindly let me know if/when this can be done, as well as provide me with a quote and payment details.

*Best Regards,*

*Tania Rivera*
*Executive Assistant Business Development & Retention*
*Southland Transit, Inc.*
*Direct: 626-258-1305*
*Email: trivera@southlandtransit.com*

## Tania Rivera

**From:** Tania Rivera
**Sent:** Friday, July 22, 2022 8:03 AM
**To:** classifieds@dailyjournal.com
**Cc:** Jason Snow
**Subject:** RE: Advertisement Inquiry
**Attachments:** CBE OUTREACH EL SOL NEWS LETTER RFP BRC0000355.docx

Good Morning,

Following up with you on the below inquiry in regards to placing a classified listing as described below.
Awaiting your response.

*Best Regards,*

*Tania Rivera*
*Executive Assistant Business Development & Retention*
*Southland Transit, Inc.*
*Direct: 626-258-1305*
*Email: trivera@southlandtransit.com*

**From:** Tania Rivera
**Sent:** Thursday, July 21, 2022 3:24 PM
**To:** classifieds@dailyjournal.com
**Cc:** Jason Snow <jason@southlandtransit.com>
**Subject:** Advertisement Inquiry

Good Afternoon,

We would like to place the attached advertisement with the LA Journal for a period of approx. 5 days.
Please kindly direct me on if and how soon this can be done, as well as provide me with a quote and payment details.

*Best,*

*Tania Rivera*
*Executive Assistant Business Development & Retention*
*Southland Transit, Inc.*
*Direct: 626-258-1305*
*Email: trivera@southlandtransit.com*

## Tania Rivera

**From:** Tania Rivera
**Sent:** Friday, July 22, 2022 8:51 AM
**To:** rmurray@labusinessjournal.com
**Cc:** Jason Snow
**Subject:** Classified Advertisement Inquiry
**Attachments:** CBE OUTREACH EL SOL NEWS LETTER RFP BRC0000355.docx

Good Morning Rosz,

I would like to inquire about placing the attached as classified ad with your paper for a period of approx. 5 days. Kindly reach out to me and let me know if and how soon this could be done and provide quote.

*Best Regards,*

*Tania Rivera*
*Executive Assistant Business Development & Retention*
*Southland Transit, Inc.*
*Direct: 626-258-1305*
*Email: trivera@southlandtransit.com*

**Tania Rivera**

**From:** Column Support <help@column.us>
**Sent:** Monday, August 1, 2022 5:59 PM
**To:** Tania Rivera
**Subject:** Affidavit Available for Download

Hi tania,

An affidavit for your public notice is now available for download

**Notice Name:** REQUEST FOR PROPOSALS - RFP BRC0000355
**Notice ID:** XUpmXio5Ps5NRihH3Tcq
**Publisher:**
**Publication Dates:** 07/25/22, 07/26/22, 07/27/22, 07/28/22, 07/29/22

To review the upioaded affidavit, click **View Notice**.

If you don't have a Column account, you must register to download the affidavit.

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If you'd like to unsubscribe from any emails from Column, you can do so in your user settings or by emailing us at help@column.us.

Column Southland Transit, Inc.

**New!** Export reports about your notices and payments. Check out the Help Center to learn more.

# REQUEST FOR PROPOSALS - RFP BRC0000355

Newspaper
San Gabriel Valley Tribune

Publication Dates
July 25, July 26, July 27, July 28, and July 29

Status
Invoice Paid

Invoice Due
Jul 22

Order Number
0011550045

PROOF PDF

INVOICE RECEIPT

PAY INVOICE

CANCEL NOTICE

## Affidavit

0011550045-REQUEST_FOR_PROPOSALS___RFP_BRC0000355-XUpmX....pdf

## Preview

**BID/PROPOSAL SUBMITTAL DATE: AUGUST 08, 2022 @ 5:30 PM**

OWNER: LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS (LACDPW) PERFORMANCE/PAYMENT/ SUPPLY BOND MAY BE REQUIRED

THIS ADVERTISEMENT IS IN RESPONSE TO LACDPW'S CBE PROGRAM. SOUTHLAND TRANSIT, INC. INTENDS TO CONDUCT ITSELF IN "GOOD FAITH" WITH CBE FIRMS REGARDING PARTICIPATION ON THIS PROJECT.
YOU ARE WELCOME TO ATTEND OUR OUTREACH MEETING IN PERSON ON WEDNESDAY, JULY 27 AT 10:00 AM AT 3650 ROCKWELL AVE, EL MONTE CA 91731. OR

LINER AD
171 Words - 60 Lines - 11.62 Total Column Inches

Download

PDF

RTF

ORIGINAL FILE

Help

**Tania Rivera** San Gabriel Journal - RFP AD

**From:** Column Support <help@column.us>
**Sent:** Thursday, July 21, 2022 4:07 PM
**To:** Tania Rivera
**Subject:** Payment Confirmation

Thank you for using Column!

**Notice Name:** REQUEST FOR PROPOSALS - RFP BRC0000355
**Notice ID:** XUpmXio5Ps5NRihH3Tcq
**Publisher:** San Gabriel Valley Tribune
**Publication Dates:** 07/25/22, 07/26/22, 07/27/22, 07/28/22, 07/29/22
**Invoice Date:** 21 Jul 2022

You will be alerted when the affidavit for this notice becomes available.

---

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SAN GABRIEL VALLEY TRIBUNE
Local. News. Matters.
sgvtribune.com

Receipt

913-210-0941
help@column.us

| | |
|---|---|
| Receipt number | |
| Invoice number | E38C4C3E-0001 |
| Charged on | Jul 21, 2022 |
| Payment method | Other |
| Notice Id | XUpmXio5Ps5NRihH3Tcq |
| Publisher | San Gabriel Valley Tribune |

Charged to
tania rivera

$1449.76 charged on Jul 21, 2022

=== Notes ===

Notice Name: REQUEST FOR PROPOSALS - RFP BRC0000355
Order Number:

| Description | Qty | Unit price | Amount |
|---|---|---|---|
| 07/25/2022: Notice for Bids Notice | 1 | 289.95 | 289.95 |
| 07/26/2022: Notice for Bids Notice | 1 | 289.95 | 289.95 |
| 07/27/2022: Notice for Bids Notice | 1 | 289.95 | 289.95 |
| 07/28/2022: Notice for Bids Notice | 1 | 289.95 | 289.95 |
| 07/29/2022: Notice for Bids Notice | 1 | 289.96 | 289.96 |
| | | Subtotal | $1449.76 |
| | | Tax (0%) | 0.00 |

| | |
|---|---|
| Amount | $1449.76 |

**Tania Rivera**

**From:** Column Support <help@column.us>
**Sent:** Thursday, July 21, 2022 3:43 PM
**To:** Tania Rivera
**Subject:** New Invoice via Column - Payment Required Before Publication

Hello tania,

You have received an invoice from San Gabriel Valley Tribune for your recent public notice order.

**Notice Name:** REQUEST FOR PROPOSALS - RFP BRC0000355
**Notice ID:** XUpmXio5Ps5NRihH3Tcq
**Publication Dates:** 07/25/22, 07/26/22, 07/27/22, 07/28/22, 07/29/22

Please note that the newspaper requires payment from you before publication. If you do not pay your by the invoice due date, your notice might not be published.

**Invoice Due Date:** July 22, 2022

To review and pay the invoice, click **Pay Invoice**.
To review all details related to this notice, click **View Notice**.

Pay Invoice

View Notice

**Need a W-9?** You can find Column's W-9 form in the "Documents" section of My Account settings.

---

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# Invoice from Column

Billed to Southland Transit, Inc.

Invoice #E38C4C3E-0001

INVOICE PAID

$1449.76 USD paid July 21, 2022

Download Receipt

Notice Name: REQUEST FOR PROPOSALS - RFP BRC0000355

| DESCRIPTION | QTY | PRICE | TOTAL |
|---|---|---|---|
| 07/25/2022: Notice for Bids Notice | 1 | $285.95 | $285.95 |
| 07/26/2022: Notice for Bids Notice | 1 | $285.95 | $571.90 |
| 07/27/2022: Notice for Bids Notice | 1 | $285.95 | $857.85 |
| 07/28/2022: Notice for Bids Notice | 1 | $285.95 | $1143.80 |

| DESCRIPTION | QTY | PRICE | TOTAL |
|---|---|---|---|
| 07/29/2022: Notice for Bids Notice | 1 | $285.96 | $1429.76 |
| Digital Rate | 1 | $20.00 | $1449.76 |

PDF

| | |
|---|---|
| Subtotal | $1449.76 |
| Tax(0%) | $0.00 |
| Amount due | $1449.76 |

If you have any questions, contact Column at help@column.us.

**Tania Rivera**

**From:** Column Support <help@column.us>
**Sent:** Thursday, July 21, 2022 3:43 PM
**To:** Tania Rivera
**Subject:** Notice Order Confirmed

Hi tania,

San Gabriel Valley Tribune just confirmed that they have received your notice order.

**Notice Name:** REQUEST FOR PROPOSALS - RFP BRC0000355
**Notice ID:** XUpmXio5Ps5NRihH3Tcq
**Receipt Confirmed:** 21 Jul 2022
**Publication Dates:** 07/25/22, 07/26/22, 07/27/22, 07/28/22, 07/29/22

When San Gabriel Valley Tribune creates an invoice for this notice, you will receive an email prompting you to pay.

View Notice

---

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Column

# INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **San Gabriel Valley Tribune** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(626) 598-8826**.

Notice ID: XUpmXio5Ps5NRihH3Tcq | **Proof Updated: Jul. 21, 2022 at 02:54pm PDT**
Notice Name: REQUEST FOR PROPOSALS - RFP BRC0000355

See Proof on Next Page

| FILER | FILING FOR |
|---|---|
| tania rivera | San Gabriel Valley Tribune |
| trivera@southlandtransit.com | |
| (626) 258-1305 | |

**Columns Wide:** 2

**Ad Class:** Legals

| | |
|---|---|
| 07/25/2022: Notice for Bids | 289.95 |
| 07/26/2022: Notice for Bids | 289.95 |
| 07/27/2022: Notice for Bids | 289.95 |
| 07/28/2022: Notice for Bids | 289.95 |
| 07/29/2022: Notice for Bids | 289.96 |
| Subtotal | $1449.76 |
| Tax % | 0.00 |
| **Total** | **$1449.76** |

**CBE SUBCONTRACTORS/ SUPPLIER BIDS/PROPOSALS REQUESTED**

RFP NO. BRC0000355
LACDPW EL SOL SHUTTLE SERVICE – EAST LOS ANGELES

**BID/PROPOSAL SUBMITTAL DATE: AUGUST 08, 2022 @ 5:30 PM**

OWNER: LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS (LACDPW)
PERFORMANCE/PAYMENT/ SUPPLY BOND MAY BE REQUIRED

THIS ADVERTISEMENT IS IN RESPONSE TO LACDPW'S CBE PROGRAM. SOUTHLAND TRANSIT, INC. INTENDS TO CONDUCT ITSELF IN "GOOD FAITH" WITH CBE FIRMS REGARDING PARTICIPATION ON THIS PROJECT.
YOU ARE WELCOME TO ATTEND OUR OUTREACH MEETING IN PERSON ON WEDNESDAY, JULY 27 AT 10:00 AM AT 3650 ROCKWELL AVE, EL MONTE CA 91731. OR CONTACT US TO REGISTER VIA ZOOM.
QUOTES ARE REQUIRED BY 2:00 PM, JULY 29, 2022 , SO THAT ALL BIDS/PROPOSALS CAN BE FAIRLY EVALUATED.
PLEASE SUBMIT BIDS/ PROPOSALS FOR THE FOLLOWING WORK (BUT NOT LIMITED TO): VEHICLE AND FACILITY MAINTENANCE, VEHICLE CLEANING, JANITORIAL, UNIFORM SUPPLY, AUTO BODY REPAIR, LANDSCAPING AND VEHICLE LUBRICANT SUPPLY

CONTACT: JASON SNOW, SOUTHLAND TRANSIT, INC. 3650 ROCKWELL AVE, EL MONTE, CA 91731
PH 626/258-1310 FAX 626/258-1329 JASON@SOUTHLANDTRANSIT.COM

**San Gabriel Valley Tribune**
**Published: 7/25, 7/26, 7/27, 7/28, 7/29/22**

**Tania Rivera** LA Sentinel Online Ad

**From:** Auto-Receipt <noreply@mail.authorize.net>
**Sent:** Friday, July 22, 2022 11:25 AM
**To:** Tania Rivera
**Subject:** Transaction Receipt from WWW.LASENTINEL.NET for $75.27 (USD)

Order Information

Description: Classified Ad (1 Week)
Invoice Number fa52f0ea17344d4f0c45

**Billing Information**
Jason Snow
3650 Rockwell Ave.
El Monte, CA 91731
US
trivera@southlandtransit.com

**Shipping Information**

**Total: $75.27 (USD)**

Payment Information

Date/Time: 22-Jul-2022 11:25:00 PDT
Transaction ID: 63828247054
Payment Method: Visa xxxx7974
Transaction Type: Purchase
Auth Code: 312252

Merchant Contact Information

WWW.LASENTINEL.NET
LOS ANGELES, CA 90008
US
customercare@lasentinel.net

# Place Ad

Place Ad Browse Ads Search Ads

Your Ad has been submitted.

If you have uploaded images your images will not show up until an admin has approved them.

This Ad is currently disabled until the Administrator approves it. Only you (the author) can see it.

Approval could take up to 72 hours. Ads submitted by Friday will be printed in the next week's paper.

Your ad will appear at: https://lasentinel.net/ad4093

**REQUEST FOR PROPOSAL**

CBE
SUBCONTRACTORS/SUPPLIER
BIDS/PROPOSALS
REQUESTED

RFP NO. BRC0000355
LACDPW EL SOL

SHUTTLE SERVICE –
EAST LOS ANGELES

BID/PROPOSAL
SUBMITTAL DATE:
AUGUST 08, 2022 @
5:30 PM

OWNER: LOS
ANGELES COUNTY
DEPARTMENT OF
PUBLIC WORKS
(LACDPW)
PERFORMANCE/PAYMENT/SUPPLY
BOND MAY BE
REQUIRED

THIS ADVERTISEMENT
IS IN RESPONSE TO
LACDPW'S CBE
PROGRAM.
SOUTHLAND
TRANSIT, INC.
INTENDS TO
CONDUCT ITSELF IN
"GOOD FAITH" WITH
CBE FIRMS
REGARDING
PARTICIPATION ON
THIS PROJECT.
PLEASE CONTACT US
TO ATTEND AN
OUTREACH MEETING
VIA ZOOM, OR IN
PERSON AT 3650
ROCKWELL AVE, EL
MONTE CA 91731.
IDEALLY QUOTES ARE
REQUIRED BY 2:00
PM, JULY 29, 2022, SO

THAT ALL BIDS/PROPOSALS CAN BE FAIRLY EVALUATED. PLEASE SUBMIT BIDS/PROPOSALS FOR THE FOLLOWING WORK (BUT NOT LIMITED TO): VEHICLE AND FACILITY MAINTENANCE, VEHICLE CLEANING, JANITORIAL, UNIFORM SUPPLY, AUTO BODY REPAIR, LANDSCAPING AND VEHICLE LUBRICANT SUPPLY

**JASON SNOW, SOUTHLAND TRANSIT, INC.**
**3650 ROCKWELL AVE, EL MONTE, CA 91731**
**PH 626/258-1310 FAX 626/258-1329**
**JASON@SOUTHLANDTRANSIT.COM**

Posted in: Business Opportunities

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LA Watts Times • Taste of Soul

# July 27, 2022

## CBE Outreach Meeting – RFP BRC0000355 - El Sol Shuttle Service Agenda

1. **Introductions**
   - Welcome and Introduce STI Personnel to attending CBE Vendors
   - Ask CBE Vendors to introduce themselves
   - Collect signatures for record of attendance

2. **Company Introduction**
   - Give brief description of STI and Company History / Years of Service
   - Service Areas and current Projects / Experience

3. **Project Overview**
   - Provide overview and description of El Sol's Shuttle Service
   - Include service Areas / function / # of vehicles

4. **CBE Opportunities**
   - Discuss the various CBE opportunities we have available for this project (Vehicle & Facility Maintenance/Cleaning, Uniform Supply, Auto Body Repair & Lubricant Supply and Landscaping Services)

5. **CBE Participation Factors**

   Discuss Qualifications/Requirements, factors, and process of selection for utilizing CBE Vendor's Services

   - ❖ Location / Proximity
   - ❖ Experience Level – Metro, Caltrans, Local experiences
   - ❖ Reputation for quality service and on-time performance
   - ❖ Key Staff qualifications and availability
   - ❖ Demonstrate Team Player with good comprehension of keeping to their role on the team
   - ❖ Demonstrate respect for the contract and the contracting chain of command

6. **Company's Commitment to CBE Vendors**
   - Partnering Opportunities
   - Capacity Building Opportunities for CBE firms
   - Packaging Bids to increase CBE Participation
   - Committed to ambitious CBE Goals

- Mentoring-Protégé Opportunities

7. **Procurement Schedule**
   - RFP Release Date: July 11, 2022
   - RFP Due Date: August 08, 2022
   - Contract Start Date: TBA (January 01, 2023 ?)

8. **Question & Answer Period**

This is a preview of registration form your attendees will see. You don't need to register.

# CBE Outreach Event - RFP BRC0000355 - El Sol Shuttle Service

## Event details

7/27/2022, 11:00 AM - 7/27/2022, 12:00 PM
Time zone: (UTC-08:00) Pacific Time (US & Canada)

Microsoft Teams meeting

Good Morning,

Please join our TEAMS Meeting CBE Outreach Event for RFP BRC0000355 - El Sol Shuttle Service.

Thank you,

Tania Rivera
Executive Assistant Business Development & Retention
Southland Transit, Inc.
Ph: 626-258-1305
email: trivera@soutlandtransit.com

## Speakers

**Jason Snow, Vice President/COO**

## Register for this event

First name *

Last name *

Email *

Register now

07/27/2022

## Southland Transit, Inc. DBE Outreach Event for RFP BRC0000355 - El Sol Shuttle Service

**Attendance Record**

| CBE VENDOR NAME | COMPANY NAME | CONTACT# | EMAIL | SERVICE CATAGORY WORK/SUPPLY | |
|---|---|---|---|---|---|
| JC Non-Toxic Janitorial Services | → same Junoya Canton | 747-204-8633 | JCnonToxic Janitorial@gmail.com | Janitorial | |
| ~~Janco & Winnex Inc~~ | | | | | |
| JENNIFER BENSHAN | Janco & Winnex Inc dba Janmart USA | 626-330-2079 | jennifer@janmartusa.com | Uniform Svc | VIA - TEAMS |
| Dori Mullins | CM SIMPLE | 833-267-4675 | dori.m@cmsimple44.com | Janitorial | Phone Conf |

**Notes:**

Jennifer Renshaw - Janco & Winney Inc dba Janmart USA
- will send via email images of Polo Shirts and styles requested copy of company logo; service includes embroidery and sizing, different materials avail.
(attended via Teams meeting)

Enjunaya Canton - Zuhuri Beauty
- recently opened janitorial business, excited about opportunity, will look further into requirements.
(attended in person)

Dori Mullins - A Simple Janitorial
- not bonded, looking into it,
(attended via phone conference)

Southland Transit Inc.

*Setting the Standard for Community Transit in Southern California*

# *Southland Transit, Inc.*

Presents the following proposal for the operation of

Los Angeles County DPW

# *Request for Statement of Qualifications for Fixed Route and Dial-A-Ride Transit Services*

*(2016-SQPA001)*


***Southland Transit, Inc.***

3650 Rockwell Avenue
El Monte, California 91731
Scott Transue, Vice President/COO
Phone: 626.258.1387 • Fax: 626.258.1329

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Exhibit 2 ..... VEHICLE OPERATOR
Exhibit 3 ..... CUSTOMER SERVICE HANDBOOK
Exhibit 4 ..... SAFETY AND TRAINING PROGRAM
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Exhibit 8 ..... CALIFORNIA HIGHWAY PATROL INSPECTIONS

June 15, 2016

Eric Fong
Administrative Services Division – 9th Floor
LA County Department of Public Works
900 South Fremont Avenue
Alhambra, CA 91803

SUBJECT: Statement of Qualifications for Fixed-Route and Dial-A-Ride Proposal (2016-SQPA001)

Dear Mr. Fong:

We at Southland Transit present the attached proposal with a clear understanding, and full commitment to exceeding, the requirements of this request for proposals. Southland has become a leader in providing community based shuttle services and we would bring all of that experience to the task of providing exceptional service to the County of Los Angeles and especially to the passengers who will continue to use the Sunshine Shuttle Service. Our company has been operating several projects for Los Angeles County Public Works Department, we very familiar with the requirements LACPWD. We look forward to continuing our relationship with the Department of Public Works.

- We have a superior track record for providing community based fixed route service in Southern California.
- We have operated the Sunshine Service before and are very familiar with it.
- Our Facility is equipped to handle Propane vehicles with a dedicated Propane Fueling Station and we also have an agreement with the City of El Monte to fuel our CNG buses just down the street.
- Our high vehicle maintenance standards, and experience with propane, will provide enhanced appearance and reliability for your transit fleet.
- Our company has established a strong corporate support network for its operations in Los Angeles County. This means that your Project Manager would have additional resources available anytime they were needed.
- We have a facility in close proximity to the service area from which we can provide rapid response in the case of any potential service interruption.

If there are any questions regarding this proposal please feel free to contact me:

Scott Transue, Vice President/COO
Southland Transit, Inc.
3650 Rockwell Avenue
El Monte CA 91731
Ph: 626.258.1310 - Fax: 626.258.1329
Email: stransue@southlandtransit.com

I hereby certify that I am authorized to bind the company to this proposal. This proposal will be valid for a minimum of two hundred and seventy (270) days following submission.

Sincerely,

Scott Transue
Vice President/COO

# 4. Support Documents for Corporations and Limited

## a. Corporations

**Southland Transit, Inc.** is providing a copy of our corporation's "Certificate of Good Standing" with the State of California and the most recent "Statement by Domestic Stock Corporation" as filed with the California Secretary of State. Since our most recent Statement has only the "No change in information" box checked, we are also submitting the most recent Statement, which includes a list of corporate officers. Please refer to Exhibit 1.

# 5. Experience

## Background

This proposal is being provided by Southland Transit, Inc. as the prime contractor. Southland was founded in 2001 and has rapidly built a reputation as one of California's most effective transit companies operating numerous demand response services and fixed-route services. These operations are provided under contract with the County of Los Angeles Department of Public Works, Riverside Transit Agency, Los Angeles County cities, two Regional Centers for the developmentally disabled, and Access Services, Inc. the Consolidated Transportation Services Agency (CTSA) for Los Angeles County.

Southland Transit's predecessor sister company, San Gabriel Transit, Inc. (SGT), was one of the first companies to provide public paratransit services in Southern California. SGT has built a strong reputation by effectively operating some of the most difficult demand response operations in the industry. The Los Angeles ASI countywide ADA service contracts the company operates have consistently been the best performing

segment of the Access Service network. The company had also performed well on multiple fixed-route and dial-a-ride engagements prior to transferring those services to Southland Transit upon its formation in 2001.

Southland is a California corporation whose chief executives are Timmy Mardirossian and Scott Transue. As President, Mr. Mardirossian provides strategic direction to all of the company's operations. As Vice President and Chief Operating Officer, Scott Transue directs all of Southland's operations including all of our municipal and public transit contracts.

Our commitment as a company is to treat every project in a unique manner that addresses the particular needs of the project. We thus emphasize availability to our clients, and a cooperative effort in addressing the clients' concerns and issues. As the corporate offices are located in Southern California, our clients have unparalleled access to not only project staff but also to corporate personnel.

# Sample of Projects (Current and Completed)

| | Service Type | Annual Revenue | | Vehicles | | |
|---|---|---|---|---|---|---|
| | | Miles | Hours | Number | Capacity | Fuel |
| Sunshine Shuttle Service | Fixed Route | 300,000 | 15,000 | 4 | 29 | CNG/Propane |
| LA County EL SOL Shuttle Service | Fixed Route | 276,066 | 34,272 | 9 | 29 | Propane |
| Access Services, Customer Service Functions | N/A | N/A | 18,000 CALLS PER MONTH | N/A | N/A | N/A |
| South Monterey Park Shuttle | Fixed Route | 106,137 | 7,981 | 2 | 29 | Propane |
| Avocado Heights / Valinda | Fixed Route | 36,533 | 3,991 | 1 | 16 | Gasoline |
| Whittier Dial-A-Ride | Trapeze | 219,467 | 15,298 | 10 | 4 | Gas & Propane |
| East LA Dial-A-Ride | Trapeze | 113,974 | 11,077 | 8 | 4 | Gasoline |
| Metro Fixed Route | Fixed Route | 2,037,564 | 143,020 | 40 | 24,154 | CNG |
| El Monte Trolley | Fixed Route | 207,938 | 19,067 | 8 | 25 | Diesel |
| Alhambra Fixed Route | Fixed Route | 176,432 | 16,609 | 9 | 32 | CNG |
| West Covina Fixed Route | Fixed Route | 163,791 | 11,468 | 6 | 22 | CNG/Propane |
| Rosemead Fixed Route | Fixed Route | 81,554 | 6,024 | 3 | 22 | Propane |
| La Puente Fixed Route | Fixed Route | 12,134 | 8,418 | 3 | 2,021 | Gas & Diesel |
| RTA Dial-A-Ride | Trapeze | 3,409,982 | 170,417 | 90 | 83 - 12/3 14 - 4/2 | Gasoline |
| North LA Regional Center | Manifest | 459,000 | 31,900 | 26 | 18 | Gasoline |

| | Operation System | Annual Revenue Miles | Annual Revenue Hours | Vehicles Number | Vehicles Capacity | Vehicles Fuel |
|---|---|---|---|---|---|---|
| Kern Regional Center | Manifest | 476,000 | 4,400 | 3 | 18 | Gasoline |
| ASI ADA Paratransit | 5M/DDS | 357,500 | 24,900 | 15 | 18 | Gasoline |
| Arcadia Dial-A-Ride | Trapeze | 234,926 | 25,246 | 18 | 18 | Gasoline |
| Alhambra Dial-A-Ride | Trapeze | 128,181 | 14,312 | 9 | 8 | Gasoline |
| Glendale Dial-A-Ride | Trapeze | 123,000 | 11,490 | 6 | 14 | Gasoline |
| Pico Rivera Dial-A-Ride | Trapeze | 114,559 | 10,462 | 5 | 15 | Gasoline |
| West Covina Dial-A-Ride | Trapeze | 93,788 | 7,466 | 8 | 5 - 9<br>3 - 3/1 | Propane & Gas |
| El Monte Dial-A-Ride | Trapeze | 86,554 | 8,514 | 6 | 5 | Gasoline |
| Rosemead Dial-A-Ride | Trapeze | 61,661 | 5,954 | 4 | 16 | Propane |
| La Puente Dial-A-Ride | Trapeze | 43,902 | 1,998 | 1 | 8 | Diesel |
| Care Fusion Emp. Shuttle | Fixed Route | 49,000 | 2,800 | 1 | 20 | Gasoline |
| SAIC Employee Shuttle | Fixed Route | 26,940 | 3,960 | 2 | 19 | Diesel |
| Qualcomm Shuttle | Fixed Route | 450 | 180 | 1 | 18 | Diesel |
| La Puente Fixed-route | Fixed-Route | 133,632 | 1,800 | 4 | 21 | Diesel |
| Monrovia Dial-A-Ride | Trapeze | 135,000 | 14,000 | 10 | 21 | Gasoline |
| Covina Dial-A-Ride | Trapeze | 70,000 | 7,200 | 5 | 21 | Gasoline |

# Southland Transit – Case Studies

## Commitment to Client Partnership

At Southland Transit we firmly believe that each service we provide is unique. An essential element of our operation is developing a partnership with each client to make certain the individual service meets the particular needs of our passengers. In order to provide this for our customers we have developed some unique approaches that have yielded truly beneficial results. The following are some examples of what our company has accomplished by working in partnership with our clients.

## Demand Response Service (Dial-A-Ride)

In our **Alhambra Senior Ride** service we improved system productivity by over 38% since taking over the service in 1998. This represents hundreds of thousands of dollars in annual savings from the old productivity level. These productivity gains were delivered while improving on-time performance from the low 90% level to 98%.

Again, in **Arcadia** we improved service from the contractually required 5.2 passengers per hour (PPH) to levels at times over 6.0 in one of Southern California's busiest General Public Dial-a-Ride operations providing over 190,000 rides per year, with a no denial policy in place. This productivity gain was achieved while delivering an equally impressive improvement in on-time performance, which now stands at over 96%. We implemented service for **Access Services** on the ADA system for the **Antelope Valley** using computerized software. As a result of our implementation the agency has accurate GIS map information on the qualification of riders. December 2011 on-time performance is at 96%.

In addition to the above we have converted another ten city and county dial-a-ride operations with positive results for both productivity and on-time performance.

These are just the highlights with a particular focus on Senior and ADA operations, which we hope will give some exposure to the level of cooperative effort between our company and its customers.

## Fixed Route Transit

We have provided service on fixed route contracts throughout Southern California. In every case we have improved on time performance through a commitment to maintenance and by working with the clients to ensure that the time points on the route was reflective of the traffic realities of the communities involved. We have been the operator of **Metro's Division 95** for the past six years. We are just one year into our second five year contract. We started the first fixed-route service for the **City of Baldwin Park** in 1997. In Alhambra, El Monte and West Covina we took over the operations from large national companies and were immediately able to deliver significantly improved services.

We have been the only operator of **Baldwin Park Transit**. Since its inception we have done all of the route scheduling and much of the route planning for this system that has grown from four small cutaway buses to six 32 foot, two-door transit buses. We are especially proud of the fact that because of effective route design this system serves a city of over 75,000 people with only two dial-a-ride vans. The fixed-routes serve the City's senior services so well that many of the dial-a-ride eligible riders prefer to use the fixed route system.

We took over operation of the **Alhambra Community Transit** fixed-route system in 1998 after the prior contractor was replaced. Ridership has increased every year we have operated the system due to the working partnership we have with City staff. Cooperative marketing efforts have included the summer fun pass system, rider newsletters, and an active customer service survey program. Essential to growth and development of this system has been our improvements in maintenance of the CNG fleet and our work to change the schedules to reflect changes in traffic flow and thereby make schedule adherence consistent. These two factors have made the service more reliable for the riders, an essential element in encouraging its use.

We took over the **West Covina Go-West** system in 2001. As part of the new contract a

third route was to be established serving the southern part of the city. Our staff did all the planning for this route and provided several options to the City for the timing of the route to match peak demands. This route now outperforms the two routes that predated it. We also improved the overall image of the system with the introduction of alternative fueled MST type transit buses.

# Southland Transit – Areas of Expertise

Southland currently provides fixed-route service, ADA complementary service, rail connection services, general public dial-a-ride services, elderly/disabled dial-a-ride services and services for developmentally disabled adults attending programs sponsored by our Regional Center clients. We have also provided route deviation services and medical courtesy transportation.

As such the company has a high level of expertise in each of the following key areas: **Deployment of high technology scheduling and dispatch systems**, including global positioning and wireless communication with on-board computers to enhance productivity and service reliability in dial-a-ride and flex-route service. We are an expert in the use of both automated paratransit dispatching and high-tech taxi dispatching systems. Our capabilities include the deployment of on-board computers to continually track the performance of drivers. We believe that we have the finest record for effective paratransit dispatching in the state.

**Fixed Route Transit**

- We provide service on numerous fixed-route contracts. We have been successful on small projects and large. We fully understand that the smaller projects can, often, require more attention than the large projects. That the skills and experience required managing a small project may be more demanding than a large project.

**Vehicle Maintenance**

- Our vehicle maintenance performance compares to any transit management company, regardless of size. In particular we have taken on the challenge of the growing use of alternate fuels and established successful programs with both propane and compressed natural gas. Our record of performance on California Highway Patrol (CHP) inspections and third party maintenance inspections has been exemplary.

**Safety and Training**

- Our community transit operations have established an exemplary safety record that has allowed us to maintain cost effective insurance coverage for our clients.

**Deployment of High Technology Dispatching**

- This technology consists of global positioning and wireless communication with

on-board computers to enhance productivity and service reliability in dial-a-ride and flex-route service. We are expert in the use of both automated paratransit dispatching and high-tech taxi dispatching systems. Our capabilities include the deployment of on-board computers to continually track the performance of operators. We believe that we have the finest record for effective paratransit dispatching in the State.

**Regulatory Compliance**

- We developed an advanced payroll tracking system that allows us to ensure we pay our people in accordance with California law and to provide visibility of payroll costs throughout the organization. We regularly train managers on managing in compliance with State and Federal law. We provide each manager and lead person with a specifically designed manager's guide that assists them in maintaining a fair, satisfied, and disciplined workplace.

# Understanding of Expectations

- Southland Transit has been honored to be the contractor of various LA County Dept. of Public Works Services. We fully understand the standards of excellence that LA County has established for this service. We fully understand:

- That Southland Transit is expected to at all times, manage, operate and maintain the service provided in compliance with all federal, state and local laws and regulations.

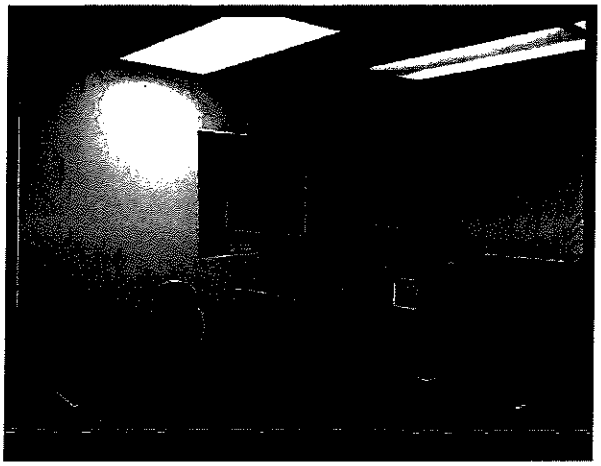
- That Southland Transit will provide operators, operator training, operator dispatching, road supervision, and radio communications, fuel, vehicle maintenance (including but not limited to, preventative maintenance, emergency road repair, running repairs and major component failure). All vehicles will be maintained in accordance with California Vehicle Code requirements and North America Uniform Out-of-Service Criteria. In addition, Southland Transit will maintain and operate all vehicles and service in accordance with the Americans with Disabilities Act (ADA).

- As is our standard, Southland Transit will furnish LA County with professional personnel to coordinate, staff and control all necessary activities for the operation of these services including vehicles, operating personnel (including but not limited to operators, field supervisors, and management personnel), training

programs for these personnel, development of administration procedures, preparation of performance statistics and financial records, and development of necessary methods and techniques to maximize efficiency.

- Southland Transit will continue to manage the day-to-day operations using our established sound management practices. The Southland Transit managers assigned to the to this project are not only experienced on this project but are experienced transit management professionals.

- Southland Transit will certify that our operation meets the regulations of the California Code of Regulations 13 (13 CCR) covering motorbus operations and will maintain compliance therewith during the term of this agreement.



## Dispatch Center Operations

Southland Transit, Inc. has become a recognized leader in providing call center operations. From our El Monte Facility we handle the call centers for the cities of Pico Rivera, El Monte, La Puente, Arcadia, Alhambra, West Covina, Baldwin Park, Rosemead, and other various Dial-A-Ride Projects with the city County of Los Angeles.

We also handle the customer service functions for the large ADA Provider within all of Los Angeles County known as Access Services. In this function we take calls regarding, address lookups, general information needed, applications, and TAP Cards.

By having a dedicated Dispatch Center Manager and operation we have been able to streamline and provide highly efficient services to our cities we are under contract with.

All office staff is required to be trained on properly dealing with the Elderly and Persons with Disabilities before they can start taking calls. Please see Exhibit 3 which contains a copy of our Customer Service Handbook.

# Technical Competence of Proposed Staff

## Staffing Plan

We are well aware of the resources necessary to be successful on this project. Our proposed Project Manager is Gabriela Marquez. As project manager, Michelle will be fully responsible for the service and particularly for managing the performance of project staff, including:

- **Maintenance Manager.** Michelle will work cooperatively with Wayne Seale to ensure that proper maintenance is completed and that vehicles are fueled, cleaned, ready for service;
- **Safety/Training Manager**. Michelle will coordinate with Joleen Judd to ensure that the vehicle operator team is fully staff with qualified personnel. Joleen also conducts monthly safety meetings and assigns behind-the-wheel trainers when required;
- **Road Supervisors.** We have a team of Road Supervisors that are based at the El Monte Operations Center. The team will help support operators assigned to the County project.

## Project Manager

**Gabriela Marquez**, Project Manager. Gabriela has proven herself in managing effective community transit service, providing support to governmental clients and recruiting and training safe reliable operators. She works closely with client staff, scheduling, dispatch personnel, and operators to ensure on-time performance. She assists in the training of operators on system policies and ensures effective route familiarization to ensure schedule integrity and a positive community image. She consistently provides timely, accurate operational reports to his clients, including National Transit Database (NTD) data that often exceeds funding agency standards.

Gabriela will also oversee the preparation of operational reports and other County required information. We believe that her most important task is to set the leadership tone that will ensure the operators assigned to this project are motivated to provide high quality, safe service to all passengers.

Finally, Gabriela will work closely with County staff to ensure that the County's interests are best served and their concerns are addressed. Michelle is on site during normal business hours, and is available by cell phone at all times.

## Safety & Training Manager

We are pleased to have **Babatunde Akinyele** serve as our Safety and Training Manager for this project Babatunde is a TSI Certified transit instructor. He maintains his office at our El Monte Operations Center and supervises the efforts of the company's five (5) other certified instructors and the team of Road Supervisors assigned to the El Monte facility.

The staff and personnel on a project are a key component of the success and quality of that operation. At Southland Transit we keep that as a key focus, in the hiring and training process, as well as throughout an employee's tenure with the company. At the core of our Safety and Training program is our philosophy of the value system of Southland Transit. We believe that the safety of our employees and our passengers is one of the most important elements of our operations. Given that attitude, the skill set and experience of our Safety and Training Manager becomes a vital component in our ability to be successful.

## Project Safety Official

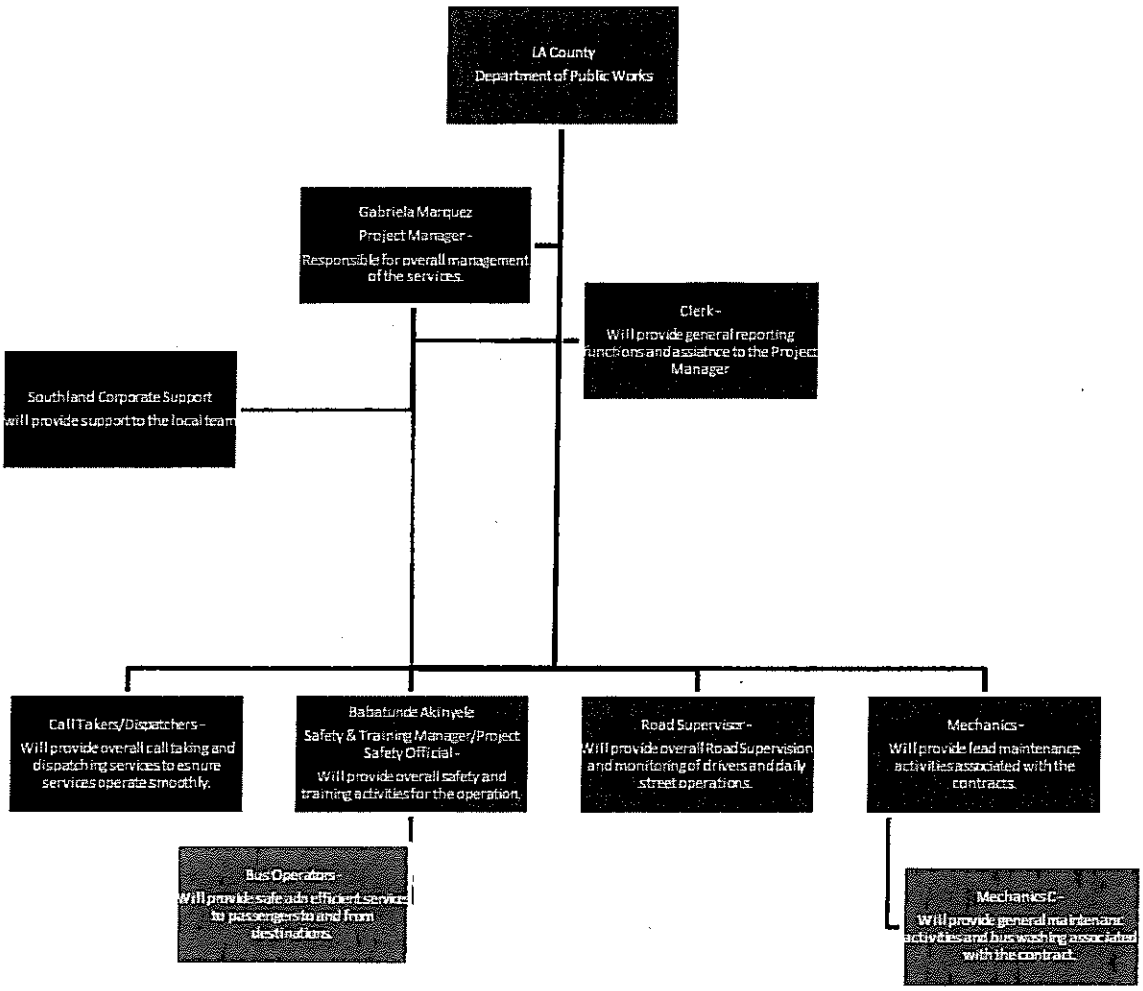
Babatunde Akinyele will also serve as our designated Project Safety Official.

## Maintenance Manager

**Wayne Seale** has been our El Monte facility Maintenance Manager since the formation of the company in 2001. He has worked extensively in highly regulated environments under contract with transit agencies. Wayne is ready, willing and able to apply his considerable experience to this project for the County of Los Angeles.

Our Maintenance Department maintains the one hundred and twenty (125) revenue vehicles that operate from our El Monte facility plus the additional twenty five (25) vehicles out of our East LA Hooper Street Facility. A vehicle to mechanic ratio of 13 to 1 is carefully monitored so that we can provide a reliable fleet.

## Project Organization Chart




## Southland Transit Personnel

Because Southland Transit is California owned and operated, the highest levels of management and their expertise are directly available to our clients and project managers. The Vice President regularly visits every project facility. Every member of a project staff has available to them the immediate expertise and assistance of corporate managers with the experience to ensure that the best decision is made in every instance.

Southland Transit certifies that we will be solely responsible for the satisfactory work performance of all our employees as described within this RFP or any reasonable performance

standard established by the County. Southland Transit represents that we will be solely responsible for payment of all our employees' wages and benefits and subcontractors' costs. Without any additional expense to the County, Southland Transit will comply with the requirements of employee liability, worker's compensation, employment insurance, and Social Security. Southland Transit will hold harmless from any liability, damages, claims, costs, and expenses of any nature arising from alleged violations of our personnel practices.

# Corporate Team

**Timmy Mardirossian, President**
Timmy brings to his position a vast knowledge of transportation in southern California. Beginning in 1979, he has built companies that provide a variety of transportation services, including reliable "black car" service, taxi service, airport van service, municipal dial-a-ride service, fixed route services and, most importantly for this engagement, our corporate team at Southland Transit. Timmy is fully engaged in the company's performance from the smallest to the largest projects.

**Scott Transue, Vice President/COO**
Scott brings to this position a wide variety of transportation experience including performing planning and management functions over Fixed-Route, ADA Paratransit, Dial-a-Ride projects for senior and persons with disabilities. Scott has also written as a consulting project a specialized paratransit service plan for Seniors and Persons with Disabilities for the County of San Diego. The Dial-a-Ride projects that he has managed have grown to be so successful, that they ended up turning into local flex-routes which reduced costs for the agency. Scott's record of service implementation includes a variety of projects.

**Wayne Seale, Maintenance Manager**
Wayne's offices are in El Monte where he maintains a 24-hour a day maintenance operation and back up parts inventory for each of our facilities. He is an automotive Master Technician. He has installed and is responsible for maintenance of our proprietary maintenance software. The system provides comprehensive reports on all maintenance performed on equipment at the facility. We are very fortunate to have such an experienced Maintenance Professional on our staff that is extremely knowledgeable and will be a huge asset to this County Project.

**Ermine Manvelyan, Human Resources Manager**
Ermine oversees all aspects of Human Resources and compliance issues. She administers our health insurance program and has training in wage and hour law. Ermine is available to all managers or supervisors when addressing performance issues benefit questions, wage compliance, or other areas of concern.

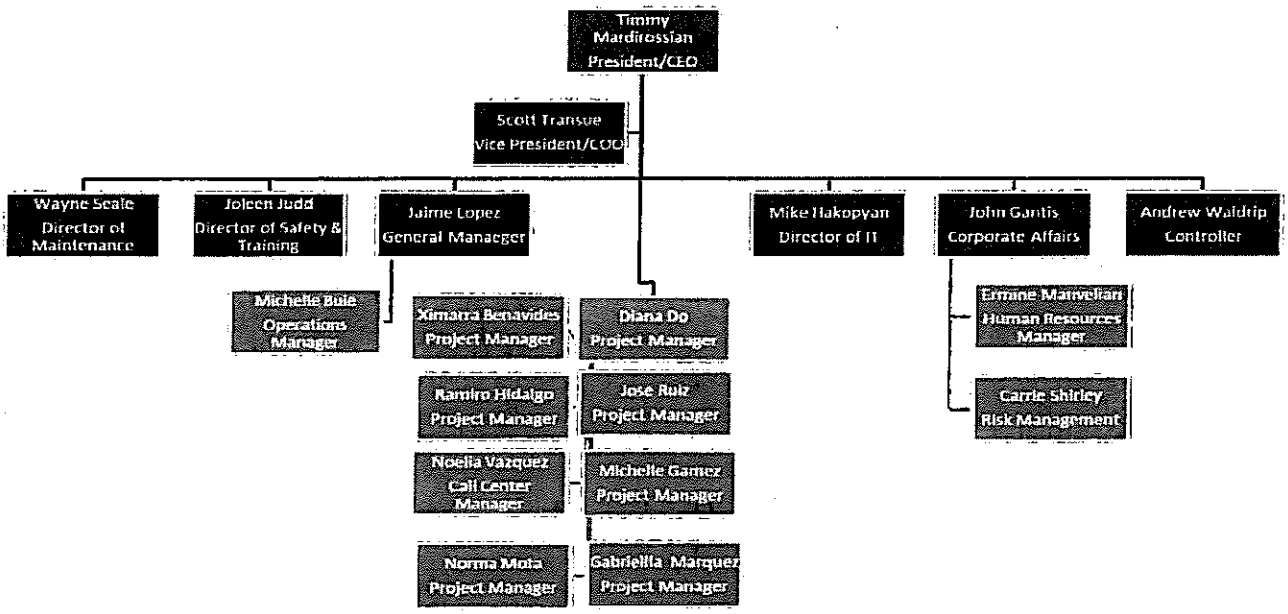
**Carrie Shirley, Risk Management**
Carrie is responsible for ensuring that driver accident reports for vehicles operated by Southland Transit are complete and accurate prior to submission to the insurance carrier and/or client as needed. She actively monitors cases through the process to ensure that issues are dealt with in a timely fashion.

**John Gantis, Workers Compensation**
John is Southland's point person regarding any and all issues, including compliance with OSHA, EEOC, labor and other applicable laws and regulations. John is also responsible for generally

overseeing the Risk Management and Human Resources departments, in addition to overseeing Southland's injury and illness prevention programs. John is also in charge of managing our worker's compensation claims, reporting them to the carrier, monitoring them on a regular basis, and disseminating written material and notification of upcoming seminars on the subject.

**Mike Hakopyan, Network / Computer / Software Support**
Mike is a dedicated and highly energetic person who thrives in pressure situations and can be counted on when the going gets tough. He is skilled in Network Administration, File Servers, Database Servers, Workstations and other related systems. He takes pride in providing creative direction and out of the box thinking. If there is one characteristic that is appreciated at Southland above others is Mike's can do attitude. He will be available on an as needed basis.

# Corporate Organization Chart




| Position | Scope of Duties |
|---|---|
| Project Manager | Will provide overall management of the services and ensure all contractual requirements are met. |
| Road Supervisor | Will provide overall road supervision of drivers and street operations. |

| | |
|---|---|
| Safety and Training Manager | Will provide Safety and Training to all drivers to ensure safe practices are occurring at all times. |
| Drivers | Provides safe and efficient transit services to passengers ensuring all pickups and drop offs are completed on time. |
| Reservationist | Provides call taking duties and books trips upon assigned service for passengers. Acts polite and courteous to passengers at all times. |
| Dispatcher | Dispatches vehicles and monitors drivers via radios to ensure safe and efficient operations occur. Handles sensitive and emergency situations that arise. |
| Lead Mechanic | Provides lead maintenance activities of assigned fleet. Ensures all PMI's are completed on time and all vehicles are in safe operating condition. |
| Mechanic B | Provides general maintenance activities of assigned fleet and coordinates with the lead mechanic. Handles the more routine maintenance functions of the operation. |
| Clerk | Provides general reporting and clerical functions of the operations. Responsible for ensuring accuracy of all reports submitted to the Cities. |

## Gabriela Marquez — Project Manager

**PASSENGER TRANSPORTATION PROFESSIONAL** with significant management experience in providing contracted transportation service, including fixed route and dial-a-ride. Experienced with project reporting, both customer required reports and NTD reporting. Significant experience working with staff at social service agencies to ensure responsiveness of the services provided. I have successfully managed dispatch, drivers, supervisor and maintenance staff.

# PROFESSIONAL EXPERIENCE

### Southland Transit, Inc 2002 to Current

***La Puente, Sunshine Shuttle, and El Sol Shuttle Service Project Manager 3-2010 to Current***
Manages all facets of the operations listed above. Responsible for all reporting to the clients, driver scheduling, dispatching, and reservations functions. Ensures service operate efficiently at all times. Coordinates with maintenance to ensure availability of buses.

***West Covina- La Puente Project Manager 3-2010 to Current***
West Covina Dial-A-Ride and Shuttle Operates in the City of West Covina, CA and 3 miles outside the City for Medical Appointments. Exceeds all performance standards required by the City. Manage dispatch, and field operations department. Prepare and maintain a level of required reporting procedures for the client including NTD reports for Metro.

La Puente Dial-A-Ride and Shuttle Operates in the City of La Puente CA, and 5 miles outside the City for Medical and Government Appointments. Exceeds all performance standards required by the City. Manage dispatch, and field operations department. Prepare and maintain a level of required reporting procedures for the client.

***Assistant Drug and Alcohol Project Manager 1-2010-3-2010***
Responsible to distribute monthly random to contracts, do quarterly reports, prepare information for FTA audits.

***Glendale CA Dial-a-Ride Project Manager 5-2009 to 12-2009***
Glendale Dial-A-Ride Operates in the City of Glendale, CA, La Canada ~ Flintridge, and La Crescenta Montrose. Exceeded all performance standards required by the City (an on-time of 95% and passengers per hour of 3.75). Manage dispatch, maintenance and field operations departments. Prepare and maintain a level of required reporting procedures for the client including NTD reports for Metro.

***Office Manager-Metro 8-2007 to 12-2009***

Responsible for reporting daily information to Metro, payroll for over 80 employees, preparing and maintaining a level of required reporting procedures for the client. Will prepare new hire/final paper work.

***Lead Dispatcher- Metro***
***5-2004 to8-2007***
Part of the start of the new Metro contract, dispatch 35 buses daily, responsible for all dispatchers; do scheduling for over 80 drivers, keep record of daily information as Metro requests. When buses arriving to yard will use proving machine and get daily money put in the vault. Will greet the people picking up money and walk them thru the procedure.

***Call Taker/Dispatcher***
***7-2002 to 5-2004***
Answer calls and book passengers for their daily appointments in trapeze, will cover dispatch when needed; route the daily routes before given to driver.

**Training**

- Fundamental of Bus Collision Investigation (TSI) 2009
- Supervisor Harassment and Discrimination Training 2012
- Reasonable Suspicion Determination for Drugs and Alcohol Testing 2012

## Scott Transue — Vice President/COO

Scott has proven success in managing effective transit systems for public agencies. He has significant experience with all phases of transit and paratransit operations management including route/service planning, service marketing, employee/labor relations, safety/training programs, and budgeting.

**PROFESSIONAL EXPERIENCE**

**Southland Transit, Inc.** El Monte – Vice President/COO March 2012 to Present
Responsible for all transit contracts and operations of the company and business development activities; Provides support and collaborates with senior management staff to design successful operations; Ensures that operational resources are identified and obtained to realistically perform services at proposed levels and measures; With the support of Southland's Director of Operations provides guidance, training and support for eleven Project Managers located at five locations throughout southern California.

**Specialized Transportation Consulting**, San Diego, CA – Principal 2011 – 2012
Provide specialized transportation consulting to clients that which included Grant Writing, Research Analysis, writing of a Service Plan for Seniors and Persons with Disabilities, third party contract specific audits

**North County Transit District (NCTD),** Oceanside, CA – Mgr. Ser. Quality & Accessibility 2010 – 2011
Responsible for the agency's ADA Paratransit services, ADA compliance upon its Fixed-Route services, Rail, and Facilities, responsible for budgeting, Title VI, ADA and Senior and Disabled Services meetings, and community outreach.

**San Diego Metropolitan Transit System (MTS),** San Diego, CA – ADA Manager 2002 – 2010
Responsible for operations and planning of various Fixed-Route, Dial-a-Ride, ADA Paratransit, Contract Management, Senior and Disabled Services meetings and outreach.

**San Diego Regional Center,** San Diego, CA – Transportation Coordinator 2000 - 2002
Responsible for coordinating all aspects of transportation for persons with disabilities to include contract management and vendor oversight, complaint handling, routing and scheduling, and interacting with case workers, families, and persons with disabilities.

**Speaking Engagements**

**CALACT/National ADA Roundtable Conferences**

- Effective Transit Fare Policies, Paratransit Efficiencies, CALTRANS Civil Rights/LEP Guidelines & Third Party Contracting Workshop; Effective Late Cancellation and No-Show Policies, FTA Compliance & Triennial Reviews

**EDUCATION**

- San Diego State University San Diego, CA – BA Program 2002
- Pepperdine University, Malibu, CA – Transit Management Program 2002
- Managing the Costs of ADA Paratransit Seminar - National Transit Institute
- Understanding ADA Seminar - National Transit Institute
- FTA Civil Rights Seminar – Federal Transit Administration
-

## Wayne Seale — Director of Maintenance

**A FLEET MAINTENANCE MANAGER** with proven success in managing effective maintenance of passenger transportation vehicles operated under contract with municipalities and public transit agencies. Significant experience with all facets of establishing an effective preventive maintenance system, planning for the maintenance of alternate fueled vehicles and maintaining publicly owned vehicles operated by our company.

**PROFESSIONAL EXPERIENCE**

**Southland Transit, Inc.**, El Monte, California – **Director of Maintenance** 1989 to Present

Starting as a Shop Manager Mr. Seale has progressed to the current position with full responsibility for maintenance of over 300 vehicles providing service on 18 separate transit or paratransit contracts; Manages foremen and lead mechanics in eight facilities throughout southern California; has been responsible for the equipment and maintenance start-up functions of seven service implementation projects over the past eight years; has established highly effective programs for the maintenance of wireless data technology in company owned shops to ensure the reliability of core communications technologies. Some of the high points of his career at Southland include:

- Created and implemented an excellent alternate fuel vehicle maintenance program;
- Established ASE certification programs for technicians, including incentive programs for newly certified personnel; and,
- Worked closely with Access Services, Inc. to become the model maintenance operation in the ASI network.

**Autospec**, Bellflower, CA – **Proprietor** 1983 to 1989

- Owner of a specialty automotive business which provided restoration and rebuilding services for classic, collector and special interest vehicles; Provided full restoration services including mechanical retrofitting as well as body and painting services. Developed a high level of expertise in specialized high performance suspension systems.

**Fiat Motors of North America – Technical Parts Analyst** 1974 to 1983

- Researched problems with serviceability of OEM parts; Implemented identification procedures to correct and maintain accountability of parts defects; Generated technical bulletins to advise dealers of parts problems; Assisted field representatives with part related problems.

**EDUCATION AND CERTIFICATIONS**

- ASE Certification - Compressed Natural Gas Technology
- R134/Macs AC Certification
- Ford and Fiat Factory Certification in Diagnostics
- Harbor Community College – Associates of Arts degree

## Babatunde Akinyele — Safety & Training Supervisor

Operations Supervisor, with expertise in transferring product from engineering concept phase of production to manufacturing environments and leading production teams to meet aggressive manufacturing goals. Key strengths in scheduling, training, problem resolution and customer satisfaction. Expertise includes:

**PROFESSIONAL EXPERIENCE**
**Southland Transit Inc.,** El Monte, CA

**Safety, Training and Road Supervisor** 2015
Training and instructing of new operator to take their written test for Class B Commercial Drivers License. Conducting Safety meetings, conducting driving evaluation and retraining of operator (in class and behind the wheel (BTW).

**Road Supervisor** **2014**
Maintain performance standards as required by the FTA and FDOT. Maintain the safety of vehicle operations, employees and customers. Monitor operations including drivers, routes, and assignments; Respond to customer request and emergency that may occur.

**Bus Operator** Sep 2014 – Mar 2015
Providing safe, courteous transportation service to customers and assisting those with or without mobility devices in boarding and exiting the vehicle.

**Raytheon Space and Airborne Systems,** El Segundo, CA 2004 - 2012

**Bond, Coat and Paint Process Lab Supervisor** 2009 – 2012
Supervised a highly talented staff, which supported the Space and Airborne Engineering labs and production centers for the whole El Segundo facility. This included precision cleaning, conformal coating, painting, bonding and encapsulating, Worked with the Correction Action Board (CAB) for quality and process improvements.

- Maintained employee productivity and commitment to quality by encouraging and facilitating involvement in process improvements and implementing applicable suggestions.
- Inserted the precision cleaning process of hardware into the process lab, to improve the efficiency and quality in the coating processes.
- Maintained 100% pass rates during lab audits (Quality, internal and external customer audits) by conducting self audits and staying in compliance lab requirements, training, and certifications.

**Electrical Assembly Operation (EAO) Project Manager** 2008 – 2009
Supported and backfilled for other Project Managers, Supervisors and Coordinators in the EAO Centers. Facilitated and supported plans for Walk-In-Work, scheduled and assigned work to employees, communicated with other departments on Quality, process audit, scheduling, material and planning issues. Understood and assisted, in training the hourly employees, in the implementing PRISM, Visiprise Manufacturing system, 5S, and maintaining the training records of the employees.

**GNS Production Lab Supervisor** 2004 – 2008

Supervision of assemblers and technicians in the integration of sub-assembles into top level assembles, for production and Engineering prototypes, oversaw the thermal, Vibration and shock testing, troubleshooting, repairing, retesting, and selloff of these products, depot returns.

- Lead team to 100% on time delivery by training employees on lean manufacturing concept and integrating all production released programs into Visiprise Manufacturing system (VM).
- Having the lab staff involved in 6 Sigma and process improvement projects, able to bring the lab audit results from a 70% pass rate to 98%.(Internal / external customer and ISO audits)

**POWERWAVE TECHNOLOGIES**, Santa Ana, CA 1993 – 2004

**Proto Type Lab Supervisor**

Provided support to design engineers by assigning technician and assemblers to various projects. Introduced new product to the manufacturing department with all the requirements that were needed to accomplish the task (operation method sheets, test procedure and training; first past yields; personnel, requirements and equipment.)

**Production Supervisor** 1995 – 1999

Maintained schedules while keeping quality of the product as a priority. Supervised staff of up to 40 employees.

- Implemented formal training program. Resulting in higher efficiency and better employees.
- Participated on ISO 9000 implementation team (certified).
- Implemented improvements of yields and efficiencies on new production lines, that resulted in higher yields.

**EDUCATION AND CERTIFICATIONS**

AS, Electronic Engineering Technology – ITT Technical Institute
R6 Sigma Specialist Certified
Polymeric Applications Certified
Polymeric Application Inspection Certified
Accident Reporting Training - 2015
US DOT TSI Instructors Course- 2015

# Labor Code 1070-1074

Southland Transit affirms that we will offer employment and retain employees that meet all requirements established under the applicable labor code.

# Minimum Mandatory Requirements

### 1. Southland Transit, Inc. – Minimum experience: 3 years.

Southland Transit, Inc. is one of California's most experienced community transit companies, and particularly so in the operation of small fixed-route systems like that described in this RFP. Our fixed-route and Dial-A-Ride operations are provided under contract with LA Metro, numerous cities, and the Los Angeles County Department of Public Works. We have over fifteen years of experience providing and managing fixed-route service.

### 2. CHP Compliance Inspections

Southland Transit has passed all compliance inspections or re-inspections for the last three thirteen month cycles. We have also attached our reports within Exhibit 8.

# 6. Work Plan

## Project Understanding

It is understood that this RFQ is in response for both Fixed-Route Shuttle and Dial-A-Ride Projects as they arise in the future. Our work plan described below provides a narrative for being eligible for both types of services.

Service Hours:

- 7:00 a.m. to 6:00 p.m., Monday - Friday
  9:00 a.m. to 6:00 p.m., Saturday

- Service will not operate on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Fare:

- The cash fare is $0.25 cents per trip. Metro Paid Fare and EZ Passes are also accepted. Senior citizens (60 and older), persons with disabilities, and children less than five years old ride for free.

## Operations Plan

Southland Transit takes a very aggressive approach to operating public transportation services. Our current and proposed Project Manager, Gabriela Marquez is dedicated and focused on the success of these shuttle services. Her supportive approach and cooperative management style has been a real asset in the time she has been with our company.

## On-time Performance

Southland Transit has a long history of bringing integrity back to the operation of fixed-route systems that had encountered serious service delivery problems. The best examples of these interventions were the systems in Alhambra, West Covina and Burbank. Monitoring this in real time and in an on-going process will be a key responsibility for the staff members on this project.

The methodology for determining on time performance will involve several inputs:

- a specific report from every driver when a route loop originates behind schedule by any amount of time,
- scheduled time compliance reports at key points on the line, in other words positive "on time" reporting rather than exception based late reporting,
- a subsequent report when a stop is served more than five minutes behind schedule, and time performance samples made by our Field Supervisors throughout the day, the results of which will be maintained in detailed records of the samples.

# Equipment/Proposer-Provided Service Vehicles

## Transit Vehicles

Southland Transit acknowledges that the County will provide service vehicles and that STI will be responsible for the operation and maintenance of the vehicles, and for all costs for insurance, servicing, and storage.

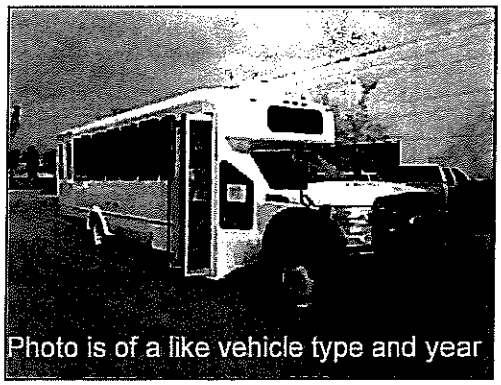


Photo is of a like vehicle type and year

## Contractor-Provided Service Vehicles

We have carefully reviewed the requirements for contractor supplied vehicles as delineated in the RFP. Southland Transit currently has a 2011 Vehicle that meets the specifications and is listed more fully within the required forms section of our proposal.

## Support Vehicles

Southland Transit has a vehicle for Road Supervision and service vehicles assigned to

the Maintenance Department for road calls and maintenance support. These vehicles are in good operating condition and appearance.

## Supplemental Service Vehicles

Southland Transit understands that should service demands increase, ridership exceed the capacity of existing vehicles or existing vehicles are no longer operable, our company may be directed to operate additional Contractor-Provided or County Service Vehicle(s) for Service on this project. We understand that the County will approve any vehicles prior to being placed into Service.

Southland Transit has a diverse fleet of vehicles and will be able to accommodate this request should the need arise.

## General Terms for Transit Vehicles

Southland Transit has previously acknowledged receipt, condition, and working order of County Service Vehicles and equipment on other DPW projects. Southland Transit will maintain all vehicles, related accessories, equipment, and facilities required in good order and in a condition satisfactory to the DPW Contract Manager.

We acknowledge that STI is also prohibited from using County Service Vehicles or equipment for any purpose other than providing service as specified in the contract that would be a result of this process. At contract termination, Southland Transit will return and deliver County Service Vehicles, equipment, and all other peripheral equipment to County with no deferred maintenance or damages with the exception of reasonable wear and tear.

We acknowledge that the County staff may inspect County Service Vehicles, equipment, and all other peripheral equipment prior to Contract termination to assess condition of County Service Vehicles and equipment at any time. STI will perform all the work necessary to correct any deficiencies noted.

Southland Transit agrees to repair or replace any County Service Vehicle and/or equipment, which may be damaged or lost by reason of collision, fire, negligence, abuse, vandalism, or other like cause. Replaced equipment will be with a County-approved exact duplicate or as stipulated by the Director. In lieu of replacement the County may accept, at the Director's sole option, insurance funds plus Southland's deductible or the County's Net Book Value whichever is greater within 90 days of any loss.

The County's Net Book Value of a Service Vehicle will be based upon the straight-line depreciation over the years of useful life.

## Pass-Through Costs

Southland Transit understands that the County will allow STI to pass-through the

amounts necessary to cover the specific items if the Contract Manager has previously authorized the work in writing prior to our initiation of work for the item. Our claims for payment of pass-through costs will include all supporting documentation of costs, approvals, and copies of vendor invoices.

# Rates and Compensation

## County Service Vehicles

We understand that the County will pay STI on a monthly basis an amount equal to the sum of the number of vehicle service hours specified provided with County service vehicles times the agreed upon hourly rate less any fares collected and any liquidated damages that may be assessed.

## Contractor Service Vehicles

It is understood that when an STI vehicle is used in service the hourly rate will differ from that of a County provided vehicle. We have provided our proposed rates within Form PW-2.

## Pass-Through Costs

Southland Transit understands that the County will allow STI to pass-through the amounts necessary to cover the specific items if the Contract Manager has previously authorized the work in writing prior to our initiation of work for the item. Our claims for payment of pass-through costs will include all supporting documentation of costs, approvals, and copies of vendor invoices.

## Staff Retention

Employee retention is a major issue for effective transit operation. Operators have to be able to navigate and experienced operators that know where they are going are very valuable. For the sake of service safety, quality and productivity we make a major commitment to keeping every operator who is good at this work. This is an area where Southland focuses attention.

## Benefits Program

Our benefit program is highly competitive, and often superior, to that provided by other firms in our industry.

**Health Insurance**

- Our health insurance program has been well received by employees. That is no accident because we specifically designed the program with our employees in mind. Employees are eligible to enroll in the health plan at the first of the month following 30 days regular employment (regular excludes initial training time) for employees scheduled to work 35 hours or more in a week. As a company we

are committed to finding full time employment for every employee who wishes to work a full schedule, thus allowing the employees to participate in these benefits.

- With increasing costs we work to negotiate multiple coverage options for our employees. This allows the employee to choose among four levels of health care so each can choose coverage and cost that most clearly meets each employee's individual needs. To further reduce the cost we have a 125 plan that allows for the employee to pay for their portion of any benefit cost with pretax dollars.
- The company pays a significant portion of the cost of the employee's coverage, and the employee may add dependent coverage at their own cost. We believe that the program and the relatively short period for eligibility give us a clear advantage in competing for operator talent.

**Dental/Vision Insurance**

- Employees can purchase dental/vision coverage at inexpensive group rates. The employee may also pay for this benefit with pretax earnings under the '125 plan.

**Paid Time Off**

- Hourly non-exempt employees, who are regularly scheduled to work 35 or more hours a week, earn Paid Time-off (PTO) in amounts tied to the amount of time they are regularly scheduled to work. Paid personal leave can be used for any purpose and can, with prior approval be used by the employee as soon as it is earned. Our policy of starting the accrual immediately and allowing its use as soon as it is earned is a commitment to the employees that the company honors and respects their contribution immediately. Additionally our combination of traditional vacation and sick coverage encourages good attendance, as time used for illness cannot then be used for "vacation." Conversely it is well received by employees because they never "lose" their sick time as personal time off accrual is paid at termination in accordance with state law.

**Paid Holidays**

- Southland pays for six holidays a year. Regularly scheduled operators scheduled to drive on one of these holidays and who do not work because the system on which they work is closed, receive holiday pay for the hours of work they miss in regards to the specific holiday. When an operator is assigned to a system that does not close for one of our recognized holidays, and works that holiday, the equivalent hours are dropped into their Personal Time Off account.

**401(k)**

- Southland has a 401 (k) plan for employees who have been with the company a year or more. Employees can defer pretax earnings into the plan as retirement saving. Additionally, we have provided that employees may defer safety incentive payments into the plan, which has proven popular for operators who do not feel comfortable deferring a portion of their paycheck into the plan.

**Pre-Tax 125 Plan**

- All employee benefit copayments for these plans may be made from pretax earnings subject to a §125 plan.

**Bereavement Leave**

- 2 days paid bereavement leave for identified relatives.

**Paid Jury Duty Service Leave**

- Paid jury duty service for up to 5 days.

**Paid Holidays**

- Six paid holidays, and when an employee works one of these holidays we credit their paid time off account with equivalent hours so that the employee can enjoy a day off at another time.

**Discounted Entertainment Tickets**

- Our company participates in a program called Great Perks. Through this program, employees are able to purchase discounted tickets to community events such as amusement parks, fairs, sporting events, and other activities.

**AT&T Cell Phone Discount**

- Employees will be able to receive a company 10% discount off AT & T Cellular Service through a special company arrangement.

## Injury Illness Prevention Program

Southland has a fully compliant Injury Illness Prevention Program in place as well as a Hazard Communication Program. It is covered with employees during their initial training. Our Director of Safety & Training, Joleen Judd oversees our company policy in this regard. We have attached it in Exhibit 5.

# Risk Management

We believe that risk management starts with safety and training. Southland Transit has a fully compliant Injury and Illness Prevention Program in place as well as a Hazard Communication Program. The plan meets all requirements of good practice, as well as state and federal laws. Under this plan regular walk through inspections of the facility and equipment inspections are undertaken, as well as investigation of all reported safety problems.

# Lunch and Break Handling Procedures

We comply with California labor standards on the scheduling of rest and lunch breaks. Time and time again we have taken over services where drivers were not afforded the lunch breaks. In addition to being a California legal requirement, we believe that regular lunch breaks contribute to enhanced system safety. The change to taking lunch breaks is not always a popular measure with drivers, who prefer being paid for the time, even if it means no lunch. We schedule the rest and lunch breaks for dial-a-ride operators in

the Trapeze system.

Scheduling rest and lunch breaks for the dial-a-ride is relatively simple due to our computerized dispatching system. For the fixed route service, we work with clients to create a schedule that will allow enough "recovery time" at the end of the route to allow for a ten minute break at regular intervals. We dispatch operators to provide lunch relief for the regular operators.

# Documentation and Maintenance of Project Records

✔ **Tracking of Key Quality Elements** – We believe that a company does well those things that it believes are important enough to measure. Most of the activity that goes into providing service quality is measurable and such measurement will be the basis of our quality assurance program. Our history in demand responsive service is that we improve BOTH service quality and productivity. We track every measurable component, especially on time compliance and the rate of no shows. We have learned some important lessons by tracking these key factors, examples:

- We have found in taking over a number of systems that a high number of reported no shows were actually dispatch errors rather than real Incidents of a no show passenger. These errors are often caused by poor subscription trip maintenance.

- We have found that only by understanding hour-by-hour productivity can we improve our matching of service hours and trip demand. Using these techniques over the past years in operations we have taken over we have delivered average productivity improvements of well over 20%.

- We have learned to use the power of Trapeze software linked with our system archiving software (TSS ATBOS & ATBOS PA to track on time compliance on a real time basis and effect real time "rescues" of service schedules.

We manage these key elements aggressively on a continual basis and have a reporting process that will give County staff documentation of our performance, in every important area. At Southland we work with each client to define the standards which are particular to that service and that contract. We then set up additional tracking and reporting systems to ensure that any particular issues are monitored and shared regularly with the client. We also have been enthusiastic participants in professional surveys of our systems to assess the level of customer satisfaction with the service.

As part of this process we encourage the input of the drivers who provide the service. We seek their insight, not only at monthly driver meetings as required by

the Scope of Work, but also in daily interaction with supervisors, dispatch staff and maintenance personnel.

✔ **Accident Reporting & Incident Investigation** – While we do everything possible in our training and ongoing safety meetings to avoid accidents, they do occur and we train our employees how to handle those situations. Our practices meet the standards of good practice as well as the requirements set forth in Scope of Work. Every driver undergoes training regarding the handling of an accident situation. The driver immediately contacts dispatch and/or the road supervisor when an accident occurs. Dispatch then coordinates an appropriate response.

The driver is trained to seek appropriate information at the accident scene, which is reinforced by the arrival of a road supervisor or member of management personnel. Pictures are taken at the scene for thorough documentation. Accidents which take place with consumers on board, or when an accident will cause a delay in service it is reported immediately. If needed a road supervisor or cover driver will use a vehicle to keep service on time.

Incident report forms are kept available for all workers in order to document passenger disturbances, wheelchair lift failures, and road failures.

# Operator Recruitment, Hiring, Training and Evaluation

The staff and personnel for a particular service are a key component of the success and quality of the operations. At Southland we keep this as the focus, in the hiring and training process, as well as throughout an employee's tenure with the company. Our hiring and training of employees for this service will comply in all respects with the training requirements set forth by the County. Background checks will be completed on every operator.

## Operator Recruitment

The recruitment and hiring of operators will meet all legal and contract specifications. We continue to have excellent success with recruiting school bus operators who are looking for a career upgrade. For these operators transit service is a more reliable year-round job with better benefits than a seasonal school bus driving job. We do understand the requirement for carefully assessing school applicants since not all of them are adaptable to a busy fixed route or dial-a-ride operation, particularly in terms of real time navigation.

## New Hire Operators

It is critical to our overall success that a viable program be established for training individuals without prior passenger transportation experience. It allows us to maintain balance in our recruitment efforts and be less dependent on the actions of other employers in filling our positions.

## Operator Selection

At Southland Transit we expect a high degree of customer service skills by our operators. It is very important to us that our operators are friendly, respectful, and courteous. Therefore, as passengers board the bus they are greeted with a pleasant experience. At Southland Transit, we know that anyone can be trained to drive a bus, but it takes the right person with a great customer service skill-set to do the job effectively.

Operator applicants must either possess a California driver's license with appropriate endorsements, or meet the requirements for entry into our training program. All applicants undergo a DOT medical examination and a pre-employment drug screen that must be negative. The drug screen is done in accordance with the terms of federal law. At a minimum an applicant must minimally pass the following criteria.

- 5 years of driving experience;
- Drivers must be in good standing with the DMV and enroll in the DMW Pull Notice Program;
- No suspensions in the previous sixty (60) month period;
- Have no more than three (3) moving violations or two-point violations within the thirty-six (36) month period preceding selection;
- Drivers must not have any rail crossing convictions;
- Drivers must be able to speak, understand, write and read English with proficiency; and,
- Must not be addicted to alcohol or controlled substances;
- Will not be subject to outstanding warrants for arrest;
- Be sensitive to passenger needs and be able to handle complaints and problems as they arise;
- No reckless driving violations, DWI/DUI or drug abuse convictions or license suspensions due to such convictions in the last ten years.

We seek operators who are able to read, write and communicate in English. However, we fully appreciate the skills and versatility brought to the service by those who are able to communicate in more than one language.

At Southland we are not satisfied with hiring those minimally qualified but seek those people who are most qualified and most motivated to drive. We go beyond check-listing minimal qualifications. Each applicant must complete an application and submit an H6 DMV report. In a brief interview at the time of submission, the applicant is told of the job requirements, the application is reviewed for any unanswered questions, and the H6 is reviewed.

Those with minimum qualifications undergo a thorough interview, using a model list of questions.

The list ensures the interviewer covers all areas of questioning, that all applicants are judged consistently, and that all questions are legal and not discriminatory. Questions are open-ended to allow the applicant to talk about values and motivation, rather than simply saying a yes or no to a question. This allows an interviewer to gauge the character and sincerity of applicants.

Driver selection actually continues throughout the training process. We do not hesitate to remove trainees who are not achieving the desired level of performance in any area – driving skills; interaction with riders, staff, and coworkers; ability to read maps and navigate; and ability to use the technology.

## Driver Training

The following is an overview of the initial operator training curriculum. This system is in use throughout our company and has been used to train paratransit and fixed route operators in service throughout Southern California. Classes follow the training materials from the National Transportation Safety Institute (NTSI), with further development of materials from Transportation Management Associates for passenger assistance training and the Smith System for defensive driving. The training summary outlined below is a summary of our training and safety program. Operators receive on-going safety awareness and training to ensure they continue to remain fit-for-duty. A full Southland Safety and Training Program is being submitted with this proposal which is followed and is shown as Exhibit 4.

1) **STI Orientation and Policies.** As we provide paid training, a trainee is an employee as soon as they enter training. The initial session is to introduce the trainee to employee policies and procedures and to ensure that all of the necessary initial paperwork is completed.
2) **Defensive Driving**. Our defensive driving instruction includes both the defensive driving course provided by the National Safety Council and the Smith System. In the two programs trainees learn techniques for avoiding accidents on the road, covering such things as attention to situations which can bring about accidents, making yourself aware of the actions of other drivers and pedestrians, the proper methods for crossing, entering and exiting the vehicle. Our training curriculum includes the Smith System materials because they provide an exceptional tie in to behind-the-wheel training which is used.

| | | |
|---|---|---|
| a. | ALL | **Aim high in steering** |
| b. | GOOD | **Get the big picture** |
| c. | KIDS | **Keep your eyes moving** |
| d. | LOVE | **Leave yourself an out** |
| e. | MILK | **Make sure they can see you** |

3) **Transportation Safety Institute curriculum.** The **Transportation Safety Institute**, the training branch of the Federal Department of Transportation, has developed this 3-part curriculum. Every segment utilizes slide shows and a follow up exam.

    a. Vehicle Operations. This segment discusses maneuvering techniques in several different operating environments with a variety of bus sizes. The primary focus is

in fixed route operations with large vehicles in a variety of operating environments.

b. Customer Service. This second segment works with the first to give the driver trainee effective tools in handling customers, in both fixed and paratransit applications.

c. Emergency Management. This final segment covers the requirements for handling accidents and vehicle breakdowns. It also builds on the customer service segment in that it sets out methods by which the driver deals with these situations when the vehicle has passengers in congested situations.

4) **Pre & Post Trip Inspection.** While in class, the trainee learns about the regulatory requirements related to the multiple items a driver must check such as tire tread depths, steering play ratio, air and hydraulic brake testing, etc. The most important part of this training continues with the trainees going through the "hands-on" portion, with buses.

5) **Dealing with the Elderly and Disabled Passenger**

a. Empathy and Special Needs. The emphasis here is to train the driver how to respond to these passengers with care and consideration of special needs. Different approaches are used, such as having the trainee visualize what life would be like with a disability: if the driver were required to use a wheelchair, cane, seeing eye dog; if they were mobility impaired, lost balance, suffered from a cognitive impairment. The goal is to assist the driver in moving past pure sympathy or a demeaning view to understanding and the ability to aid and assist in a helpful manner.

b. Mobility Device & Securement. In this section of our training, trainees learn the correct use of vehicle lifts, ramps, and restraint systems. Every trainee learns this both in the classroom and "hands-on" in the vehicles, acting as a driver and as a passenger. Emphasis is also put on the physical safety of the rider and the driver who is boarding the passenger as well as completing the task without damage to the mobility device itself.

c. ADA Training. The full range of requirements of the American with Disabilities Act as it impacts transit operations is covered here. Thus drivers learn about fares, service animals, discrimination, calling stops, and steps to undertake when a wheelchair lift is inoperable so that the passenger is not stranded on the street.

6) **Communications**. Use of the radio and/or Mobile Data Terminal is covered depending on which communication system is being used. Thus radio users are trained in ten-codes and plain speak. Mobile Data Terminal users are trained in input, acknowledging completion of trips, etc. In all cases the appropriate time to use the communication device is emphasized.

7) **Route Orientation/Thomas Guide.** The ability to navigate is essential for a driver. Trainees learn how to use a Thomas Guide and learn to route themselves with a Thomas Guide. On fixed-route services they are familiarized with the particular routes

on the service by learning a "left/right" sheet. The classroom training is reinforced and supplemented during behind-the-wheel training.

8) **Hazardous Materials and Blood borne Pathogens**. Trainees are familiarized with the hazardous materials that may be encountered in their job including the handling of body fluid spills that could lead to virus transfers, and use of the body fluid kit.

9) **Hazardous Conditions.** All operators are trained and expected to report all hazardous road conditions in a particular service area to their supervisor. The supervisor will then immediately notify the County of the conditions and immediately take precautions to safeguard the passengers and personnel.

10) **Body Mechanics/Safe Lifting**. Operators are required to use their body in many aspects of their job. To ensure their safety, we specifically train on the correct body mechanics for these tasks including the correct method for lifting, pushing, securing wheelchairs, and boarding and exiting the vehicle.

11) **Harassment in the Workplace**. Every employee, including operator trainees are provided information and training on harassment in the workplace. The goal is to make certain that employees know how to report any problems they have as well as to train employees on the many faces of illegal harassment. Southland does not tolerate any form of harassment in the workplace.

12) **Substance Abuse**. Operators are taught the problems of substance abuse, with regard to the job, but also with an eye to its effect on quality of life. Southland's Drug and Alcohol Plan and Policy is covered in detail. All rules and regulations are strictly enforced in accordance with DOT rules and regulations, as well as with the company policies. A copy of the plan is included as Exhibit 6.

13) **Commercial Driver Training**. When the candidate comes with a C-class license the trainee also undergoes the necessary training to obtain a Commercial Driver's License.

## Behind-the-Wheel Training

No operator provides service for Southland Transit without undergoing behind-the-wheel training (BTW). Members of our Safety and Training department select and train all behind-the-wheel trainers. There is at least one behind-the-wheel trainer at every Southland facility. Behind-the-wheel training includes training at a secured parking facility through an obstacle course; in-service evaluation of the driver's skills; and route training for the specific service. Additionally, the trainee learns of the particular system requirements that are in effect for their assignment.

Once the trainees begin behind-the-wheel training the Safety and Training Department oversees the efforts, gets continual updates regarding how the training is progressing, and will perform behind-the-wheel training them self when needed.

Southland Transit's training emphasizes strenuous pre-testing and a formal final review prior to the trainees taking their final or CHP exams and moving on as a "regularly scheduled" operator status.

Our formal review is based on the observations of the behind-the-wheel trainer. Behind-the-Wheel trainers spend more time with potential employees than any other person in the company. We give the BTW trainer authority to make a "do-not-hire" recommendation. All operators whether they be relief or regularly assigned, are trained to drive all vehicles they may come into contact for the specific service they are assigned to.

| Training | Hours |
|---|---|
| STI Orientation and Policies – DMV Regulations | 2 |
| Defensive Driving | 8 |
| Transportation Safety Curriculum | 8 |
| Pre & Post Trip Inspections | 2 |
| Passenger Relations - Dealing with the Elderly/Disabled Passenger | 8 |
| Communications | 3 |
| Routing, Mapping and Service Area Familiarization Fare Recovery, Passenger Counting & Accident Reporting | 2 |
| Hazardous Materials & Blood-borne Pathogens | 2 |
| Body Mechanics & Safe Lifting | 1 |
| Harassment in the Workplace | 2 |
| Drug Free Workplace | 2 |
| Commercial Driver Training | 40 |
| Total Training Hours | 80 |

## Refresher Training

Every service operator is evaluated by a behind-the-wheel trainer or training supervisor at least twice a year and undergoes retraining as appropriate. Retraining is also scheduled for any driver involved in a preventable accident or incident. There are monthly scheduled safety awareness classes to continually refresh and renew the skills necessary to be an effective, safe and courteous driver. Because we have created an atmosphere where the road operations and training functions work closely together, these safety classes are very productive. The sessions address issues that are particular to the service the operators are assigned to.

Once assigned to this project, the operator will be given the Operator Manual which will allow the operator to continually refresh his or her knowledge of the specific requirements of the

County of Los Angeles service and driving skills.

In the initial training as well as in the recurring sessions, operators always have the opportunity to ask questions, and clarify issues. The most important part of training is not to follow a checklist, but to make certain that the participants in the training are actually learning and incorporating the materials presented. Our training department does not pass candidates who won't be effective team members.

## *Evaluation*

In addition to our general observations and "ride-alongs" with operators, we have developed a unique approach to operator evaluations which allows us to measure the performance of the driver in several key categories. Our evaluation procedures involve a performance appraisal directed specifically at the assessment of those skills required by demand response and fixed route operators. The evaluation becomes the basis for promotion and salary reviews as well as for operator improvement programs.

# Passenger Disturbances & On-Board Security

Our first objective is to minimize disturbances with effective driver training. We have a very specific training module regarding disruptive passengers that teach drivers effective techniques for defusing potential passenger disturbances. We will also have strong support for our drivers from supervisors. Drivers always have the ability to have a supervisor at the bus within minutes to render assistance through use of the Supervisor's handheld radio.

In each of our communities we have also developed excellent working relationships with the local police. Through direct communication with the supervisor it will be possible for drivers to access the police directly when there is an incident that might jeopardize the safety of the driver or passengers. We have used the police effectively on a number of occasions when a passenger was causing a disturbance on the bus. In those instances the driver continued the route to prevent further provoking the perpetrator and was met by the police at a predetermined stop.

✔ **Internal Process to Avoid Problems & Complaints** – At Southland our first and primary goal is to avoid service problems. We are constantly monitoring our own performance in this pursuit. We believe that the rider must be satisfied and we want to develop and use the appropriate tools to assure that customers have all the opportunities necessary to let us know how the service is working.

In order to focus on this goal we have established a framework that has us, as a company, investigating and identifying causes and providing a response to every service defect, no matter how the defect is identified. We have found that the most common occurrence is a call from a client reporting a problem. Every staff person is trained to prepare a report form based on the customer's input, this report immediately goes to each individual involved so that the cause of the incident can be identified and, more importantly, a determination can be made as to what corrective action is required to prevent recurrence.

We also encourage the use of these reports by our field staff, including operators. There are times when an operator feels that a problem arose due to the actions of a passenger, dispatch, or management. Such problems do not always lead to formal complaints, but are issues that should be investigated and evaluated before larger problems occur. This form allows for operator input, and initiation of a process for determination and correction.

We encourage this two-way process of identifying problems because we have found that it creates a team-oriented approach to problem solving, rather than a "blame-oriented" approach. The process has also provided valuable input from the employees who have to work the nuts and bolts of the system, and is a major empowerment tool for our road staff.

Despite this commitment to preventing problems and complaints, problems do occur. Throughout the training of all staff, operators, call center personnel, dispatchers, mechanics, road supervisors, and managers, it is emphasized that any problem or complaint should be reported immediately to management staff for action and resolution. Southland management personnel are evaluated on their ability to foster an environment where all problems and complaints are reported, as well as on their responsiveness to riders, and to client staff in handling problems as they arise.

# Operator Appearance

All operators are required to portray a clean, neat, and respectable appearance. Southland Transit recognizes that our vehicle operators are the first form of physical contact with the transit service for our passengers. Therefore it is incumbent upon the operators and our company to ensure we make a positive impression. Operators will wear name tags, and if jackets and hats are worn they will match the rest of the uniform and will display the drivers' name tag.

## *Operator Responsibilities*

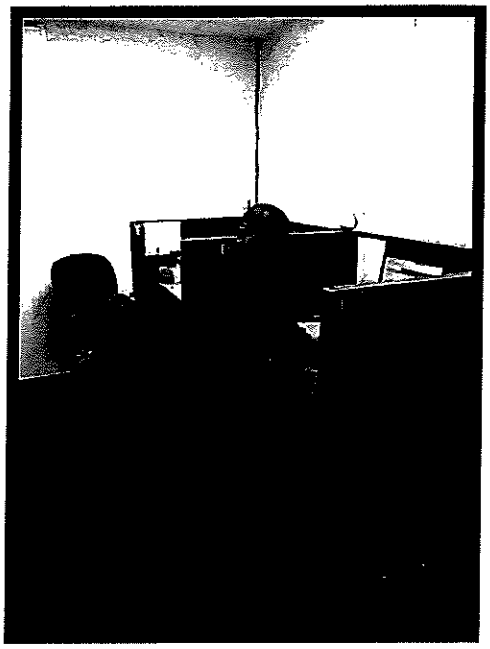
- Vehicle operators will assist in the loading and unloading of passengers, parcels and personal effects;
- Vehicle operators will be neatly and cleanly dressed in a uniform, provided by the Southland Transit, and acceptable to the County;
- They will, at all times maintain a courteous and cooperative attitude in their contact with the public. Moderate healed, closed-toe shoes will be worn at all times;

- While performing their duties, vehicle operators will wear name tags clearly displaying their names. In addition, vehicle operators will maintain trimmed facial mustaches and/or beards or a clean shaven appearance at all times during transit service operating hours;
- Vehicle operators will have an accurate time piece available while on duty;
- Vehicle operators will only carry animals that comply with the Americans with Disabilities Act (ADA) definition of service animals;
- Vehicle operators will do everything possible to avoid undue delay of any patron, either at the point of pick up or while en-route;
- Operate the vehicles in a safe and timely manner;
- Cooperate with the County project manager and County agents;
- Distribute or collect handouts, surveys, etc. as may be required;
- No acceptance of gratuities;
- Have a thorough knowledge of route;
- Make service announcements as requested by the County;
- Make all required ADA Announcements (callouts) for passengers with disabilities
- Do not or allow passengers to smoke on vehicles;
- Do not permit loud or raucous behavior on the vehicles;
- Count and record passenger boarding's for each trip;
- Announce route and destination before each departure from a train station;
- Maintain route and timetables without deviation;
- Inspect his/her vehicle for functionality prior to each departure from the garage;
- Assist passengers boarding and alighting vehicle as needed;
- Operate the wheelchair lift for passengers requiring or requesting such service (whether they are in a wheelchair or not); and secure passengers in wheelchairs using vehicle securing devices.

## *Removal of Vehicle Operator*

Upon notice from the County of Los Angeles concerning the conduct, demeanor or appearance of vehicle operators not conforming to the standards set forth in the previous section, Southland Transit will take all steps necessary to remove or alleviate the cause of the objection

# Customer Service & Dispatch



Diversity in California involves many languages, thus our customer service representatives also have available to them the use of the Language Line. This service allows translation and full communication with people speaking over 200 different languages, by use of translators who are only a single call away at any time of the day or night.

Southland is highly accomplished at providing customer service/dispatching that combines paratransit reservations, paratransit schedule review and paratransit dispatching. In most of our operations this function also includes mailing of brochures and dial-a-ride applications to callers. We operate multiple Customer Service Centers. Our El Monte Call Center handles scheduling and service calls for paratransit service for the City of Pico Rivera and the cities of Alhambra, Arcadia, Baldwin Park, La Puente, El Monte, and West Covina, as well as for three LA County contracts and Access Services, Inc. operations in the Antelope Valley.

There is a second Customer Service Center in El Monte that supports the 365-day service for Access Services, Inc. the Consolidated Transportation Services Agency (CTSA) for Eastern Region of Los Angeles County. We also have a Customer Service Center in Sun Valley that dispatches the dial-a-ride service in Glendale and one in Perris for ADA/Dial-a-Ride operations in western Riverside County.

As a company we refer to our dispatch and reservationist operations as Customer Service. We believe that this reminds each employee that the purpose of his or her job is to provide the best service possible to the rider. It also helps to eliminate the traditional concept of the dispatcher who does not interact with riders, and thus does not feel it is part of their job to "answer the phones."

## Dispatch/Customer Service Training

Our training efforts include making the representative feel as a part of the overall transit operation, therefore we emphasize awareness of how their job interacts with and affects the overall delivery of service. A handbook, training videos, training with experienced customer service representatives, and on-going team support reinforces the customer service skills. The handbook, which is maintained at each workstation, includes basic customer service techniques guidance on dealing with callers who have disabilities, and handling of incidents.

Our training of Customer Service personnel includes the following components:

- How to answer calls in a professional and expeditious manner, including how to handle the irate caller, the indecisive caller, and the talkative caller.

- Operation of the computer program and what information must be entered. We have very experienced Trapeze users in the company who have trained many new users. Each new hire begins as a customer service representative, as soon as their skills progress each is trained to handle the dispatch board, including the computer and its MDC connections, as well as the radio. This cross training allows us the greatest flexibility in assigning employees to ensure coverage for our customers.

- Familiarization with the geographic maps covered by the service. This knowledge is absolutely essential for the systems overall success and efficiency. Initial training is further reinforced by the availability of a map of the service area in the office.

- The requirements of the County of Los Angeles policies and procedures including fare structure, no charge trips, reservation and scheduling procedures, no show policies, the status of escorts, notification requirements for changed trips, and cancellation policies.

- Sensitivity in fielding the calls of elderly and disabled riders is an important part of training. We have developed training materials that include ADA requirements, appropriate language, and informing the customer service representatives about such issues as vehicle specifications, and wheelchair availability. The training also addresses some of the more complicated issues such as the definition of and how to deal with the service animals that sometimes accompany a disabled rider.

- In addition to the sensitivity training described above, particular emphasis is given to phone interactions. The videos address the common interactions a call taker will have with customers with emphasis on the difference between being helpful and being defensive or curt. Our handbook also looks at such issues as communicating over the phone when the caller has a cognitive disability. Visual cues and physical gestures can be of great assistance in communicating with the cognitively disabled, and phone interaction removes those visual cues. Thus it becomes even more essential for the call taker to be aware of the issues and problems that can occur, and particularly the methods to overcome them.

- Training in the use of the TDD in order to facilitate communication with the riders who have hearing impairments. In addition they are trained in the use of the available Language Line, which allows full communication with riders speaking any number of different languages.

- Accident and incident procedures are a part of all Customer Service training. Forms are kept at every workstation. Detailed step-by-step procedures are outlined in the Customer Service guide.
- We inform Customer Service staff of service changes as they occur. When policies are changed, or procedures must be reassessed for determination of

their effectiveness, meetings are scheduled so that every member of the team is aware of the change.

# Safety Program

At Southland we believe that safety is essential. It is emphasized in all operator trainings, in monthly safety meetings, and in the company Safety Manual. We believe that the safe transportation of our customers is the principal responsibility of our company's safety program. This statement forms the basis of our safety philosophy. During all aspects of our service delivery, Southland Transit demands that each of its employees places safety at the top of all priorities. We remind every employee in our company that our responsibility is to protect the safety and health of our passengers. We have successfully designed a number of highly effective safety programs to ensure that we maintain a leadership role in safety to our employees and riding customers. Under the direction of our Safety and Training Manager, the safety program will be focused on three components:

- ***Safety Awareness and Training,***
- ***Accident Prevention and,***
- ***Safety Awards.***

Safety is every employee's responsibility and a constant company-wide priority. Safe working habits, defensive driving, training and retraining on driving skills and attitude, lifting, accident prevention, etc., are subjects of safety awareness. Safety awareness training takes a number of forms:

***Safety Messages*** – Safety messages are published monthly, company-wide to highlight safety tips and specific problem areas.

***Safety Posters and Campaign*** – STI will be using a new safety poster program that supplies new safety motivation posters every week to reinforce training and to call attention to high risk practices. Every month, STI will conduct special safety campaigns to highlight particular problems and reinforce good operating and driving skills.

***Safety Meetings*** – On a monthly basis safety meetings are held for all employees. Safety meetings are used for training and reinforcement of:

- safety topics
- basic driving skills
- review of recent accidents
- discussion of seasonal hazardous conditions

- presentation of safety awards.

***Awards & Recognition*** – Operators will be recognized in a formalized system for practicing safe operating procedures. We will institute a program whereby we will reward the best of the best.

## No Smoking Policy

Smoking is not allowed during trips or in vehicles at any time by either passengers or vehicle operators. Drivers found to be smoking in or near the vehicles shall be permanently removed from service. Passengers will be permitted to refuse a ride in a vehicle in which someone has been smoking without being penalized.

## Fare Revenue & Fare Security

Southland Transit is aware that the current cash fare is 50 cents per trip and that escorts for persons with disabilities are not charged a fare.

Our fare collection and accountability procedures have met the standards of every one of our clients as well as FTA audit requirements. The components of the system are:

- Separation of responsibility for collection of driver reporting paperwork from collection of fares from the fare boxes.
- Deposit of fares directly into a secured strongbox.
- Shipment of the strongbox to Southland's central cash room for counting.
- Reconciliation of the fare counts to the ridership reporting forms.
- Investigation of any discrepancy between ridership counts and fare revenues.

## Service Records and Reports

Southland is well prepared to meet the reporting requirements of our customers; in fact, we have developed distinctly different reporting criteria for each of our clients. We are always ready to make modifications or refinements necessary to insure that our reporting meets the information needs of the County staff.

Although reporting requirements for transit contracts are extensive, they are easily managed when the project staff is given appropriate tools, and the contractor has a commitment to supporting staff through the development of routines for collecting and reporting required information. We provide a state-of-the-art computer network that allows our staff to collect and manage complicated data effectively.

Southland Transit has consistently provided monthly or other reports requested to meet funding source reporting requirements.

- All records and data prepared and maintained by Southland Transit pertaining to this project are the property of the County of Los Angeles and are made available for inspection and copying at no additional charge.

- Southland Transit will maintain all books, records and documents relating to work performed for the County of Los Angeles for transit services on file for at least three (3) years following the date of final payment to Southland Transit.

- All duly authorized representatives of the County of Los Angeles will have access to such records for the purpose of inspection, audit and copying at reasonable times during Southland Transit's usual and customary business hours.

## Data Collection & Reporting

Southland Transit collects and prepares information concerning transit vehicle activities as part of its project operation records.

- Monthly Summaries. At the end of each month, Southland Transit prepares and completes a monthly Operator's Report which summarizes the daily operations information collected during the month. The report will be forwarded to the County within ten (10) calendar days of the end of the reporting month.

- Passenger Complaints. Southland Transit documents operational problems and passenger complaints and describes the action, if any, that was taken regarding the problems. Copies of the complaint form will be transmitted to the County the working day following identification of the operational problem or receipt of the passenger complaint.

- Operational Problems. Accidents or passenger incidents and action taken with issues related to safety or deemed as a serious operational deficiency to be reported by phone to the County no later than the next working day.

- Trip Sheets. Southland Transit currently maintains daily trip sheets and an operations summary for each service day and a summary of each month. This operational data will continue to capture daily total passenger counts, revenue hours, total hours, revenue miles, total miles, fare box revenue, passenger type's documentation of any discrepancies in the number of passengers carried and the amount of fares collected by the operator, passenger pick-ups and drop-off times and locations for the Dial-A-Van service. In addition, should the County require additional data; Southland Transit will comply in a form acceptable to the County.

- Financial Records. Southland Transit has established and maintains separate accounts of all project expenditures and other relevant financial records and documents in a form that has been previously accepted by the County of Los Angeles.
- Invoicing. All invoices and related records are subject to audit by the County or other transit related funding partners.

- Accounts. All costs incurred for this project will be recorded in accounts separate from those used for other business activities and in conformance with the State of California, State Controller's Chart of Accounts for Public Transit Operators. These accounts are available for inspection and/or independent audit at the County's election.

## National Transit Database (NTD)

Most of our current contracts require NTD reporting and we are well versed in the

required reporting process. In many of our existing community transit operations we have assumed primary responsibility for reporting the data to the MTA since our client systems typically have limited staff to handle these reporting functions. To assist in this we have had supported and encouraged our managers to take courses to train them to meet NTD reporting requirements.

- As part of the annual NTD reporting requirements, Southland Transit has complied consistently with the FTA required on-board data sampling to compile statistically valid passenger mile data.

- All Southland Project Managers annually attend the Metro's NTD reporting workshop. We consistently submit a draft NTD report on operated service to the County no later than one week prior to the submittal date required by Metro. Southland Transit has been the primary contact for NTD Audits.

## Responsibilities of the Contractor

It is understood and acknowledged that Southland Transit will operate this service subject only to the general policies and direction of County with regard to management and operations and to the provisions and requirements of the Scope of Work of the RFP.

Southland Transit will be solely responsible for performing all tasks including, but not limited to, providing executive and administrative management; employment and supervision of all personnel including supervisors, vehicle operators, dispatchers, mechanics, and other maintenance personnel; operation of training and safety programs; maintenance and repair of vehicles and equipment; processing of warranty claims for County's vehicles; assisting in public relations and promotions; preparation of reports and analysis of financial and other matters; clerical, statistical, and bookkeeping services; and providing all vehicle operators, facilities, equipment, parts, and supplies required in the operation of service unless specifically identified to be contributed by County.

## Removal of Debris

All debris derived from the service provided by Southland Transit for the project will be removed from County's property and disposed of at STI expense. Southland Transit will not allow any debris from its operations to be deposited in the storm drains, catch basins, gutters, manholes, and/or roadways in violation of the National Pollutant Discharge Elimination System regulations.

## Funding

It is acknowledged that the County's obligations under this Contract are contingent upon the availability of funds in each fiscal year budget to finance operating and capital costs. The County may use local sales tax funds in accordance with LACMTA's guidelines for the Proposition A Local Return Program to finance this Service. Other sources of funds, such as FTA, may also be used. Southland Transit agrees to be bound by applicable provisions

of Proposition A Local Return Program guidelines or any other guidelines/regulations pertaining to other funding sources.

## Non-Conflict with Local, State, and Federal Laws

Southland Transit acknowledges that no requirements of the Contract or the Scope of Work will be in conflict with or modify Southland Transit's obligation to comply with the requirements of local, State, and Federal laws such as FTA, ADA, Department of Transportation (DOT), or other applicable laws, rules, regulations, directives, or ordinances.

## Permits/Licenses/Certifications

We have included Licenses and Certificates in Exhibit 5.

## Utilities

Southland Transit acknowledges that it is solely responsible for all utilities required for the operation of this service.

## Liquidated Damages

Southland Transit has carefully reviewed the provisions of the Liquidated Damages provisions of the Scope of Work and agree to operate this service to the performance goals specified.

## Complaint Response

Complaints, whether valid or not, give us the opportunity to learn something about our operation and we pursue our response to complaints with that goal in mind. Every employee in the Call Center has been trained in the handling of complaints received.

1) Every complaint is taken on our standard incident report form.

2) If the rider has called into lodge a complaint, the call is immediately referred to a supervisor.

3) The supervisor determines if the complaint is related to service issues, such as a late trip, driver behavior, etc.

4) If the supervisor determines that the complaint is related to a problem with a reservationist or other personnel in our Call Center, the supervisor obtains all the information regarding the issue, which is put on the standard incident report form.

The rider is told that an investigation will be undertaken, and they will be contacted within 2 business days as to the findings.

5) A supervisor researches the complaint by looking at logs, phone records, interviewing the personnel in question, and listening to the phone recordings. At the conclusion of the investigation the findings are discussed with the Project Manager to determine if retraining or other action needs to be taken as to the employee involved.
6) The supervisor makes the return call to the rider who lodged the complaint, informing them of the outcomes.

Most importantly, the supervisors and managers discuss complaints. The goal is to determine whether there are consistencies in the complaints that require modification of our process, and/or enhanced training. If patterns are found that affect all employees these issues are addressed at regular meetings and retraining.

## Operation during a Declared Emergency

In the event of a declared emergency, Southland Transit will cooperate, to the best of its ability, with and deploy vehicles in a manner described by County Sheriff or local police. Southland Transit will notify Contract Manager the

# On-Street Supervision

In addition, our El Monte Operations Center has a team of Road Supervisors that are shared with all services operated from that facility. The County of Los Angeles service will be able to take advantage of that team of professionals. The Road Supervisor's main duty is to assist operators in the field. They are also available to drive in an emergency. The Road Supervisors report to the Safety and Training Manager. This does not mean that the Road Supervisors are not responsive to the dispatch center but merely that their overall activities are organized and evaluated by the Safety and Training Manager. We like to say that they are "responsive" to dispatch but "responsible" to the Safety and Training Department. The reason that we prefer to organize this way is that reporting to the Safety and Training Department assists these key individuals in maintaining a safety mind set.

Road supervisors with Southland are always fully licensed and certified drivers, who when necessary can fill a route, pick up a passenger, or drive a replacement bus to a road call. We will have sufficient road supervisors to have one on duty at all times while drivers are on the road. The positions will be full time.

# Drug & Alcohol Abuse Policy

Southland has an established anti-drug and alcohol misuse prevention program in accordance with the terms of Code of Federal Regulation (CFR) 49 Parts 40 and 655.

Testing includes mandatory pre-employment drug screens, random testing, and post-accident testing for all drivers and "safety sensitive" employees as defined by federal law. All drug and alcohol testing is done in accordance with the DOT requirements for split screen testing. In addition Southland has a written policy for a Drug Free workplace in its handbook.

Managers and supervisors also undergo additional training in order that they fully understand the requirements and indications for "reasonable suspicion" testing, possible signs of drug and/or alcohol abuse. This allows continued monitoring of workers when reporting for duty and during the course of their workday.

A copy of the complete policy can be found in Exhibit 6.

## Response to Vehicle Breakdowns

Any discussion of breakdown response should be prefaced with breakdown prevention. We emphasize vehicle maintenance in every operation as the prime method by which to reduce breakdowns. Of course breakdowns do happen and in those instances we will respond on three tracks.

- The first step is to get a mechanic on the radio with the operator. We often find that some simple issue is causing the vehicle problem and the driver can be instructed on how to get the vehicle back in service. An example of this is a wheelchair lift access door that is not fully latched, causing the vehicle interlock to render the vehicle in-operative, a simple re-latching of the door gets the vehicle back on the road.

- The second step, and the most important, is getting another vehicle on the line and back on schedule. We expect that, with the excellent supervisor coverage for this operation, we should be able to restore service within 15-20 minutes.

- The third step is the dispatching of a mechanic to validate the condition of the vehicle and to handle removing the bus off the street. In all cases a mechanic should be at the bus within 30 minutes. The mechanic timing will not affect the passengers since service will already have been recovered with a substitute bus.

## Revenue Vehicle Towing

We have an on-going relationship with a local towing company that is very familiar with the requirement of transporting transit equipment. The company carries all requisite insurance to protect both our company and the County.

# Maintenance Program

Southland Transit provided a comprehensive maintenance plan that will be put forth for the vehicles that we will be responsible to provide and also for the County owned vehicles. Outlined below contains information regarding our maintenance plan that will be followed.

Maintenance excellence is a major commitment for Southland Transit, Inc. We have developed an outstanding reputation among clients for developing and maintaining standards that guarantee our maintenance quality is of the highest level. Our record with clients who subject vehicles to third party inspections is superior. We will provide consistent quality maintenance that will protect the riders and ensure quality on-time service.

## Spare Parts/Fluids Specifications and Requirements

At a minimum a 30-day supply of all-preventive maintenance required materials and parts, filters, fluids, etc. is kept in kits to enable better inventory and quality control. Brake lining, drums, hubs, seals and other related parts are stored in sufficient quantities to ensure that at least one complete kit for each vehicle type is in stock at all times.

An adequate stock of engine, transmission, cooling system, wheelchair, air-conditioning, heating, suspension, glass and seat parts are stocked based on local availability and order lead times. Small items such as light bulbs, clamps, and hardware are obtained through a supplier. Blanket purchase orders are established with all oil and chemical companies, major parts and component supply companies, as well as local parts houses to ensure that we receive materials on a timely basis. Reorder lists are established based on usage, part availability and lead times. The maintenance manager is responsible for maintaining the inventory system and ordering materials.

## Revenue Vehicle Damage

All major exterior or interior damage as a result of accidents, road conditions, vandalism or graffiti results in immediate removal of the vehicle from service. Repairs are completed prior to the vehicle returning to service. A detailed inspection of the vehicle is conducted after repair to ensure that repairs have been properly performed and that no other physical or mechanical damage exists. Minor body damage is reported to maintenance through the operator's DVIRs and the fueler/washers' daily reports. The repair of all minor damage is scheduled for completion within the same week it is reported. Graffiti is removed immediately. An outside contractor will perform all major accident damage, body repair and painting. Selection of vendors for body repair and painting is subject to the approval of our client in the case of client owned vehicles.

Maintenance excellence is a major commitment for Southland Transit, Inc. We have developed an outstanding reputation among clients for developing and maintaining standards that guarantee our maintenance quality is of the highest level. Our record with clients who subject vehicles to third party inspections is superior. We will provide consistent quality maintenance that will protect the riders of the service. Our program exceeds many of the requirements set forth in the RFP.

## Driver Daily Vehicle Condition Inspection (Daily Pre-Trip)

Prior to putting a vehicle into service the driver is required to perform a detailed pre-trip inspection of their assigned vehicle. Any defects or concerns are noted on the Daily Vehicle Inspection Report (DVIR). The DVIR is a three-part form; the original is forwarded to the terminal office and filed by vehicle number; the second copy is forwarded to the lead mechanic for maintenance review/scheduling; and the final copy is retained in the vehicle until responded to in accordance with USDOT regulations. Repairs are prioritized to

ensure that all safety related defects are repaired before the vehicle is allowed to return to service. All non-safety related defects are scheduled for repairs in accordance with the priority assigned to the repair. In no circumstance is a vehicle returned to service after an A inspection with any outstanding defects. As part of this pre-trip inspection each driver cycles the wheelchair lift on his or her vehicle, if the vehicle has a lift, prior to the start of revenue service. In demand responsive services no vehicle is allowed in service with an inoperative lift. Drivers are thoroughly trained in pre-trip inspection requirements and are not allowed in revenue service until they can demonstrate full proficiency in conducting the appropriate inspection for the type or types of vehicles they will be called upon to operate.

## Warranty Work

Southland Transit's Director of Maintenance, Wayne Seale, has handled the warranty administration for our company and, if approved, on behalf of our clients. He has managed a number of major warranty efforts in his career, including an extensive campaign dealing with transmission and transaxle. We have found that the key to a successful warranty program is learning the specific criteria employed by each vehicle manufacturer and managing maintenance to the established criteria. Both our tracking systems and our experience will facilitate excellent performance in this area.

Southland Transit will coordinate all warranty and maintenance issues with the manufacturer.

## Revenue Vehicle Service Condition

Southland Transit uses a Driver Daily Vehicle Inspection Report (DVIR) to manage service vehicle condition. Each operator fills out the DVIR on every shift they work. This form is subject to a very specific handling requirement by the California Highway Patrol (CHP). One copy of the form must be maintained by the maintenance office to provide verification that an inspection is completed every day and that relief operators complete a mini-inspection at the time they take over responsibility for the vehicle. If defects are noted, the second copy of the form is used by the maintenance staff for evaluation and/or correction of the defect. The Highway Patrol expects any corrective repairs to be documented by a repair order or repair ticket contained in the vehicle file. If defects are noted, the third copy of the form is retained in the vehicle so that the next operator is aware of any defects that have been found, this is a federal DOT requirement. Once the repair is made the maintenance staff will make a note on the bus copy of the DVIR so that the operator knows the defect has been resolved.

Together with the "A" inspection the DVIR comprises the foundation of the maintenance program described on the following pages.

# Applicable Vehicle Codes and Regulations

All vehicles utilized in this service are maintained in a safe condition for transportation of the public and meet all the requirements in the California Vehicle Code for passenger transportation vehicles. All replacement parts used to repair and maintain the vehicles conform to the California Vehicle Safety Standards and the California Administrative Code, Title 13.

Due to our long history of providing public transportation service our maintenance staff is specially trained to meet the requirements of the CHP Motor Carrier Safety Regulations and are subject to annual vehicle and terminal inspections.

# Revenue Vehicle Appearance & Cleaning

Appearance and condition are paramount to operating an efficient and comfortable transportation system. Our program ensures the fleet is clean, well maintained and presentable to our customers and to the employees who use these vehicles to provide service to our customers. At the end of each service day, vehicles are fueled. The utility workers ensure that all fluids are checked and topped-off, tire condition and air pressure checked, and the overall condition of the interior and exterior inspected, with special attention being given to seat damage, graffiti, or other vandalism that may have taken place since the start of the day. After the fluid and visual inspection is completed the utility worker will record the mileage, amount of fuel, oil and other fluids dispensed; sweep or mop the interior of the vehicle as necessary; clean the windows, seats, and operators' area; and remove any graffiti.

The vehicle interiors are swept, vacuumed, dusted or mopped daily to remove all dirt and debris. To the maximum practical extent possible, vehicle interiors are free of litter and debris throughout the day. All foreign matter such as gum, grease, dirt and graffiti are removed from the interior surfaces on a daily basis. Any damage to seat upholstery is repaired immediately upon discovery. Ceilings and walls shall be thoroughly cleansed at least once per month, or more often if necessary.

Each weekend the interior of vehicles are checked and repaired and the replacement of window inserts, seat inserts, seat upholstery, graffiti, window glass and schedule holders are undertaken as needed.

The vehicle exterior is washed twice a week or more often as needed. Once a week the vehicle is subject to more extensive cleaning; at a minimum this cleaning includes ceiling panels, handrails, side panels, seat frames, wheel wells, operator area, modesty panels, door and step areas, destination sign glass, windows, floors, and AC grills. When completed, the vehicle is parked in its assigned place and properly secured.
It is understood that the County of Los Angeles may remove vehicles from service for unacceptable appearance.

## Fumes and Graffiti

All Revenue vehicles used within this contract will be from fumes and Graffiti will be removed immediately from the vehicle. The vehicle will not be placed back into revenue service until the graffiti has been completely removed.

## Daily Vehicle Inspection and Servicing

As mentioned previously, prior to putting a vehicle into service the operator is required to perform a detailed pre-trip inspection of their assigned vehicle. If any defects or concerns are noted on the Daily Vehicle Inspection Report (DVIR) a copy is forwarded to the Lead Mechanic, who then opens a work order and schedules the repairs. Repairs are prioritized to ensure that all safety related defects are completed before the vehicle goes into service. All defects reported by operators are addressed within 24 hours of being reported. All safety related defects are repaired before the vehicle is again placed into service. Each operator cycles all lifts on their vehicle prior to the start of revenue service. Except in emergency situations, a vehicle is not allowed in service with an inoperative wheelchair lift. Operators are thoroughly trained in pre-trip inspection requirements and are not allowed in revenue service until they can demonstrate full proficiency in conducting the appropriate inspection for the type or types of vehicles they will be called upon to operate. The effective performance of these inspections is a major item of emphasis for our service monitors. Operators are also expected to leave their vehicle broom clean at the end of the day.

## Wheelchair Lifts and Ramps

During each Preventive Maintenance Inspection a thorough check of the wheelchair and lift equipment is undertaken. Wheelchair lifts are tested with a minimum of 500 pounds deadweight and 750 pounds maximum weight to ensure compliance with the ADA requirements. On an annual basis a detailed inspection is done of every lift component to ensure that wear is within acceptable standards. This inspection is done with all shields and panels removed so that every element of the system can be seen and evaluated. Particular attention is paid to wear at pivot/swivel points, integrity of barrier mechanisms, fluid leakage, wiring integrity, and general structural integrity.

# Preventive Maintenance Program

Our preventive maintenance program consists of the following service and inspection elements:

| Inspection/Service Description | Frequency |
|---|---|
| Diver Daily Vehicle Condition Inspection | Daily by each driver |
| Vehicle Cleaning and Washing | 1x/wk min & as needed |
| Periodic Vehicle Detailing Service | Per Contract or Annually |
| Preventive Maintenance Service – A | 30 Days/3,000 Miles |
| Preventive Maintenance Service – Brakes | Customized to Duty Cycle |
| Preventive Maintenance Service – Engine | Per Manufacturer Specs |
| Preventive Maintenance Service – Transmission | 12,000 Miles |
| Preventive Maintenance Service – Cooling System | Annually Plus Testing |
| Preventive Maintenance Service – Electrical System | Annually Plus Testing |
| Preventive Maintenance Service – AC Systems | Annually |
| Preventive Maintenance Service – Wheelchair Lifts | Annually |
| Steam Cleaning | As Required |
| Emission Control Compliance | As required by law |

# Preventive Maintenance Inspection – A

Vehicles are inspected every 20 to 21 working days or, for higher mileage vehicles, 200-250 miles in advance of the 3,000-mile mark. This schedule will result in a service interval that always exceeds that which is required in the specifications. We have found that our shops are better able to adapt to a schedule based on shop working days than on calendar days. This aggressive schedule exceeds all regulatory requirements and allows us to move more repairs into the preventive and predictive categories. The inspections use the vehicle manufacturers and component manufacturer's recommended severe service cycles as well as all seasonal or campaign work that may be required. The vehicle repair history is reviewed and any scheduled predictive maintenance items or open defects are repaired at this time.

**Tire maintenance** is also accomplished at the A inspection including proper inflation, notation of any irregular wear pattern which might indicate necessary balance or alignment, immediate replacement of any tire which will, in the judgment of the technician, exceed authorized wear tolerance prior to the next scheduled inspection. Tires are not allowed to be operated if they exceed more than 3/32 inch tread depth. Tire rotation is accomplished at every other "A" inspection.

## Preventive Maintenance Inspection - Brakes

At the time that we take over a fleet of vehicles on a new contract a thorough examination of the vehicle history is made to develop a specific brake maintenance interval targeted to the duty cycle and repair experience. These intervals are evaluated on a continual basis and supplemented by careful inspection of brake condition on each "A" inspection. If the "A" inspection shows a need for earlier brake maintenance the inspection will be conducted either immediately or at another interval, which will allow us to effectively address the condition.

Careful measurements are taken and recorded at each brake inspection so that a wear profile can be developed for each type of vehicle in the fleet. This wear profile is then used to refine the preventive maintenance scheduling. The brake inspection incorporates a step where the foreman reviews the brake work just prior to re-installation of the wheels and/or drums.

## Preventive Maintenance Inspection - Engine

Engine technology has evolved to the point where no single policy can address all of the requirements for engine services. We develop a specific program, based on manufacturer's severe service recommendations, for each facility, which addresses the engine models in the fleet. This program includes written forms providing effective direction for the technician in accomplishing the service.

## Preventive Maintenance Inspection - Transmission

Transmissions are maintained in accordance with the individual manufacturer's severe service recommendations and in all cases will include filter and fluid changes at the 12,000-mile interval required in the specifications. This aggressive schedule, combined with regular fluid analysis, will ensure optimal transmission life and minimize service interruptions for transmission failures.

## Preventive Maintenance Inspection – Cooling System

Cooling system maintenance has become an important step for ensuring that the maximum life is obtained from engines. On an annual basis each cooling system will be tested to ensure that appropriate concentrations of cooling system additives are maintained to optimize engine life.

## Preventive Maintenance Inspection – Electrical System

Accessible transit service is hard on electrical systems, due in great part to the frequent cycling of wheelchair lift equipment. On an annual basis each electrical system will be thoroughly tested to ensure optimal performance. This inspection will include a battery load test to disclose the need for replacement of any weakening batteries while also comprehensively testing the charging system to ensure the battery will not fail due to system malfunction.

## Preventive Maintenance Inspection – Air Conditioning System

Air conditioning systems are maintained in specific conformity to each manufacturer's requirements. Southland treats every vehicle with any portion of the Air Conditioning system inoperative as a "down bus" thus requiring repair before the vehicle is returned to service. We ensure that every one of our night shift mechanics have the full capability to diagnose and repair air conditioning systems. All repairs and maintenance functions are performed by certified mechanics in strict conformity to current environmental standards for air conditioning service. Monthly reporting on the Preventive Maintenance Monthly Form documents all air conditioning preventive maintenance. The single most important step in effective air conditioning system maintenance is insuring, at each "A" inspection that the condensers are cleaned out so as to insure effective airflow from the condenser fan. Annually, during the month of March and in this case upon taking over the vehicles, a specific campaign will be undertaken to ensure that each air conditioning system is adequately prepared to provide effective service throughout the season when air conditioning performance will be maximized. This inspection will include, state of charge, condition of compressors and compressor drive systems, and condition of the condenser.

## Preventive Maintenance Inspection – Wheelchair Lift Equipment

During each Preventive Maintenance Inspection a thorough check of the wheelchair lift equipment is undertaken. Wheelchair lifts are tested with a minimum of 500 pounds deadweight and 750 pounds maximum weight to ensure compliance with ADA requirements. On an annual basis a detailed inspection is done of every lift component to ensure that wear is within acceptable standards. This inspection is done with all shields and panels removed so that every element of the system can be seen and evaluated. Particular attention is paid to wear at pivot/swivel points, integrity of barrier mechanisms, fluid leakage, wiring integrity, and general structural integrity.

## Preventive Maintenance Service – Steam Cleaning

Each vehicle's engine compartment and undercarriage will be subject to steam cleaning at least once a year, and more often as necessitated as part of responding to a fluid leak.

Any vehicle that is subject to a fluid leak repair is referred for steam cleaning prior to its return to service. Our Maintenance Directors are especially attuned to insuring that steam cleaning does not become a replacement for the repair of minor fluid leaks.

## Service Vehicle Maintenance Record Keeping

Southland Transit has developed its own proprietary maintenance management system. The system was built in Microsoft Access in consultation with Simetra Systems, our long time data management and reporting system partner. Unlike many off the shelf programs this system was designed specifically for passenger transportation vehicle maintenance and maintenance management. Our system features all of the following capabilities:

- Preventive maintenance scheduling for four separate levels of preventive maintenance.
- Fuel consumption tracking (also provides mileage inputs for PM scheduling).
- Repair order management with technicians entering their repairs directly into the system.
- Storage of frequently used repair operations to minimize input.
- Storage of parts data to assist in inventory management and further minimize data input.
- Vehicle inventory management.
- Road-call reporting.
- Complete vehicle maintenance cost reporting.
- Maintenance schedule compliance reporting.
- Tracking of warranty repairs

Furthermore, all of the maintenance files also contain the following:

- Make
- Model
- Serial Number/County Fleet Number
- License Number
- Date Received
- Unit Repairs
- PMI Reports

- Daily Pre-Trip Service Vehicle Inspection Reports
- Daily Post-Trip Service Vehicle Inspection Reports
- Work Orders

# Maintenance and Accident Reporting

Southland Transit maintains an individual file for each vehicle that documents, by date of action, all preventative maintenance functions including warranty work and any other pertinent maintenance data, including but not limited to fuel, lubricants and other fluid use. Maintenance work shall be performed as specified in this Agreement.

Records are kept in the individual vehicle file of any accident in which the vehicle has been involved, including the repair work required to return the vehicle to service.
All accidents that involve passenger injuries or vehicle damage which are expected to exceed $500 will be reported to the County within one (1) hour of occurrence of the accident. All other accidents and or incidents will be reported to the County within twenty four (24) hours.

In the event of any accident, Southland Transit's personnel are trained to comply with all applicable State laws, rules and regulations.

Southland Transit's computerized maintenance management system maintains detailed maintenance records. Reports can be generated in a form that will be acceptable to the County. Our reporting system currently meets all requirements of the California Highway Patrol.

Records and reports shall include, but not be limited to, the following:

- Daily vehicle inspection and servicing checklists;
- Work orders for all maintenance inspections, warranty repairs and other vehicle repairs including materials, parts and labor consumed;
- Road call reports, or work orders, for each road call identifying date and time, vehicle number, problem and mileage of vehicle;
- Monthly summary listing by vehicle: mileage, miles since last preventative maintenance inspection and road calls.

It is understood that the County of Los Angeles reserve the right to review maintenance records, inspect any vehicle and by notice to Southland Transit, reject any vehicle, for service, temporarily or permanently. Southland Transit will be responsible for correcting all deficiencies identified during the inspections.

# Staffing Plan/Maintenance Plan

## Project & Data Manager

**Gabriela Marquez** is proposed project manager for this service. Gabriela will provide the overall project management of this project and be the primary liaison with the County. Gabriela will oversee all reporting and the drivers assigned to this service.

## Director of Safety & Training/Project Safety Official

**Babatunde Akinyele** will serve as our Safety and Training Manager for this project. Babatunde is a TSI Certified transit instructor and experienced community transportation professional. Babatunde sets the tone for the safe delivery of services of the passengers and will continue to train new operators and re-train existing one as needed..

## Maintenance Manager

**Wayne Seale** has been our El Monte facility Maintenance Manager since 2001. He has worked extensively in highly regulated environments under contract with transit agencies. Wayne will continue to manage the maintenance aspects of this contract to ensure reliable service remains constant and that all preventive maintenance ifs followed.

## Road Supervisors

The Road supervisors at the El Monte Operations Center are fully licensed and certified operators, who when necessary can fill a route, pick up a passenger, or drive a replacement bus to a road call. The positions are full time. Road Supervisor duties include, but are not limited to the following: Ensure quality service delivery on a regular basis; Facilitate fleet deployment while performing pre-trip and post-trip inspections; Monitor and document on-time performance; Provide extensive field support in an effort to minimize Service interruption; and, address specific Service problems and Service interruptions.

## Dispatchers

Southland Transit currently has dispatchers assigned during all hours of service operations to maintain contact with the drivers and to respond to requests from the County. Dispatchers are responsible for coordinating vehicle and driver assignments, monitoring radio traffic for service quality, and responding to service interruptions.

## Maintenance Personnel

As quality maintenance is an essential element of service quality we are committed to the continual training and upgrading of our maintenance employees' skills. We use multiple sources for mechanic training including the courses and resources offered by the manufacturers, vendors, as well as the National Institute for Automotive Service Excellence (ASE), the Service Technicians Society, and the Transportation Safety Institute. We have established financial incentives for technicians to attain ASE certification.

We identify training sources and work with the maintenance staff to arrange their schedule to attend training or study for certifications they need to further enhance their maintenance skills. After a member of our staff develops a new expertise through training, they are asked then to share that information and expertise with our other employees.

## Vehicle Operators

As the current provider of LA County Services, Southland will continue to provide highly qualified licensed and credentialed drivers. All operators will receive the highest levels of training to ensure they meet the standards of the County of Los Angeles.

# Communications Equipment

## Telephone Service

Southland Transit will continue to operate and maintain the current phone number that is in use. The dispatch center is fully staffed to enable personnel to receive customer phone calls, assign Dial-A-Ride trips, and perform any other duties necessary to efficiently operate the service.

Southland provides appropriate multi-telephone lines so that busy signals are minimized for callers requesting information. All calls are qeued and Southland Transit will have an appropriate number of call-takers on duty to answer telephone calls related to the Los Angeles County Dial-A-Ride Services.

Southland Transit's main telephone number is answered from 5:00 am to 10:00 pm for communication between our dispatch personnel, the Project Manager, and the County of Los Angeles. During non-business hours, Southland has an answering device with a

recorded message advising the caller to call back during the regular transit service hours.

## Voice & Data Radios / Radio Frequencies

Vehicles are equipped with a two-way radio system sufficient for clear communications throughout the service area at all times, and between the service area and the operations/maintenance base of Southland Transit. The radio equipment is available for dispatching as well as emergency situations (such as accidents and mechanical breakdowns).

Southland Transit is able to immediately dispatch substitute buses and/or police, fire, or medical help in the case of an emergency. Southland Transit uses state-of-the-are radio communications systems, rather than rely on unreliable cell phone coverage. Southland Transit is one of the few companies in the region to have access to a full-time company-owned communications shop. MDT's, voice and data radios are installed and maintained by professional technicians dedicated to STI and our affiliated companies.

The handling of communication over the radio is a part of the training of all drivers in the company to ensure that the use of the radio is done in the appropriate manner and at the appropriate times. Southland Transit uses a private communications network for all communications between our El Monte facility dispatch center and service vehicles. Our network fully covers the service area.

Each County bus and Southland supplied spare buses are equipped with mobile radios. Our company has a fully-equipped "Radio Shop" to maintain the equipment and necessary base station. We contract with an outside firm to supply the repeaters required for full coverage. Our companies own all the frequencies that are required.

## Internet Access, E-Mail

Southland Transit has unique e-mail addresses for all supervisor and management level individuals. County staff may use the following e-mail addresses for contact with our staff.

- Gabriela Marquez: Gmarquez@southlandtransit.com
- Scott Transue: stransue@southlandtransit.com
- Wayne Seale: wayne@southlandtransit.com
- Babatunde Akinyele: trainer@southlandtransit.com

Both Gabriela Marquez and Scott Transue are able to respond to e-mail requests via smart phones.

## Business Contact Telephone Number

The "main" business number for Southland Transit is: 626.258.3380. That number is answered between the hours of 6:00am and 10:00pm seven days per week.

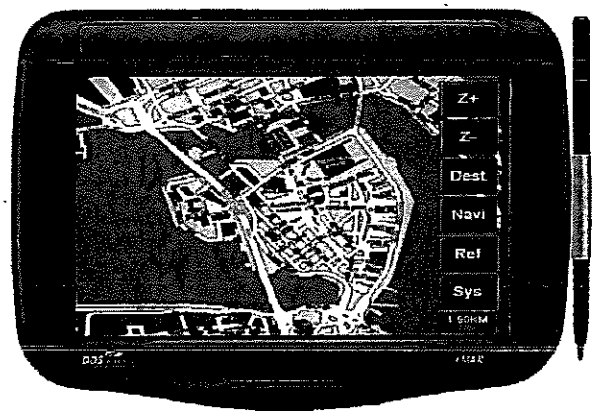
- Direct telephone number for Gabriela Marquez is: 626.258.1390
- Direct telephone number for Scott Transue is: 626.258.1310

## 24-Hour Contact

Southland Transit provides company owned cell phone to key managers and supervisors for 24-hour accessibility in case of emergencies. Upon notification of award the cell phones will thereby be made available to the County as requested.

## Dispatching

Southland Transit and our sister companies have been leaders in the development of computerized dispatch system. We have worked closely with TSS Wireless of Glendale to develop a comprehensive dial-a-ride reporting system that is now an integral element of our operating environment. Over the years we have gained considerable experience with the system we are proposing for this project. The Trapeze system, both its reservation function and its dispatching function integrated with Mobile Data Terminals (MDTs) are part of the equation. While Trapeze has not had an effective Mobile Data Terminal integration with their system we have developed an efficient way to export from Trapeze to the industry standard MDT from Digital Dispatch Systems (DDS). One of the challenges with software from one company and hardware from another is effective integration. Our option uses the Trapeze system for client registration, reservations and scheduling; the TSS Wireless 5M system for dispatching and DDS MDCs. This option enables Southland to quickly implement a comprehensive system that will exceed contract standards. Southland is in its fourteenth year using Trapeze Software to manage Reservations, Scheduling and Dispatch for demand responsive operations. We have assembled southern California's most talented group of Trapeze practitioners that will provide the County of Los Angeles with the security of knowing that we have met and can meet any challenge in demand response service. In addition, we have worked hand-in-hand with the developers at TSS Wireless to ensure that vital communication between the dispatch system and the MDTs is as effective and efficient as possible.



# Dispatch Technology

Southland Transit has become the southern California leader in using the power of automated dispatching to improve productivity for our customers. We began using the computerized dispatch system in 1997.

It is important to note that Southland knows how to optimize and use the technology in real service delivery. We have worked closely with Trapeze during our growth. Our company has a team that understands very clearly the challenges and the opportunities presented by high-performance computer assisted dispatch software and are able to maximize its benefits. The real advantage is that Southland experts are local. We have, on staff, expert Trapeze professionals. Should a problem arise in the Operations Center, an expert is not a plane ride away but right on site. Usage of the Trapeze software provides many advantages, especially improvement of the reservations process and the delivery of highly productive, on-time service.

- ✔ The dispatch system provides powerful tools to assist in identification of trips that would be candidates for transfer to taxi. In particular the "schedule editor" function allows the controller to follow the vehicle around its scheduled tour electronically and will highlight those pickups that are not effectively linked with other services.

Southland Transit believes, and has become the Southern California leader, in using the power of automated dispatching from Trapeze to improve productivity for our customers. Trapeze has become the unchallenged industry leader in the design and implementation of automated dispatching software and Southland Transit uses their software for more Southern California dial-a-ride systems than any other company. Evaluation staff should be aware that Trapeze, as well as a number of other software vendors, market lower cost, lower performing "computer assisted" systems.

It is important to note that Southland knows how to optimize and use the technology in real service delivery. We have worked closely with Trapeze during our growth. Our company has a team that understands very clearly the challenges and the opportunities presented by high-performance computer assisted dispatch software and are able to maximize its benefits. The real advantage is that Southland experts are local. We have, on staff, expert Trapeze professionals. Should a problem arise in the Operations Center, an expert is not a plane ride away but right on site. Usage of the Trapeze software provides many advantages, especially improvement of the reservations process and the delivery of highly productive, on-time service.

- ✔ All vehicle runs per the number of days the City wishes to allow advance reservations will be active in the system. This allows the Customer Service staff to book trips with complete confidence that we will be able to deliver the service as originally scheduled by the rider. It also allows us to offer the passenger multiple options for pick-up and return times that best match their schedule. In

general we favor this method versus batch scheduling because it allows us to minimize the number of times that we have to call a customer back to change their schedule.

- ✔ STI staff will work with the City to set multiple parameters for the time at which reservations will be accepted, including weeks ahead all the way to real time demand response. It can also be set with different parameters for different rider groups (Seniors, general Dial-a-Ride, etc.)

- ✔ The dispatch system will continually optimize the runs to provide more effective trip linkage and shared ride productivity. City staff and Southland project staff-can develop specific parameters for how much optimization will be allowed to occur in the system. This is in effect telling the system how far existing appointments can be moved to slot new riders and how long original drop times can be extended to allow for more pick-ups to be made.

- ✔ The dispatch system will give absolutely reliable information regarding the availability of same day standby trips and will identify more standby trip linkages than any manual system could ever track. This is a powerful tool for improving system productivity.
- ✔ The dispatch system has powerful subscription management features, allowing the staff to manage subscriptions without taking away the ability for the system to continually optimize linkages.

We have learned from using Trapeze systems that constant tweaking of the system, and second-guessing of its routing is not productive. However, we have also recognized that in a busy service, it may be necessary to make specific interventions. Our goal in supervision of the Customer Service center as it handles a specific service is training the staff when to use and rely on the automation and when to intervene with manual dispatching.

- ✔ Highly productive congregate trips are often not scheduled effectively on an automated basis because the violation of ride time or "captive" parameters. In that type of case the parameters can be manually overridden to schedule the trip. We have normally set up our systems so that no ride time exceeds 45 minutes unless the person building the route approves the violation.

- ✔ On returns from congregate meal or shopping trips we have often had to force single bus "take homes" because multiple buses, although more efficient from a routing standpoint, were more confusing to the riders.

- ✔ Aggressive use of templates to handle subscription passengers

- ✔ Frequent use of "hard drop" times to ensure timely hand-offs to trains, express buses, or other connecting services. This requires reinforcement with customer service staff to ensure that we look at connections from the back end first. As an example, this often means explaining to the passenger why the 8:12AM pick up

will work better for them than the 8:00AM pick up they requested because they wanted to leave themselves plenty of time.

The data in the server is backed-up nightly on a tape drive or random disk array to ensure that should the system fail completely, we will be able to recreate where the system was the previous evening at the time of closing, such that the registered rider information and subscription rides are all saved.

# Reservations, Scheduling, & Dispatching

At the heart of Southland's distinguished history of performance on dial-a-ride projects is the reliance on automated dispatching from Trapeze paired with the power of a modern telephone system. While a significant level of human intervention is required to use Trapeze in a general public dial-a-ride, the capability of the system to retain information about riders, and the ease of moving trips around in the schedule editor, allow our reservationists to schedule trips rapidly which is a key element in our ability to deliver low wait times on calls so that we can guarantee a 60 second or less average hold time. This phone performance is a key factor in delivering customer satisfaction with our reservations center.

## Trapeze Dispatch System

At Southland we use the power of automated dispatching from Trapeze to improve service for our customers. We began using the Trapeze system in August 1997 and have used it to replace manual or computer assisted systems in each of these client cities: the Cities of Alhambra, Glendale, Arcadia, Monrovia, El Monte, Pico Rivera, Temple City, Baldwin Park, and Rosemead as well as three dial-a-ride services operated for the County of Los Angeles.

Usage of the Trapeze software provides many advantages, especially improvement of the reservations process and the delivery of highly productive, on-time service. **We have also just updated to the latest version of Trapeze which enables greater productivity.**

- All runs for whatever number of days the City wishes to allow advance reservations can be active in the system. This allows the Customer Service staff to book trips with complete confidence that we will be able to deliver the service as originally scheduled by the rider. It also allows us to offer the passenger multiple options for pick-up and return times that best match their schedule.

- The City can set multiple parameters for the time at which reservations will be accepted, including weeks ahead all the way to real time demand response. It can also be set with different parameters for different rider groups (in this case for general public dial-a-ride.)

- The system will continually optimize the runs to provide more effective trip linkage and shared ride productivity. City staff and Southland project staff can develop specific parameters for how much optimization will be allowed to occur in the system. In effect this means telling the system how far existing appointments can be moved to slot new riders and how long original drop times can be extended to allow for more pick-ups to be made.
- This system will give absolutely reliable information regarding the availability of same day standby trips and will identify more standby trip linkages than any manual system could ever track. This is a powerful tool for improving system productivity.

- The system has powerful subscription management features, allowing the staff to manage subscriptions without taking away the ability for the system to continually optimize linkages.

Our goal in supervision of the Customer Service staff as it handles a specific service is training the staff regarding when to use and rely on the automation and when to intervene with manual dispatching. In a busy dial-a-ride service our experience has shown us that it may be necessary to make some of the specific interventions listed below.

- Highly productive congregate trips are often not scheduled effectively on an automated basis because they violate ride time or "captive" parameters. In that type of case the parameters can be manually overridden to schedule the trip. We have normally set up our systems so that no ride time exceeds 45 minutes unless the person building the route approves the violation.

- On returns from congregate meal or shopping trips we have often had to force single bus "take homes" because multiple buses, although more efficient from a routing standpoint, were more confusing to the riders.
- Aggressive use of templates to handle subscription passengers.

- Frequent use of "hard drop" times to ensure timely hand-offs to trains, express buses, or other connecting services. This requires reinforcement with customer service staff to insure that we look at connections from the back end first. This often means explaining to the passenger why the 8:10 pick up will work better for them than the 7:55 pick up they requested because they wanted to leave themselves plenty of time.

We have worked closely with Trapeze during our growth and while adding services. Our company has a team that understands very clearly the challenges and the opportunities presented by high-performance computer assisted dispatch software and are able to maximize its benefits. And our experts are local. Should a problem arise in the facility, an expert is not a plane ride away but a short drive away.

Because we understand the difficulties and challenges of the computer-based workplace, we provide a back-up power source for the dispatch computer stations, telephone system and radios so that we can maintain full functionality through a power outage. Additionally the data in the server is backed-up nightly on a tape drive. This

ensures that should the system fail completely we will be able to recreate where the system was the previous evening at the time of closing, such that the registered rider information and subscription rides are all saved.

## Registration Database

One of the many advantages of the Trapeze system is that it maintains a detailed record of existing riders, including their most frequent destinations as well as any specific direction about pick-up or needs. At the time of the call, the caller will be asked for their last name and the computer will identify the caller and their riding history, including special issues such as use of wheelchair or a service animal. This makes the scheduling call shorter and more productive, which in turn prevents long phone hold times. Most of the other "automated" dispatch programs do not have this capability, thereby making every trip appointment longer and causing phone hold times to increase.

## Reporting Capability

We use a custom designed reporting system, designed by a database consultant, to extract operating information from Trapeze. We have the capability to design any report that would be required for City Staff.

## Phone System

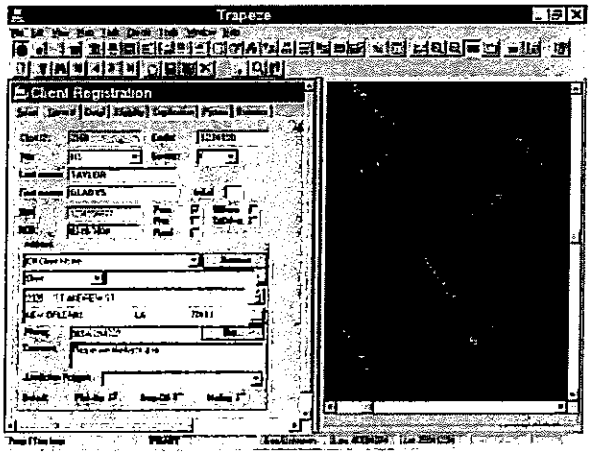
We operate a high functioning telephone system from Nortel Communications. This phone system allows us to track the performance of our phone reservations staff on each of our contracts. Major features of the system are:

- Customized greetings specifically designed for each separate service.
- Call distribution technology that allows us to establish a team of specialists for each separate service.
- Identification prompts for representatives so that we do not answer the phone using the name of another system.
- Call sequencer that holds calls in queue line so that each is answered in order.
- Full tracking and reporting capabilities so that the staff of the individual service contracts can evaluate phone performance on their contract service, including hold times and lost calls, and the Call Center Manager can monitor all service performance and report such data to the respective City.

Each of the transit operations serviced out of the office has a separate and identifiable phone number. We plan to retain the local number(s) for service that are currently in existence. As calls come in, the phone system identifies which service the caller is attempting to access and routes the call to the appropriate team.

**Trapeze PASS: Comprehensive Scheduling for Paratransit Service**

Trapeze PASS is an advanced reservation and scheduling application for demand response transit services. PASS delivers a comprehensive solution for client registration, trip booking, and real-time scheduling. The product's capabilities can be expanded by a suite of enhancement products.




*Trapeze Client Registration Screen*

## Key Benefits

- Automate the demand response scheduling process and create optimized, cost-effective, on-demand schedules. Improve customer service by streamlining and simplifying requests for information and trip booking.
- Avoid costly errors by maintaining complete, accurate client records and operations data.
- Optimize vehicle use and increase passengers per hour by updating schedules in real-time on the day of service.
- Monitor daily operations closely and notify vehicle operators of situations affecting service in real-time.
- Generate standard and ad hoc reports efficiently and easily with a sophisticated Reporting Wizard. Integrate PASS seamlessly with software systems for transit planning, operations, customer service, and fixed route scheduling.

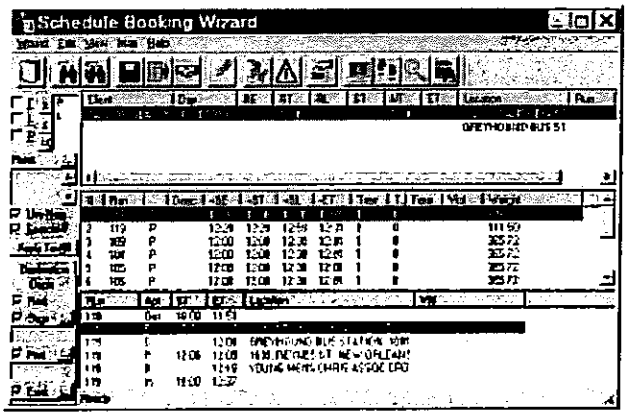
## Features

*Client Registration*

- Register clients with all required information, including multiple addresses, disability type, space requirements, mobility aids, additional passengers, comments.
- Apply multiple funding and eligibility programs, define eligibility conditions, and track certification status.
- Log trip histories and statistics, including number of trips, no-shows, and cancellations.
- Store electronic documentation and photos for detailed passenger information.

*Trip Booking*

- Streamline the booking process using client and trip information saved as templates during the client registration process.
- Book subscription trips (multiple trips with same origin and destination) or casual trips (single trips on demand).
  Save trip requests for later scheduling or proceed to real-time scheduling.
- Receive alerts about a client's eligibility status and previously booked trips when entering a new trip request.

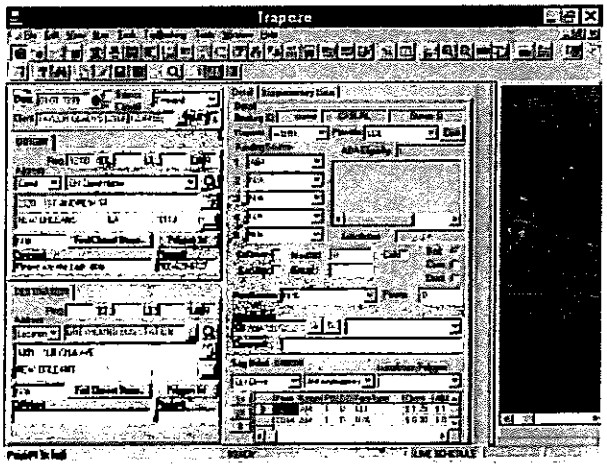



*Trapeze Schedule Booking Wizard*

- Track the booking process and quickly identify the creator or modifier of a reservation.

*Scheduling*

- Determine the most efficient and cost-effective way to, schedule single and recurrent dial-a-ride trips.
- Define in detail the parameters, and costing weights that will, be used to create optimized, scheduling solutions.
- Batch schedule an entire day, of trips to create the most, cost-efficient schedule. Re-optimize the schedule on the day of service.




*Trapeze Trip Booking Screen*

- Add trips to schedules on the day of service; update and re-optimize the vehicle's schedule in real-time.
- View detailed run itineraries, pending pick-ups, drop offs, for each vehicle in service.

- Use system map to display and verify the integrity of runs and itineraries.
- Calculate windows for pick up and drop off, taking into account trip distance, route, time of day, physical barriers, client boarding and alighting times, etc.
- Update, cancel, and re-schedule trips using the Trip Administration screen.

*Mapping*

- Create customized views of the integrated system map to assist with scheduling and dispatching. Zoom in or out, and center the origin and destination locations, control map color-coding.
- View service areas, including street names, zip/postal codes, municipal boundaries, and ADA corridors.
- Geocoding of client addresses and other locations (origins, destinations, garages, etc.)
- Viewing of multiple scheduling itineraries and runs interactively on the system map.
- Define and edit boundaries, corridors, and barriers (geographical features, etc.).

*Reports*

This is just a short list of the reports available with the system that Southland is now proposing. The system uses a self-contained report writing shell, and produces a variety of standard types of reports, including:

- Data diagnostic
- Fare/funding source
- Operational Reports
- Productivity Reports
- Statistical data
- Flex trip
- Manifests
- Taxi manifests
- Create ad hoc reports using the Report Wizard. Reports can be developed using SQL query, Crystal Reports, and ASCII text.
- Generate pull-out lists and pull-in lists of all scheduled vehicles, in chronological order.
- Create performance reports that detail statistics on actual trip, load, odometer, passengers, fares, etc.
- Review schedule efficiency statistics, revenue times, deadhead distances, passengers per hour.
- Determine number of cancellations, no shows, and late arrivals for specific clients or time ranges. Southland has developed a number of

specialized strategies to optimize and, in some instances compensate for, Trapeze functionality. The lessons shown below were learned the hard way through years of experience and we have found that collectively these lessons are absolutely necessary for the proper functioning of Trapeze in a dial-a-ride service.

- We very seldom "batch schedule" preferring instead to use Trapeze in a live scheduling mode. The reason is that Trapeze uses a global speed assumption that can return some undeliverable trip times. In a live scheduling mode dispatchers can keep track of these problems and ensure that they can correct those issues before problems are created. When batch scheduling is used there may be too many of these errors present to allow for correction and on-time performance declines.

- We also prefer live scheduling because it allows us to promise each passenger a trip time that is actually in existence at the time we make the promise. This makes it easier to keep from over booking at peak hours.

- We teach reservations staff to evaluate the suggestions given by Trapeze to determine which suggestions are best for the efficiency of the system. This is done by using the system's map function to check for excessive route zigzagging, which annoys both drivers and passengers.
- Callers generally request a pick-up time based on their assumption of the time needed to make an appointment. Trapeze allows for scheduling which calculates a time for pick-up by first looking at the required drop off time, and our reservations staff has been trained to make liberal use of this feature. At busy times of the day this works much better for the client as it ensures that we give them a time that will get them to their appointment.

- Our staff is trained to understand that highly productive congregate trips must be hand scheduled because Trapeze will not schedule them correctly due to the system's flagged ride time violations. In our experience ride times are not a problem on this type of trip as the passengers are aware that everyone is going to the same location and that it takes time to load all the riders.

- We have found that it is a common mistake to overuse templates in Trapeze service. Our reservations/dispatch operations only use templates for group trips where we want to preserve very effective linkages. Using them for single ride subscribers tends to reduce the effectiveness of automated dispatching.

We often make the claim that we are the most effective company in Southern California at demand responsive dispatching. This claim is not made idly or without support. Southland Transit has improved productivity and on time performance on every single service that we have taken over from other companies. We are the only firm that is consistently willing to guarantee productivity improvements to reduce cost for our clients. Our record speaks for itself.

# Vehicle Storage, Maintenance, and Fueling Facilities

Operations, Administration, Maintenance and Storage services will be provided at our existing El Monte Operations Center located at 3650 Rockwell Avenue in El Monte. This is our primary east county base which serves as our parking facility for vehicles in service to the Cities Alhambra, El Monte, Baldwin Park, Pico Rivera, and Arcadia, as well as the LA County projects.

The facility has a total area of 4.2 acres with all paved parking areas and a fully equipped maintenance shop and permitted vehicle wash facility. The maintenance facility is over 20,000 square feet.

Both the El Monte facility and East LA Facility have:

- Enclosed workspace that allows maintenance personnel to service vehicles and be protected from the weather.
- The concrete shop floor is capable of withstanding the maximum weight of County Service Vehicles.
- The security-fenced, paved, and lighted parking area has adequate spaces for overnight vehicle parking.
- The shop area includes a heavy-duty compressed air supply; tire-changing equipment; and, battery maintenance equipment and spare batteries.
- Vehicle lubrication equipment is available in the service area.

- All tools and equipment are on-site that are necessary to perform required preventive maintenance and to service vehicles, perform component adjustments, and make mechanical repairs. Southland supplies all tools above 3/4 inch and all diagnostic equipment required to maintain revenue vehicles.

- The site includes a covered wash bay with all the equipment necessary to wash and clean vehicles in accordance with this Contract already installed.

- The maintenance are includes secured storage area for tools, equipment, and parts.

- Our shop area includes an American National Standard Institute (ANSI) approved portable hydraulic lift capable of fully lifting the heaviest of County Service Vehicles six feet above the floor for maintenance purposes.

- The El Monte facility has a fueling facility for liquefied petroleum gas (LPG). We have an agreement with the City of El Monte to be able to fuel compressed natural gas (CNG) vehicles.

Our facilities are a very short distance to the County of Los Angeles Dial-A-Ride Services area thus minimizing deadhead miles, wasting fuel, and ensuring the vehicles last longer.

## ADA Compliance

Southland Transit has developed policies and procedures to respond to in-service vehicle failures. All revenue vehicles that are used on the project will be equipped with mobile radios. If a problem arises the driver radio dispatch and describes the situation. The dispatcher fills out a Road Call report and immediately notifies the "on-call" mechanic. The on-call mechanic carries the "on-call cell phone" so that the dispatcher can make quick contact. Depending on the situation a mechanic will be dispatched with in the service truck to make repairs on the road or a spare vehicle will be deployed to resume service and the disabled vehicle will be transported back to the maintenance facility or both.

By virtue of being centrally located near the Sunshine Shuttle Service Area we are able to rapidly respond to emergencies and vehicle breakdowns within thirty (30) minutes.

We also emphasize ADA Compliance within our training program to ensure all passengers are treated equally without discrimination and an emphasis on the various

types of mobility devices are discussed that will be encountered by vehicle operators within the field. We maintain an ADA Compliant training bus to demonstrate all of the ADA features an operator must be aware of.

# California Highway Patrol (CHP) Annual Inspections

Southland Transit is very proud of our safety record when it comes to California Highway Patrol (CHP) Inspections. Please refer to Exhibit 8 which contains copies of our CHP Inspections.

# Transit Security Plan

Southland Transit takes Transit Security very seriously. Our Director of Safety & Training is National Incident and Management System (NIMS) Certified. We have attached a copy of our Safety Security and Emergency Preparedness Plan (SSEPP) within Exhibit 7 for your review.

# 7. Quality Assurance

Southland Transit will create and maintain a Quality Control Plan to that will ensure that the requirements of this contract are met. STI will submit an updated copy to the Contract Manager prior to the contract start date and whenever any changes occur.

The plan, at a minimum, will include:

- Identify performance measures that will be monitored and evaluated on both scheduled and random (non-scheduled) basis. The plan will provide a schedule of monitoring activities and identify the individuals responsible for collecting and evaluating the data.
- The plan will include the methods for identifying and preventing deficiencies in the quality of service performed before the level of performance becomes unacceptable.

- The plan will include a reporting system that will maintain a file of all evaluations conducted by Southland and, if necessary, the corrective action taken. This documentation will available to the County staff.

- Scott Transue will lead the overall inspection for the services being completed for the County of Los Angeles. Scott works directly on a daily basis with the project manager and maintenance and will continue to ensure all reports submitted to LA County are correct and accurate.

# 8. Subcontractors

Southland Transit confirms that we will not be sub-contracting any of the work performed under this contract.

# 9. Financial Resources

## Financial Information

Southland Transit, Inc. is one of the strongest locally owned transportation companies in the region. Please find, under separate cover, reviewed financial statement for the last two (2) company fiscal year ending December 31, 2012. Financial statements are considered proprietary and confidential. Southland Transit, Inc. requests that the information be reviewed only by qualified individuals who understand the information provided and that those individuals be limited to the least number of people necessary.

**Our financials are provided within a spate sealed manila envelope marked CONFIDENTIAL.**

# 10. Licenses and Certifications

Southland Transit is very committed to ensuring all of our maintenance staff have available to them the option of pursuing additional licenses and qualifications.

At the time of IFB we will submit all licenses and certifications for all of our current drivers performing work under this contract within the required forms section of our proposal. We will also submit all National Institute for Automotive Service Excellence (ASE) Certification as well as a Motor Vehicle Air Conditioning Certification from an EPA approved program.

# 11. Insurance

As you know Southland Transit has held many contracts with the County of Los Angeles

and provides all the necessary Insurance per the County's standards.

Furthermore, Southland Transit acknowledges that we will comply with the following provisions as stipulated in this RFP and as we have affirmed in form PW-16.

# 12. Record Keeping

As the incumbent provider of services for the County of Los Angeles, we have, in place, controls to meet all reporting requirements for Los Angeles County Living Wage Ordinance and all State and Federal reporting requirements.

# 13. Forms List

We have attached the following forms following the narrative of our proposal.

# 14. Subcontractors' Forms List

Southland Transit confirms that we will not be utilizing any subcontractors on these services.

# 15. Living Wage Ordinance – Application for Exemption

Southland Transit confirms that we will not be applying for an exemption from the Living Wage Ordinance.

# PW FORMS

**FORM PW-1**

# VERIFICATION OF PROPOSAL

| DATE: 6-12, 2016 | THE UNDERSIGNED HEREBY DECLARES AS FOLLOWS: |
|---|---|

1. This Declaration is given in support of a Proposal for a Contract with The County Of Los Angeles. The Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the Proposal may be rejected at the Director's sole judgment and his/her judgment shall be final.

2. Name of Service: FIXED-ROUTE AND DIAL-A-RIDE RFQ (2016-SQPA001)

**DECLARANT INFORMATION**

3. Name Of declarant: Southland Transit, Inc.

4. I Am duly vested with the authority to make and sign instruments for and on behalf of the Proposer(s).

5. My Title, Capacity, Or Relationship to the Proposer(s) is: Vice President/COO

**PROPOSER INFORMATION**

| | | |
|---|---|---|
| 6. Proposer's full legal name: Southland Transit, Inc. | | Telephone No.: (626) 258 1310 |
| Physical Address (NO P.O. BOX): 3650 Rockwell Avenue | | Mobile No.: (619) 734 5842 |
| e-mail: Stransue@southlandtransit.com | | Fax No.: (626) 258 1329 |
| County WebVen No.: 457961 | IRS No.: | Business License No.: N/A |

7. Proposer's fictitious business name(s) or dba(s) (if any): N/A

| | | |
|---|---|---|
| County(s) of Registration: N/A | State: | Year(s) became DBA: N/A |

8. The Proposer's form of business entity is (CHECK ONLY ONE):

| | | |
|---|---|---|
| ☐ Sole proprietor | Name of Proprietor: | |
| ☑ A corporation: | Corporation's principal place of business: 3650 Rockwell Avenue | |
| | State of incorporation: CA | Year incorporated: 2001 |
| ☐ Non-profit corporation certified under IRS 501(c) 3 and registered with the CA Attorney General's Registry of Charitable Trusts | President/CEO: | |
| | Secretary: | |
| ☐ A general partnership: | Names of partners: | |
| ☐ A limited partnership: | Name of general partner: | |
| ☐ A joint venture of: | Names of joint venturers: | |
| ☐ A limited liability company: | Name of managing member: | |

9. The only persons or firms interested in this proposal as principals are the following:

| | | | |
|---|---|---|---|
| Name(s) Timmy Mardirossian | Title President/CEO | Phone (626) 258 1310 | Fax (626) 258 1329 |
| Street 3650 Rockwell Avenue | City El Monte | State CA | Zip 91731 |
| Name(s) Scott Transue | Title Vice President/COO | Phone (626) 258 1310 | Fax (626) 258 1329 |
| Street 3650 Rockwell Avenue | City El Monte | State CA | Zip 91731 |

10. Is your firm wholly or majority owned by, or a subsidiary of another firm? ☑ No ☐ Yes
If yes, name of parent firm: _____
State of incorporation/registration of parent firm: _____

11. Has your firm done business under any other name(s) within the last five years? ☑ No ☐ Yes If yes, please list the other name(s):
Name(s): _____ Year of name change: _____.
Name(s): _____ Year of name change: _____.

12. Is your firm involved in any pending acquisition or merger? ☑ No ☐ Yes
If yes, indicate the associated company's name: _____

13. Proposer acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and the Director's judgment shall be final.

14. I am making these representations and all representation contained in this proposal based on information that they are true and correct to the best of my information and belief.

I declare under penalty of perjury under the laws of California that the above information is true and correct.

| | |
|---|---|
| Signature of Proposer or Authorized Agent: | Date: June 12, 2016 |
| Type name and title: Scott Transue, Vice President/COO | |

**FORM PW-3**

**COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM**
**APPLICATION FOR EXCEPTION AND CERTIFICATION FORM**

This contract is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program) (Los Angeles County Code, Chapter 2.203). All contractors and subcontractors must complete this form to either (1) request an exception from the Program requirements or (2) certify compliance. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the bidder or proposer is excepted from the Program.

| | | |
|---|---|---|
| Company Name: Southland Transit, Inc. | | |
| Company Address: 3650 Rockwell Avenue | | |
| City: El Monte | State CA | Zip Code: 91731 |
| Telephone Number: (626) 258 1310 | | |
| (Type of Goods or Services): | | |

**If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (you must attach documentation to support your claim). If the Jury Service Program applies to your business, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, sign and date this form.**

**Part I: Jury Service Program Is Not Applicable to My Business**

☐ My business does not meet the definition of "contractor," as defined in the Program as it has not received an aggregate sum of $50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract/purchase order itself will exceed $50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of $50,000 in any 12-month period.

☐ My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are $500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exemption will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

"Dominant in its field of operation" means having more than ten employees, including full-time and part-time employees, and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed $500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

☐ My business is subject to a Collective Bargaining Agreement that expressly provides that it supersedes all provisions of the Program. **ATTACH THE AGREEMENT.**

**Part II: Certification of Compliance**

☑ My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

**I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.**

| | |
|---|---|
| Print Name: Scott Transue | Title: Vice President/COO |
| Signature: | Date: June 12, 2016 |

FORM PW-4

## CONTRACTOR'S INDUSTRIAL SAFETY RECORD

PROPOSED CONTRACT FOR: Fixed Route and Dial-A-Ride RFQ (2016-SQPA001)
SERVICE BY PROPOSER Southland Transit, Inc
PROPOSAL DATE: 6-15-2016

This information must include all work undertaken in the State of California by the proposer and any partnership, joint venture, or corporation that any principal of the proposer participated in as a principal or owner for the last five calendar years and the current calendar year prior to the date of proposal submittal. Separate information shall be submitted for each particular partnership, joint venture, corporate, or individual proposer. The proposer may attach any additional information or explanation of date which the proposer would like taken into consideration in evaluating the safety record. An explanation must be attached to the circumstances surrounding any and all fatalities.

5 CALENDAR YEARS PRIOR TO CURRENT YEAR

| | 2011 | 2012 | 2013 | 2014 | 2015 | Total | Current Year to Date |
|---|---|---|---|---|---|---|---|
| 1. Number of contracts. | 20 | 17 | 17 | 14 | 12 | 80 | 14 |
| 2. Total dollar amount of Contracts (in thousands of dollars). | 32,581 | 30,831 | 30,124 | 25,125 | 24,187 | 142,848 | 20,127 |
| 3. Number of fatalities. | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4. Number of lost workday cases. | 13 | 9 | 10 | 7 | 6 | 44 | 4 |
| 5. Number of lost workday cases involving permanent transfer to another job or termination of employment. | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6. Number of lost workdays. | 619 | 437 | 512 | 311 | 291 | 2,170 | 124 |

The above information was compiled from the records that are available to me at this time, and I declare under penalty of perjury that the information is true and accurate within the limitations of those records.

Southland Transit, Inc.
Name of Proposer or Authorized Agent (print)

Signature

6-12-16
Date

FORM PW-4.1

## CONTRACTOR'S DRIVER SAFETY RECORD

The requested information must include all bus operations related work undertaken within the State of California by the Proposer and/or any partnership, joint venture, or corporation that any principal of the Proposer participates in as a principal or owner during the last five-calendar years. Separate information shall be submitted for each particular partnership, joint venture, corporate, or individual Proposer. Proposer may attach any additional information and/or explanation of the data, which the Proposer would like taken into considerationby the County in evaluating the Proposer's drivers' safety record. An explanation must be attached for circumstances surrounding any and all fatalities within the last five-calendar years.

The Proposer shall provide below its total number of Bus Revenue Service Miles, its total number of National Transit Database (NTD) reportable bus accidients and fires, and its total number of bus fatalities, if any, for each of the last five-calendar years. The NTD uses the following Federal Transportation Authority's definition of a reportable accident:

a. Injuries requiring immediate medical attention.
b. Property damage equal to or greater than $7,500, including all damage (transit and nontransit) resulting from the accident .
c. All nonarson fires that occur in a revenue service bus (operating in or out of revenue service).

**Five-Calendar Years Prior to Current Year**

| | | 2011 | 2012 | 2013 | 2014 | 2015 | Five-Year Average |
|---|---|---|---|---|---|---|---|
| 1 | Total Bus Revenue Miles | 9,822,112 | 9,134,331 | 9,145,211 | 8,650,341 | 8,111,381 | 8,973,055 |
| 2 | Total Number of NTD Reportable Accidents | 27 | 24 | 23 | 20 | 13 | 21.4 |
| 3 | Total Number of Fatalities | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | Rate of Accidents/100,000 Bus Revenue Miles | .18 | .16 | .17 | .14 | .11 | .15 |
| 5 | Rate of Fatalities/100,000 Bus Revenue Miles | 0 | 0 | 0 | 0 | 0 | 0 |

The above information was complied from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the limitations of those records.

Southland Transit
Name of Proposer

3650 Rockwell
Address

El Monte 91731
City Zip Code

Signature

216255
PUC Permit Number and Classification

(626) 258-1310
Telephone Number

**FORM PW-5**

## CONFLICT OF INTEREST CERTIFICATION

I, Scott Transue

- ☐ sole owner
- ☐ general partner
- ☐ managing member
- ☒ President, Secretary, or other proper title) Vice President/COO

of Southland Transit, Inc.

Name of proposer

make this certification in support of a proposal for a contract with the County of Los Angeles for services within the scope of Los Angeles County Code Section 2.180.010, which provides as follows:

> **Contracts Prohibited.** A. Notwithstanding any other section of this code, the county shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of such contract.
>
> 1. Employees of the county or of public agencies for which the board of supervisors is the governing body;
>
> 2. Profit-making firms or businesses in which employees described in subdivision 1 of subsection A serve as officers, principals, partners, or major shareholders;
>
> 3. Persons who, within the immediately preceding 12 months, came within the provisions of subdivision 1 of subsection A, and who:
>
>    (a) Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
>
>    (b) Participated in any way in developing the contract of its service specifications; and
>
> 4. Profit-making firms or businesses in which the former employees described in subdivision 3 of subsection A, serve as officers, principals, partners, or major shareholders.

I hereby certify I am informed and believe that personnel who developed and/or participated in the preparation of this contract do not fall within scope of the Los Angeles County Code Section 2.180.010 as cited above. Furthermore, that no County employee whose position in the County enables him/her to influence the award of this contract, or any competing contract, and no spouse or economic dependent of such employee is or shall be employed in any capacity by the Contractor herein, or has or shall have any direct or indirect financial interest in this contract. I understand and agree that any falsification in this Certificate will be grounds for rejection of this Proposal and cancellation of any contract awarded pursuant to this Proposal.

I certify under penalty of perjury under the laws of California that the foregoing is true and correct.

Signed _____ Date June 12, 2016

**FORM PW-6**

## PROPOSER'S REFERENCE LIST

**PROPOSER NAME:** Southland Transit, Inc.

**PROPOSED CONTRACT FOR:** Fixed-Route and Dial-A-Ride RFQ (2016-SQPA001)

Provide a comprehensive reference list of all contracts for goods and/or services provided by the Proposer during the previous three years. Please verify all contact names, telephone and fax numbers, and e-mail addresses before listing. Incorrect names, telephone and/or fax numbers, or e-mail addresses will be disregarded. Use additional pages if required.

### A. COUNTY OF LOS ANGELES AGENCIES

**All contracts with the County during the previous three years must be listed.**

| | |
|---|---|
| SERVICE: El Sol | SERVICE DATES: 7-1-12 - Present |
| DEPT/ DISTRICT: | Dept. of Public Works |
| CONTACT: | Jesus Camarena |
| TELEPHONE: | 626 458 3965 |
| FAX: | 626 979 5313 |
| E-MAIL: | Jcamarena@dpw.lacounty.gov |

| | |
|---|---|
| SERVICE: Sunshine | SERVICE DATES: 2-1-14 - Present |
| DEPT/DISTRICT: | Dept. of Public Works |
| CONTACT: | Vanessa Rachal |
| TELEPHONE: | 626 458 5960 |
| FAX: | 626 979 5313 |
| E-MAIL: | VRachal@dpw.lacounty.gov |

| | |
|---|---|
| SERVICE: Childrens Court/ Los Nietos | SERVICE DATES: 8-1-13 - Present |
| DEPT/ DISTRICT: | Dept. of Public Works |
| CONTACT: | Armine Hovsepyan |
| TELEPHONE: | 626 458 3921 |
| FAX: | 626 979 5313 |
| E-MAIL: | Ahovsepy@dpw.lacounty.gov |

| | |
|---|---|
| SERVICE: East Valinda Avocado Heights | SERVICE DATES: 1-21-09 - 9-1-14 |
| DEPT/DISTRICT: | Dept. of Public Works |
| CONTACT: | Vanessa Rachal |
| TELEPHONE: | 626 458 5960 |
| FAX: | 626 979 5313 |
| E-MAIL: | Vrachal@dpw.lacounty.gov |

### B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

| | |
|---|---|
| SERVICE: Alhambra Fixed Route | SERVICE DATES: 7-1-03 - Present |
| AGENCY/ FIRM: | City of Alhambra |
| ADDRESS: | 111 S. First St. Alhambra CA 91801 |
| CONTACT: | Mary Chavez |
| TELEPHONE: | 626 570 5067 |
| FAX: | N/A |
| E-MAIL: | mchavez@cityofalhambra.org |

| | |
|---|---|
| SERVICE: Alhambra Senior Ride | SERVICE DATES: 7-1-03 - Present |
| AGENCY/ FIRM: | City of Alhambra |
| ADDRESS: | 111 S. First St. Alhambra CA 91801 |
| CONTACT: | Jim Venegas |
| TELEPHONE: | 626 570-5089 |
| FAX: | N/A |
| E-MAIL: | Jvenegas@cityofalhambra.org |

| | |
|---|---|
| SERVICE: Arcadia Dial-A-Ride | SERVICE DATES: 7-1-09 - Present |
| AGENCY/ FIRM: | City of Arcadia |
| ADDRESS: | 240 W. Huntington Dr. Arcadia CA 91066 |
| CONTACT: | Linda Hui |
| TELEPHONE: | 626 574 5435 |
| FAX: | N/A |
| E-MAIL: | Lhui@arcadiaca.gov |

| | |
|---|---|
| SERVICE: Access Customer Svcs | SERVICE DATES: 7-1-12 - 3-31-16 |
| AGENCY/ FIRM: | Access Services |
| ADDRESS: | 3449 Santa Anita Ave. El Monte CA 91731 |
| CONTACT: | Sherry Kelly |
| TELEPHONE: | 213 270 6073 |
| FAX: | N/A |
| E-MAIL: | Kelleyd@accessla.org |

FORM PW-6

## PROPOSER'S REFERENCE LIST

**PROPOSER NAME:** Southland Transit Inc.

**PROPOSED CONTRACT FOR:** Fixed Route and Dial-A-Ride RFQ (2016-SQPA001)

Provide a comprehensive reference list of all contracts for goods and/or services provided by the Proposer during the previous three years. Please verify all contact names, telephone and fax numbers, and e-mail addresses before listing. Incorrect names, telephone and/or fax numbers, or e-mail addresses will be disregarded. Use additional pages if required.

### A. COUNTY OF LOS ANGELES AGENCIES

**All contracts with the County during the previous three years must be listed.**

| SERVICE: | SERVICE DATES: |
|---|---|
| DEPT/ DISTRICT: | |
| CONTACT: | |
| TELEPHONE: | |
| FAX: | |
| E-MAIL: | |

| SERVICE: | SERVICE DATES: |
|---|---|
| DEPT/DISTRICT: | |
| CONTACT: | |
| TELEPHONE: | |
| FAX: | |
| E-MAIL: | |

| SERVICE: | SERVICE DATES: |
|---|---|
| DEPT/ DISTRICT: | |
| CONTACT: | |
| TELEPHONE: | |
| FAX: | |
| E-MAIL: | |

| SERVICE: | SERVICE DATES: |
|---|---|
| DEPT/DISTRICT: | |
| CONTACT: | |
| TELEPHONE: | |
| FAX: | |
| E-MAIL: | |

### B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

| SERVICE: Transportation | SERVICE DATES: 5-1-97 – Present |
|---|---|
| AGENCY/ FIRM: City of Baldwin Park | |
| ADDRESS: 14403 E. Pacific Ave. Baldwin Park CA 91706 | |
| CONTACT: David Lopez | |
| TELEPHONE: 626 960 4011 ext. 458 | |
| FAX: 626 962 2625 | |
| E-MAIL: DLopez@baldwinpark.com | |

| SERVICE: Transportation | SERVICE DATES: 2-25-11 – 10-1-14 |
|---|---|
| AGENCY/ FIRM: City of Culver City | |
| ADDRESS: 9770 Culver Blvd. Culver City CA 90232 | |
| CONTACT: Samantha Blackshire | |
| TELEPHONE: 310 253 6535 | |
| FAX: N/A | |
| E-MAIL: Samantha.blackshire@culvercity.org | |

| SERVICE: Transportation | SERVICE DATES: 6-30-08 – Present |
|---|---|
| AGENCY/ FIRM: City of El Monte | |
| ADDRESS: 3990 Ardendr. El Monte CA 91731 | |
| CONTACT: Gwinn Stevens | |
| TELEPHONE: 626 580 2217 | |
| FAX: 626 580 2236 | |
| E-MAIL: gstevens@ElMonteCA.gov | |

| SERVICE: Transportation | SERVICE DATES: 7-1-01 – 6-30-2016 |
|---|---|
| AGENCY/ FIRM: City of Glendale | |
| ADDRESS: 613 E Broadway Glendale CA 91206 | |
| CONTACT: Kathryn Engel | |
| TELEPHONE: 818 937 8330 | |
| FAX: N/A | |
| E-MAIL: KEngel@GlendaleCA.Gov | |

**FORM PW-6**

## PROPOSER'S REFERENCE LIST

**PROPOSER NAME:** Southland Transit, Inc.

**PROPOSED CONTRACT FOR:** Fixed Route and Dial-A-Ride RFQ (2016-SQPA001)

Provide a comprehensive reference list of all contracts for goods and/or services provided by the Proposer during the previous three years. Please verify all contact names, telephone and fax numbers, and e-mail addresses before listing. Incorrect names, telephone and/or fax numbers, or e-mail addresses will be disregarded. Use additional pages if required.

### A. COUNTY OF LOS ANGELES AGENCIES

**All contracts with the County during the previous three years must be listed.**

| SERVICE: | SERVICE DATES: |
|---|---|
| DEPT/ DISTRICT: | |
| CONTACT: | |
| TELEPHONE: | |
| FAX: | |
| E-MAIL: | |

| SERVICE: | SERVICE DATES: |
|---|---|
| DEPT/DISTRICT: | |
| CONTACT: | |
| TELEPHONE: | |
| FAX: | |
| E-MAIL: | |

| SERVICE: | SERVICE DATES: |
|---|---|
| DEPT/ DISTRICT: | |
| CONTACT: | |
| TELEPHONE: | |
| FAX: | |
| E-MAIL: | |

| SERVICE: | SERVICE DATES: |
|---|---|
| DEPT/DISTRICT: | |
| CONTACT: | |
| TELEPHONE: | |
| FAX: | |
| E-MAIL: | |

### B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

| SERVICE: Transportation | SERVICE DATES: 5-21-07 – 6-30-14 |
|---|---|
| AGENCY/ FIRM: | Kern Regional Center |
| ADDRESS: | 3200 N. Sillect Ave. Bakersfield CA 93308 |
| CONTACT: | Lynn Clark |
| TELEPHONE: | 661 327 8531 |
| FAX: | 661 324 5060 |
| E-MAIL: | LClark@kernrc.org |

| SERVICE: Transportation | SERVICE DATES: 10-1-04 – Present |
|---|---|
| AGENCY/ FIRM: | City of La Puente |
| ADDRESS: | 15900 Main St. La Puente CA 91744 |
| CONTACT: | John Dimario |
| TELEPHONE: | 626 855 1517 |
| FAX: | 626 961 4626 |
| E-MAIL: | JdimarioaLaPuente.org |

| SERVICE: Transportation | SERVICE DATES: 2005 – Present |
|---|---|
| AGENCY/ FIRM: | LA Metro |
| ADDRESS: | One Gateway Plaza LA CA 90012 |
| CONTACT: | Cathy Rosas |
| TELEPHONE: | 213 922 2875 |
| FAX: | N/A |
| E-MAIL: | Rosasc@metro.net |

| SERVICE: Transportation | SERVICE DATES: 7-1-2001 – 5-1-16 |
|---|---|
| AGENCY/ FIRM: | North LA Regional Center |
| ADDRESS: | 15400 Sherman Way #170 Van Nuys CA 91406 |
| CONTACT: | Kim Rolfes |
| TELEPHONE: | 818 756 6112 |
| FAX: | 818 756 6140 |
| E-MAIL: | KRolfes@nlacrc.org |

**FORM PW-6**

## PROPOSER'S REFERENCE LIST

**PROPOSER NAME:** Southland Transit, Inc.

**PROPOSED CONTRACT FOR:** Fixed Route and Dial-A-Ride RFQ (2016-SQPA001)

Provide a comprehensive reference list of all contracts for goods and/or services provided by the Proposer during the previous three years. Please verify all contact names, telephone and fax numbers, and e-mail addresses before listing. Incorrect names, telephone and/or fax numbers, or e-mail addresses will be disregarded. Use additional pages if required.

### A. COUNTY OF LOS ANGELES AGENCIES

**All contracts with the County during the previous three years must be listed.**

| SERVICE: | SERVICE DATES: |
|---|---|
| DEPT/ DISTRICT: | |
| CONTACT: | |
| TELEPHONE: | |
| FAX: | |
| E-MAIL: | |

| SERVICE: | SERVICE DATES: |
|---|---|
| DEPT/DISTRICT: | |
| CONTACT: | |
| TELEPHONE: | |
| FAX: | |
| E-MAIL: | |

| SERVICE: | SERVICE DATES: |
|---|---|
| DEPT/ DISTRICT: | |
| CONTACT: | |
| TELEPHONE: | |
| FAX: | |
| E-MAIL: | |

| SERVICE: | SERVICE DATES: |
|---|---|
| DEPT/DISTRICT: | |
| CONTACT: | |
| TELEPHONE: | |
| FAX: | |
| E-MAIL: | |

### B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

| SERVICE: Transportation | SERVICE DATES: 1999 – Present |
|---|---|
| AGENCY/ FIRM: City of Pico Rivera | |
| ADDRESS: 6615 Passons Blvd Pico Rivera CA 90660 | |
| CONTACT: Ray Chavez | |
| TELEPHONE: 562 801 4388 | |
| FAX: N/A | |
| E-MAIL: RChavez@Pico-rivera.org | |

| SERVICE: Transportation | SERVICE DATES: 2008 – Present |
|---|---|
| AGENCY/ FIRM: City of Rosemead | |
| ADDRESS: 8838 Valley Blvd. Rosemead CA 91770 | |
| CONTACT: Silvia Llamas | |
| TELEPHONE: 626 569 2117 | |
| FAX: N/A | |
| E-MAIL: Sllamas@cityofrosemead.org | |

| SERVICE: Transportation | SERVICE DATES: 7-1-14 – Present |
|---|---|
| AGENCY/ FIRM: City of Temple City | |
| ADDRESS: 9701 Las Tunas Dr. Temple City CA 91780 | |
| CONTACT: Cathy Burroughs | |
| TELEPHONE: 626 285 2171 ext. 4505 | |
| FAX: N/A | |
| E-MAIL: Cburroughs@templecity.us | |

| SERVICE: | SERVICE DATES: |
|---|---|
| AGENCY/ FIRM: | |
| ADDRESS: | |
| CONTACT: | |
| TELEPHONE: | |
| FAX: | |
| E-MAIL: | |

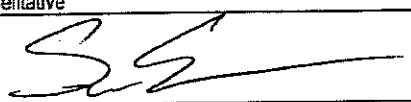
**FORM PW-7**

## PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

| |
|---|
| Proposer's Name: Southland Transit, Inc. |
| Address: 3650 Rockwell Avenue |
| 95-4866709<br>Internal Revenue Service Employer Identification Number |

In accordance with Los Angeles County Code Section 4.32.010, the Proposer certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

| | | |
|---|---|---|
| 1. | The proposer has a written policy statement prohibiting any discrimination in all phases of employment. | ☑ YES<br>☐ NO |
| 2. | The proposer periodically conducts a self- analysis or utilization analysis of its work force. | ☑ YES<br>☐ NO |
| 3. | The proposer has a system for determining if its employment practices are discriminatory against protected groups. | ☑ YES<br>☐ NO |
| 4. | Where problem areas are identified in employment practices, the proposer has a system for taking reasonable corrective action to include establishment of goals and timetables. | ☑ YES<br>☐ NO |

| | |
|---|---|
| Proposer: Southland Transit, Inc. | |
| Authorized representative: Scott Transue | |
| Signature:  | Date: June 12, 2016 |

**FORM PW-8**

## LIST OF SUBCONTRACTORS

Proposer is required to complete the following. Any Subcontractors listed must be properly licensed under the laws of the State of California for the type of service that they are to perform, AND THEIR LICENSE NUMBERS MUST BE LISTED HEREIN. Failure to do so may result in delay of the award of contract. Do not list alternate subcontractors for the same service.

☑ Proposer in providing the requested services will not utilize Subcontractors. Proposer will perform all required services.

| Name Under Which Subcontractor Is Licensed | License Number | Address | Specific Description of Subcontract Service |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
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| | | | |

**FORM PW-9**

**County of Los Angeles**
**Request for Local Small Business Enterprise (SBE) Preference Program Consideration and CBE Firm/Organization Information Form**

**All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.**

FIRM NAME: Southland Transit, Inc.

My County (WebVen) Vendor Number: 457961

I. **LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

☐ As Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission, I request this proposal/bid be considered for the Local SBE Preference.

☐ Attached is a copy of Local SBE certification issued by the County.

II. **FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

| Business Structure: | ☐ Sole Proprietorship | ☐ Partnership | ☑ Corporation | ☐ Nonprofit | ☐ Franchise |
|---|---|---|---|---|---|
| ☐ Other (Please Specify): | | | | | |
| Total Number of Employees (including owners): 650 | | | | | |

Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:

| Race/Ethnic Composition | Owners/Partners/ Associate Partners | | Managers | | Staff | |
|---|---|---|---|---|---|---|
| | Male | Female | Male | Female | Male | Female |
| Black/African American | | | 2 | 3 | 85 | 89 |
| Hispanic/Latino | | | 4 | 6 | 210 | 129 |
| Asian or Pacific Islander | | | 2 | | 40 | 5 |
| American Indian | | | | | 1 | 1 |
| Filipino | | | | | | |
| White | 1 | | 7 | 3 | 38 | 30 |

III. **PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

| | Black/African American | Hispanic/ Latino | Asian or Pacific Islander | American Indian | Filipino | White |
|---|---|---|---|---|---|---|
| Men | % | % | % | % | % | 100 % |
| Women | % | % | % | % | % | % |

IV. **CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

| Agency Name | Minority | Women | Disadvantaged | Disabled Veteran | Expiration Date |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

V. **DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

| Authorized Signature: | Title: | Date: |
|---|---|---|
| | Vice President/COO | June 12, 2016 |

**FORM PW-10**

# GAIN and GROW EMPLOYMENT COMMITMENT

The undersigned:

☐ has hired participants from the County's Department of Social Services' Greater Avenue for Independence (GAIN) and General Relief Opportunity for Work (GROW) employment programs.

**OR**

☑ declares a willingness to consider GAIN and GROW participants for any future employment opening if participant(s) meet the minimum qualification for that opening, and declares a willingness to provide employed GAIN and GROW participants access to proposer's employee mentoring program(s), if available, to assist those individuals in obtaining permanent employment and/or promotional opportunities.

| | |
|---|---|
| Signature | Title<br>Vice President/COO |
| Firm Name<br>Southland Transit, Inc. | Date<br>June 12, 2016 |

FORM PW-12

## CHARITABLE CONTRIBUTIONS CERTIFICATION

Southland Transit, Inc.

Company Name

3650 Rockwell Avenue

Address

95-4866709

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act, which regulates those receiving and raising charitable contributions.

| CERTIFICATION | YES | NO |
|---|---|---|
| Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision or Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed. | (✓) | ( ) |
| **OR** | | |
| Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586. | ( ) | ( ) |

Signature

June 12, 2016

Date

Scott Transue, Vice President/COO

Name and Title (please type or print)

**FORM PW-13**

# TRANSITIONAL JOB OPPORTUNITIES PREFERENCE APPLICATION

| | | |
|---|---|---|
| COMPANY NAME:<br>Southland Transit, Inc. | | |
| COMPANY ADDRESS:<br>3650 Rockwell Avenue | | |
| CITY:<br>El Monte | STATE:<br>CA | ZIP CODE:<br>91731 |

☑ I am not requesting consideration under the County's Transitional Job Opportunities Preference Program.

**I hereby certify that I meet all the requirements for this program:**

☐ My business is a non-profit corporation qualified under Internal Revenue Services Code - Section 501(c)(3) and has been such for three years *(attach IRS Determination Letter)*;

☐ I have submitted my three most recent annual tax returns with my application;

☐ I have been in operation for at least one year providing transitional job and related supportive services to program participants; and

☐ I have submitted a profile of our program; including a description of its components designed to help the program participants, number of past program participants and any other information requested by the contracting department.

**I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct.**

| | |
|---|---|
| PRINT NAME:<br>Scott Transue | TITLE:<br>Vice President/COO |
| SIGNATURE: | DATE:<br>June 12, 2016 |

***REVIEWED BY COUNTY:***

| *SIGNATURE OF REVIEWER* | *APPROVED* | *DISAPPROVED* | *DATE* |
|---|---|---|---|
| | | | |

**FORM PW-14**

## PROPOSER'S LIST OF TERMINATED CONTRACTS

**PROPOSER'S NAME:** Southland Transit, Inc.

☑ **Proposer has not had any contracts terminated in the past three years.**

**Proposer must list all contracts that have been terminated within the past three years. Terminated contracts are those contracts terminated by an agency or firm before the contract's expiration date. If a contract(s) was terminated, please attach an explanation on a separate sheet, whether the termination was at the fault of the Proposer or not. Any and all terminated contracts should be accompanied with an explanation. It should be noted that contracts that naturally expired need not be listed. The County is only seeking information on contracts that were terminated prior to expiration.**

| SERVICE: | TERMINATING DATE: |
|---|---|
| NAME OF TERMINATING FIRM | |
| ADDRESS OF FIRM | |
| CONTACT PERSON: | |
| TELEPHONE: | |
| FAX: | |
| E-MAIL: | |

| SERVICE: | TERMINATING DATE: |
|---|---|
| NAME OF TERMINATING FIRM | |
| ADDRESS OF FIRM | |
| CONTACT PERSON: | |
| TELEPHONE: | |
| FAX: | |
| E-MAIL: | |

| SERVICE: | TERMINATING DATE: |
|---|---|
| NAME OF TERMINATING FIRM | |
| ADDRESS OF FIRM | |
| CONTACT PERSON: | |
| TELEPHONE: | |
| FAX: | |
| E-MAIL: | |

| SERVICE: | TERMINATING DATE: |
|---|---|
| NAME OF TERMINATING FIRM | |
| ADDRESS OF FIRM | |
| CONTACT PERSON: | |
| TELEPHONE: | |
| FAX: | |
| E-MAIL: | |

**SIGNATURE** _____ **DATE:** 6-12-16

**FORM PW-15**

## PROPOSER'S PENDING LITIGATIONS AND JUDGMENTS

Proposer's Name: Southland Transit

☐ Proposer and/or principals are **not** currently involved in any pending litigation; are not aware of any threatened litigation where they would be a party; and have not had any judgments entered against them within the last five years as of the date of proposal submission.

Proposer and/or principals of the Proposer must list below (use additional pages if necessary) all pending litigation, threatened litigation, and/or any judgments entered against them within the last five years as of the date of proposal submission.

A. ☒ Pending Litigation ☐ Threatened Litigation ☐ Judgment (check one)

1. Against ☒ Proposer; ☐ Principal; ☐ Both (check as appropriate)
2. Name of Litigation/Judgment: Todd Canterbury v. Gar LAMTA, ST
3. Case Number: BC 571428
4. Court of Jurisdiction: LA Superior Court
5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

Litigation for automobile accident. Being defended on behalf of LAMTA per contract. Attorney appointed by insurance company. Covered by insurance.

B. ☒ Pending Litigation ☐ Threatened Litigation ☐ Judgment (check one)

1. Against ☒ Proposer; ☐ Principal; ☐ Both (check as appropriate)
2. Name of Litigation/Judgment: Alicia Jara v. ST
3. Case Number: BC 568912
4. Court of Jurisdiction: LA Superior Court
5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

Litigation for automobile accident. Defense provided by insurance company. Covered by insurance.

**Signature of Proposer:** [signature] **Date:** 6-12-16

**FORM PW-15**

## PROPOSER'S PENDING LITIGATIONS AND JUDGMENTS

Proposer's Name: Southland Transit

☐ Proposer and/or principals are **not** currently involved in any pending litigation; are not aware of any threatened litigation where they would be a party; and have not had any judgments entered against them within the last five years as of the date of proposal submission.

Proposer and/or principals of the Proposer must list below (use additional pages if necessary) all pending litigation, threatened litigation, and/or any judgments entered against them within the last five years as of the date of proposal submission.

A. ☒ Pending Litigation ☐ Threatened Litigation ☐ Judgment (check one)

1. Against ☒ Proposer; ☐ Principal; ☐ Both (check as appropriate)
2. Name of Litigation/Judgment: Jolly Wu v. STI
3. Case Number: BC 567454
4. Court of Jurisdiction: LA Superior Court
5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

Litigation from passenger. Defended by attorney from insurance company. Passenger alleges injury. Covered by insurance.

B. ☒ Pending Litigation ☐ Threatened Litigation ☐ Judgment (check one)

1. Against ☒ Proposer; ☐ Principal; ☐ Both (check as appropriate)
2. Name of Litigation/Judgment: Mei Zhang v. LACMTA, STI
3. Case Number: BC 583714
4. Court of Jurisdiction: LA Superi Court
5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

Litigation arising out of auto accident. Proposer provided defense to MTA per contract. Defended by attorney appointed by insurance company. Insurance covers.

**Signature of Proposer:** _____ **Date:** 6-12-14

**FORM PW-15**

## PROPOSER'S PENDING LITIGATIONS AND JUDGMENTS

Proposer's Name: Southland Transit

☐ Proposer and/or principals are **not** currently involved in any pending litigation; are not aware of any threatened litigation where they would be a party; and have not had any judgments entered against them within the last five years as of the date of proposal submission.

Proposer and/or principals of the Proposer must list below (use additional pages if necessary) all pending litigation, threatened litigation, and/or any judgments entered against them within the last five years as of the date of proposal submission.

A. ☒ Pending Litigation ☐ Threatened Litigation ☐ Judgment (check one)

1. Against ☒ Proposer; ☐ Principal; ☐ Both (check as appropriate)
2. Name of Litigation/Judgment: Campos v. City of Alhambra
3. Case Number: BC 573119
4. Court of Jurisdiction: LA Superior Court
5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

Litigation arising from auto accident. Defense provided to City of Alhambra per Contract. Defense counsel appointed by insurance company. Covered by insurance.

B. ☒ Pending Litigation ☐ Threatened Litigation ☐ Judgment (check one)

1. Against ☒ Proposer; ☐ Principal; ☐ Both (check as appropriate)
2. Name of Litigation/Judgment: Zapinto v. LACMTA
3. Case Number: BC 522691
4. Court of Jurisdiction: LA Superior Court
5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

Litigation arising from auto accident. Defense provided to MTA per Contract. Defense counsel appointed by insurance company. Covered by insurance

Signature of Proposer: [signature] Date: 6-12-16

**FORM PW-15**

## PROPOSER'S PENDING LITIGATIONS AND JUDGMENTS

Proposer's Name: Southland Transit

☐ Proposer and/or principals are **not** currently involved in any pending litigation; are not aware of any threatened litigation where they would be a party; and have not had any judgments entered against them within the last five years as of the date of proposal submission.

Proposer and/or principals of the Proposer must list below (use additional pages if necessary) all pending litigation, threatened litigation, and/or any judgments entered against them within the last five years as of the date of proposal submission.

A. ☒ Pending Litigation ☐ Threatened Litigation ☐ Judgment (check one)

1. Against ☒ Proposer; ☐ Principal; ☐ Both (check as appropriate)
2. Name of Litigation/Judgment: Carmen ORTEGA v. MTA
3. Case Number: BC 613650
4. Court of Jurisdiction: LA Superior Court
5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

Litigation involving alleged passenger injury. Defense being provided MTA per Contract. Defense counsel appointed by insurance company. Insurance covers.

B. ☒ Pending Litigation ☐ Threatened Litigation ☐ Judgment (check one)

1. Against ☒ Proposer; ☐ Principal; ☐ Both (check as appropriate)
2. Name of Litigation/Judgment: Guerrero v. STI
3. Case Number: 16K 03211
4. Court of Jurisdiction: LA Superior Court
5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

Litigation involving auto accident. Defense counsel provided by insurance company. Insurance covers.

**Signature of Proposer:** S S **Date:** 6-12-16

FORM PW-15

## PROPOSER'S PENDING LITIGATIONS AND JUDGMENTS

Proposer's Name: Southland Transit

☐ Proposer and/or principals are **not** currently involved in any pending litigation; are not aware of any threatened litigation where they would be a party; and have not had any judgments entered against them within the last five years as of the date of proposal submission.

Proposer and/or principals of the Proposer must list below (use additional pages if necessary) all pending litigation, threatened litigation, and/or any judgments entered against them within the last five years as of the date of proposal submission.

A. ☐ Pending Litigation ☒ Threatened Litigation ☐ Judgment (check one)

1. Against ☒ Proposer; ☐ Principal; ☐ Both (check as appropriate)
2. Name of Litigation/Judgment: Josefina Montiel v. MTA
3. Case Number: _____
4. Court of Jurisdiction: _____
5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

Claim for alleged passage injuries filed with MTA. Defense provided to MTA per contract. No defense counsel appointed at this litigation. Insurance covers.

B. ☒ Pending Litigation ☐ Threatened Litigation ☐ Judgment (check one)

1. Against ☒ Proposer; ☐ Principal; ☐ Both (check as appropriate)
2. Name of Litigation/Judgment: Antoinette Ward v. STI
3. Case Number: BC 587503
4. Court of Jurisdiction: LA Superior Court
5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

Litigation involving alleged passenger injury. Defense counsel appointed by insurance company. Insurance covers.

Signature of Proposer: _____ Date: 6-12-16

**FORM PW-16**

**PROPOSER'S INSURANCE COMPLIANCE AFFIRMATION**

**FIXED ROUTE AND DIAL-A-RIDE TRANSIT SERVICES (2016-SQPA001)**

Southland Transit

Proposer's Name

3650 Rockwell Ave. El Monte CA 91731

Address

☑ **If awarded the contract: Proposer <u>will</u> comply with the insurance coverage provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements, of this Request for Proposals, and Proposer <u>will</u> procure, maintain, and provide the County with proof of insurance coverage in the coverage amounts and types specified in Exhibit B, Section 5, throughout the entire term of the proposed contract, without interruption or break in coverage.**

☐ **If you check this box, your proposal will be determined nonresponsive and your proposal will be disqualified. Proposer <u>will not</u> comply with the insurance coverage provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements, of this Request for Proposals, and Proposer <u>will not</u> procure, maintain, and provide the County with proof of insurance coverage in the coverage amounts and types specified in Exhibit B, Section 5, throughout the entire term of the proposed contract, without interruption or break in coverage.**

Signature of Proposer: _____ Date: 6-2-16

**FORM PW-17**

## CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

The Proposer certifies that:

☑ It is familiar with the terms of the County of Los Angeles Defaulted Property Tax Reduction Program, Los Angeles County Code Chapter 2.206; **AND**

To the best of its knowledge, after a reasonable inquiry, the Proposer/Bidder/Contractor is not in default, as that term is defined in Los Angeles County Code Section 2.206.020.E, on any Los Angeles County property tax obligation; **AND**

The Proposer/Bidder/Contractor agrees to comply with the County's Defaulted Property Tax Reduction Program during the term of any awarded contract.

**-OR-**

I am exempt from the County of Los Angeles Defaulted Property Tax Reduction Program, pursuant to Los Angeles County Code Section 2.206.060, for the following reason:

_____

_____

*I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.*

| | |
|---|---|
| Print Name: Scott Transue | Title: Vice President/COO |
| Signature: | Date: June 12, 2016 |

**FORM PW-18**

## REQUEST FOR DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PREFERENCE PROGRAM CONSIDERATION FORM

INSTRUCTIONS: All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

In evaluating bids/proposals, the County will give preference to businesses that are certified by the State of California as a Disabled Veteran Business Enterprise (DVBE) or by the Department of Veterans as a Service Disabled Veteran-Owned Small Business (SDVOSB) consistent with Chapter 2.211 of the Los Angeles County Code.

Vendor understands that in no instance shall the disabled veteran business enterprise preference program price or scoring preference be combined with any other County preference program to exceed 8 percent in response to any County solicitation.

Information about the State's DVBE certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at http://www.pd.dgs.ca.gov.

Information on the Veteran Affairs Disabled Business Enterprise certification regulations may be found in the Code of Federal Regulations, 38CFR 74, and is also available on the Veterans Affairs Website at: http://www.vetbiz.gov.

☑ **I AM NOT** a DVBE certified by the State of California or a Service Disabled Veteran-Owned Small Business with the Department of Veteran Affairs.

☐ **I AM** certified as a DVBE with the State of California or a Service Disabled Veteran-Owned Small Business with the Department of Veteran Affairs as of the date of this proposal/bid submission and I request this proposal be considered for the DVBE Preference.

**DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.**

| | |
|---|---|
| Name of Firm: Southland Transit, Inc. | County Webven No. 457961 |
| Print Authorized Name: Scott Transue | Title: VP/COO |
| Authorized Signature: | Date: 6-12-16 |

| *SIGNATURE OF REVIEWER* | *APPROVED* | *DISAPPROVED* | *DATE* |
|---|---|---|---|
| | | | |

**FORM PW-19**

## PROPOSER'S COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE RFSQ

## FIXED ROUTE AND DIAL-A-RIDE TRANSIT SERVICES (2016-SQPA001)

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**PROPOSER MUST CHECK A BOX IN EVERY SECTION**

**Important Note: The information on this form is subject to verification and may not be used for scoring purposes.**

**Completing this form by itself without including detailed narrative in your proposal to support the minimum mandatory requirement of this RFSQ, any inconsistencies or inaccuracy in the information provided in this form, or this form and your proposal, may subject your proposal to disqualification or other actions, at the sole discretion of the County.**

**At the time of proposal submission, Proposer must meet the following Minimum Mandatory Requirements:**

**No Subcontractors will be allowed to fulfill any of the following Minimum Requirements.**

1. The Proposer must have a minimum of three years of experience providing the same or similar fixed route or paratransit services for governmental or social service agency(ies).

   ☑ Yes. Proposer does meet the experience requirement stated above. (In addition to responding on this form, as specified in Part I, Section 2.A.5, Experience, please provide a detailed narrative in your proposal to validate this minimum mandatory requirement for scoring of your proposal in this category).

| Proposer Name | Dates of Experience (Mth/Yr to Mth/Yr) | Type of Transit Service | Detail Description of Services/Experience | Page Number* |
|---|---|---|---|---|
| Southland Transit, Inc. | 7-1-03 to Present | Fixed-Route & Dial-A-Ride | We provide fixed route and dial-a-ride services utilizing large and small buses to the general public utilizing varying fuel types. We provide all maintenance and drivers | |

*List the page number in the proposal containing the proposer's experience.

☐ No. Proposer does not meet the experience requirement stated above.

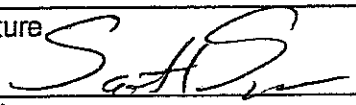
2. The Proposer must provide copies of all "Satisfactory" California Highway Patrol Safety Compliance Inspections (or passed all reinspections) of the Proposer's maintenance facilities or terminals to be used for the proposed contract for the prior three 13-month inspections (California Vehicle Code 34501[c]).

☑ Yes. Proposer does meet the minimum mandatory requirement stated above and has received a **"Satisfactory"** rating on the CHP's Safety Compliance Inspections (or passed all reinspections) of the Proposer's maintenance facilities or terminals to be used for the proposed contract for the prior three 13-month inspections.

☐ Proposer has received an **"Unsatisfactory"** rating on the CHP's Safety Compliance Inspections of the Proposer's maintenance facilities or terminals to be used for the proposed contract for the prior three 13-month inspections, however, has remedied the problem by means of receiving a **"Conditional"** or **"Satisfactory"** rating within the CHP's 120-day reinspection period and/or recieved a "Conditional" rating and upgraded to a **"Satisfactory"** rating within the CHP's 180-day reinspection period as evidenced by the CHP Safety Compliance Inspection reports attached to proposal.

☐ No. Proposer does not meet the minimum mandatory requirement stated above. Proposer has received an **"Unsatisfactory"** rating and **did not** upgrade the rating to a **"Conditional"** or **"Satisfactory"** within the CHP's 120-day reinspection periods and/or received a **"Conditional"** rating and **did not** upgrade the rating to **"Satisfactory"** within the CHP 180-day reinspection period, whether on the initial inspection or the CHP reinspection, the Proposer will have failed this criteria.

Proposer declares under penalty of perjury that the information stated above is true and accurate. Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected at the sole discretion of the County.

| | |
|---|---|
| Signature  | Title VP/COO |
| Firm Name Southland Transit, Inc. | Date 6-12-16 |

FORM PW-20

## STATEMENT OF EQUIPMENT FORM
## FOR FIXED ROUTE AND DIAL-A-RIDE TRANSIT SERVICES (2016-SQPA001)

PROPOSER'S NAME: Southland Transit
ADDRESS: 3650 Rockwell Ave. El Monte CA 91731
TELEPHONE: (626) 258-1310

**STATE BELOW THE INFORMATION FOR ALL EQUIPMENT THAT WILL BE DEDICATED AND/OR DESIGNATED PRIMARY BACKUP TO THIS SERVICE**

**Please list one (1) item per line; DO NOT submit an equipment list in your own format. This form may be reproduced in order to list all equipment.**

| TYPE OF EQUIPMENT | MAKE OF EQUIPMENT | MODEL | YEAR | SERIAL NUMBER | CONDITION OF EQUIPMENT | SEATING | FUEL TYPE | LOCATION | DESIGNATION Check one | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | DEDICATED | PRIMARY BACKUP |
| Mini bus | Ford | E450 | 2011 | 1FDFE45SBDA96209 | like new | 18 | unleaded | El Monte, CA | ✓ | |
| Mini bus | Ford | E450 | 2011 | 1FDFE45SBDA63245 | like new | 18 | unleaded | El Monte, CA | ✓ | |
| Mini bus | Ford | E450 | 2011 | 1FDFE45SBDA63248 | like new | 18 | unleaded | El Monte, CA | | ✓ |
| Mini bus | Ford | E450 | 2011 | 1FDFE45SBDA63250 | like new | 18 | unleaded | El Monte, CA | | ✓ |
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# LW FORMS

# Living Wage Rate Annual Adjustments

The Living Wage Ordinance is applicable to Proposition A and cafeteria services contracts. Employers shall pay employees a Living Wage for their services provided to the county of no less than the hourly rates and effective dates as follows:

| Effective Date | Hourly Rate |
|---|---|
| March 1, 2016 | $13.25 |
| January 1, 2017 | $14.25 |
| January 1, 2018 | $15.00 |
| January 1, 2019 | $15.79 |

Effective January 1, 2020, the Living Wage rate will be adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1 of each year.

The Chief Executive Office (CEO) will issue a memo advising departments of the CPI to be used when determining the Living Wage rate effective January 1, 2020, and every year thereafter.

FORM LW-4

# COUNTY OF LOS ANGELES

## ACKNOWLEDGMENT AND STATEMENT OF COMPLIANCE FOR LIVING WAGE ORDINANCE AND CONTRACTOR NONRESPONSIBILITY DEBARMENT

The undersigned individual is the owner or authorized agent (Agent) of the business entity or organization ("Firm") identified below and makes the following statements on behalf of his or her Firm.

**The Agent is required to check each of the following two boxes:**

**LIVING WAGE ORDINANCE:**

☑ **The Agent has read the County's Living Wage Ordinance (Los Angeles County Code, Section 2.201.010 through 2.201.100), and understands that the Firm is subject to its terms.**

**CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT ORDINANCE:**

☑ The Agent has read the County's Determinations of Contractor Nonresponsibility and Contractor Debarment Ordinance (Los Angeles County Code Section 2.202.010 through 2.202.060), and understands that the Firm is subject to its terms.

**LABOR LAW/PAYROLL VIOLATIONS:**

A "Labor Law/Payroll Violation" includes violations of any federal, state or local statute, regulation, or ordinance pertaining to wages, hours or working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination.

**History of Alleged Labor Law/Payroll Violations (Check One):**

☑ The Firm **HAS NOT** been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of the proposal; **OR**

☐ The Firm **HAS** been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of this proposal. (I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each allegation.)

**History of Determinations of Labor Law /Payroll Violations (Check One):**

☑ There **HAS BEEN NO** determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation; **OR**

☐ There **HAS BEEN** a determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation. I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each violation (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding.) *(The County may deduct points from the proposer's final evaluation score ranging from 1% to 20% of the total evaluation points available with the largest deductions occurring for undisclosed violations.)*

**HISTORY OF DEBARMENT (Check one):**

☑ The Firm **HAS NOT** been debarred by any public entity during the past ten (10) years; **OR**

☐ The Firm **HAS** been debarred by a public entity within the past ten (10) years. Provide the pertinent information (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding) on the attached Labor/Payroll/Debarment History form.

**I declare under penalty of perjury under the laws of the State of California that the above is true, complete and correct.**

| | |
|---|---|
| Owner's/Agent's Authorized Signature [signature] | Print Name and Title Scott Transue - VP/COO |
| Print Name of Firm Southland Transit | Date 6-12-16 |

**FORM LW-5**

# COUNTY OF LOS ANGELES
# LIVING WAGE PROGRAM
# LABOR/PAYROLL/DEBARMENT HISTORY

**The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):**

An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.

A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.

A debarment by a public entity listed below within the past ten years.

| | |
|---|---|
| Print Name of Firm: Southland Transit | Print Name of Owner: Timmy Mardirosian |
| Print Address of Firm: 3650 Rockwell Ave. ~~El Monte CA~~ | Owner's/~~Agent~~'s Authorized Signature: |
| City, State, Zip Code: El Monte CA 91731 | Print Name and Title: Scott Transue - VP/COO |

| | |
|---|---|
| **Public Entity Name** | Nothing to Report |
| **Public Entity Address:** | **Street Address:** |
| | **City, State, Zip:** |
| **Case Number/Date Claim Opened:** | **Case Number:** |
| | **Date Claim Opened:** |
| **Name and Address of Claimant:** | **Name:** |
| | **Street Address:** |
| | **City, State, Zip:** |
| **Description of Work: (e.g., Janitorial)** | |
| **Description of Allegation and/or Violation:** | |
| **Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)** | |

Additional Pages are attached for a total of _____ pages.

**FORM LW-6**

## GUIDELINES FOR ASSESSMENT OF PROPOSER LABOR LAW/PAYROLL VIOLATIONS

| **COUNTY DETERMINATION**<br>**Proposer Name:** Southland Transit<br>**Contracting Department:** _____<br>**Department Contact Person:** _____<br>**Phone:** _____ | **RANGE OF DEDUCTION**_____<br>(Deduction is taken from the maximum evaluation points available) | |
|---|---|---|
| | Proposer Fully Disclosed | Proposer *Did Not* Fully Disclose |
| MAJOR<br>County determination, based on the Evaluation Criteria, that proposer has a record of very serious violations.* | 8 - 10%<br>Consider investigating a finding of proposer non-responsibility** | 16 - 20%<br>Consider investigating a finding of proposer non-responsibility** |
| **SIGNIFICANT**<br>County determination, based on the Evaluation Criteria, that proposer has a record of significant violations.* | 4 - 7% | 8 - 14%<br>Consider investigating a finding of proposer non-responsibility** |
| **MINOR**<br>County determination, based on the Evaluation Criteria, that proposer has a record of relatively minor violations.* | 2 - 3% | 4 - 6% |
| **INSIGNIFICANT**<br>County determination, based on the Evaluation Criteria, that proposer has a record of very minimal violations.* | 0 - 1% | 1 - 2% |
| **NONE**<br>County determination, based on the Evaluation Criteria, that proposer does not have a record of violations.* | 0 | N/A |

**Assessment Criteria**

* A 'Labor Law/Payroll Violation' includes violations of any Federal, State or local statute, regulation or ordinance pertaining to wages, hours, working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination. The County may deduct points from a proposer's final evaluation score only for Labor Law/Payroll Violations with disposition by a public entity within the past three years of the date of the proposal.

The assessment and determination of whether a violation is major, significant, minor, or insignificant and the assignment of a percentage deduction shall include, but not be limited to, consideration of the following criteria and variables:

- ☐ Accuracy in self-reporting by proposer
- ☐ Health and/or safety impact
- ☐ Number of occurrences
- ☐ Identified patterns in occurrences
- ☐ Dollar amount of lost/delayed wages
- ☐ Assessment of any fines and/or penalties by public entities
- ☐ Proportion to the volume and extent of services provided, e.g., number of contracts, number of employees, number of locations, etc.

** County Code Title 2, Chapter 2.202.030 sets forth criteria for making a finding of contractor non-responsibility which are not limited to the above situations.

FORM LW-7

## PROPOSER'S EMPLOYEE BENEFITS

Proposer: Southland Transit

Name of Proposer's Health Plan: Aetna Date: 6-12-16

**Medical Insurance/Health Plan:**

Employer Pays $350.71 Employee Pays $136.39 Total Mo. Premium $487.10

Annual Deductible
Employee $ 0 Family $ 0

Coverage (√)

- ✓ Hospital Care (In Patient ✓ Out Patient ✓)
- ✓ X-Ray and Laboratory
- ✓ Surgery
- ✓ Office Visits
- ✓ Pharmacy
- ✓ Maternity
- ✓ Mental Health/Chemical Dependency, In Patient
- ✓ Mental Health/Chemical Dependency, Out Patient

**Dental Insurance:**

Employer Pays $ 0 Employee Pays $ 13.25 Total Mo. Premium $ 13.25

**Life Insurance:**

Employer Pays $ 0 Employee Pays $ 0 Total Mo. Premium $ 0

**Vacation:**

Number of Days 8 and

Any increase after 0 years of employment, number of days or hours 0

**Sick Leave:**

Number of Days 6 and

Any increase after 0 years of employment, number of days or hours 0

**Holidays:**

Number of Days 6 per year

**Retirement:**

Employer Pays $ 0 Employee Pays $ 0 Total Premium $ 0

FORM LW-9

# WAGE AND HOUR RECORD KEEPING FOR LIVING WAGE CONTRACTS FIXED ROUTE AND DIAL-A-RIDE TRANSIT SERVICES (2016-SQPA001)

## INSTRUCTIONS

The contractor selected through this RFSQ process will be required to comply with State and Federal labor regulations and record keeping requirements. The objective of this questionnaire is to determine the appropriateness, scope, and suitability of the procedures the Proposer uses and the internal controls in place to ensure compliance with State and Federal labor regulations and record keeping requirements. In order to appropriately evaluate this area (Part I, Section 4.D, Evaluation Criteria), it is critical that the Proposer submit a detailed description of the processes and the steps associated with those processes.

Answer all questions thoroughly and in the same sequence as provided below. If a question is not applicable, indicate with "N/A" and explain why such question is not applicable. Provide additional details to ensure a clear picture of the Proposer's processes and controls. As used in this questionnaire, the term Proposer includes the business entity that will provide the proposed services. Attach an actual sample copy of timesheet, paycheck, and pay stub.

***ADDITIONAL PAGES MAY BE ATTACHED OR RESPONSES CAN BE PROVIDED IN A SEPARATE DOCUMENT.***

***IDENTIFY EACH RESPONSE BY THE CORRESPONDING QUESTION NUMBER.***

| QUESTION | RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED. |
|---|---|
| **1. TRACKING HOURS WORKED** | |
| 1.1. How does the Proposer track employee hours actually worked? | Employees have a schedule for work, but also have to check in and out of their work place. Drivers check in directly with the shift supervisor responsible on that day for on time pull-outs. The basis of on time tracking is the "roll *out* sheet" which is preprinted with all of the scheduled runs/drivers and he sign on/sign off times for those drivers. Each driver is required to sign and initial the roll out sheet to either approve the scheduled time or request additional time as required on that day (traffic on deadhead, meeting with manager, etc.) |
| 1.2. Where do the Proposer's employees report to work at the beginning of their shift? At the work location or a central site with travel to the worksite? | The sheet is the source from which payroll entry is made, and it is made by a supervisor at the driver's location into a proprietary payroll software program. The entry is done throughout the payroll period rather than in one day, at the end of the payroll cycle. This prevents the errors that occur by trying to enter all hours for all employees on the last day. Additionally, it allows for checking any discrepancies with the employee at a time when everyone can remember the situation in question. |
| 1.3. If the employees report to a central site with travel to the worksite, when does the Proposer consider the employees' shift to have started? At a central site or upon arrival at the work location? | We have no employees who report to a central work site and then travel. Each of our employees has an assigned work site which is where they report regularly for work. As such there is no travel pay owed for getting to the work site. Their paid time begins prior to pulling a revenue vehicle from the yard, as it includes time to complete the pre-trip inspections. |

| QUESTION | RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED. |
|---|---|
| 2. REPORTING TIME<br>How does the Proposer know employees actually reported to work and at what time? For example, sign-in sheets, computerized check in, call-in system, or some other method? | Employees have a schedule for work, but also have to check in and out of their work site. The drivers check in directly with the shift supervisor responsible on that day for on time pull-outs. The basis of on time tracking is the "roll out sheet" which is preprinted with all of the scheduled runs/drivers and the sign on/sign off times for those drivers. Each driver is required to sign and initial the roll out sheet to either approve the scheduled time or request additional time as required on that day (traffic on deadhead, meeting with manager, etc.) |
| 3. RECORDS OF ACTUAL TIME WORKED<br>3.1. What records are created to document the beginning and ending times of employee's actual work shifts?<br>3.2. What records are maintained by the Proposer of actual time worked?<br>3.3. Are the records maintained daily or at another interval (indicate the interval)?<br>3.4. Who creates these records (e.g., employee, supervisor, or office staff)?<br>3.5. Who checks the records, and what are they checking for?<br>3.6. What happens to these records?<br>3.7. Are they used as a source document to create Proposer's payroll?<br>3.8. ATTACH ACTUAL COPIES OF THESE RECORDS (Please blank out any personal information). | As a company we have long understood the need to develop processes for tracking and submitting payroll. It is important to the employee to know and understood how their pay is tracked and issued. It is important to the company so that costs are controlled; and it is important because the law requires it. Thus, we worked many years ago with a software contractor to develop a program and process to meet all these needs, and which is generated from the specific location where the employee works. It is used in all of our locations throughout the southern California.<br><br>Employees have a schedule for work, but also have to check in and out of their work place. Drivers check in directly with the shift supervisor responsible on that day for on time pullouts. The basis of on time tracking is the "roll out sheet" which is preprinted with all of the scheduled runs/drivers and the sign on/sign off times or those drivers. Each driver is required to sign and initial the roll out sheet to either approve the scheduled time or request additional time as required on that day (traffic on deadhead, meeting with manager, etc.) The sheet is the source from which payroll entry is made, and it is made by a supervisor at the location into our proprietary software program. A daily log is attached.<br><br>The entry is done throughout the payroll period rather, an in one day at the end of the payroll cycle. This prevents the errors that occur by taking to enter all hours for all employees on the last day. Additionally, the more frequent entry allows for checking any discrepancies with the employee at a time when everyone can remember the day in.question so disputes are minimized.<br><br>Prior to the final steps of generating a paycheck, each location prints a pay period time sheet for each individual employee. It is given to the employee for signature. As it is done prior to the generation of a paycheck it allows the employee to raise issues regarding the time entered. We have trained our managers and supervisors to understand that this step is essential in producing accurate pay checks. If there is a question regarding the time entered it is addressed immediately, and the signed time sheet, are retained in our records. A copy of this system generated time sheet is attached to this form<br><br>Signed time sheets are retained in accordance with law. As described above they are the source documents. |

| QUESTION | RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED. |
|---|---|
| 4. OTHER RECORDS USED TO CREATE PAYROLL (IF ANY)<br>4.1. If records of actual time worked are not used to create payroll, what is the source document that is used?<br>4.2. Who prepares and who checks the source document?<br>4.3. Does the employee sign it?<br>4.4. Who approves the source document, and what do they compare it with prior to approving it? | There are no other documents used other than what has been previously described. |
| 5. BREAKS<br>5.1. How does the Proposer know that employees take mandated breaks and meal breaks (periods)?<br>5.2. Does the Proposer maintain any written supporting documentation to validate that the breaks actually occurred?<br>5.3. If so, who prepares, reviews, and approves such documentation? | —<br>Meal breaks are included in the daily driver schedules, drivers are relieved on their routes by a driver specifically assigned to "lunch relief." Each route has a ten minute scheduled "break" and the end of the trip (50 minutes). For the South Whittier shuttle LADWP staff has instructed STI to have drivers to take a full ten minute break if they have not had a full break for over one hour. For instance, the ten minutes included in the schedule is also for "recovery" time to get the service back on schedule. If the driver had to use part of the ten minutes for recovery at the end of "trip 1" they are instructed to take a full ten minute break at the end of "trip 2" regardless of schedule adherence.<br>Dispatch Center employees are approved for breaks by the on-site supervisor to insure that everyone is not gone at the same time. |

| QUESTION | RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED. |
|---|---|
| 6. HOW PAYROLL IS PREPARED | |
| 6.1. Discuss how the Proposer's payroll is prepared and how the Proposer ensures that employee wages are appropriately paid. | The hours maintained and entered into the database for employees are electronically transmitted to our centralized payroll department in El Monte. The payroll personnel at that office check the hours and make entries to reflect changes in benefit deductions, legally required withholdings including child support orders, make certain that PTO accruals and deductions from those accruals are correct, as well as other payroll maintenance procedures. When these matters are done the payroll is transmitted electronically to ADP, our payroll provider, which generates the checks that are sent to the locations. |
| 6.2. How are employees paid (e.g., manually issued check, cash, automated check, or combination of methods)? | Every employee receives a single check for the biweekly pay period. It includes straight time and overtime. The paycheck shows PTO accruals and all deductions from pay by specific category. |
| 6.3. If by check, do they receive a single check for straight time and overtime or are separate payments made? | Our procedures have been reviewed by the DPW staff for many years, due to our operation of several DPW contracts. |
| 6.4. What information is provided on the check (e.g., deductions for taxes, etc.)? | A copy of a pay check with the attached Earnings Statement is attached to this form. |
| 6.5. **ATTACH A COPY OF A PAY CHECK AND PAY CHECK STUB THAT SHOWS DEDUCTION CATEGORIES (COVER UP OR BLOCK OUT BANK ACCOUNT INFORMATION AND ANY EMPLOYEE INFORMATION).** | |

| QUESTION | RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED. |
|---|---|
| 7. MANUAL PAYROLL SYSTEM<br>7.1. If the Proposer uses a manual payroll system, describe the steps the person preparing the payroll takes to create a check, starting from the source document through the issuance of a check.<br>7.2. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the Proposer's standard rate for other non-County work), how does the person preparing the payroll calculate total wages paid? | We do not use a manual payroll system. |
| 8. AUTOMATED PAYROLL SYSTEM<br>8.1. If the Proposer uses an automated payroll system or contracts for such automated payroll services to an outside firm, describe the steps taken to prepare the payroll.<br>8.2. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the Proposer's standard rate for other non-County work), how does the automated payroll system calculate total wages paid?<br>8.3. Is the calculation embedded in the software program, or does someone have to override the system to perform the calculation? | As described above we have a proprietary payroll database for recording hours our payroll checks are prepared by ADP. Response to Question 6 describes the transmission of that information in order to get checks processed.<br>Should any employee work in a single pay week at two different pay rates, our system has provided space for that to occur. The local payroll entry person would enter the hours worked under one pay rate under pay rate 1, and the individual hours worked under pay rate 2 separately. Should such an instance occur, the system calculates the total wages paid based on the entries in the two categories. As required by California law, this includes calculating the weighted rate that would be used for overtime in that pay week. |

| QUESTION | RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED. |
|---|---|
| **9. TRAVEL TIME**<br>9.1. How is travel time during an employee's shift paid?<br>9.2. At what rate is such travel time paid if the employee has multiple wage rates?<br>9.3. Discuss how the Proposer calculates the day's wages for each situation described in the following two examples:<br>a. During a single shift, an employee works three hours at a work location under a County Living Wage contract, then travels an hour to another work location to work four hours, where they are paid at a different rate than the County's Living Wage rate.<br>b. During a single shift, an employee works three hours at a work location under a County Living Wage contract, then travels an hour to another work location to work four hours, where they are also paid the County's Living Wage rate. | Travel time is rarely an issue for drivers in our company. Employees report to a regular work site. Travel time is so rare that we do not have a separate pay rate for travel time it would be counted as regular pay.<br>County staff employees are not assigned to work for other services on any regular basis. Every contract of service has differing pay rates tied to the contract in place for that service. Should there be a shortage of drivers or staff a service such that we would assign a regular County contract employee to do "cover work" the "County" employee doing the cover work would receive their regular rate of pay which would be the County Living Wage Rate. Only in the case of an employee being permanently transferred to another service either by the employee's request or at the request of the County staff, would the wage rate change and that change would b permanent.<br>In light of the fact that we do not have the situations described in Question 9.3 no answer is being provided. |
| **10. OVERTIME**<br>10.1. How does the Proposer calculate overtime wages?<br>10.2. What if the employee has multiple wage rates? | There are two earnings statements with time sheets a ached. The first reflect a driver who has a C license. These drivers, like almost all employees in California, are subject to daily overtime, I.e. overtime after eight hours worked in a day . The Bi-weekly hours Summary, which is in fact a time sheet, thus shows daily overtime worked under the column Hours x 1.5. The earnings statement shows period total line shows 79.83 hours worked at straight time and 17.85 hours worked as overtime with a rate of time and a half. |

| | |
|---|---|
| Print Name: Scott Transue | Company: Southland Transit |
| Signature: | Date: 6-12-16 |

10. OVERTIME

10.1. How does the Proposer calculate overtime wages?

10.2. What if the employee has multiple wage rates?

The second earnings statement is for a driver with a Class B license. These drivers are an exception to daily overtime set forth in the Transportation Wage Order (based on the size of vehicle they are driving). The exception is necessary due to the fact that the B license and the hours worked by B license drivers are subject to federal law and the regulation of the USDOT. As such A and B license drivers are paid overtime AFTER 40 hours worked in a week, again, based on the size vehicle they are driving. In those cases the driver paychecks show all hours paid as straight time. Overtime is then paid at time and a half the pay rate for the hours that qualify as overtime. For example on the attached earnings statement for the B license driver, a driver on our County fixed-route system in Whittier, the time sheet shows a total of 88.17 hours worked. The earnings statement shows earnings of 88.17 hours worked at regular pay, and 8.17 hours worked at overtime rate which is half the regular rate of pay.

This process of paying A or B license drivers in this manner was actually begun when the company had numerous drivers who had more than one pay rate. The halftime rate could then reflect the overtime hours paid at a rate based on the weekly "regular rate of pay" (a weighted rate which reflects work at all the different ay rates during the pay week in question).

Recognizing how this works is difficult for some employees to understand. Because of this the issue of wage calculation and how it appears on diver checks is part of the Southland manager and supervisor classes on human resources issues. Thus, when an employee has questions about the paycheck and where their overtime is reflected, the line manager or supervisor can answer those questions directly. The training also addresses rules regarding overtime calculations.

Code 006342 Name

| DATE | DAY | CTGY. | START | STOP | HOURS | REG | OT1 | OT2 | OT3 | MEAL | TOTAL | DOLLARS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 11/22/2012 | THU | WORK | 14:02 | 18:00 | 3.97 | 8.97 | | | | 1.00 | 9.97 | |
| | | LUNCH | 18:00 | 19:00 | 1.00 | | | | | | | |
| | | WORK | 19:00 | 00:00 | 5.00 | | | | | | | |
| 11/23/2012 | FRI | WORK | 15:01 | 19:00 | 3.98 | 8.03 | | | | 1.00 | 9.03 | |
| | | LUNCH | 19:00 | 20:00 | 1.00 | | | | | | | |
| | | WORK | 20:00 | 00:03 | 4.05 | | | | | | | |
| 11/24/2012 | SAT | WORK | 15:01 | 18:00 | 2.98 | 8.00 | | | | 1.00 | 9.00 | |
| | | LUNCH | 18:00 | 19:00 | 1.00 | | | | | | | |
| | | WORK | 19:00 | 00:01 | 5.02 | | | | | | | |
| 11/25/2012 | SUN | WORK | 15:02 | 16:17 | 1.25 | 1.25 | | | | | 1.25 | |
| 11/26/2012 | MON | WORK | 14:02 | 15:02 | 1.00 | 1.00 | | | | | 1.00 | |
| | | EMPLOYEE TOTALS | | | | 27.25 | 0.00 | 0.00 | 0.00 | 3.00 | 30.25 | 0.00 |

EMPLOYEE

SUPERVISOR

| CO. | FILE | DEPT. | CLOCK NUMBER |
|---|---|---|---|
| EFM | 6342 | 001400 | 00004346 |

# Earnings Statement

Period beginning: 11/17/2012
Period ending: 11/30/2012
Pay date: 11/29/2012

SOUTHLAND TRANSIT, INC.
3850 ROCKWELL AVENUE
EL MONTE, CA 91731

Social Security Number: XXX-XX-5171
Taxable Marital Status: Single
Exemptions/Allowances:
Federal: 2
State: 2
Local: 2

| Earnings | rate | hours | this period | year to date |
|---|---|---|---|---|
| Regular | | 29.25 | 389.03 | |
| Personal | | 22.30 | 296.59 | |
| PTO Holiday | | 48.00 | 638.40 | |
| | Gross Pay | | $1,324.02 | 29,633.09** |

| Deductions | Statutory | | |
|---|---|---|---|
| | Federal Income Tax | -37.25* | 2,628.38** |
| | Social Security Tax | -54.98* | 1,229.22** |
| | Medicare Tax | -18.98* | 424.37** |
| | CA SUI/SDI | -13.09* | 292.67** |
| | Other | | |
| | 125 D/Hso | -15.00 | |
| | Net Pay | $1,184.72 | |

** YTD figures as of the last payroll processing
* Calculations are based on the exemptions from the last payroll processing

SAFEGUARD. LITHO USA
TO REORDER CALL: 800-427-6741
Y11SF004520M 05/11

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER

SOUTHLAND TRANSIT, INC.
3850 ROCKWELL AVENUE
EL MONTE, CA 91731

00004346

16-7038/3220

Pay date: 11/29/2012

Pay to the order of

The amount: ONE THOUSAND ONE HUNDRED EIGHTY FOUR AND 72/100 DOLLARS $1,184.72

EAST WEST BANK
135 N LOS ROBLES AVE., SUITE 600
PASADENA, CA 91101

VOID IF NOT CASHED IN 6 MONTHS

AUTHORIZED SIGNATURE

DOCUMENT INCLUDES A THERMOCHROMIC INK. DO NOT CASH IF THE WORD VOID IS VISIBLE. DOCUMENT ALSO CONTAINS INVISIBLE SECURITY FIBERS. TOUCH HERE • BAD CHECK DISAPPEARS WITH HEAT

**Southland Transit Inc.**

DATE: 11/28/2012

DAY OF THE WEEK: WEDNESDAY

## SIGN IN SHEET FOR LA COUNTY WHITTIER DAR

| ROUTE | DRIVER | VEH # | TIME IN | LUNCH START | LUNCH END | TIME OUT | FUEL SLIP | DVI/TRIP SHEET | KEYS/FUEL CARD | DISPATCH *INITIAL* | DRIVER *INITIAL* | COMMENTS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WH 1 | Victoria Rivera 06:45-15:15 | 194 | 6:45 | 10:40 | 11:10 | 15:40 | Y | Y | Y | JC | V.R. | |
| WH 2 | Jorge Ocana 09:00-17:30 | 205 | 9:00 | 1:15 | 1:45 | 18:20 | N | Y | Y | [illegible] | JO | |
| WH 3 | Luis Moreno 06:45-16:45 | 195 | 6:45 | 11:30 | 12:15 | 17:58 | Y | Y | Y | [illegible] | [illegible] | |
| WH 4 | Gerardo Andrade 06:45-15:15 | 190 | 6:45 | 10:50 | 11:20 | 16:00 | Y | Y | Y | [illegible] | GA | |
| WH 5 | Javier Galvez 06:45-15:15 | 162 | 6:45 | 10:55 | 11:25 | 16:25 | Y | Y | Y | [illegible] | JG | |
| WH 6 | Danny Bishop 06:45-15:15 | 204 | 6:45 | 10:40 | 11:10 | 15:06 | N | Y | Y | [illegible] | DB | |
| WH 7 | Israel Zamudio 09:00-17:30 | 192 | 9:00 | 1:15 | 1:45 | 19:06 | Y | Y | Y | [illegible] | IZ | |
| WH 8 | Cesar Amaya 06:45-15:15 | 193 | 6:45 | 10:50 | 11:20 | 16:02 | Y | Y | Y | [illegible] | CA | |
| WH PRO | David Thompson 09:00-17:30 | 191 | 9:00 | 1:00 | 1:30 | 17:40 | Y | Y | Y | [illegible] | [illegible] | |

## SIGN IN FOR REPLACEMENT OR STAND-BY

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | : | : | : | : | | | | | | |
| | | | : | : | : | : | | | | | | |
| | | | : | : | : | : | | | | | | |

**BY INITIALING, YOU ARE TAKING RESPONSIBILITY THAT ALL TIMES ARE CORRECT, ALL PAPERWORK IS TURNED IN AND COMPLETE, GAS RECEIPT AND KEYS ARE TURNED IN**

15-048111

# State of California
## Secretary of State

S

## Statement of Information

140

(Domestic Stock and Agricultural Cooperative Corporations)
FEES (Filing and Disclosure): $25.00.
If this is an amendment, see instructions.
IMPORTANT – READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

**FILED**
Secretary of State
State of California
APR 13 2015

1. CORPORATE NAME
SOUTHLAND TRANSIT, INC.

2. CALIFORNIA CORPORATE NUMBER
C2313654

26/25/PC
This Space for Filing Use Only

**No Change Statement** (Not applicable if agent address of record is a P.O. Box address. See instructions.)

3. If there have been any changes to the information contained in the last Statement of Information filed with the California Secretary of State, or no statement of information has been previously filed, this form must be completed in its entirety.
☑ If there has been no change in any of the information contained in the last Statement of Information filed with the California Secretary of State, check the box and proceed to Item 17.

**Complete Addresses for the Following** (Do not abbreviate the name of the city. Items 4 and 5 cannot be P.O. Boxes.)

| | | | | |
|---|---|---|---|---|
| 4. STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE | | CITY | STATE | ZIP CODE |
| 5. STREET ADDRESS OF PRINCIPAL BUSINESS OFFICE IN CALIFORNIA, IF ANY | | CITY | STATE<br>CA | ZIP CODE |
| 6. MAILING ADDRESS OF CORPORATION, IF DIFFERENT THAN ITEM 4 | | CITY | STATE | ZIP CODE |

**Names and Complete Addresses of the Following Officers** (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

| | | | | |
|---|---|---|---|---|
| 7. CHIEF EXECUTIVE OFFICER/ | ADDRESS | CITY | STATE | ZIP CODE |
| 8. SECRETARY | ADDRESS | CITY | STATE | ZIP CODE |
| 9. CHIEF FINANCIAL OFFICER/ | ADDRESS | CITY | STATE | ZIP CODE |

**Names and Complete Addresses of All Directors, Including Directors Who are Also Officers** (The corporation must have at least one director. Attach additional pages, if necessary.)

| | | | | |
|---|---|---|---|---|
| 10. NAME | ADDRESS | CITY | STATE | ZIP CODE |
| 11. NAME | ADDRESS | CITY | STATE | ZIP CODE |
| 12. NAME | ADDRESS | CITY | STATE | ZIP CODE |

13. NUMBER OF VACANCIES ON THE BOARD OF DIRECTORS, IF ANY:

**Agent for Service of Process** If the agent is an individual, the agent must reside in California and Item 15 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 15 must be left blank.

14. NAME OF AGENT FOR SERVICE OF PROCESS

| | | | |
|---|---|---|---|
| 15. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL | CITY | STATE<br>CA | ZIP CODE |

**Type of Business**

16. DESCRIBE THE TYPE OF BUSINESS OF THE CORPORATION

17. BY SUBMITTING THIS STATEMENT OF INFORMATION TO THE CALIFORNIA SECRETARY OF STATE, THE CORPORATION CERTIFIES THE INFORMATION CONTAINED HEREIN, INCLUDING ANY ATTACHMENTS, IS TRUE AND CORRECT.

| 04/07/15 | Timmy Mardirossian | President | |
|---|---|---|---|
| DATE | TYPE/PRINT NAME OF PERSON COMPLETING FORM | TITLE | SIGNATURE |

SI-200 (REV 01/2013) APPROVED BY SECRETARY OF STATE

14-679508

# State of California
## Secretary of State
## Statement of Information
(Domestic Stock and Agricultural Cooperative Corporations)

S

75 pv

FEES (Filing and Disclosure): $25.00.
If this is an amendment, see instructions.
IMPORTANT – READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

**FILED**
Secretary of State
State of California
MAY 19 2014

26125IPC

This Space for Filing Use Only

1. CORPORATE NAME
SOUTHLAND TRANSIT, INC.

2. CALIFORNIA CORPORATE NUMBER
C2313654

**No Change Statement** (Not applicable if agent address of record is a P.O. Box address. See instructions.)

3. If there have been any changes to the information contained in the last Statement of Information filed with the California Secretary of State, or no statement of information has been previously filed, this form must be completed in its entirety.
☐ If there has been no change in any of the information contained in the last Statement of Information filed with the California Secretary of State, check the box and proceed to Item 17.

**Complete Addresses for the Following** (Do not abbreviate the name of the city. Items 4 and 5 cannot be P.O. Boxes.)

| | CITY | STATE | ZIP CODE |
|---|---|---|---|
| 4. STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE<br>3650 Rockwell Ave. | El Mote | CA | 91731 |
| 5. STREET ADDRESS OF PRINCIPAL BUSINESS OFFICE IN CALIFORNIA, IF ANY<br>3650 Rockwell Ave. | El Monte | CA | 91731 |
| 6. MAILING ADDRESS OF CORPORATION, IF DIFFERENT THAN ITEM 4 | CITY | STATE | ZIP CODE |

**Names and Complete Addresses of the Following Officers** (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

| | ADDRESS | CITY | STATE | ZIP CODE |
|---|---|---|---|---|
| 7. CHIEF EXECUTIVE OFFICER/<br>Timmy Mardirossian | 3650 Rockwell Ave. | El Monte | CA | 91731 |
| 8. SECRETARY<br>Sedik Mardirossian | 3650 Rockwell Ave. | El Monte | CA | 91731 |
| 9. CHIEF FINANCIAL OFFICER/ COO<br>Scott Transue | 3650 Rockwell Ave. | El Monte | CA | 91731 |

**Names and Complete Addresses of All Directors, Including Directors Who are Also Officers** (The corporation must have at least one director. Attach additional pages, if necessary.)

| | ADDRESS | CITY | STATE | ZIP CODE |
|---|---|---|---|---|
| 10. NAME<br>Timmy Mardirossian | 3650 Rockwell Ave. | El Monte | CA | 91731 |
| 11. NAME<br>Sedik Mardirossian | 3650 Rockwell Ave. | El Monte | CA | 91731 |
| 12. NAME<br>Eda Aghajanian | 3650 Rockwell Ave. | El Monte | CA | 91731 |

13. NUMBER OF VACANCIES ON THE BOARD OF DIRECTORS, IF ANY:

**Agent for Service of Process** If the agent is an individual, the agent must reside in California and Item 15 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 15 must be left blank.

14. NAME OF AGENT FOR SERVICE OF PROCESS
Timmy Mardirossian

| | CITY | STATE | ZIP CODE |
|---|---|---|---|
| 15. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL<br>3650 Rockwell Ave. | El Monte | CA | 91731 |

**Type of Business**

16. DESCRIBE THE TYPE OF BUSINESS OF THE CORPORATION
Transportation business

17. BY SUBMITTING THIS STATEMENT OF INFORMATION TO THE CALIFORNIA SECRETARY OF STATE, THE CORPORATION CERTIFIES THE INFORMATION CONTAINED HEREIN, INCLUDING ANY ATTACHMENTS, IS TRUE AND CORRECT.

| 04/25/14 | Timmy Mardirossian | President | |
|---|---|---|---|
| DATE | TYPE/PRINT NAME OF PERSON COMPLETING FORM | TITLE | SIGNATURE |

SI-200 (REV 01/2013) APPROVED BY SECRETARY OF STATE

# VEHICLE OPERATOR HANDBOOK

## Transit Division

**Southland Transit Inc.**

This handbook supersedes all other Vehicle Operator Handbooks only
January 2011

A. General Rules

At times, situations not covered by these rules, the Employee handbook, Code of Safe Practices, and the Injury and Illness Plan may arise. Operators must exercise good judgment when encountering these situations. All such situations must be reported to a dispatch or a supervisor.

1. Knowledge of Rules and Procedures

An operator must become familiar with all rules and regulations. Ignorance of rules, procedures, special orders and/or instruction will not excuse negligence or omission of duty. When necessary, Operators must seek guidance from dispatch or supervisory personnel regarding clarification of any procedure or special instruction.

2. Special Orders and Instruction

Special orders and instructions supersede all above mentioned rules and regulations contained herein and are to be obeyed while in effect. Special orders and instruction may be issued in the form of;

- Bulletins
- Notices
- Memos
- Schedule letters

3. Compliance with Instructions

Operators must accept responsibility for and carry out the oral or written instruction of any authorized STI representative. Authorized STI representatives may include;

- Dispatch
- Road Supervisor
- Safety and Training Manager
- Project or General Manager
- President, Vice President, and/or Director

4. Bulletin Boards, Mailboxes

Operators must consult the bulletin boards and check their mailbox, if provided, before and after each day's assignment. Upon return from any absence from duty, an Operator must consult the bulletin board for updates and changes. The addition of, defacement of, or unauthorized removal of, any material posted by STI is considered gross misconduct, and is grounds for disciplinary action.

5. Laws and regulations

Title 13 of the California Code of Regulation (13CCR), California Vehicle Code and title 49 of the Code of Federal Regulations (CFR) govern most of the operations and maintenance of STI revenue and non-revenue vehicles. The California Highway Patrol (CHP) Motor Carrier Division is the regulatory agency for commercial vehicle as defined in Section 34500 of the California Vehicle Code. These laws and regulations, including applicable city laws and regulations are hereby made part of these rules. Operators are required to comply with all applicable laws and regulations.

6. Cooperation with Law Enforcement & Fire Department Agencies

Operators must cooperate with law enforcement and fire department agencies. If such cooperation creates a dangerous situation or departure from an established STI procedure, notify the appropriate supervisor. The operator must submit a report regarding the incident at the end of their work assignment.

7. Licenses, Medical Certificates, Verification of Transit Training (VTT), Verification of Developmentally Disables passenger (VDDP), and General Public Paratransit Vehicle Certificate (GPPV).

All employees responsible for operating STI vehicles must have the following documents in their possession at all time while on duty if applicable;

- Valid California Driver License (appropriate class and endorsement)
- Valid Department of Motor Vehicles (DMV) medical Certificate (DL-51)
- Valid California VTT certificate
- Valid VDDP certificate
- Valid GPPV certificate

Revocation, suspension or loss of a required license, certificate or document must be reported to management before an operator signs on to his/her work assignment.

8. Safety in Yards and Terminals

Operators must be alert and take the necessary precautions to ensure their personal safety and the safety of others. All unsafe conditions must be reported immediately to a supervisor.

9. Seat Belts

Operators must wear seatbelts when operating any revenue or non-revenue vehicle. Failure to comply will result in immediate disciplinary actions including up to termination of employment.

10. Electronic Devises

All electronic devices must be off and not visible when operating any STI vehicle. Such devices include, but are not limited to;

- Mobile Telephones
- Computer and Accessories
- Electronic audio and visual devices

Such devices may be used during layovers; however, Operators must use common sense and good judgment to avoid conflict with customers. Keep such devices secured and out of sight when not in use. STI is not responsible for lost or stolen items.

11. Advertisements

No advertisements, cards, posters, or signs, other than those placed by STI, are permitted either inside or outside of any STI facility or equipment. Operators are not permitted to display any advertisements, political or religious stickers on their badges, equipment, or uniforms.

12. Restroom facilities

Restrooms provided by STI or private agencies (restaurants, service stations, or other designated locations) for use by Operators must be kept clean. Operators who vandalize or litter these facilities will be subject to disciplinary actions.

## A. SAFETY

1. Reporting for Duty

When reporting for duty, Operators must be in proper uniform and fully equipped to work at the time and place determined by their assignment or as instructed by supervisory personnel.

2. Supplies

Operators must obtain all the supplies required to perform their assignment and must secure them properly.

3. Routes – Pull-out, Pull-in, and Off Route

Operators must strictly adhere to all operating procedures and traffic laws on all pull-out, pull-in, and off route trips. Operators must never park or layover in any unauthorized location. Unnecessary deviations or delays are prohibited.

4. Establish Routes

Deviating from established routes is prohibited, unless directed by emergency personnel or STI supervisor. When directed, the Operator must notify dispatch immediately and file a report upon the completion of their shift.

5. Service Delays

Operators must contact dispatch immediately when a delay or blockade has interrupted service for more than 10 minutes or may prevent the bus from reaching the terminal in sufficient time to depart less than 10 minutes late after scheduled departure time. Operator must also notify dispatch once the delay or blockade has been cleared.

Operators conducting dial-a-ride service must contact dispatch if they are 5 minutes behind the scheduled pick up time.

6. Running Time

Speed must be governed so that Operators arrive at time points safely and on schedule. DO NOT depart time points earlier than the schedule time. DO NOT arrive at time points or relief points more than one (1) minute ahead of the scheduled departure time. Running time must be distributed evenly between time points. Exercise good judgment in an effort to provide timely service.

7. Litter

All litter must be disposed of properly in trash receptacles.

8. Unattended Buses

When a bus is left unattended at any location, it must be properly secured. Do not leave any supplies or personal items on the bus. Operators must keep in their possession all issued supplies. Make sure no passengers are left on the bus. If the bus is equipped with a lockable front door, use the key to lock it. Return to the bus in sufficient time to prepare it for service, allow customers to board, and depart at the scheduled time.

9. Announcing Departure and Arrivals

Operators must announce the departure before departing from any station. Operators must also announce arrivals when approaching at all scheduled time points.

10. Freeway Emergency – Call Boxes

If a vehicle becomes disabled on a freeway, if it is safe to do so, attempt to exit the freeway at the nearest off ramp. If not possible to exit, move to the right shoulder, secure the vehicle and notify dispatch immediately. If the vehicle is stopped in traffic or a left shoulder, remain in the vehicle and never attempt to cross freeway lanes on foot to reach a call box.

11. Operating While Ill or Fatigued

Operators must never operate any STI vehicle if their ability or alertness is impaired as a result of illness, fatigue, or any other condition that could create a safety hazard. Operators experiencing such conditions must immediately report the problem to dispatch.

12. Lost Articles
Unless otherwise instructed, all Operators must turn in any article found in a STI vehicle or property. Articles of importance (medication, legal documents, etc.) should be reported to dispatch at the time they are found. Perishable items such as food should NOT be turned in. They should be disposed of properly. STI and its' clients are not responsible for lost or stolen items. This includes customers and Operators personal items.

13. Animals on Board the Bus
Each contract that STI operates has different rules regarding transporting animals. Check with your General/Project Manager (see addendum 1) for rules governing transporting of animals. Service animals are allowed with no exception. If other animals are permitted to be transported, they must be transported in a suitable carrier.

14. Reporting Accidents or Incidents
Involvement in any accident or incident, whether actual or alleged, must be reported to dispatch immediately. If unable to contact by radio, use the first available telephone. An accident/incident report must be completed at the end of the shift.

15. Request for Assistance
Any request for emergency assistance must be made through dispatch. An Operator may personally request the assistance of a law enforcement officer located at the scene; however, notify dispatch immediately after.

16. Striking a Fixed Object or Unattended Vehicle
If a STI vehicle strikes a fixed object or an unattended vehicle, a reasonable effort must be made to locate the property owner or driver of the vehicle. If unable to locate leave a note providing your name, vehicle number, and your facility address. Place the note in a visible place on the object struck and notify dispatch immediately. An accident/incident report must be completed at the end of the shift.

17. Hold ups, Disturbances, and/or Altercations
Report all hold ups, disturbances, and/or altercations to dispatch as soon as it is safe to do so.

18. Witness Reports
Operators who witness an accident must report the incident to dispatch and submit an incident report upon completion of their assignment.

19. Fare Evasion/Policy Enforcement
DO NOT create a situation that can jeopardize your safety or the customers' safety. Never insist upon compliance of policies or payment of fares. Insisting on compliance can lead to altercations. Quote the policy and fare once and continue in service. File an incident report at the completion of your shift.

20. Disabled Bus Outside of yard
An operator must notify dispatch immediately when a vehicle becomes disabled. If mechanical assistance or a supervisor does not arrive within 30 minutes, call dispatch again and continue to do so at 30 minute intervals until assistance arrives. If a mechanic arrives and repairs or replaces the vehicle prior to the arrival of a supervisor, contact dispatch for instruction.

21. Accepting Bus Change
Operators must accept a vehicle change. If the operator deems the replacement vehicle unfit for service, they must notify dispatch of the specific reason and note any defects on the DVI.

22. Transfer Connection
Operators must ensure that customers arriving at or approaching a transfer point are given an opportunity to board their buses, i.e. If the Operator sees the customers walking toward the vehicle or the transferring vehicle arrived late, the operator must wait for the customers to board.

23. Bus Check Prior to Pull-in
Operators must check the vehicle for lost articles and/or sleeping or intoxicated persons upon arrival at the scheduled bus stop before arriving at their terminal or yard. Customers must never be carried to a terminal or yard. Operators finding such individuals must use their best judgment in attempting to awaken them. If unsuccessful, contact dispatch for further instruction. Operators must check the vehicle for any damages or defects and note them on the DVI.

## B. VEHICLE OPERATION

1. Operation Within Yard/Terminal
At any yard, terminal, off street, or station, vehicles must be operated at a safe speed according to conditions, but never to exceed 5 miles per hour, or the posted speed limit, whichever is less. Operators must stop at all crosswalks and obey all safety stops. This includes all vehicles, company or private.

2. Tampering with Equipment
Operators must not attempt to obstruct, adjust, alter, or tamper with the position or normal operation of any STI equipment, including but not limited to, lifts/ramps, fareboxes, door mechanisms, radios, alarms, or camera systems.

3. Signs
Operators must display the proper run number, destination, route, or out of service sign at all times.

4. Pre trip and Post Trip Inspection
A proper and complete pre trip must be conducted on every vehicle prior to leaving the yard or station. A proper and complete post trip inspection must be

conducted at the end of the Operators shift. All inspections must me marked on the Daily Vehicle Inspection (DVI) sheet.

5. Backing the Bus

DO NOT back a bus. If it becomes necessary to back up, use a reliable guide and exercise good judgment. Notify dispatch before and after the procedure.

6. Vehicle Cleanliness

Check the interior of all STI vehicles for cleanliness prior to pulling out of the yard. Report all unsatisfactory conditions to dispatch. Once in service, check the vehicle at each terminal or layover to ensure that the interior or the vehicle remains clean and free of debris.

7. Operating Speed

Maintain a safe speed at all times while operating any STI vehicle. Use caution when operating in high volume traffic areas, busy business districts, or any other congested areas. DO NOT exceed posted speed limits at any time.

8. Transporting Friends or Relatives

Transporting friends, relatives or unauthorized personnel in any STI vehicle, including a "not in service" vehicle at any time is strictly prohibited.

9. Operating Under Control

"Operating Under Control" means that the vehicle must be operated in such a manner that a safe stop can be made with a normal application of the brakes. DO NOT conduct any transactions requiring the removal of both hands from the steering wheel while the vehicle is in motion. DO NOT assume any unnatural or unsafe driving position or engage in any activity that could interfere with the proper observation or traffic or the safe operation of the vehicle.

10. Attention While Driving

When operating any STI vehicle, Operators must devote full attention to driving and traffic conditions. DO NOT engage in any unnecessary conversation while operating a vehicle. Operators are prohibited from reading and type of materials, including electronic devices, while operating any STI vehicle.

11. Fueling of Vehicles

All Operators are required to be outside standing next to the fuel nozzle when fueling all vehicles. It is the Operators responsibility to ensure that the fuel nozzle is properly returned to the fuel pump.

## C. APPEARANCE

1. General Statement

STI's public image is largely influenced by the appearance of its Operators. Operators must maintain a neat, clean, and professional appearance at all

times. Operators interact directly with the public and therefore must present a professional, service-oriented appearance.

2. Reporting for Duty

When reporting for duty, an operator must appear neat, clean, and orderly and dresses in a complete uniform.

3. Dress Code

All Operators must follow the company dress code and any contractual code.

## D. OPERATOR/CUSTOMER RELATIONS

1. Customer Relations

Keeping in mind all the rules and procedures, Operators are to provide at a minimum, continual service. Continual service is:

- Operating safely while striving for reliable service.
- Greeting customers/acknowledging their patronage.
- Fair/consistent treatment of all customers.
- Being prepared to assist customers with special needs.
- Answering questions/providing informational material.
- Maintaining a clean and safe bus.

2. Calling Stops

Operators are responsible for knowing how to use the Automatic Voice Annunciation (AVA) system if available and using it to announce the major stops along the route. If the AVA is not available or functioning, the Operator must announce in a loud and clear voice each major time point or transfer point along with announcing departure from a terminal.

3. Conversation

Avoid all unnecessary conversation while the vehicle is in motion. Questions should be answered briefly and politely, without diverting attention from the road. Treat and answer each question as if it is the first time you heard it, regardless of how many times you have heard it asked before.

4. Fare Policy Enforcement

Operators are required to enforce the fare policy equally and fairly with each customer. Operators are required to make a reasonable effort to collect fares. When requesting compliance the Operator should keep in mind their safety and that of the other customers as well as maintaining service.

5. Enforcement of Laws, Ordinances, and Policy

Operators must be respectful and civil when requesting customers to comply with laws, ordinances, and STI policies. Any such requests should be made only once. If the customer fails to comply with the request DO NOT pursue the matter any further. Notify dispatch for possible supervision to intervene.

6. Detaining Customers

DO NOT attempt to prevent customers from leaving the vehicle, unless it is unsafe to alight. If there is a dangerous situation on the vehicle, stop at the first safest place, secure the bus and open all doors.

7. Ejection

It is illegal and prohibited for Operators to place their hands upon a customer without their permission. Customers behaving in a disruptive or offensive manner should be requested to stop the offending conduct. Operators are to use their best judgment when choosing the words to address the situation. If the problem continues, notify dispatch for a supervisor to intervene.

8. Refusing Transportation

Transportation may be refused to an individual or group who poses a threat to, or endangers the safety of the Operator, customers and/or STI equipment. Report any incident to dispatch immediately an file an incident report at the end of the shift. Try to obtain Courtesy card information from other customers regarding the incident.

9. Passing Up Customers

Every effort must be made to ensure that customers are not passed up. Operators are to exercise good judgment and common sense and must never intentionally refuse service, leave the bus in an unsafe area, or pass up customers at any bus stop except for the following reasons:

- When instructed to do so by STI Staff.
- Bus is at full capacity (contact dispatch, state the location where service was stopped and resumed with the approximate number of customers who was passed up.) Notify customers at stops via AVA system stating the bus is full.

10. Not in Service Trips

Customers will not be allowed to ride buses on "Not In Service" trips without authorization from management.

11. Unnecessary Service Delays

At any time, while operating any STI vehicle, Operators must never stop to purchase food or beverage, or to conduct personal business. Stopping along the route to use the restroom in an emergency is permissible. If said stop is at a business that sells food/beverages, Operators are not permitted to make purchases.

Operator conducting dial-a-ride service must notify dispatch if there is a gap of more then 15 minutes between scheduled pick ups.

12. Wheelchairs/Customers with Disabilities

To be in compliance, every Operator shall provide customers with disabilities equal access to STI services as it is available to all customers. The effort shall include allowing customers using a wheelchair to board first and alight last. Also, request that able bodied persons occupying senior/disabled priority seats

surrender them in deference to the boarding disabled or senior party. Operators are required to make the request, but are not required to demand compliance. If for any reason, a customer defined in this book as a person with a disability is unable to board, the Operator must contact dispatch in the presence of the customer giving the location, their destination, number of persons traveling, and the reason why they could not be boarded.

Unless otherwise instructed, all wheelchairs must be secured with the wheelchair securement straps. A minimum of four (4) straps will be used for an occupied wheelchair and a minimum of two (2) straps for an unoccupied wheelchair. On fixed routes buses, encourage the rider to allow for the use of the shoulder belt but the use is not mandatory. On Dial-A-Ride service the use of a shoulder belt is mandatory. If you encounter a situation where the rider refuses to have their wheelchair secured, contact dispatch immediately and wait for instruction.

If a customer is traveling with a Personal Care Attendant (PCA) or Companion, it is the Operators responsibility to assist the boarding and alighting the vehicle. Ask the customer if they require assistance boarding or alighting before rendering assistance.

13. Use of Accessible Equipment

As specified in ADA guidelines, use of the lift, ramp or kneeling device shall not be restricted to customers who are disabled. Upon request, any individual who wishes to use the wheelchair lift/ramp or kneeling device to board and/or alight will be permitted to do so.

14. Mobility Aids

Customers using walking aids including but not limited to walkers, canes, crutches, or braces, are afforded the same protection of rights under ADA as customers using wheelchairs. Once the customer is safely onboard, Operators must make an effort to accommodate the customers special needs, which should include giving them more time to find a seat, help them find a seat, or time to hold on to a stanchion, rail or strap before pulling away from the stop. When alighting, Operators should not pull away from the vehicle, allowing distance between the customer and vehicle.

15. Breastfeeding

California state law and STI policy specifically allows nursing mothers to breastfeed an infant/child while riding.

16. Deviating from Procedures

Operators may encounter situations that require deviating from prescribed procedures. When these situations arise, operators are to consider their safety and that of their customers and the equipment. Operators will use their best judgment to decide what procedure best serves the customer but never violating or compromising basic rules and safety practices. Contact dispatch if a situation requires it.

17. Fair and Consistent treatment of Customers
Operators are required to treat all customers in a consistent, courteous, respectful, and professional manner at all times.

18. Greeting Customers
Operators are required to greet all customers. A greeting can be verbal, a gesture (simple nod of the head), or eye contact.

19. Reliable Service
Operators should strive for delivering reliable service, while operating safely. Safety is a priority at all times and it should never be compromised for schedule adherence.

## E. COMMUNICATION

1. General Statement
This section contains specific rules governing safe and efficient communication. Operators must use good judgment when dealing with situations that may require the use of the radio. Situations arising not covered in this section should be reported to dispatch.

2. Radio Conduct
Vehicle equipped two-way radio system falls under the direction of and regulated by the Federal Communications Commission (FCC). Operational conduct prohibited by federal law includes:

- Use of obscene or profane language.
- Unauthorized use of messages.
- Excessive, false, or deceptive signals or communications.
- Unauthorized calls sign.
- Tampering
  Operators bear the responsibility to project a positive image by transmitting clear concise messages via radio. Unnecessary comments, slang terms, and profanity are prohibited.

3. Radio restriction
Operators must never:

- Request that dispatch give customers information over the handset or radio speaker.
- Allow the use of the radio system by unauthorized persons.
- Disclose the radio's characteristics or emergency features to customers or other unauthorized persons

4. Telephone Communications
When an Operator is unable to contact dispatch via radio, he/she should use a public phone to contact dispatch. Contact your General/Project Manager for the phone number.

5. Cellular Phone Use

Operators are forbidden to use a cell phone while operating any company vehicle. This also includes the use of Hands-free devices. If a cell phone must be used, the vehicle must be clearly parked. If there are riders on board, the operator must exit the vehicle to use the phone.

6. Trip Sheets and MDT Use

Operators must give accurate passenger count via trip sheets or MDT's. Proper and accurate fare collection must be followed along with proper completion of all required paperwork. All paperwork must be turned in complete and accurately at the completion of each shift.

ADDENDUMS

Each contract operates with different rules and regulations; therefore every operator must check with their General/Project Manager for current addendums. The addendums will list all contract related rules and regulations that must be followed.

## ACKNOWLEDGMENT AND RECEIPT OF VEHICLE OPERATOR HANDBOOK

I have this day received a copy of the Southland Transit, Inc., Transit Division Vehicle Operator Handbook. I understand the Handbook contains important information on the company's general personnel policies and on my privileges and obligations as an employee. I understand that I am expected to read, understand and adhere to company policies and to familiarize myself with the material in the Handbook. If I should have questions about the contents of this Handbook I may direct questions to a company representative.

**I agree to abide by the policies and procedures contained herein. I understand that the policies contained in this employee handbook may be added to, deleted or changed by the company at any time. The company will advise employees of material changes within a reasonable time. Failure to comply could result in disciplinary actions including termination of employment.**

EMPLOYEE NAME _____

SIGNATURE _____

DATE_____

# CUSTOMER SERVICE HANDBOOK

## Transit Division

**Southland Transit Inc.**

This handbook supersedes all other Customer Service Handbooks only
January 2011
FORM 300-002

A. General Rules

At times, situations not covered by these rules, the Employee handbook, Code of Safe Practices, and the Injury and Illness Plan may arise. Reservation Agents and Dispatcher (CSR's) must exercise good judgment when encountering these situations. All such situations must be reported to a dispatch or a supervisor.

1. Knowledge of Rules and Procedures

A CSR must become familiar with all rules and regulations. Ignorance of rules, procedures, special orders and/or instruction will not excuse negligence or omission of duty. When necessary, CSR's must seek guidance from the lead dispatch or supervisory personnel regarding clarification of any procedure or special instruction.

2. Special Orders and Instruction

Special orders and instructions supersede all above mentioned rules and regulations contained herein and are to be obeyed while in effect. Special orders and instruction may be issued in the form of;

- Bulletins
- Notices
- Memos
- Schedule letters

3. Compliance with instructions

Operators must accept responsibility for and carry out the oral or written instruction of any authorized STI representative. Authorized STI representatives may include;

- Dispatch
- Road Supervisor
- Safety and Training manager
- Project or General Manager
- President, Vice President, and/or Director

4. Bulletin Boards, Mailboxes

Operators must consult the bulletin boards and check their mailbox, if provided, before and after each day's assignment. Upon return from any absence from duty, an Operator must consult the bulletin board for updates and changes. The addition of, defacement of, or unauthorized removal of, any material posted by STI is considered gross misconduct, and is grounds for disciplinary action.

5. Laws and regulations

At no time may a CSR instruct an Operator to maneuver their vehicle in a way that is against the law. This includes, but not limited to speeding, u-turns, and over capacity.

6. Cooperation with Law Enforcement & Fire Department Agencies

CSR's must cooperate with law enforcement and fire department agencies. If such cooperation creates a dangerous situation or departure from an established STI procedure, notify the appropriate supervisor. The CSR must submit a report regarding the incident at the end of their work assignment.

## B. POLICY

All staff, i.e. CSR's, Dispatcher, must answer the telephone in a standard, professional manner, ensuring consistent, polite, and quality service.

1. CSR's are required to follow standard telephone answering procedures when answering the phone.
2. Must allow adequate time for each individual calling and not rush through the call.
3. CSR's must be ready to answer the call. The CSR may not answer the call and immediately put the caller on hold.
4. The initial call is to be answered with "Good [morning/afternoon, as appropriate]; "(name of Service), how may I help you?"
5. If caller asks for a specific CSR, try to handle the inquiry directly and not transfer the caller.
6. If the caller asks to speak to a manager or someone higher up, refer the caller to an available supervisor.
7. Placing a caller on hold: If a caller must be put on hold, tell the caller that they are being placed on hold and why. Remember to ask the callers' permission and to wait for an answer.
8. Taking a transferred call: When accepting a transferred call, provide a short introduction such as, "This is [your name], how may I help you?"
9. Each contract has their own reporting procedure. Each CSR must obtain the information in the form of an addendum.

## B. SAFETY

1. Reporting for Duty

When reporting for duty, CSR's must be in proper uniform and fully equipped to work at the time and place determined by their assignment or as instructed by supervisory personnel.

2. Supplies
CSR's must obtain all the supplies required to perform their assignment and must secure them properly.

3. Service Delays
When an Operator contacts Dispatch because of a service delay, the call must be logged in the Call Center Book. Every attempt must be made to help the Operator to make up their time. If the time can not be made up, contact a supervisor immediately.

The time notified of the delay and time notified that they are back in service must be documented in the Book.

4. Running Time
Speed must be governed so that Operators arrive at time points safely and on schedule.

5. Litter
All litter must be disposed of properly in trash receptacles.

6. Unattended Buses
Dispatch must document or acknowledge when an Operator calls stating that they or leaving their vehicle and when they return.

7. Freeway or City Emergency
If a vehicle becomes disabled on a freeway or in a city, the Dispatcher must notify maintenance and a supervisor immediately. In some cases notifying the CHP may be appropriate.

8. Operating While Ill or Fatigued
If an Operator calls stating that they are ill, every attempt must be made to find a replacement Operator and a supervisor must be notified.

9. Animals on Board the Bus
Each contract that STI operates has different rules regarding transporting animals. Check with your General/Project Manager for rules governing transporting of animals. Service animals are allowed with no exception. If other animals are permitted to be transported, they must be transported in a suitable carrier.

10. Reporting Accidents or Incidents
If an operator is involvement in any accident or incident, whether actual or alleged, it must be reported to a supervisor immediately. An accident/incident report must be completed at the end of the shift.

11. Request for Assistance
Any request for emergency assistance must be made through dispatch. An Operator may personally request the assistance of a law enforcement officer located at the scene; however, notify dispatch immediately after.

12. Striking a Fixed Object or Unattended Vehicle
If a STI vehicle strikes a fixed object or an unattended vehicle, a reasonable effort must be made to locate the property owner or driver of the vehicle. If unable to locate have the Operator leave a note providing their name, vehicle number, and their facility address. An accident/incident report must be completed at the end of the shift.

13. Witness Reports
Operators who witness an accident must report the incident to dispatch and submit an incident report upon completion of their assignment.

14. Disabled Bus Outside of yard
An Operator notifies dispatch of a disabled vehicle, Dispatch mist immediately contact maintenance and a supervisor. If mechanical assistance or a supervisor does not arrive within 30 minutes, call the Operator again and continue to do so at 30 minute intervals until assistance arrives for an update. If a mechanic arrives and repairs or replaces the vehicle prior to the arrival of a supervisor, note it on the Daily Rollout Sheet.

## C. APPEARANCE

1. General Statement
STI's public image is largely influenced by the appearance of its employees. CSR's must maintain a neat, clean, and professional appearance at all times.

2. Reporting for Duty
When reporting for duty, an operator must appear neat, clean, and orderly and dressed in a complete uniform.

3. Dress Code
All CSR's must follow the company dress code and any contractual code.

## D. OPERATOR/CUSTOMER RELATIONS

1. Customer Relations
Keeping in mind all the rules and procedures, CSR's are to provide at a minimum, continual service. Continual service is:

- Operating safely while striving for reliable service.
- Greeting customers/acknowledging their patronage.
- Fair/consistent treatment of all customers.

- Being prepared to assist customers with special needs.
- Answering questions/providing informational material.
- Maintaining a clean and safe bus.

2. Deviating from Procedures

CSR's may encounter situations that require deviating from prescribed procedures. When these situations arise, operators are to consider their safety and that of their customers and the equipment. CSR's will use their best judgment to decide what procedure best serves the customer but never violating or compromising basic rules and safety practices. Contact dispatch if a situation requires it.

3. Fair and Consistent treatment of Customers

Operators are required to treat all customers in a consistent, courteous, respectful, and professional manner at all times.

4. Greeting Customers

Operators are required to greet all customers.

5. Reliable Service

CSR's should strive for delivering reliable courteous, service.

## E. COMMUNICATION

1. General Statement

This section contains specific rules governing safe and efficient communication. Operators must use good judgment when dealing with situations that may require the use of the radio. Situations arising not covered in this section should be reported to dispatch.

2. Radio Conduct

Vehicle equipped two-way radio system falls under the direction of and regulated by the Federal Communications Commission (FCC). Operational conduct prohibited by federal law includes:

- Use of obscene or profane language.
- Unauthorized use of messages.
- Excessive, false, or deceptive signals or communications.
- Unauthorized calls sign.
- Tampering

  CSR's bear the responsibility to project a positive image by transmitting clear concise messages via radio. Unnecessary comments, slang terms, and profanity are prohibited.

3. Radio restriction

CSR's must never:

- Request that Operators give customers information over the handset or radio speaker.
- Allow the use of the radio system by unauthorized persons.
- Disclose the radio's characteristics or emergency features to customers or other unauthorized persons

4. Telephone Communications

When an CSR is unable to contact an Operator via radio, he/she should document the incident and never contact the via cellular phone unless it is an emergency. Contact your General/Project Manager.

5. Cellular Phone Use

CSR's are forbidden to use a cell phone while on duty in the Call Center. This also includes the use of Hands-free devices. A CSR must never contact an Operator via cell phone while they are driving.

6. Dispatch System and MDT Use

CSR's must input all information correctly into the dispatch system. Unless instructed otherwise, all dial-a-ride trips must be inputted and dispatched through the dispatch system.

ADDENDUMS

Each contract operates with different rules and regulations; therefore every CSR must check with their General/Project Manager for current addendums. The addendums will list all contract related rules and regulations that must be followed.

## ACKNOWLEDGMENT AND RECEIPT OF CUSTOMER SERVICE HANDBOOK

I have this day received a copy of the Southland Transit, Inc., Transit Division Customer Service Handbook. I understand the Handbook contains important information on the company's general personnel policies and on my privileges and obligations as an employee. I understand that I am expected to read, understand and adhere to company policies and to familiarize myself with the material in the Handbook. If I should have questions about the contents of this Handbook I may direct questions to a company representative.

**I agree to abide by the policies and procedures contained herein. I understand that the policies contained in this employee handbook may be added to, deleted or changed by the company at any time. The company will advise employees of material changes within a reasonable time. Failure to comply could result in disciplinary actions including termination of employment.**

EMPLOYEE NAME _____

SIGNATURE _____

DATE_____

Southland Transit Inc.

# SAFETY AND TRAINING PROGRAM

POLICY AND PROCEDURE

Proprietary

REVISED

**SAFETY AND TRAINING PROGRAM**
POLICY AND PROCEDURE

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**SAFETY AND TRAINING PROGRAM**
POLICY AND PROCEDURE

## 1.0 POLICY OBJECTIVE

Southland Transit, Inc. (STI) is committed to delivering safe public transit services to our clients. In meeting this goal it is our policy to:

1) Develop and maintain a qualified and active Safety and Training Personnel Department, whose staff is capable of delivering our commitment.

2) Implement training practices, which ensure employees are trained and capable of delivering transit service in a safe and timely manner.

3) Promote an attitude toward safety, which effectively serves STI in reducing, and/or preventing accidents.

4) Prohibit employee actions that do not meet the safety standards outlined in this policy.

## 2.0 PURPOSE

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The purpose of this policy is to provide the Safety and Training Department (Dept.) with guidelines and standards for training new and existing drivers to meet STI safety goals, as well as ensure compliance with regulatory and contractual guidelines.

This program is not all-inclusive of STI's Safety and Training program efforts, but instead defines minimum requirements. Each project is unique and additional areas of training should be included by project location training personnel.

## 3.0 APPLICABILITY

These policies apply to employees responsible for the administration of the program, as well as to employees who undergo STI Training. Every member of management is required to read and become familiar with the requirements of this policy.

This policy is an extension of the STI Employee Handbook and Injury and Illness Prevention Policy. Thus, STI employees are governed also by those policies and remain subject to their content.

### 3.1 PROGRAM STAFF SELECTION AND RESPONSIBILITIES

Each Facility Manager shall designate at least one Behind-the-Wheel Trainer for each facility. While STI provides the majority of driver trainee instruction at its Central Training Facility, additional instruction may be provided at the project location. The Central Trainer and Project Managers shall collaborate in the selection of project location training staff.

Individuals appointed to the following positions should become familiar with this program and proficient in the area(s) of training they are responsible for, as well as the policy's general application.

- Central Trainer
- Project Manager
- Classroom Instructor (where applicable)
- Behind-the-Wheel (BTW) Trainer
- Field Supervisor
- Lead Personnel
- Other positions as assigned

The Central Trainer shall be responsible for delivering the program to these individuals and ensuring that they understand their duties and obligations under this program.

## 4.0 INSTRUCTOR QUALFICATIONS

### 4.1 CLASSROOM INSTRUCTOR

A Classroom Instructor who is not immediately supervised by another qualified STI Instructor should, at minimum, have the following qualifications:

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A) License and Certification(s), as applicable to the type of vehicles and/or service being taught;
B) Certification by the Department of Transportation, Transportation Safety Institute, to deliver transit bus driver training, as well as hold certification to teach STI's prescribed defensive driving course.
C) One (1) year of experience as an STI driver in a like service and six (6) months experience as a STI Behind the Wheel Trainer; or one (1) year experience as a transit trainer.
D) Other qualifications as required by the location project.

### 4.2 BTW INSTRUCTOR

Driver trainees shall be instructed and supervised by either a Classroom Instructor, or a certified BTW Trainer. Prior to the driver trainee receiving full licensing, a certified BTW trainer must accompany him/her during all operations.

BTW Trainers are those who have been trained and certified by the Central Trainer to deliver behind-the-wheel training in accordance with the Safety and Training Program.

## 5.0 DRIVER TRAINEE SELECTION

Every STI driver applicant shall be informed that an original H-6 Department of Motor Vehicles printout must be turned in along with his/her application. In addition to being a requirement for STI employees who are enrolled in the DMV Employer Pull-Notice

program, the printout provides invaluable information regarding an applicant's driving experience and infractions. The final decision to hire a Driver Trainee, based upon considerations identified by a motor vehicle record, will be made by the Facility Director. However, at a minimum STI will not employ those whose record displays the following:

1. 3 or more points for moving violations within the previous 5 years
2. DUI, or Reckless Driving within the previous 10 years
3. Suspended or revoked Drivers License due to moving violations, unless overturned and such information is identified on the record.
4. Other criminal activity arising out of the operation of a Motor Vehicle

## 6.0 TRAINING AREAS AND TIME REQUIREMENTS

At a minimum, the following subjects will be taught as part of the original driver training. The overall time spent in the course of original classroom instruction will be no less than thirty-six (36) hours per driver trainee, or no less than the time required by the project contract, whichever is greater.

Additionally, if the project contract requires Driver Performance Examinations under the authority of the Department of Motor Vehicles, four (4) hours of Commercial Driver's License training shall be provided utilizing the most recent version of the License Handbook.

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| Course Subject: | Hours: |
|---|---|
| 1) STI Orientation and Policies | 2.00 |
| 2) Smith System | 2.00 |
| 3) Defensive Driving | 6.00 |
| 3) TSI | |
| • Vehicle Operations | 3.00 |
| • Customer Service | 2.50 |
| • Emergency Management | 2.50 |
| 4) Pre & Post-Trip Inspection | 2.50 |
| 5) Elderly and Disabled | |
| • Empathy & Special Needs | 2.00 |
| • Mobility Device & Securement | 1.00 |
| • ADA | 1.00 |
| 6) Communications (Radio/MDT) | 2.00 |
| 7) Fare Recovery | 1.00 |
| 8) Route Orientation/Thomas Guide | 1.50 |
| 9) Hazardous Materials | 1.50 |
| 10)Bloodborne Pathogens | 1.00 |
| 11)Body Mechanics/Safe Lifting | 1.50 |
| 12)Harassment in the Workplace | 2.00 |
| 13)Drug and Alcohol | 1.00 |
| Minimum Original Training Hours: | 36.00 |
| *If location performs DPE's: | + 4.00 |
| **Total:** | **40.00** |

*Commercial Driver's License training should be taught in advance of the above-required subjects and driver trainees should receive Interim Licensing before returning to training.

## 6.1 CLASSROOM EVALUATION

At a minimum, driver trainees shall be quizzed on each subject taught, and undergo a written examination upon completion of the course. Such testing shall cover critical areas of the subject and course content and reasonably assure that the driver trainee has received adequate instruction to be proficient in these areas. A driver trainee must receive a score of no less than 75 percent on his/her final examination and no less than 75 percent average for all quizzes administered to continue to BTW training. However, any driver trainee receiving a quiz score of less than 75 percent may at the option of the company be allowed to take additional instruction and continue training, rather than be removed. A driver trainee who performs poorly during this process may be removed from training at the discretion of the Classroom Instructor.

## 6.2 BEHIND-THE-WHEEL (BTW) INSTRUCTION

Proprietary

Driver Trainees who successfully complete classroom instruction may continue to behind-the-wheel training. Each driver trainee will undergo at least thirty (30) hours of behind-the-wheel training. A driver trainee must have in his/her possession a valid and current Interim Commercial License, applicable to the vehicle he/she is being trained in, as well as medical clearance (DL-51a – Medical Card) during all training times. In addition, evidence of a negative pre-employment drug test result must be obtained prior to BTW Instruction.

OBSTACLE COURSE Training at a secured parking facility, or other open area where hazard is limited will be provided to a driver trainee prior to operating on the road. The course will be set up according to the prescribed DPE tests the driver trainee must pass to receive full licensing. Prior to continuing his/her behind-the-wheel training, the driver trainee must satisfactorily complete each obstacle at least once, displaying the ability to maneuver safely, regardless if DPE testing is later required (see Section 7 for DPE information). Obstacle Course evaluation will normally take 4 to 6 hours per driver trainee.

ROAD EVALUATION should include testing in all areas applicable to the Driver Trainee Performance Evaluation. This allows the driver trainee to exercise his/her ability in several operating conditions and allows the BTW trainer to effectively critique the driver trainee's driving techniques.

ROUTE TRAINING is recommended and should be incorporated into the training provided by the BTW trainer. Additionally, driver trainees should receive in-service route training prior to completing the program. A driver trainee who operates an in-service vehicle shall have received full licensing, applicable to the vehicle being used, and certification for the type of service.

Depending on the driver trainee's ability, the amount of route training during overall BTW training will vary. Regardless, the driver trainee shall not be provided with more than thirty (30) hours of BTW without authorization from the Trainer.

### 6.3 BTW Evaluation

Utilizing Form D, Driver Trainee Performance Evaluation, driver trainees will be scored on a variety of obstacles and vehicle maneuvering techniques. An average score of not less than 75 percent must be achieved by the driver trainee during the BTW segment, prior to being released from training. Any violation ratings should be reported to the Trainer.

## 7.0 ONGOING TRAINING

STI considers continued training to be crucial in maintaining safe operations. Accordingly, ongoing training is provided to ensure driver trainees and other staff members are continually aware of fundamental safety practices, as well as operational changes.

Proprietary

### 7.1 Advanced Training

Upon five (5) years of service, or at the time that one's driving certificate is due for renewal, drivers will be required to undergo an additional eight (8) hours of classroom training, as prescribed by the Trainer.

### 7.2 Safety Meetings

Every staff member is required to participate in the location safety program meetings. Normally, these are held once a month, schedules permitting, for a period of two (2) hours. Other arrangements are permitted, as approved by management, but will not fall below ten (10) hours of meeting time per year.

### 7.3 ReTraining

An employee who is involved in a [1]Preventable Accident and continues employment with STI shall undergo retraining prior to operating any service vehicle. The subjects(s) being retaught shall be applicable to the nature of the accident, including related subjects. The Trainer will determine the subject(s) to be taught and the timeframe required in order to ensure the driver is proficient in the area(s) where the failure occurred. Form G shall be used to document driver retraining.

[1] Preventable Accident: Any accident that resulted when a driver failed to do everything reasonably possible to avoid it. In any accident, the Central Trainer will investigate the circumstances and determine preventability.

## 8.0 VEHICLE MAINTENANCE PERSONNEL

8.1 MECHANICS: Any maintenance person who operates a vehicle, for parking or other purposes, on or off a public roadway, must have a license applicable to the vehicle he/she operates. Said License shall include endorsement and respect all license restrictions, as prescribed by the Department of Motor Vehicles.

8.2 SERVICE WORKERS: Any service worker who operates a vehicle on a public roadway must have a license applicable to the vehicle he/she operates. A service worker who operates vehicles exclusively for the purpose of washing or parking, within a private facility only, must posses, at minimum, a valid and current Drivers License. Service workers shall be trained to safely operate any vehicle he/she may be required to move.

In any case, Maintenance personnel shall be provided with a minimum of twenty (20) hours of original driver training (24 hours if DPE is required) to include; Company Orientation and Policy; Defensive Driving; Hazardous Materials; Bloodborne Pathogens; Sexual Harassment; Body Mechanics; Emergency Procedures and; Drug and Alcohol.

Proprietary

## 9.0 CUSTOMER SERVICE AND COMMUNICATIONS PERSONNEL

STI Customer Service and Communications employees fall into two classifications; those whose responsibilities are safety-sensitive and those whose are not. Training for these employees is determined by classification.

9.1 SAFETY-SENSITIVE: Safety-sensitive employees include Radio Operators/ Dispatchers and Team Leaders who are in a position to control or direct the movement of passenger transport vehicles. These employees are subject to DOT regulated Drug and Alcohol testing and, their positions require them to have a better understanding of operational safety requirements.

In addition to standard customer service and phone etiquette training, safety-sensitive personnel shall be provided with a minimum of fifteen (15) hours of original driver training to include; Company Orientation and Policy; Hazardous Materials; Blood borne Pathogens; Empathy and People with Special Needs; Sexual Harassment; Body Mechanics; Emergency Procedures; Drug and Alcohol and; Radio Communications.

9.2 Non-Safety-Sensitive: Call-Takers are not safety-sensitive, as they do not direct the movement of passenger transport vehicles.

These employees shall be provided with the currently prescribed customer service and phone etiquette training, in addition to policy orientation training, as applicable to the position.

## 10.0 SAFETY AND TRAINING RECORDS

Several forms will be used to document new and ongoing training of STI employees. Training records required to meet CHP inspection requirements will be maintained at the project location. All other training records will be maintained in the employee personnel file. The Central Trainer is responsible for the administration of the Safety and Training Program and holds ultimate responsibility for training record organization and accuracy. Therefore, the following original forms used in the process of training employees will be maintained by or forwarded to the Central Trainer for review and distribution.

### 10.1 DRIVER OUTLINE (Form – A)

This document should be provided in driver application packets. The form should be signed by the applicant and returned with their application. This form provides the applicant with a clear understanding of training and position requirements.

### 10.2 CLASSROOM SCHEDULE (Form – C)

A schedule should be prepared by the Classroom Instructor and provided to all driver trainees prior to beginning training. This will allow driver trainees to plan responsibly for the training class and also serve as back up documentation for the Individual Training Log.

Proprietary

### 10.3 DRIVER TRAINEE PERFORMANCE EVALUATION (Form – D)

As discussed in Section 6.3, this form is used to evaluate behind-the-wheel training aspects. This form is used for Drivers, as well as maintenance personnel whose positions include operating revenue service vehicles.

### 10.4 INDIVIDUAL TRAINING LOG (Form – E)

All STI personnel shall have training applicable to their position documented on the Individual Training Log. The Log serves as the primary document to evidence any training received. The Central Trainer will maintain this document.

### 10.5 DRIVER PROFICIENCY CERTIFICATION (Form – F)

Any STI employee who is permitted to drive a revenue service vehicle, whether used in revenue service or not, must be trained to drive said vehicle(s)safely. Form – F will be completed for those employees whose position requires the above.

## 10.6 H-6 PRINTOUT & PULL NOTICES (DMV generated forms)

As identified in Form – A, Driver Outline, an original H-6 Printout must be provided by the applicant with his/her application. Printouts dated older than 30 days are not acceptable. The original printout must be reviewed by the hiring Facility Director, signed, and submitted to the Central Trainer, prior to the applicant beginning training. Refer to section 6, Driver Selection, for more information about H-6 printouts.

Pull Notices will be sent directly to the Central Trainer for record review and renewal information. The Central Trainer will sign, record necessary information in the Renewal Database and forward the Pull Notice to the Project Manager.

# 11.0 SAFETY MANAGEMENT

## 11.1 RENEWAL DATABASE

The Central Trainer will maintain a computer database that clearly identifies renewal dates, and other dates of significance (i.e., Driver Evaluations, etc.), for each STI employee governed by this program. The database will be updated as required, and will be reviewed at least once per month for the purpose of planning for renewals.

Proprietary

The Central Trainer will communicate necessary renewals and other significant employee information with project managers each month.

## 11.2 SUPERVISION

Each facility shall designate a Road Supervisor or other employee responsible for ensuring safe vehicle operations, according to the program. Additional supervision may also be required as part of the local contract. The Road Supervisor will be responsible for completing ride checks and pull out inspections, in addition to handling project safety standards discussed in section 12 of this program.

## 11.3 RIDE CHECKS

Using Form G, Driver Evaluation, each project shall perform an observed evaluation for each driver at least once annually. This evaluation allows for an objective critique of the drivers ability, as it relates to vehicle operations (i.e., the specifics of his/her job).

The Driver Evaluation also may be used for unobserved ride checks, which may and should be carried out on a random basis to ensure safe vehicle operations in general.

### 11.4 Pull-Out Inspections

Utilizing Form H, Pull Out Inspection, projects shall conduct and document inspections. These will normally occur twice per year and should be completed on an unannounced basis. Each project manager will be responsible for assembling necessary staff and conducting inspections on at least one-third of those beginning their shifts. Inspections should be planned either early in the morning, or during the largest shift start time.

## 12.0 SAFETY STANDARDS

The following standards have been established by STI to ensure a common understanding of safe vehicle operation, and minimum criteria with regard to unsafe vehicle operations.

### 12.1 Unsafe Acts

As discussed in the Injury and Illness Prevention Program, unsafe acts may also be observed in the operation of vehicles. Unsafe acts will be determined by the observing supervisor and will be documented. The employee shall be issued a citation, advising them of the observed unsafe act. An employee who receives 3 or more citations within a two-year period may be subject to disciplinary action, up to and including termination.

Proprietary

### 12.2 Preventable Collisions

The project Road Supervisor, or other designated employee shall investigate each vehicle accident. Such investigation shall include documented factual statements, conclusions and opinions related to the cause of the collision. An employee involved in a Preventable Collision is subject to disciplinary action up to and including termination. See section 7.3 for more information regarding Preventable Accidents.

### 12.3 Wheelchair Related Accidents

At no time is a Wheelchair Accident that is determined to be preventable permitted. An employee who is involved in a preventable wheelchair accident may be subject to immediate termination.

## 13.0 APPENDIX

| | |
|---|---|
| Form – A | Driver Outline |
| Form – B | Contingency Notice |
| Form – C | Classroom Schedule |
| Form – D | Driver Trainee Performance Evaluation |
| Form – E | Individual Training Log |
| Form – F | Driver Proficiency Certification |
| Form – G | Driver Evaluation |
| Form – H | Pull Out Inspection |
| Form – I | Field Supervisor Daily Report |
| Form – J | Unsafe Act Citation |
| Form – K | Re-Training Document |
| Form – L | Policy Acknowledgement |

Proprietary

Southland Transit Inc.

# Bus Driver Outline

**Job Title:** Bus Driver
**FSLA Job Status:** Non-Exempt
**Salary:** TBD
**Location:** Assigned Contract

## POSITION SUMMARY:

In this position an employee is responsible for providing courteous transportation service to passengers in a safe and timely manner, while conforming to all applicable state and federal laws as they relate to passenger bus transportation.

## POSITION OUTLINE:

1. General Qualifications.

An eligible candidate must possess the following:

a) Be twenty-one (21) years of age or older.
b) Insurable Driving Record. No DUI's or Reckless driving within past 10 years.
c) Reliable employment history.
d) Ability to pass a Pre-Employment physical, drug screen and criminal background check in accordance with all applicable laws and contractual requirements relating to the nature the service.
e) Possess a functional knowledge of the geography in the area of service.
f) Ability to effectively communicate in English, both written and verbal.
g) Maintain a "Professional Image" in your appearance and hygiene.
h) Current commercial licensing, with passenger endorsement and transit certification is preferred, but will train qualified candidates.

2. Physical Requirements.

Within reason, an eligible candidate must posses the ability to:

a) Push and pull non-ambulatory passengers, i.e. persons in wheelchairs, and persons utilizing walkers.
b) Climb, bend, stoop, twist, crouch and kneel to secure wheelchairs and conduct vehicle inspections.
c) Sit for extended periods of time.
d) Use full range of sense of hearing, speech and vision.
e) Display manual dexterity as applicable to position.

3. Specific Qualifications.

a) Maintain a Positive, Pro-active, and Professional demeanor with all fellow employees.
b) Assist and interact with public in a professional manner.

c) Display a high level of attention to detail.
d) Make sound decisions and take responsibility.
e) Maintain good attendance and be punctual
f) Be organized in all work activities, while meeting service schedules.
g) Read, interpret, and apply policy and procedure.

## POSITION RESPONSIBILITIES:

Within the parameters established by the Director of Operations and/or the Safety and Training Department, and approved policies and procedures, Bus Drivers are assigned the following position responsibilities:

1. Safe and efficient operation of fleet vehicles:

   a) Performs all pre-trip vehicle inspections in accordance with all applicable laws and within the guidelines set forth by the company.
   b) Reports all unsafe conditions to management.
   c) Properly accounts for all system funds, i.e. ticket sales, fares received, and all other transactions involved with position, where applicable.
   d) Operates assigned route in accordance with prescribed system timetable, manifest and/or according to the instruction of dispatch.
   e) Properly Maintains all required documentation in accordance with laws and within the guidelines set for the by the company.
   f) Observe safety as a priority while performing all duties.

2. Customer service:

   a) Focuses and responds appropriately to the needs of all customers.
   b) Maintains positive attitude and professional image while interacting with customers.
   c) Observes and acts in accordance with all laws regarding the transporting of person's with disabilities (ADA).
   d) Directs and assists customers upon request in a friendly manner.
   e) Reports any unusual incidents to project supervisor.

3. Other duties as assigned:

a) As assigned by project supervisor.

Employee or Candidate:

Signed: _____

Dated: _____

Project Manager:

Signed: _____

Dated: _____

Original: Employee Personnel File
Copy to: Employee

Southland Transit Inc.

From: STI Training Director

To: All Prospective Employees

Date: _____

Subject: Acknowledgment for Contingency of Employment

I understand that employment with Southland Transit, Inc. is employment-at-will which can be terminated at any time. However, as I am seeking to be an employee who is also subject to state and federal licensing requirements, as well as being required to be deemed insurable for operation of a vehicle, I understand that my employment with Southland Transit is contingent upon the successful completion of the required pre-employment physical, DOT drug screen, and background certification check.

Furthermore, I acknowledge that I must successfully complete the training program as described by Southland Transit, Inc. and attain all licensing and certifications as required by State and Federal law, in accordance with the training program.

Any discrepancies or falsifications of required documentation or of my application may be cause for my being dropped from training and being terminated from employment.

I have read and understand the above statements.

_____ _____

Name (print) Date

_____

Signature

# Southland Transit, Inc. - Driver Trainee Classroom Schedule

*Week of:* _____

| Date: | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|---|---|---|---|---|---|---|---|
| | OFF | CLASS | CLASS | CLASS | CLASS | CLASS | OFF |
| *TRAINER* | | | | | | | |
| *TIME* | | | | | | | |
| *SUBJECT* | | | | | | | |
| *TRAINER* | | | | | | | |
| *TIME* | | | | | | | |
| *SUBJECT* | | | | | | | |
| *TRAINER* | | | | | | | |
| *TIME* | | | | | | | |
| *SUBJECT* | | | | | | | |
| *TRAINER* | | | | | | | |
| *TIME* | | | | | | | |
| *SUBJECT* | | | | | | | |
| *TRAINER* | | | | | | | |
| *TIME* | | | | | | | |
| *SUBJECT* | | | | | | | |
| *TRAINER* | | | | | | | |
| *TIME* | | | | | | | |
| *SUBJECT* | | | | | | | |
| *TRAINER* | | | | | | | |
| *TIME* | | | | | | | |
| *SUBJECT* | | | | | | | |
| *Homework* | | | | | | | |
| | | | | | | | |
| *Subject* | | | | | | | |
| *TOTAL TIME* | | | | | | | |

Form C

# SOUTHLAND TRANSIT, INC.

# DRIVER TRAINEE PERFORMANCE EVALUATION

Driver Trainee Name: _____ Project: _____

Date BTW Started: _____ Service Type: _____

## EVALUATION PROCEDURE

This segment consists of a behind-the-wheel evaluation of driving ability and defensive driving skills. The Driver Trainee starts each day with a maximum score available. Points are deducted each time the student obtains a score of less than 4. The maximum score available may fluctuate, as certain areas may not apply to the training session. For that reason the score is formulated on a percentage basis. Scoring instructions are located on page 4 of this booklet.

## MAXIMUM SCORE AVAILABLE

The MSA is based on an allotted total of 4 points for each item scored. Count the amount of items scored and multiply by 4. This number represents your MSA.

## RATINGS

**1 = Violation 2 = Below Standard 3 = Satisfactory 4 = Good**

Note: Violations ratings are only given in the event of a hazardous, unsafe or illegal maneuver. All violation ratings require explanation.

| | Date | Instructor | Coach # | Wheel Time | Time Daily | Time Accrual | Student Score | Initial |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | / | | | % | |
| 2 | | | | / | | | % | |
| 3 | | | | / | | | % | |
| 4 | | | | / | | | % | |
| 5 | | | | / | | | % | |
| 6 | | | | / | | | % | |
| 7 | | | | / | | | % | |
| 8 | | | | / | | | % | |
| 9 | | | | / | | | % | |
| 10 | | | | / | | | % | |

DRIVER TRAINEES MUST ACHIEVE AN AVERAGE SCORE OF NO LESS THAN 75% BEFORE BEING RELEASED FROM TRAINING. %

SUBJECT DAY

| Pre Trip Inspection | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|---|
| Daily Bus Report | | | | | | | | | | |
| Pre-Exterior | | | | | | | | | | |
| Exterior | | | | | | | | | | |
| Tires/Rims/Lugs | | | | | | | | | | |
| Passenger Compart. | | | | | | | | | | |
| Emergency Exits | | | | | | | | | | |
| Fire Extinguisher | | | | | | | | | | |
| Operator Compart. | | | | | | | | | | |
| Recycle W/C/ lift | | | | | | | | | | |

**Brakes**

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Air Brake Test | | | | | | | | | | |
| Hydraulic Brake Test | | | | | | | | | | |
| Hydraulic W/Booster | | | | | | | | | | |
| Vacuum /Hydraulic | | | | | | | | | | |
| ABS Operation | | | | | | | | | | |

**Transmissions**

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Understanding | | | | | | | | | | |
| Operation | | | | | | | | | | |

**Smith System**

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Aims High | | | | | | | | | | |
| Gets Big Picture | | | | | | | | | | |
| Keeps eyes moving | | | | | | | | | | |
| Leaves an out | | | | | | | | | | |
| Makes sure they see | | | | | | | | | | |

**Obstacle Course**

| | | |
|---|---|---|
| Forward Stop | | |
| Gradual Crossover | | |
| Serpentine | | |
| Measured Right turn | | |

**Steering**

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Hand Position | | | | | | | | | | |
| Smooth Motion | | | | | | | | | | |
| Other | | | | | | | | | | |

**Radio Operation**

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Uses 10 - Codes | | | | | | | | | | |
| Clipping | | | | | | | | | | |
| Transfer Procedure | | | | | | | | | | |

**Backing**

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Speed Control | | | | | | | | | | |
| Uses Horn | | | | | | | | | | |
| Uses Mirrors | | | | | | | | | | |
| Straight line method | | | | | | | | | | |
| Weaving method | | | | | | | | | | |
| Back up Stall | | | | | | | | | | |
| Parallel parking | | | | | | | | | | |

**Acceleration, Braking & Stopping Distance**

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|---|
| Engage P/Brake | | | | | | | | | | |
| Accelerates smooth | | | | | | | | | | |
| Maintains speed | | | | | | | | | | |
| Initial brake depress. | | | | | | | | | | |
| Stopping distance | | | | | | | | | | |
| Vehicle in front | | | | | | | | | | |
| Behind limit line | | | | | | | | | | |
| Complete Stop | | | | | | | | | | |

**Lane use, changing & passing**

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Position Centered | | | | | | | | | | |
| Position 6" from curb | | | | | | | | | | |
| Position 4' from curb | | | | | | | | | | |
| Checks mirrors | | | | | | | | | | |
| Signals in advance | | | | | | | | | | |
| Signals properly when passing | | | | | | | | | | |
| Right lane usage | | | | | | | | | | |
| Merges smoothly | | | | | | | | | | |

**Turns**

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Choice of lane | | | | | | | | | | |
| Checks mirror | | | | | | | | | | |
| Signals in advance | | | | | | | | | | |
| Proper set up | | | | | | | | | | |
| Check blind spot | | | | | | | | | | |
| Square Turn | | | | | | | | | | |
| Uses hand over hand | | | | | | | | | | |
| Uses hand to hand | | | | | | | | | | |
| 5mph or less when making right turn | | | | | | | | | | |
| Monitors tail swing | | | | | | | | | | |
| Accelerates out of | | | | | | | | | | |
| Returns hands to 9&3 or 10&2 | | | | | | | | | | |

**Intersections**

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Surveys before entering | | | | | | | | | | |
| Speed entering | | | | | | | | | | |
| Covers brakes | | | | | | | | | | |
| Keeps head & eyes moving | | | | | | | | | | |
| Ensures intersection is clear | | | | | | | | | | |
| Obeys sign/signals | | | | | | | | | | |
| Yields for pedestrians | | | | | | | | | | |
| Yield Right of Way | | | | | | | | | | |

SUBJECT DAY

| Freeway Driving | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|---|
| Observes Signs and Signals | | | | | | | | | | |
| Checks Mirrors | | | | | | | | | | |
| Signals properly | | | | | | | | | | |
| Scans for gap in Traffic | | | | | | | | | | |
| Speed limit adher. | | | | | | | | | | |
| On/off Ramp | | | | | | | | | | |
| Merges smoothly | | | | | | | | | | |

| Rural Driving | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Observes Signs and Signals | | | | | | | | | | |
| Checks Mirrors | | | | | | | | | | |
| Signals properly | | | | | | | | | | |
| Speed limit adher. | | | | | | | | | | |

| Mountain Driving | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Observes Signs and Signals | | | | | | | | | | |
| Checks Mirrors | | | | | | | | | | |
| Signals properly | | | | | | | | | | |
| Speed limit adher. | | | | | | | | | | |

| Curves & Hills | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Signals properly | | | | | | | | | | |
| Checks Traffic | | | | | | | | | | |
| Push-pull method | | | | | | | | | | |
| Merges smoothly | | | | | | | | | | |
| Approaches curve at proper speed | | | | | | | | | | |
| Positions vehicle for curve | | | | | | | | | | |
| Maintains position in curve | | | | | | | | | | |
| Selects proper lane before hill | | | | | | | | | | |
| Uses correct gear | | | | | | | | | | |
| Slows when approaching crest | | | | | | | | | | |
| Proper braking proc. down hills | | | | | | | | | | |

| Night Driving | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Uses High beams Properly | | | | | | | | | | |
| Increases following distance | | | | | | | | | | |
| Light blinded: Looks to edge of Road | | | | | | | | | | |

| Railroad Crossing | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|---|
| Mirror Usage | | | | | | | | | | |
| Signal Usage | | | | | | | | | | |
| Position after stop | | | | | | | | | | |
| Uses four ways | | | | | | | | | | |
| Looks & Listens | | | | | | | | | | |
| Merges into Traffic smoothly | | | | | | | | | | |

| Hostile Weather | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Uses Headlights | | | | | | | | | | |
| Uses Wipers | | | | | | | | | | |
| Increase following Distance | | | | | | | | | | |
| Looks for Hazards | | | | | | | | | | |

| Narrow Streets / Traffic Circles | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Continually checks side clearance | | | | | | | | | | |
| Under 15mph on narrow streets | | | | | | | | | | |
| Checks for Traffic over Shoulder | | | | | | | | | | |
| Merges only when safe to do so | | | | | | | | | | |
| Positions vehicle in exit lane early | | | | | | | | | | |
| Looks for lost or confused Drivers | | | | | | | | | | |

| Bike Racks | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Knows proper method of use | | | | | | | | | | |
| Able to clearly explain rules & proc. | | | | | | | | | | |

| Wheelchair lift operation & securement | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Vehicle position for boarding/deboarding | | | | | | | | | | |
| Operation of lift | | | | | | | | | | |
| Communicates to passenger | | | | | | | | | | |
| Conventional Sec. | | | | | | | | | | |
| 4 point tie down | | | | | | | | | | |

| Service Stops / Bus Zones | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Correct approach | | | | | | | | | | |
| Signal Use | | | | | | | | | | |
| Stop 3' before sign | | | | | | | | | | |
| 6"-12" parallel | | | | | | | | | | |
| Engages 4-ways | | | | | | | | | | |

## Service Stops / Bus Zones (cont.)

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|
| Uses caution with passengers in zone | | | | | | | | | | |
| Monitors tail swing when pulling away | | | | | | | | | | |
| Uses door properly | | | | | | | | | | |
| Warns Passenger of Hazards | | | | | | | | | | |

## Route Knowledge

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|
| Farebox knowledge/ completes manifest | | | | | | | | | | |
| Is familiar with Routes | | | | | | | | | | |
| Times stops | | | | | | | | | | |
| Is aware of critical service points | | | | | | | | | | |

| Date | Instructor Explanation of Violation rating / Comments | Initial |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

**Scoring Instructions:** Input all of the various ratings in their appropriate boxes for the Day/Session in question. Add all totals from "score" column, multiply total by four (4) and input into box labeled "Maximum Score Available". Add all scores from "calculation" column and input into box labeled "Subtotal". Input violation ratings subtracted from Subtotal into box labeled "Total". Divide Total Score by Maximum Score Available and input percentage into bold box. Transfer percentage to front page for review.

| Day/Session #1 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

| Day/Session #2 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

| Day/Session #3 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

| Day/Session #4 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

| Day/Session #5 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

| Day/Session #6 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

| Day/Session #7 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

| Day/Session #8 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

| Day/Session #9 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

| Day/Session #10 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

# ROUTE TRAINING

| | DATE | ROUTE | RUN/SHIFT# | *CHECK IF IN SERVICE | TRAINER |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

* **Driver Trainee must be signed-off, licensed with applicable endorsements before driving any vehicles in revenue service!**

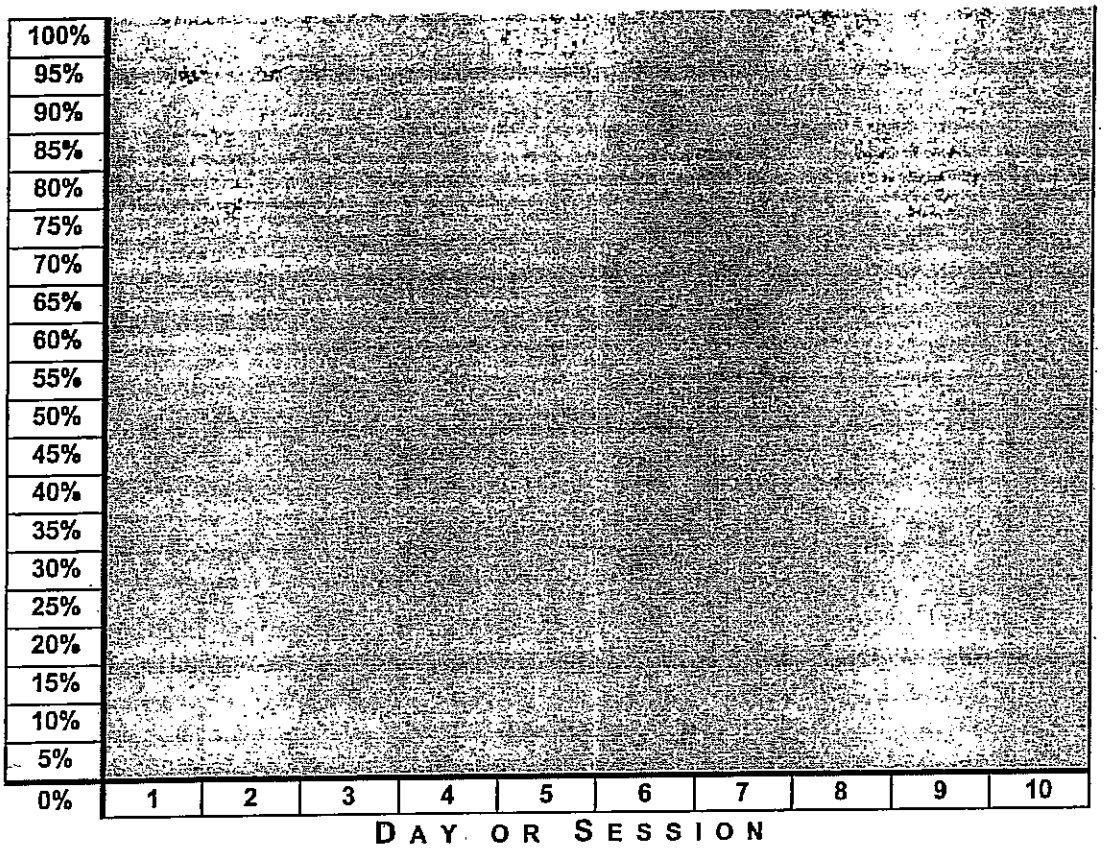
**Note: In revenue service is defined as a vehicle in operation with passengers for fare.**

## COMMENTS

Route knowledge

| | |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |

# DRIVER TRAINEE PROGRESS CHART




**This chart is used to measure improvement on a progressive level for each Driver Trainee. Using a red ink pen, draw a straight line from preceding percentage scored to current percentage scored. The numbers below the chart represent the current session or day of training in question. If on first day or session, start line at the percentage reached that day on column #1.**

# Southland Transit, Inc.
## INDIVIDUAL TRAINING LOG

Driver Name _____ Date of Birth _____ Medical Expiration Date _____

Certificate Type _____ Expiration Date _____ Special Restrictions _____

Driver's Lic. #/ Class _____ Expiration Date _____ DMV Restrictions _____

### CLASSROOM

| Date | Instructor | In Service | Vehicle Training Codes | Subject | Time | Total Time |
|---|---|---|---|---|---|---|
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### BEHIND THE WHEEL

| Date | Behind the Wheel Trainer | Vehicle Training Code | Brake Code | Equip. | Time | Total Time |
|---|---|---|---|---|---|---|
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### IN SERVICE CODES

A Orientation
B Safety Meeting
C CPR/First Aid
D. Fire Equipment
E Empathy
F Wheelchair
G Emergency Procedures
H Defensive Driving
I Safe Lifting
J Miscellaneous
K DMV Laws
L Radio Procedures
M Retraining
N Passenger Relations

### VEHICLE TRAINING CODES

1 Pretrip
2 Engine Control
3 Clutch Use
4 Transmission
5 Brake Check
6 Defensive Driving
7 Braking
8 Turns
9 Driving on Hills
10 Mountain Driving
11 Lift Operation
12 DMV Route
13 Unobserved Rd Check
14 Skill Test
15 RR Crossing
16 Loading & Unloading
17 Water & Wet Roads
18 Fog
19 Freeway
20 Rural Two Lane Road
21 City
22 Winding Roads
23 Upgrade/Downgrade
24 Observed Road Check
25 Radio Operation
26 Fare Box

### BRAKE CODES

A Air
SBA Spring Brakes Automatic
SBM Brakes Modulated
H Hydraulic
HV Hydraulic Vacuum Power
HVD Hydraulic Vacuum Dual System

### EQUIPMENT CODES

V Van to 19 Passenger
MB Minibus over 19 Passenger
TC Transit Coach 30'
TCA Transit Coach 35'
TCB Transit Coach 40'

ST Standard Transmission
S10 Standard 10 speed
AT Automatic Transmission
AH Automatic Heavy, 5 speed, etc.

## CLASSROOM

## BEHIND THE WHEEL

| Date | Instructor | In Service | Vehicle Training Codes | Subject | Time | Total Time | Date | Behind The Wheel Training | Vehicle Training Code | Brake Code | Equip. Code | Time | Total Time |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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**Southland Transit Inc.**

# TRAINING LAPEL SHEET

*NAME:* _____ *TRAINING START:* _____

*POSITION:* _____ *TRAINING COMPLETE:* _____

*PHONE:* _____ *CDL TYPE:* _____

*S.S.N.:* _____ *FIRST AID:* _____

*HIRE DATE:* _____ *CPR:* _____

*C.D.L. NO.:* _____ *DOB:* _____

**DRIVER PROFICIENCY & AUTHORIZED VEHICLES**

**( CCR 13, 1229 )** **(CCR 13, 1234 (b) )**

| *ATE* | *INSTRUCTOR INITIAL* | |
|---|---|---|
| _____ | _____ | ____Vehicles less than 10,000 GVWR |
| _____ | _____ | ____Vehicles 10,000 - 26,000 GVWR |
| _____ | _____ | ____Vehicles over 26,000 GVWR |
| _____ | _____ | ____Bus w/ airbrakes ___ passengers |
| _____ | _____ | ____Bus w/ hydraulic brakes ___ pssgrs. |
| _____ | _____ | ____Standard shift Transmission |
| _____ | _____ | ____Automatic Trans. only ( rest. 64 ) |
| _____ | _____ | ____Airbrake endorsement. |
| _____ | _____ | ____Verification of Transit Training Cert. |
| _____ | _____ | ____General Public Paratransit Cert. |
| _____ | _____ | ____VDDP Certificate |

# PULL OUT INSPECTION REPORT

**Part 1, Driver Certification** Date: _____

Driver: _____ Observer: _____

Service Type: ☐Fixed Route ☐Dial-A-Ride, ☐Other Bus No.: _____

Certificate held: ☐VTT, ☐VDDP, ☐GPPV, ☐ SPAV, ☐ School bus Cert. Exp.: _____

Date: _____ CDL No.: _____ Type/Endors: _____ Lic. Exp.: _____

(DL51)Medical Card Exp: _____ Shift arrival: _____ Facility Departure: _____

**Part 2, Pre-Trip Vehicle Inspection**

| | | Yes | No |
|---|---|---|---|
| **Step 1:** | **Exterior/Before Starting Vehicle** | | |
| | Exterior Check for leaks, or major damage/defect | ☐ | ☐ |
| | Inspects engine compartment, e.g. belts, hoses, filters | ☐ | ☐ |
| **Step 2(a):** | **Exterior** | | |
| | Checks all exterior lights for proper illumination | ☐ | ☐ |
| | Physically checks any accessories/attachments for securement | ☐ | ☐ |
| **Step 2(b):** | **Tires, Wheels and Lugs** | | |
| | Physically checks lug nuts, valve stem, balancer | ☐ | ☐ |
| **Step 3:** | **Interior/Passenger Seating Area** | | |
| | Insures required items on board, e.g. emergency reflectors, fire extinguisher, 1st aid kit, accident kit | ☐ | ☐ |
| | Opens one emergency exit each side to ensure proper function | ☐ | ☐ |
| | Has appropriate restraint inventory | ☐ | ☐ |
| **Step 4:** | **Driver Compartment** | | |
| | Checks for vehicle registration and insurance documents | ☐ | ☐ |
| | Properly adjusts mirrors | ☐ | ☐ |
| | Recycles W/C lift properly | ☐ | ☐ |
| | Does a complete brake test: Air System | ☐ | ☐ |
| | Hydraulic System | ☐ | ☐ |

Remarks: _____

_____

_____

Driver's Signature: _____ Date Reviewed: _____

Southland Transit Inc.

# Unsafe Act Citation

Employee Name: _____ Date: _____

The company has the right to terminate your employment immediately if you have been involved in an unsafe act. In this case we have determined that your actions would not result in immediate termination and instead you are being issued this citation as a warning that you are in violation of the STI Safety and Training Program policy, as described in Section 12.1 – Unsafe Acts.

This is your _____ warning of violation.

State the date and nature of prior warnings, if applicable.

1. _____

2. _____

As a reminder, further violations may warrant disciplinary action, up to and including termination.

Description of Unsafe Act: _____
_____

Observing Supervisor: _____

Supervisor Signature: _____ Date: _____

You are urged to act upon this information by correcting any/all behavior related to the nature of this citation.

Employee Comments: _____
_____
_____
_____

Employee Signature: _____ Date: _____

Distribution: Original to Employee Personnel File
Copy to Location Training File and Employee

Form J

Southland Transit Inc.

# Retraining Document

**COMPLETE THIS SECTION AND PROVIDE COPY TO EMPLOYEE**

Employee Name: _____ Date: _____

You are scheduled to receive additional training on _____ as a result of:

☐ Preventable Accident ☐ Failed Evaluation ☐ Unsafe Act

You are required to report to (circle one) your project instructor / Central Training at _____(time) on the above date. Failure to attend may result in further disciplinary action, up to and including termination.

**COMPLETE THIS SECTION DURING AND FOLLOWING COMPLETION OF EMPLOYEE RE-TRAINING**

Subject(s) covered: _____

_____

Time spent in Class: _____ Time spent Behind-the-wheel: _____

Instructor Comments: _____

_____

_____

Instructor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Distribution: Original to Employee Personnel File
Copy to Location Training File and Employee

Form K

**SOUTHLAND TRANSIT, INC.**

**SAFETY AND TRAINING PROGRAM**

Policy Acknowledgement

I _____, acknowledge that I have received a copy of the Southland Transit, Inc. Safety and Training Program policy, and fully understand the applicability of this policy to my position, as specifically discussed in Section 3 and referenced within the entire policy document.

Furthermore, I acknowledge that I have received a copy of the Southland Transit, Inc. Employee Handbook and Injury and Illness Prevention Program and understand that I will continue to be governed by them, in addition to the Safety and Training Program. I also fully understand that Southland Transit, Inc. is an "at-will" employer; therefore, any employee may resign at any time, just as the company may terminate the employment relationship with any employee, at any time for any reason, with or without notice.

_____
Employee Signature

_____
Supervisor

_____
Date

Original: Personnel File
Copy to: Employee and
Location Training File

Form L

# Southland Transit, Inc.
# Bus Driver Evaluation

TYPE OF REVIEW: Observed ☐ Unobserved ☐

Driver Name: _____ Date (PT) _____ (RC)_____

Start Time (PT) _____ (RC)_____ Finish Time (PT)_____ (RC) _____

Vehicle Number (PT) _____ (RC) _____ Driver's License # _____

Driver's License Expiration: _____ DL 51(a) Expiration Date: _____

Supervisor's Signature:_____ Examiner's Signature _____

Input one of the following scores in each applicable Box. After, refer to reverse side for scoring.
Operator must achieve score of not less than 75%.
- 4= Good
- 3= Satisfactory
- 2= Below standard
- 1= Violation/Retraining Required

Exceptions: Score of less than 3 in E, G, or N is cause for immediate termination.

**ANY CHECKS BELOW WILL RESULT IN IMMEDIATE FAILURE**
- Did not follow backing procedure ☐
- Failure to have valid Driver's license, DL 51(a) and required cert. ☐
- Improper body mechanics when securing mobility device ☐

**SCORE ACHIEVED:** Check one of the following after completing reverse side
- GOOD = scored 91-100% ☐
- SATISFACTORY = scored 75-90% ☐
- BELOW STANDARD = scored below 75% driver needs retraining ☐
- VIOLATION = score does not apply and operator requires retraining ☐

| PRETRIP INSPECTION SCORE ___% | | RIDE CHECK SCORE ___% | | WHEELCHAIR CHECK SCORE ___% | |
|---|---|---|---|---|---|
| Exterior lights | | Uses seatbelt at all times | | Stops proper distance from curb | |
| Fluid levels | | Releases emergency parking brake | | | |
| Belts and Hoses | | Two hand grip on steering wheel | | Engages emergency brake, lift switch | |
| Fluid Leaks | | Checks mirrors every 5-8 seconds | | | |
| Tires/Wheels/Lugs/Rims | | Accelerates smoothly | | Proper use of lift cover | |
| Springs/Shocks (if applicable) | | Always aware of changing rd conditions | | | |
| Brakes/Drums/Linings | | Adequate self confidence driving | | Proper use of lap restraint | |
| Doors & Mirrors | | Follows proper radio procedures | | Applies brakes of wheelchair wile on lift & turns off power on electric powered devices | |
| Emergency Reflectors | | Makes proper turns | | | |
| Fuel Tanks | | Makes turns at 5 mph or less | | | |
| Air/Electrical Lines, Connectors | | Maintains proper speed & following distance | | | |
| Horn | | Approaches traffic signals ready to stop | | Proper tie-down, including kneeling to install tie-downs (failure to properly secure is a violation) | |
| First Aid Kit | | Uses turn signals & flashers correctly | | | |
| Brake Systems (checks) | | Comes to full stop | | | |
| Gauges | | Correct position after stopping | | Proper tie-down, including kneeling to install tie-downs (failure to properly secure is a violation) | |
| Heater/Defroster/AC | | Checks traffic before moving after stopping | | | |
| Windows/Windshield/Wipers | | Uses flashers when boarding/disembarking | | | |
| Panel Lights | | Correct position in bus zones (parallel) | | | |
| | | Stops vehicle proper distance from curb | | Folds/unfolds lift properly (including proper standing position) | |
| **ADDITIONAL ITEMS FOR BUSES** | | Brakes engaged while loading/unloading | | | |
| Fire Extinguisher (if required) | | Checks passengers before moving vehicle | | | |
| Passenger Entry Doors | | Opens door after coming to complete stop | | Raises/lowers lift properly | |
| Emergency Exits | | Signals traffic in advance when pulling out | | | |
| Seats/Stanchions/WC lift | | Stops the vehicles smoothly | | Demonstration of manual lift use | |
| General Interior | | Announces major intersection and transfer points | | | |
| Wheelchair lift cycle | | | | Proper call-in to dispatch "4-point tie-down and lap restraint secured" | |
| WC Securement devices/restraints | | Greets pssgrs correctly during boarding | | | |
| Interlock devices | | Collects proper fare/counts pssgrs correctly | | | |

Examiner's Remarks: _____

_____

Driver's Comments: _____

_____

Driver's Signature: _____

Distribution: original- location file; copy to driver

## Route/Timetable Adherence

| Location | Arrival time | Departure | Scheduled |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

### SCORING INSTRUCTIONS

- **Input all of the various rating in the appropriate boxes for each category in question.**
- **Add all totals from "score column", multiply total by four (4) and input into box labeled "maximum score available.**
- **Add all scores from "calculation" column and input into box label "Subtotal".**
- **Input violation ratings subtracted from Subtotal into box labeled "Total".**
- **Divide Total Score by "Maximum Score Available" and input percentage into bold box.**
- **Complete area below by adding "Maximum Scores Available" and "Totals" from all applicable categories.**
- **Divide "Totals" by "MSA" and input percentage into highlighted box.**

| PRETRIP INSPECTION | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard Rating | | X 2 = | |
| Total of Satisfactory ratings | | X 3 = | |
| Total of Good ratings | | X 4 = | |
| SUBTOTAL SCORE | | = | |
| Total Violation ratings | | X – 1 = | |
| TOTAL | | = | |
| Maximum Score Available | | = | |

| RIDE CHECK | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard Rating | | X 2 = | |
| Total of Satisfactory ratings | | X 3 = | |
| Total of Good ratings | | X 4 = | |
| SUBTOTAL SCORE | | = | |
| Total Violation ratings | | X – 1 = | |
| TOTAL | | = | |
| Maximum Score Available | | = | |

| WHEELCHAIR CHECK | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard Rating | | X 2 = | |
| Total of Satisfactory ratings | | X 3 = | |
| Total of Good ratings | | X 4 = | |
| SUBTOTAL SCORE | | = | |
| Total Violation ratings | | X – 1 = | |
| TOTAL | | = | |
| Maximum Score Available | | = | |

| | |
|---|---|
| TOTAL SCORE ACHIEVED | |
| MAXIMUM SCORE AVAILABLE | |
| PERCENTAGE ACHIEVED | % |

**Refer to Score Achieved located on page 1 for further instructions**

# FIELD SUPERVISOR'S DAILY REPORT

Supervisor: _____ Day & Date: _____

Time shift started: _____ Ended: _____ Lunch Period: _____

Weather (circle one that best describes conditions) Sunny Cloudy Fair Rain Windy Hot Cold

Please use 24-hour time wherever time is required, i.e. 1600 = 4:00 p.m.

| LOCATION | RTE/DIR | DUE | DEPART | DIFFER. | BUS | DRIVER | COMMENTS/EXPLANATION |
|---|---|---|---|---|---|---|---|
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DONE: Indicate with check mark when assignment is completed

| NATURE OF TASK | ASSIGNED BY | DUE | DONE | COMMENTS |
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SEE REVERSE SIDE FOR COMMENTS SECTION AND SUPERVISOR INCIDENT REPORTING

| DISTURBANCES | | | |
|---|---|---|---|
| DRIVER | LOCATION | TIME | INCIDENT TYPE (USE REMARKS COLUMN IF NECESSARY) |
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TYPE: Indicate one of the following. Observed, Unobserved, W/Chair. If observed note parts completed i.e. ride check (RC) or Pre-trip (PT).

| EVALUATION | | | | | | |
|---|---|---|---|---|---|---|
| TYPE | RTE/RUN | START | END | DRIVER | SCORE | COMMENTS |
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Please outline any details involving bus disturbances or other pertinent information below.

## REMARKS

**Southland Transit Inc.**

# Bus Driver Outline

**Job Title:** Bus Driver
**FSLA Job Status:** Non-Exempt
**Salary:** TBD
**Location:** Assigned Contract

## POSITION SUMMARY:

In this position an employee is responsible for providing courteous transportation service to passengers in a safe and timely manner, while conforming to all applicable state and federal laws as they relate to passenger bus transportation.

## POSITION OUTLINE:

1. General Qualifications.

An eligible candidate must possess the following:

a) Be twenty-one (21) years of age or older.
b) Insurable Driving Record. No DUI's or Reckless driving within past 10 years.
c) Reliable employment history.
d) Ability to pass a Pre-Employment physical, drug screen and criminal background check in accordance with all applicable laws and contractual requirements relating to the nature the service.
e) Possess a functional knowledge of the geography in the area of service.
f) Ability to effectively communicate in English, both written and verbal.
g) Maintain a "Professional Image" in your appearance and hygiene.
h) Current commercial licensing, with passenger endorsement and transit certification is preferred, but will train qualified candidates.

2. Physical Requirements.

Within reason, an eligible candidate must posses the ability to:

a) Push and pull non-ambulatory passengers, i.e. persons in wheelchairs, and persons utilizing walkers.
b) Climb, bend, stoop, twist, crouch and kneel to secure wheelchairs and conduct vehicle inspections.
c) Sit for extended periods of time.
d) Use full range of sense of hearing, speech and vision.
e) Display manual dexterity as applicable to position.

3. Specific Qualifications.

a) Maintain a Positive, Pro-active, and Professional demeanor with all fellow employees.
b) Assist and interact with public in a professional manner.

c) Display a high level of attention to detail.
d) Make sound decisions and take responsibility.
e) Maintain good attendance and be punctual
f) Be organized in all work activities, while meeting service schedules.
g) Read, interpret, and apply policy and procedure.

## POSITION RESPONSIBILITIES:

Within the parameters established by the Director of Operations and/or the Safety and Training Department, and approved policies and procedures, Bus Drivers are assigned the following position responsibilities:

1. Safe and efficient operation of fleet vehicles:

   a) Performs all pre-trip vehicle inspections in accordance with all applicable laws and within the guidelines set forth by the company.
   b) Reports all unsafe conditions to management.
   c) Properly accounts for all system funds, i.e. ticket sales, fares received, and all other transactions involved with position, where applicable.
   d) Operates assigned route in accordance with prescribed system timetable, manifest and/or according to the instruction of dispatch.
   e) Properly Maintains all required documentation in accordance with laws and within the guidelines set for the by the company.
   f) Observe safety as a priority while performing all duties.

2. Customer service:

   a) Focuses and responds appropriately to the needs of all customers.
   b) Maintains positive attitude and professional image while interacting with customers.
   c) Observes and acts in accordance with all laws regarding the transporting of person's with disabilities (ADA).
   d) Directs and assists customers upon request in a friendly manner.
   e) Reports any unusual incidents to project supervisor.

3. Other duties as assigned:

a) As assigned by project supervisor.

Employee or Candidate:

Signed: _____

Dated: _____

Project Manager:

Signed: _____

Dated: _____

Original: Employee Personnel File
Copy to: Employee

Southland Transit Inc.

From: STI Training Director

To: All Prospective Employees

Date: _____

Subject: Acknowledgment for Contingency of Employment

I understand that employment with Southland Transit, Inc. is employment-at-will which can be terminated at any time. However, as I am seeking to be an employee who is also subject to state and federal licensing requirements, as well as being required to be deemed insurable for operation of a vehicle, I understand that my employment with Southland Transit is contingent upon the successful completion of the required pre-employment physical, DOT drug screen, and background certification check.

Furthermore, I acknowledge that I must successfully complete the training program as described by Southland Transit, Inc. and attain all licensing and certifications as required by State and Federal law, in accordance with the training program.

Any discrepancies or falsifications of required documentation or of my application may be cause for my being dropped from training and being terminated from employment.

I have read and understand the above statements.

_____ _____

Name (print) Date

_____

Signature

# Southland Transit, Inc. - Driver Trainee Classroom Schedule

*Week of:* _____

| Date: | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|---|---|---|---|---|---|---|---|
| | OFF | CLASS | CLASS | CLASS | CLASS | CLASS | OFF |
| *TRAINER* | | | | | | | |
| *TIME* | | | | | | | |
| *SUBJECT* | | | | | | | |
| *TRAINER* | | | | | | | |
| *TIME* | | | | | | | |
| *SUBJECT* | | | | | | | |
| *TRAINER* | | | | | | | |
| *TIME* | | | | | | | |
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| *TRAINER* | | | | | | | |
| *TIME* | | | | | | | |
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| *TRAINER* | | | | | | | |
| *TIME* | | | | | | | |
| *SUBJECT* | | | | | | | |
| *TRAINER* | | | | | | | |
| *TIME* | | | | | | | |
| *SUBJECT* | | | | | | | |
| *TRAINER* | | | | | | | |
| *TIME* | | | | | | | |
| *SUBJECT* | | | | | | | |
| *Homework* | | | | | | | |
| | | | | | | | |
| *Subject* | | | | | | | |
| *TOTAL TIME* | | | | | | | |

Form C

# SOUTHLAND TRANSIT, INC.

# DRIVER TRAINEE PERFORMANCE EVALUATION

Driver Trainee Name: _____ Project: _____

Date BTW Started: _____ Service Type: _____

## EVALUATION PROCEDURE

This segment consists of a behind-the-wheel evaluation of driving ability and defensive driving skills. The Driver Trainee starts each day with a maximum score available. Points are deducted each time the student obtains a score of less than 4. The maximum score available may fluctuate, as certain areas may not apply to the training session. For that reason the score is formulated on a percentage basis. Scoring instructions are located on page 4 of this booklet.

## MAXIMUM SCORE AVAILABLE

The MSA is based on an allotted total of 4 points for each item scored. Count the amount of items scored and multiply by 4. This number represents your MSA.

## RATINGS

**1 = Violation 2 = Below Standard 3 = Satisfactory 4 = Good**

Note: Violations ratings are only given in the event of a hazardous, unsafe or illegal maneuver. All violation ratings require explanation.

| | Date | Instructor | Coach # | Wheel Time | Time Daily | Time Accrual | Student Score | Initial |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | / | | | % | |
| 2 | | | | / | | | % | |
| 3 | | | | / | | | % | |
| 4 | | | | / | | | % | |
| 5 | | | | / | | | % | |
| 6 | | | | / | | | % | |
| 7 | | | | / | | | % | |
| 8 | | | | / | | | % | |
| 9 | | | | / | | | % | |
| 10 | | | | / | | | % | |

**DRIVER TRAINEES MUST ACHIEVE AN AVERAGE SCORE OF NO LESS THAN 75% BEFORE BEING RELEASED FROM TRAINING.** %

| SUBJECT | DAY | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Pre Trip Inspection** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Daily Bus Report | | | | | | | | | | |
| Pre-Exterior | | | | | | | | | | |
| Exterior | | | | | | | | | | |
| Tires/Rims/Lugs | | | | | | | | | | |
| Passenger Compart. | | | | | | | | | | |
| Emergency Exits | | | | | | | | | | |
| Fire Extinguisher | | | | | | | | | | |
| Operator Compart. | | | | | | | | | | |
| Recycle W/C/ lift | | | | | | | | | | |
| **Brakes** | | | | | | | | | | |
| Air Brake Test | | | | | | | | | | |
| Hydraulic Brake Test | | | | | | | | | | |
| Hydraulic W/Booster | | | | | | | | | | |
| Vacuum /Hydraulic | | | | | | | | | | |
| ABS Operation | | | | | | | | | | |
| **Transmissions** | | | | | | | | | | |
| Understanding | | | | | | | | | | |
| Operation | | | | | | | | | | |
| **Smith System** | | | | | | | | | | |
| Aims High | | | | | | | | | | |
| Gets Big Picture | | | | | | | | | | |
| Keeps eyes moving | | | | | | | | | | |
| Leaves an out | | | | | | | | | | |
| Makes sure they see | | | | | | | | | | |
| **Obstacle Course** | | | | | | | | | | |
| Forward Stop | | | | | | | | | | |
| Gradual Crossover | | | | | | | | | | |
| Serpentine | | | | | | | | | | |
| Measured Right turn | | | | | | | | | | |
| **Steering** | | | | | | | | | | |
| Hand Position | | | | | | | | | | |
| Smooth Motion | | | | | | | | | | |
| Other | | | | | | | | | | |
| **Radio Operation** | | | | | | | | | | |
| Uses 10 - Codes | | | | | | | | | | |
| Clipping | | | | | | | | | | |
| Transfer Procedure | | | | | | | | | | |
| **Backing** | | | | | | | | | | |
| Speed Control | | | | | | | | | | |
| Uses Horn | | | | | | | | | | |
| Uses Mirrors | | | | | | | | | | |
| Straight line method | | | | | | | | | | |
| Weaving method | | | | | | | | | | |
| Back up Stall | | | | | | | | | | |
| Parallel parking | | | | | | | | | | |

| **Acceleration, Braking & Stopping Distance** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|---|
| Engage P/Brake | | | | | | | | | | |
| Accelerates smooth | | | | | | | | | | |
| Maintains speed | | | | | | | | | | |
| Initial brake depress. | | | | | | | | | | |
| Stopping distance | | | | | | | | | | |
| Vehicle in front | | | | | | | | | | |
| Behind limit line | | | | | | | | | | |
| Complete Stop | | | | | | | | | | |
| **Lane use, changing & passing** | | | | | | | | | | |
| Position Centered | | | | | | | | | | |
| Position 6" from curb | | | | | | | | | | |
| Position 4' from curb | | | | | | | | | | |
| Checks mirrors | | | | | | | | | | |
| Signals in advance | | | | | | | | | | |
| Signals properly when passing | | | | | | | | | | |
| Right lane usage | | | | | | | | | | |
| Merges smoothly | | | | | | | | | | |
| **Turns** | | | | | | | | | | |
| Choice of lane | | | | | | | | | | |
| Checks mirror | | | | | | | | | | |
| Signals in advance | | | | | | | | | | |
| Proper set up | | | | | | | | | | |
| Check blind spot | | | | | | | | | | |
| Square Turn | | | | | | | | | | |
| Uses hand over hand | | | | | | | | | | |
| Uses hand to hand | | | | | | | | | | |
| 5mph or less when making right turn | | | | | | | | | | |
| Monitors tail swing | | | | | | | | | | |
| Accelerates out of | | | | | | | | | | |
| Returns hands to 9&3 or 10&2 | | | | | | | | | | |
| **Intersections** | | | | | | | | | | |
| Surveys before entering | | | | | | | | | | |
| Speed entering | | | | | | | | | | |
| Covers brakes | | | | | | | | | | |
| Keeps head & eyes moving | | | | | | | | | | |
| Ensures intersection is clear | | | | | | | | | | |
| Obeys sign/signals | | | | | | | | | | |
| Yields for pedestrians | | | | | | | | | | |
| Yield Right of Way | | | | | | | | | | |

| SUBJECT | DAY | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Freeway Driving** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| )bserves Signs and Signals | | | | | | | | | | |
| Checks Mirrors | | | | | | | | | | |
| Signals properly | | | | | | | | | | |
| Scans for gap in Traffic | | | | | | | | | | |
| Speed limit adher. | | | | | | | | | | |
| On/off Ramp | | | | | | | | | | |
| Merges smoothly | | | | | | | | | | |
| **Rural Driving** | | | | | | | | | | |
| Observes Signs and Signals | | | | | | | | | | |
| Checks Mirrors | | | | | | | | | | |
| Signals properly | | | | | | | | | | |
| Speed limit adher. | | | | | | | | | | |
| **Mountain Driving** | | | | | | | | | | |
| Observes Signs and Signals | | | | | | | | | | |
| Checks Mirrors | | | | | | | | | | |
| Signals properly | | | | | | | | | | |
| Speed limit adher. | | | | | | | | | | |
| **Curves & Hills** | | | | | | | | | | |
| Signals properly | | | | | | | | | | |
| Checks Traffic | | | | | | | | | | |
| Push-pull method | | | | | | | | | | |
| Merges smoothly | | | | | | | | | | |
| Approaches curve at proper speed | | | | | | | | | | |
| Positions vehicle for curve | | | | | | | | | | |
| Maintains position in curve | | | | | | | | | | |
| Selects proper lane before hill | | | | | | | | | | |
| Uses correct gear | | | | | | | | | | |
| Slows when approaching crest | | | | | | | | | | |
| Proper braking proc. down hills | | | | | | | | | | |
| **Night Driving** | | | | | | | | | | |
| Uses High beams Properly | | | | | | | | | | |
| Increases following distance | | | | | | | | | | |
| ight blinded: Looks to edge of Road | | | | | | | | | | |

| **Railroad Crossing** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|---|
| Mirror Usage | | | | | | | | | | |
| Signal Usage | | | | | | | | | | |
| Position after stop | | | | | | | | | | |
| Uses four ways | | | | | | | | | | |
| Looks & Listens | | | | | | | | | | |
| Merges into Traffic smoothly | | | | | | | | | | |
| **Hostile Weather** | | | | | | | | | | |
| Uses Headlights | | | | | | | | | | |
| Uses Wipers | | | | | | | | | | |
| Increase following Distance | | | | | | | | | | |
| Looks for Hazards | | | | | | | | | | |
| **Narrow Streets / Traffic Circles** | | | | | | | | | | |
| Continually checks side clearance | | | | | | | | | | |
| Under 15mph on narrow streets | | | | | | | | | | |
| Checks for Traffic over Shoulder | | | | | | | | | | |
| Merges only when safe to do so | | | | | | | | | | |
| Positions vehicle in exit lane early | | | | | | | | | | |
| Looks for lost or confused Drivers | | | | | | | | | | |
| **Bike Racks** | | | | | | | | | | |
| Knows proper method of use | | | | | | | | | | |
| Able to clearly explain rules & proc. | | | | | | | | | | |
| **Wheelchair lift operation & securement** | | | | | | | | | | |
| Vehicle position for boarding/deboarding | | | | | | | | | | |
| Operation of lift | | | | | | | | | | |
| Communicates to passenger | | | | | | | | | | |
| Conventional Sec. | | | | | | | | | | |
| 4 point tie down | | | | | | | | | | |
| **Service Stops / Bus Zones** | | | | | | | | | | |
| Correct approach | | | | | | | | | | |
| Signal Use | | | | | | | | | | |
| Stop 3' before sign | | | | | | | | | | |
| 6"-12" parallel | | | | | | | | | | |
| Engages 4-ways | | | | | | | | | | |

## Service Stops / Bus Zones (cont.)

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|
| Uses caution with Passengers in zone | | | | | | | | | | |
| Monitors tail swing when pulling away | | | | | | | | | | |
| Uses door properly | | | | | | | | | | |
| Warns Passenger of Hazards | | | | | | | | | | |

## Route Knowledge

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|
| Farebox knowledge/ completes manifest | | | | | | | | | | |
| Is familiar with Routes | | | | | | | | | | |
| Times stops | | | | | | | | | | |
| Is aware of critical service points | | | | | | | | | | |

| Date | Instructor Explanation of Violation rating / Comments | Initial |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

**Scoring Instructions:** Input all of the various ratings in their appropriate boxes for the Day/Session in question. Add all totals from "score" column, multiply total by four (4) and input into box labeled "Maximum Score Available". Add all scores from "calculation" column and input into box labeled "Subtotal". Input violation ratings subtracted from Subtotal into box labeled "Total". Divide Total Score by Maximum Score Available and input percentage into bold box. Transfer percentage to front page for review.

| Day/Session #1 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

| Day/Session #2 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

| Day/Session #3 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

| Day/Session #4 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

| Day/Session #5 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

| Day/Session #6 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

| Day/Session #7 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

| Day/Session #8 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

| Day/Session #9 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

| Day/Session #10 | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard ratings | | x 2 = | |
| Total of Satisfactory ratings | | x 3 = | |
| Total of Good ratings | | x 4 = | |
| **Subtotal Score** | | = | |
| Total Violation ratings | | x-1 = | _ |
| **Total** | | = | |
| **Maximum Score Available** | | = | % |

# ROUTE TRAINING

| | DATE | ROUTE | RUN/SHIFT# | *CHECK IF IN SERVICE | TRAINER |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

* **Driver Trainee must be signed-off, licensed with applicable endorsements before driving any vehicles in revenue service!**

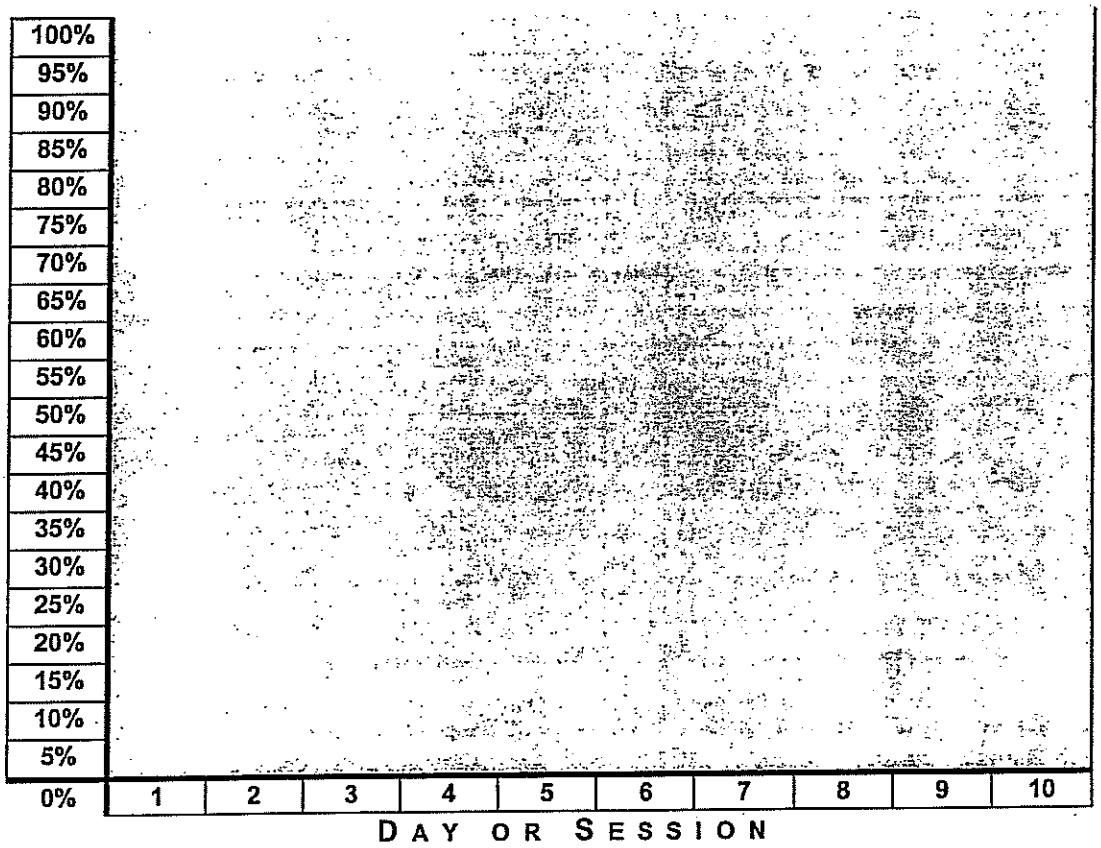
**Note: In revenue service is defined as a vehicle in operation with passengers for fare.**

## COMMENTS

Route knowledge

| | |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |

# DRIVER TRAINEE PROGRESS CHART




**This chart is used to measure improvement on a progressive level for each Driver Trainee. Using a red ink pen, draw a straight line from preceding percentage scored to current percentage scored. The numbers below the chart represent the current session or day of training in question. If on first day or session, start line at the percentage reached that day on column #1.**

# Southland Transit, Inc.
## INDIVIDUAL TRAINING LOG

Driver Name _____ Date of Birth _____ Medical Expiration Date _____

Certificate Type _____ Expiration Date _____ Special Restrictions _____

Driver's Lic. # / Class _____ Expiration Date _____ DMV Restrictions _____

**CLASSROOM** **BEHIND THE WHEEL**

| Date | Instructor | In Service | Vehicle Training Codes | Subject | Time | Total Training | Behind the Wheel Training | Vehicle Training Codes | Brake Codes | Equip. Codes | Road Time | Total Time |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
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### IN SERVICE CODES

A Orientation
B Safety Meeting
C CPR/First Aid
D. Fire Equipment
E Empathy
F Wheelchair
G Emergency Procedures
H Defensive Driving
I Safe Lifting
J Miscellaneous
K DMV Laws
L Radio Procedures
M Retraining
N Passenger Relations

### VEHICLE TRAINING CODES

1 Pretrip
2 Engine Control
3 Clutch Use
4 Transmission
5 Brake Check
6 Defensive Driving
7 Braking
8 Turns
9 Driving on Hills
10 Mountain Driving
11 Lift Operation
12 DMV Route
13 Unobserved Rd Check
14 Skill Test
15 RR Crossing
16 Loading & Unloading
17 Water & Wet Roads
18 Fog
19 Freeway
20 Rural Two Lane Road
21 City
22 Winding Roads
23 Upgrade/Downgrade
24 Observed Road Check
25 Radio Operation
26 Fare Box

### BRAKE CODES

A Air
SBA Spring Brakes Automatic
SBM Brakes Modulated
H Hydraulic
HV Hydraulic Vacuum Power
HVD Hydraulic Vacuum Dual System

### EQUIPMENT CODES

V Van to 19 Passenger
MB Minibus over 19 Passenger
TC Transit Coach 30'
TCA Transit Coach 35'
TCB Transit Coach 40'

ST Standard Transmission
S10 Standard 10 speed
AT Automatic Transmission
AH Automatic Heavy, 5 speed, etc.

**CLASSROOM** **BEHIND THE WHEEL** FORM E – page 2

| Date | Instructor | In Service | Vehicle Training Codes | Subject | Time | Total Time | Date | Behind The Wheel Trainer | Vehicle Training Code | Brake Code | Equip. Code | Time | Total Time |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
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# TRAINING LAPEL SHEET

*NAME:* _____ *TRAINING START:* _____

*POSITION:* _____ *TRAINING COMPLETE:* _____

*PHONE:* _____ *CDL TYPE:* _____

*S.S.N.:* _____ *FIRST AID:* _____

*HIRE DATE:* _____ *CPR:* _____

*C.D.L. NO.:* _____ *DOB:* _____

**DRIVER PROFICIENCY & AUTHORIZED VEHICLES**
**( CCR 13, 1229 ) (CCR 13, 1234 (b) )**

| *DATE* | *INSTRUCTOR INITIAL* | |
|---|---|---|
| _____ | _____ | ____Vehicles less than 10,000 GVWR |
| _____ | _____ | ____Vehicles 10,000 - 26,000 GVWR |
| _____ | _____ | ____Vehicles over 26,000 GVWR |
| _____ | _____ | ____Bus w/ airbrakes ___ passengers |
| _____ | _____ | ____Bus w/ hydraulic brakes ___ pssgrs. |
| _____ | _____ | ____Standard shift Transmission |
| _____ | _____ | ____Automatic Trans. only ( rest. 64 ) |
| _____ | _____ | ____Airbrake endorsement. |
| _____ | _____ | ____Verification of Transit Training Cert. |
| _____ | _____ | ____General Public Paratransit Cert. |
| _____ | _____ | ____VDDP Certificate |

# PULL OUT INSPECTION REPORT

**Part 1, Driver Certification** Date: _____

Driver: _____ Observer: _____

Service Type: ☐Fixed Route ☐Dial-A-Ride, ☐Other Bus No.: _____

Certificate held: ☐VTT, ☐VDDP, ☐GPPV, ☐ SPAV, ☐ School bus Cert. Exp.: _____

Date: _____ CDL No.: _____ Type/Endors: _____ Lic. Exp.: _____

(DL51)Medical Card Exp: _____ Shift arrival: _____ Facility Departure: _____

**Part 2, Pre-Trip Vehicle Inspection**

| | | Yes | No |
|---|---|---|---|
| **Step 1:** | **Exterior/Before Starting Vehicle** | | |
| | Exterior Check for leaks, or major damage/defect | ☐ | ☐ |
| | Inspects engine compartment, e.g. belts, hoses, filters | ☐ | ☐ |
| **Step 2(a):** | **Exterior** | | |
| | Checks all exterior lights for proper illumination | ☐ | ☐ |
| | Physically checks any accessories/attachments for securement | ☐ | ☐ |
| **Step 2(b):** | **Tires, Wheels and Lugs** | | |
| | Physically checks lug nuts, valve stem, balancer | ☐ | ☐ |
| **Step 3:** | **Interior/Passenger Seating Area** | | |
| | Insures required items on board, e.g. emergency reflectors, fire extinguisher, 1st aid kit, accident kit | ☐ | ☐ |
| | Opens one emergency exit each side to ensure proper function | ☐ | ☐ |
| | Has appropriate restraint inventory | ☐ | ☐ |
| **Step 4:** | **Driver Compartment** | | |
| | Checks for vehicle registration and insurance documents | ☐ | ☐ |
| | Properly adjusts mirrors | ☐ | ☐ |
| | Recycles W/C lift properly | ☐ | ☐ |
| | Does a complete brake test: Air System | ☐ | ☐ |
| | Hydraulic System | ☐ | ☐ |

Remarks: _____

_____

_____

Driver's Signature: _____ Date Reviewed: _____

**Southland Transit Inc.**

# Unsafe Act Citation

Employee Name: _____ Date:_____

The company has the right to terminate your employment immediately if you have been involved in an unsafe act. In this case we have determined that your actions would not result in immediate termination and instead you are being issued this citation as a warning that you are in violation of the STI Safety and Training Program policy, as described in Section 12.1 – Unsafe Acts.

This is your _____ warning of violation.

State the date and nature of prior warnings, if applicable.

1. _____

2. _____

As a reminder, further violations may warrant disciplinary action, up to and including termination.

Description of Unsafe Act: _____

_____

Observing Supervisor: _____

Supervisor Signature: _____ Date: _____

You are urged to act upon this information by correcting any/all behavior related to the nature of this citation.

Employee Comments: _____

_____

_____

_____

Employee Signature: _____ Date: _____

Distribution: Original to Employee Personnel File
Copy to Location Training File and Employee

Form J

Southland Transit Inc.

# Retraining Document

**COMPLETE THIS SECTION AND PROVIDE COPY TO EMPLOYEE**

Employee Name: _____ Date: _____

You are scheduled to receive additional training on _____ as a result of:

☐ Preventable Accident ☐ Failed Evaluation ☐ Unsafe Act

You are required to report to (circle one) your project instructor / Central Training at _____(time) on the above date. Failure to attend may result in further disciplinary action, up to and including termination.

**COMPLETE THIS SECTION DURING AND FOLLOWING COMPLETION OF EMPLOYEE RE-TRAINING**

Subject(s) covered: _____

_____

Time spent in Class: _____ Time spent Behind-the-wheel: _____

Instructor Comments: _____

_____

_____

Instructor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Distribution: Original to Employee Personnel File
Copy to Location Training File and Employee

Form K

**SOUTHLAND TRANSIT, INC.**

**SAFETY AND TRAINING PROGRAM**

Policy Acknowledgement

I _____, acknowledge that I have received a copy of the Southland Transit, Inc. Safety and Training Program policy, and fully understand the applicability of this policy to my position, as specifically discussed in Section 3 and referenced within the entire policy document.

Furthermore, I acknowledge that I have received a copy of the Southland Transit, Inc. Employee Handbook and Injury and Illness Prevention Program and understand that I will continue to be governed by them, in addition to the Safety and Training Program. I also fully understand that Southland Transit, Inc. is an "at-will" employer; therefore, any employee may resign at any time, just as the company may terminate the employment relationship with any employee, at any time for any reason, with or without notice.

_____
Employee Signature

_____
Supervisor

_____
Date

Original: Personnel File
Copy to: Employee and
Location Training File

Form L

# Southland Transit, Inc.
# Bus Driver Evaluation

TYPE OF REVIEW: Observed ☐ Unobserved ☐

Driver Name: _____ Date (PT) _____ (RC)_____

Start Time (PT) _____ (RC)_____ Finish Time (PT)_____ (RC) _____

Vehicle Number (PT) _____ (RC) _____ Driver's License # _____

Driver's License Expiration: _____ DL 51(a) Expiration Date: _____

Supervisor's Signature:_____ Examiner's Signature _____

Input one of the following scores in each applicable Box. After, refer to reverse side for scoring.
Operator must achieve score of not less than 75%.
- 4= Good
- 3= Satisfactory
- 2= Below standard
- 1= Violation/Retraining Required

Exceptions: Score of less than 3 in E, G, or N is cause for immediate termination.

**ANY CHECKS BELOW WILL RESULT IN IMMEDIATE FAILURE**
- Did not follow backing procedure ☐
- Failure to have valid Driver's license, DL 51(a) and required cert. ☐
- Improper body mechanics when securing mobility device ☐

**SCORE ACHIEVED:** Check one of the following after completing reverse side
- GOOD = scored 91-100% ☐
- SATISFACTORY = scored 75-90% ☐
- BELOW STANDARD = scored below 75% driver needs retraining ☐
- VIOLATION = score does not apply and operator requires retraining ☐

| PRETRIP INSPECTION SCORE ___% | | RIDE CHECK SCORE ___% | | WHEELCHAIR CHECK SCORE ___% | |
|---|---|---|---|---|---|
| Exterior lights | | Uses seatbelt at all times | | Stops proper distance from curb | |
| Fluid levels | | Releases emergency parking brake | | | |
| Belts and Hoses | | Two hand grip on steering wheel | | Engages emergency brake, lift switch | |
| Fluid Leaks | | Checks mirrors every 5-8 seconds | | | |
| Tires/Wheels/Lugs/Rims | | Accelerates smoothly | | Proper use of lift cover | |
| Springs/Shocks (if applicable) | | Always aware of changing rd conditions | | | |
| Brakes/Drums/Linings | | Adequate self confidence driving | | Proper use of lap restraint | |
| Doors & Mirrors | | Follows proper radio procedures | | Applies brakes of wheelchair wile on lift & turns off power on electric powered devices | |
| Emergency Reflectors | | Makes proper turns | | | |
| Fuel Tanks | | Makes turns at 5 mph or less | | | |
| Air/Electrical Lines, Connectors | | Maintains proper speed & following distance | | | |
| Horn | | Approaches traffic signals ready to stop | | Proper tie-down, including kneeling to install tie-downs (failure to properly secure is a violation) | |
| First Aid Kit | | Uses turn signals & flashers correctly | | | |
| Brake Systems (checks) | | Comes to full stop | | | |
| Gauges | | Correct position after stopping | | Proper tie-down, including kneeling to install tie-downs (failure to properly secure is a violation) | |
| Heater/Defroster/AC | | Checks traffic before moving after stopping | | | |
| Windows/Windshield/Wipers | | Uses flashers when boarding/disembarking | | | |
| Panel Lights | | Correct position in bus zones (parallel) | | | |
| | | Stops vehicle proper distance from curb | | Folds/unfolds lift properly (including proper standing position) | |
| **ADDITIONAL ITEMS FOR BUSES** | | Brakes engaged while loading/unloading | | | |
| Fire Extinguisher (if required) | | Checks passengers before moving vehicle | | | |
| Passenger Entry Doors | | Opens door after coming to complete stop | | Raises/lowers lift properly | |
| Emergency Exits | | Signals traffic in advance when pulling out | | | |
| Seats/Stanchions/WC lift | | Stops the vehicles smoothly | | Demonstration of manual lift use | |
| General Interior | | Announces major intersection and transfer points | | | |
| Wheelchair lift cycle | | | | Proper call-in to dispatch "4-point tie-down and lap restraint secured" | |
| WC Securement devices/restraints | | Greets pssgrs correctly during boarding | | | |
| Interlock devices | | Collects proper fare/counts pssgrs correctly | | | |

Examiner's Remarks: _____

_____

Driver's Comments: _____

_____

Driver's Signature: _____

Distribution: original- location file; copy to driver

## Route/Timetable Adherence

| Location | Arrival time | Departure | Scheduled |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## SCORING INSTRUCTIONS

- Input all of the various rating in the appropriate boxes for each category in question.
- Add all totals from "score column", multiply total by four (4) and input into box labeled "maximum score available.
- Add all scores from "calculation" column and input into box label "Subtotal".
- Input violation ratings subtracted from Subtotal into box labeled "Total".
- Divide Total Score by "Maximum Score Available" and input percentage into bold box.
- Complete area below by adding "Maximum Scores Available" and "Totals" from all applicable categories.
- Divide "Totals" by "MSA" and input percentage into highlighted box.

| PRETRIP INSPECTION | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard Rating | | X 2 = | |
| Total of Satisfactory ratings | | X 3 = | |
| Total of Good ratings | | X 4 = | |
| SUBTOTAL SCORE | | = | |
| Total Violation ratings | | X – 1 = | |
| TOTAL | | = | |
| Maximum Score Available | | = | |

| RIDE CHECK | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard Rating | | X 2 = | |
| Total of Satisfactory ratings | | X 3 = | |
| Total of Good ratings | | X 4 = | |
| SUBTOTAL SCORE | | = | |
| Total Violation ratings | | X – 1 = | |
| TOTAL | | = | |
| Maximum Score Available | | = | |

| WHEELCHAIR CHECK | Score | | Calculation |
|---|---|---|---|
| Total of Below Standard Rating | | X 2 = | |
| Total of Satisfactory ratings | | X 3 = | |
| Total of Good ratings | | X 4 = | |
| SUBTOTAL SCORE | | = | |
| Total Violation ratings | | X – 1 = | |
| TOTAL | | = | |
| Maximum Score Available | | = | |

| | |
|---|---|
| TOTAL SCORE ACHIEVED | |
| MAXIMUM SCORE AVAILABLE | |
| PERCENTAGE ACHIEVED | % |

Refer to Score Achieved located on page 1 for further instructions

# FIELD SUPERVISOR'S DAILY REPORT

Supervisor: _____ Day & Date: _____

Time shift started: _____ Ended: _____ Lunch Period: _____

Weather (circle one that best describes conditions) Sunny Cloudy Fair Rain Windy Hot Cold

Please use 24-hour time wherever time is required, i.e. 1600 = 4:00 p.m.

| LOCATION | RTE/DIR | DUE | DEPART | DIFFER. | BUS | DRIVER | COMMENTS/EXPLANATION |
|---|---|---|---|---|---|---|---|
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DONE: Indicate with check mark when assignment is completed

| NATURE OF TASK | ASSIGNED BY | DUE | DONE | COMMENTS |
|---|---|---|---|---|
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SEE REVERSE SIDE FOR COMMENTS SECTION AND SUPERVISOR INCIDENT REPORTING

| DISTURBANCES | | | |
|---|---|---|---|
| DRIVER | LOCATION | TIME | INCIDENT TYPE (USE REMARKS COLUMN IF NECESSARY) |
| | | | |
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TYPE: Indicate one of the following. Observed, Unobserved, W/Chair. If observed note parts completed i.e. ride check (RC) or Pre-trip (PT).

| EVALUATION | | | | | | |
|---|---|---|---|---|---|---|
| TYPE | RTE/RUN | START | END | DRIVER | SCORE | COMMENTS |
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Please outline any details involving bus disturbances or other pertinent information below.

## REMARKS

# INJURY ILLNESS PREVENTION PROGRAM

Southland Transit Inc.

# SAFETY AND HEALTH POLICY
# PROGRAM OBJECTIVES

The success of the company's Safety and Health Program depends on the sincere, constant, and cooperative effort of all program officials, management, and employees. Their active participation and support of the safety program and implementation of its procedures will make it a success.

**Annual Review:**

The following objectives and goals have been established to gauge the success of our program, as a minimum guideline, and will be reviewed annually by the Safety Coordinator to evaluate the program's safety performance:

**Objectives:**

1. To provide a safety and health program consistent with good operating practices and maintain compliance with applicable safety and health regulations.
2. To create an attitude of safety consciousness in management, supervision, and employees throughout all operations regarding all health and safety matters.

In order to accomplish these objectives, our safety program will include:

1. Preplanning for safety in every portion of the operation through the active cooperation and participation of management personnel. We will draw upon their experience and expertise to anticipate and mitigate or eliminate accident-producing situations.
2. Provide mechanical and physical safeguards to the maximum extent possible in compliance with government regulations, i.e., State or Federal OSHA, fire codes, etc.
3. Conduct a program of safety and health inspections to discover and correct unsafe working conditions or practices; to control health hazards; and to comply fully with the safety and health standards for each job, operation, and facility.
4. Training for all employees on good safety and health practices.
5. Providing the necessary personal protective equipment and instructions for its use and care.
6. Developing and enforcing safety and health rules and requiring all employees to cooperate with these rules as a condition of employment.
7. Investigating every accident promptly to find its cause and correcting the problem in order to prevent recurrence.

## RESPONSIBILITY

The Injury and Illness Prevention (IIP) Program administrator,
Jason Snow
has the authority and the responsibility for implementing and maintaining this IIP Program for **Southland Transit, Inc.**

Managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program is available from each manager and supervisor.

## COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include the following practices:

- ✓ Informing workers of the provisions of our IIP Program.
- ✓ Evaluating the safety performance of all workers.
- ✓ Recognizing employees who perform safe and healthful work practices.
- ✓ Providing training to workers whose safety performance is deficient.
- ✓ Disciplining workers for failure to comply with safe and healthful work practices.

## COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes the following items:

- ✓ New worker orientation including a discussion of safety and health policies and procedures.
- ✓ Review of our IIP Program.
- ✓ Training programs.
- ✓ Regularly scheduled safety meetings.
- ✓ Posted or distributed safety information.
- ✓ A system for workers to anonymously inform management about workplace hazards.

## DISCIPLINARY POLICY

The following conditions could result in disciplinary action under the provisions of this policy:

1. Violation of a supervisor's safety-related instructions.
2. Violation of established safety rules and/or procedures.
3. Violations of instructions on posted safety-related signs.
4. Accumulation of an excessive number of injuries (three or more within a 24 month period.)
5. Obvious unsafe actions as may be indicated by the improper use of equipment, horseplay, or practical joking, poor housekeeping practices, etc.
6. Lack of concern toward safety instructions and programs.

The above circumstances are not intended to be all-inclusive. Any other circumstances that indicate an employee's disregard for his/her own safety, the safety of others, or the neglect of proper care for equipment, may also result in disciplinary action under the provisions of this policy.

Supervisors will also be subject to disciplinary action when their employee receives some form of disciplinary action for violation of safety rules and guidelines, or when the supervisor demonstrates negligence in their implementation or enforcement of written policy. Any member of supervision may be subject to disciplinary guidelines as an individual employee or as a member of management.

Depending on the circumstances or the severity of the violation or incident, any level of discipline, which is most appropriate for the time and action, up to, and including termination, may be implemented.

## HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

Periodic inspections are performed according to the following schedule:

1. When we initially established our IIP Program;
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
3. When new, previously unidentified hazards are recognized;
4. When occupational injuries and illnesses occur; and
5. Whenever workplace conditions warrant an inspection.

## ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken.

## HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

## TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When the IIP Program is first established;
2. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA;
3. To all workers given new job assignments for which training has not previously provided;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

## RECORDKEEPING

Our establishment has twenty or more workers and is not on a designated low hazard industry list. We have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, recorded on a Safety Inspection Form; and
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers, recorded on a worker training and instruction form.

Inspection records and training documentation will be maintained for one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment.

# Investigation, Inspection, Correction Forms

**SOUTHLAND TRANSIT, INC.**
**EMPLOYEE SAFETY & HEALTH SUGGESTION FORM**

I would like to report, without fear of reprisal, what I believe to be a safety/health hazard that may cause injury, illness, death, or damage to an employee, or the public.

Describe Safety/Health Problem:_____

_____

_____

_____

Location: _____

Suggestion to Correct Problem:_____

_____

Employee's Name (Optional) _____

Received by: _____ Date _____

**Review and Comments**

Comments: _____

_____

Reviewed by: _____ Date:_____

Comments: _____

_____

Reviewed by: _____ Date:_____

Comments: _____

_____

Reviewed by: _____ Date:_____

ACTION TO BE TAKEN

_____

_____

Approved by: _____ Date: _____
Effective Date: _____

*Original to Safety Coordinator*

**SAFETY VIOLATION NOTICE**
**EMPLOYEE WARNING**

Employee Name _____ Dept._____

Date of Warning _____ 1st/2nd Notice_____ 3d/4th Notice_____
Date of Violation _____ Time _____ Location_____

Safety Violation (explain)_____
_____
_____

Violation Considered to be:
Extremely Serious ___ Serious ____ Minor ____ Other_____

COMMENTS_____
_____

Witness _____ Reported by _____

Supervisor's Comments:_____
_____
_____

Supervisor's Signature _____ Date _____

Employee's Comments:_____
_____
_____

Employee's Signature _____ Date _____

**Correction:** What action has or will be taken to prevent recurrence? (List then place an X by completed items and date.)_____
_____
_____
_____

Safety Coordinator Signature _____ Date_____

Dept Manager Signature _____ Date_____

*Originals to Personnel*
*Copies Safety Coordinator Employee*

# ACCIDENT INVESTIGATION REPORT

Date of Occurrence __/__/__ Time _____ a.m./p.m. Date Reported ___/__/___

**INJURY OR ILLNESS**

Name _____Part of Body Injured _____
Job _____ Location of Accident _____
Nature of Injury or Illness_____
Object/Equipment Inflicting Injury or Illness _____
Person with Most Control of Object/Equipment _____
Activity at time of Accident _____

**FLEET OR PROPERTY DAMAGE**

Estimated Cost _____ Actual Cost _____
Nature of Damage _____
Vehicle Speed _____ Registration No. of Equipment _____
Object/Equipment Causing Damage _____
Person with Most Control - Inflicting Damage _____
**Describe clearly how the accident occurred. (For all motor vehicle accidents, draw a diagram on other side.)**_____

_____

_____

**The Cause of the Accident:** What acts, failure to act, and/or conditions contributed most directly to this accident? Describe unsafe acts and/or unsafe conditions.

_____

_____

_____

Explain specifically why these acts and/or conditions existed._____

_____

_____

Loss Severity Potential: ___Major ___Serious ___Minor
Probable Frequency Rate ___Frequent ___Occasional ___Rare
**What action has or will be taken to prevent recurrence? (List items, then place an X by items completed and date.)**

_____

_____

_____

_____

_____ _____
Injured Employee's Supervisor's Signature Date

_____ _____
Reviewing Manager Date

*Original Safety Supervisor*
*Copy Personnel File*

# SAFETY INSPECTION FORM

Supervisor: _____ Inspector: _____
Location: _____ Date: ___/___/___

All items which need correction are marked with a "C". Note the corrections needed and suggestions for corrective action below. Mark items which are acceptable with an "A".

**Actions of Employees**

1. Personal protective equipment being worn as required? _____
2. Employees safety-trained for the job being performed? _____
3. Employees following proper work procedures? _____

**Safety Conditions**

4. Walkways, floors, and work areas properly maintained? _____
5. Housekeeping and cleanup adequate? _____
6. Office equipment properly maintained? _____
7. Power tools or equipment maintained and guarded? _____
8. Flammable liquids/chemicals properly used, identified and stored? _____
9. Adequate illumination provided? _____
10. Adequate ventilation provided? _____
11. Environmental hazards reviewed and maintained? _____
12. Fire protection equipment provided and maintained? _____
13. First aid and emergency medical supplies available? _____
14. Sanitation and drinking facilities properly maintained? _____
15. Safety communication and publicity provided? _____
16. Emergency procedures and phone numbers posted? _____

**Corrections**

_____
_____
_____
_____
_____

**Suggestions**

_____
_____
_____
_____

Completed by: _____ Date ___/___/____

*Original Safety Coordinator*
*Copy Management*

## REQUEST FOR CORRECTIVE ACTION

Request #: _____ Date ___/___/___ Time: _____
Requested by: _____ Title: _____
To: _____ Title: _____

**Upon receipt of this request you are asked to complete this form indicating the corrective action taken, if necessary, on the problem stated below.**

**Problem:** _____
_____
_____
_____

NOTICE OF CORRECTIVE ACTION MUST BE FURNISHED WITHIN 10 DAYS TO THE SAFETY COORDINATOR OR A MEMBER OF EXECUTIVE MANAGEMENT.

**ANALYSIS OF THE PROBLEM:**

CAUSES:

_____
_____
_____
_____

ANALYSIS:

_____
_____
_____
_____

CORRECTIVE ACTION (to prevent recurrence)

_____
_____
_____
_____
_____

Signature: _____ Effective Date: _____

*Original Safety Coordinator*
*Copy Supervisor*

# Employee Training Record Forms

## ORIENTATION CHECKLIST - SAFETY & HEALTH PROGRAM

_____ 1. Discussed the company safety program and provided employee with a copy of applicable safety rules for the job.

_____ 2. Reviewed and discussed the company Safety & Health Procedures Manual and applicable items for employee.

_____ a. Safety and Health Policy
_____ b. Code of Safe Practices
_____ c. Disciplinary Policy & Enforcement Practices
_____ d. Accident Reporting Procedures
_____ e. Reporting Unsafe Conditions
_____ f. Proper Lifting Techniques
_____ g. Special Protective Equipment Requirements

_____ 3. Showed location of fire alarms, fire extinguisher, fire exits, and discussed evacuation plan.

_____ 4. Discussed job training requirements and how assignments are made; reviewed job description and trained for job (copy attached).

_____ 5. Given instructions regarding personal appearance.

**I have discussed and understand all above statements and instructions.**

Supervisor:_____
(Sign and date)

Employee: _____
(Sign and date)

*Original to Personnel*

**CODE OF SAFE PRACTICES**
**Southland Transit, Inc.**

The purpose of the Code of Safe Practices is to assist you in making safety a regular part of your work habits. This is a minimum guide to help identify your responsibility for safety. **Your supervisor is obligated to hold you responsible for your safety** by providing you a safe place to work.

a. I will immediately report to my supervisor all accidents or near misses, and injuries, no matter how slight, that occur on the job.
b. I will cooperate with and assist in the investigation of accidents to identify the causes and to prevent recurrence.
c. I will promptly report to my supervisor any unsafe acts, practices, or conditions that I observe.
d. I will become familiar with and observe safe work procedures during the course of my work activities.
e. I will keep my work areas clean and orderly.
f. I will avoid engaging in horseplay and avoid distracting others.
g. I will obey all safety rules and follow published work instructions.
h. I will wear personal protective equipment as required by my supervisor.
i. I will inspect all equipment prior to use and report any unsafe conditions to my immediate supervisor.
j. I will submit any suggestions for accident prevention which may assist in improved working conditions or work practices to my immediate superior.
k. I will not smoke on the premises.
l. I will not bring onto the job, have in my possession, or in my car, any weapons or ammunition of any kind.
m. I will not have in my possession, use, or introduce intoxicating liquor or illegal drugs on any customer's property or work area or facility, and I will accept possible discharge for these illegal actions.
n. I will not come to work under the influence of intoxicating liquor or illegal drugs, and realize that I will not be allowed to start work and may be immediately discharged for this action.

**I HAVE READ AND UNDERSTAND THE ABOVE ITEMS AND REALIZE THAT FAILURE TO FOLLOW THESE RULES MAY BE GROUNDS FOR DISMISSAL WITH NO POSSIBILITY OF REHIRE.**

**SOUTHLAND TRANSIT, INC.**
**EMPLOYEE ACKNOWLEDGMENT FORM**

**CODE OF SAFE PRACTICES**

I _____, hereby acknowledge that I have received, read and understand the "Code of Safe Practices for Southland Transit, Inc.

I agree to conform to all practices, safety rules, and regulations relating to safe work performance.

I understand that my failure to follow these safety procedures will result in disciplinary action up to and including discharge.

I further understand that:

a) It is my responsibility to report all unsafe conditions or violations of the Code of Safe Practices to my supervisor or other management personnel in order to minimize the potential of injury to my fellow workers.
b) I am encouraged to inform my immediate superior of any hazards on the job without fear of reprisal, and that should my assistance create any such action or related intimidation that I am encouraged to contact the Safety Coordinator or management by phone or mail.

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date

*Original to Personnel*

## TRAINING CLASS RECORD

**I certify that the employees listed below received safety training in the subject(s) as indicated.**

Date: _____ Subject(s): _____

Title(s) of Film(s), Video(s) or slide presentation(s) shown to employees:

_____

_____

**Attached is an outline of the specific items discussed in this training program, along with handouts, if any.**

Instructor's Signature: _____ Date ___/___/___

Instructor's Name (Please Print) _____

| Initial | Employee Name (Please Print) | Employee Signature |
|---|---|---|
| | | |
| | | |
| | | |

**INITIAL TRAINING RECORD**
**(Individual Employee Training Documentation)**

Name of Employee:
_____

Training Subject:
_____

Training Material
Used:_____

Name of Trainer:
_____

Date of Hire/Assignment:_____

**I, _____ hereby certify that I have received training as described above in the following areas:**

___ The potential occupational hazards in general in the work area and associated with my job assignment.

___ The CODE OF SAFE PRACTICES which indicates the safe work conditions, safe work practices, and personal protective equipment, if any, required for my job.

___ The hazards of any chemicals to which I may be exposed and my right to information contained on material safety data sheets for those chemicals, and how to understand this information.

___ My right to ask questions, or provide any information to the employer on safety either directly or anonymously without fear of reprisal.

___ Disciplinary procedures the employer will use to enforce compliance with "CODE OF SAFE PRACTICES."

**I UNDERSTAND THIS TRAINING AND AGREE TO COMPLY WITH THE "CODE OF SAFE PRACTICES" AND ALL SAFETY RULES FOR MY WORK AREA.**

_____ __/__/___
Employee Signature Date

*Original Personnel*

# HAZARD COMMUNICATION PROGRAM

## The Right to Know

STI
Southland Transit Inc.

## HAZARD COMMUNICATION PROGRAM
## "EMPLOYEE RIGHT TO KNOW"

The following is the Southland Transit, Inc. Hazard Communication/ Employee Right to Know Program. This program was developed to acquaint employees who work with, or are potentially exposed to hazardous materials with the issues involved in the handling of hazardous materials. Hazardous materials or substances are characterized as any chemical, compound, or mixture that, because of physical or chemical properties may be:

- Combustible
- Flammable
- Explosive
- Pyrophoric
- Oxidizing
- Toxic
- Carcinogenic
- Corrosive

This program respects the rights of employees to be well informed about chemicals and chemical exposures (potential and real) that exist, or may in the future at Southland Transit, Inc.

**The responsibility for the installation and of this program belongs to Wayne Seale, Maintenance Director . It will be his/her job to ensure that this program continues to meet the requirements of the Hazard Communication/Employee Right to Know Law, and that it remains in force. If you should have any questions or concerns about any of the materials that you come in contact with, now or in the future, you may contact Wayne Seale , or the office for assistance.**

## Section One
## Rights and Responsibilities

I. The Employee has Rights

A. An Employee has the Right to Know about the hazards that you face on the job.
B. An Employee has the Right to be trained about such hazards and how to protect him/herself from them.
C. An Employee cannot be discriminated against or fired because s/he asked for information and training on how to handle hazardous materials.
D. An Employee is allowed to provide information to a legal or medical representative.

II. The Company has Obligations

A. To train all employees in the physical and health hazards of materials in the workplace.
B. To train employees how to protect themselves from these hazards, including providing and showing the proper use of any personal protective equipment which may be required.
C. To provide an emergency plan.
D. To Train in the detection of possible hazardous material releases in the workplace.
E. To explain how to properly read and understand information on a container label.
F. To explain how to properly read and understand the information located on a Material Safety Data Sheet.
G. To inform employees of the location of hazardous materials in the workplace.

III. The Company and the Employees Both have Obligations

A. To provide a safe work environment.
B. To educate and be educated about Hazardous Materials.
C. To use, recognize and understand warning labels.
D. To answer and ask questions.

## Section Two
## Training and Information

I. OSHA requires company to train and continually educate employees about the Hazardous Communication Program.

II. To implement the training requirements, training will take place at the following times:

A. At the time an employee is first assigned to the site.
B. At the time any new hazard is introduced to the worksite and/or to an employee's job.
C. When hazardous materials are changed by the manufacturer.
D. Throughout the year.
E. At the request of management.

III. The mandatory requirements of employee training are:

A. How the hazardous communication program is implemented;
B. Physical and health hazards of the work area, including identification of locations throughout the facility using potentially hazardous materials;
C. Detection of the presence of hazardous chemicals by sight and smell;
D. Safe work practices, including any specific measures which may be needed while working in specific areas, or with specific materials;
E. Procedures and equipment provided to help protect employees, such as ventilation system, personal protection equipment, etc.
F. Methods to detect hazards, such as personal monitoring and facility audits;
G. Explanation of emergency procedures;
H. Primary and secondary labeling of hazardous materials;
I. How to read and interpret the information labels and MSDS. ** See attached Glossary of Terms used in Material Safety Data Sheets; and
J. Where the MSDS binder can be located for employee use.

IV. A record of the training and those in attendance will be kept in the MSDS binder. (See Section Four, II).

V. Contractors

A. The individual on site who is responsible for the maintenance of the MSDS binder shall refer all outside contractors to the MSDS binder for information regarding any materials to which the contractor and its employees may be exposed. Contractors doing business at the facility are required to sign a Contractor's Notification sheet, which will be kept in the MSDS binder.

B. Outside contractors must provide MSDSs for any materials that the contractor may bring into the facility. The individual on site who is responsible for the maintenance of the MSDS binder must request such MSDS and file the MSDS.
C. The outside contractor is responsible for training its employees regarding Hazard Communication.

## CONTRACTORS NOTIFICATION

**As required by law under the Hazard Communication Statute, Title 8, Sec. 5194, of the California Administrative Code, we are hereby notifying our contractors and their employees of hazardous materials or substances on site.**

Southland Transit, Inc. has a written and implemented Hazard Communication Program. There are procedures in place for handling hazardous materials or substances at this facility. It is our contention that contractors and their employees understand that hazardous materials and substances are used, and or stored at this facility. It is, however, the responsibility of the contractors to insure that their employees are aware of the hazardous materials or substances used or stored at this facility, and their potential contact with them. It is the responsibility of the contractors to translate, and communicate all information pertaining to hazardous materials or substances, at this facility, to their employees as necessary. If illiteracy is a problem for said contractors' employees, the contractors then have the responsibility to read this notification, and any other pertinent Hazard Communication information to their employees. It is the responsibility of the contractors to supply and provide any necessary or required Personal Protective Equipment to their employees. Also, it is the responsibility of the contractors and their employees to inquire about, and wear, any Personal Protective Equipment that is, or may be required at this facility. Furthermore, it is the responsibility of the contractors and their employees to follow all safety rules pertaining not only to hazardous materials and substances, but also to safety in general at this facility. These safety rules are available upon request.

A copy of this company's Written Hazard Communication Program will be furnished upon request.

I, the undersigned, as a representative for _____, acknowledge that I have received, read, and understand this Contractor's Notification Form.

_____ _____

Print name of Contractor's Representative Date

_____

Contractor's Representative Signature

_____ _____

Southland Transit Representative Signature Date

## Section Three
## Container Labeling Responsibility

**Your health and safety, and that of your fellow employees may depend on your ability to understand the label information on a hazardous material or substance container. Picking up a container of any chemical and using it without knowing exactly what it is, or what risks are involved in its use, can have dramatically negative affects. This is why we at Southland Transit, Inc. need to make a conscious effort to insure that all of our hazardous material containers, both primary (from the factory), and secondary (containers we transfer chemicals into) are properly, and clearly labeled at all times. To have compliance throughout this facility, your supervisor has the responsibility to maintain proper labeling of hazardous material containers in your department.**

Container labeling will be accomplished in two ways in our facility. As mentioned above, the first will be primary, labeling from the manufacturer. This type of labeling will exist on all hazardous material containers that are accepted. These labels will remain on the primary container as long as it remains at this facility. The only exceptions to this would be in conjunction with Hazard Communication Standards, at which time, you would be notified by Hazard Communication Agent. The second method for accomplishing labeling would occur when secondary container transferring occurred. Under these circumstances, only authorized personnel will be allowed to transfer hazardous materials or substances from the primary container to a secondary container. They will also have the responsibility to transfer appropriate label information to the secondary container, to create uniformity and compliance throughout the facility.

## Product Labels

I. How to Determine if a Material is Hazardous

A. OSHA Definition: **A hazardous material is any material which could cause injury or death to a person, or could damage and pollute land, air or water.**
B. Determination can be made by:
   1. Reading the Warning Label
   2. Reading the Inventory Roster in the Material Safety Data Binder to locate the MSDS
   3. Reading the Material Safety Data Sheet
C. Two Government Agencies which regulate the definition of Hazardous Materials
   1. The Environmental Protection Agency, takes care of pollution to the environment
   2. The Occupational Safety and Health Administration, takes care of hazards to the employee

II. The Container Warning Label

A. The warning label is the fastest and easiest way to gain basic information, given to you by the manufacturer. **Always read the warning labels before using the product.**
B. Label Information
   1. Chemical Name
   2. Hazard Warnings – three kinds
      a) CAUTION: the least hazardous type of material
      b) WARNING: a more hazardous type of material
      c) DANGER: extremely hazardous material. **If marked DANGER ask for more information.**
   3. Hazardous Ingredients
   4. Manufacturer's Name and Address
   5. Appropriate cautions and personal protective measures
C. Additional Information on Labels
   1. Basic Warnings
      a) Keep Away From Flames
      b) Avoid Skin Contact
      c) Avoid Breathing Vapors

2. Fire Information/Protection
   a) How Flammable is the Product
   b) Type of Fire Extinguisher to use to stop a fire
3. First Aid
4. Spill Information/Protective Clothing to Wear if Handling a Spill
5. Handling and Storage
   a) How to handle
   b) What Protective Clothing to wear to handle
   c) Where and How to Store
6. Disposal of Empty Containers and Unused Portions

D. If the Product Has No Label
   1. Do not handle until further information provided
   2. Determine what is in the container
   3. Label the Container

E. Replacement Labels
   1. Replace labels that are unreadable, or torn, or when transferring material from one container to another

F. Secondary Container
   1. A secondary container is any container that holds material from a primary source. Ex: spray bottle, squeeze bottle
   2. At a minimum, secondary containers must be labeled with the name of the contents and any hazard warnings, including any health and physical hazards. Physical hazards include fire or flash point hazards, reactivities, and any specific hazards.
   3. The company will provide all chemicals necessary to perform the job function. **Do not bring chemicals from home to the workplace without proper authorization. If authorized the chemical must be properly inventoried, labeled, and if appropriate an MSDS put on file.**

**Section Four**
**Material Safety Data Sheets (MSDS) and**
**the MSDS Binder**

I. The MSDS contains the most information about any hazardous material.

A. Manufacturer is required by law to supply an MSDS with every material they sell.
B. The MSDS must include the following information:
   1. Manufacturer's name and address
      a) Phone number
      b) Emergency response number (spill & physical)
   2. Chemical identification
      a) Chemical name
      b) Trade name
   3. Hazardous ingredients
      a) What is in the material
      b) Permissible exposure limits
      c) Threshold limit values
   4. Physical and chemical characteristics
      a) Characteristics of material
      b) Evaporation data
      c) Specific gravity
   5. Fire and explosion hazards
      a) Flash point
      b) What type of extinguisher to use
      c) Protective equipment necessary in a fire
   6. Reactivity – does it react with other materials
   7. Health hazards
      a) What symptoms might be felt if exposure occurs
      b) What type of first aid is required
   8. Precautions and control measures
      a) How to properly treat, store and handle spills
      b) List personal protective equipment recommended when working with the material
      c) Any other special precautions

II. MSDS sheets will be obtained and maintained by _____.

A. S/he will contact all suppliers, and/or manufacturers and request MSDS on all hazardous materials supplied to us.
B. Requests will be made by phone or registered mail. If the MSDS is not received from the supplier within 25 days, CAL/OSHA will be notified, by registered mail as required by law.

C. Upon receipt of the MSDS s/he will verify for completeness utilizing the MSDS checklist provided. If there are omissions, a copy of the checklist will be sent to the manufacturer and a request for a new and complete MSDS will be made. If not received within 25 days, CAL/OSHA will be notified.

III. An **MSDS Binder** shall be maintained at every worksite.

A. The binder will be kept in a location that is accessible to the employees of all workshifts.

B. The Binder will contain:

1. The name of the individual(s) responsible for compiling the binder, including updates and removal of sheets on products no longer in use.
2. The written Hazard Communication Program.
3. Explanation of how to use the Binder.
4. A list of all hazardous chemicals (Hazardous Material Inventory Roster) for any and all areas of work, including the office, the shop, and materials used by the drivers. Such materials include but are not limited to: pesticides, paint, solvents, antifreeze, used oil, batteries, used oil filters, window washer fluid, cleansers, fuel, floor wax, etc.
5. A separate MSDS for each chemical used at the facility. If an MSDS is not received from the supplier,
   a) Make a request in writing to the supplier that an MSDS be sent as soon as possible; and
   b) Include documentation of the request in the binder.
6. A record of training and those in attendance.
7. Contractor Notification Sheet.

## MSDS DEFICIENCIES CHECKLIST

**The following MSDS has been reviewed for obvious deficiencies as required by Title 8, Sec. 5194 (g) of the California Administrative Code. The following deficiencies exist:**

1. **Product Information:**
   - **a.** Manufacturer/MSDS Preparer: _____
   - **b.** Address: _____
   - **c.** Product/Trade Name: _____

2. **MSDS Deficiencies** (Check those missing from label)

   - ☐ a. Product identity/trade name matches the label identity.
   - ☐ b. Chemical and common names of each hazardous ingredient.
   - ☐ c. CAS number for each hazardous ingredient.
   - ☐ d. Physical data (flash point, vapor pressure, etc.)
   - ☐ e. Potential fire hazard.
   - ☐ f. Potential explosion hazard.
   - ☐ g. Potential reactivity.
   - ☐ h. Health hazards (in laymen's terms)
   - ☐ i. Potential routes of entry (absorption, ingestion, inhalation)
   - ☐ j. Signs and symptoms of exposures.
   - ☐ k. Medical conditions aggravated by exposures.
   - ☐ l. OSHA PEL's / ACGIH TLV's.
   - ☐ m. OSHA, NTP, and IARC carcinogen status.
   - ☐ n. Hygienic practices.
   - ☐ o. Safe handling practices.
   - ☐ p. Protective measures for repair and maintenance of equipment.
   - ☐ q. Spill cleanup procedures.
   - ☐ r. Control measures (engineering, work practices, personal protective equipment.)
   - ☐ s. Emergency and first aid procedures.
   - ☐ t. Date of MSDS preparation or revision.
   - ☐ u. Name, address, and emergency phone number of MSDS preparer.

3. Inaccurate Information Noted on MSDS: _____
   _____
   _____

4. Company of Use: _____
   Address: _____

5. Reviewer of MSDS: _____ Date: _____
   Location: _____

**Material Safety Data Sheets**
**Glossary of Terms**

**Absorption:** The movement of hazardous material through the skin into the blood stream

**Acute:** Short term effect, usually occurs when exposed to a chemical for a short time.

**Boiling Point:** The temperature at which a liquid becomes a gas.

**Catalyst:** A chemical which causes a chemical reaction to happen faster

**Ceiling:** The maximum level of permitted exposure to a material.

**Combustible:** A liquid that becomes flammable when it reaches a temperature of 100 degrees Fahrenheit.

**Concentration:** Parts per million, is a volume per volume relation of concentration, i.e. there are so many parts of a material per one million parts of another substance.

**Decomposition Products:** Products that are released when a material is exposed to aging, heating, burning, air, or allowed with another material.

**Evaporation Rate:** The time it takes a given amount of material to completely dry up, using ether which evaporates quickly, or butyl acetate which evaporates very slowly as the measure.

**Flammable (Explosive) Limits – LEL and UEL:** A flammable material will burn in air when ignited. Materials are either flammable, explosive, or combustible. When a material concentration is below the Lower Explosive Limit, LEL, the material is too lean to burn. When the material concentration is above the Upper Explosive Limit, UEL, the material is too rich to burn. The material will burn if the concentration is between the LEL and UEL.

**Flash Point:** The temperature at which a flammable liquid produces enough vapor to burn.

**Incompatibility:** List of materials which should not be mixed with the material being used, in order to avoid a reaction.

**Ingestion:** Taking a material by mouth and swallowing it.

**Inhalation:** Breathing vapor or gas from a material.

**Inhibitor:** A chemical which, when added to another, reduces the chance of a reaction.

**Oxidizing Agent:** A material that gives off oxygen in a chemical reaction.

**Polymerization:** A reaction with extremely high or uncontrolled release of energy.

**Reactivity:** The ability of a material to undergo a reaction which releases heat or energy.

**Solubility:** The tendency of a material to dissolve in water or other solvent.

**Stability:** The tendency of a material to resist undesirable chemical changes during storage or transport.

**Threshold Limit Value (TLV)/ Permissible Exposure Limit (PEL):** Both indicate the safe exposure levels, the level to which a person can be exposed each day with no adverse effects.

**Vapor Density:** The weight of a vapor compared with an equal volume of air. If less than "one", the vapor will rise. If greater than one, it will tend to fall.

**Vapor Pressure:** A high vapor pressure indicates a liquid will evaporate easily.

**Volatile Percent:** The percentage of a liquid or solid that evaporates at room temperature. The higher the percentage, the faster the material evaporates. Fast evaporation means greater danger.

Southland Transit Inc.

***Setting the Standard for Community Transit in Southern California***

# DRUG & ALCOHOL POLICY

**NOTE:** Additional requirements and/or disciplinary actions established under STI authority are entered in **bold-faced** type. Requirements of the Drug-Free Workplace Act (not covered under Part 655) are in *Italics.*

Setting the Standard for Community Transit in Southern
California 3650 Rockwell Avenue, El Monte, California 91731
626.258.1310 • Fax 626.258.1329

# *DRUG AND ALCOHOL POLICY*

## Southland Transit, Inc.

Revised September 10, 2013

1 POLICY STATEMENT

Southland Transit, Inc. (STI) is dedicated to providing safe, dependable and efficient transportation services to our customers. We recognize that our safety-sensitive employees' and affiliate's use of illegal drugs and misuse of alcohol poses a significant risk to public safety, as well as the employee's and affiliate's health and well-being, and can cause loss of efficiency, productivity, or a disruptive work environment. In view of this, STI has adopted this policy that is designed to:

1.1 create a work environment free from the adverse effects of drug abuse and alcohol misuse;

1.2 deter and detect employees' and affiliates' use of illegal drugs and misuse of alcohol;

1.3 prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and

1.4 encourage employees and affiliates to seek professional assistance anytime personal problems, including drug or alcohol dependency, adversely affect their ability to safely perform their assigned duties.

2 PURPOSE

The purpose of this policy is to assure worker fitness for duty and to protect our employees, affiliates, passengers, and the public from the safety and health risks posed by the misuse of alcohol and use of prohibited drugs. This policy also is intended to comply with all applicable State and Federal regulations governing workplace anti-drug use and alcohol misuse programs in the transportation industry. They include DOT 49 CFR Part 40, ("Procedures for Transportation Workplace Drug and Alcohol Testing Programs"); FTA 49 CFR Part 655 ("Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations"): DOT 49 CFR Part 29 ("Drug-Free Workplace Act of 1988"); and CA Govt. Code Section 8350 et. seq. ("Drug-Free Workplace Act of 1990"). This policy incorporates the requirements of above regulations for safety-sensitive employees and others when so noted.

3 APPLICABILITY

Unless otherwise noted in specific provisions, this policy applies to all STI employees, including leased, part-time, or contract personnel. It applies to off-site lunch periods or breaks when an employee is scheduled to return to work or is on-call.

**The application of this policy to non-safety-sensitive employees is under STI's own authority. Visitors, invitees, and vendors are also prohibited from entering the STI premises and from conducting any work on behalf of the company when illegal substances are present in their system, or the odor of alcohol is present on their breath.**

## 4 PREEMPTION OF STATE AND LOCAL LAWS

If any conflict occurs between State and local laws and any requirement of the above mentioned Federal regulations, the Federal regulations prevail. However, Federal regulations do not pre-empt provisions of State criminal laws that impose sanctions for reckless conduct attributed to prohibited drug use or alcohol misuse, whether the provisions apply specifically to transportation employees, employers, or the public in general.

## 5 DEFINITIONS

Adulterated Specimen: A specimen that has been altered, as evidence by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol Use: The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication) containing alcohol. For purposes of this policy, alcohol is alcohol regardless of source.

Breath Alcohol Technician (BAT): An individual who instructs and assists employees or applicants in the alcohol testing process and operates an Evidential Breath Testing (EST) device.

Cancelled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which Part 40 requires to be cancelled. A cancelled test is neither a positive nor a negative test.

Collector: A person who instructs and assists individuals at a collection site, who receives and makes an initial inspection of the specimen provided by the individual, and who initiates and completes the Custody and Control Form (CCF).

Controlled Substances: Any drug classified by the U.S. Drug Enforcement Agency (DEA) into the five schedules or classes on the basis of their potential for abuse, accepted medical use, and accepted safety for use under medical supervision. Medications containing any controlled substance must be prescribed by a physician who has a valid DEA license number.

Designated Employer Representative: An employee or employees authorized by the company to take immediate action(s) to remove employees from safety-sensitive duties following a positive test, test refusal, or other policy violations.

Dilute Specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling Damage: Damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs, including damage to motor vehicles that could have been driven, but would have been further damaged if so driven. "Disabling damage" does not include:

- Damage, which can be remedied temporarily at the scene of the accident without special tools or parts.
- Tire disablement without other damage even if no spare tire is available.
- Headlamp or taillight damage.
- Damage to turn Signals, horn, or windshield wipers, which make them inoperative.

DHHS: Department of Health and Human Services.

DOT: Department of Transportation.

Drugs: The drugs for which tests are required under DOT and FTA regulations. They are

Marijuana, cocaine, amphetamines, phencyclidine (PCP) and opiates.

Drug Abuse: Use of any illegal drug or controlled substance without a valid prescription, misuse of legally prescribed drugs, or use of illegally obtained prescription drugs. This includes use of prescription drugs legally prescribed to another individual.

Evidential Breath Testing (EBT) Device: A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath under DOT Part 40 and placed on the NHTSA's Conforming Products List.

FTA: Federal Transit Administration.

Vehicle: A bus, electronic bus, van, automobile, rail car, trolley car, trolley bus or vessel.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory drug test results, who has knowledge of substance abuse disorders, and has the appropriate medical training to interpret and evaluate an individual's confirmed drug and/or validity test results together with the individual's medical history and any other relevant biomedical information. (See Appendix B for a detailed discussion of the MRO's roles and responsibilities.)

Non-Negative Specimen: A urine specimen that is reported as adulterated, substituted, positive for drug(s) or drug metabolite(s), and/or invalid.

Positive Alcohol Test: The presence of alcohol in the body at a concentration of 0.02 or greater as measured by an EBT device.

Positive Drug Test: The result reported by an HHS-certified laboratory when a specimen contains a drug or drug metabolites that is equal or greater than the cut off concentration.

Refusal to Test: Includes circumstances or behaviors such as:

- Failure to appear at the collection site in the time allotted. (Except for Pre-Employment Drug test.)
- Leaving the collection site before the testing process is completed.
- Failure to provide a urine, breath, or saliva specimen as required by DOT Part 40.
- Failure to permit the observation or monitoring of specimen collection when it is required.
- Failure to provide a sufficient amount of urine or breath specimen without a valid medical explanation.
- Failure or refusal to take a second test when required by the collector or DER.
- Failure to undergo a medical evaluation when required by the MRO or the DER.
- Failure to cooperate with any part of the testing process. (Example: refusal to empty pockets when directed by the collector; behave in a confrontational way that disrupts the collection process; fail to wash hands after being directed to do so by the collector.)
- For an observed collection , failure to follow the observer's instruction to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if individual is wearing any type of prosthetic device that could be used to interfere with the collection process.
- Possession or wearing of a prosthetic or other device that could be used to interfere with the collection process.
- If the MRO reports a verified adulterated or substituted test result.
- Admitting adulteration or substitution of the specimen to the collector or the MRO.
- Leaving the scene of the accident without just cause prior to submitting to a drug and alcohol test when required.
- In alcohol testing, refusal to sign Step 2 of the Alcohol Testing Form (ATF).

NOTE: A REFUSAL TO TEST IS EQUIVALENT TO A POSITIVE TEST RESULT.

Screening Test Technician (STT): A person who instructs and assists employees in the alcohol testing process and operates an alcohol screening device, such as a breath or saliva device, other than an EST.

Specimen Validity Testing: "A test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid."

Split specimen: In drug testing , a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second DHHS-certified laboratory for testing upon employee request following a verified positive or a verified adulterated or substituted test result from the primary specimen.

Substance Abuse Professional (SAP): A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing , and aftercare.

Substituted specimen: A specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

## 6 EDUCATION AND TRAINING

The education and ongoing awareness component of this policy will include display of posters, distribution to all employees of the drug and alcohol policy and other informational materials, and periodic information seminars.

As required by FTA regulations, the company will provide to all safety-sensitive employees a minimum of 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use. Information on the signs, symptoms, health effects and consequences of alcohol misuse is presented as Appendix A of this policy.

Supervisors who may make reasonable suspicion referrals shall receive a minimum of 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use, and at least 60 minutes of probable alcohol misuse.

## 7 CONTACT PERSON

Any questions about this policy or any aspect of the company's drug-and alcohol- free program should be referred to:

Edilia Gonzalez
3650 Rockwell Ave
El Monte, CA 91731
Phone # 626-258-3386
Fax # 626-258-1329

## 8 COVERED EMPLOYEES

As a condition of employment, all employees and independent contractors are required to submit to drug and alcohol tests administered in accordance with Parts 40 and 655. **(Non-safety- sensitive employees are covered under STI's own authority.)** A refusal to submit to a test as directed will be considered to be a positive test result and the employee will be subject to all the attending consequences as stated in this policy. (Please refer to Section 5.0 - DEFINITIONS for specific circumstances or behaviors that are considered refusal to test.)

As defined by the FTA. Safety-sensitive employees include those who perform, or may be called upon to perform, the following safety-sensitive functions.

8.1 Operating a revenue service vehicle, even when it is not in revenue service;

8.2 Operating a non-revenue service vehicle when required to be operated by a Commercial Driver's License (CDL) holder;

8.3 Controlling dispatch or movement of a revenue service vehicle;

8.4 Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service.

Supervisors are considered safety-sensitive only if they perform, or may be called upon to perform, any of the above safety-sensitive functions.

The company has analyzed actual job duties performed, or may be called upon to perform, by all of its employees and has determined that the following job classifications are considered safety-sensitive for the purposes of this policy.

- Drivers
- Dispatchers
- Mechanics

## 9 DRUGS TESTED FOR

- Marijuana (THC)
- Cocaine
- Opiates
- Codeine Morphine 6-AM (heroin)

Amphetamines Amphetamine Methamphetamine

Methylenedioxymethamphetamine (MDMA or Ecstasy)

Methylenedioxyamphetamine(MDA)

Methylenedioxyethylamphetamine (MDEA)

Phencyclidine (PCP)

## 10 PROHIBITED BEHAVIORS

### 10.1 Illegal Drugs

Unless legally prescribed, the prohibited drugs listed on Section 9.0 are always illegal and employees are prohibited from consuming any of them at all times. Employees or independent contractors may be tested for illegal drugs anytime they are on duty or subject to duty.

### 10.2 Prescription or Over-the-Counter Medication

**Under STI policy, the appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, employees or independent contractors must notify their manager and may not perform any safety-sensitive function if their medication carries a warning label that mental functioning, motor skills or judgment may be adversely affected, unless the medication is being used in accordance with the instructions of a physician who has provided a written determination that the substance will not adversely affect the ability to safely perform safety-sensitive duties.**

**A prescription is considered valid only if it is in writing and indicates the employee's or independent contractor's name, date, the name of the substance, quantity or amount to be taken, and the period of authorization. Prescriptions written by physicians who are not licensed by the U.S. Drug Enforcement Agency, or controlled substances obtained illegally outside the United States are not considered valid medical prescriptions under this policy. It is a violation of this policy to use any controlled substance in a manner that is inconsistent with the prescription. Any covered employee who violates this section of the policy is subject to disciplinary action, up to and including termination.**

### 10.3 Alcohol

Safety-sensitive employees and independent contractors are prohibited from consuming alcohol in any form:

- while performing safety-sensitive functions;
- within 4 hours prior to performing safety-sensitive functions;
- while they are on call
- Eight hours following an accident requiring a post-accident alcohol test, unless the test was completed within 8 hours.

Alcohol tests are conducted only just before, during, and just after the employee's or independent contractor's performance of a safety-sensitive function. An alcohol test is considered positive if the employee's or independent contractor's BAC is at 0.02 or greater.

**Under the company's own authority, the same prohibitions as stated above for both drugs and alcohol are applicable to non-safety-sensitive employees as well.**

## 11 TYPES OF TESTING

### 11.1 PRE-EMPLOYMENT TESTING

All applicants for employment or independent contractor status, or any employee or independent contractor transferring from a non-safety-sensitive to a safety-sensitive position will be required to undergo a pre-employment drug test at a time and place designated by the company. This background check applies to those individuals who previously worked for any DOT-regulated employer in the past two years. A verified negative drug test result must be received from the MRO prior to the employee being assigned to safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass the test with a verified negative result.

In accordance with the revised Part 40, the company will check on the drug and alcohol testing background of new hires and other employees and independent contractors beginning safety-sensitive work after obtaining the individual's written consent. If the individual refuses to provide the written consent, he/she will not be hired into the safety-sensitive position. In addition, if the individual has had a positive pre-employment drug or alcohol test, or has refused such a test, he/she will not be hired until and unless the individual has provided a documentation of successful completion of the return-to-duty process, which includes a SAP referral, evaluation and treatment plan.

In addition, if the employee or independent contractor has not performed any safety-sensitive function for at least ninety (90) consecutive calendar days regardless of the reason and has been out of the random pool for this period, he or she must pass a pre-employment drug test before being allowed to return to safety-sensitive duties.

### 11.2 REASONABLE SUSPICION TESTING

Whenever a supervisor has reason to believe that an employee or independent contractor has used a prohibited drug and/or engaged in alcohol misuse, reasonable testing will be conducted. The referral will be made by a trained supervisor based on the specific, contemporaneous, and articulable observations concerning the appearance, behaviour, speech, or body odors of the employee or independent contractor. The supervisor who makes the referral need not be the individual's own supervisor, as long as he/she has received training in detecting the signs and symptoms of drug use and alcohol misuse. The supervisor's observations will be documented and such documentation shall be kept in the employee's or independent contractor's confidential drug and alcohol testing file.

A reasonable suspicion alcohol test will be conducted only if the reasonable suspicion observation is made just before, during, or just after the employee's or independent contractor's performance of safety-sensitive function.

**Once a supervisor has made a reasonable suspicion determination, he/she must remove the individual from performing any safety-sensitive functions and arrange to have the individual accompanied to the testing site immediately.** If the alcohol test is not conducted within two hours, reason for the delay must be documented and kept in the employee's or independent contractor's reasonable suspicion test file. All attempts to complete the alcohol test must cease after eight hours.

### 11.3 POST-ACCIDENT TESTING

Any covered driver operating a public transportation vehicle at the time of an accident will be required to submit to drug and alcohol tests as soon as practicable after the accident. For purpose of this policy, "accident" is defined as an accident involving a public transportation vehicle where the result is:

- An individual dies;
- An individual suffers a bodily injury and immediately receives medical treatment away from the scene;
- The public transportation vehicle (if bus, electric bus, van , or automobile) or any other vehicle(s) involved in the accident suffers a disabling damage as a result of the accident and is transported away from the scene by a tow truck or other vehicle.

#### 11.3.1 Fatal Accidents

Whenever there is a loss of human life, any surviving covered driver operating the company vehicle at the time of the accident shall be tested for drugs and alcohol. Any safety-sensitive personnel not in the vehicle but whose performance could have contributed to the accident also

shall be tested.

11.3.2 Non-fatal Accidents

Following non-fatal accidents, the covered driver operating the vehicle at the time of the accident shall be tested unless his/her performance can be completely discounted as a contributing factor to the accident. Any other safety-sensitive personnel whose performance could have contributed to the accident also shall be tested.

11.3.3 Other Post-Accident Testing Requirements

Covered drivers involved in an accident that requires testing must remain readily available for testing , including notifying the company of their location if they leave the scene of the accident before testing to obtain emergency medical care, or to obtain assistance in responding to the accident. They will be considered to have refused to submit to testing if they fail to do so.

Covered drivers are prohibited from using alcohol for eight hours following an accident or until the post-accident testing is completed, whichever occurs first. Every effort will be made to conduct alcohol testing within two hours after the accident. In the event the alcohol test is delayed beyond two hours, the company will prepare and maintain a record stating the reason(s) for the delay. If an alcohol test is not administered within eight hours following the accident, the company will cease all efforts to administer the test and document the reason for the inability. In the event a drug test is not administered within 32 hours from the time of the accident, the company will cease all attempts to administer the drug test. This requirement should not be construed to delay the necessary medical attention for injured people following the accident.

If STI is unable to perform post-accident tests in accordance with FTA regulations, the company will use the post-accident test results administered by State or local law enforcement personnel under their own authority. This is acceptable only under limited circumstances and the test results must be obtained in conformance with State and local law.

**Whenever possible, covered drivers undergoing post-accident tests shall be escorted to the collection site. If this is not possible covered drivers may use their own form of transportation to get to the collection site within the prescribed time limits.**

11.4 RANDOM TESTING

As required by FTA regulations, safety-sensitive employees and covered drivers are required to undergo random drug and alcohol tests to deter use of prohibited drugs and misuse of alcohol. The random selection will be conducted using a scientifically valid method, such as a random number table or a computer-based random number generator, which gives each covered employee or independent contractor an equal chance of being selected every time a selection is made. As is the nature of random selection, it is possible for some individuals to be tested several times in one year, and other individuals not to be tested for several years. Management does not have any discretion on who will be selected.

Every effort will be made by the company to spread random testing reasonably throughout the calendar year, all days of the week, and all hours when safety-sensitive functions are performed. The testing dates and times are unannounced and employees or independent contractors are required to immediately proceed to the designated collection site following notification.

STI will conduct random drug and alcohol tests at a minimum annual percentage of covered employees and independent contractors as required by the FTA. The rates are subject to change on an annual basis, depending on the industry-wide positive rate determined by the

FTA from the annual reports submitted by covered employers.

11.5 RETURN-TO-DUTY TESTING

Before allowing back to work an employee or independent contractor who has refused a required test, has a verified positive, adulterated or substituted drug test result, or tests positive for alcohol at 0.02 or greater, he/she must complete the return-to-duty process prescribed by the SAP. This includes successful completion of the rehabilitation, treatment or education program outlined by the SAP, and obtaining a verified negative return-to-duty drug test and/or alcohol test under 0.02. In addition all return-to-duty tests will be required to be collected under direct observation.

11.6 FOLLOW-UP TESTING

In addition to the Return-to Duty test described in Section 11.05 above, an employee or independent contractor who previously tested positive, or refused to take a required test, shall be subject to follow-up testing for drugs and/or alcohol as prescribed by the SAP, for a minimum period of 12 months to a maximum of five years. As mandated by the FTA, the individual must undergo a minimum of six follow-up tests during the first 12 months of the individual's return to duty. Although they are both unannounced, follow-up testing is apart and separate from random testing. The duration and frequency of testing will be designated by the SAP, but the actual follow-up testing dates will be decided by the individual's manager or supervisor. In addition all follow-up testing will be required to be collected under direct observation. **The employee or independent contractor is responsible for payment of all costs associated with follow-up testing.**

12 DRUG & ALCOHOL TESTING PROCEDURES

All DOT drug and alcohol tests required under this policy will be administered in accordance with the "Procedures for Transportation Workplace Drug and Alcohol Testing Programs" (49 CFR Part 40), as amended.

Throughout the testing process, the privacy of the individual will be protected and the integrity and validity of the process will be maintained. The drug testing procedure will include a split specimen collection method, and a DOT Chain of Custody and Control Form with a unique identification number to ensure that the correct test result is attributed to the correct employee or independent contractor. An initial screening test using an immunoassay technique will be performed. If the specimen is positive for one or more of the drugs tested, then a confirmation test will be performed under HHS guidelines. If the test is confirmed positive, the MRO will conduct a verification process, which includes giving the employee or independent contractor an opportunity to provide a valid medical explanation for the positive test result.

Additionally, the laboratory will conduct specimen validity testing to determine if a urine specimen has been adulterated, diluted, or substituted. STI requires its employees and independent contractors to take a second test with no advance notice if the MRO reports a ' negative-dilute" test result. Depending on the creatinine level reported by the lab, the MRO may order the second test to be collected under direct observation. Should this second test result in another negative-dilute, the test will be considered a negative and no additional testing will be required unless STI is directed to do so by the MRO.

If the laboratory reports to the MRO an "Invalid Result" or ' Rejected for Testing" (because of a fatal or uncorrectable flaw) , a recollection may be required by the MRO and depending on the circumstances, the recollection may be directly-observed. The laboratory is required to keep positive, adulterated, substituted or invalid specimens for one year, or longer if requested. Records for each specimen and employer-specific reports are required to be kept for two years.

The retention time may be extended upon written request by the MRO, STI, employee, independent contractor, or DOT agency.

Tests for alcohol concentration will be conducted using an alcohol screening device and an evidential breath testing (EBT) device if the screen test is at 0.02 BAC or greater. A DOT Alcohol Testing Form will be used and a unique sequential number will be assigned to each test.

Copies of the detailed drug and alcohol specimen collection procedures are available

upon request from the Contact Person identified in Section 7.0 of this policy

## 13 DIRECTLY - OBSERVED URINE SPECIMEN COLLECTION

Under the following circumstances, the employee or independent contractor will be directed to undergo an immediate urine specimen collection under direct observation with no advance notice:

- If the laboratory reported to the MRO that a specimen is invalid and there was no adequate medical explanation for the result;
- If the MRO reported that the original positive, adulterated, or substituted test result had to be cancelled because the split specimen testing could not be performed;
- If the MRO reported a negative-dilute test result from the initial test with a creatinine level between 2 to 5 mg/dl;
- If the drug test is a return-to-duty or a follow-up test;
- If the collector observes materials brought to the collection site or employee or independent contractor conduct that clearly indicates an attempt to tamper with a specimen;
- If the temperature on the original specimen was out of range; or
- If the original specimen appeared to have been tampered with.

The observer shall be the same gender as the employee or independent contractor, but need not be a collector. The observer must request the individual to raise his or her shirt, blouse or dress/skirt, as appropriate, above the waist; lower clothing and underpants to mid-thigh, and to turn around to show the observer that he/she is not wearing any prosthetic or similar device that could be used to interfere with the collection process. If none is observed, the individual may return clothing to its proper position for observed urination. The observer is responsible for ensuring that the specimen goes from the employee's body into the collection container. If the employee declines to allow a directly-observed collection when required under this policy, it is considered a refusal to test.

## 14 MONITORED URINE SPECIMEN COLLECTION

Under those circumstances when a multi-stall restroom has to be used for urine specimen collection and the facility cannot be adequately secured, the collector will conduct a monitored collection. The monitor shall be the same gender as the employee or independent contractor, unless the monitor is a medical professional. The monitor will not watch the individual void into the collection container. However, if the monitor hears sounds or observes attempts to tamper with a specimen, an additional collection under direct observation will be ordered. If the employee or independent contractor declines to permit a collection authorized to be monitored, the employee or independent contractor is considered to have refused to test.

## 15. SPLIT SPECIMEN TESTING

After notification by the MRO of a verified positive drug test or refusal to test because of adulteration or substitution, the employee or independent contractor has 72 hours to request (verbally or in writing) a test of the split specimen. There is no split specimen testing authorized for an invalid test result. After 72 hours have passed, the request can be considered only if the employee or independent contractor can present to the satisfaction of the MRO information that unavoidably prevented the employee or independent contractor from making a timely request.

Following the employee's or independent contractor's timely request, the MRO shall send a written request to the primary laboratory to forward the split specimen to a second DHHS-certified laboratory for testing without regard to the cut-off concentration. If the split specimen test fails to reconfirm the presence of the drug(s) or drug metabolite(s) that were present in the primary specimen, a validity test will be conducted. If the original test was reported adulterated, the second laboratory will test for the adulterant detected in the primary specimen. If it was a substituted test result, the laboratory will test for creatinine concentration and specific gravity values consistent with substitution criteria established in Part 40.

If the second laboratory fails to reconfirm the substance detected in the primary specimen or the adulterant identified, or if the split specimen is unavailable for testing, the test shall be cancelled. The MRO shall report the cancellation and the reasons for it to the DOT, STI, the employee, or the independent contractor. In the case of the split specimen being unavailable, the employee or the independent contractor shall be directed, with no advance notice, to submit another specimen under direct observation.

**All costs related to split specimen testing will be paid by the employee or the independent contractor. The employee or independent contractor shall be reimbursed if the second test invalidates the original test or if the test was cancelled.**

## 16 CONSEQUENCES

Any safety-sensitive employee or independent contractor who has a verified positive drug test result, an alcohol concentration of 0.02 or above, or refuses to submit to a drug or alcohol test (including adulteration or substitution) shall be:

1 Immediately taken out of safety-sensitive duty;
2 Referred to a SAP for evaluation, education or treatment and provided educational materials.

**At STI's discretion, non-safety-sensitive employees also may be removed from duty and referred to a SAP.**

FTA regulations allow individual employers to determine the discipline to be imposed on employees who violate the FTA regulations or company policy. **It is the policy of STI to terminate safety-sensitive employees or independent contractors after a first violation. Non-safety-sensitive employees may be allowed to return to work provided they successfully complete the return-to-duty process discussed in Section 11.05. Such employees will be subject to follow-up testing at their own expense. Any subsequent drug and alcohol policy violation will result in immediate discharge.**

## 17 REFERRAL, EVALUATION AND TREATMENT

If an employee or independent contractor (including an applicant) tests positive for drug(s) or alcohol or refuses to submit to a test when required , STI shall advise the employee or independent contractor of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse and document such referral. The

Employee or independent contractor shall be given the name, address and phone number of SAPs acceptable to the company and a list of community hot line numbers. The individual will be responsible for any costs associated with the SAP evaluation and any recommendation(s).

## 18 CONFIDENTIALITY AND ACCESS TO FACILITIES AND RECORDS

Employees and independent contractors have a right to examine their own drug and alcohol testing records, provide information to dispute the results, and have access to any pertinent data such as EBT calibration or drug testing laboratory certification. They also have a right to obtain a copy of their own drug and/or alcohol testing results by submitting a written request to the Drug and Alcohol Program Manager identified in Section 7 of this policy.

STI will do everything possible to safeguard the confidentiality of drug and alcohol testing records and protect the privacy of the individuals tested. Individual test results or medical information will be released to third parties only with the employee's or independent contractor's specific written consent, or to those parties authorized by the DOT or FTA to receive such information without the employee's or independent contractor's consent. Specific written consent applies only to a particular piece of information released to a particular person or organization at a particular time. Blanket releases are specifically prohibited by DOT.

The employee's or independent contractors' written consent is not required in administrative or legal proceedings such as:

- A lawsuit, grievance, or administrative proceeding brought by, or on behalf of the employee or independent contractor, resulting from a positive drug or alcohol test or a refusal to test; or
- A criminal or civil action resulting from an employee's or independent contractor's performance of safety-sensitive duties where the alcohol or drug test information is deemed relevant.

Access to the company facilities and drug and alcohol program records also must be provided, without the employee's or independent contractors' consent, to DOT or FTA agency representatives; the National Transportation Safety Board as part of an accident investigation; or a Federal, state or local safety agency with regulatory authority over the Company or the employee or the independent contractor; state or grantee required to certify to FTA compliance with 49 CFR Part 655 and Part 40. Also, on June 13, 2008, DOT adopted a rule authorizing employers and TPA's to disclose to state commercial driver licensing (COL) authorities the drug and alcohol violations of employees who hold CDL's and operate commercial motor vehicles, when a State law requires it.

## 19 DRUG-FREE WORKPLACE ACT of 1988 (DFWA) REQUIREMENTS

*Under the DFWA, employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. Employees are required to notify management in writing of any criminal drug statute convictions he/she receives for a violation occurring in the workplace, no later than five calendar days after such a conviction. Within 10 calendar days of receiving such notice, STI shall provide written notification of the conviction to the FTA through ASI. Within 30 calendar days of receiving notice of the conviction, the company shall take appropriate disciplinary action, or require the employee to participate and successfully complete a drug rehabilitation program*

**Approved By:** _____

Scott Transue
Vice President/COO

# SAFETY, SECURITY AND EMERGENCY PREPAREDNESS PLAN (SSEPP)

**Southland Transit, Inc.**

July 1, 2013

# 1. MISSION DEFINITION

## 1.1 Introduction – Establishing the parameters of the plan

### 1.1a. - AUTHORITY

The authority for implementing the SSEPP resides with the [SOUTHLAND TRANSIT] .

### 1.1b. - PURPOSE

This SSEPP defines our process for addressing safety, security and emergency preparedness as:

- **System Safety** – The application of operating policies and procedures to reduce vulnerability to safety-related hazards.
- **System Security** – The application of operating policies and procedures to reduce vulnerability to security threats.
- **Emergency Preparedness** – The system of policies and procedures that assure rapid, controlled, and predictable responses to a wide variety of safety and/or security incidents.

The SSEPP supports Southland Transit's efforts to address and resolve critical incidents on our property and within our community.

**Critical Incidents** – Critical Incidents could include accidents, natural disasters, sabotage, civil unrest, hazardous materials spills, criminal activity, or acts of terrorism. Regardless of the cause, critical incidents require swift, decisive action to protect life and property. Critical incidents must be stabilized prior to the resumption of regular service or activities. And successful resolution of critical incidents typically requires cooperative efforts by a variety of responding agencies.

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

This SSEPP demonstrates the Southland Transit's commitment to do the following:

- **Prepare**
  - Identify assets essential to our mission
  - Assess hazards and threats facing our agency and our community
  - Train staff how to prevent, respond to and recover from prime risks
  - Coordinate with other emergency response organizations

- **Prevent**
  - Take steps to eliminate threats where possible
  - Institute policies and procedures that reduce the likelihood of incidents occurring
  - Take steps that reduce the impact on system assets when incidents do occur

- **Respond**
  React quickly and decisively to critical incidents focusing on:
  - Life Safety
  - Property Protection
  - Stabilization of Incident

- **Recover**
  - Resume service delivery based on availability of resources
  - Repair and replace critical assets
  - Assess incident response and make changes based on lessons learned.

### 1.1c. - GOALS

The SSEPP provides Southland Transit with a safety, security and emergency preparedness capability that:

- Ensures that safety, security and emergency preparedness are addressed during all phases of system operation including hiring and training of personnel; procurement and maintenance of equipment; development of policies and procedures; delivery of service, and coordination with local emergency management and first responder agencies
- Creates a culture that supports employee safety and security through the appropriate use and operation of equipment and resources
- Promotes analysis tools and methodologies that identify changing threat conditions and bolster agency response capabilities
- Ensures that our agency achieves a level of security performance and emergency readiness that meets or exceeds the operating experience of similarly-sized agencies
- Identifies and pursues grant funding opportunities at the state and federal level to support safety, security, and emergency preparedness efforts
- Makes every effort to ensure that, if confronted with a safety or security event or major emergency, our personnel will respond effectively, using good judgment and building on best practices identified in policies and procedures and exercised through drills and training

### 1.1d. - OBJECTIVES

In this new environment, every threat cannot be identified and eliminated, but Southland Transit takes steps to be more aware, to better protect passengers, employees, facilities and equipment, and stands ready to support community needs in response to a critical incident. To this end, our SSEPP has five objectives:

1. Achieve a level of security performance and emergency readiness that meets or exceeds the operating experience of similarly-sized agencies around the nation.

2. Partake in and strengthen community involvement and participation in the safety and security of our system.

3. Develop and implement a Threat and Vulnerability Assessment program and, based on the results of this program, establish a course of action for improving physical safety and security measures and emergency response capabilities.

4. Expand our training program for employees, volunteers and contractors to address safety and security awareness and emergency management concerns.

5. Enhance our coordination with partner agencies regarding safety, security and emergency preparedness issues.

**1.1e. - DEFINITION**

In this SSEPP, the terms "transit vehicle" or "bus" are used to describe all types of transit surface conveyances including sedans, mini-vans, vans, body-on-chassis, mini-buses and the wide range of full-size coaches.

# 2. PREPARATION

## 2.1 Overview

While safety addresses the day-to-day issues of transporting passengers in the community safely and without accident, security deals with the entire transit system and the potential for threats against it. Security also includes Southland Transit as part of the larger community and the response within the community to environmental hazards, criminal or terrorist acts, or natural disaster.

The Southland Transit Threat and Vulnerability Assessment provides a framework by which to analyze the likelihood of hazards and threats damaging critical assets. Included in this assessment are:

- Historical analysis
- Physical surveys
- Expert evaluation
- Scenario analysis

The Threat and Vulnerability Assessment offers Southland Transit the ability to identify critical assets and their vulnerabilities to threats, to develop and implement countermeasures, and to monitor and improve program effectiveness. This analysis is guided by clear investigation of three critical questions:

1. Which assets can we least afford to lose?
2. What is our responsibility to protect these assets?

3. Where do we assume total liability for risk and where do we transfer risk to others, such as local public responders, technical specialists, insurance companies, and the state and Federal government?

## 2.2 Hazard and Threat Assessment

### 2.2a. – CRITICAL ASSETS – IDENTIFYING THE IMPORTANT ELEMENTS OF OUR ORGANIZATION REQUIRING PROTECTION

**Overview**

In security terms, Southland Transit's assets are broadly defined as:

- **People** – Passengers, employees, visitors, contractors, vendors, community members, and others who come into contact with the system
- **Information** – Employee and customer information, computer network configurations and passwords, ridership, revenue and service statistics, operating and maintenance procedures, vehicle identification systems
- **Property** – Revenue vehicles, non-revenue vehicles, storage facilities, passenger facilities, maintenance facilities and equipment, administrative offices, computer systems and communications equipment

Assets are critical when their loss either endangers human life or impacts the Southland Transit's ability to maintain service. In reviewing assets, the transportation system has prioritized which among them has the greatest consequences for the ability of the system to sustain service. These critical assets may require higher or special protection.

**Asset Analysis**

In identifying and analyzing critical assets for the entire system, under the full range of operational conditions, a simple process called "asset criticality valuation" has been performed by Southland Transit This process helped Southland Transit management to prioritize the allocation of limited resources for protecting the most vital elements of its operation. In this asset analysis Southland Transit considered the following:

- Criticality to mission
- Asset replacement cost
- Severity of impact on public health and safety
- Impact on other assets including intangibles such as public trust and employee morale

For those assets that are mission-critical, steps are taken for risk **avoidance** (i.e. stop the activity altogether), risk **retention** (e.g. accept the risk but take steps to reduce the likelihood or impact of an incident) and risk **transference** (e.g. have someone else, like an insurer, assume the risk).

## 2.2b. – THREAT AND VULNERABILITY ANALYSIS

A threat is any action with the potential to cause harm in the form of death, injury, destruction of property, interruption of operations, or denial of services. Southland Transit threats include accidents and incidents, hazardous materials, fires, acts of nature, or any event that could be perpetrated by criminals, disgruntled employees, or terrorists.

Threat analysis defines the level or degree of the threats by evaluating the probability and impact of the threat. The process involves gathering historical data about threatening events and evaluating which information is relevant in assessing the threats against Southland Transit. Some of the questions answered in our threat analysis include.

- How safe are vehicles and equipment?
- How secure is the transportation facility?
- What event(s) or act(s) of nature has a reasonable probability of occurring?
- Have similar-sized agencies been targets of criminal or terrorist acts in the past?
- How significant would the impacts be?

A vulnerability is anything that can make an agency more susceptible to a threat. This includes vulnerabilities in safety/security procedures and practices involving transit facilities, transit equipment and transit staff. Vulnerability analysis identifies specific weaknesses to threat that must be mitigated.

### Threat and Vulnerability Identification

The primary method used by Southland Transit to identify the threats to the transit system and the vulnerabilities of the system is the collection of historical data and incident reports submitted by drivers and supervisors and information provided by federal and state agencies and local law enforcement.

Information resources include but are not limited to the following:

- Operator incident reports
- Risk management reports
- Bus maintenance reports
- Marketing surveys
- Passengers' letters and telephone calls
- Management's written concerns
- Staff meeting notes
- Statistical reports
- Special requests
- Historical data
- Information from public safety officials

Southland Transit reviews safety/security information resources and determines if additional methods should be used to identify system threats and vulnerabilities. This includes a formal

evaluation program to ensure that safety/security procedures are maintained and that safety/security systems are operable. Safety/security testing and inspections may be conducted to assess the vulnerability of the transit system. Testing and inspection includes the following three-phase approach:

1. Equipment preparedness
2. Employee proficiency
3. System effectiveness

**Scenario Analysis**

Scenario analysis is brainstorming by transportation personnel, emergency responders, and contractors to identify threats to the system and to assess vulnerability to those threats. By matching threats to critical assets, Southland Transit identifies the capabilities required to counteract vulnerabilities. This activity promotes awareness and enables staff to more effectively recognize, prevent, and mitigate the consequences of threats.

For each scenario, the Southland Transit has attempted to identify the potential impacts of probable threats using a standard risk analysis protocol in which threats are segmented by probability from low to high and severity of impact from modest to catastrophic.

Scenario-based analysis is not an exact science but rather an illustrative tool demonstrating potential consequences associated with low-probability to high-impact events. To determine the actual need for additional countermeasures, and to provide the rationale for allocating resources to these countermeasures, the Southland Transit uses the scenario approach to pinpoint the vulnerable elements of the critical assets and make evaluations concerning the adequacy of current levels of protection.

At the conclusion of the scenario-based analysis, the Southland Transit assembled a list of prioritized vulnerabilities for its top critical assets. These vulnerabilities are divided into the following categories:

- lack of planning;
- lack of coordination with local emergency responders;
- lack of training and exercising; and
- lack of physical security

Based on the results of the scenario analysis, the Southland Transit identified countermeasures to reduce vulnerabilities.

## 2.2c. - IDENTIFIED POTENTIAL TRANSIT SYSTEM THREATS

Southland Transit is committed to focusing on organizational emergency planning activities and preparing its transit staff to react to any potential threatening event. Southland Transit understands that threat reaction planning and preparation is a dynamic and ongoing process which requires constant attention and organizational energy. It is essential to identify each

potential threat that a transit system could face, evaluate those threats in terms of their potential impact on transit system assets and to analyze transit system vulnerability to those threats. The Southland Transit has done such a Threat and Vulnerability Assessment for the following potential threats:

## ACCIDENTS AND INCIDENTS

- **Transit vehicle accidents**
  Can be defined as collisions with other vehicles, objects or persons with the potential for damage to people and/or property and the possibility of lawsuits and/or criminal charges.

- **Transit passenger incidents**
  Involve passenger falls, injuries relating to lift and securement operation, injuries before boarding or after alighting and passenger illnesses

- **Employee accidents and incidents**
  Include injuries within the office, on official travel, while maintaining the equipment, and on-premises, but not while operating a vehicle for public transport. Such accidents/incidents create the possibility for loss of workforce, lawsuits and worker's compensation claims.

## ACTS OF NATURE

- **Floods**
  Are caused by heavy rain, storm surge, rapid snowmelt, ice jams, dam breaks or levee failures and can result in loss of life damage to facilities, danger to vehicles on roadways and loss of power and communications. Such events could require use of transit system assets for evacuation purposes.

- **Winter weather**
  Snow and ice storms can cause power failures, make roads dangerous or impassable, cause sidewalk hazards, and affect the ability to deliver transit service.

- **Tornado/hurricane**
  High winds have the potential to cause flying debris, down trees and/or power lines, make roadways impassable or dangerous, damage facilities or vehicles and threaten the safety of passengers and employees. Such events could require use of transit system assets for evacuation purposes.

- **Thunderstorms**
  May trigger flash flooding, be accompanied by strong winds, hail or lightening, can possibly cause power or communication system outages, damage facilities and equipment and make roads dangerous or impassable.

- **Wildfire**
  Whether natural or human-caused, are particularly dangerous in drought conditions, can reduce visibility, impair air quality, and have the potential to damage facilities, equipment and make roadways impassable. Such an event could require use of transit system assets for evacuation purposes.

- **Earthquake**
  Has the potential to cause extensive damage to buildings, water systems power systems, communications systems roads, bridges and other transportation infrastructure. Such events often overwhelm first responder resources. In coastal areas, tsunamis, or tidal waves, are a hazard following major earthquakes and underwater tectonic activity. A transit system's assets could be used for evacuation purposes after damage assessment.

- **Landslide/Avalanche**
  Has the potential to close roadways, damage vehicles and facilities and injure employees and passengers.

- **Dust storm**
  Usually arrives suddenly in the form of an advancing wall of dust and debris which may be miles long and several thousand feet high, and usually last only a few minutes. Blinding, choking dust can quickly reduce visibility, causing accidents. While dust storms may last only a few minutes, they tend to strike with little warning.

## CRITICAL INFRASTRUCTURE

- **Power outages**
  Whether short or long in duration, can impact overall ability to operate transit services and limit functional nature of transit equipment and facilities.

- **Computer crashes/cyber attacks**
  Cause loss of critical data and negatively impact the ability to schedule and dispatch services.

- **Communication system failure**
  Can have serious effects on the ability to deliver service and keep employees out of harms way.

- **Supply chain interruption**
  Transit service is dependent upon a continuous supply of fuel, lubricants, tires, spare parts, tools, etc. Interruption of material supplies due to weather conditions, roadway closures, acts of terrorism, acts of war, or loss of supplier facilities can limit your ability to maintain service

- **Vehicle fires**

Cause transit employee and passenger injuries and death and damage or loss of transit equipment and have the potential for lawsuits.

- **Facility loss**
  Loss of administrative, maintenance, or operations facilities– whether caused by structural collapse, presence of toxic materials, violation of municipal codes, or significant events on neighboring properties – can hamper the ability to sustain service

- **.Structural Fire**
  Whether natural or human-caused, can threaten employees and customers and damage facilities and equipment. Such an event could require use of transit vehicles for temporary shelter, or for evacuation purposes,

- **Staff shortage**
  Caused by labor disputes, poor human resource management, or regional employee shortages. Can have immediate impacts on ability to deliver service, and longer-term impacts on facility and equipment resources.

- **Employee malfeasance**
  Illegal and illicit behavior by agency employees, particularly when in uniform or on duty, can seriously damage intangible assets such as organizational image and employee morale.

## HAZARDOUS MATERIALS.

- **Bloodborne pathogens**
  Exposure can put drivers, passengers, maintenance employees and bus cleaners at risk of contracting disease.

- **Toxic material spills**
  Toxic materials fall into four basic categories: blister agents such as solvents; cardio-pulmonary agents such as chlorine gas; biological agents such as anthrax; and nerve agents such as Sarin. While some of these materials may be agents of terrorist acts, accidental release is also possible. Additionally, low-level exposure to maintenance related chemicals and vehicle fluids can pose a risk to employee and environmental health.

- **Radiological emergencies**
  Could include accidental release of radioactivity from power plants or from materials being transported through the service area by truck or train. Have the potential to cause danger to human life or the need for use of transit system assets for evacuation purposes.

- **Fuel related events**
  Include accidental release of natural gas and petroleum, rupture of pipelines, and fire and explosion involving alternative fuel use. Dangers include risk of human life, damage to

facilities and vehicles, and events that may require use of transit system assets for evacuation purposes.

## CRIMINAL ACTIVITY

- **Trespassing**
  Penetration of organizational security system can increase vulnerability to criminal mischief, theft, workplace violence, and terrorist attack

- **Vandalism/Criminal mischief**
  Includes graffiti, slashing, loitering, or other such events that damage buses, bus stops, shelters, transit facilities and/or organizational image.

- **Theft and burglary**
  Includes loss of assets due to break-in to facilities and into vehicles as well as employee theft, and can threaten information assets, property assets, and organizational image.

- **Workplace violence**
  Includes assaults by employees on employees, passengers on passengers, and passengers on employees including menacing, battery, sexual assault, and murder.

- **Commandeered vehicle**
  The taking of a transit vehicle to perpetrate a crime and the taking of hostages as a negotiating tool. Puts the lives of transit employees and passengers at risk.

## TERRORISM

- **Dangerous mail**
  Chemical, biological, radiological and explosive devices delivered through the mail put the lives of transit employees and occupants of transit facilities at risk, and have the potential for damage of facilities and equipment.

- **Suicide bombers**
  Internationally, transit systems have been common terrorist targets. American transit systems are not immune. The major inherent vulnerabilities of transit are that transit systems by design are open and accessible, have predictable routines/schedules, and may have access to secure facilities and a wide variety of sites, all of which make transit an attractive target.

- **Improvised Explosive Devices (IED)**
  Activities could involve the use of conventional weapons and improvised explosive devices or bombs on transit vehicles, within transit facilities or within the environment of the transit service area, putting the lives of transit employees, passengers and

community members at risk. Such events could require the use of transit vehicles in evacuation activities.

- **Weapons of mass destruction**
  Use of chemical, biological or radiological weapons could cause massive loss of life involving everyone in the community and lead to the destruction of transit vehicles and facilities, as well as require the use of transit vehicles for evacuation purposes.

## 2.3 Communicating about Risk: Transit Threat Alert System

The Federal Transit Administration has developed a transit ***Threat Condition Model*** that parallels that of the Department of Homeland Security. The FTA model progresses from green through red to indicate threat levels from low to severe. It also includes purple designating disaster recovery. This model, along with its recommended protective measures, has been adapted for use by Southland Transit.

## 2.4 Emergency Planning

### 2.4a. – INTERNAL CONTACT INFORMATION

Southland Transit maintains accurate and up-to-date internal contact information on key staff and board members required to respond to safety and security emergencies.

### 2.4b. – EXTERNAL CONTACT INFORMATION

Southland Transit maintains accurate and up-to-date external contact information on key community emergency management personnel and first responders to be notified in the case of safety and security emergencies.

### 2.4c – EMERGENCY RESPONSE TEAM ROSTER

[SOUTHLAND TRANSIT] maintains an accurate and up-to-date roster that includes contact information of the transit incident management team in advance of any incident. This team is based on the Incident Command System (ICS) discussed in Chapter 4 and includes representation from each area of the organization.

### 2.4d – PHONE TREES

[SOUTHLAND TRANSIT] maintains an accurate and up-to-date call tree with staff names and phone numbers. The call tree enables everyone in the organization to be contacted quickly, with each staff member having to make no more than a couple of calls. Details on *use* of the call list are included in Chapter 4 – Response. Quarterly exercises using the phone tree should be run so that all members of the team are familiar with its use and application.

### 2.4c. – DELEGATION OF AUTHORITY

[SOUTHLAND TRANSIT] has a plan to ensure continuity of management throughout any emergency incident. The succession plan provides for automatic delegation of authority in cases where:

- The Emergency Response Coordinator (ERC) or other agency incident response personnel are no longer able to perform incident-related duties due to injury, illness or exhaustion/rest and recuperation.
- A member of the incident response team is temporarily unable to perform incident-related duties due to loss of radio or phone service.
- Regular members of the agency incident response team are unavailable due to travel (e.g., vacation, professional development, etc.)

The succession plan designates the next most senior leader required to manage temporary duties normally assigned to higher-level personnel.

## 2.5 Coordinating with Stakeholders

[SOUTHLAND TRANSIT] is committed to proactively coordinate with local emergency management, law enforcement and other first responders in preparing for an integrated response to emergencies and security related events. Toward this end [SOUTHLAND TRANSIT] meets on a regular basis with local emergency management staff, local law enforcement and other first responders, and reviews local and transit agency emergency plans to ensure that transit is integrated into these plans and is prepared to play its defined role in any emergency.

### 2.5a. – COORDINATION WITH EMERGENCY MANAGEMENT

Effective emergency response does not happen by accident. It is the result of planning, training, exercising, and intra/interagency cooperation, coordination and communication. Integration into the local community's emergency planning process is central to the success of the [SOUTHLAND TRANSIT] SSEPP and to the preparedness of the system. [SOUTHLAND TRANSIT] coordinates with local community emergency management to fulfill all SSEPP functions including threat mitigation, consequence management planning, exercising and training, and post-incident analysis.

In this SSEPP, [SOUTHLAND TRANSIT] has defined its internal processes for identifying safety and security events, mitigating consequences and managing or assisting in incident response.

## 2.5b. – COORDINATION WITH FIRST RESPONDERS

### Law Enforcement

[SOUTHLAND TRANSIT] management regularly works with the local and state law enforcement to improve security and emergency/incident preparedness and response capabilities. These activities include:

- Maintaining regular communications with law enforcement
- Meeting at least once a year to ensure transit issues are understood by law enforcement
- Developing an emergency contact list for dispatchers
- Communicating regularly on optimal incident reporting methods that will offer law enforcement all the information they need
- Participating in cooperative emergency preparedness training programs
- Establishing appropriate methods of communication for continuous coordination during an emergency
- Establishing procedures for supplying the unique types of emergency service that may be required in particular emergency situations

### Fire

[SOUTHLAND TRANSIT] works with the local fire departments on a regular basis to support improved security and emergency/incident preparedness and response. This includes the following activities:

- Maintaining regular communications with fire services
- Establishing the level of service (e.g., equipment and personnel) to be delivered in response to various types of emergencies
- Specifying in advance the level of notification, command and control, and degree of responsibility that will apply on site
- Establishing appropriate methods of communication, and developing procedures for continuous coordination and transfer of command
- Providing training for fire department personnel to familiarize them with transit vehicles and equipment, including wheel chair lifts and access/egress procedures
- Conducting periodic drills in cooperation with the fire department
- Scheduling a meeting at least annually to ensure transit issues (e.g., evacuation of transit vehicles, considerations for persons with disabilities) are understood by fire officials
- Identifying any special tools and equipment the firefighters might need to address transit emergencies (particularly items that they would not normally possess) by inviting firefighters to visit the agency annually, and walking them through transit vehicles and facilities
- Reviewing current fire-related plans and policies
- Ensuring fire annunciation and evacuation procedures are part of the standard procedures and training for operators

**Emergency Medical Services**

[SOUTHLAND TRANSIT] works with the local emergency medical services including hospitals on a regular basis to support improved medical response. Preparations include the following activities:

- Maintaining regular communications with EMS
- Scheduling a meeting on transit property or at the offices of EMS at least annually to ensure transit issues are understood by the organization
- Establishing appropriate EMS unit jurisdictions
- Establishing the level of service (equipment, personnel, etc.) to be delivered in response to various types and degrees of emergencies
- Establishing appropriate methods of communication for continuous coordination during a response
- Familiarizing EMS personnel with transit vehicles and facilities
- Conducting periodic drills in conjunction with EMS personnel

**Training of First Responders on Transit Equipment**

[SOUTHLAND TRANSIT] holds annual training with local first responders to improve familiarity with transit fleet, facilities and operations. Key areas covered include:

- Vehicle and facility entry - windows, doors and hatches
- Hazardous materials
- Facility escape routes and safety zones
- Equipment shutdown
- Emergency dump valves
- Battery cut-off switches
- Appropriate zones to breach transit vehicles in event of an incident
- Communications compatibility

## 2.6 Exercises and Drills

In crisis management as in sports, the transit agency plays the way it practices. That is why [SOUTHLAND TRANSIT] is committed to testing their emergency preparedness plans through disaster drills and exercises.

[SOUTHLAND TRANSIT] is committed to participating in community emergency response exercises. This commitment requires the transportation system and community public response agencies to plan and conduct increasingly challenging exercises over a period of time. Implementation of such a program allows the collective community to achieve and maintain competency in executing the transportation component of local emergency response plans.

There are five major types of exercises that comprise this program, each with a different purpose and requirement. Each step is progressively more sophisticated in nature and will be undertaken in a step-by-step and long-term implementation plan that is integrated into overall community response.

1. Basic awareness training to familiarize participants with roles, plans, procedures, and resolve questions of coordination and assignment of responsibilities

2. Operational training to familiarize front-line staff with roles, plans, procedures, and resolve questions of coordination and assignment of responsibilities.

3. Tabletop exercises that simulate emergency situations in an informal, low stress environment. It is designed to elicit discussion as participants examine and resolve problems based on existing crisis management plans and practical working experience.

4. Drills that test, develop or maintain skills in a single response procedure (e.g., communications, notification, lockdown, evacuation procedures, etc.). Drills can be handled within the organization, or coordinated with partner agencies, depending upon the drill objective(s). Drills help prepare players for more complex exercises in which several functions are simultaneously coordinated and tested.

5. Functional exercises are full-scale simulated incidents that tests one or more functions in a time-pressured realistic situation that focuses on policies, procedures, roles and responsibilities. It includes the mobilization of emergency personnel and the resources appropriate to the scale of the mock incident. Functional exercises measure the operational capability of emergency response management systems in an interactive manner resembling a real emergency as closely as possible.

# 3. PREVENTION

## 3.1 Overview

[SOUTHLAND TRANSIT] follows the guidelines provided by the Federal Transit Administration's (FTA) description of Core Elements addressing *Model Bus Safety Programs* in our internal focus on safety and the FTA's *Public Transportation System Security and Emergency Preparedness Planning Guide* in our internal focus on security.

## 3.2 Risk Reduction

The [SOUTHLAND TRANSIT] reviews current methods of threat and vulnerability resolution and establish procedures to 1) eliminate; 2) mitigate; 3) transfer, and/or 4) accept specific risks. Prioritization of safety/security remediation measures are based on risk analysis and a course of action acceptable by [SOUTHLAND TRANSIT] management.

***Risk reduction/elimination*** implies changes to equipment, facilities, training or operational implementation in order to no longer be exposed to the hazard (e.g. moving maintenance facility out of the floodplain). ***Risk control/mitigation*** implies changes in policies or procedures that reduce the likelihood of an event, or reduce its impact on critical assets (e.g. defensive driver training). ***Risk transference*** implies that the risk exposure is borne by someone else (e.g. hazard and liability insurance).

### 3.2a. - STRATEGIES TO MINIMIZE RISK

Protocol that [SOUTHLAND TRANSIT] employs to reduce vulnerability to unknown hazards and threats includes:

- Involving staff in the identification of hazards and threats
- Involving staff in creating strategies that prevent or mitigate unwanted incidents
- Providing training that raises staff awareness, across all departments, about agency-specific hazards and threats
- Using tabletop exercises to establish, assess and improve emergency response protocols
- Conducting Drills that raise staff proficiency in reacting to unwanted incidents, including proper use of emergency equipment and communication technologies
- Participating in exercises that improve coordination across departments and between responding agencies for any sort of critical incident

### 3.2b. - EMERGENCY OPERATIONS POLICIES

**Checking Weather and Other Hazardous Conditions**

[SOUTHLAND TRANSIT] has in place Operations Policies that address responding to emergencies. Particular attention is given to the following issues:

At [SOUTHLAND TRANSIT], management is responsible for checking weather and other reports to ensure it is safe to send vehicles on the road. This designated individual checks this information before each shift and at appropriate intervals, especially if severe weather is expected. Drivers performing their routes continuously assess road conditions, evaluating weather, construction, accidents, and other situations to ensure it is safe to proceed. Every effort is made to avoid sending drivers on routes if it is unsafe to do so. However, if a condition arises requiring a driver to abort a route, the dispatcher will contact the driver (or the driver will alert the dispatcher), and the dispatcher will provide instructions on how to proceed.

[SOUTHLAND TRANSIT] uses National Weather Service warnings, forecasts, advisories available at www.weather.gov, and weather radios monitored at dispatch site to track real-time information on the following conditions:

- Hazardous weather outlooks
- Special weather statements
- Winter storm watches
- Winter storm warnings
- Snow and blowing snow advisories
- Winter weather advisories
- Heavy freezing spray warnings
- Dense fog warnings
- Fire weather forecasts
- High wind warnings
- High wind watches
- Wind advisories
- Gale warnings
- Tornado watches and warnings
- Hurricanes
- Flood warnings
- Flood statements
- Coastal flood statements

[SOUTHLAND TRANSIT] also maintains a dispatcher log, a narrative description of what occurs during each shift. This enables the incoming dispatcher to read the previous shift log and know what needs to be tracked, problem areas of concern, or what is going right and wrong.

**Aborting or Changing Route Due to a Hazard**

To the extent possible, [SOUTHLAND TRANSIT] avoids sending vehicles out in conditions that might pose a hazard. It is the responsibility of the management to check weather and other relevant conditions at the beginning of a shift, and on an ongoing basis, to safeguard the well being of passengers, employees, and others. If a hazard is encountered that causes it to be unsafe to continue on a route, agency policy is as follows:

- If the hazard is noted by the driver, he/she must call the dispatcher, describe the situation, and await further instruction.
- If the hazard is noted by staff other than the driver (e.g., the dispatcher becomes aware that a tornado is approaching), the dispatcher will contact the driver and provide direction.

Direction may be as follows:

- To abort the route, and drive the passengers to the nearest emergency drop point (see policy on emergency drop points)

- To abort the route and return to the agency (particularly if there are no passengers on the vehicle)
- To drop off some or all passengers at the next stops and to then abort the route, following the instructions of the dispatcher (returning to the agency or using an emergency drop point)

With most hazards or emergencies, it is the primary policy of [SOUTHLAND TRANSIT] that the driver, first, communicates with the dispatcher, describes the situation, and awaits instruction. The exception to this is in the case of an immediate life threatening situation when the driver acts first, then communicates. Policies are in place for a range of situations.

## 3.2c. – TRANSIT FACILITY SAFETY AND SECURITY REVIEW

[SOUTHLAND TRANSIT] assesses on an ongoing basis the system's physical and procedural security systems and exposures. Findings from past and current threat and vulnerability assessments are of particular significance.

The conditions affecting facility security change constantly. Employees come and go, a facility's contents and layout may change, various threats wax and wane, and operations may vary. Even such mundane changes as significant growth of bushes or trees around a facility's exterior may affect security by shielding the view of potential intruders. [SOUTHLAND TRANSIT] reviews our security measures periodically, as well as whenever facilities or other conditions change significantly. [SOUTHLAND TRANSIT] also does the following:

- updates risk assessments and site surveys;
- reviews the level of employee and contractor compliance with security procedures;
- considers whether those procedures need modification; and
- establishes ongoing testing and maintenance of security systems including access control, intrusion detection and video surveillance.

Special attention is given by [SOUTHLAND TRANSIT] to:

- developing and refining security plans
- encouraging personnel to maintain heightened awareness of suspicious activity
- providing special attention to perimeter security and access control
- maintaining a proactive effort of facility visitor access and control
- verifying the identify of service and delivery personnel
- heightening security measures involving buses and other vehicles
- securing access to utilities, boiler rooms and other facility maintenance operations
- examining and enhancing physical security measures related to outside access to HVAC (heating, ventilation and air conditioning) systems and utility controls (electrical, gas, water, phone)
- securing chemical and cleaning product storage areas and maintaining appropriate records of such items
- conducting status checks of emergency communication mechanisms

- implementing information security programs including web site access to sensitive information
- identifying high risk facilities, organizations and potential targets in the community surrounding the transit facility
- using ID badges for all employees for security purposes
- considering using cameras to monitor facilities and/or transit vehicles
- ensuring adequate lighting for the facility grounds
- considering placing fencing or similar barrier around perimeter of facility and storage areas
- developing, reviewing, refining and testing crisis preparedness procedures

**Bus Stop Locations**

When a decision is made to establish a bus stop, [SOUTHLAND TRANSIT] assesses bus stop locations to ensure that stops are located in the most secure areas possible. Guidelines for this assessment are:

- Highly visible
- Well lighted
- Located in populated areas when possible
- Located away from unsafe areas
- Co-located with other activity centers if possible

**3.2d. - OSHA REQUIREMENTS**

[SOUTHLAND TRANSIT] periodically inspects its facilities and staff working conditions in order to ensure that the agency is compliant with all applicable OSHA requirements.

**3.2e. – ALTERNATE BUSINESS LOCATIONS**

[SOUTHLAND TRANSIT] has established plans for alternate facilities, equipment, personnel, and other resources necessary to maintaining service during crisis, or to resume service as quickly as possible following disaster.

**Emergency Drop Points**

Emergency drop points are pre-designated safe locations that are used by drivers to drop off passengers whenever instructed to do so by the dispatcher or the designated backup. In the event of an emergency, the dispatcher ensures that the driver has been contacted and given instructions as to where to drop off passengers, and the estimated time to drop off.

Decisions on selection of drop points are based on the following:

- All points must be manned
- Geographic distribution
- Physical safety of drop points
- Prioritization of passenger needs based on critical factors (i.e., medical needs of persons in the area, environmental conditions, etc.)

- Availability of on-site personnel to address passenger needs

Pre-existing agreements are in place for all drop points and the list of drop points is maintained by [SOUTHLAND TRANSIT] and reviewed on a quarterly basis.

## 3.2f. – COMPUTER SECURITY

Computer backups of key financial, personnel, dispatching, and other information are performed regularly. These backups are stored in a fireproof and secured location. Computer backups and duplicate hard copies of important documents are kept off-site in a secured location with a rotation schedule that is updated daily so that at no time are all copies on property at the same time.

## 3.2g. – VEHICLE INSPECTION

### Driver's Vehicle Checklist

[SOUTHLAND TRANSIT] drivers complete a vehicle pre-trip inspection checklist when putting a vehicle into service. This pre-trips inspection includes:

- Inspection of the vehicle's required safety equipment
- Inspection of the interior of the vehicle to detect unauthorized objects or tampering
- Inspection of the interior lights to make sure they are operational and have not been tampered with
- Inspection under the vehicle to detect items taped or attached to the frame
- Inspection of the exterior of the vehicle for unusual scratches or marks made by tools; signs of tampering; unusually clean or dirty compartments; or items attached using magnets or duct tape
- Following established policy governing suspicious packages, devices, or substances to determine if an unattended item or an unknown substance found during inspection is potentially dangerous
- Immediately notifying a supervisor in the case of a potentially suspicious packages(s) or evidence of tampering. Do not start or move the vehicle or use electronic means of communication.

Periodically throughout the driver's shift, the above inspections are conducted.

### Mechanic's Vehicle Checklist

[SOUTHLAND TRANSIT] mechanics or contracted mechanics make the following security checks before releasing a vehicle for revenue service:

- Ensures that required safety equipment is on vehicle
- Inspects the interior of the vehicle for unknown objects or tampering

- Inspects the interior lights to make sure they are operational and have not been tampered with
- Inspects under the vehicle for items taped or attached to the frame
- Inspects the exterior of the vehicle for unusual scratches or marks made by tools; signs of tampering; unusually clean or dirty compartments; or items attached using magnets or duct tape
- Inspects the gas cap for signs of tampering or unusual items
- Inspects the engine compartment and other areas to detect foreign objects or false compartments in the air filter area or the cold oil filter. Also look for additional wires running to or from the battery compartment, and take note of unusually clean components and devices
- Inspects the fuel and air tanks to detect inconsistent and missing connections

Note: If the mechanic finds an unattended item or an unknown substance while conducting the inspection, the policy on suspicious packages, devices, or substances to determine whether the package is potentially dangerous is followed, and a supervisor is immediately notified.

### 3.2h. - VEHICLE MAINTENANCE

[SOUTHLAND TRANSIT] provides proper maintenance of vehicles and equipment critical to the continued safe operation of the transit system. Unsafe vehicles present unnecessary hazards to the driver, passengers and other vehicles on the road. Basic vehicle maintenance practices regularly address safety-related vehicle equipment to ensure that no unsafe vehicles are dispatched for service. Safety-related vehicle equipment includes:

- Service brakes and parking brake
- Tires, wheels, and rims
- Steering mechanism
- Vehicle suspension
- Mirrors and other rear vision devices (e.g., video monitors)
- Lighting and reflectors or reflective markings
- Wheelchair lifts

Most safety-related equipment is inspected during a pre-trip inspection to ensure that the vehicle is fit for service. [SOUTHLAND TRANSIT] has an established formal plan to address the maintenance requirements of our vehicles and equipment. The vehicle maintenance program addresses the following categories:

- **Daily servicing needs** – This relates to fueling, checking and maintaining proper fluid levels (oil, water, etc), vehicle cleanliness, pre- and post-trip inspections and maintenance of operational records and procedures.

- **Periodic inspection** – These activities are scheduled to provide maintenance personnel an opportunity to detect and repair damage or wear conditions before major repairs are

necessary. Inspection items include suspension elements, leaks, belts, electrical connections, tire wear, and any noticeable problems.

- **Interval related maintenance** – This focus is to identify wear, alignment, or deterioration problems of parts or fluids. Replacement intervals of these items are determined through transit agency experience and manufacturer recommendations.

- **Failure maintenance** - Regardless of the preventative maintenance activities, in-service failures will occur. When a failure is encountered that makes the vehicle unsafe or unable to continue operation, the vehicle is usually removed from service and returned to the garage for repair.

When possible, [SOUTHLAND TRANSIT] vehicles are stored in a secured and well- lighted location.

### 3.2i. – VEHICLE READINESS

It is the policy of [SOUTHLAND TRANSIT] to maintain fully stocked first aid kits, biohazard cleanup packs, fire suppression equipment, vehicle emergency equipment, and emergency instructions in all vehicles. Battery operated equipment batteries will be replaced semi-annually. The assigned driver inspects the vehicle daily for the following emergency supplies and documents the results on the pre-trip inspection sheet. In addition, when a mechanic places a vehicle back in service, he/she ensures the required safety equipment is on the vehicle. The required safety equipment includes:

| | |
|---|---|
| First Aid Kit | Bio-hazard Kit |
| Fire Extinguisher | Reflective Triangles |
| Seat Belt Cutter | Flashlight |

### 3.2j. – OPERATOR SELECTION

Operator selection is critical to [SOUTHLAND TRANSIT] safe transit operations. The driver of a [SOUTHLAND TRANSIT] transit bus is directly responsible for the safety of his or her passengers and other drivers that share the road with the transit vehicle. The driver selection criterion addresses specific, safety-related items.

- **Licensing** – The driver is properly licensed and the license is appropriate for the type of vehicle the driver is assigned. Licensing also considers local jurisdiction requirements.

- **Driving record** – The driver has an acceptable past driving record over a reasonable period of time. The driving record demonstrates an ability to follow traffic rules and regulations and thus avoid accidents.

- **Physical requirements** - The driver is physically able to perform the functions associated with the assignment. These factors include good eyesight with true color

perception, good hearing, physical strength and dexterity to assist disabled passengers (especially in demand responsive/para-transit assignments), or other factors that may be unique to the service area and/or specific driving assignments.

- **Background checks** - [SOUTHLAND TRANSIT] does background checks on all employees to protect against hiring personnel with a history of aberrant behavior.

### 3.2k. - DRUG AND ALCOHOL POLICIES

A critical element of [SOUTHLAND TRANSIT]'s commitment to safe operations is ensuring that our employees are not impaired due to the use of alcohol, illegal drugs, prescription drugs or over-the-counter medication.

[SOUTHLAND TRANSIT] follows the requirements set forth under 49CFR Part 655 and 49CFR Part 40 Amended as mandated by the FTA. The bottom line is protection of the riding public and transit employees, and all efforts are geared toward this end. The [SOUTHLAND TRANSIT] drug and alcohol program includes specific policies, procedures and responsibilities, or references the appropriate master document containing that information.

## 3.3 Training and Development

### 3.3a. – VEHICLE OPERATOR/DRIVER TRAINING

**Driver Training**

Once qualified candidates are identified and hired, [SOUTHLAND TRANSIT] provides initial and ongoing refresher training critical to ensure proper operations and adherence to the transit providers' rules and regulations. [SOUTHLAND TRANSIT] understands that proper qualification of operating and maintenance personnel is a vital part of a safe transit environment. Driver training addresses specific safety-related issues appropriate to the type of vehicle and driving assignment. Special consideration is also given to crisis management concerns such as fire and evacuation.

- **Traffic Regulations** – Training addresses state and local traffic rules and regulations, traffic signs and signals, and proper vehicle operations (including proper use of hand signals).

- **Defensive Driving and Accident Prevention** – Training stresses defensive driving principles, collision prevention, and concepts of preventable accidents as a measure of defensive driving success.

[SOUTHLAND TRANSIT] drivers are taught to always drive defensively. This means driving to avoid and prevent accidents. It means driving with the vehicle under control at all times, within the applicable speed limits, or less if driving conditions so indicate, and anticipating possible unsafe actions of other drivers. Special attention is given in the [SOUTHLAND

TRANSIT] safety program to hazardous conditions. These hazardous conditions include but are not limited to:

| | |
|---|---|
| Winter driving | Fog |
| Rainstorms/thunderstorms | Flash flooding |
| Tornadoes | Skids |
| Intersections | Following distance |
| Backing | Passing |
| Lane changes and turns | Pedestrians, bicycles and motorcycles |
| Railroad crossings | Rollovers |
| Expressways | Traffic congestion |

- **Vehicle Orientation and Inspection** – Training focuses on the type of vehicle that will be used in service. Significant differences can exist among different bus models and among different manufacturers, and equipment may have characteristics that are unique to the service environment.

- **Behind-the-wheel Training** – Training includes all core driving maneuvers for the type of vehicle in service, including the difficulties in backing maneuvers that can lead to accidents, stopping distance requirements, and equipment-specific functions such as door opening and closing procedures for passenger boarding and alighting.

- **Passenger Sensitivity and Assistance Training** – Training covers topics ranging from general customer service techniques to elderly and disabled sensitivity to technical skills in lift and securement. The following subjects are included in the training:

    - Understanding passenger needs
    - Understanding disabilities
    - Americans with Disabilities Act (ADA)
    - Communicating with passengers
    - Sensitivity to passenger needs
    - Mobility devices
    - Lifting and body mechanics
    - Providing assistance to passengers
    - Wheelchair management/wheelchair management
    - Lift and ramp operations
    - Emergency procedures

**Radio Usage**

To ensure the safety of our drivers and passengers and to enhance the performance of our operations, all [SOUTHLAND TRANSIT] employees are familiar with two-way radio operations. Basic procedures are as follows:

- Staff using the two-way radio will follow the standard use practices of the FCC. Profanity, abusive language, or other inappropriate transmissions are not allowed, and could result in disciplinary action.
- All transmissions will be as brief as possible.
- All base stations and vehicle units shall be tuned to the appropriate assigned frequency at all times.
- Staff will initiate communications by first stating who they are calling, and then who is making the call. At the completion of the transmission both parties will indicate that the transmission is completed by stating their call sign and "clear".
- Except in the event of an emergency, all staff will listen for five seconds before transmitting to ensure there are no transmissions in progress. Other units' transmissions will not be interrupted unless it is an emergency.
- When an emergency is declared, all non–emergency transmissions will cease until a supervisor clears the emergency.
- In the event of an emergency, establish communications on the primary frequency and immediately shift to the secondary frequency. State the nature of the emergency and what assistance is required. To ensure appropriate help arrives promptly, staff will transmit the following items as soon as possible:
  - Who they are and their location, in detail,
  - What assistance they need,
  - How many passengers they have and the nature of their condition(s),
  - Staff not involved with the emergency will stay off the radio; communications will be between Dispatch and the unit requesting assistance.
  - After initial contact, emergency communications may also take place between a supervisor and the unit, or between Dispatch and a supervisor.

**Crisis Management Training** – Training covers emergencies the driver may face while out on the bus. Topics of this training range from breakdowns to accidents to fire/evacuation to handling violent perpetrators. The following subjects are included in the training:

- Accidents
- Ill and injured passengers
- Lift operations
- Fire safety
- Vehicle evacuation
- Bloodborne pathogens (bodily fluid spill containment and clean up)
- Handling conflict
- Basic crisis management steps
- Transit security
- Securing the vehicle

**First Aid**

[SOUTHLAND TRANSIT] provides basic First Aid training to drivers, including triage procedures, focusing on:

- Clearing air passages
- Controlling bleeding
- Bloodborne pathogen protection
- Handling shock victims
- Reacting to seizures

### 3.3b. – TRAINING OF OTHER PERSONNEL

At a minimum, [SOUTHLAND TRANSIT] includes the as part of the training curriculum for agency personnel not directly involved in revenue service:

**Maintenance**

- Mechanic Skill Development
- Defensive Driving
- CPR/First Aid/Triage
- Incident response protocols

**Scheduling and Dispatching**

- Scheduling and Dispatching Skill development
- Customer Relations
- Radio Usage
- Crisis Management
- Incident response protocols

**Management and Supervision**

- Leadership Skills
- Coaching, Counseling and Discipline
- Crisis Management
- Accident Investigation
- Crime scene Preservation and evidence collection requirements

### 3.3c. – TRAINING DOCUMENTATION

The [SOUTHLAND TRANSIT] maintains complete and accurate records of all driver training and certification, as well as the training materials and grading mechanism. Drivers are required to demonstrate skill and performance competency in the type of vehicle to which they are assigned as a part of training requirements. Because training transit operations personnel is not a onetime activity [SOUTHLAND TRANSIT] provides ongoing/recurring training necessary to reinforce policies and procedures as well as to provide a mechanism to brief drivers on new policies, procedures and/or regulations.

## 3.4 Security Awareness

## 3.4a. – TRANSIT WATCH

The [SOUTHLAND TRANSIT] supports Transit Watch and prepares all its employees to help promote safety and security within the community, region and nation.

Transit Watch was developed by the Federal Transit Administration (FTA) and encourages transit employees, transit riders and community members to be aware of their surroundings and alert to activities, packages or situations that seem suspicious. If something out of the ordinary and potentially dangerous is observed, it is to be reported immediately to the proper transit supervisor who may investigate and/or notify law enforcement authorities.

## 3.4b. – SUSPICIOUS ITEMS, VEHICLES, PEOPLE AND ACTIVITIES

[SOUTHLAND TRANSIT] understands that it has a role to play in being a part of the eyes, ears and liability of the community and a part of the community's first line of defense. Therefore, it is vigilant and is committed to train and encourage all employees to be on the look out for any suspicious people, activities, vehicles, packages or substances. Because [SOUTHLAND TRANSIT] employees know their operating environment, know what is usual and unusual, they are taught to trust their gut reactions and report anything unusual, out of place or suspicious to dispatch/management who will then immediately pass this information on to the appropriate authorities.

All [SOUTHLAND TRANSIT] employees are "On the Look Out" for and report to the transit agency the following:

**Suspicious Items**

Public transportation systems deal with items left unattended in stations and on vehicles all the time. These unattended packages impose a tremendous burden on security. Although unattended packages are rarely linked to explosive devices, they all represent a potential threat and need to be examined systematically. If an unattended package is not deemed suspicious, it will be treated as lost property and handled according to agency protocol.

[SOUTHLAND TRANSIT] trains employees to identify items, packages and devices as suspicious if they meet any of the following criteria:

- Common objects in unusual locations
- Uncommon objects in common locations
- A threatening message is attached
- Unusual wires or batteries are visible
- Stains, leaks or powdery residue are evident
- Sealed with excessive amounts of tape or string
- Lopsided or lumpy in appearance
- Tanks, bottles or bags are visible
- A clock or timer is attached
- A strange odor, cloud, mist, vapor or sound emanates from it

- Addressed with cut and paste lettering and/or common words misspelled
- Have excessive postage attached
- Abandoned by someone who quickly leaves the scene
- No one in the immediate area claims it as theirs
- An active attempt has been made to hide it (i.e. Placed in an out-of-the-way locations)

Once an item, package or device is determined to be suspicious

- the item is not touched or moved
- the area or vehicle is immediately evacuated uphill and upwind
- Radio and cell phones should not be used within 300 feet of the suspicious package
- system management is notified, and
- appropriate action is taken (i.e., notifying of bomb analysis team).

**Suspicious Vehicles**

[SOUTHLAND TRANSIT] understands that vehicles (cars, trucks, boats, bikes) are frequently used in criminal or terrorist attacks. Therefore, agency employees are trained to be alert to suspicious vehicles in and around their work environment. Employees are told to report vehicles to system management and authorities when they notice any of the following:

- Show signs of forced entry
- Have altered or makeshift company insignia or license plates
- Are located in an unauthorized area or near a potentially catastrophic target
- Contain unusual equipment which could be used in a violent act
- Appear to be overloaded and/or have bulging tires or sagging frames
- Emit unusual odors, leaks or residues

**Suspicious People and Activities**

[SOUTHLAND TRANSIT] teaches its employees to be aware of suspicious people and activities. Employees are taught to focus on behaviors and not on a person's color, nationality, ethnicity or religion. The key concern in determining what is suspicious is always based on 1) where someone is, 2) when he or she is there, and 3) what he or she is doing. Employees are encouraged to trust their judgment based on their experience in and around the community, and the transit system, and that it normally is a combination of factors taking place that will accurately identify a suspicious person or act.

Specific actions that are of concern and may meet the threshold of reporting as suspicious include people appearing to be:

- gathering intelligence
- running security tests
- attempting infiltration
- conducting a dry run/drill
- deploying assets

Employees are taught by [SOUTHLAND TRANSIT] to determine if a behavior is suspicious based on the following categories:

- attitude of the person
- apparel and accessories
- body language (e.g. reaction to uniformed presence)
- actions in and around crowds
- attention to secure or high profile locations

## 3.5 Safety Data Acquisition/Analysis Procedures

To [SOUTHLAND TRANSIT], understanding safety data is an important step toward allocating finite resources to implement safety program elements. Data on safety-related events such as

- passenger injuries or claims
- passenger complaints
- employee injuries
- accidents
- incidents
- EOL's
- turnarounds
- bus stops
- shelters

# 4. RESPONSE

## 4.1 Overview

[SOUTHLAND TRANSIT] makes all efforts to ensure that, if confronted with a safety or security event or major emergency, [SOUTHLAND TRANSIT] personnel will respond effectively, using good judgment, ensuring due diligence, and building on best practices, identified in rules and procedures and exercised through drills and training.

This level of proficiency requires the establishment of formal mechanisms to be used by all [SOUTHLAND TRANSIT] personnel to identify safety or security threats and vulnerabilities associated with [SOUTHLAND TRANSIT] operations, and to develop controls to eliminate or minimize them. The SSEPP also requires [SOUTHLAND TRANSIT] to:

- Coordinate with local law enforcement and other public safety agencies to manage response to any incident that occurs on a transit vehicle or affects transit operations, and
- Identify a process for integrating [SOUTHLAND TRANSIT] resources and capabilities into the community response effort to support the management of a major safety or security event affecting the community.

[SOUTHLAND TRANSIT] management expects all employees, volunteers and contractors, especially those working directly with passengers, to support the SSEPP.

## 4.2 Internal Incident Response Responsibilities

### 4.2a. - DIVISION OF RESPONSIBILITIES

**All Personnel**

[SOUTHLAND TRANSIT] personnel understand and adopt their specific roles and responsibilities, as identified in the SSEPP, thereby increasing their own personal safety and security and that of their passengers during normal operations and in emergency conditions.

The following functions are performed by [SOUTHLAND TRANSIT] personnel to ensure the success of the SSEPP:

- Becoming familiar with and operating within all security and emergency preparedness procedures for assigned work activity.
- Proper judgment is used by following crisis management guidelines when managing dangerous passengers and potentially volatile situations.

- All suspicious activity, no matter how insignificant it may seem, is immediately reported to the Transit Director or his/her designee.

- The Transit Director or his/her designee is notified when a physical or mental condition, or required medications or therapies, may impair the ability of an employee to perform security or emergency preparedness functions.

- All security incidents are immediately reported.

- Participation in security and emergency preparedness training, including drills and exercises.

**Specific Job Function Responsibilities**

The following job functions within [SOUTHLAND TRANSIT] have defined responsibilities relevant to safety and security concerns:

- Transit Director
- Safety/Security Officers
- Managers/Supervisors
- Dispatchers
- Vehicle Operators
- Mechanics
- Administrative Staff

## 4.2b. – CALL DOWN LIST ACTIVATION

During a crisis, each department or team leader initiates activation of [SOUTHLAND TRANSIT]'s Emergency Response Team by contacting two people on the agency call tree. Those two people will in turn contact two others and so on. If a staff person only reaches voicemail, he or she leaves a message but continues down the tree contacting the next person on the list until he or she has spoken with at least two people.

When making activation calls, each person communicates the following:

- A very brief synopsis of the crisis
- If and where the employee is expected to report, and what will be expected of him or her
- The status of other members of the response team (if known)
- How to reach the team leader

Additionally, the caller confirms:

- Who on the call list the employee is responsible for contacting
- How the team can contact the employee for changes (e.g. cell phone number)

## 4.2c. – TRANSIT INCIDENT MANAGEMENT PROTOCOL

**Overview**

[SOUTHLAND TRANSIT] frontline employees may be responsible for managing security incidents and threats (potential or actual). These employees are taught to assess the situation and decide on the appropriate action. It is also their responsibility to manage incidents and threats until emergency responders arrive. They are instructed to serve as a resource to emergency responders until the incident or threat is resolved.

### [SOUTHLAND TRANSIT] Incident Management Priorities

**Response objectives:**

- Protection/preservation of self
- Protection of passengers/others
- Protection/securement of vehicle/property
- Stabilization of incident

**Priority response actions:**

- Triage
- Risk management
- Requesting incident resources

**Critical concerns:**

- Accurate analysis and scene assessment
- Delegation to able-bodied passengers
- Passenger accountability

### [SOUTHLAND TRANSIT] Incident Management Requirements

- Have a safety orientation
- Keep a calm demeanor
- Use quick thinking and be decisive
- Be adaptable and flexible
- Be proactive
- Be realistic about personnel and agency limitations

### [SOUTHLAND TRANSIT] Incident Management Constraints

- Decisions and actions need to be made in a timely manner
- Limited resources may be available
- Minimal information may be available
- A demanding and highly stressful environment
- Communication systems may be compromised

### [SOUTHLAND TRANSIT] Incident Management Steps

- **Information gathering and analysis**

Pre-incident information includes knowledge of any patterns, trends or history of any similar events. Empirical or perceptual information is what is actually observed. Cognitive information is what has been learned through training and experience.

- **Problem identification and assessment**
  Hazards must be identified. Included in this determination are the type of hazard and the credibility of the threat. Risk must be determined by considering the number of potential victims, critical assets exposed and extent of the impact area.

- **Developing a strategy and tactics**
  A strategy is the overall goal or desired outcome that is attempting to be achieved based on minimizing injury, property damage and service disruption. Tactics are specific objectives and the corresponding tasks that will be used to achieve the goal or strategy.

- **Implementing a plan**
  Plan implementation includes directing others, communicating, delegating, notifying and requesting resources.

- **Evaluating results**
  Plans must be evaluated on an on-going basis to ensure that the tactics being used are still appropriate and that they are having a positive effect.

## 4.3 Suspension/Restoration of Service

After being notified of an emergency, the [SOUTHLAND TRANSIT] supervisor/dispatch evaluates the status of agency assets (people, information and property), and the risk to those assets, to determine if transit operations can be maintained. If service must be suspended, the Emergency Response Team is responsible for coordinating service suspension protocols, and for taking steps to restore essential transit services as soon as is practical within the constraints of resource availability and safety considerations. Issues to be considered during service suspension/restoration include the release of emergency public and sensitive information.

**EMERGENCY INFORMATION DISSEMINATION:**
**PUBLIC AND SENSITIVE INFORMATION**

[SOUTHLAND TRANSIT] understands that during critical incidents that what is said to the public is critically important. Public affairs preparedness includes fostering positive relationships with elected and appointed officials, civic leaders and the media to help the agency meet its goals for ridership, revenue and public recognition on a day-to-day basis. During a crisis the media relations/public information function proactively works with these constituent audiences to provide accurate, verified information regarding what has happened, what the agency is doing about it and how it might affect the community. In incidents involving injuries and deaths, release of certain information is subject to a variety of federal laws. Further,

particular attention is given to monitoring the appropriate release of sensitive security related transit information to the public.

**Response objectives:**
- Provide timely, accurate and coordinated public information
- Minimize negative publicity
- Highlight positive response efforts of agency and staff

**Priority response actions:**
- Craft messages incorporating verifiable incident information
- Distribute approved messages to internal audiences (board, staff, advisory committees) and respond to requests for information
- Distribute approved messages to external audiences (media, public) and respond to requests for information

**Critical concerns:**
- Impact on service delivery
- Message coordination
- Expected release of incident investigation reports
- Media coverage and public perception
- Relationships with elected officials, partner agencies and internal audiences

## 4.4 NIMS/ICS

### 4.4a – NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System (NIMS) was developed to provide a system that would help emergency managers and responders from different jurisdictions and disciplines work together more effectively to handle emergencies and disasters. Most incidents are handled on a daily basis by a single, local jurisdiction at the local level, often by fire personnel, EMS and law enforcement. But even for incidents that are relatively limited in scope, coordination and cooperation among the responding organizations, including transit, are essential for an effective response.

When the NIMS is adopted and used nationwide it will form a standardized, unified framework for incident management within which government and private entities at all levels can respond to incidents effectively. The NIMS provides a set of standardized organizational structures such as the Incident Command System and standardized processes, procedures and systems. These processes and procedures are designed to improve interoperability among jurisdictions and disciplines in various areas - command and management, resource management, training and communications.

The management of [SOUTHLAND TRANSIT] is committed to train and work within the NIMS structure as a part of the community emergency response team as per the requirements laid out at **http://training.fema.gov/EMIWeb/IS/is700.asp**. This SSEPP takes an all-hazards

approach using a common standard of efficient and coordinated response across multiple agencies which is consistent with the overall structure of NIMS as shown below:

- Command and management
- Preparedness
- Resource management
- Communications and information management
- Supporting technologies
- Ongoing management and maintenance

### 4.4b – INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System (ICS) is a standardized on-scene incident management concept designed specifically to allow responders, including transit, to adopt an integrated organizational structure equal to the complexity and demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries.

The management of [SOUTHLAND TRANSIT] is committed to train and work within the Incident Command System structure as a part of the community emergency response team as per the requirements laid out at:

**http://training.fema.gov/EMIWeb/IS/is100.asp**
**http://training.fema.gov/EMIWeb/IS/is200.asp**
**http://training.fema.gov/EMIWeb/IS/is700.asp**

## 4.5 Interagency Coordinated Emergency Response Protocols

### 4.5a. - NORMAL HOURS EMERGENCY RESPONSE

When an outside emergency occurs in the community and specifically designated officials declare a state of emergency which requires transit agency participation, response, or awareness, the local emergency manager or their designee contacts [SOUTHLAND TRANSIT]. During normal operating hours, the following policy is followed:

- Initial contact is made by the emergency manager or his/her designee, using the first responder checklist maintained in the Emergency Management Plan.
- The most senior person on duty is the initial [SOUTHLAND TRANSIT] Emergency Response Coordinator (ERC). The ERC gives the individual calling a telephone number (or other means through which the ERC will remain constantly available) for updated emergency information communications during the emergency.
- The ERC performs the following functions:
  - Contacts all on-duty vehicles (by radio) to notify them that they are needed for an emergency response.

  - Directs all affected drivers to unload their passengers at a designated point and proceed to the staging area designated by [SOUTHLAND TRANSIT]
  - Records an approximate time of arrival (estimated time of arrival - ETA) at that staging area with notification upon arrival.
  - The ERC calls employees on the emergency phone list, informs them that [SOUTHLAND TRANSIT] is responding to a community emergency.
  - Establishes a [SOUTHLAND TRANSIT] incident command center at the transit facility or other available location as circumstances dictate.
- The ERC remains in charge of all response activities throughout the emergency unless relieved by a more senior manager.
- The ERC has the authority to allocate all [SOUTHLAND TRANSIT] personnel and equipment as necessary to respond to the emergency at hand.
- The ERC has the emergency authority to procure parts, fuel, and other essentials necessary to continue and sustain [SOUTHLAND TRANSIT] emergency response activities.
- The ERC continues to make efforts to contact all [SOUTHLAND TRANSIT] personnel, as well as [SOUTHLAND TRANSIT] board members (as time and response efforts may permit, to inform them of our participation).
- The ERC provides personnel and resources in the quantities requested and to various locations as directed by the emergency manager or his/her designee.
- The ERC remains on-duty in an active status until relieved or directed by the emergency manager or his/her designee that the transit agency's participation in the emergency response is no longer required.
- ERC maintains communication with Executive Director and remains in communication to the extent possible.

### 4.5b. - AFTER HOURS EMERGENCY RESPONSE

When an outside emergency occurs in the community that requires transit agency participation, response, or awareness, the local emergency manager contacts [SOUTHLAND TRANSIT]. After normal operating hours, the following policy is followed:

- Initial contact will be made by the emergency manager or his/her designee using the emergency contact list the [SOUTHLAND TRANSIT] supplied to them.
- Either the person receiving the call or the most senior person available is the initial [SOUTHLAND TRANSIT] Emergency Response Coordinator (ERC). The ERC gives the individual calling a telephone number (or other means) by which the ERC will remain available for communications during the emergency.
- The ERC begins to call persons listed on the internal contact list, informing them that [SOUTHLAND TRANSIT] is responding to a community emergency. During this stage, the ERC:
  - Coordinates the opening of the transit facility where [SOUTHLAND TRANSIT] vehicles are located
  - Establishes a [SOUTHLAND TRANSIT] incident command center at the transit facility or other available location as circumstances dictate.

- The ERC remains in charge of all response activities throughout the emergency unless relieved by a more senior manager.
- The ERC has the authority to allocate all [SOUTHLAND TRANSIT] personnel and equipment as necessary to respond to the emergency at hand.
- The ERC has the emergency authority to procure parts, fuel, and other essentials necessary to continue and sustain [SOUTHLAND TRANSIT] emergency response activities.
- The ERC continues to contact all [SOUTHLAND TRANSIT] personnel, as well as [SOUTHLAND TRANSIT] board members (as time and response efforts may permit) to inform them of our participation.
- The ERC provides personnel and resources in the quantities requested and to various locations as may be directed by the emergency manager or his/her designee.
- The ERC remains on duty in an active status until relieved or directed by the emergency manager or his/her designee that the transit agency's participation in the emergency response is no longer required.
- The ERC maintains time annotated log of all activities as well as contact log.

## 4.5c. - EVACUATION PROCEDURES

[SOUTHLAND TRANSIT] provides evacuation and transportation support to the Incident Command Post (ICP) and to those parts of the community affected by the disaster.

- **General**
  - At the direction of incident command or the transit base station, drivers will pick up evacuees from specifically designated locations and transport them to designated shelters or secure locations
  - To the maximum extent possible, drivers will track where special needs passengers are delivered
- **Transit Management**
  - Coordinate with EOC and IC
  - Report to the transit agency incident command center
  - Provide drivers with assembly points and conduct briefings
  - Determine the location of all shelters and identify the logistical support required
  - Communicate this information to the transit base station and to supporting buses
  - As directed by the incident commander or his/her designee, respond to changing requirements for transportation and evacuation support
  - Identify support facilities for drivers
- **Dispatcher**
  - Establish communications and provide support to transit management and the ICP as requested
  - Notify support social service and contract agencies of disruptions and/or cancellations of service
  - Sustain whatever level of routine operations is feasible
  - Begin contingency planning for driver replacement, rest, and recycling
- **Bus Drivers**
  - Communicate with dispatch

- Follow guidance provided by the transit incident command center, dispatch, and the ICP
- Will not take risks that place driver, passengers, or vehicle at significant risk
- As needed, help passengers that have visual, hearing, or mobility impairments to get on or off the bus
- Rest, refuel, and eat when possible
- If fatigue becomes a safety issue, notify transit management immediately

# 5. RECOVERY

## 5.1 Overview

Putting things back together after an emergency or disaster can be a difficult process. This chapter addresses the disaster recovery process, which includes establishing continuity of operations, resumption of normal operations, preparation of an after action report, counseling for impacted employees, and the initiation of long term recovery.

## 5.2 Continuity of Operations

After an emergency [SOUTHLAND TRANSIT] management evaluates the status of its assets, the condition of the community environment and the needs of its customers. Upon the completion of that evaluation, steps are taken to restore essential transit services as soon as is practical and possible and within the constraints of environmental realities, resource availability and safety considerations.

## 5.3 Business Resumption

### 5.3a. – CLEANUP AND INSPECTION

[SOUTHLAND TRANSIT] inspects facilities, vehicles and agency property for damage or need for cleanup after an emergency. The purpose of this activity is to restore the agency and its assets to the state that existed before the emergency. Some recovery activities may be immediate while others may be long term (e.g., replacement of vehicles or facilities).

**Documentation of all Agency Resources Including Vehicle Use**

After an emergency, [SOUTHLAND TRANSIT] management documents use of agency resources including any vehicles used during the event — as well as the status and the condition of the vehicles — to begin the process of maintaining assets and bringing them back in service.

**Make Necessary Insurance Contacts**

The [SOUTHLAND TRANSIT] management reviews its insurance policies and coverage and makes contact with its insurance carriers to ensure timely reimbursement response. Additionally, it makes appropriate changes to future insurance policies as may be deemed appropriate based on an evaluation of the effectiveness of existent coverage.

### 5.3b. – FOLLOW-UP DEBRIEFING

In order to mitigate the possible negative psychological effects of an emergency, [SOUTHLAND TRANSIT] staff involved in emergency incidents meet to discuss response activities and to process emotional issues that may arise. [SOUTHLAND TRANSIT] managers should ensure the availability of support services to all parties who may have been directly or secondarily impacted by the event, including family members of all employees involved.

### 5.3c. – AFTER ACTION REPORT

Following an incident, [SOUTHLAND TRANSIT] management completes a report to assess the responses of personnel during the incident. This information is used to modify policies, provide additional training, and give feedback to those involved to enhance future incident responses. This report focuses on such issues as the emergency notification process, the establishment of incident command, the incident communication system and strengths and weaknesses of the response effort.

***Completed "EVALUATION FORM FOR TRANSIT INCIDENTS" for each security incident is found in the section of this document entitled SSEPP SUPPORTING DOCUMENTS at SECTION 7.14.***

## 5.4 Crisis Counseling

In order to mitigate the possible negative psychological effects of an emergency or incidents of violence on [SOUTHLAND TRANSIT] staff, including possible Post Traumatic Stress Disorder in the most extreme cases, management ensures the availability of support services to all parties who may have been directly or secondarily impacted by an event. [SOUTHLAND TRANSIT] is committed to providing such support including a mandatory post-incident debriefing, making referrals to professional counseling resources, being an empathetic good listener and doing anything else that can provide assistance to those involved in emergencies or incidents of violence. Consideration is given to the possible impact on [SOUTHLAND TRANSIT] personnel's family members as well.

## 5.5 Long Term Recovery

The goal of long-term recovery is to ensure that [SOUTHLAND TRANSIT] emerges from crisis even stronger that it was before the event. [SOUTHLAND TRANSIT]'s long term recovery initiatives include the following steps:

- Analyzing the After Action Report and developing long term recovery strategies based on the assessments contained in the report

- Determining the financial impact of the emergency on the transit agency and budget for recovery, including insurance reimbursement and non-reimbursement issues, and federal and state financial assistance opportunities
- Building relationships with emergency management and first responders based on unmet coordination needs illuminated by interagency reaction to the event
- Initiating public relations activities to rebuild confidence in the transit operation on the part of customer and the community as a whole

# 6. ACTIVATING AND UPDATING SSEPP

## 6.1 Overview

[SOUTHLAND TRANSIT] management is committed to provide safe, secure and reliable services for its passengers and employees. It is committed, as well, to be a safety, security and emergency preparedness resource to the community, region and nation. Towards this end the SSEPP is an important and ongoing cornerstone of this system's transit operation.

## 6.2 Activation

This SSEPP has been activated through a Memorandum of Executive Approval of the SSEPP which has been shared with all employees of [SOUTHLAND TRANSIT] and all key stakeholders within the community.

## 6.3 Evaluation and Modification of SSEPP

This SSEPP is a "living document" and, therefore, addresses issues associated with system security and emergency preparedness on a timely and proactive basis. It is incumbent upon all appropriate personnel of the [SOUTHLAND TRANSIT] to constantly evaluate the effectiveness of this SSEPP and the effectiveness of its implementation.

The SSEPP is thoroughly reviewed periodically (annually at a minimum). Any changes in information are updated more frequently, on an as-needed basis. The [SOUTHLAND TRANSIT] management is responsible for this review. The review includes the following factors:

- Reviewing factual information, including names and phone numbers contained in the plan
- Reevaluating employee knowledge and awareness
- Revising programs and procedures included in the SSEPP
- Performing an annual review of chain of command and updating information as appropriate
- Coordinating with designated backup locations that are to be used for operational relocation during an emergency, ensuring they are cognizant of agreements in place.

In addition to regular, periodic reviews, certain events may require revision to the SSEPP, including, for example, the following:

- The addition of new members to the organization and outside the organization with specific roles identified in the SSEPP
- New operations or processes that affect the SSEPP
- New or renovated facilities or changes in layout
- Changes in relationships with outside agencies
- Changes in the identification of potential threats and accompanying vulnerabilities

Following use of the SSEPP in emergency situations the [SOUTHLAND TRANSIT] management reviews the organization's response against the procedures and requirements outlined in the SSEPP. Based on this review [SOUTHLAND TRANSIT] management identifies areas that can be improved or adjusted in the plan to ensure more effective responses in the future.

## 6.4 Updating SSEPP

After internal and external evaluations, and based upon SSEPP review findings, the [SOUTHLAND TRANSIT] management will revise this SSEPP and supporting documentation and training to reflect new practices, policies and procedures. The revised SSEPP, accompanied by a new Memorandum of Executive Approval of the SSEPP, will then be shared with all transit employees and all key stakeholders within the community.

***Completed "MEMORANDUM OF EXECUTIVE APPROVAL" of the SSEPP is found in the section of this document entitled SSEPP SUPPORTING DOCUMENTS at SECTION 7.15.***

# 7. SSEPP SUPPORTING DOCUMENTS

[SOUTHLAND TRANSIT] has completed the following supporting documents as a part of its overall Threat and Vulnerability Assessment and Safety, Security and Emergency Preparedness Plan (SSEPP). These supporting documents will be revised based on changing threat information, system vulnerabilities, emergency management structure and personnel working in a safety and security related capacity, either inside the organization or within the community.

7.1 List of key personnel & SSEPP responsibilities
7.2 Completed Capabilities Assessment
7.3 Critical Asset Identification and Valuation
7.4 Prioritized Vulnerability Report
7.5 Completed Threat and Vulnerability Assessment Forms
7.6 Transit Safety/Security Alert System
7.7 Internal and External Contact Lists
7.8 Emergency Response Team Roster
7.9 Succession List
7.10 Memorandum of Understanding between [SOUTHLAND TRANSIT] and Community Emergency Management
7.11 Memorandum of Understanding between [SOUTHLAND TRANSIT] and First Responders
7.12 Completed FTA Top 20 Security Program Action Items for Transit Agencies: Self-assessment Checklist
7.13 Alternate Facility Certification checklist
7.14 Evaluation Form for Transit Incidents
7.15 Memorandum of Executive Approval

# 7.2 COMPLETED CAPABILITIES ASSESSMENT

# CAPABILITIES ASSESSMENT

## Section 1: Security Awareness & Threat Management

1. Does your system check the Homeland Security Advisory Threat Condition (http://www.whitehouse.gov/homeland/)?

□ Yes □ No □ N/A □ Comment

2. Has your system performed a Terrorism Vulnerability Self-Assessment, as recommended by the Federal Bureau of Investigation (FBI), in cooperation with local law enforcement?

□ Yes □ No □ N/A □ Comment

3. Does your system receive threat information and warnings from local law enforcement, state agencies, or other systems regarding local threat levels?

□ Yes □ No □ N/A □ Comment

4. Do personnel at your system keep informed of major community activities and events?

□ Yes □ No □ N/A □ Comment

5. Are personnel at your system aware of ongoing law enforcement concerns regarding specific communities or events that may be targeted for terrorist activity?

□ Yes □ No □ N/A □ Comment

6. Have system personnel been trained to challenge people who do not appear to belong in restricted areas or who do not have the appropriate identification displayed?

□ Yes □ No □ N/A □ Comment

7. Does the system have procedures in place for reporting these occurrences in a manner that supports appropriate evaluation and decision-making by supervisors and management?

□ Yes □ No □ N/A □ Comment

8. Does the system have procedures in place for reporting these occurrences in a manner that supports appropriate evaluation and decision-making by supervisors and management?

□ Yes □ No □ N/A □ Comment

9. Does your system have policies in place to ensure that security, operations or maintenance personnel routinely check unattended public or open areas, such as rest rooms, stairways, parking garages, and elevators for unusual, out-of-place, or abandoned items?

□ Yes □ No □ N/A □ Comment

10. Has the system trained personnel on recognizing and reporting unusual, out-of-place, or unattended objects?

□ Yes □ No □ N/A □ Comment

11. Has your system reviewed its policies for managing these objects (i.e., identifying lost-and-found items and reporting suspicious objects to management for further review)?

□ Yes □ No □ N/A □ Comment

12. Has your system incorporated security checks into policies for pre-trip inspections, vehicle cleaning, and vehicle fueling?

□ Yes □ No □ N/A □ Comment

13. Have appropriate personnel at your system received and reviewed security and emergency management materials from the FTA?

□ Yes □ No □ N/A □ Comment

14. Have appropriate personnel at your system received security or emergency management training from the FTA or another source?

□ Yes □ No □ N/A □ Comment

## Section 2: Security & Preparedness Planning

1. Has management accepted responsibility for security vulnerabilities during the design, engineering, construction, testing, start-up, and operation of the transportation system related to rehabilitations, extensions, and modifications?

□ Yes □ No □ N/A □ Comment

2. Has Executive Management endorsed a policy to ensure that security vulnerabilities are identified, communicated, and resolved through a process promoting accountability for decisions made?

□ Yes □ No □ N/A □ Comment

3. Does your system have clear and unambiguous lines of authority and responsibility for ensuring that security is addressed at all organizational levels within the operation (including contractors)?

□ Yes □ No □ N/A □ Comment

4. Does your system have access to personnel with security management experience, knowledge, skills, and abilities?

□ Yes □ No □ N/A □ Comment

5. Does your system ensure that resources are effectively allocated to address security considerations?

□ Yes □ No □ N/A □ Comment

6. Is the protection of passengers, employees, contractors, emergency responders, and the general public a priority whenever activities are planned and performed at the system?

□ Yes □ No □ N/A □ Comment

7. Wherever possible, does your system guide design, engineering, and procurement activity with an agreed-upon set of security standards and requirements (including design criteria manuals, vehicle specifications, and contracting guidelines)?

□ Yes □ No □ N/A □ Comment

8. Does your system routinely evaluate its capabilities to provide adequate assurance that the public and employees are protected from adverse consequences?

□ Yes □ No □ N/A □ Comment

9. Has your system committed to developing security mitigation measures to prevent and manage security vulnerabilities?

□ Yes □ No □ N/A □ Comment

10. Has your system appropriately documented its security measures in plans, procedures, training, and in project requirements, specifications, and contracts?

□ Yes □ No □ N/A □ Comment

11. Does your system have a formal system security program documented in a system security program plan?

□ Yes □ No □ N/A □ Comment

12. If yes, is the security plan current, reflecting current security operations and system configuration?

□ Yes □ No □ N/A □ Comment

13. If no, does your system have plans in place to develop a security plan?

□ Yes □ No □ N/A □ Comment

14. If no, prepare a brief list of all activities performed at your system that address security and preparedness concerns. (Include procedures for handling difficult people, workplace violence program, bomb threat management plan, procedures for identifying and reporting unusual occurrences, facility and vehicle evacuation and search procedures, coordination with local law enforcement, etc.)

□ Yes □ No □ N/A □ Comment

## Section 3: Security & Preparedness Management

1. Does your system have a police or security department to implement the security program?

□ Yes □ No □ N/A □ Comment

2. If no, does your system use adjunct security personnel to support security for administrative and non-revenue facilities?

□ Yes □ No □ N/A □ Comment

3. If no, describe the activities performed by your system to coordinate security response with local law enforcement? Include MOUs and any reports that may be received regarding the occurrence of crime at the transportation system.

□ Yes □ No □ N/A □ Comment

4. Does your system have specific plans for managing bomb threats, threats regarding the release chemical, biological or radioactive materials, and/or threats against specific individuals?

□ Yes □ No □ N/A □ Comment

5. Does your system have specific plans to guide facility and vehicle evacuations and searches for unusual, out-of-place, or unattended packages?

□ Yes □ No □ N/A □ Comment

6. Does your system coordinate with local law enforcement to ensure timely and effective response to identify a potential explosive device or other hazardous material?

□ Yes □ No □ N/A □ Comment

7. Does your system coordinate its security activities with neighborhood watch programs, other community and business security programs and school safety programs to support integrated and coordinated approaches to shared problems?

□ Yes □ No □ N/A □ Comment

8. Has your system reviewed its procedures for managing mail and deliveries to assess security considerations?

□ Yes □ No □ N/A □ Comment

9. Are your employees trained to recognize and report threatening behavior and those activities that could be associated with the placement of an explosive device or the potential release of a hostile agent into the transportation environment?

□ Yes □ No □ N/A □ Comment

10. Do your employees understand their roles and responsibilities for protecting passengers, other employees, and the general public from security threats?

□ Yes □ No □ N/A □ Comment

11. Have your employees received security-related training for dispute resolution and conflict management?

□ Yes □ No □ N/A □ Comment

12. Has your system developed a program to address workplace violence?

□ Yes □ No □ N/A □ Comment

13. Has your system provided local law enforcement and public safety organizations with transportation awareness training?

□ Yes □ No □ N/A □ Comment

## Section 4: Threat & Vulnerability Assessment

1. Has your system ever conducted a formal threat and vulnerability assessment?

□ Yes □ No □ N/A □ Comment

2. Does your system have a current listing of its critical assets?

□ Yes □ No □ N/A □ Comment

3. Does your system have a current description of physical and procedural security measures in place to protect these assets?

□ Yes □ No □ N/A □ Comment

4. Does your system have a current assessment of specific threats to its operation?

□ Yes □ No □ N/A □ Comment

5. Has your system identified worst-case scenarios regarding security vulnerabilities to acts of terrorism and extreme violence?

□ Yes □ No □ N/A □ Comment

6. Has your system ever assessed its capabilities to identify and manage those activities that may indicate the release of a hostile agent in the transportation environment or placement of an explosive device?

□ Yes □ No □ N/A □ Comment

7. Does your system have a prioritized listing of current security vulnerabilities?

□ Yes □ No □ N/A □ Comment

8. Does your system have a current program in place to implement security measures that address these vulnerabilities?

□ Yes □ No □ N/A □ Comment

## Section 5: Physical Security

1. Does your system provide access control systems to protect administrative and non-revenue facilities?

□ Yes □ No □ N/A □ Comment

2. Does your system require that employees wear badges or other forms of identification?

□ Yes □ No □ N/A □ Comment

3. Does your system have procedures in place to verify access authorization for visitors, contractors, and delivery personnel?

□ Yes □ No □ N/A □ Comment

4. Does your system have procedures to log non-routine entries (e.g., visitors, personnel during off-shift, and personnel not normally assigned) to administrative and non-revenue facilities?

□ Yes □ No □ N/A □ Comment

5. Does your system have procedures to verify the identity of a visitor before issuing a badge, pass, or credential?

□ Yes □ No □ N/A □ Comment

6. Does your system have procedures to verify the access authorization of vehicles before they can be parked within 50 feet of administrative and non-revenue facilities?

□ Yes □ No □ N/A □ Comment

7. Does your system have inventory control procedures for access badges, uniforms, and equipment?

□ Yes □ No □ N/A □ Comment

8. Does your system have procedures for reporting stolen badges, uniforms, or equipment?

□ Yes □ No □ N/A □ Comment

9. Does your system issue advisories or bulletins regarding potential security threats?

□ Yes □ No □ N/A □ Comment

10. Does your system screen personnel and packages before providing access to secure facilities (control center, revenue collection facilities, etc.)?

□ Yes □ No □ N/A □ Comment

11. Does your system authorize the search of hand-carried items or packages entering or leaving a security area?

□ Yes □ No □ N/A □ Comment

12. Does your system provide perimeter controls for administrative and non-revenue facilities, including fencing, gates, motion-detected lighting systems, etc.?

□ Yes □ No □ N/A □ Comment

13. Does your system routinely patrol and/or inspect exterior security area perimeter barriers to verify integrity and detect unauthorized objects or conditions (e.g., excessive soil erosion under fence)?

□ Yes □ No □ N/A □ Comment

14. Does your system follow pre-determined procedures to lock down and open administrative, non-revenue and passenger facilities each day?

□ Yes □ No □ N/A □ Comment

15. Does your system have procedures to control the issuance of keys and combinations to locks and control panels?

□ Yes □ No □ N/A □ Comment

16. Are your administrative and non-revenue facilities protected with intrusion detection alarm systems?

□ Yes □ No □ N/A □ Comment

17. Are your administrative and non-revenue facilities covered by CCTV?

□ Yes □ No □ N/A □ Comment

18. Identify other security systems in place to protect your system's administrative and non-revenue facilities?

□ Yes □ No □ N/A □ Comment

19. Does your system use security technology to support monitoring and management of passengers in stations, terminals, and on vehicles (examples include CCTV, emergency telephones, designated passenger waiting areas; emergency alarms on buses, alarms and intercoms on trains, and public address systems in stations)?

□ Yes □ No □ N/A □ Comment

20. If yes, please describe this technology.
Attach description.

21. Has your system conducted blast hardening or mitigation as part of the station and administrative facility design or renovation process?

□ Yes □ No □ N/A □ Comment

22. Do vehicle barriers, blast barriers, or other perimeter controls that limit or deny direct vehicle access to critical assets protect your facilities?

□ Yes □ No □ N/A □ Comment

23. Please describe the security technology used by your police or security department (if applicable).
Attach description.

## Section 6: Emergency Response Capabilities

1. Does your system have an emergency plan?
□ Yes □ No □ N/A □ Comment

2. Does your system have emergency operating procedures?
□ Yes □ No □ N/A □ Comment

3. Does your system have an incident response plan for terrorism, as an appendix to the emergency plan or as a separate plan?
□ Yes □ No □ N/A □ Comment

4. Does your system coordinate with local public safety organizations on the development, implementation, and review of the emergency plan and procedures?
□ Yes □ No □ N/A □ Comment

5. Does your emergency plan specify use of the incident command system?
□ Yes □ No □ N/A □ Comment

6. Have your employees been trained in the emergency plan and procedures?
□ Yes □ No □ N/A □ Comment

7. Does your system conduct routine simulation drills, tabletop exercises, and refresher training?
□ Yes □ No □ N/A □ Comment

8. Does your system coordinate its drilling and training for emergency response with local public safety organizations?
□ Yes □ No □ N/A □ Comment

9. Does your system conduct briefings of after-action reports to assess performance during the simulation drill or exercise and identify areas in need of improvement?
□ Yes □ No □ N/A □ Comment

10. Have members of your system participated in domestic preparedness training programs sponsored by the federal government (FEMA, FBI, DOD, etc.)?
□ Yes □ No □ N/A □ Comment

11. Has your system participated in capabilities assessment readiness (CAR) exercise programs supported by the local EMA?

□ Yes □ No □ N/A □ Comment

## Section 7: Previous Experience

1. Has your system experienced an emergency in the last 12 months?

□ Yes □ No □ N/A □ Comment

2. If yes, were you satisfied with the system's level of response?

□ Yes □ No □ N/A □ Comment

3. Has your system received a bomb threat in the last 12 months?

□ Yes □ No □ N/A □ Comment

4. Has your system evacuated its facilities in the last 12 months as the result of a bomb threat?

□ Yes □ No □ N/A □ Comment

5. Has your system conducted a physical search of a facility in response to a bomb threat?

□ Yes □ No □ N/A □ Comment

# 7.3 CRITICAL ASSET IDENTIFICATION AND VALUATION

## CRITICAL ASSET IDENTIFICATION AND ANALYSIS

*Column A = How critical an asset is to fulfilling our mission, from minor impact to inability to perform our mission.*
*Column B = How costly it would be to replace the asset, after any insurance reimbursements, if the asset were substantially compromised*
*Column C = How significantly and immediately the loss of the asset would affect public health and safety*
*Column D = How significantly and immediately the loss of the asset would affect our ability to utilize other agency assets*

| | A | B | C | D |
|---|---|---|---|---|
| **Core Transit Assets** | **Criticality to Mission** 1= low 10 = essential | **Replacement Value** 1= inexpensive 10 = invaluable | **Loss Impact to Health/Safety** 1= little impact 10 = devastating | **Calculate** (A x B x C) |
| **People** | | | | |
| Drivers | | | | |
| Dispatchers | | | | |
| Administrators | | | | |
| Mechanics | | | | |
| Passengers | | | | |
| Partner Agencies | | | | |
| **Information** | | | | |
| Computer Data | | | | |
| Employee Info | | | | |
| Customer Info | | | | |
| Policies/Procedures | | | | |
| **Property** | | | | |
| Vehicles | | | | |
| Non Revenue Vehicles | | | | |
| Fare Boxes | | | | |
| Radio Systems | | | | |
| Tools | | | | |
| Maintenance Equipment | | | | |
| Fuel | | | | |
| Bus Stops | | | | |
| Bus Shelters | | | | |
| Park and Rides | | | | |
| Admin. Facilities | | | | |
| Vehicle Storage | | | | |
| Maint. Facilities | | | | |
| Operations Facilities | | | | |
| Office Furniture | | | | |
| Computer Systems | | | | |
| Fax Machines | | | | |
| Telephone Systems | | | | |
| Internet Access | | | | |

# 7.4 PRIORITIZED VULNERABILITY REPORT

# PRIORITIZED VULNERABILITY REPORT

| Transit Assets | Elements of Vulnerability | Current Levels of Protection | Assessment of Adequacy of Current Levels of Protection | Action Required? Yes / No |
|---|---|---|---|---|
| **Vehicles** | | | | |
| Buses/vans | | | | |
| Administrative vehicles | | | | |
| Radios | | | | |
| Fare boxes | | | | |
| Other | | | | |
| **Maintenance Area** In-house | | | | |
| Entrances/exits | | | | |
| Restrooms | | | | |
| Equipment | | | | |
| Other | | | | |
| Contractor | | | | |
| **Storage Lots** | | | | |
| Vehicles | | | | |
| Entrances/exits | | | | |
| Fuel areas | | | | |
| Other | | | | |
| **Office Facilities and Equipment** | | | | |
| Office furniture | | | | |
| Computers | | | | |
| Communication | | | | |
| Entrances/exits | | | | |
| Restrooms | | | | |
| Storage areas | | | | |
| Revenue collection | | | | |
| Employee parking lots | | | | |
| Other | | | | |
| **Transit Center** | | | | |
| Common areas | | | | |
| Restrooms | | | | |
| Other | | | | |
| **Personnel** | | | | |
| Drivers | | | | |
| Other staff | | | | |
| Passengers | | | | |
| **Bus Stops** | | | | |
| **Bus Shelters** | | | | |

# 7.5 THREAT AND VULNERABILITY ANALYSIS AND ASSESSMENT FORMS

Based on experience at your agency and other similarly-sized agencies over the last decade or two, indicate the likelihood of the following threats occurring at your agency ***within the next five years***, and identify the critical assets that are threatened

*0 = Impossible; 1 = Highly Improbable; 5-6 = Possible; 10 = Certain*

| | A | B | C | D |
|---|---|---|---|---|
| **Threat** | **Likelihood** | **Assets Threatened** | **Cum. Asset Valuation** from Ex 2 | **A x C = Vulnerability Index** |
| ***Accidents & Incidents*** | | | | |
| Minor Vehicle Collision | | | | |
| Major Collision/ no injuries | | | | |
| Vehicle Collision With Injury | | | | |
| Mass Casualty Collision | | | | |
| Passenger Injury Before Boarding/ after alighting | | | | |
| Passenger Fall With Injury | | | | |
| Employee Injury (Trip/Fall/Cut) | | | | |
| Other | | | | |

Based on experience at your agency and other similarly-sized agencies over the last decade or two, indicate the likelihood of the following threats occurring at your agency ***within the next five years***, and identify the critical assets that are threatened

*0 = Impossible; 1 = Highly Improbable; 5-6 = Possible; 10 = Certain*

| | A | B | C | D |
|---|---|---|---|---|
| **Threat** | **Likelihood** | **Assets Threatened** | **Cum. Asset Valuation** from Ex 2 | **A x C = Vulnerability Index** |
| ***Acts of Nature*** | | | | |
| Flooding in community | | | | |
| Flooding of transit facilities | | | | |
| Severe Winter Weather | | | | |
| Severe Ice/Freezing Rain | | | | |
| Tornado/Severe Wind | | | | |
| Hurricane | | | | |
| Severe Thunderstorms/ Hail | | | | |
| Wildfire | | | | |
| Earthquake | | | | |
| Volcano | | | | |
| Tsunami | | | | |
| Landslide | | | | |
| Snowslide | | | | |
| Dust Storm | | | | |
| Other | | | | |

Based on experience at your agency and other similarly-sized agencies over the last decade or two, indicate the likelihood of the following threats occurring at your agency ***within the next five years***, and identify the critical assets that are threatened

*0 = Impossible; 1 = Highly Improbable; 5-6 = Possible; 10 = Certain*

| | A | B | C | D |
|---|---|---|---|---|
| **Threat** | **Likelihood** | **Assets Threatened** | **Cum. Asset Valuation** from Ex 2 | **A x C = Vulnerability Index** |
| ***Critical Infrastructure*** | | | | |
| Brief Power Outage | | | | |
| Extended Power Outage | | | | |
| Hard Drive Crash/ cyber attack | | | | |
| Information Loss – Maint. Records, Ops Records, Contact Info | | | | |
| Loss Of Telephone System/Service | | | | |
| Loss Of Internet Access | | | | |
| Loss Of Radio System | | | | |
| Minor Structural Fire | | | | |
| Major Structural Fire | | | | |
| Vehicle Fire w/out injuries | | | | |
| Vehicle Fire w/ injuries | | | | |
| Supply Chain Interruption | | | | |
| Loss Of Admin. Facility | | | | |
| Loss Of Maint. Facility | | | | |
| Loss Of Op's Facilities | | | | |
| Loss of Funding | | | | |
| Employee Shortage | | | | |
| Organized Labor Dispute | | | | |
| Employee malfeasance | | | | |

Based on experience at your agency and other similarly-sized agencies over the last decade or two, indicate the likelihood of the following threats occurring at your agency ***within the next five years***, and identify the critical assets that are threatened

*0 = Impossible; 1 = Highly Improbable; 5-6 = Possible; 10 = Certain*

| | A | B | C | D |
|---|---|---|---|---|
| **Threat** | **Likelihood** | **Assets Threatened** | **Cum. Asset Valuation** from Ex 2 | **A x C = Vulnerability Index** |
| ***Hazardous Materials Spill*** | | | | |
| Blood-Borne Pathogen Spill | | | | |
| Spill of Solvents or Blister Agents | | | | |
| Fertilizer Fire/ Explosion | | | | |
| Poisonous Gases (chlorine et al) | | | | |
| Nerve Agent Spill (fertilizer et al) | | | | |
| Radiological Release (accidental) | | | | |
| Fuel Spill | | | | |
| Accidental Release Of Natural Gas | | | | |
| Alternative Fuels Explosion | | | | |
| Other | | | | |

Based on experience at your agency and other similarly-sized agencies over the last decade or two, indicate the likelihood of the following threats occurring at your agency ***within the next five years***, and identify the critical assets that are threatened

*0 = Impossible; 1 = Highly Improbable; 5-6 = Possible; 10 = Certain*

| | A | B | C | D |
|---|---|---|---|---|
| **Threat** | **Likelihood** | **Assets Threatened** | **Cum. Asset Valuation** from Ex 2 | **A x C = Vulnerability Index** |
| ***Criminal Activity*** | | | | |
| Trespassing | | | | |
| Graffiti | | | | |
| Vandalism | | | | |
| Mugging | | | | |
| Property Theft | | | | |
| Information Theft – social security numbers, passwords | | | | |
| Menacing | | | | |
| Assault and Battery | | | | |
| Sexual Assault | | | | |
| Attempted Homicide | | | | |
| Homicide | | | | |
| Suicide | | | | |
| Commandeered Vehicle | | | | |
| Kidnapping/Hostage Situation | | | | |
| Bomb Threats | | | | |
| Other | | | | |

Based on experience at your agency and other similarly-sized agencies over the last decade or two, indicate the likelihood of the following threats occurring at your agency ***within the next five years***, and identify the critical assets that are threatened

*0 = Impossible; 1 = Highly Improbable; 5-6 = Possible; 10 = Certain*

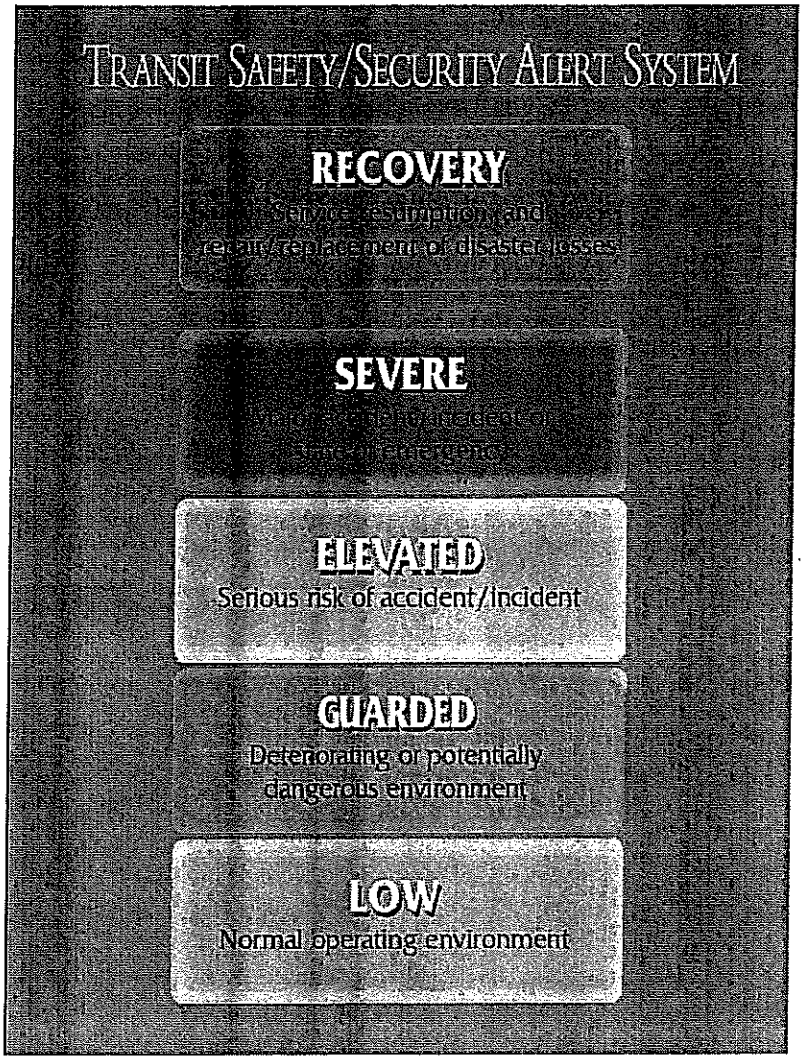
| | A | B | C | D |
|---|---|---|---|---|
| **Threat** | **Likelihood** | **Assets Threatened** | **Cum. Asset Valuation** from Ex 2 | **A x C = Vulnerability Index** |
| ***Terrorism*** | | | | |
| Dangerous Mail | | | | |
| Improvised Explosive Device | | | | |
| Chemical Weapon | | | | |
| Biological Weapon | | | | |
| Radiological Weapon | | | | |
| Other | | | | |

# Risk Reduction Plan

Note your 15 top vulnerabilities, based on the previous matrices. Indicate your current risk-reduction strategies for those vulnerabilities, and identify additional measures you plan to implement in the next 12 months. Think hiring, training, operations, system security, maintenance, and data acquisition/analysis.

| *Top Vulnerabilities* | | *Current Risk Reduction Strategies* | *Additional Mitigation Actions Planned* |
|---|---|---|---|
| **1** | | | |
| **2** | | | |
| **3** | | | |
| **4** | | | |
| **5** | | | |
| **6** | | | |
| **7** | | | |
| **8** | | | |
| **9** | | | |
| **10** | | | |
| **11** | | | |
| **12** | | | |
| **13** | | | |
| **14** | | | |
| **15** | | | |

# 7.6 TRANSIT SAFETY/SECURITY ALERT SYSTEM


TRANSIT SAFETY/SECURITY ALERT SYSTEM
RECOVERY
SEVERE
ELEVATED
Serious risk of accident/incident
GUARDED
Deteriorating or potentially dangerous environment
LOW
Normal operating environment

### GREEN - LOW

*"normal operating environment"*

When things are proceeding normally:

1. Follow standard operating procedures ensuring system safety and security
2. Refine and exercise risk reduction strategies
3. Explore opportunities for staff training in safety, security and emergency preparedness
4. Maintain best practices in access control of facilities and equipment
5. Survey equipment, facilities and operations for changes in your risk environment
6. Assess the need for enhanced emergency response equipment, particularly communications systems
7. Develop and implement security and back-up protocols for computer-based operating systems
8. Foster relationships with first responders including fire, law enforcement, emergency medical services and local emergency management planning
9. Incorporate security awareness into public education programs
10. Develop thresholds and procedures for service suspension and resumption
11. Conduct disaster drills and exercises including facility evacuations, shelter-in-place actions, staff accountability drills and simulated mobilization of transit incident response team

### BLUE - GUARDED

*"Deteriorating or potentially dangerous environment"*

When there is a generally heightened risk for accidents, natural disasters, criminal activity and other common transit hazards and threats:

1. Review situational forecasts from the National Weather Service, local law enforcement, avalanche advisory center, or other appropriate sources
2. Review incident response plan
3. Consider additional resource requirements and place resources on stand-by as appropriate
4. Inspect safety/security equipment to ensure availability and operability.
5. Assess integrity of barriers such as perimeter fencing and security systems
6. Strengthen watch procedures for unusual activity, unidentified vehicles and persons, and abandoned packages and parcels
7. Communicate threats/hazards to supervisors, and provide additional staff oversight as appropriate
8. Pre-set thresholds for protective actions such as notification of partner agencies and service suspension protocols

### ORANGE - ELEVATED

*"Serious risk of accident/incident"*

When there is substantial risk for accidents, natural disasters, criminal activity and other common transit hazards and threats:

1. Mobilize additional resources as required to protect assets and/or continue to fulfill mission
2. Place incident response team on stand-by
3. Activate service suspension thresholds as appropriate
4. Communicate threats/hazards to frontline staff with an operational need to know. Post Security Alert as appropriate
5. Reinforce employee awareness of their emergency situation roles and responsibilities

6. Inform partner agencies with an operational need to know of the increased threat/hazard and operational precautions you are exercising
7. Check to ensure all emergency telephone, radio, intercom, and satellite communication devices are in place and operational
8. Review critical incident notification plan
9. Discuss communications procedures and back-up plans with all concerned
10. Secure all buildings and storage areas, reducing the number of access points for vehicles and personnel to a minimum
11. Increase patrols/supervision in facilities and along routes
12. Increase patrolling at night and ensure all vulnerable critical points are secure
13. Instruct employees working at remote locations to check-in on a periodic basis.
14. Minimize administrative travel
15. Limit access to designated facilities to those personnel who have a legitimate and verifiable need to enter the facility. Inspect all vehicles entering key areas/facilities for dangerous items
16. Consult with local authorities about road closures and other local response actions
17. Coordinate emergency plans with other jurisdictions as appropriate
18. Activate contingency and emergency response plans and personnel as needed
19. Make necessary preparations to establish Command Center(s) and/or to dispatch staff in case of an incident
20. Prepare to execute contingency procedures, such as moving to an alternate site or dispersing the workforce.

**RED - SEVERE**

*"Major accident/incident or state of emergency"*

When responding to a major incident involving loss of critical assets, injuries or fatalities, or assisting with evacuations or other mission-assignments related to a community disaster:

1. Activate Incident Response Team
2. Assess immediately impact on transit service and facilities and adjust or terminate services as required
3. Activate mitigation measures
4. Designate the Incident Commander
5. Activate Transit Emergency Command Center and/or dispatch representatives to appropriate Emergency Operations Center
6. Cancel or postpone non-vital work activities
7. Identify available assets to support response effort
8. Redirect personnel and equipment to address critical emergency needs, as appropriate
9. Evacuate any non-essential personnel and visitors from your facilities
10. Activate Joint Information System/Center to provide fast, accurate, coordinated, timely, understandable, and appropriate (FACTUAL) emergency information to internal and external audiences
11. Perform incident notification to board members and key stakeholders as dictated by your emergency response plan
12. Coordinate closing of public roads and facilities with local authorities
13. Increase security to maximum sustainable level to ensure absolute control of command, control and communications centers

In addition to this simple four-step summary communicating transit threat or hazard level, there is an additional category designating long-term recovery and service restoration

.

**PURPLE – RECOVERY**

***"Service resumption, and repair/replacement of disaster losses"***

When overseeing long-term recovery from an incident:

1. Activate (or hastily develop) Business Recovery Plan
2. Restore transit service
3. Repair or replace essential disaster-damaged facilities
4. Guard against secondary Attacks
5. Identify and implement corrective measures to reduce the likelihood of a repeat of the incident
6. Restore Public confidence by announcing new protective measures/lessons learned
7. Return to appropriate threat level indicator
8. Identify Short and Long Term Capital replacement needs, develop plans and detailed designs
9. Coordinate funding and other needs for transit system restoration with FTA/state Department of Transportation
10. Complete an ***After Action Report***

# 7.7 INTERNAL AND EXTERNAL CONTACT LISTS

# 7.12 COMPLETED FTA TOP 20 SECURITY PROGRAM ACTION ITEMS FOR TRANSIT AGENCIES: SELF-ASSESSMENT CHECKLIST

# FTA Top 20 Security Program Action Items for Transit Agencies: Self-Assessment Checklist

Notice: This document is disseminated by the Department of Transportation in the interest of information exchange. The United States Government assumes no liability for its contents or use thereof.

## Management and Accountability

**1. Written security program and emergency management plans are established.**

Baseline Practices:

- ❑ Does a System Security Plan exist?
- ❑ Does an Emergency Management Plan exist?
- ❑ Do standard and emergency operations procedures (SOPs/EOPs) for each mode operated, including operations control centers, exist?

*Exemplary Practices:*

- ❑ *Do Continuity of Operations Plans exist?*
- ❑ *Does a Business Recovery Plan (administration, computer systems, operations, etc.) exist?*

**2. The security and emergency management plans are updated to reflect anti-terrorist measures and any current threat conditions.**

Baseline Practices:

- ❑ What is the date of the latest update?
- ❑ Are security plans reviewed at least annually?
- ❑ Are reviews and changes to the plans documented?
- ❑ Does the plan now include weapons of mass destruction protocols?

**3. The security and emergency management plans are an integrated system security program, including regional coordination with other agencies, security design criteria in procurements and organizational charts for incident command and management systems.**

Baseline Practices:

- ❑ Are emergency management plans integrated with the regional emergency management authority plans?
- ❑ Do management & staff participate in planning and conducting emergency security activities (e.g., drills, committees, etc.)?
- ❑ Does management coordinate with the FTA regional office?
- ❑ Are mutual aid agreements with other regional public agencies (e.g., local

government, fire, police, other transit agencies, etc.) approved and signed?

- ❑ Does an inter-departmental program review committee exist and address security issues?

*Exemplary Practice:*

- ❑ *Is security design criteria/CP TED included in system security program plan?*

4. **The security and emergency management plans are signed, endorsed and approved by top management.**

Baseline Practices:

- ❑ Is there a policy statement emphasizing the importance of the security plan?
- ❑ Is the security plan approved and signed by the top official?

5. **The security and emergency management programs are assigned to a senior level manager.**

Baseline Practices:

- ❑ What are the name and title of the security program manager?
- ❑ Is there a current organizational chart identifying the reporting structure for the security program manager?

6. **Security responsibilities are defined and delegated from management through to the front line employees.**

Baseline Practices:

- ❑ Are security plans distributed to appropriate departments in the organization?
- ❑ Do regular senior and middle management security coordinating meetings occur?
- ❑ Do informational briefings occur whenever security protocols are substantially updated?
- ❑ Are lines of delegated authority/succession of security responsibilities established and known?

7. **All operations and maintenance supervisors, forepersons, and managers are held accountable for security issues under their control**

Baseline Practices:

- ❑ Are regular supervisor and foreperson security review & coordinating briefings held?
- ❑ Does a security breach reporting system exist and are reports addressed through the security program review Committee?
- ❑ Is facility security (e.g., perimeter/access control) supervision compliance monitored on a regular basis?

## Security Problem Identification

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

Baseline Practices:

- ❑ Does a threat and vulnerability process exist and is it documented?
- ❑ Is a threat and vulnerability assessment conducted whenever a new asset/facility is added to the system?
- ❑ Have management & staff responsible for managing the threat and vulnerability assessment process received adequate training?
- ❑ Is the threat and vulnerability process used to prioritize security investments?

**9. Security sensitive intelligence information sharing is improved by joining the FBI Joint Terrorism Task Force (JTTF) or other regional anti-terrorism task force; the Surface Transportation Intelligence Sharing & Analysis Center (ISAC); and security information is reported through the National Transit Database (NTD).**

Baseline Practices:

- ❑ Does the transit agency participate in its region's JTTF or coordinate with key police and intelligence agencies?
- ❑ Has the transit agency joined the ST-ISAC?
- ❑ Does the transit agency provide security information to the National Transit Database?

## Employee Selection

**10. Background investigations are conducted on all new front-line operations and maintenance employees (i.e., criminal history and motor vehicle records).**

Baseline Practices:

- ❑ Are background checks conducted consistent with state and local laws?
- ❑ Is the background investigation process documented?

**11. Criteria for background investigations are established.**

Baseline Practice:

- ❑ Are the criteria for background checks by employee type (operator, maintenance, safety/security sensitive, contractor, etc.) documented?

## Training

**12. Security orientation or awareness materials are provided to all front-line employees.**

Baseline Practices:

- ❑ Are security orientation and awareness training materials updated to include counter-terrorism/WMD information?
- ❑ Is there a system in place to track who received what training when?

*Exemplary Practice:*

- ❑ *Are security awareness pocket guides distributed to all front-line employees?*

**13. Ongoing training programs on safety, security and emergency procedures by work area are provided.**

Baseline Practices:

- ❑ Are training programs, materials and informational briefings tailored to specific work groups' activities?
- ❑ Are training program campaigns held whenever there are substantial updates to security and emergency management plans?

**14. Public awareness materials are developed and distributed on a system wide basis.**

Baseline Practice:

- ❑ Are security awareness print materials prominently displayed throughout the system (e.g., channel cards, posters, fliers, etc.)?
- ❑ Is the transit agency participating in the industry's Transit Watch program?

## Audits and Drills

**15. Periodic audits of security policies and procedures are conducted.**

Baseline Practices:

- ❑ Are audits conducted periodically?
- ❑ Is there a disposition process for handling the findings and recommendations from the audits?

**16. Tabletop and functional drills are conducted at least once every six months and full-scale exercises, coordinated with regional emergency response providers, are performed at least annually.**

Baseline Practices:

- ❑ Are tabletop exercises conducted at least every six months?

- ❑ Does the agency participate in full-scale, regional field drills, held at least annually?
- ❑ Are tabletop and drill dc-briefings conducted?
- ❑ Are after-action reports produced and reviewed for all tabletop exercises and field drills?
- ❑ Are plans, protocols and processes updated to reflect after-action report recommendations/findings?

## Document Control

**17. Access to documents of security critical systems and facilities are controlled.**

Baseline Practice:

- ❑ Have security critical systems, such as tunnel HVAC systems and intrusion alarm detection systems, been identified and documented?

*Exemplary Practices:*

- ❑ *Is access to security critical systems' documents controlled?*
- ❑ *Is there an identified department/person responsible/or administering the policy?*
- ❑ *Do regular security committee meetings/briefings include reviewing document control compliance issues?*

**18. Access to security sensitive documents is controlled.**

Baseline Practice:

- ❑ Have security sensitive information (SSI) documents, such as security plans and protocols, been identified?

*Exemplary Practices:*

- ❑ *Is there a documented policy for designating and properly handling SSI documents?*
- ❑ *Do regular security committee meetings/briefings include reviews o/SSI related matters?*

## Access Control

**19. Background investigations are conducted of contractors or others who require access to security critical facilities, and ID badges are used for all visitors, employees and contractors to control access to key critical facilities.**

Baseline Practices:

- ❑ Have security critical facilities been identified?
- ❑ Is the contractor background investigation process documented?
- ❑ Is the quality control of the process monitored on a regular basis?
- ❑ Are the criteria for contractor background checks documented?

- ❑ Are ID badges used for employee access control? (both policy and actual practice)
- ❑ Are ID badges used for visitors and contractors? (both policy and actual practice)

- ❑ Have security critical facilities been identified?
- ❑ Are there documented policies for restricting access to security critical facilities?

## Homeland Security

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

Baseline Practices:

- ❑ HSAS threat advisory levels process integrated into security plans and standard/emergency operating procedures
- ❑ Are specific protective measures defined and developed?

Notes:

(1) This checklist covers all modes directly operated by the transit agency (e.g., bus, light rail, heavy rail, etc.), and under contract operation (e.g., paratransit, fixed route bus, vanpools, etc.).

(2) Baseline Practices are considered the minimum requirements needed to meet the overall security action item; Exemplary practices are additional/supplemental activities associated with exceeding the minimum requirements and are candidates for industry best practices.

(3) Additional informational resources/references are available at "FTA Top 20 Security Program Action Items for Transit Agencies" website:
http://transit-safety.volpe.dot.gov/security/SecurityInitiatives/Top20

# 7.14 EVALUATION FORM FOR TRANSIT INCIDENTS

## Evaluation Form for Transit Incidents

Date(s) of Incident: ____ / ____ / ____ to ____ / ____ / ____

Please Check One:
____ Incident ____ Drill

**Evaluator**

Name: _____

Address: _____

Phone Number: _____

Time exercise initiated:

Method of notification to fire departments, police, ambulance service, EMS, hospitals: _____

Upon arrival at scene, how was the command post established? _____

Was there adequate radio communication equipment? _____

When responding units arrived on the scene, did they report to the command post? _____

Principal weaknesses observed? _____

Principal strengths observed? _____

Additional remarks: _____

Recommendations: _____

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE

CHP 343 (Rev 6-10) OPI 062

COPY



| NEW TERMINAL INFORMATION | CA NUMBER | FILE CODE NUMBER | COUNTY CODE | BED |
|---|---|---|---|---|
| ☑ Yes ☐ No | 216255 | 258682 | 19 | |

| TERMINAL TYPE | CODE | OTHER PROGRAM(S) | LOCATION CODE | SUBAREA |
|---|---|---|---|---|
| ☐ Truck ☑ Bus | B | G | 525 | S31 |

TERMINAL NAME: SOUTHLAND TRANSIT INC

TELEPHONE NUMBER (W/ AREA CODE): (626) 258-1310

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE): 3650 ROCKWELL AVE EL MONTE CA 91731

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIPCODE) (IF DIFFERENT FROM ABOVE): 3650 ROCKWELL AVE EL MONTE CA 91731

INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY): 3650 ROCKWELL AVE EL MONTE CA 91731

## LICENSE, FLEET AND TERMINAL INFORMATION

| HM LIC. NO. | HWT. REG. NO. | IMS LIC. NO. | TRUCKS AND TYPES | TRAILERS AND TYPES | BUSES BY TYPE | DRIVERS | BIT FLEET SIZE |
|---|---|---|---|---|---|---|---|
| | | | N/A | N/A | I- 57 II- | 140 | |
| EXP. DATE | EXP. DATE | EXP. DATE | REG. CT | HW.VEH. | HW CONT. | PPB / CSAT | |
| | | | N/A | N/A | N/A | ☐ Yes ☑ No | |

CONSOLIDATED TERMINALS: ☐ Yes ☑ No

FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS BY NUMBER (Use Remarks for Additional FCNS): NONE

## EMERGENCY CONTACTS (In Calling Order of Preference)

| EMERGENCY CONTACT (NAME) | DAY TELEPHONE NO. (W/ AREA CODE) | NIGHT TELEPHONE NO. (W/ AREA CODE) |
|---|---|---|
| WAYNE SEALE | (626) 483-1174 | (626) 483-1174 |
| SCOTT TRANSUE | (626) 258-1310 | (626) 734-5842 |

## ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [ 2014 ]

| A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|
| ☐ UNDER 15,000 | ☐ 15,001 — 50,000 | ☐ 50,001— 100,000 | ☑ 100,001— 500,000 | ☐ 500,001— 1,000,000 | ☐ 1,000,001— 2,000,000 | ☐ 2,000,001— 5,000,000 | ☐ 5,000,001— 10,000,000 | ☐ MORE THAN 10,000,000 |

## OPERATING AUTHORITIES OR PERMITS

| | | | | |
|---|---|---|---|---|
| PUC | ☐ T | ☐ TCP ☐ PSC | MOTOR CARRIER OF PROPERTY PERMIT ACTIVE: ☐ Yes ☐ No ☑ N/A | IMS FITNESS EVALUATION: ☐ Yes ☑ No |
| USDOT | US DOT NUMBER | ☐ MC ☐ MX | ☐ MC ☐ MX | REASON FOR INSPECTION: ANNUAL TERMINAL INSPECTION |

INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

| REQUIREMENTS | VIOL | MAINTENANCE PROGRAM | DRIVER RECORDS | REG. EQUIPMENT | HAZARDOUS MATERIALS | TERMINAL |
|---|---|---|---|---|---|---|
| MAINTENANCE PROGRAM | | 1 S 2 S 3 S 4 S | 1 S 2 S 3 S 4 S | 1 S 2 S 3 S 4 S | 1 UR 2 UR 3 UR 4 UR | 1 S 2 S 3 S 4 S |
| DRIVER RECORDS | | No. 7 Time 2.0 | No. 21 Time 5.0 | No. 14 Time 10.0 | TIME: N/A | TOTAL TIME: 17.0 |
| DRIVER HOURS | | HAZARDOUS MATERIALS: ☑ No H/M Transported ☐ No H/M violations noted | | CONTAINERS/TANKS: No. N/A Time | VEHICLES PLACED OUT-OF-SERVICE: Vehicles 0 Units | |
| BRAKES | | | | | | |
| LAMPS & SIGNALS | 1 | | | | | |
| CONNECTING DEVICES | | | | | | |
| STEERING & SUSPENSION | | | | | | |
| TIRES & WHEELS | | | | | | |
| EQUIPMENT REQUIREMENTS | 1 | | | | | |
| CONTAINERS & TANKS | | | | | | |
| HAZARDOUS MATERIALS | | | | | | |

REMARKS

NOTE

13 CCR 1233.5 Each motor carrier subject to the provisions of this chapter shall notify the CHP in writing of any change of address (& phone number) at any of the carrier's terminals. Such notification shall be made within 15 days of the change and shall be forwarded to;

California Highway Patrol

Commercial Records Unit

PO BOX 942898

Sacramento, CA 94298-0001

| BIT | NON - BIT | FEES DUE | CHP 345 | CHP 100D COL | INSPECTION DATE(S) | TIME IN | TIME OUT |
|---|---|---|---|---|---|---|---|
| ☐ I ☐ R | ☐ | ☐ Yes ☐ No | ☐ | 9 | 6/25 & 26/15 | 0630 | |

| INSPECTED BY (NAME(S)) | ID NUMBER(S) | SUSPENSE DATE |
|---|---|---|
| R JETER MCS1 | A13407 | ☑ Auto ☐ None |

## MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 16), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfatcory rating by contacting the Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 calendar days of the rating.

| CURRENT TERMINAL RATING | CARRIER REPRESENTATIVE'S SIGNATURE | DATE |
|---|---|---|
| SATISFACTORY | mikhail Petrossian | 6/26/2015 |

| CARRIER REPRESENTATIVE'S PRINTED NAME | TITLE | DRIVER LICENSE NUMBER | STATE |
|---|---|---|---|
| SCOTT TRANSUE mikhail Petrossian | Parts manager | | |

On-highway inspection reports were utilized to fulfill _0_ of _14_ required vehicle inspections.

The following vehicles were used as part of the representative sample of vehicles but were not inspected during this terminal inspection because they have had a level 1 inspection by on-highway personnel within the previous 90 days.

MAINTENANCE PROGRAM

No Violations Were Discovered

DRIVER RECORDS

No Violations Were Discovered

DRIVER HOURS

No Violations Were Discovered

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**California Highway PAtrol**
**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct**
**(323) 644-9557**

**Report Number:** CA3P17000576
**Inspection Date:** 06/25/2015
**Start:** 8:00:00 AM PT **End:** 8:30:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:**
**MC/MX#:**
**State#:** 216255
**Phone#:** (626)258-1310
**Fax#:**

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE
**Highway:**
**County:** LOS ANGELES, CA
**MilePost:**
**Origin:** NONE
**Destination:** NONE
**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2004 | CA | 1190501 | 307 | 1N9FLBG34C084188 | 31,280 | | 21286192 | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | | |
| Left | | |
| Chamber | C-24 | C-30 |

**VIOLATIONS**: No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 329330; File Code Number: 258682; Fuel Type: LPG; Passenger Capacity: 29; WC Passenger Capacity: 2; Bus Type: 1;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P17000576

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**California Highway PAtrol**
**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct**
**(323) 644-9557**

**Report Number:** CA3P17000577
**Inspection Date:** 06/25/2015
**Start:** 8:31:00 AM PT **End:** 9:00:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:**
**MC/MX#:**
**State#:** 216255
**Phone#:** (626)258-1310
**Fax#:**

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE
**Highway:**
**County:** LOS ANGELES, CA
**MilePost:**
**Origin:** NONE
**Destination:** NONE
**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | BLUB | 2004 | CA | 1175649 | 49 | 5DF232GB64JA59191 | 25,580 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | WEDG | WEDG |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 393.9 | 24252(A) VC | 1 | N | | N | N | Required lamp(s) inoperative--393.9(a). Right side entrance door exterior lamp inoperable. (Repaired) |

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**

Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 224470; File Code Number: 258682; Fuel Type: CNG; Passenger Capacity: 24; WC Passenger Capacity: 2; Bus Type: 1;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P17000577

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**California Highway PAtrol**
**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct**
**(323) 644-9557**

**Report Number:** CA3P17000578
**Inspection Date:** 06/25/2015
**Start:** 9:00:00 AM PT **End:** 9:29:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:**
**MC/MX#:**
**State#:** 216255
**Phone#:** (626)258-1310
**Fax#:**

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE
**Highway:**
**County:** LOS ANGELES, CA
**MilePost:**
**Origin:** NONE
**Destination:** NONE
**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | UNK | 2004 | CA | 1175648 | 48 | 5DF232GB94JA59170 | 26,580 | | 21286194 | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | WEDG | WEDG |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 1993673; File Code Number: 258682; Fuel Type: LPG; Passenger Capacity: 24; WC Passenger Capacity: 2; Bus Type: 1;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P17000578

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**California Highway PAtrol**
**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct**
**(323) 644-9557**

**Report Number:** CA3P17000579
**Inspection Date:** 06/25/2015
**Start:** 9:30:00 AM PT **End:** 9:57:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:**
**MC/MX#:**
**State#:** 216255
**Phone#:** (626)258-1310
**Fax#:**

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE
**Highway:**
**County:** LOS ANGELES, CA
**MilePost:**
**Origin:** NONE
**Destination:** NONE
**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2010 | CA | 1338131 | 24 | 1N9HEALG3AC084141 | | 18624618 | 21286195 | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | | |
| Left | | |
| Chamber | L-24* | L-30 |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 393.9 | 24252(A) VC | 1 | N | | N | N | Required lamp(s) inoperative--393.9(a). Right side, front entrance door, rear exterior lamp inoperablt. (repaired) |
| 392.2 | 1269(B)(3) CCR | 1 | N | | N | N | Emergency exit window operating instructions required--392.2. Right and left side emergency window exits with no operating instructions. Five of five. (Replaced) |

**HazMat:** No HM Transported.
**Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 117867; File Code Number: 258682; Fuel Type: CNG; Passenger Capacity: 34; WC Passenger Capacity: 2; Bus Type: 1;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P17000579

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**California Highway PAtrol**
**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct**
**(323) 644-9557**

**Report Number:** CA3P17000580
**Inspection Date:** 06/25/2015
**Start:** 9:56:00 AM PT **End:** 10:20:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2008 | CA | 1258312 | L311 | 1GBE5V1G97F419590 | 19,500 | | 21286196 | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 29684; File Code Number: 258682; Fuel Type: LPG; Passenger Capacity: 22; WC Passenger Capacity: 2; Bus Type: 1;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P17000580

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**California Highway PAtrol**
**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct**
**(323) 644-9557**

**Report Number:** CA3P17000581
**Inspection Date:** 06/25/2015
**Start:** 10:20:00 AM PT **End:** 10:45:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:**
**MC/MX#:**
**State#:** 216255
**Phone#:** (626)625-8131
**Fax#:**

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE
**Highway:**
**County:** LOS ANGELES, CA
**MilePost:**
**Origin:** NONE
**Destination:** NONE
**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | UNK | 2004 | CA | 117646 | 46 | 5DF232GB04JA59168 | 28,580 | 16964514 | 21286197 | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | | |
| Left | | |
| Chamber | C-24 | C-30 |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 393.9 | 24252(A) VC | 1 | N | | N | N | Required lamp(s) inoperative–393.9(a). Left side high beam inoperable. (Replaced) |
| 393.9 | 24252(A) VC | 1 | N | | N | N | Required lamp(s) inoperative–393.9(a). Right side entrance door exterior lamp inoperable. Replaced) |

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**

Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 345487; File Code Number: 258682; Fuel Type: CNG; Passenger Capacity: 24; WC Passenger Capacity: 2; Bus Type: 1;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P17000581

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**California Highway PAtrol**
**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct**
**(323) 644-9557**

**Report Number:** CA3P17000582
**Inspection Date:** 06/25/2015
**Start:** 10:45:00 AM PT **End:** 11:20:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:**
**MC/MX#:**
**State#:** 216255
**Phone#:** (626)258-1310
**Fax#:**

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE
**Highway:**
**County:** LOS ANGELES, CA
**MilePost:**
**Origin:** NONE
**Destination:** NONE
**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2008 | CA | 1326922 | 5829 | 1GBJ5V1G98F409240 | 26,000 | | 21286200 | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | DISC | DISC |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 149068; File Code Number: 258682; Fuel Type: CNG; Passenger Capacity: 28; WC Passenger Capacity: 3; Bus Type: 1;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P17000582

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**California Highway PAtrol**
**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct**
**(323) 644-9557**

**Report Number:** CA3P17000583
**Inspection Date:** 06/25/2015
**Start:** 11:21:00 AM PT **End:** 12:00:00 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:**
**MC/MX#:**
**State#:** 216255
**Phone#:** (626)258-1310
**Fax#:**

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE
**Highway:**
**County:** LOS ANGELES, CA
**MilePost:**
**Origin:** NONE
**Destination:** NONE
**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | BLUB | 2003 | CA | 1131919 | 5824 | 1BAGEBXA43F216424 | 36,200 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | | |
| Left | | |
| Chamber | C-30 | C-30 |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**ate Information:**
Seat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 543911; File Code Number: 258682; Fuel Type: D; Passenger Capacity: 27; WC Passenger Capacity: 2; Bus Type: 1;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

ort Prepared By:
JETER

Badge #:
A13407

Copy Received By:

X_____

X_____



CA CA3P17000583

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**California Highway PAtrol**
**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct**
**(323) 644-9557**

**Report Number:** CA3P17000584
**Inspection Date:** 06/25/2015
**Start:** 12:00:00 PM PT **End:** 12:30:00 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2013 | CA | 1396736 | L315 | 1N9AMALG5DC084053 | 42,760 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | | |
| Left | | |
| Chamber | C-30 | C-30 |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 126955; File Code Number: 258682; Fuel Type: CNG; Passenger Capacity: 32; WC Passenger Capacity: 2; Bus Type: 1;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P17000584

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**California Highway PAtrol**
**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct**
**(323) 644-9557**

**Report Number:** CA3P17000585
**Inspection Date:** 06/25/2015
**Start:** 12:30:00 PM PT **End:** 1:00:00 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2010 | CA | 1338132 | 23 | 1N9HEALG1AC084140 | | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | | |
| Left | | |
| Chamber | C-30 | C-30 |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 134195; File Code Number: 258682; Fuel Type: CNG; Passenger Capacity: 34; WC Passenger Capacity: 2; Bus Type: 1;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P17000585

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**California Highway PAtrol**
**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct**
**(323) 644-9557**

**Report Number:** CA3P17000586
**Inspection Date:** 06/25/2015
**Start:** 1:01:00 PM PT **End:** 1:35:00 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:**
**MC/MX#:**
**State#:** 216255
**Phone#:** (626)258-1310
**Fax#:**

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE
**Highway:**
**County:** LOS ANGELES, CA
**MilePost:**
**Origin:** NONE
**Destination:** NONE
**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2014 | CA | 1424651 | 3203 | 1FDFE4FS9EDA88392 | 14,500 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 21059; File Code Number: 258682; Fuel Type: LPG; Passenger Capacity: 20; WC Passenger Capacity: 2; Bus Type: 1;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P17000586

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**California Highway PAtrol**
**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct**
**(323) 644-9557**

**Report Number:** CA3P17000587
**Inspection Date:** 06/25/2015
**Start:** 1:37:00 PM PT **End:** 2:05:00 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:**
**MC/MX#:**
**State#:** 216255
**Phone#:** (626)258-1310
**Fax#:**

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE
**Highway:**
**County:** LOS ANGELES, CA
**MilePost:**
**Origin:** NONE
**Destination:** NONE
**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2004 | CA | 1342126 | 302 | 1N9FLABG44C084183 | 31,280 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | | |
| Left | | |
| Chamber | C-30 | C-30 |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported.

**Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**

Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 367695; File Code Number: 258682; Fuel Type: LPG; Passenger Capacity: 29; WC Passenger Capacity: 2; Bus Type: 1;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

ort Prepared By:
R. JETER

Badge #:
A13407

Copy Received By:

X_____

X_____



CA CA3P17000587

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

California Highway PAtrol
CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct
(323) 644-9557

**Report Number:** CA3P17000588
**Inspection Date:** 06/25/2015
**Start:** 2:06:00 PM PT **End:** 2:50:00 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731

**USDOT#:**
**MC/MX#:**
**State#:** 216255
**Phone#:** (626)258-1310
**Fax#:**

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE
**Highway:**
**County:** LOS ANGELES, CA
**MilePost:**
**Origin:** NONE
**Destination:** NONE
**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2005 | CA | 7U50134 | LP96 | 1FDXE45P25HA46527 | 14,050 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**Inspection Information:**

Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 332647; File Code Number: 258682; Fuel Type: D; Passenger Capacity: 18; WC Passenger Capacity: 2; Bus Type: 1;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P17000588

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**California Highway PAtrol**
**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct**
**(323) 644-9557**

**Report Number:** CA3P17000589
**Inspection Date:** 06/25/2015
**Start:** 2:51:00 PM PT **End:** 3:40:00 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:**
**MC/MX#:**
**State#:** 216255
**Phone#:** (626)258-1310
**Fax#:**

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE
**Highway:**
**County:** LOS ANGELES, CA
**MilePost:**
**Origin:** NONE
**Destination:** NONE
**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2004 | CA | 7P51487 | 3370 | 1FDWE45F13HB79201 | 14,000 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 292314; File Code Number: 258682; Fuel Type: D; Passenger Capacity: 20; WC Passenger Capacity: 3; Bus Type: 1;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Report Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P17000589

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## TRANSIT OPERATOR COMPLIANCE CERTIFICATE

CHP 339 (Rev. 9-09) OPI 062

TRANSIT OPERATOR NAME

SOUTHLAND TRANSIT INC

| ADDRESS | | TELEPHONE NUMBER |
|---|---|---|
| 3650 ROCKWELL AVE | | (626) 258-1310 |
| CITY | ZIP CODE | COUNTY |
| EL MONTE CA | 91731 | LOS ANGELES |

This is to certify that the above named transit operator was inspected on this date and found to be in compliance with California Vehicle Code Section 1808.1, regarding participation in the Department of Motor Vehicles Pull Notice Program, and with Section 12804.6, regarding transit bus operator certificates.

| ISSUED BY | I.D. NUMBER | DATE |
|---|---|---|
| R. JETER MCS1 | A13407 | 06/26/2015 |

Destroy Previous Editions

Chp339_0809.pdf

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

TRANSIT OPERATOR COMPLIANCE CERTIFICATE

CHP 339 (Rev. 9-09) OPI 062

TRANSIT OPERATOR NAME

SOUTHLAND TRANSIT INC

ADDRESS | TELEPHONE NUMBER
3650 ROCKWELL AVE | (626) 258-1310
CITY | ZIP CODE | COUNTY
EL MONTE CA | 91731 | LOS ANGELES

This is to certify that the above named transit operator was inspected on this date and found to be in compliance with California Vehicle Code Section 1808.1, regarding participation in the Department of Motor Vehicles Pull Notice Program, and with Section 12804.6, regarding transit bus operator certificates.

ISSUED BY | I.D. NUMBER | DATE
R. JETER MCS1 | A13407 | 06/26/2015

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

TRANSIT OPERATOR COMPLIANCE CERTIFICATE

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ISSUED BY | I.D. NUMBER | DATE
R. JETER MCS1 | A13407 | 06/26/2015

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE

CHP 343 (Rev 6-10) OPI 062

| NEW TERMINAL INFORMATION | CA NUMBER | FILE CODE NUMBER | COUNTY CODE | BED |
|---|---|---|---|---|
| ☑ Yes ☐ No | 216255 | 258682 | 19 | |

| TERMINAL TYPE | CODE | OTHER PROGRAM(S) | LOCATION CODE | SUBAREA |
|---|---|---|---|---|
| ☐ Truck ☑ Bus | G | B | 525 | S31 |

TERMINAL NAME: SOUTHLAND TRANSIT INC

TELEPHONE NUMBER (W/ AREA CODE): (626) 258-1310

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE): 3650 ROCKWELL AVE EL MONTE CA 91731

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIPCODE) (IF DIFFERENT FROM ABOVE): 3650 ROCKWELL AVE EL MONTE CA 91731

INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY): 3650 ROCKWELL AVE EL MONTE CA 91731

## LICENSE, FLEET AND TERMINAL INFORMATION

| HM LIC. NO. | HWY. REG. NO. | IMS LIC. NO. | TRUCKS AND TYPES | TRAILERS AND TYPES | BUSES BY TYPE | DRIVERS | BIT FLEET SIZE |
|---|---|---|---|---|---|---|---|
| | | | N/A | N/A | I- 18 II- | 13 | |
| **EXP. DATE** | **EXP. DATE** | **EXP. DATE** | **REG. CT** | **HW VEH.** | **HW CONT.** | **PPB / CSAT** | |
| | | | N/A | N/A | N/A | ☐ Yes ☑ No | |

CONSOLIDATED TERMINALS: ☐ Yes ☑ No

FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS BY NUMBER (Use Remarks for Additional FCNS): NONE

## EMERGENCY CONTACTS (In Calling Order of Preference)

| EMERGENCY CONTACT (NAME) | DAY TELEPHONE NO. (W/ AREA CODE) | NIGHT TELEPHONE NO. (W/ AREA CODE) |
|---|---|---|
| WAYNE SEALE | (626) 483-1174 | (626) 483-1174 |
| SCOTT TRANSUE | (626) 258-1310 | |

## ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [ 2014 ]

| A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|
| ☐ UNDER 15,000 | ☐ 15,001 — 50,000 | ☐ 50,001— 100,000 | ☑ 100,001— 500,000 | ☐ 500,001— 1,000,000 | ☐ 1,000,001— 2,000,000 | ☐ 2,000,001— 5,000,000 | ☐ 5,000,001— 10,000,000 | ☐ MORE THAN 10,000,000 |

## OPERATING AUTHORITIES OR PERMITS

| | | | | |
|---|---|---|---|---|
| PUC | ☐ T | ☐ TCP ☐ PSC | MOTOR CARRIER OF PROPERTY PERMIT ACTIVE: ☐ Yes ☐ No ☑ N/A | IMS FITNESS EVALUATION: ☐ Yes ☑ No |
| USDOT | US DOT NUMBER | ☐ MC ☐ MX | ☐ MC ☐ MX | REASON FOR INSPECTION: ANNUAL TERMINAL INSPECTION |

## INSPECTION FINDINGS

INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

| REQUIREMENTS | VIOL | MAINTENANCE PROGRAM | DRIVER RECORDS | REG. EQUIPMENT | HAZARDOUS MATERIALS | TERMINAL |
|---|---|---|---|---|---|---|
| MAINTENANCE PROGRAM | | 1 S 2 S 3 S 4 S | 1 S 2 S 3 S 4 S | 1 S 2 S 3 S 4 S | 1 UR 2 UR 3 UR 4 UR | 1 S 2 S 3 S 4 S |
| DRIVER RECORDS | | No. 6 Time 2.0 | No. 10 Time 3.0 | No. 6 Time 3.0 | TIME: N/A | TOTAL TIME: 8.0 |
| DRIVER HOURS | | HAZARDOUS MATERIALS: ☑ No H/M Transported ☐ No H/M violations noted | | CONTAINERS/TANKS: No. N/A Time | VEHICLES PLACED OUT-OF-SERVICE: Vehicles 0 Units | |
| BRAKES | | | | | | |
| LAMPS & SIGNALS | | | | | | |
| CONNECTING DEVICES | | | | | | |
| STEERING & SUSPENSION | | | | | | |
| TIRES & WHEELS | | | | | | |
| EQUIPMENT REQUIREMENTS | | | | | | |
| CONTAINERS & TANKS | | | | | | |
| HAZARDOUS MATERIALS | | | | | | |

REMARKS

NOTE

13 CCR 1233.5 Each motor carrier subject to the provisions of this chapter shall notify the CHP in writing of any change of address (& phone number) at any of the carrier's terminals. Such notification shall be made within 15 days of the change and shall be forwarded to;

California Highway Patrol

Commercial Records Unit

PO BOX 942898

Sacramento, CA 94298-0001

| BIT | NON - BIT | FEES DUE | CHP 345 | CHP 100D COL. | INSPECTION DATE(S) | TIME IN | TIME OUT |
|---|---|---|---|---|---|---|---|
| ☐ I ☐ R | ☐ | ☐ Yes ☐ No | ☐ | 11 | 9/10/2015 | 1130 | |

INSPECTED BY (NAME(S)): R JETER MCS1

ID NUMBER(S): A13407

SUSPENSE DATE: ☑ Auto ☐ None

## MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 8), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfatcory rating by contacting the Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 calendar days of the rating.

| CURRENT TERMINAL RATING | CARRIER REPRESENTATIVE'S SIGNATURE | DATE |
|---|---|---|
| SATISFACTORY | Wayne Seale | 9/10/2015 |

| CARRIER REPRESENTATIVE'S PRINTED NAME | TITLE | DRIVER LICENSE NUMBER | STATE |
|---|---|---|---|
| WAYNE SEALE | PRINCIPAL OFFICER | | |

On-highway inspection reports were utilized to fulfill _0_ of _6_ required vehicle inspections.

The following vehicles were used as part of the representative sample of vehicles but were not inspected during this terminal inspection because they have had a level 1 inspection by on-highway personnel within the previous 90 days.

MAINTENANCE PROGRAM

No Violations Were Discovered

DRIVER RECORDS

No Violations Were Discovered

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**California Highway PAtrol**
**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct**
**(323) 644-9557**

**Report Number:** CA3P17000679
**Inspection Date:** 09/03/2015
**Start:** 10:00:00 AM PT **End:** 10:29:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:**
**MC/MX#:**
**State#:** 216255
**Phone#:** (626)258-1310
**Fax#:**

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE
**Highway:**
**County:** LOS ANGELES, CA
**MilePost:**
**Origin:** NONE
**Destination:** NONE
**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2009 | CA | 1329340 | 31 | 1FDFE45S09DA43039 | 14,500 | 20200721 | 21666937 | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**te Information:**
...at/Sub Area: S31; Veh #1 Type: 13; Regulated Vehicle: Y; Responsible Person: LAST PM 8-25-15 @ 116195; Address: LAST CERT 9-15-15 @ 99768; City St Zip: CONVENTIONAL; Odometer: 116709; File Code Number: 258682; Fuel Type: G; Passenger Capacity: 18; WC Passenger Capacity: 2; Bus Type: 1; GPPV Cert: 09/03/2015;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

...ort Prepared By:
... JETER

Badge #:
A13407

Copy Received By:

X_____

X_____



CA CA3P17000679

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**California Highway PAtrol**
**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct**
**(323) 644-9557**

**Report Number:** CA3P17000678
**Inspection Date:** 09/03/2015
**Start:** 9:30:00 AM PT **End:** 9:59:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2009 | CA | 1329343 | 34 | 1FDFE45S99DA47199 | 14,500 | 20200729 | 21666936 | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**te Information:**
t/Sub Area: S31; Veh #1 Type: 13; Regulated Vehicle: Y; Responsible Person: LAST PM 8-27-15 @ 96382; Address: LAST CERT 9-15-14 @ 88884; City St Zip: CONVENTIONAL; Odometer: 96417; File Code Number: 258682; Fuel Type: G; Passenger Capacity: 18; WC Passenger Capacity: 2; Bus Type: 1; GPPV Cert: 09/03/2015;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

ort Prepared By:
JETER

Badge #:
A13407

Copy Received By:

X_____

X_____



CA CA3P17000678

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**California Highway PAtrol**
**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct**
**(323) 644-9557**

**Report Number:** CA3P17000677
**Inspection Date:** 09/03/2015
**Start:** 9:00:00 AM PT **End:** 9:29:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2009 | CA | 1329344 | 35 | 1FDFE45S19DA47200 | 14,500 | 20200719 | 21666935 | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**te Information:**
l/Sub Area: S31; Veh #1 Type: 13; Regulated Vehicle: Y; Responsible Person: LAST PM 8-31-15 @ 105677; Address: LAST CERT 9-15-14 @ 92636; City St Zip: CONVENTIONAL; Odometer: 105744; File Code Number: 258682; Fuel Type: G; Passenger Capacity: 18; WC Passenger Capacity: 2; Bus Type: 1; GPPV Cert: 09/03/2015;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

ort Prepared By: ETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P17000677

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**California Highway PAtrol**
**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct**
**(323) 644-9557**

**Report Number:** CA3P17000680
**Inspection Date:** 09/03/2015
**Start:** 10:30:00 AM PT **End:** 11:05:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2009 | CA | 1329345 | 36 | 1FDFE45S39DA47201 | 14,500 | 20200717 | 21666938 | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**te Information:**
l/Sub Area: S31; Veh #1 Type: 13; Regulated Vehicle: Y; Responsible Person: LAST PM 8-25-15 @ 84448; Address: LAST CERT 9-15-14 @ 76095; City St Zip: CONVENTIONAL; Odometer: 84848; File Code Number: 258682; Fuel Type: G; Passenger Capacity: 18; WC Passenger Capacity: 2; Bus Type: 1; GPPV Cert: 09/03/2015;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

ort Prepared By: ETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P17000680

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**California Highway PAtrol**
**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct**
**(323) 644-9557**

**Report Number:** CA3P17000676
**Inspection Date:** 09/03/2015
**Start:** 8:30:00 AM PT **End:** 8:59:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2009 | CA | 1329346 | 37 | 1FDFE45S79DA50960 | 14,500 | 20200718 | 21666934 | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**te Information:**

ıl/Sub Area: S31; Veh #1 Type: 13; Regulated Vehicle: Y; Responsible Person: LAST PM 8-02-15 @ 92126; Address: LAST CERT 9-15-14 @ 84675; City St Zip: CONVENTIONAL; Odometer: 92126; File Code Number: 258682; Fuel Type: G; Passenger Capacity: 18; WC Passenger Capacity: 2; Bus Type: 1; GPPV Cert: 09/03/2015;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

ort Prepared By: JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P17000676

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**California Highway PAtrol**
**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct**
**(323) 644-9557**

**Report Number:** CA3P17000681
**Inspection Date:** 09/03/2015
**Start:** 11:06:00 AM PT **End:** 11:40:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT INC
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2012 | CA | 1381187 | 44 | 1FDFE4FS5CDB30411 | 14,500 | | 21666939 | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

**VIOLATIONS**: No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**te Information:**
...t/Sub Area: S31; Veh #1 Type: 13; Regulated Vehicle: Y; Responsible Person: LAST PM 8-21-15 @ 48351; Address: LAST CERT 5-20-14 @ 25149; City St Zip: CONVENTIONAL; Odometer: 48352; File Code Number: 258682; Fuel Type: G; Passenger Capacity: 20; WC Passenger Capacity: 2; Bus Type: 1; GPPV Cert: 09/03/2015;

Signature Of Repairer X:_____ Facility:_____ Date:_____

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

...ort Prepared By: ...JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P17000681

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# CARRIER INSPECTION

CHP 343D (Rev. 2-99) OPI 062

☐ This report contains CONFIDENTIAL pages.



| CARRIER NAME | CA NUMBER | LOC. CODE | SUBAREA |
|---|---|---|---|
| SOUTHLAND TRANSIT INC | 216255 | 525 | S31 |

| STREET ADDRESS, CITY, STATE, ZIP CODE | PHONE NUMBER | DATE | |
|---|---|---|---|
| 3650 ROCKWELL AVE EL MONTE 91731 | (626) 258-1310 | 06/10/14 | |

| CARRIER REPRESENTATIVE | TITLE | TIME IN | TIME OUT |
|---|---|---|---|
| WAYNE SEALE | DIRECTOR OF MAINTENANCE | 0730 | |

| INSPECTION LOCATION (IF OTHER THAN THE CARRIER'S PRINCIPAL PLACE OF BUSINESS) | U.S. DOT NUMBER | MC NUMBER |
|---|---|---|
| 3650 ROCKWELL AVE EL MONTE 91731 | N/A | N/A |

On this date, the above named motor carrier was inspected by the California Highway Patrol. The inspection evaluated the carrier's compliance with the following requirements:

☑ CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM [VC 34520 & 49 CFR 382]

☐ OTHER: _____

REMARKS

34520 VC Carrier is in compliance with the Controlled Substances and Alcohol Testing program as set forth in 49 CFR Part 382. Carriers Controlled Substance and Alcohol Testing program/consortium is managed by:

Irwindale Industrial Clinic
6000 N Irwindale Ave
Irwindale CA 91706

626-969-9800
Fax 626-969-4020

As a result of the inspection noted above, this carrier was assigned a compliance rating of SATISFACTORY. This rating applies only to carrier requirements - Terminals are rated separately.

| RATING HISTORY | NUMBER OF RECORDS INSPECTED | NUMBER OF VIOLATIONS | CHP 345 ISSUED | SUSPENSE DATE | CHP 100D COLUMN NO. |
|---|---|---|---|---|---|
| 1 S 2 S 3 S 4 S | 149 | 0 | ☐ | ☑ Auto ☐ None | 3 |

| INSPECTED BY (NAME) | ID NUMBER | CARRIER TYPE |
|---|---|---|
| RICK JETER | A13407 | ☐ Truck ☑ Bus |

## MOTOR CARRIER CERTIFICATION

I hereby certify that all violations recorded hereon and on the attached pages 2 through 1 will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Southern Division Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 calendar days of the rating.

| CARRIER REPRESENTATIVE'S PRINTED NAME | TITLE | DRIVER LICENSE NUMBER AND STATE |
|---|---|---|
| WAYNE SEALE | DIRECTOR OF MAINTENANCE | |

| CARRIER REPRESENTATIVE'S SIGNATURE | CURRENT CARRIER RATING | DATE |
|---|---|---|
| | SATISFACTORY | 06/10/14 |

Destroy previous editions

C343-D 10-99.XLS

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## TRANSIT OPERATOR COMPLIANCE CERTIFICATE

CHP 339 (Rev. 9-09) OPI 062

TRANSIT OPERATOR NAME

SOUTHLAND TRANSIT INC

| ADDRESS | TELEPHONE NUMBER |
|---|---|
| 3650 ROCKWELL AVE | (626) 258-1310 |

| CITY | ZIP CODE | COUNTY |
|---|---|---|
| EL MONTE CA | 91731 | LOS ANGELES |

This is to certify that the above named transit operator was inspected on this date and found to be in compliance with California Vehicle Code Section 1808.1, regarding participation in the Department of Motor Vehicles Pull Notice Program, and with Section 12804.6, regarding transit bus operator certificates.

| ISSUED BY | I.D. NUMBER | DATE |
|---|---|---|
| RICK JETER | A13407 | 06/10/2014 |

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## TRANSIT OPERATOR COMPLIANCE CERTIFICATE

CHP 339 (Rev. 9-09) OPI 062

TRANSIT OPERATOR NAME

SOUTHLAND TRANSIT INC

| ADDRESS | TELEPHONE NUMBER |
|---|---|
| 3650 ROCKWELL AVE | (626) 258-1310 |

| TY | ZIP CODE | COUNTY |
|---|---|---|
| EL MONTE CA | 91731 | LOS ANGELES |

This is to certify that the above named transit operator was inspected on this date and found to be in compliance with California Vehicle Code Section 1808.1, regarding participation in the Department of Motor Vehicles Pull Notice Program, and with Section 12804.6, regarding transit bus operator certificates.

| ISSUED BY | I.D. NUMBER | DATE |
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| RICK JETER | A13407 | 06/10/2014 |

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STATE OF CALIFORNIA
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## TRANSIT OPERATOR COMPLIANCE CERTIFICATE

CHP 339 (Rev. 9-09) OPI 062

TRANSIT OPERATOR NAME

SOUTHLAND TRANSIT INC

| ADDRESS | TELEPHONE NUMBER |
|---|---|
| 3650 ROCKWELL AVE | (626) 258-1310 |

| CITY | ZIP CODE | COUNTY |
|---|---|---|
| EL MONTE CA | 91731 | LOS ANGELES |

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| ISUED BY | I.D. NUMBER | DATE |
|---|---|---|
| RICK JETER | A13407 | 06/10/2014 |

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE

CHP 343 (Rev 6-10) OPI 062

| NEW TERMINAL INFORMATION | CA NUMBER | FILE CODE NUMBER | COUNTY CODE | BED |
|---|---|---|---|---|
| ☑ Yes ☐ No | 216255 | 258682 | 19 | |

| TERMINAL TYPE | CODE | OTHER PROGRAM(S) | LOCATION CODE | SUBAREA |
|---|---|---|---|---|
| ☐ Truck ☑ Bus | B | N/A | 525 | S31 |

TERMINAL NAME: SOUTHLAND TRANSIT INC
TELEPHONE NUMBER (W/ AREA CODE): (626) 258-1310

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE): 3650 ROCKWELL AVE EL MONTE 91731

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIPCODE) (IF DIFFERENT FROM ABOVE): 3650 ROCKWELL AVE EL MONTE 91731

INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY): 3650 ROCKWELL AVE EL MONTE 91731

## LICENSE, FLEET AND TERMINAL INFORMATION

| HM LIC. NO. | HWT. REG. NO. | IMS LIC. NO. | TRUCKS AND TYPES | TRAILERS AND TYPES | BUSES BY TYPE | DRIVERS | BIT FLEET SIZE |
|---|---|---|---|---|---|---|---|
| | | | N/A | N/A | I- 57 II- | 136 | |
| EXP. DATE | EXP. DATE | EXP. DATE | REG. CT | HW VEH. | HW CONT. | PPB / CSAT | |
| | | | N/A | N/A | N/A | ☑ Yes ☐ No | |

CONSOLIDATED TERMINALS: ☐ Yes ☑ No

FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS BY NUMBER (Use Remarks for Additional FCNS): NONE

## EMERGENCY CONTACTS (In Calling Order of Preference)

| EMERGENCY CONTACT (NAME) | DAY TELEPHONE NO. (W/ AREA CODE) | NIGHT TELEPHONE NO. (W/ AREA CODE) |
|---|---|---|
| WAYNE SEALE | (626) 258-1310 | (626) 483-1174 |
| JOLEEN JUDD | (626) 258-1310 | (661) 492-1741 |

## ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [ 2013 ]

| A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|
| ☐ UNDER 15,000 | ☐ 15,001 — 50,000 | ☐ 50,001— 100,000 | ☑ 100,001— 500,000 | ☐ 500,001— 1,000,000 | ☐ 1,000,001— 2,000,000 | ☐ 2,000,001— 5,000,000 | ☐ 5,000,001— 10,000,000 | ☐ MORE THAN 10,000,000 |

## OPERATING AUTHORITIES OR PERMITS

| | | | | |
|---|---|---|---|---|
| PUC | ☐ T | ☑ TCP ☐ PSC 25224 | MOTOR CARRIER OF PROPERTY PERMIT ACTIVE: ☐ Yes ☐ No ☑ N/A | IMS FITNESS EVALUATION: ☐ Yes ☑ No |
| USDOT | US DOT NUMBER | ☐ MC ☐ MX | ☐ MC ☐ MX | REASON FOR INSPECTION: ANNUAL TOUR BUS TERMINAL INSPECTION |

INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

| REQUIREMENTS | VIOL | MAINTENANCE PROGRAM | DRIVER RECORDS | REG. EQUIPMENT | HAZARDOUS MATERIALS | TERMINAL |
|---|---|---|---|---|---|---|
| MAINTENANCE PROGRAM | | 1 S 2 S 3 S 4 S | 1 S 2 S 3 S 4 S | 1 S 2 S 3 S 4 S | 1 N/A 2 N/A 3 N/A 4 N/A | 1 S 2 S 3 S 4 S |
| DRIVER RECORDS | | No. 14 Time 4.0 | No. 20 Time 7.0 | No. 14 Time 9.0 | TIME: N/A | TOTAL TIME: 20.0 |
| DRIVER HOURS | | HAZARDOUS MATERIALS: ☑ No H/M Transported ☐ No H/M violations noted | | CONTAINERS/TANKS: No. N/A Time | VEHICLES PLACED OUT-OF-SERVICE: Vehicles 0 Units | |
| BRAKES | | | | | | |
| LAMPS & SIGNALS | 7 | | | | | |
| CONNECTING DEVICES | | | | | | |
| STEERING & SUSPENSION | | | | | | |
| TIRES & WHEELS | | | | | | |
| EQUIPMENT REQUIREMENTS | 1 | | | | | |
| CONTAINERS & TANKS | | | | | | |
| HAZARDOUS MATERIALS | | | | | | |

INSPECTION FINDINGS

NOTE

13 CCR 1233.5 Each motor carrier subject to the provisions of this chapter shall notify the CHP in writing of any change of address (& phone number) at any of the carrier's terminals. Such notification shall be made within 15 days of the change and shall be forwarded to;

California Highway Patrol

Commercial Records Unit

PO BOX 942898

Sacramento, CA 94298-0001

| BIT | NON - BIT | FEES DUE | CHP 345 | CHP 100D COL. | INSPECTION DATE(S) | TIME IN | TIME OUT |
|---|---|---|---|---|---|---|---|
| ☐ I ☐ R | ☐ | ☐ Yes ☐ No | ☐ | 2 | 5/20&21/14 | 0730 | |

| INSPECTED BY (NAME(S)) | ID NUMBER(S) | SUSPENSE DATE |
|---|---|---|
| RICK JETER | A13407 | ☑ Auto ☐ None |

## MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 16 ) will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfatcory rating by contacting the Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 calendar days of the rating.

| CURRENT TERMINAL RATING | CARRIER REPRESENTATIVE'S SIGNATURE | DATE |
|---|---|---|
| SATISFACTORY | | 6/10/2014 |

| CARRIER REPRESENTATIVE'S PRINTED NAME | TITLE | DRIVER LICENSE NUMBER | STATE |
|---|---|---|---|
| WAYNE SEALE | DIRECTOR OF MAINTENANCE | | |

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Regulated Equipment:

On-highway inspection reports were utilized to fulfill _0___ of _14___ required vehicle inspections.

The following vehicles were used as part of the representative sample of vehicles but were not inspected during this terminal inspection because they have had a level 1 inspection by on-highway personnel within the previous 90 days.

Maintenance Records:

No Violations Detected

Drivers' Records:

No Violations Detected

All violations and corrective actions were reviewed with the carrier representative.

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct the telephone number listed below.**
**Telephone: (323) 644-9557**

**Report Number:** CA3P13000270
**Inspection Date:** 05/21/2014
**Start:** 1:21:00 PM PT **End:** 2:15:00 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2004 | CA | 1342127 | L-304 | 1N9FLABG84C084185 | 31,280 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | | |
| Left | | |
| Chamber | C-24 | C-30 |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**S____ Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; File Code Number: 258682; Fuel Type: LPG; Passenger Capacity: 30; WC Passenger Capacity: 2; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

R__ Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____
X_____



CA CA3P13000270

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct the telephone number listed below.**
**Telephone: (323) 644-9557**

**Report Number:** CA3P13000269
**Inspection Date:** 05/21/2014
**Start:** 12:41:00 PM PT **End:** 1:20:00 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2010 | CA | 1242041 | 3372 | 1FDXE45S09DA83447 | 14,500 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 393.9 | 24252(A) VC | 1 | N | | N | N | Required lamp(s) inoperative--393.9(a). Right side entrance door, three of three lamps inoperable. (Repaired) |

**Hazmat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 98749; File Code Number: 258682; Fuel Type: G; Passenger Capacity: 21; WC Passenger Capacity: 1; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

R. Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P13000269

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct the telephone number listed below.**
**Telephone: (323) 644-9557**

**Report Number:** CA3P13000268
**Inspection Date:** 05/21/2014
**Start:** 12:05:00 PM PT **End:** 12:40:00 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255
**Location:** 3650 ROCKWELL
**Highway:**
**County:** LOS ANGELES, CA

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**MilePost:** **Shipper:**
**Origin:** NONE **Bill of Lading:**
**Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | THMS | 2004 | CA | 1175644 | 44 | 5DF232GB74JA59166 | | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | | |
| Left | | |
| Chamber | C-24 | C-30 |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**S___ Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 256034; File Code Number: 258682; Fuel Type: LPG; Passenger Capacity: 24; WC Passenger Capacity: 2; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

R___ Prepared By:
R. JETER

Badge #:
A13407

Copy Received By:

X_____

X_____



CA CA3P13000268

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct the telephone number listed below.**
**Telephone: (323) 644-9557**

**Report Number:** CA3P13000267
**Inspection Date:** 05/21/2014
**Start:** 11:21:00 AM PT **End:** 12:00:00 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Location:** 3650 ROCKWELL
**Highway:**
**County:** LOS ANGELES, CA

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**MilePost:** **Shipper:**
**Origin:** NONE **Bill of Lading:**
**Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2004 | CA | 1342124 | 303 | 1N9FLABG64C084184 | 31,280 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | | |
| Left | | |
| Chamber | C-24 | C-30 |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**S____ Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 335897; File Code Number: 258682; Fuel Type: LPG; Passenger Capacity: 29; WC Passenger Capacity: 2; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

R. ____. Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P13000267

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

CHP 407F/343A-Aspen
California Highway Patrol
Questions regarding this report may be direct the telephone number listed below.
Telephone: (323) 644-9557

**Report Number:** CA3P13000266
**Inspection Date:** 05/21/2014
**Start:** 10:46:00 AM PT **End:** 11:20:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)268-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL
**Highway:**
**County:** LOS ANGELES, CA

**MilePost:**
**Origin:** NONE
**Destination:** NONE

**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2001 | CA | 1049185 | LP-91 | 1FDXE40S1XHC18433 | 14,050 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 393.9 | 24252(A) VC | 1 | N | | N | N | Required lamp(s) inoperative--393.9(a). Right side entrance door, one of two stepwell lamps inoperable. (Repaired) |
| 3 | 1248 CCR | 1 | N | | N | N | Improper battery installation--393.30. Right side battery compartment, corrosion on positive cable. (Repaired) |

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 533504; File Code Number: 258682; Fuel Type: G; Passenger Capacity: 19; WC Passenger Capacity: 2; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

R. Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P13000266

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct the telephone number listed below.**
**Telephone: (323) 644-9557**

**Report Number:** CA3P13000265
**Inspection Date:** 05/21/2014
**Start:** 10:07:00 AM PT **End:** 10:45:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2007 | CA | 6W45036 | 31-76 | 1FDXE45S75HB50127 | 14,050 | 18624611 | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 393.9 | 24252(A) VC | 1 | N | | N | N | Required lamp(s) inoperative–393.9(a). Right side entrance door stepwell lamp inoperable. (Repaired) |

**Hazmat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 142718; File Code Number: 258682; Fuel Type: G; Passenger Capacity: 19; WC Passenger Capacity: 2; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

R. Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P13000265

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct the telephone number listed below.**
**Telephone: (323) 644-9557**

**Report Number:** CA3P13000264
**Inspection Date:** 05/21/2014
**Start:** 9:26:00 AM PT **End:** 10:05:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)259-1310
**MC/MX#:** **Fax#:**
**State#:** 216255
**Location:** 3650 ROCKWELL
**Highway:**
**County:** LOS ANGELES, CA

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**MilePost:** **Shipper:**
**Origin:** NONE **Bill of Lading:**
**Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | CHEV | 2007 | CA | 8J08979 | 37-01 | 1GBE4V1G77F423916 | 17,500 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 393.9 | 24252(A) VC | 1 | N | | N | N | Required lamp(s) inoperative--393.9(a). Right side entrance door one of two stepwell lamps inoperable. (Repaired) |

**Hazmat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 594410; File Code Number: 258682; Fuel Type: G; Passenger Capacity: 22; WC Passenger Capacity: 1; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

R. Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P13000264

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct the telephone number listed below.**
**Telephone: (323) 644-9557**

**Report Number:** CA3P13000263
**Inspection Date:** 05/21/2014
**Start:** 8:42:00 AM PT **End:** 9:25:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255
**Location:** 3650 ROCKWELL
**Highway:**
**County:** LOS ANGELES, CA

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**MilePost:** **Shipper:**
**Origin:** NONE **Bill of Lading:**
**Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | BLUB | 2003 | CA | 1131920 | 5821 | 1BAGEBXA93F216421 | 36,200 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | | |
| Left | | |
| Chamber | C-24 | C-30 |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 393.9 | 24252(A) VC | 1 | N | | N | N | Required lamp(s) inoperative--393.9(a). Left side rear tail lamp inoperative. (Repaired) |
| 3 | 24252(A) VC | 1 | N | | N | N | Required lamp(s) inoperative--393.9(a). Right side entrance door one of two stepwell lamps inoperable. |

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 530506; File Code Number: 258682; Fuel Type: D; Passenger Capacity: 24; WC Passenger Capacity: 2; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

R. Prepared By:
R. JETER

Badge #:
A13407

Copy Received By:

X_____

X_____



CA . CA3P13000263

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct the telephone number listed below.**
**Telephone: (323) 644-9557**

**Report Number:** CA3P13000262
**Inspection Date:** 05/21/2014
**Start:** 8:11:00 AM PT **End:** 8:40:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731

**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Location:** 3650 ROCKWELL
**Highway:**
**County:** LOS ANGELES, CA

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**MilePost:** **Shipper:**
**Origin:** NONE **Bill of Lading:**
**Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | THMS | 2003 | CA | 1375123 | 52 | 5DF232GB43JA37382 | 25,580 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | | |
| Left | | |
| Chamber | C-24 | C-30 |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 393.9 | 24252(A) VC | 1 | N | | N | N | Required lamp(s) inoperative--393.9(a). Right side. entrance door, exterior lamp inoperative. (Repaired) |

**Hazmat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 237476; File Code Number: 258682; Fuel Type: CNG; Passenger Capacity: 24; WC Passenger Capacity: 2; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P13000262

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct the telephone number listed below.**
**Telephone: (323) 644-9557**

**Report Number:** CA3P13000261
**Inspection Date:** 05/21/2014
**Start:** 7:36:00 AM PT **End:** 8:10:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL
**Highway:**
**County:** LOS ANGELES, CA

**MilePost:** **Shipper:**
**Origin:** NONE **Bill of Lading:**
**Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | CHEV | 2007 | CA | 8J08980 | 37-02 | 1GBE4V1GX7F423912 | 17,500 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | HYDR | HYDR |

**VIOLATIONS**: No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**S____Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 198767; File Code Number: 258682; Fuel Type: LPG; Passenger Capacity: 22; WC Passenger Capacity: 1; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

R___ Prepared By:
R. JETER

Badge #:
A13407

Copy Received By:

X_____

X_____



CA CA3P13000261

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct the telephone number listed below.**
**Telephone: (323) 644-9557**

**Report Number:** CA3P13000259
**Inspection Date:** 05/21/2014
**Start:** 7:00:00 AM PT **End:** 7:35:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255
**Location:** 3650 ROCKWELL
**Highway:**
**County:** LOS ANGELES, CA

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**MilePost:** **Shipper:**
**Origin:** NONE **Bill of Lading:**
**Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | UNK | 2004 | CA | 1175643 | TR-43 | 5DF323GB54JA59165 | 28,580 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | | |
| Left | | |
| Chamber | R-24 | R-30 |

**VIOLATIONS**: No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**S___ Information:**
Bea/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 78653; File Code Number: 258682; Fuel Type: CNG; Passenger Capacity: 25; WC Passenger Capacity: 2; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

R__ Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____
X_____



CA CA3P13000259

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct the telephone number listed below.**
**Telephone: (323) 644-9557**

**Report Number:** CA3P13000258
**Inspection Date:** 05/20/2014
**Start:** 2:31:00 PM PT **End:** 3:00:00 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL
**Highway:**
**County:** LOS ANGELES, CA

**MilePost:**
**Origin:** NONE
**Destination:** NONE

**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | BLUB | 2003 | CA | 1131917 | 5825 | 1BAGEBXA63F216425 | 36,200 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | | |
| Left | | |
| Chamber | L-24* | L-30 |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**S____ Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; File Code Number: 258682; Fuel Type: D; Passenger Capacity: 27; WC Passenger Capacity: 1; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

R___ ( Prepared By:
R. JETER

Badge #:
A13407

Copy Received By:

X_____

X_____



CA CA3P13000258

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct the telephone number listed below.**
**Telephone: (323) 644-9557**

**Report Number:** CA3P13000257
**Inspection Date:** 05/20/2014
**Start:** 2:01:00 PM PT **End:** 2:30:00 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255
**Location:** 3650 ROCKWELL
**Highway:**
**County:** LOS ANGELES, CA

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**MilePost:** **Shipper:**
**Origin:** NONE **Bill of Lading:**
**Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2010 | CA | 1337967 | 22 | 1N9HEALG3AC084138 | 35,000 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | | |
| Left | | |
| Chamber | C-24 | C-30 |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**S___ Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 123793; File Code Number: 258682; Fuel Type: CNG; Passenger Capacity: 34; WC Passenger Capacity: 2; Bus Type: 1;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

R__ Prepared By: R. JETER
Badge #: A13407
Copy Received By:
K_____
X_____



CA CA3P13000257

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.1.1

**CHP 407F/343A-Aspen**
**California Highway Patrol**
**Questions regarding this report may be direct the telephone number listed below.**
**Telephone: (323) 644-9557**

**Report Number:** CA3P13000256
**Inspection Date:** 05/20/2014
**Start:** 1:30:00 PM PT **End:** 2:00:00 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | BLUB | 2007 | CA | 1300405 | 20 | 1BAGJBMA57F252628 | 37,600 | | | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | | |
| Left | | |
| Chamber | C-24 | C-30 |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 393.9 | 24252(A) VC | 1 | N | | N | N | Required lamp(s) inoperative--393.9(a). Right side entrance door two of two interior lamps inoperative. (Repaired) |

**Hazmat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Beat/Sub Area: S31; Veh #1 Type: 09; Regulated Vehicle: Y; Odometer: 178124; File Code Number: 258682; Fuel Type: CNG; Passenger Capacity: 36; WC Passenger Capacity: 0;

This copy of the report is for your information. Carriers are required to take corrective actions for all defects noted. DO NOT return this form to the California Highway Patrol.
NOTE: If a citation was issued, you MUST follow the instructions listed on the citation.

Signature Of Motor Carrier X:_____ Title:_____ Date:_____

R. Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA3P13000256

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE

CHP 343 (Rev 6-10) OPI 062

| NEW TERMINAL INFORMATION | CA NUMBER | FILE CODE NUMBER | COUNTY CODE | BED |
|---|---|---|---|---|
| ☑ Yes ☐ No | 216255 | 258682 | 19 | |

| TERMINAL TYPE | CODE | OTHER PROGRAM(S) | LOCATION CODE | SUBAREA |
|---|---|---|---|---|
| ☐ Truck ☑ Bus | T | G | 525 | S31 |

TERMINAL NAME: SOUTHLAND TRANSIT INC

TELEPHONE NUMBER (W/ AREA CODE): (626) 258-1310

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE): 3650 ROCKWELL AVE EL MONTE, CA 91731

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIPCODE) (IF DIFFERENT FROM ABOVE): 3650 ROCKWELL AVE EL MONTE, CA 91731

INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY): 3650 ROCKWELL AVE EL MONTE, CA 91731

## LICENSE, FLEET AND TERMINAL INFORMATION

| HM LIC. NO. | HWT. REG. NO. | IMS LIC. NO. | TRUCKS AND TYPES | TRAILERS AND TYPES | BUSES BY TYPE | DRIVERS | BIT FLEET SIZE |
|---|---|---|---|---|---|---|---|
| N/A | N/A | N/A | N/A | N/A | I- 47 II- 17 | 86 | |

| EXP. DATE | EXP. DATE | EXP. DATE | REG. CT | HW VEH. | HW CONT. | PPB / CSAT |
|---|---|---|---|---|---|---|
| N/A | N/A | N/A | N/A | N/A | N/A | ☑ Yes ☐ No |

CONSOLIDATED TERMINALS: ☐ Yes ☑ No

FILE CODE NUMBER OF CONSOLIDATED TERMINALS AND DIVISION LOCATIONS BY NUMBER (Use Remarks for Additional FCNS): NONE

## EMERGENCY CONTACTS (*In Calling Order of Preference*)

| EMERGENCY CONTACT (NAME) | DAY TELEPHONE NO. (W/ AREA CODE) | NIGHT TELEPHONE NO. (W/ AREA CODE) |
|---|---|---|
| WAYNE SEALE | (626) 258-1310 | (626) 258-1310 |
| JOLEEN JUDD | (626) 258-1310 | (661) 492-1741 |

## ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [ 2012 ]

| A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|
| ☐ UNDER 15,000 | ☐ 15,001 — 50,000 | ☐ 50,001— 100,000 | ☐ 100,001— 500,000 | ☑ 500,001— 1,000,000 | ☐ 1,000,001— 2,000,000 | ☐ 2,000,001— 5,000,000 | ☐ 5,000,001— 10,000,000 | ☐ MORE THAN 10,000,000 |

## OPERATING AUTHORITIES OR PERMITS

| | | | | |
|---|---|---|---|---|
| PUC | ☐ T N/A | ☑ TCP 25224 ☐ PSC | MOTOR CARRIER OF PROPERTY PERMIT ACTIVE ☐ Yes ☐ No ☑ N/A | IMS FITNESS EVALUATION ☐ Yes ☑ No |
| USDOT | US DOT NUMBER N/A | ☐ MC ☐ MX N/A | ☐ MC ☐ MX N/A | REASON FOR INSPECTION: ANNUAL BUS TERMINAL INSPECTION |

## INSPECTION FINDINGS

INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

| EQUIREMENTS | VIOL | MAINTENANCE PROGRAM | DRIVER RECORDS | REG. EQUIPMENT | HAZARDOUS MATERIALS | TERMINAL |
|---|---|---|---|---|---|---|
| AINTENANCE PROGRAM | | 1 UR 2 S 3 S 4 S | 1 UR 2 S 3 S 4 S | 1 UR 2 S 3 S 4 S | 1 N/A 2 N/A 3 N/A 4 N/A | 1 UR 2 S 3 S 4 S |
| DRIVER RECORDS | | No. 7 Time 4.0 | No. 13 Time 3.0 | No. 14 Time 8.5 | TIME N/A | TOTAL TIME 15.5 |
| DRIVER HOURS | | HAZARDOUS MATERIALS ☑ No H/M Transported ☐ No H/M violations noted | | CONTAINERS/TANKS No. N/A Time | VEHICLES PLACED OUT-OF-SERVICE Vehicles 1 Units 0 | |
| BRAKES | | REMARKS | | | | |
| LAMPS & SIGNALS | 7 | | | | | |
| CONNECTING DEVICES | | | | | | |
| STEERING & SUSPENSION | | | | | | |
| TIRES & WHEELS | 1 | | | | | |
| EQUIPMENT REQUIREMENTS | 1 | | | | | |
| CONTAINERS & TANKS | | | | | | |
| HAZARDOUS MATERIALS | | | | | | |

| BIT | NON - BIT | FEES DUE | CHP 345 | CHP 100D COL. | INSPECTION DATE(S) | TIME IN | TIME OUT |
|---|---|---|---|---|---|---|---|
| ☐ I ☐ R | ☐ | ☐ Yes ☐ No | ☐ | 2 & 3 | 5/7&8/13 | 0700 | 1430 |

INSPECTED BY (NAME(S)): RICK JETER

ID NUMBER(S): A13407

SUSPENSE DATE: ☑ Auto ☐ None

## MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 16 ), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfatcory rating by contacting the Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 calendar days of the rating.

| CURRENT TERMINAL RATING | CARRIER REPRESENTATIVE'S SIGNATURE | DATE |
|---|---|---|
| SATISFACTORY | | 5/8/2013 |

| CARRIER REPRESENTATIVE'S PRINTED NAME | TITLE | DRIVER LICENSE NUMBER | STATE |
|---|---|---|---|
| WAYNE SEALE | DIR. OF MAINTENANCE | | |

**13 CCR 1230(a) Vehicle #831 Ford License 55134A1 was placed out of service for an unsafe operating condition (Flat tire). Out of service condition was corrected at time of inspection and will not affect carrier's rating.**

13 CCR 1233(a)(1) Carrier is in compliance at this time and the terminal is being rated "SATISFACTORY"

**13CCR 1233.5 Carrier is required to notify the Department of any change of address or cessation of regulated activity at any of the carrier's terminal. Such notification shall be made within 15 days of the change and shall be forwarded to:**

**CALIFORNIA HIGHWAY PATROL**
**COMMERCIAL RECORDS UNIT**
**P.O. BOX 942898**
**SACRAMENTO, CA. 94298-0001**

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1(

**CHP 407F/343A-ASPEN**
**California Highway Patrol**
**Questions regarding this report may be directed to the telephone number listed below.**
**Phone: (323) 644-9557**

**Report Number:** CA2TAG001791
**Inspection Date:** 05/07/2013
**Start:** 7:00:00 AM PT **End:** 7:30:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2007 | CA | 8J08979 | 3710 | 1GBE4V1G77F423916 | 17,500 | | | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | DISC | DISC |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**Vehicle Information:**
Odometer: 146441; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 2; Passenger Capacity: 22; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

Report Prepared By: JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA2TAG001791

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1C

**CHP 407F/343A-ASPEN**
**California Highway Patrol**
**Questions regarding this report may be directed to the telephone number listed below.**
**Phone: (323) 644-9557**

**Report Number:** CA2TAG001792
**Inspection Date:** 05/07/2013
**Start:** 7:31:00 AM PT **End:** 8:00:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:**
**MC/MX#:**
**State#:** 216255
**Phone#:** (626)258-1310
**Fax#:**

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE
**Highway:**
**County:** LOS ANGELES, CA
**MilePost:**
**Origin:** NONE
**Destination:** NONE
**Shipper:**
**Bill of Lading:**
**Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2005 | CA | 7N17238 | 3173 | 1FDXE45S95HB50128 | 6,372 | | 18624612 | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | DISC | DISC |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**Vehicle Information:**
Odometer: 157314; File Code Number: 258682; Fuel Type: LPG; WC Passenger Capacity: 2; Passenger Capacity: 16; Bus Type: 2; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

Report Prepared By: JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA2TAG001792

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1(

**CHP 407F/343A-ASPEN**
**California Highway Patrol**
**Questions regarding this report may be directed to the telephone number listed below.**
**Phone: (323) 644-9557**

**Report Number:** CA2TAG001793
**Inspection Date:** 05/07/2013
**Start:** 8:01:00 AM PT **End:** 8:30:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2001 | CA | 1049185 | LP91 | 1FDXE40S1XHC18433 | 14,050 | | 18624611 | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | DISC | DISC |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 393.9 | 24252(a) VC | 1 | N | | N | N | Required lamp(s) inoperative. Right side, stairwell lamp inoperative. (Replaced) |
| 393.11 | 25100(a)(2) VC | 1/002 | N | | N | N | Front amber sidemarker lamp required. Right side, front marker lamp lense red. (Replaced) |

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Odometer: 485387; File Code Number: 258682; Fuel Type: 1; WC Passenger Capacity: 2; Passenger Capacity: 17; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

eport Prepared By: .K. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA2TAG001793

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1(

**CHP 407F/343A-ASPEN**
**California Highway Patrol**
**Questions regarding this report may be directed to one telephone number listed below.**
**Phone: (323) 644-9557**

**Report Number:** CA2TAG001794
**Inspection Date:** 05/07/2013
**Start:** 8:31:00 AM PT **End:** 9:00:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2006 | CA | 8A81797 | 4416 | 1FDXE45SX6HA88644 | 14,050 | 16964508 | 18624610 | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | DISC | DISC |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 393.11 | 24606(a) VC | 1 | N | | N | N | Backup lamp required. Left side reverse lamp inoperative. (Repaired) |

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Odometer: 238327; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 2; Passenger Capacity: 17; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

Report Prepared By: .. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA2TAG001794

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1(

**CHP 407F/343A-ASPEN**
**California Highway Patrol**
**uestions regarding this report may be directed to**
**.ne telephone number listed below.**
**Phone: (323) 644-9557**

**Report Number:** CA2TAG001795
**Inspection Date:** 05/07/2013
**Start:** 9:01:00 AM PT **End:** 9:30:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255
**Location:** 3650 ROCKWELL AVE
**Highway:**
**County:** LOS ANGELES, CA

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**MilePost:** **Shipper:**
**Origin:** NONE **Bill of Lading:**
**Destination:** NONE **Cargo:**

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | THMS | 2003 | CA | 1175518 | 500 | 5DF232GB83JA46800 | 28,580 | | 18624613 | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | WEDG | WEDG |

**VIOLATIONS**: No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**.ate Information:**
Odometer: 237877; File Code Number: 258682; Fuel Type: CNG; WC Passenger Capacity: 2; Passenger Capacity: 26; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

**:eport Prepared By:** **Badge #:** **Copy Received By:**
.(. JETER A13407

X_____ X_____



CA CA2TAG001795

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1(

**CHP 407F/343A-ASPEN**
**California Highway Patrol**
**Questions regarding this report may be directed to the telephone number listed below.**
**Phone: (323) 644-9557**

**Report Number:** CA2TAG001796
**Inspection Date:** 05/07/2013
**Start:** 9:30:00 AM PT **End:** 10:00:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | THMS | 2004 | CA | 1175644 | 44 | 5DF232GB74JA59166 | 28,580 | | 18624614 | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | WEDG | WEDG |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 393.9 | 24252(a) VC | 1 | N | | N | N | Required lamp(s) inoperative. Right side, rear entrance door, 1 of two interior lamps and one of two exterior lamp inoperative. (repaired) |

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Odometer: 213727; File Code Number: 258682; Fuel Type: CNG; WC Passenger Capacity: 2; Passenger Capacity: 24; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

Report Prepared By: J. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA2TAG001796

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1(

**CHP 407F/343A-ASPEN**
**California Highway Patrol**
**Questions regarding this report may be directed to the telephone number listed below.**
**Phone: (323) 644-9557**

**Report Number:** CA2TAG001797
**Inspection Date:** 05/07/2013
**Start:** 10:01:00 AM PT **End:** 10:30:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255
**Location:** 3650 ROCKWELL AVE
**Highway:**
**County:** LOS ANGELES, CA

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**MilePost:** **Shipper:**
**Origin:** NONE **Bill of Lading:**
**Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | THMS | 2002 | CA | 7A05658 | 805 | 4UZAABBZ32CK46854 | 19,000 | | 18624615 | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | DISC | DISC |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 396.3A1 | 1232(a) CCR | 009 | N | | N | N | Seat securement bolts loose or missing. Rear five seats, missing two of twenty mounting bolts. (repaired) |

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Odometer: 337656; File Code Number: 258682; Fuel Type: LPG; WC Passenger Capacity: 2; Passenger Capacity: 22; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

eport Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA2TAG001797

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1(

**CHP 407F/343A-ASPEN**
**California Highway Patrol**
**Questions regarding this report may be directed to the telephone number listed below.**
**Phone: (323) 644-9557**

**Report Number:** CA2TAG001798
**Inspection Date:** 05/07/2013
**Start:** 10:31:00 AM PT **End:** 11:00:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2009 | CA | 1242041 | 3372 | 1FDXE45S09DA83447 | 14,500 | | 18624616 | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | DISC | DISC |

**VIOLATIONS**: No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**Inspection Information:**
Odometer: 72873; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 2; Passenger Capacity: 12; Bus Type: 2;

Report Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA2TAG001798

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1(

**CHP 407F/343A-ASPEN**
**California Highway Patrol**
**uestions regarding this report may be directed to**
**ne telephone number listed below.**
**Phone: (323) 644-9557**

**Report Number:** CA2TAG001799
**Inspection Date:** 05/07/2013
**Start:** 11:01:00 AM PT **End:** 11:30:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255
**Location:** 3650 ROCKWELL AVE
**Highway:**
**County:** LOS ANGELES, CA

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**MilePost:** **Shipper:**
**Origin:** NONE **Bill of Lading:**
**Destination:** NONE **Cargo:**

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2010 | CA | 1337969 | 22 | 1N9HEALG3AC084138 | 35,000 | | 18624617 | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | | |
| Left | | |
| Chamber | C-24 | C-30 |

**VIOLATIONS**

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 393.9 | 24252(a) VC | 1 | N | | N | N | Required lamp(s) inoperative. Right side,entrance door, one of two exterior lamps inoperative. (Repaired) |

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Odometer: 91728; File Code Number: 258682; Fuel Type: CNG; WC Passenger Capacity: 2; Passenger Capacity: 34; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

eport Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA2TAG001799

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1(

**CHP 407F/343A-ASPEN**
**California Highway Patrol**
**uestions regarding this report may be directed to**
**.ne telephone number listed below.**
**Phone: (323) 644-9557**

**Report Number:** CA2TAG001800
**Inspection Date:** 05/07/2013
**Start:** 11:31:00 AM PT **End:** 11:59:00 AM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2010 | CA | 1338131 | 24 | 1N9HEALG3AC084141 | 35,000 | | 18624618 | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | | |
| Left | | |
| Chamber | C-24 | C-30 |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**.ate Information:**
Odometer: 69155; File Code Number: 258682; Fuel Type: CNG; WC Passenger Capacity: 2; Passenger Capacity: 34; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

I hereby declare each vehicle with a Y in the OOS column of the violation section of this report to be Out-of-Service. No person shall operate such vehicle until all Out-of-Service defects have been repaired and the vehicle has been restored to safe operating condition.

_____

_____

_____

**:port Prepared By:** R. JETER **Badge #:** A13407 **Copy Received By:**

X_____ X_____



CA CA2TAG001800

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1(

**CHP 407F/343A-ASPEN**
**California Highway Patrol**
**uestions regarding this report may be directed to**
**ne telephone number listed below.**
**Phone: (323) 644-9557**

**Report Number:** CA2TAG001801
**Inspection Date:** 05/07/2013
**Start:** 12:00:00 PM PT **End:** 12:29:00 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255
**Location:** 3650 ROCKWELL AVE
**Highway:**
**County:** LOS ANGELES, CA

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**MilePost:** **Shipper:**
**Origin:** NONE **Bill of Lading:**
**Destination:** NONE **Cargo:**

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | ELDO | 2002 | CA | 6X83298 | 802 | 4UZAABBZ62CK46850 | 35,000 | 16964507 | 18624619 | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | DISC | DISC |

**VIOLATIONS**: No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**ate Information:**
Odometer: 85297; File Code Number: 258682; Fuel Type: LPG; WC Passenger Capacity: 2; Passenger Capacity: 22; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

I hereby declare each vehicle with a Y in the OOS column of the violation section of this report to be Out-of-Service. No person shall operate such vehicle until all Out-of-Service defects have been repaired and the vehicle has been restored to safe operating condition.

eport Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA2TAG001801

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1(

**CHP 407F/343A-ASPEN**
**California Highway Patrol**
**uestions regarding this report may be directed to**
**ne telephone number listed below.**
**Phone: (323) 644-9557**

**Report Number:** CA2TAG001802
**Inspection Date:** 05/07/2013
**Start:** 12:30:00 PM PT **End:** 1:00:00 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2009 | CA | 1235141 | 878 | 1FDFE45S19DA88443 | 14,500 | | 18624620 | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | DISC | DISC |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**ate Information:**
Odometer: 85297; File Code Number: 258682; Fuel Type: G; WC Passenger Capacity: 2; Passenger Capacity: 14; Bus Type: 2; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

I hereby declare each vehicle with a Y in the OOS column of the violation section of this report to be Out-of-Service. No person shall operate such vehicle until all Out-of-Service defects have been repaired and the vehicle has been restored to safe operating condition.

eport Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA2TAG001802

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1(

**CHP 407F/343A-ASPEN**
**California Highway Patrol**
**uestions regarding this report may be directed to**
**ne telephone number listed below.**
**Phone: (323) 644-9557**

**Report Number:** CA2TAG001803
**Inspection Date:** 05/07/2013
**Start:** 1:00:00 PM PT **End:** 1:30:00 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255
**Location:** 3650 ROCKWELL AVE
**Highway:**
**County:** LOS ANGELES, CA

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**
**MilePost:** **Shipper:**
**Origin:** NONE **Bill of Lading:**
**Destination:** NONE **Cargo:**

**VEHICLE IDENTIFICATION**

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2007 | CA | 1326923 | 5807 | 1FDFE45S19DA20742 | 14,050 | | 18624621 | |

**BRAKE ADJUSTMENTS**

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | DISC | DISC |

**VIOLATIONS:** No Violations Were Discovered.

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**ate Information:**
Odometer: 79449; File Code Number: 258682; Fuel Type: CNG; WC Passenger Capacity: 2; Passenger Capacity: 20; Bus Type: 1; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

__ I hereby declare each vehicle with a Y in the OOS column of the violation section of this report to be Out-of-Service. No person shall operate such vehicle until all Out-of-Service defects have been repaired and the vehicle has been restored to safe operating condition.

eport Prepared By: R. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA2TAG001803

# DRIVER/VEHICLE EXAMINATION REPORT

Aspen 2.14.0.1C

**CHP 407F/343A-ASPEN**
**California Highway Patrol**
**Questions regarding this report may be directed to the telephone number listed below.**
**Phone: (323) 644-9557**

**Report Number:** CA2TAG001804
**Inspection Date:** 05/07/2013
**Start:** 2:00:00 PM PT **End:** 2:30:00 PM PT
**Inspection Level:** V - Terminal
**HM Inspection Type:** None

SOUTHLAND TRANSIT, INC.
3650 ROCKWELL AVE
EL MONTE, CA 91731
**USDOT#:** **Phone#:** (626)258-1310
**MC/MX#:** **Fax#:**
**State#:** 216255

**Driver:**
**License#:** **State:**
**Date of Birth:**
**CoDriver:**
**License#:** **State:**
**Date of Birth:**

**Location:** 3650 ROCKWELL AVE **MilePost:** **Shipper:**
**Highway:** **Origin:** NONE **Bill of Lading:**
**County:** LOS ANGELES, CA **Destination:** NONE **Cargo:**

## VEHICLE IDENTIFICATION

| Unit | Type | Make | Year | State | Plate # | Equipment ID | VIN | GVWR | CVSA # | CVSA Issued # | OOS Sticker |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BU | FORD | 2002 | CA | 55134A1 | 831 | 1FDXE45S22HA16900 | 14,050 | | 18624621 | |

## BRAKE ADJUSTMENTS

| Axle # | 1 | 2 |
|---|---|---|
| Right | N/A | N/A |
| Left | N/A | N/A |
| Chamber | DISC | DISC |

## VIOLATIONS

| Vio Code | Section | Unit | OOS | Citation # | Verify | Crash | Violations Discovered |
|---|---|---|---|---|---|---|---|
| 393.9 | 24252(a) VC | 1 | N | | N | N | Required lamp(s) inoperative. Right side, rear red marker lamp inoperative (Repaired) |
| 3.9 | 24252(a) VC | 1 | N | | N | N | Required lamp(s) inoperative. Right side entrance door, interior lamp inoperative. (Repaired) |
| **393.75A3** | **393.75(a)(3)** | **1** | **Y** | | **A** | **N** | **Tire-flat and/or audible air leak. Left side, axle two, inner tire flat. (Repaired)** |

**HazMat:** No HM Transported. **Placard:** No **Cargo Tank:**

**Special Checks:** No Data for Special Checks.

**State Information:**
Odometer: 270688; File Code Number: 258682; Fuel Type: CNG; WC Passenger Capacity: 2; Passenger Capacity: 12; Bus Type: 2; Beat/Sub Area: S31; Veh #1 Type: 10; Regulated Vehicle: Y;

I hereby declare each vehicle with a Y in the OOS column of the violation section of this report to be Out-of-Service. No person shall operate such vehicle until all Out-of-Service defects have been repaired and the vehicle has been restored to safe operating condition.

Report Prepared By: .. JETER
Badge #: A13407
Copy Received By:

X_____ X_____



CA CA2TAG001804

**ENCLOSURE C**

**PROPOSER'S UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR EL SOL SHUTTLE SERVICE**

**SELECTED FIRMS**

| | Small-Sized Business Category Proposer Name | Local SBE | SBE | Minority | Women | Disadvantaged | DisabledVet | LGBTQQ |
|---|---|---|---|---|---|---|---|---|
| 1 | None | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| | **Medium-Sized Business Category Proposer Name** | **Local SBE** | **SBE** | **Minority** | **Women** | **Disadvantaged** | **DisabledVet** | **LGBTQQ** |
| 2 | None | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| | **Large-Sized Business Category Proposer Name** | **Local SBE** | **SBE** | **Minority** | **Women** | **Disadvantaged** | **DisabledVet** | **LGBTQQ** |
| 3 | Southland Transit Inc. | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

*Information provided by proposer in response to the Request for Proposal. On final analysis and consideration of award, vendors were selected without regard to race, creed, gender, or color.

**PROPOSER'S UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR EL SOL SHUTTLE SERVICE**

| **FIRM INFORMATION*** | | Southland Transit Inc. |
|---|---|---|
| **BUSINESS STRUCTURE** | | Corporation |
| **CULTURAL/ETHNIC COMPOSITION** | | **NUMBER / % OF OWNERSHIP** |
| **OWNERS/PARTNERS** | Black/African American | 0 |
| | Hispanic/Latino | 0 |
| | Asian or Pacific Islander | 0 |
| | American Indian | 0 |
| | Filipino | 0 |
| | White | 2/100% |
| | *Female (included above)* | 1/50% |
| | | **NUMBER** |
| **MANAGER** | Black/African American | 1 |
| | Hispanic/Latino | 5 |
| | Asian or Pacific Islander | 0 |
| | American Indian | 0 |
| | Filipino | 0 |
| | White | 7 |
| | *Female (included above)* | 6 |
| **STAFF** | Black/African American | 24 |
| | Hispanic/Latino | 118 |
| | Asian or Pacific Islander | 15 |
| | American Indian | 5 |
| | Filipino | 0 |
| | White | 24 |
| | *Female (included above)* | 54 |
| | Total No. of Employees: | 199 |
| **COUNTY CERTIFICATION** | | |
| | CBE | N/A |
| | LSBE | N/A |
| **OTHER CERTIFYING AGENCY** | | N/A |

*Information provided by proposer in response to the Request for Proposal. On final analysis and consideration of award, vendors were selected without regard to race, creed, gender, or color.

ENCLOSURE D

## Bid Detail Information

**Bid Number :** PW-AED965

**Bid Title :** RFSQ for Fixed Route and Dial-A-Ride Transit Services (2016-SQPA001)

**Bid Type :** Service

**Department :** Public Works

**Commodity :** BUS - TRANSIT (COACH-MINI) CONVENTIONAL

**Open Date :** 5/2/2016

**Closing Date :** Continuous

**Bid Amount :** $ 0

**Bid Download :** Not Available

**Bid Description :** PLEASE TAKE NOTICE that Public Works requests Statement of Qualifications (SOQ) for Fixed Route and Dial-A-Ride Transit Services (2016-SQPA001). The purpose of this solicitation is to establish a qualified list of contractors that can perform work when Public Works anticipates the need for fixed route and Dial-A-Ride transit services. The Request for Statement of Qualifications (RFSQ) with contract specifications, forms, and instructions for preparing and submitting proposals may be accessed at http://dpw.lacounty.gov/aed/contracts or may be requested from Mr. Eric Fong at (626) 458 4077 or erfong@dpw.lacounty.gov, Monday through Thursday, 7 a.m. to 5 p.m.

PLEASE CHECK THE WEBSITE FREQUENTLY FOR ANY CHANGES TO THIS SOLICITATION. ALL ADDENDA AND INFORMATIONAL UPDATES WILL BE POSTED AT http://dpw.lacounty.gov/cbad/servicecontracts.

Minimum Requirements: Proposers must meet all minimum requirements set forth in the RFSQ document including, but not limited to:

No Subcontractors will be allowed to fulfill any of the following Minimum Requirements.

1. Proposer must have a minimum of three years of experience providing the same or similar fixed route or paratransit services for governmental or social service agency(ies). Please use Form PW-19, Proposer's Compliance with the Minimum Requirements of the RFSQ.

2. Proposer must provide copies of all "Satisfactory" California Highway Patrol Safety Compliance Inspections or passed all reinspections of the Proposer's maintenance facilities or terminals to be used for the proposed contract for the prior three 13-month inspections (California Vehicle Code 34501[c]). If the proposer has not performed services in California, the proposer must provide copies of a similar vehicle, maintenance facilities or terminals inspection for the prior three years by a governmental agency. Please use Form PW-19, Proposer's Compliance with the Minimum Requirements of the RFSQ.

Once the need to utilize the contractors' services is identified, Public Works will send out an Invitation for Bids to all contractors in the qualified list with a specific work description, price sheets, and additional requirements for the bids to be considered responsive and responsible. Some of the requirements may include, but are not limited to, additional licenses/certificates, and/or additional experience and equipment requirements.

A Proposers' Conference will be held on Tuesday, May 17, 2016, at 9 a.m. at Public Works Headquarters, 900 South Fremont Avenue, Alhambra, California 91803, in Conference Room A. ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED REPRESENTATIVE AT THE CONFERENCE IS MANDATORY. Public Works will reject proposals from those whose attendance at the conference cannot be verified. Attendees should be prepared to ask questions at that time about the specifications, proposal requirements, and contract terms. After the conference, Proposers must submit questions in writing and request information for this solicitation within three business days from the date of the conference.

This solicitation will remain open continuously at the discretion of the County. The RFSQ Proposers' Mandatory Conference may be offered annually or as needed depending on the needs of the County.

This RFSQ process may take several weeks to process before a Qualified Contractors list is generated. Therefore, it is imperative that Proposers return all SOQ material no later than Tuesday May 31, 2016, at 5:30 p.m.

Proposers who attended the Proposers' Mandatory Conference but miss the above deadline may not submit Statement of Qualifications until January 2, 2017. No SOQ will be accepted without verification of the proposer attending the Mandatory Conference as stated above. SOQ's received after this date will be reviewed in the order they are submitted to Public Works based on the time indicated by the Public Works cashier's office time stamp.

**Contact Name :** Eric Fong