



AGENDA

Broward Metropolitan Planning Organization
**Transportation Disadvantaged Local
Coordinating Board (LCB) Review
Committee**

Regular Business Meeting
Monday, April 20, 2026, 2:00 p.m.
**100 West Cypress Creek Road,
6th Floor, Suite 650
Fort Lauderdale, FL 33309-2181**

REGULAR ITEMS

(All Items Open for Public Comment)

1. Call to Order
2. Approval of Agenda
3. **Motion to Elect a Chair**
4. Public Comments
Please submit to info@browardmpo.org at least 24 hours prior to the start of the meeting.

ACTION ITEMS

1. **MOTION TO RECOMMEND THE LCB APPROVE the LCB Bylaws**
2. **MOTION TO RECOMMEND THE LCB APPROVE the LCB Complaint & Grievance Procedures**

3. **MOTION TO RECOMMEND THE LCB APPROVE:**

A. The Community Transportation Coordinator's (CTC's) Performance Evaluation

B. Broward County to Continue as the CTC

ADMINISTRATIVE ITEMS

1. Member Comments

NEXT MEETING: MAY 18, 2026

***MOTION TO ADJOURN**

* Motion Requested

Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Carl Ema, Title VI Coordinator at (954) 876-0033/0052 or emac@browardmpo.org (or via Florida Relay at 711) at least seven days prior to the meeting.



Metropolitan Planning Organization

Regular Items 3.

TD Local Coordinating Board (LCB) - Review Committee

Meeting Date: 04/20/2026

REQUESTED ACTION:

Motion to Elect a Chair

WHAT THIS ACTION ACCOMPLISHES:

Approval of this item will appoint the Chair for the Review Committee.

SUMMARY EXPLANATION/BACKGROUND:

MPO STAFF RECOMMENDATION(S):

MPO staff recommends approval of the Chair for the Review Committee.

ADDITIONAL INFORMATION/PREPARER:

If you have any questions about this item, please contact Rebecca Schultz at (954) 876-0047 or schultzr@browardmpo.org.



Action Items 1.

TD Local Coordinating Board (LCB) - Review Committee

Meeting Date: 04/20/2026

REQUESTED ACTION:

MOTION TO RECOMMEND THE LCB APPROVE the LCB Bylaws

SUMMARY EXPLANATION/BACKGROUND:

The Bylaws of the LCB serve to guide the transportation disadvantaged (TD) coordination process by the LCB for Broward County. These rules provide general procedures and policies for the LCB, fulfilling the requirements of Chapter 427, Florida Statutes (FS); Rule 41-2, Florida Administrative Code (FAC); and the TD Planning Grant Agreement.

The LCB Committee shall annually review, update (if necessary) and adopt the LCB Bylaws in accordance with the Florida Commission for the Transportation Disadvantaged's (CTD's) most recent Local Coordinating Board and Planning Agency Operating Guidelines, provided in Attachment 1.

Attachment 2 contains the current LCB Bylaws with edits marked.

ADDITIONAL INFORMATION/PREPARER:

If you have any questions about the LCB Bylaws, please contact Rebecca Schultz at (954) 876-0047 or schultzr@browardmpo.org.

Attachments

Local Coordinating Board and Planning Agency Operating Guidelines
Marked Up LCB Bylaws

Florida Commission for the



Transportation Disadvantaged

LOCAL COORDINATING BOARD AND PLANNING AGENCY OPERATING GUIDELINES

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

605 Suwannee Street, Mail Station 49

Tallahassee, Florida 32399-0450

850-410-5700

www.fdot.gov/ctd

August 2017

I. INTRODUCTION

The purpose of these guidelines is to give clear instructions and uniform guidance in the administration, duties, and operating practices of local Coordinating Boards (LCB) and Planning Agencies.

II. PURPOSE OF THE LOCAL COORDINATING BOARD

The purpose of each LCB is to identify local service needs and to provide information, advice and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged within their local service area. In general, the LCB is considered an advisory body. (Section 427.0157, Florida Statutes).

III. ADMINISTRATION OF THE LOCAL COORDINATING BOARD

A. Planning Agency Responsibilities

The Metropolitan Planning Organization (MPO) or Designated Official Planning Agency (DOPA), also uniformly referred to as the Planning Agency, shall provide the LCB with sufficient staff support and resources to enable the LCB to fulfill its responsibilities as set forth in Chapter 427, Florida Statutes. These responsibilities include providing sufficient staff to manage and oversee the duties of the LCB. This includes, but is not limited to, scheduling meetings; training board members; evaluating cost effectiveness; working with the CTC to update and/or develop the local Transportation Disadvantaged Service Plan (TDSP); preparing, duplicating, and distributing meeting packets; and other necessary administrative duties and costs, as appropriate.

B. Meetings

The LCB shall meet at least quarterly. All meetings, including committee meetings, will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on their agenda. Planning Agency staff shall make every effort to secure a quorum. In situations where a quorum is not obtained, the members present may elect to either:

1. Cancel the meeting and reschedule the meeting at a later date, or,
2. Continue to meet and discuss agenda items for informational purposes only. Agenda items that need formal action shall be presented at a future meeting where a quorum is present.

LCB Members can participate (and vote) in meetings via conference call, however, a physical quorum must be present to vote on action items.

C. Meeting Notices

1. Full Board Meeting Notices

All LCB meetings, public workshops/meetings, committee meetings, etc., shall be advertised, at a minimum, in the largest general circulation newspaper in the designated service area prior to the meeting.

Meeting notice shall include date, time, and location, general nature/subject of the meeting, and a contact person and number to call for additional information and request accessible formats.

Planning Agency staff shall provide the agenda and meeting package to the Commission, LCB members and all other interested parties prior to the meeting. Special consideration to the advanced delivery time of certain technical or detailed documents, such as the TDSP, shall be given for additional review time. The agenda shall include a public participation opportunity.

2. Emergency Meeting Notices and Committee Meeting Notices

Planning Agency staff shall give the Commission, LCB members and all interested parties one week notice, if possible, of the date, time, location, and proposed agenda for the LCB committee meetings and emergency meetings. Meeting materials shall be provided as early as possible. Emergency/Committee Meetings shall be advertised at a minimum, in the largest general circulation newspaper in the designated service area as soon as possible prior to the meeting.

3. Agenda Action Items

Many of the action items for LCB review and approval are grant deliverables for the Planning Agency. Lack of a quorum will impact the payment of such grant deliverables and may require emergency meetings. Planning grant deliverables requiring LCB review and/or approval are:

- LCB By-Laws
- LCB Grievance Procedures
- TDSP
- Annual Operating Report
- LCB's Evaluation of the CTC

D. Minutes

Planning Agency staff is responsible for preparing and maintaining an official set of minutes for each LCB meeting regardless of the presence of a quorum. The minutes shall be prepared in a reasonable time following the meeting and shall include an attendance roster indicating what agency, organization or position each member represents and reflect a summary of official actions taken by the LCB. The record of official actions shall include who made and seconded the motion, as well as who voted for and against the motions. If there is no quorum, action items will be tabled until the next LCB meeting. Minutes shall reflect that no official action was taken and provide a summary of discussion. Meeting minutes shall be provided at the next regularly scheduled LCB meeting for approval. Copies of approved minutes shall be sent to the Commission in the quarterly report. Committee meetings minutes may be in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board.

IV. LOCAL COORDINATING BOARD MEMBERSHIP

A. OFFICERS

1. CHAIRPERSON

The Planning Agency shall appoint an elected official to serve as the official Chairperson for all LCB meetings. The appointed chairperson shall be an elected official from the county that the LCB serves (41-2.012(1) FAC). For a multi-county LCB, the Chairperson shall be from one of the counties involved. The Chairperson shall serve until their elected term of office has expired or otherwise replaced by the Designate Official Planning Agency. The Planning Agency shall replace or reappoint the Chairperson at the end of his/her term.

2. VICE-CHAIRPERSON

The LCB shall hold an annual organizational meeting for the purpose of electing a Vice-Chairperson (41-2.012(2) FAC). The Vice Chairperson shall be elected by a majority vote of a quorum of the members of the LCB members. The Vice Chairperson shall serve a term of one year starting with the first meeting after the election. For a multi-county board, an elected official not serving as the Chairperson shall serve as Vice Chairperson. In the event of the Chairperson's absence, the Vice Chairperson shall assume the duties of the Chairperson and conduct the meeting. The Vice Chairperson may serve more than one term.

B. VOTING MEMBERS

1. An elected official from the service area, serving as the chairperson;
2. A local representative of the Florida Department of Transportation;
3. A local representative of the Florida Department Children and Family Services;
4. A representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible;
5. In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
6. A person who is recognized by the Veterans Service Office representing the veterans in the county;
7. A person who is recognized by the Florida Association for Community Action (President) representing the economically disadvantaged in the county;
8. A person over sixty representing the elderly in the county;
9. A person with a disability representing the disabled in the county;
10. Two citizen advocate representatives in the county; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
11. A local representative for children at risk;

12. In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the CTC.
13. A local representative of the Florida Department of Elder Affairs;
14. An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed except where said representative is also the CTC. In cases where no private for-profit or private non-profit representatives are available in the service area, this position will not exist on the LCB;
15. A local representative of the Florida Agency for Health Care Administration;
16. A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes; and
17. A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.

It is the intent of the Commission for the membership of every LCB to not only consist of individuals who represent the appropriate governmental agencies or groups of people as defined above, but also for the membership to represent, to the maximum degree possible a cross section of their local community.

No employee of a CTC shall serve as voting member of the LCB. However, an elected official serving as Chairperson of the Coordinating Board, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the CTC shall not be precluded from serving as voting members of the LCB.

C. TECHNICAL ADVISORS – NON-VOTING MEMBERS

Upon a majority vote of a quorum of the LCB, technical advisors may be approved for the purpose of providing the LCB with technical advice as necessary.

D. MULTI-COUNTY COORDINATING BOARDS - 41-2.012(1) FAC

The Planning Agency may recommend multi-county LCBs to meet the service needs of the transportation disadvantaged in two or more counties based on these guidelines, and when agreed upon in writing by all county commissions in each county to be covered in the service area. The multi-county LCB will be made up of the same membership of the aforementioned single-county LCB with the following exception: An elected official from each county of the multi-county service area will be appointed to the LCB, one of which will serve as Chair of the LCB and one as the Vice Chair. The recommendation of a multi-county LCB shall be presented to the Commission for approval.

E. ALTERNATES

1. Alternates are to be appointed in writing to the Planning Agency by an agency representative. Non-agency alternates may be appointed by the Planning Agency, if desired.
2. Each alternate may vote only in the absence of that member on a one-vote-per-member basis.
3. Alternates for a LCB member who cannot attend a meeting must be a representative of the same interest as the primary member.

V. TERMS OF APPOINTMENT

Except for the Chairperson and state agency representatives, the members of the LCB shall be appointed for three year staggered terms with initial memberships being appointed equally for one, two and three years to avoid a significant turnover during a particular period (41-2.012(4) FAC). The Chairperson shall serve until their elected term of office has expired or otherwise replaced by the Designate Official Planning Agency.

VI. ATTENDANCE

The Planning Agency shall review, and consider rescinding, the appointment of any member of the LCB who fails to attend three consecutive meetings. The Planning Agency must complete attendance roster for each local coordinating board meeting. LCB Members can participate (and vote) in meetings via conference call, however, a physical quorum must be present to vote on action items.

VII. BY-LAWS AND PARLIAMENTARY PROCEDURES

The LCB shall develop and adopt a set of by-laws. The by-laws shall state that the LCB will conduct business using parliamentary procedures according to Robert's Rules of Order. The by-laws shall be reviewed, updated (if necessary), and adopted annually. It is recommended that the by-laws are reviewed and approved during the first quarter (July-September). Approved by-laws shall be submitted to the Commission.

VIII. LOCAL COORDINATING BOARD DUTIES

The LCB shall:

- A. Review and make recommendations regarding the approval of the Memorandum of Agreement between the newly recommended CTC and the Commission.
- B. Annually review, make recommendations and approve the Transportation Disadvantaged Service Plan (TDSP). The LCB shall ensure that the TDSP has been developed by involving all appropriate parties in the process, to include, but not be limited to, the public, planning agency staff, and the CTC.
- C. Annually, provide the MPO/planning agency with an evaluation of the CTC's performance in general and relative to Insurance, Safety Requirements and Standards as referenced in Rule 41-2.006, FAC, and the performance results of the most recent TDSP (41-2.012(5)(b) FAC). As part of the CTC's performance, the LCB shall also set an annual percentage goal increase (or establish a percentage)

for the number of trips provided within the system to be on public transit where such services are available. The LCB shall utilize the Commission's Quality Assurance Performance Evaluation Tool to evaluate the performance of the CTC. This evaluation Tool and Summary will be submitted to the Commission upon approval by the LCB. In areas where a planning agency serves as the CTC, the planning agency shall abstain from any official actions that represent a conflict of interest, especially in the evaluation process of the CTC.

- D. In cooperation with the CTC, review and provide recommendations to the Commission and the MPO or Designated Official Planning Agency, on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated service area to ensure that any expenditures within the designated service area are provided in the most cost effective and efficient manner (427.0157(3), FS). The accomplishment of this requirement shall include the development and implementation of a process by which the Coordinating Board and CTC have an opportunity to become aware of any federal, state or local government funding requests and provide recommendations regarding the expenditure of such funds. Such funds may include expenditures for operating, capital or administrative needs. Such a process should include at least:
 - 1. The review of applications to ensure that they are consistent with the TDSP. This review shall consider:
 - a) The need for the requested funds or services;
 - b) Consistency with local government comprehensive plans;
 - c) Coordination with local transit agencies, including the CTC;
 - d) Consistency with the TDSP;
 - e) Whether such funds are adequately budgeted amounts for the services expected; and,
 - f) Whether such funds will be spent in a manner consistent with the requirements of coordinated transportation laws and regulations.
 - 2. Notify the Commission of any unresolved funding requests without delays in the application process.
- E. When requested, assist the CTC in establishing eligibility guidelines and trip priorities.
- F. Review coordination strategies or service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, operating hours and types of service in an effort to increase ridership to a broader population (427.0157(5) FS). Such strategies should include:

1. Supporting inter- and intra-county agreements to improve coordination as a way to reduce costs for service delivery, maintenance, insurance, or other identified strategies; and
 2. Seeking the involvement of the private and public sector, volunteers, public transit, school districts, elected officials and others in any plan for improved service delivery.
- G. Appoint a Grievance Committee to serve as a mediator to hear and investigate grievances, from agencies, users, transportation operators, potential users of the system, and the CTCs in the designated service area, and make recommendations for the local Coordinating Board or to the Commission, when local resolution cannot be found, for improvement of service. The LCB shall establish a process and procedure to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner in accordance with the Commission's Local Grievance Guidelines. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Commission's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format, upon request by the citizen. Members appointed to the committee shall be voting members of the LCB. (41-2.012(5)(c), FAC).
- H. Annually review coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available (41-2.008(3) FAC).
- I. Annually hold at a minimum, one Public Meeting/Workshop for the purpose of receiving input regarding unmet needs or any other areas that relate to the local transportation services. The public meeting/workshop will be held at a place and time that is convenient and accessible to the general public. In order that additional funding is not used or needed to accommodate this requirement, it is recommended that the public meeting/workshop be held in conjunction with a regular business meeting of the Coordinating Board (immediately following or prior to the LCB meeting).

NOTE: This must be a completely separate meeting not simply an opportunity to provide public comment during the quarterly LCB meeting. The public meeting/workshop must be noticed as a separate meeting, have its own agenda and minutes. A public meeting/workshop held jointly with the Commission will satisfy this annual requirement.

- J. All coordinating board members should be trained on and comply with the requirements of Section 112.3143, Florida Statutes, concerning voting conflicts of interest (41-2.012(5)(d) FAC).

- K. Work cooperatively with regional workforce development boards established in chapter 445 to provide assistance in the development of innovative transportation services for participants in the welfare transition program (427.0157(7), FS).
- L. Evaluate multi county or regional transportation opportunities (427.0157(6), FS).



Metropolitan Planning Organization

**TRANSPORTATION DISADVANTAGED (TD)
LOCAL COORDINATING BOARD (LCB)**

**LCB
BYLAWS**

May 2019, 20265

BYLAWS OF THE TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD

1.0 The Local County Coordinating Board (LCB).

1.01 Preamble. The LCB has been created by an action of the Broward Metropolitan Planning Organization (MPO) acting as the Designated Official Planning Agency (DOPA) for Broward County, Florida. These rules, which constitute the bylaws of the LCB, shall serve to guide the proper functioning of the transportation disadvantaged coordination process by the LCB for Broward County, Florida. These rules provide general procedures and policies for the LCB fulfilling the requirements of the applicable provisions of Chapter 427, Florida Statutes (FS) and Rule 41-2, Florida Administrative Code (FAC).

1.02 Interpretation. All provisions contained in these rules shall be interpreted to be consistent with applicable state and federal law.

1.03 Membership.

1.031 The membership of the LCB shall be consistent with Rule 41-2, FAC.

1.032 Each member of the LCB, except the chairperson, shall have an alternate.

- (1) Non-agency alternates shall be appointed by the LCB on the recommendation of the member. Agency alternates shall be designated by the agency. Alternates shall be proposed within sixty (60) days of a member's appointment.
- (2) In the absence of a proposal from the non-agency member, staff as defined in Section 1.07 Administration herein, shall propose a non-agency alternate.
- (3) Alternates acceptance by the LCB shall be accomplished by a vote of the LCB.
- (4) Each alternate may vote only in the absence of the member the alternate represents.

- (5) It shall be the obligation of the regular member to provide five (5) business days' notice to alternate and staff that the regular member will or will not attend a meeting.

1.033 Each member is expected to demonstrate interest in the activities of the LCB through regular attendance at scheduled meetings. Staff shall maintain attendance records and shall send a notice to any member and alternate after two (2) missed consecutive meetings. Staff shall notify the LCB of any member or his/her alternate who fails to attend three (3) consecutive meetings. The LCB shall have staff notify the CTD if any state agency voting member or his/her alternate fails to attend three (3) consecutive meetings. The LCB may review and consider remedial action including rescinding the appointment of any such member.

1.04 Appointment, Qualification and Terms of Office.

1.041 The MPO shall appoint all members to serve on the LCB.

1.042 The non-agency members shall serve a staggered three-year term, expiring November 30.

1.043 LCB members must be qualified, as specified in Rule 41-2, FAC, in order to retain membership.

1.044 A member appointed to a vacant position will complete that unexpired term.

1.05 Officers and Duties.

1.051 The chairperson is an elected official appointed by the MPO.

1.052 The LCB shall hold an election at its organizational meeting each year to select a vice-chairperson. The vice-chairperson shall be elected by a majority of those present and voting.

1.053 The chairperson shall preside over all meetings and workshops. In the absence of the chairperson, or at the chairperson's direction, the vice-chairperson shall temporarily assume the powers and duties of the chairperson.

1.054 In the absence of the chairperson and vice-chairperson, those present shall elect a chairperson pro tem.

1.06 Duties.

- 1.061 The LCB shall review and approve the Memorandum of Agreement (MOA) between the Florida Commission for the Transportation Disadvantaged (CTD) and Community Transportation Coordinator (CTC) and the Transportation Disadvantaged Service Plan (TDSP) prior to submittal to the CTD.
- 1.062 The LCB shall conduct an annual performance evaluation of the CTC, using evaluation criteria developed by the CTD. The results of this evaluation shall be forwarded to the MPO for its use in recommending the designation of a new entity, or continuance of an existing entity as the CTC.
- 1.063 In cooperation with the CTC, the LCB shall review and provide recommendations to the CTD of funding applications affecting the transportation disadvantaged.
- 1.064 The LCB member government agencies will provide for LCB review, all applications or purchase of service requests for client services, which contain funds for transportation disadvantaged services.
- 1.065 The LCB shall consolidate annual expenditures of direct federal funds and local government funds used within the service area to provide transportation disadvantaged services and forward the report to the CTD.

1.07 Administration.

- 1.071 Staff to the MPO, as directed by the MPO Executive Director, shall act as the staff of the LCB.
- 1.072 Staff to the LCB is responsible for managing and overseeing the operations of the LCB.
- 1.073 Staff to the LCB is responsible for scheduling meetings, preparing meeting agendas and agenda packages, and other necessary administrative duties.

1.08 Public Meetings and Workshops

- 1.081 The regular meeting of the LCB shall be held as often as necessary; however, the LCB shall meet at least quarterly on or by the fourth Monday of such month, at a time and place designated by the LCB. Meeting dates and times may be changed by the LCB chairperson or MPO Staff to accommodate holidays or for other reasons.
- 1.082 The organizational meeting of the LCB shall be held at the first regular meeting in each calendar year.
- 1.083 Special and emergency meetings of the LCB may be called by the Chairperson or MPO Staff. Special meetings may also be called on the initiative of three or more members petitioning the chairperson.
- 1.084 The LCB may choose to hold workshops and public meetings when it is deemed necessary or required by agreement with the CTD.
- 1.085 LCB public meetings and public workshop shall be open to the public and minutes from each meeting shall be available to the public upon request.
- 1.086 LCB public meetings and public workshop must be advertised in accordance with State Law and County Ordinance.
- 1.087 Except as otherwise provided in these rules, the most recent edition of Roberts-Rules of Order shall be used to conduct all meetings of the LCB and its committees.

1.09 Quorum and Voting.

- 1.091 A majority of the total membership of the LCB shall constitute a quorum. A quorum must be present at all meetings. Any member may attend the LCB meeting by audio interactive telephone conference, including voting; however, no member attending the meeting by audio interactive telephone conference may be counted as establishing a quorum.
- 1.092 All members present must vote on all actions requiring a vote unless there is a stated conflict of interest. Voting by full roll call will be conducted as necessary to fulfill the requirements of the Florida Commission for the Transportation Disadvantaged Planning Grant Agreement.

1.093 No motion may be approved by the LCB except upon the affirmative vote of a majority of the members present.

1.10 Committees.

1.101 Committees shall be designated by the Chairperson of the LCB, as necessary, to investigate and report on specific subject areas of interest to the LCB.

1.102 The LCB will approve designation of a committee by an affirmative vote of a majority of those present.

1.103 A committee, as named by the chairperson, shall consist of at least three (3) LCB members or designated alternates in the event that a LCB member gives adequate notice to such alternate of inability to attend.

1.104 No motion may be approved by a committee except upon the affirmative vote of a majority of the full committee.

1.11 General Policies. General policies shall also apply to all committees of the LCB.

1.111 The adoption of major reports, studies, plans, and programs shall be by majority vote, or if requirements dictate, by resolution of the LCB. All committees and subcommittees of the LCB shall make recommendations, unless a more formal document is specifically required by a state or federal law, regulation, or grant procedure.

1.112 Changes in the provisions of these rules may be made only by a two-thirds (2/3) vote of the appointed LCB members. Any changes in the provisions of these rules must first be placed on the agenda and advertised prior to the meeting in which a vote will take place.

1.113 The LCB and its committees shall maintain a broad perspective covering the range of all modes of transportation and associated facilities in all recommended planning work programs so that proper study and evaluation of transportation disadvantaged needs shall result in a coordinated transportation service plan, balanced with respect to area-wide needs and properly related to area-wide comprehensive plan goals and objectives.

1.12 Grievance Committee.

1.121 The LCB may refer to a Grievance Committee any complaints which have not been resolved to the satisfaction of both parties, and any issues concerning Chapter 427, F.S., and/or Rule 41-2, F.A.C., which have a direct impact on service delivery.

1.122 The Grievance Committee shall serve as a mediator to process and to investigate grievances and other pertinent issues, only as referred to it by the MPO Staff/TD Planning Administrator recommending resolutions to the LCB in a timely manner.

1.123 The LCB may accept, reject, or take action on the recommendations of the Grievance Committee.

ADOPTED 04-14-91
REVISED 12-24-98
REVISED 08-22-01
REVISED 02-04-02
REVISED 03-19-03
REVISED 05-02-05
REVISED 05-17-10
REVISED 09-15-10
REVISED 05-15-12
REVISED 06-17-13
REVISED 06-30-14
REVISED 05-15-17
REVISED 05-21-18
REVISED 04-15-19
REVISED 05-18-20
REVISED 05-17-21
REVISED 05-09-22
REVISED 05-16-23
REVISED 05-20-24
REVISED 05-19-25

Commissioner Caryl Shuham, LCB Chair



Action Items 2.

TD Local Coordinating Board (LCB) - Review Committee

Meeting Date: 04/20/2026

REQUESTED ACTION:

MOTION TO RECOMMEND THE LCB APPROVE the LCB Complaint & Grievance Procedures

SUMMARY EXPLANATION/BACKGROUND:

The LCB appoints a Grievance Committee to serve as a mediator to hear and investigate grievances from agencies, users, transportation operators, potential users of the system, and the Community Transportation Coordinators (CTCs) in the designated service area, and make recommendations to the LCB or to the Florida Commission for the Transportation Disadvantaged (CTD) when a local resolution cannot be found.

The LCB Committee shall annually update and implement the LCB Complaint & Grievance Procedures in accordance with the CTD's most recent LCB and Planning Agency Operating Guidelines, provided in Attachment 1.

Attachment 2 provides the most recent LCB Complaint & Grievance Procedures with edits marked.

ADDITIONAL INFORMATION/PREPARER:

If you have any questions about the LCB Complaint & Grievance Procedures, please contact Rebecca Schultz at (954) 876-0047 or schultzr@browardmpo.org.

Attachments

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Marked Up LCB Complaint & Grievance Procedures

Florida Commission for the



Transportation Disadvantaged

LOCAL COORDINATING BOARD AND PLANNING AGENCY OPERATING GUIDELINES

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

605 Suwannee Street, Mail Station 49

Tallahassee, Florida 32399-0450

850-410-5700

www.fdot.gov/ctd

August 2017

I. INTRODUCTION

The purpose of these guidelines is to give clear instructions and uniform guidance in the administration, duties, and operating practices of local Coordinating Boards (LCB) and Planning Agencies.

II. PURPOSE OF THE LOCAL COORDINATING BOARD

The purpose of each LCB is to identify local service needs and to provide information, advice and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged within their local service area. In general, the LCB is considered an advisory body. (Section 427.0157, Florida Statutes).

III. ADMINISTRATION OF THE LOCAL COORDINATING BOARD

A. Planning Agency Responsibilities

The Metropolitan Planning Organization (MPO) or Designated Official Planning Agency (DOPA), also uniformly referred to as the Planning Agency, shall provide the LCB with sufficient staff support and resources to enable the LCB to fulfill its responsibilities as set forth in Chapter 427, Florida Statutes. These responsibilities include providing sufficient staff to manage and oversee the duties of the LCB. This includes, but is not limited to, scheduling meetings; training board members; evaluating cost effectiveness; working with the CTC to update and/or develop the local Transportation Disadvantaged Service Plan (TDSP); preparing, duplicating, and distributing meeting packets; and other necessary administrative duties and costs, as appropriate.

B. Meetings

The LCB shall meet at least quarterly. All meetings, including committee meetings, will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on their agenda. Planning Agency staff shall make every effort to secure a quorum. In situations where a quorum is not obtained, the members present may elect to either:

1. Cancel the meeting and reschedule the meeting at a later date, or,
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1. Full Board Meeting Notices

All LCB meetings, public workshops/meetings, committee meetings, etc., shall be advertised, at a minimum, in the largest general circulation newspaper in the designated service area prior to the meeting.

Meeting notice shall include date, time, and location, general nature/subject of the meeting, and a contact person and number to call for additional information and request accessible formats.

Planning Agency staff shall provide the agenda and meeting package to the Commission, LCB members and all other interested parties prior to the meeting. Special consideration to the advanced delivery time of certain technical or detailed documents, such as the TDSP, shall be given for additional review time. The agenda shall include a public participation opportunity.

2. Emergency Meeting Notices and Committee Meeting Notices

Planning Agency staff shall give the Commission, LCB members and all interested parties one week notice, if possible, of the date, time, location, and proposed agenda for the LCB committee meetings and emergency meetings. Meeting materials shall be provided as early as possible. Emergency/Committee Meetings shall be advertised at a minimum, in the largest general circulation newspaper in the designated service area as soon as possible prior to the meeting.

3. Agenda Action Items

Many of the action items for LCB review and approval are grant deliverables for the Planning Agency. Lack of a quorum will impact the payment of such grant deliverables and may require emergency meetings. Planning grant deliverables requiring LCB review and/or approval are:

- LCB By-Laws
- LCB Grievance Procedures
- TDSP
- Annual Operating Report
- LCB's Evaluation of the CTC

D. Minutes

Planning Agency staff is responsible for preparing and maintaining an official set of minutes for each LCB meeting regardless of the presence of a quorum. The minutes shall be prepared in a reasonable time following the meeting and shall include an attendance roster indicating what agency, organization or position each member represents and reflect a summary of official actions taken by the LCB. The record of official actions shall include who made and seconded the motion, as well as who voted for and against the motions. If there is no quorum, action items will be tabled until the next LCB meeting. Minutes shall reflect that no official action was taken and provide a summary of discussion. Meeting minutes shall be provided at the next regularly scheduled LCB meeting for approval. Copies of approved minutes shall be sent to the Commission in the quarterly report. Committee meetings minutes may be in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board.

IV. LOCAL COORDINATING BOARD MEMBERSHIP

A. OFFICERS

1. CHAIRPERSON

The Planning Agency shall appoint an elected official to serve as the official Chairperson for all LCB meetings. The appointed chairperson shall be an elected official from the county that the LCB serves (41-2.012(1) FAC). For a multi-county LCB, the Chairperson shall be from one of the counties involved. The Chairperson shall serve until their elected term of office has expired or otherwise replaced by the Designate Official Planning Agency. The Planning Agency shall replace or reappoint the Chairperson at the end of his/her term.

2. VICE-CHAIRPERSON

The LCB shall hold an annual organizational meeting for the purpose of electing a Vice-Chairperson (41-2.012(2) FAC). The Vice Chairperson shall be elected by a majority vote of a quorum of the members of the LCB members. The Vice Chairperson shall serve a term of one year starting with the first meeting after the election. For a multi-county board, an elected official not serving as the Chairperson shall serve as Vice Chairperson. In the event of the Chairperson's absence, the Vice Chairperson shall assume the duties of the Chairperson and conduct the meeting. The Vice Chairperson may serve more than one term.

B. VOTING MEMBERS

1. An elected official from the service area, serving as the chairperson;
2. A local representative of the Florida Department of Transportation;
3. A local representative of the Florida Department Children and Family Services;
4. A representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible;
5. In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
6. A person who is recognized by the Veterans Service Office representing the veterans in the county;
7. A person who is recognized by the Florida Association for Community Action (President) representing the economically disadvantaged in the county;
8. A person over sixty representing the elderly in the county;
9. A person with a disability representing the disabled in the county;
10. Two citizen advocate representatives in the county; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
11. A local representative for children at risk;

12. In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the CTC.
13. A local representative of the Florida Department of Elder Affairs;
14. An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed except where said representative is also the CTC. In cases where no private for-profit or private non-profit representatives are available in the service area, this position will not exist on the LCB;
15. A local representative of the Florida Agency for Health Care Administration;
16. A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes; and
17. A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.

It is the intent of the Commission for the membership of every LCB to not only consist of individuals who represent the appropriate governmental agencies or groups of people as defined above, but also for the membership to represent, to the maximum degree possible a cross section of their local community.

No employee of a CTC shall serve as voting member of the LCB. However, an elected official serving as Chairperson of the Coordinating Board, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the CTC shall not be precluded from serving as voting members of the LCB.

C. TECHNICAL ADVISORS – NON-VOTING MEMBERS

Upon a majority vote of a quorum of the LCB, technical advisors may be approved for the purpose of providing the LCB with technical advice as necessary.

D. MULTI-COUNTY COORDINATING BOARDS - 41-2.012(1) FAC

The Planning Agency may recommend multi-county LCBs to meet the service needs of the transportation disadvantaged in two or more counties based on these guidelines, and when agreed upon in writing by all county commissions in each county to be covered in the service area. The multi-county LCB will be made up of the same membership of the aforementioned single-county LCB with the following exception: An elected official from each county of the multi-county service area will be appointed to the LCB, one of which will serve as Chair of the LCB and one as the Vice Chair. The recommendation of a multi-county LCB shall be presented to the Commission for approval.

E. ALTERNATES

1. Alternates are to be appointed in writing to the Planning Agency by an agency representative. Non-agency alternates may be appointed by the Planning Agency, if desired.
2. Each alternate may vote only in the absence of that member on a one-vote-per-member basis.
3. Alternates for a LCB member who cannot attend a meeting must be a representative of the same interest as the primary member.

V. TERMS OF APPOINTMENT

Except for the Chairperson and state agency representatives, the members of the LCB shall be appointed for three year staggered terms with initial memberships being appointed equally for one, two and three years to avoid a significant turnover during a particular period (41-2.012(4) FAC). The Chairperson shall serve until their elected term of office has expired or otherwise replaced by the Designate Official Planning Agency.

VI. ATTENDANCE

The Planning Agency shall review, and consider rescinding, the appointment of any member of the LCB who fails to attend three consecutive meetings. The Planning Agency must complete attendance roster for each local coordinating board meeting. LCB Members can participate (and vote) in meetings via conference call, however, a physical quorum must be present to vote on action items.

VII. BY-LAWS AND PARLIAMENTARY PROCEDURES

The LCB shall develop and adopt a set of by-laws. The by-laws shall state that the LCB will conduct business using parliamentary procedures according to Robert's Rules of Order. The by-laws shall be reviewed, updated (if necessary), and adopted annually. It is recommended that the by-laws are reviewed and approved during the first quarter (July-September). Approved by-laws shall be submitted to the Commission.

VIII. LOCAL COORDINATING BOARD DUTIES

The LCB shall:

- A. Review and make recommendations regarding the approval of the Memorandum of Agreement between the newly recommended CTC and the Commission.
- B. Annually review, make recommendations and approve the Transportation Disadvantaged Service Plan (TDSP). The LCB shall ensure that the TDSP has been developed by involving all appropriate parties in the process, to include, but not be limited to, the public, planning agency staff, and the CTC.
- C. Annually, provide the MPO/planning agency with an evaluation of the CTC's performance in general and relative to Insurance, Safety Requirements and Standards as referenced in Rule 41-2.006, FAC, and the performance results of the most recent TDSP (41-2.012(5)(b) FAC). As part of the CTC's performance, the LCB shall also set an annual percentage goal increase (or establish a percentage)

for the number of trips provided within the system to be on public transit where such services are available. The LCB shall utilize the Commission's Quality Assurance Performance Evaluation Tool to evaluate the performance of the CTC. This evaluation Tool and Summary will be submitted to the Commission upon approval by the LCB. In areas where a planning agency serves as the CTC, the planning agency shall abstain from any official actions that represent a conflict of interest, especially in the evaluation process of the CTC.

- D. In cooperation with the CTC, review and provide recommendations to the Commission and the MPO or Designated Official Planning Agency, on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated service area to ensure that any expenditures within the designated service area are provided in the most cost effective and efficient manner (427.0157(3), FS). The accomplishment of this requirement shall include the development and implementation of a process by which the Coordinating Board and CTC have an opportunity to become aware of any federal, state or local government funding requests and provide recommendations regarding the expenditure of such funds. Such funds may include expenditures for operating, capital or administrative needs. Such a process should include at least:
 - 1. The review of applications to ensure that they are consistent with the TDSP. This review shall consider:
 - a) The need for the requested funds or services;
 - b) Consistency with local government comprehensive plans;
 - c) Coordination with local transit agencies, including the CTC;
 - d) Consistency with the TDSP;
 - e) Whether such funds are adequately budgeted amounts for the services expected; and,
 - f) Whether such funds will be spent in a manner consistent with the requirements of coordinated transportation laws and regulations.
 - 2. Notify the Commission of any unresolved funding requests without delays in the application process.
- E. When requested, assist the CTC in establishing eligibility guidelines and trip priorities.
- F. Review coordination strategies or service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, operating hours and types of service in an effort to increase ridership to a broader population (427.0157(5) FS). Such strategies should include:

1. Supporting inter- and intra-county agreements to improve coordination as a way to reduce costs for service delivery, maintenance, insurance, or other identified strategies; and
 2. Seeking the involvement of the private and public sector, volunteers, public transit, school districts, elected officials and others in any plan for improved service delivery.
- G. Appoint a Grievance Committee to serve as a mediator to hear and investigate grievances, from agencies, users, transportation operators, potential users of the system, and the CTCs in the designated service area, and make recommendations for the local Coordinating Board or to the Commission, when local resolution cannot be found, for improvement of service. The LCB shall establish a process and procedure to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner in accordance with the Commission's Local Grievance Guidelines. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Commission's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format, upon request by the citizen. Members appointed to the committee shall be voting members of the LCB. (41-2.012(5)(c), FAC).
- H. Annually review coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available (41-2.008(3) FAC).
- I. Annually hold at a minimum, one Public Meeting/Workshop for the purpose of receiving input regarding unmet needs or any other areas that relate to the local transportation services. The public meeting/workshop will be held at a place and time that is convenient and accessible to the general public. In order that additional funding is not used or needed to accommodate this requirement, it is recommended that the public meeting/workshop be held in conjunction with a regular business meeting of the Coordinating Board (immediately following or prior to the LCB meeting).

NOTE: This must be a completely separate meeting not simply an opportunity to provide public comment during the quarterly LCB meeting. The public meeting/workshop must be noticed as a separate meeting, have its own agenda and minutes. A public meeting/workshop held jointly with the Commission will satisfy this annual requirement.

- J. All coordinating board members should be trained on and comply with the requirements of Section 112.3143, Florida Statutes, concerning voting conflicts of interest (41-2.012(5)(d) FAC).

- K. Work cooperatively with regional workforce development boards established in chapter 445 to provide assistance in the development of innovative transportation services for participants in the welfare transition program (427.0157(7), FS).
- L. Evaluate multi county or regional transportation opportunities (427.0157(6), FS).



**TRANSPORTATION DISADVANTAGED (TD)
LOCAL COORDINATING BOARD (LCB)**

LCB

COMPLAINT & GRIEVANCE PROCEDURES

May ~~2019~~, 202~~6~~5

SECTION 1: CREATION OF FORMAL PROCEDURE

1.1 There is hereby created a formal complaint/grievance procedure for the transportation disadvantaged program as specified by the Commission for the Transportation Disadvantaged (CTD) pursuant to Chapter 427, Florida Statute and Rule 41-2.012, Florida Administrative Code, hereinafter referred to as the Grievance Process. The following rules and procedures shall constitute the grievance process to be utilized in the coordinated community transportation disadvantaged system for Broward County.

SECTION 2: DEFINITIONS

2.1 As used in these rules and procedures the following words and terms shall have the meanings assigned therein. Additional program definitions can be found in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code.

(a) **Community Transportation Coordinator (CTC):** A transportation entity recommended by a Metropolitan Planning Organization (MPO), or by the appropriate designated official planning agency as provided for in Section 427.011-427.017, Florida Statutes, in an area outside the purview of a MPO, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area. The current CTC is Broward County / Broward County Transit.

(b) **Designated Official Planning Agency (DOPA):** The official body or agency designated by the CTD to fulfill the functions of transportation

disadvantaged planning in areas not covered by [aan](#) MPO. The MPO shall serve as the DOPA in areas covered by such organization. The Broward MPO is the DOPA for Broward County.

(c) **Transportation Disadvantaged (TD):** Those persons, who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent on others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

(d) **Agency:** An official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation services-providing agency.

(e) **Transportation Operator:** One or more public, private for-profit, or private nonprofit entities engaged by the CTC to provide service to TD persons pursuant to a coordinated system service plan.

(f) **Service Complaint:** Incidents that may occur on a daily basis and are reported to the CTC involved with the daily operations, and are resolved within the course of a reasonable time suitable to the complainant. Local service complaints are driven by the inability of the CTC to meet local service standards established by the CTC and LCB. All service complaints should be recorded and reported by the CTC to the LCB.

(g) **Formal Grievance:** A written complaint to document any concerns or an unresolved service complaint regarding the administration of TD services by the CTC, DOPA, or LCB.

(h) **Administrative Meeting of the Grievance Committee Process:** Chapter 120, Florida Statute.

(i) **Ombudsman Program:** A toll-free telephone number established and administered by the CTD to enable persons to access information and/or file complaints/grievances regarding transportation services provided under the coordinated effort of the CTC.

(j) **TD Program Administrator:** Serves as staff to the MPO, as directed by the MPO Executive Director, and shall act as the staff of the LCB.

SECTION 3: OBJECTIVES

- 3.1 The objective of the grievance process shall be to process, investigate, and make recommendations, in a timely manner on formal written complaints/grievances that are not resolved between individual agencies/entities and the customer. It is not the objective of the grievance process to have “adjudicate” or “determinative” powers.
- 3.2 The CTC must provide the TD Program’s telephone number (954) 357-8405 in all collateral materials regarding the reporting of complaints.
- 3.3 All documents pertaining to the grievance process will be made available, upon request, in a format accessible to persons with disabilities.
- 3.4 A written copy of the grievance procedure shall be available to anyone upon request.

- 3.5 Apart from this grievance process, aggrieved parties with proper standing may also have recourse through Chapter 120, Florida Statutes Administrative Hearing Process, or the judicial court system.

SECTION 4: MEMBERSHIP

- 4.1 The Grievance Committee shall be composed of a minimum of three (3) Members or Alternates and shall be appointed by the LCB Chairperson, or in his/her absence the Vice Chairperson. The Chairperson, or in his/her absence the Vice Chairperson, of the LCB reserves the right to make reappointments should any conflict of interest arise.
- 4.2 The TD Program Administrator/MPO staff or designee shall be an advisory member of the Grievance Committee.

SECTION 5: TERMS OF MEMBERS

- 5.1 A member of the Grievance Committee may be added or removed for cause by the LCB Chairperson, or in his /her absence, the Vice Chairperson. Vacancies in the membership of the Grievance Committee shall be filled in the same manner as the original appointments.
- 5.2 A minimum of three (3) Grievance Committee members shall be present for official action. Meetings shall be held at such times as the Grievance Committee may determine and/or as necessitated by formally filed grievances.

SECTION 6: GRIEVANCE PROCESS

- 6.1 Grievance procedures will be those as specified by the LCB, developed from guidelines of the CTD, and approved by the LCB as set forth below. The grievance procedures are for the purpose of fact-finding and not exercising adjudicative powers. Therefore, it should be understood that these procedures are for the purpose of “hearing”, “advising” and “making recommendations” on issues affecting the service delivery and administration of the TD program in the service area.
- 6.2 Apart from the grievance procedures outlined below, aggrieved parties with proper standing may also have recourse through the Chapter 120, Florida Statutes Administrative Meeting of the Grievance Committee Process, the judicial court system, the CTD.
- 6.3 Service Complaints: All service complaints should be recorded and reported by the CTC to the LCB. Service complaints may include, but are not limited to:
- Late pick-up and/or late drop-off
 - No-show by transportation operator
 - No-show by client
 - Client behavior
 - Driver behavior
 - Passenger discomfort
 - Service denial (refused service to client without an explanation as to why, e.g., may not qualify, lack of TD funds, etc.)
 - Other, as deemed appropriate by the LCB
- 6.4 Formal Grievance: The customer, in their formal complaint, should demonstrate or

establish their concerns as clearly as possible. The formal grievance process shall be open to addressing concerns by any person or agency including, but not limited to: users, potential users, the CTC, the DOPA, elected officials, and operators.

Formal grievances may include, but are not limited to:

- Chronic or reoccurring or unresolved Service Complaints (Refer to description of service complaints)
- Violations of specific laws governing the provision of TD services i.e., Chapter 427, F.S., Rule 41-2 FAC and accompanying documents, Sunshine Law, ADA).
- Contract disputes (Agencies/Operators)
- Coordination disputes
- Bidding disputes
- Agency compliance
- Conflicts of interest
- Supplanting of funds
- Billing and/or accounting procedures
- Denial of service
- Suspension of service
- Unresolved safety issues
- Other, as deemed appropriate by the LCB

6.5 All formal grievances filed must be written and contain the following:

- Name and address of the complainant
- A statement of the grounds for the grievance supplemented by

supporting documentation made in a clear and concise manner. This shall include a complete description of efforts taken by the customer to resolve the complaint.

- An explanation of the relief desired by the customer.

If the customer does not supply the above information to substantiate the grievance, no further action will be taken.

6.6 **Step 1:** The customer shall first contact the CTC. The CTC will attempt to mediate and resolve the grievance. The customer may also contact the CTD Ombudsman representative through the established Helpline at 1-800-983-2435 or by mail to: Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street MS-49, Tallahassee, FL 32399-0450 or via <https://www.fdot.gov/ctd/ctd-home> may email CTDOmbudsman@dot.state.fl.us .

6.7 **Step 2:** The Community Transportation Coordinator will render a decision in writing, giving the complainant an explanation of the facts that lead to the Community Transportation Coordinator's decision and provide a method or ways to bring about a resolution. The written response to the complainant on the status of the complaint must be transmitted by the CTC Program Manager within ten (10) working days of receipt. In addition, the written response shall advise the customer of the existence of the Ombudsman helpline and provide the customer with the helpline's toll-free telephone number.

6.8 **Step 3:** If mediation with the CTC is not successful, the CTC or customer may file an official complaint with the Broward MPO staff/TD Program Administrator.

- 6.9 **Step 4:** The Broward MPO staff/TD Program Administrator will make every effort to resolve the grievance by arranging a meeting between the involved parties in an attempt to assist them in reaching an amicable resolution. The meeting shall take place within ten (10) working days of receipt of all evidence regarding the grievance. The Broward MPO staff/TD Program Administrator shall prepare a report regarding the meeting outcome. The report shall be sent to the customer and the Grievance Committee within ten (10) working days of the date of the meeting.
- 6.10 **Step 5:** If the Broward MPO staff/TD Program Administrator is unsuccessful at resolving the grievance through the process outlined in 6.9 above, the customer may request, in writing, that their grievance be heard by the Grievance Committee. This request shall be made within ten (10) working days of receipt of the report prepared as a result of the mediation meeting arranged under Section 3 above and sent to the Broward MPO staff/TD Program Administrator.
- 6.11 **Step 6:** Upon receipt of the written request for the grievance to be heard by the Grievance Committee, the Broward MPO staff/TD Program Administrator shall have fifteen (15) working days to contact Grievance Committee members and set a meeting date and location. The customer and all parties involved shall be notified of the meeting of the Grievance Committee date and location at least ten (10) working days prior to the meeting date.
- 6.12 **Step 7:** Upon conclusion of the meeting, the Grievance Committee must submit a written report of the Grievance Committee proceedings to the Chairperson, or the Vice Chairperson in his/her absence, of the LCB within ten (10) working days. The

report must outline the grievance and the Grievance Committee's findings/recommendations. If the grievance is resolved through the meeting process (Steps 3 through 6), the grievance process will end. The final report will be forwarded to the members of the LCB. The Local Coordinating Board Grievance Committee must review all grievances and report accordingly to the full LCB.

6.13 The CTC will submit to the LCB board the following reports by the last LCB meeting of the fiscal year:

- Grievance report and the outcome.
- A comprehensive annual TD rider's report, which includes number of riders and number of trips, provided.

If the grievance has not been resolved as outlined in these grievance procedures, the customer may exercise their adjudicative rights, use the Administrative Hearing Process outlined in Chapter 120, Florida Statutes, or request that their grievance be heard by the CTD through the Ombudsman program established herein and the CTD's Grievance Process outlined in Section 7.

SECTION 7: CTD GRIEVANCE PROCESS

7.1 If the LCB Grievance Process does not resolve the grievance, the customer will be informed of his/her right to file a formal grievance with the CTD. The customer may begin this process by contacting the CTD through the established Helpline at 1-800-983-2435 or by mail to: Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street MS-49, Tallahassee, FL 32399-0450 or via <https://www.fdot.gov/ctd/ctd-home> may email CTDOmbudsman@dot.state.fl.us.

Upon request of the customer, the CTD will provide the customer with an accessible copy of the CTD's Grievance Procedures. If the CTD is unable to resolve the grievance, the customer will be referred to the Office of Administrative Appeals or other legal venues appropriate to the specific nature of the grievance. All of the steps outlined in Section 6 and Section 7.1 must be attempted in the listed order before a grievance will move to the next step. The customer should provide as many details as possible when filing a complaint, such as date, times, names, vehicle numbers, etc. The Ombudsman Program, provided by the CTD, is available to anyone who requests assistance in resolving complaints/grievances. The Ombudsman Program may be reached through the toll free Helpline at 1-800-983-2435 or via <https://www.fdot.gov/ctd/ctd-home> may email CTDOmbudsman@dot.state.fl.us. By requesting assistance of the Ombudsman Program in resolving complaints, the complaint will still follow, in order, all of the established steps listed in Sections 6 and 7 above. The Ombudsman will document each complaint and upon the request of the customer, file the complaint with the local CTC on the customer's behalf, to begin the local complaint process. If the customer has already filed the grievance locally and remains unsatisfied, the Ombudsman will assist the customer with the next step in the complaint or grievance process. The customer has the right to file a formal grievance with the Office of Administrative Appeals or other venues appropriate to the specific nature of the complaint.

- ADOPTED 04-14-91
REVISED 06-10-05
REVISED 05-15-12
REVISED 06-17-13

REVISED 06-22-15
REVISED 05-15-17
REVISED 04-15-18
REVISED 05-20-19
REVISED 05-18-20
REVISED 05-17-21
REVISED 05-09-22
REVISED 05-17-23
REVISED 05-20-24



Action Items 3.

TD Local Coordinating Board (LCB) - Review Committee

Meeting Date: 04/20/2026

REQUESTED ACTION:

MOTION TO RECOMMEND THE LCB APPROVE:

A. The Community Transportation Coordinator's (CTC's) Performance Evaluation

B. Broward County to Continue as the CTC

SUMMARY EXPLANATION/BACKGROUND:

As required by Rule 41-2.006, Florida Administrative Code (FAC), the LCB will annually provide the MPO with an evaluation of the CTC's performance relative to Florida Commission for the Transportation Disadvantaged (CTD) and local standards and the performance results of the most recent Transportation Disadvantaged Service Plan (TDSP).

A. The LCB Committee will review the July 1, 2023 - June 30, 2024, CTC Evaluation Workbook (provided in the Attachment) and provide any recommendations or comments to the LCB. All updates to the workbook are indicated using the "~~strike through~~ and underline" method.

B. After reviewing the CTC's performance, the LCB Committee will make a recommendation about whether Broward County should continue in its role as the CTC for Broward County.

CTC/Broward County Transit (BCT) staff will be available at the meeting, and questions and comments will be addressed.

ADDITIONAL INFORMATION/PREPARER:

If you have any questions about the CTC evaluation, please contact Rebecca Schultz at (954) 876-0047 or schultzr@browardmpo.org.

Attachments

Draft CTC Evaluation Workbook

CTC

EVALUATION WORKBOOK

Florida Commission for the



Transportation Disadvantaged

CTC BEING REVIEWED: BROWARD COUNTY TRANSIT

COUNTY: BROWARD

ADDRESS: 1 N. UNIVERSITY DRIVE, 3100-A, PLANTATION, FL 33324

CONTACT: PAUL STROBIS

PHONE: 954-357-8321

REVIEW PERIOD: FY 20234 – 20245 REVIEW DATES 02/042/256-04/01/256

PERSON CONDUCTING THE REVIEW: MPO STAFF

CONTACT INFORMATION: REBECCA SCHULTZ 954-876-0047

LCB EVALUATION WORKBOOK

ITEM	PAGE
EVALUATION INFORMATION _____	3
ENTRANCE INTERVIEW QUESTIONS _____	4
GENERAL QUESTIONS _____	6
CHAPTER 427, F.S. _____	9
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COMMISSION STANDARDS _____	<u>1820</u>
LOCAL STANDARDS AND AMERICANS WITH DISABILITIES _____	<u>2729</u>
STATUS REPORT _____	<u>3133</u>
LEVEL OF COST WORKSHEET # 1 _____	35
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LEVEL OF AVAILABILITY WORKSHEET #3 _____	37
ON-SITE OBSERVATION SURVEYS _____	43
RIDER/BENEFICIARY SURVEYS _____	45
CONTRACTOR SURVEYS _____	46
COMPLETE SURVEYS _____	47

EVALUATION INFORMATION

An LCB review will consist of, but is not limited to the following pages:

1	Cover Page
4 - 5	Entrance Interview Questions
6	Chapter 427.0155 (3) Review the CTC monitoring of contracted operators
9	Chapter 427.0155 (4) Review TDSP to determine utilization of school buses and public transportation services
14	Insurance
15	Rule 41-2.011 (2) Evaluation of cost-effectiveness of Coordination Contractors and Transportation Alternatives
18-25	Commission Standards and Local Standards
35	Level of Cost - Worksheet 1
35	Level of Competition – Worksheet 2
37	Level of Coordination – Worksheet 3
42 – 111	Surveys

Notes to remember:

- **The CTC should not conduct the evaluation or surveys. If the CTC is also the PA, the PA should contract with an outside source to assist the LCB during the review process.**
- **Attach a copy of the Annual QA Self Certification.**

ENTRANCE INTERVIEW QUESTIONS

INTRODUCTION AND BRIEFING:

- Describe the evaluation process (LCB evaluates the CTC and forwards a copy of the evaluation to CTD).
- LCB reviews the CTC once every year to evaluate the operations and performance of the local coordinator.

LCB will be reviewing the following areas:

- Chapter 427, Rules 41-2 and 14-90, CTD Standards, and Local Standards
- Following up on the Status Report from last year and calls received from the Ombudsman program.
- Monitoring of contractors
- Surveying riders/beneficiaries, purchasers of service, and contractors
- LCB will issue a Review Report with findings and recommendations to CTC no later than 30 working days after review has concluded.
- Once the CTC has received the Review Report, the CTC will submit a Status Report to the LCB within 30 working days.
- Give an update of Commission level activities (last meeting update and next meeting date), if needed.

USING THE ANNUAL OPERATING REPORT (AOR), COMPILER THIS INFORMATION:

1. OPERATING ENVIRONMENT: RURAL URBAN
2. ORGANIZATION TYPE: PRIVATE-FOR-PROFIT
 PRIVATE NON-PROFIT
 GOVERNMENT
 TRANSPORTATION AGENCY
3. NETWORK TYPE: SOLE PROVIDER
 PARTIAL BROKERAGE
 COMPLETE BROKERAGE

4. NAME THE OPERATORS THAT YOUR COMPANY HAS CONTRACTS WITH:

ARC Broward, Miramar Senior Services, NE Focal Point, NW Focal Point, Transportation America, United Community Options.

5. NAME THE GROUPS THAT YOUR COMPANY HAS COORDINATION CONTRACTS WITH:

Agency for Community Treatment Services (ACTS), ARC Broward, Archways, Ann Storck Center, BARC Housing, Broward Children’s Center, Cerebral Palsy Adult Home, Inc., Christina G. Smith Community Mental Health Foundation, City of Deerfield Beach – Northeast Focal Point (NEFP), City of Lauderhill, City of Margate – Northwest Focal Point (NWFP), City of Miramar, City of Pembroke Pines – Southwest Focal Point (SWFP), City of Tamarac, Douglas Gardens North, Friendship Circle, Gulf Coast Jewish Family and Community Services Center, Henderson Behavioral Health, House of Hope, Lighthouse of Broward, Memorial Hospital System - South Broward Hospital District, Sunrise Community Center, United Community Options, Woodhouse, Inc.

6. NAME THE ORGANIZATIONS AND AGENCIES THAT PURCHASE SERVICE FROM THE CTC AND THE PERCENTAGE OF TRIPS EACH REPRESENTS? NA (Recent APR information may be used)

Name of Agency	% of Trips	Name of Contact	Telephone Number

7. REVIEW AND DISCUSS TD HELPLINE CALLS:

OMBUDSMAN/TD	Number of calls	Closed Cases	Unsolved Cases
Cost	0	0	0
Medicaid NA	0	0	0
Quality of Service	0	0	0
Service Availability	0	0	0
Toll Permit	0	0	0
Other	0	0	0

COMPLIANCE WITH CHAPTER 427, F.S.

Review the CTC monitoring of its transportation operator contracts to ensure compliance with 427.0155(3), F.S.

“Review all transportation operator contracts annually.” See TDSP, Pages 256-304; Appendix H

WHAT TYPE OF MONITORING DOES THE CTC PERFORM ON ITS OPERATOR(S) AND HOW OFTEN IS IT CONDUCTED?

1. Contractors are required to provide CTC with updated Driver Rosters by the twentieth (20) calendar day of each month. Roster shall indicate driver's name, date of hire, training dates, last Drug and Alcohol test, Motor Vehicle Record (MVR) review date and date of latest criminal record check. Contractors are required to maintain updated Driver Rosters in the Computerized Trip Management System (CTMS)
2. Contractors must provide CTC with evidence all drivers have completed the training program offered by CTC prior to any driver providing service and must attend a refresher class or repeat new driver training a minimum of once every two (2) years. Classes include Defensive Driver, Passenger Assistance Technique, Responding to Client Incidents, SUNsational Service and other training required by Provider.
3. Training information shall be included in the monthly operating summary package. Additionally, drivers are required to participate in a driver training program developed by CTC. Contractors must require all personnel providing transportation to possess the following, which shall be filed with CTC prior to personnel providing paratransit service: current, valid Broward County Chauffeur's Registration in accordance with requirements of Chapter 22-1/2, Broward County Code of Ordinances. Provider ADEPT driver roster is submitted weekly to Broward County Risk Management department. They verify daily for driver license violations which would require driver removal from operating a vehicle. Driver Training Program shall include a minimum of eighty (80) hours of training prior to driving a service vehicle. This shall include the following: Passenger Assistance Technique; Defensive Driver; Responding to Client Incidents; Vehicle breakdown, Vehicle and/or Passenger Accidents; Vehicle Orientation; Trip Scheduling; and biannual refresher classes.
4. CTC requests MVRs for Contractor's drivers on a periodic basis. When a report shows evidence of violations, CTC will promptly notify Contractor and Taxi Section of Broward County's Division of Consumer Affairs. Contractor must have procedures to periodically review drivers' MVRs. Compliance is monitored by CTC staff. Per Contract "County may request and review State of Florida MVRs for Contractor's drivers on a monthly basis".
5. Training program includes methods for measuring effectiveness of training in developing skill and improving performance. Methods shall be based on performance indicators which measure proficiency and not solely on Contractor meeting minimum training hours required. Such measurement procedure shall be provided to CTC upon request.
6. CTC performs annual evaluations of Contractors ensuring compliance with the System

Safety Program Plan, locally approved standards, FCTD and FDOT standards, annual operating data and insurance requirements.

7. CTC's direct involvement in day-to-day operations of service includes but is not limited to: on-street monitoring of drivers and vehicles, equipment and customer service inspections, contract compliance and quality control. Contractors cooperate fully with the CTC monitoring programs. Contractors provide full access to all driver records at operating facilities. Contractors are required to make available: work station, desk, telephone and chair if so requested.
8. CTC's on-street monitoring shall include but is not limited to: on-time performance, knowledge of service area and routing, driver assistance, manifest accuracy and completeness, driver and vehicle appearance, wheelchair lift condition and operation, wheelchair securement systems and use, safety equipment, driving habits and compliance with Florida Motor Vehicle Regulations. Language from Contractor Service Agreement (See page 6, #3).
9. Contractors provide CTC with service data via summary reports generated by CTMS and a bi-weekly invoice for each component of service for previous bi-weekly (Monday through Sunday) period. This information shall include but is not limited to the following: number of one-way passenger trips by type of trip; total hours of vehicle service; copies of daily reports for driver activity or other daily reports showing starting and ending times; starting and ending mileage for each vehicle; copies of trip tickets, log sheets or driver manifests; weekly reimbursement charges for services and denied trip requests.
10. CTC operates with zero trip denial rates. If one provider is unable to perform a requested trip due to capacity constraints another provider performs the trip.
11. Pursuant to Federal Transit Administration's (FTA) standards for precision, accuracy and accountability, CTC is required to report data to the National Transit Database (Section 15 data). As required by FTA, or CTC, Contractors shall collect Section 15 data and other "service supplied" information or "service consumed" information, as terms are defined in Section 15 of FTA regulations. Contractors are responsible for collection of financial and operational data, including on-board operational and passenger-related data and for transmittal to CTC on CTC approved forms as follows: operational and passenger-related data shall be submitted to CTC no less than weekly, financial data shall be submitted to CTC no less than quarterly and designated "service supplied" data shall be submitted to CTC thirty (30) days prior to termination of CTC's fiscal year. All source documents for Section 15 filings shall be subject to audit and shall be maintained by Contractors for five (5) years following final payment under their agreement with CTC.
12. Contractors must provide written monthly reports to CTC by the twentieth (20th) day of the month following the month of service. All required information shall be collected and reported individually for each funding component of service. Reports shall be submitted on a form developed by Contractor and approved by CTC and shall include, but not be limited to the following:
 - Brief Narrative: Brief narrative highlighting month's activities, unusual events, trends

and other noteworthy observations.

- Ridership: Number of one-way passenger trips, Personal Care Attendants (PCAs) and Companions on a day-by-day basis for each funding and fare entity and category.
- Miles and Hours: Total hours of service and vehicle miles on a day-by-day basis.
- Cost of Service: Total service revenue based upon contracted rates, collected fares and net revenue to provide service (total revenue less imputed fares).
- Service Quality Measures: On-time performance data, trips completed, missed trips and trip denials with an explanation.
- Efficiency Measures: Appropriate measures to include passengers per mile, hour or vehicle trip.
- Fleet Data: Updated fleet listings and status of all vehicles.
- Other: Accident/incident reports/briefs/findings, training activities/certifications, including sensitivity training and education, key personnel changes and suggested improvements.

13. All vehicles, wheelchair lifts or ramps and wheelchair securement devices are inspected annually by CTC staff. All vehicles must be approved, inspected and display an inspection sticker issued by CTC prior to providing service. Complaints received concerning any vehicle or its equipment, at CTC's discretion, may require vehicle to report to CTC's facility. If the complaint is related to safety issues, vehicle must report to the CTC immediately. Any vehicle found in violation of any contractual standard must be removed from service until violation is remedied.

14. CTC reserves the right through its agreements with Contractors, in its sole discretion, at any time, to inspect vehicles and maintenance facilities during normal working hours and to review Contractors' maintenance records.

15. Day-to-day monitoring is also conducted through CTC's Complaint Procedure. All client complaints shall be referred to CTC's Paratransit Customer Service. All complaints are entered into CTMS. Complaint will be forwarded to Contractor for written or electronic-response. Contractor's responses shall be made within three (3) business days of receipt of complaint. Complaints of more serious nature such as injury, driver misconduct and client safety shall be responded to by the end of that business day. Complaints are tallied each month, indicating total number of complaints and type of complaints, for each Contractor. The complaint standard is established at 0.2% of trips delivered in a calendar month.

16. CTC works closely with CTD's Ombudsman Program to resolve all service complaints and inquiries. CTC investigates each item as described above (see #15), contacts all concerned parties and sends CTD's Ombudsman Program a report on the resolution of the complaint/inquiry.

Is a written report issued to the operator? Yes No

If NO, how are the contractors notified of the results of the monitoring?

WHAT TYPE OF MONITORING DOES THE CTC PERFORM ON ITS COORDINATION CONTRACTORS AND HOW OFTEN IS IT CONDUCTED?

- Insurance Certificates are monitored and updated annually to ensure compliance with State and Local standards.
- Random site visits.
- Random vehicle inspections.
- Review of Annual Operating Report data.

Is a written report issued? Yes No

If NO, how are the contractors notified of the results of the monitoring?

WHAT ACTION IS TAKEN IF A CONTRACTOR RECEIVES AN UNFAVORABLE REPORT?

Drivers and vehicles may be removed from service and/or termination of Coordination Agreement.

IS THE CTC IN COMPLIANCE WITH THIS SECTION? Yes No

ASK TO SEE DOCUMENTATION OF MONITORING REPORTS.

COMPLIANCE WITH CHAPTER 427, F.S.

Review the TDSP to determine the utilization of school buses and public transportation services [Chapter 427.0155(4)]

“Approve and coordinate the utilization of school bus and public transportation services in accordance with the TDSP.”

HOW IS THE CTC USING SCHOOL BUSES IN THE COORDINATED SYSTEM? N/A

School bus joint use program is not used in Broward County. Expense of liability insurance is a major concern raised by the School Board. In addition, lack of seat belts and air conditioning on school buses is a problem for TOPS customers. However, there is an agreement between Broward County Transit (BCT) and the School Board to provide emergency transportation services for residents to designated shelters in the event of a hurricane or other natural disaster. School Board services could be used for backup for assisted living facilities, mobile home parks and other congregate living sites.

Rule 41-2.012(5)(b): *“As part of the Coordinator’s performance, the local Coordinating Board shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is not being utilized, the local Coordinating Board shall set an annual percentage of the number of trips to be provided on public transit.”*

HOW IS THE CTC USING PUBLIC TRANSPORTATION SERVICES IN THE COORDINATED SYSTEM? N/A

BCT is dedicated to improving its fixed-route bus system on an ongoing basis and has completed the following improvements to enhance accessibility:

- Of the 4,588 total bus stops within Broward County, ~~3,602~~ 3,616 are ADA compliant.
- Of the ~~986~~ 972 non-ADA compliant bus stops ~~280~~ bus stops are structurally unable to meet ADA requirements due to space/easement limitations. All BCT routes have ADA accessible bus stops.
- All bus drivers are trained to provide assistance upon request.
- All buses are equipped with voice annunciation systems which provide on-board automatic voice announcements in English, Spanish and Creole. They announce bus stops, major transfer points and safety advisories.
- All signage, both inside buses and at bus stops, complies with ADA regulations.

Customers requesting transportation services are directed to fixed-route service provided by BCT. Those unable to use fixed-route service are encouraged to apply for TOPS! paratransit service. Disabled customers who can use fixed-route bus service for some trips are granted ADA conditional eligibility and use paratransit service only for trips where bus service is not accessible or navigable.

BCT provides service to ~~410~~ square miles within Broward County. BCT fixed-route buses connect with Palm Beach and Miami-Dade transit systems and Tri-Rail. BCT's fleet has ~~445~~ 383 fixed-route buses (all BCT buses are wheelchair accessible, and our bus operators provide assistance upon request) providing service on ~~43~~ 44 weekday routes and ~~67~~ community buses operated in partnership with ~~17~~ municipalities. BCT transports ~~24~~ 23 million passengers annually (~~65,743~~ 65,196 daily) with an annual service mileage of over 14 million miles. There are ~~43~~ 44 BCT Routes and ~~51~~ Community Shuttle Routes Monday-Friday. On Saturdays, service is reduced to ~~32~~ BCT directly operated Fixed Routes and ~~22~~ 23 Community Bus Routes. Service is further reduced on Sundays, with BCT providing rides on ~~32~~ 33 directly operated Fixed Routes and ~~5~~ Community Bus Routes. There are ~~4,588~~ 4,655 designated bus stops and ~~1,385~~ 1,231 bus stops have shelters with ads with a minimum of ~~50~~ shelters planned for construction in ~~2025~~ 2026.

BCT provides service into Miami-Dade and Palm Beach Counties.

Fixed-route service into Palm Beach County includes Route 19 to Sandalfoot and Route 10 to Mizner Park.

Fixed-route service into Miami-Dade County includes Route 18, 441 Breeze and University Breeze to Golden Glades; Route 2, 207th Street and University Drive; and Routes ~~1~~, ~~28~~ and US 1 Breeze to Aventura Mall and 95 & 595 Express Buses from various Park & Rides to downtown Miami, Brickell, ~~and Civic Center~~, and Miami Intermodal Center.

BCT provides free Wi-Fi on all buses.

Transit Technology

Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL)

This computerized bus tracking technology locates buses in service. It allows real time monitoring of bus movements, better control of bus headway, closer schedule adherence tracking and ability to direct maintenance crews faster in the event of vehicle breakdown or loss of communication. This technology allows BCT to improve dispatch efficiency and reliability of bus service. In addition, extensive information is collected for planning purposes.

Status: CAD/AVL uses cellular communications to provide frequent location reports from the bus and provides more reliable voice communications. CAD/AVL also allows real-time bus tracking information to be shared via website, mobile application, and passenger advisory signs located at bus stops and terminals. BCT has a CAD/AVL system in fixed-route and community busses.

Automatic Passenger Counters (APC)

APCs count passengers when they board and exit buses. This technology enables BCT to develop or refine bus schedules and collect information for planning purposes. APCs reduce the cost of collecting ridership information. It increases the amount and quality of information obtained and permits continuous sampling of stop-by-stop ridership. APCs can be used to meet National Transit Database data reporting requirements for tracking ridership data, improving system on-time performance and to maximize operational efficiencies.

Status: BCT is exploring options to replace its existing Automatic Passenger Counter (APC) system with newer technology that will result in greater data quality and reliability. A new APC system will interface with the new CAD/AVL system currently being installed.

Real Time Transit Information

This technology provides better customer service by disseminating timely and accurate service information about projected bus arrival and departure times, disruptions and delays, transfers and other transportation services at select locations. It also provides customers other travel related information: date and time, transportation-related security information, updates during emergencies and public service announcements. Access to information is provided through media including Passenger Advisory Signs (PAS), smart phones, mobile devices, internet, and dynamic message signs strategically located at bus shelters, transit centers, major office buildings and shopping centers. Riders use real time information to choose how they travel (bus, car or rail), which route and when. This technology ties into BCT's primary function – to give the best customer service by helping travelers make efficient use of time while waiting for a bus. Knowing when a bus will arrive or depart helps reduce traveler anxiety.

Status: The CAD/AVL system enables BCT to disseminate and provide bus arrival and departure times, delays and other travel-related information to provide improved customer service. CAD/AVL project scope includes PASs at three (3) major transfer locations and real-time information delivered through Interactive Voice Response (IVR), website, email, text messaging and mobile phone apps.

Traffic Signal Priority System (TSP)

TSP is an ITS strategy providing buses preference at traffic signals when they arrive at intersections or under certain conditions. BCT expects this technology to reduce bus delays and maintain schedules with minimum impact on cross street traffic. TSP will improve mobility, reliability, schedule, and efficiency.

Status: BCT is actively collaborating with its regional partners such as FDOT and Broward MPO, as well as Broward County Traffic Engineering to determine its potential application and benefits. Transit Division will begin testing this technology with the traffic light system once the CAD/AVL system is fully operational.

TOPS! Paratransit Customers and Fixed Route Service

Eligible conditional status ADA paratransit customers may ride Broward County fixed-route buses free-of-charge without affecting their paratransit eligibility.

Broward County's fixed route service is the easiest and most affordable and economical way to travel throughout Broward County while the express bus service provides free, commuter park and ride locations, and travel along the major interstate highways to Miami on weekdays during morning and afternoon peak travel hours.

MyRide.Broward.org helps customers know when the next three buses will arrive at their location.

Customers needing assistance to plan a trip can call 954-357-8400 and be sure to tell the customer service agent:

- Where customer is (city, major intersection or address)
- Where customer would like to go (destination)
- What days of the week customer wants to travel
- What time of day customer will be traveling

Passengers who prefer online trip planning assistance for travel on BCT buses can log on to Google Transit™ at www.google.com/transit. BCT offers riders an online trip planner as an alternative to driving directions. Passengers start by entering the starting and ending destination and expected departure or arrival time. Google Transit™ will provide up to three (3) suggested trip plans featuring trip maps, transfer instructions, and estimated arrival times.

Fares and Passes

New Mobile-Friendly Fareboxes

All BCT buses have been retrofitted with mobile-friendly fareboxes. The new fareboxes make travel easier and more convenient for customers, who are now able to purchase a bus pass using their smartphone. The new fareboxes can process various forms of payments including mobile tickets, smart cards, and cash. Customers will also be able to connect with all South Florida Transportation systems.

BCT Mobile Ticketing App

To purchase a ticket through the mobile ticketing app a customer needs to: 1. Download the ~~Broward County Transit Mobile Ticketing RideBCT App~~ or the SoFloGO App 2. Purchase ticket on customer's smartphone 3. Scan and ride. View the instructional video <https://www.broward.org/BCT/Pages/Mobile-Ticketing-App.aspx>
<https://www.broward.org/BCT/Fares/Pages/MobileApp.aspx>

Mobile Ticketing Reduced Fare Pass Registration

In order to purchase reduced-fare electronic bus passes in the Mobile Ticketing App, you must visit one of our locations for a Customer Service Agent to create your account.

Mobile Ticketing Registration is available at the following locations:

- Government Center West
1 North University Drive
Plantation FL 33324
Second Floor
Hours: Monday - Friday, 9-11AM and 2-4PM
- Broward Central Terminal
101 NW 1 Avenue
Fort Lauderdale FL 33301
Hours: Monday - Friday, 8AM - 5PM
- Lauderhill Transit Center
1359 NW 40th Avenue
Lauderhill FL 33313
Hours: Monday - Friday, 8AM - 5PM
- Northeast Transit Center
304 Dr. Martin Luther King Jr. Boulevard
Pompano Beach FL 33060
Hours: Monday and Wednesday: 6:30AM - 2:30PM; Friday: 11AM - 5PM

Required Documentation:

Original documentation ONLY (Photocopies will not be accepted)

- **Senior Fares (65 and older)** - Proof of age is required.
- **Medicare or Disability Fares** - Proof of disability is required
 - A valid government issued photo I.D. is also required. All Medicare cards, doctor letters and Government issued photo I.D. cards must be originals.
- **College Bus Pass** – Current college photo I.D. card or a current copy of the student's class schedule and a current photo I.D. is required.
- **Youth fares (18 years or younger)** – Proof of age is required.

The BCT Bus Pass is a credit-card size fare card with a magnetic swipe. It is a cost-savings pass for daily, unlimited travel for a specific period of time.

Adult Fares (Ages 19-64)

- One-way Cash Fare \$2
- 3 Day Bus Pass \$12
Unlimited rides for 3 consecutive days. Starts the first day the card is swiped on the bus.
- 7 Day Bus Pass \$20
Unlimited rides for 7 consecutive days. Starts the first day the card is swiped on the bus.
- 10 Ride Bus Pass \$20
Expires after the 10th ride is taken.
- All Day Pass \$5
Available for purchase on the bus. Unlimited rides all day on BCT fixed routes.
- 31 Day Adult Bus Pass \$70
Unlimited rides for 31 consecutive days. Starts the first day the card is swiped on the bus.
- Premium Express one-way cash fare \$2.65
- Premium Express 10 Ride Bus Pass \$26.50
- Premium Express 31 Day Bus Pass \$95

Senior Fares (65 and older)

Medicare or Disability Fares (proof of disability required)

- One-Way Cash Fare Reduced \$1
- All Day Bus Pass Reduced \$4
- 31 Day Bus Pass Reduced \$40
- Premium Express One-Way Cash Fare Reduced \$1.30

Proof of age is required for a senior fare.

BCT offers a Reduced Fare Photo I.D. Card to make it easier for persons age 65 years and older and disabled persons to qualify for the reduced bus fare.

Photographs for the Reduced Fare Photo I.D. Card program are taken at the Broward Central Terminal, 101 NW 1st Avenue, Fort Lauderdale, and at the Lauderhill Transit Center, 1359 NW 40th Ave. in front of the Lauderhill Mall, Lauderhill.

Hours are Monday, Tuesday, Thursday, Friday, 9AM to 4PM (closed for lunch 12:30 to 1:30PM) at the Customer Service Center.

Persons 65 years and older have the option of obtaining a Reduced Fare Photo I.D. Card or showing another acceptable form of identification with proof of age. To receive a Reduced Fare Photo I.D. Card, riders must prove eligibility according to these requirements:

For a BCT Disabled Reduced Fare Photo I.D. Card, proof of disability is required with a Medicare card or a dated letter from a doctor (on Doctor's letterhead) stating 50 percent or more permanent disability or a Social Security Award Letter (letter must have the wording 'disabled individual'). A valid government issued photo I.D. is also required. All Medicare cards, doctor letters and Government issued photo I.D. cards must be originals. No copies will be accepted.

Youth Fares (18 years or younger)

- One-Way Cash Fare Reduced \$1
- All Day Bus Pass Reduced \$4
- 31 Day Bus Pass Reduced \$40
- Premium Express One-Way Cash Fare Reduced \$1.30

All bus passes are not exchangeable, refundable or transferable. Damaged cards are invalid. Lost, stolen or damaged cards will NOT be replaced by BCT.

College Bus Pass

- 31 Day College Bus Pass \$50

To purchase this pass, a current college photo I.D. card or a current copy of the student's class schedule and a current photo I.D. is required. The College Student bus pass is only available for sale at the Broward County Main Library (MN), North Regional/BC Library (NR), South Regional/BC Library (SR), Miramar Library (MI), Northwest Regional Library (NO), Tamarac Branch Library (TA), Alvin Sherman Library located at Nova Southeastern University, on some college campuses, and at the Central Bus Terminal and Northeast Transit Center.

All bus passes are not exchangeable, refundable or transferable. Damaged cards are invalid. Lost, stolen or damaged cards will NOT be replaced by BCT.

BCT partners with Broward County Homeless Initiative Partnership Administration to provide discounted bus passes, (50%), to agencies in Broward County serving homeless individuals. County Human Services provides BCT a list of agencies eligible to purchase discounted passes and is not a grant.

Transfers between regular BCT bus service and BCT Express bus service

Passengers using any BCT bus pass and transferring from a regular BCT route to an Express bus route, must pay a \$1.00 upgrade fee. Passengers with a Premium bus pass do not have to pay the \$1.00 upgrade fee. Passengers paying with cash, on a regular BCT bus route, will not be able to transfer to an Express bus route without paying the full premium fare when boarding the Express bus. Passengers using an All-Day bus pass will be required to pay the \$1.00 upgrade fee when boarding Express buses.

Transfers from BCT to other South Florida Transit Systems

When boarding a BCT bus, passenger pays the appropriate BCT fare and may request a transfer from the bus operator if transferring to Miami-Dade Transit (MDT), Palm Tran or Tri-Rail.

Transfers to BCT to other South Florida Transit Systems

When transferring from MDT, Palm Tran and Tri-Rail to BCT regular fixed-route bus service, passenger pays \$.50 with a transfer issued by MDT or Palm Tran and proof of fare payment such as Easy Card and receipt issued by Tri-Rail. Tri-Rail passengers boarding BCT at any locations other than at a Tri-Rail station will be required to pay the full fare.

Transfers between other South Florida Transit Systems and BCT Premium Express bus service

Transfers to MDT or Tri-Rail from Premium Express Service, a transfer is issued and passenger must pay appropriate MDT or Tri-Rail fare. Transfer from MDT or Tri-Rail to Premium Express Service, a \$.50 transfer fee is required with the appropriate transfer from MDT or Tri-Rail. The Premium Express Service does not connect with Palm Tran. The Easy Card issued by MDT and Tri-Rail is not accepted as payment on any BCT bus.

Upgrade Transfer Policy

From BCT local to BCT Express: BCT bus pass plus \$1 upgrade, pertains to holders of all BCT passes: All Day, 3 Day, 7 Day, 10 Ride, Adult 31 Day Regular, Adult 31 Day Senior, Disabled/Medicare, Youth and College Student Pass.

Bus Pass Purchase Online

Bus passengers and authorized vendors can purchase bus passes online after creating an "Access Broward" account. Visit <https://www.broward.org/BCT/Pages/default.aspx> and click on "Fares," then select "Bus Pass Purchase." Broward County Transit (BCT) bus passes can be ordered online by making an electronic payment. Transit riders can order only 10-Ride, 7-Day, 31-Day Adult, 10-Ride Premium and 31-Day Premium bus passes. Reduced fare bus passes (Youth/Senior/Disabled/Medicare/College Student) must be purchased in person at the main terminal or authorized vendor locations as valid I.D. is required for age, student status and/or disability verification. Authorized bus pass vendors are able to purchase all bus passes online with the exception of the All-Day bus pass which can only be purchased onboard the bus.

When an online purchase is made, the customer will be sent an e-mail confirming the order. Standard shipping via the U.S. Postal Service (USPS) is free. Authorized bus pass vendors have the option of bus passes being shipped for free by USPS or by secure delivery for a graduated rate.

Online orders are usually processed within three business days. For orders shipped within the U.S., please allow 7-10 business days to receive your bus pass.

Orders may be placed 24-hours-a-day, seven-days-a-week; however, orders placed after 2:00 p.m. on Friday, weekends or holidays will be considered received the following business day and will usually be processed within three business days.

Online transaction information is processed using a 128-bit "Secure Socket Layer" (SSL) certificate. This protection makes it extremely difficult – if not impossible – for anyone to intercept personal or credit card information.

All online bus pass purchases are final; bus passes cannot be exchanged or refunded. BCT does not assume responsibility or liability for bus passes that are lost during shipping. Under Florida law, e-mail addresses are public records. If customers do not want their account

registered email addresses released in response to a public records request, they should not register to purchase bus passes online.

BCT's Customer Relations and Communications Section develops and implements marketing, advertising and public relations programs to provide the public with information about current, new and enhanced bus service, special projects and events and benefits of riding public transportation. This section responds to a myriad of customer inquiries and provides personal trip planning through the customer information telephone center and Google Transit™ accessible on BCT's web site www.broward.org/bct.

Improvements are ongoing at <https://www.broward.org/BCT/Pages/default.aspx>. Its redesign and more user-friendly layout have resulted in continued increases of monthly visits. Enhancements include 'Transit Flash,' a monthly e-newsletter sent to a customer e-mail database with up-to-date information online bus pass purchasing and translation from English to Spanish and Creole.

IS THERE A GOAL FOR TRANSFERRING PASSENGERS FROM PARATRANSIT TO TRANSIT? Yes No

If YES, what is the goal? 120 riders per year

Is the CTC accomplishing the goal? Yes No

IS THE CTC IN COMPLIANCE WITH THIS REQUIREMENT? Yes No

Comments:
COMPLIANCE WITH 41-2, F.A.C.

Compliance with 41-2.006(1), Minimum Insurance Compliance "...ensure compliance with the minimum liability insurance requirement of \$100,000 per person and \$200,000 per incident..."

WHAT ARE THE MINIMUM LIABILITY INSURANCE REQUIREMENTS?

Minimum limits of One Million Dollars (\$ 1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability.

WHAT ARE THE MINIMUM LIABILITY INSURANCE REQUIREMENTS IN THE OPERATOR AND COORDINATION CONTRACTS?

See TDSP, Appendix G, Operator Contract, Article 16

- HOW MUCH DOES THE INSURANCE COST (per operator)?

Operator	Insurance Cost

City of Miramar/Miramar Senior Services	—\$500.16 <u>\$501</u>
NE Focal Point (Deerfield)	No trips performed
NW Focal Point (Margate)	\$35,864 <u>\$40,688</u>
Transportation America	\$3,831,109.99 <u>\$4,245,779</u>
United Community Options (UCP)	\$2,740.42 <u>\$603</u>

DOES THE MINIMUM LIABILITY INSURANCE REQUIREMENTS EXCEED \$1 MILLION PER INCIDENT?

Yes No

If yes, was this approved by the Commission? Yes No

IS THE CTC IN COMPLIANCE WITH THIS SECTION? Yes No

Comments:

Compliance with 41-2.011(2), Evaluating Cost-Effectiveness of Coordination Contractors and Transportation Alternatives.
"...contracts shall be reviewed annually by the Community Transportation Coordinator and the Coordinating Board as to the effectiveness and efficiency of the Transportation Operator or the renewal of any Coordination Contracts."

1. IF THE CTC HAS COORDINATION CONTRACTORS, DETERMINE THE COST-EFFECTIVENESS OF THESE CONTRACTORS.

Cost [CTC and Coordination Contractor (CC)]

See TDSP Appendix B, Providers and Coordination Contractors

	CTC	CC #1	CC #2	CC #3	CC #4
Flat contract rate (s) (\$ amount / unit)	NA				
Detail other rates as needed: (e.g. ambulatory, wheelchair, stretcher, out-of-county, group)					
AMBULATORY	\$ 25.54 <u>\$24.55</u>				
WHEELCHAIR	\$ 43.78 <u>\$42.08</u>				

Special or unique considerations that influence costs?
Explanation:

2. DO YOU HAVE TRANSPORTATION ALTERNATIVES? Yes No
 (Those specific transportation services approved by rule or the Commission as a service not normally arranged by the Community Transportation Coordinator, but provided by the purchasing agency. Example: a neighbor providing the trip)

Cost [CTC and Transportation Alternative (Alt.)] NA

None known to CTC	CTC	Alt. #1	Alt. #2	Alt. #3	Alt. #4
Flat contract rate (s) (\$ amount / unit)					
Detail other rates as needed: (e.g. ambulatory, wheelchair, stretcher, out-of-county, group)					
Special or unique considerations that influence costs?					
Explanation:					

IS THE CTC IN COMPLIANCE WITH THIS SECTION? Yes No

Rule 41-2

Findings:
Recommendations:

COMPLIANCE WITH 41-2, F.A.C.

Compliance with Commission Standards

“...shall adhere to Commission approved standards...”

Review the TDSP for the Commission standards. **See TDSP, Appendix G, Paratransit Contract**

Commission Standards	Comments
<p>Local toll free phone number must be posted in all vehicles.</p>	<p>Rule 41-2.006 (4) (f), F.A.C.: A local toll free for complaints or grievance shall be posted inside the vehicle.</p> <p>The local complaint process be outlined as a section in the local Service Plan including, advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local coordinating board.</p> <p>Local Policy: Services provided by BCT may be reached by calling BCT Customer Service Paratransit Services Section, (954) 357-8400 #2 or 1-866-682-2258 (toll free within Dade, Broward and Palm Beach Counties) hearing impaired—(954) 357-8302. FCTD has a TD Hotline available Monday through Friday, 8:00 a.m. to 5:00 p.m., 1-800-983-2435 or TTY 1-800-648-6084. The phone numbers are posted in all TOPS! vehicles and are also included in the <i>Rider's Guide</i>, which is sent to all TOPS! customers.</p>
<p>Vehicle Cleanliness</p>	<p>Rule 41-2.006 (4) (h), F.A.C.: Interior of all vehicles shall be free of dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.</p> <p>Local Policy: Broward County Vehicle Standards: It is the responsibility of CONTRACTOR to ensure each vehicle meets standards established in the TDSP, MOA, FCTD and Chapter 341.061(2)(a), Florida Statutes and Rules. The following are minimum standards which must be met by CONTRACTOR at all times while providing services: Vehicle exterior or is free of grime, oil or other substance, cracks, breaks, dents and damaged paint that noticeably detracts from the overall appearance of the vehicle. Body molding should be in place, or if removed, holes filled and painted. Interior shall be free from dirt, grime, oil, trash or other material which could soil items and protruding metal or other objects that could damage items. Passenger compartment is clean, free of torn upholstery or floor coverings, damaged or broken seats, protruding sharp edges and vermin or insects. All</p>

Commission Standards	Comments
	<p>vehicles shall be cleaned-inside and out daily. Vehicles used in general service with capacity of fifteen (15) passengers or less cannot be more than five (5) years old.</p>
<p>Passenger/Trip Database</p>	<p>Rule 41-2.006 (4) (j), F.A.C.: Broward County passenger/trip database must be maintained or accessible by the BCT paratransit services section on each rider being transported within the system.</p> <p>Local Policy: Required Records: Call representative shall confirm or record the following in CTMS for each call: A) PIN #; B) confirm Name, Address, Phone Number and Emergency Contact; C) determine if call is for a complaint or transportation; D) Verify eligibility; E) Verify Pick-up location; F) Determine drop-off location; G) Determine date of travel; H) Verify if pick-up or appointment; I) Determine appointment time; J) Determine if PCA or companion is traveling; K) Recap information; L) Save to wait-list and advise caller they will receive an automated call the night before advising the pick-up time.</p> <p>Customer Pick Up: CONTRACTOR shall be required to provide door-to-door service. Drivers must go into lobbies or vestibules of buildings to locate and/or assist a customer; however, drivers are prohibited from entering residences. Sounding a horn at the curb shall be insufficient notification of a ride's arrival. When customer boards the vehicle, driver shall complete paperwork or utilize an alternate automated system indicating pickup. The following information, at a minimum, shall be recorded by driver: (A.) pick-up time (B.) vehicle odometer mileage; (C.) fare collected from passenger (D.) Other information as required by COUNTY.</p> <p>Section 15 Filing: Pursuant to FTA's standards for precision, accuracy and accountability, COUNTY is required to report data to National Transit Database (Section 15 data). As required by FTA or COUNTY, CONTRACTOR shall collect Section 15 data and other "service supplied" information or "service consumed" information, as terms are defined in Section 15 of FTA Regulations. CONTRACTOR shall be responsible for collection of financial and operational data, including on-board operational and passenger related data and transmittal to COUNTY on COUNTY approved forms as follows: (A.) Operational and passenger related data</p>

Commission Standards	Comments
	<p>shall be submitted to COUNTY no less than weekly (B.) Financial data shall be submitted to COUNTY no less than quarterly and (C.) Designated service supplied data shall be submitted to COUNTY thirty (30) days prior to termination of COUNTY'S fiscal year.</p> <p>All source documents for Section 15 filings shall be subject to audit and shall be maintained by CONTRACTOR for five (5) years following final payment under this Agreement.</p>
Adequate seating	<p>Rule 41-2.006 (4) (k), F.A.C.: Adequate seating for paratransit services shall be provided to each rider and escort, child or personal care attendant, and no more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit service provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.</p> <p>Local Policy: Availability: "Availability" shall mean a measure of capability of transit system to be used by potential patrons such as hours system is in operation, route spacing, seating availability and pick-up and delivery time parameters.</p> <p>Denials/Refusal of Service: CONTRACTOR may refuse to provide contracted paratransit service if vehicle capacity is insufficient to accommodate users at the time they wish to travel. When service is refused for vehicle capacity reasons, CONTRACTOR will notify the Call Center. Call Center will make other arrangements to provide the requested trip including contacting Customer.</p> <p>Wheelchair to Seat Transfer: CONTRACTOR may ask customers who use wheelchairs if they wish to transfer from wheelchair to seat. Such transfer is at the discretion of the customer and service may not be refused or denied based upon decision of customer.</p> <p>Accessibility: CONTRACTOR shall provide sufficient dedicated vehicles, which shall include but not be limited to, an appropriate number of vehicles equipped with lift or ramp, wheelchair securement devices and spare vehicles to maintain service in case of vehicle</p>

Commission Standards	Comments
	<p>breakdowns, suitable for transportation of customers to meet requirements specified in this Agreement. All vehicles, wheelchair lifts or ramps and wheelchair securement devices used for paratransit service shall meet all applicable ADA regulations, be approved by COUNTY and are subject to annual COUNTY inspection. CONTRACTOR shall meet or exceed standards and requirements for accessible vehicles set forth in Architectural and Transportation Barriers Compliance Board (ATBCB) as published in 49 CFR Section 37.161, 37.163, 37.167, 37.169,38.21 and 38.23-38.33, on September 6, 1991. Failure to provide adequate vehicles to meet terms and conditions of this Agreement may result in termination of Agreement as provided by Article 15 herein.</p>
Driver Identification	<p>Rule 41-2.006 (4) (l), F.A.C.: Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with specific passengers, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transport the rider on a recurring basis. Each driver must have a photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable.</p> <p>Local Policy: Trip Delivery: Safety of driver, riders, public and a positive experience for the rider and driver are of primary importance to COUNTY. CONTRACTOR shall ensure drivers provide service as follows: Wear either company photo identification or name badge, patch, inscription with the name of the company/driver and, at Contractor's option, a company designated uniform.</p>
Passenger Assistance	<p>Rule 41-2.006 (4) (m), F.A.C.: The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. Boarding assistance shall include opening the vehicle door, fastening the seat belt or wheelchair securement devices, storage of mobility assistive devices and closing the door. Assisted access must be in a dignified manner. Drivers may not assist wheelchairs up or down more than one step, unless it can be performed safely as determined by the passenger, guardian and driver.</p> <p>Local Policy: Customer Pick Up: CONTRACTOR shall</p>

Commission Standards	Comments
	<p>be required to provide door-to-door service. Drivers must go into lobbies or vestibules of buildings to locate and/or assist customer; however, drivers are prohibited from entering residences. Sounding a horn at the curb shall be insufficient notification of a ride's arrival. When customer boards the vehicle, driver shall complete paperwork, or utilize an alternate automated system, indicating pick-up has been made. The following information, at a minimum, shall be recorded by the driver: (A.) pick-up time (B.) vehicle odometer mileage (C.) fare collected from passenger; (D.) Other information as required by COUNTY.</p> <p>Door-to-Door Service: Customers shall be provided door-to-door service as defined by Article I herein. Sounding the horn at the curb shall not be acceptable as sufficient notification of driver's arrival. Door, used herein, shall be building's door, not an individual office or apartment door located within a building.</p> <p>Customer Assistance: Boarding and disembarking assistance shall be provided to any customer. Driver shall go to door, announce his or her arrival (e.g., face-to-face or by intercom) and provide any additional assistance which will ensure customer's safe passage to and from vehicle and vehicle seat. Even if customer indicates he or she does not require driver's assistance, driver shall take necessary precautions to ensure customer's safe passage.</p> <p>Trip Delivery: Safety of driver, riders and public and a positive experience for rider and driver, are of primary importance to COUNTY.</p> <p>CONTRACTOR shall ensure drivers provide service as follows: Provide courteous and safe assistance to riders. Drivers: Driver Training Program must include a minimum of eighty (80) hours of training prior to (scheduled classroom training such as Defensive Driving may be accomplished during the first thirty (30) days of employment, due to class scheduling considerations) driving a service vehicle. All drivers providing service under this Agreement must be employees of CONTRACTOR and use of independent contractors is not allowed. Training must include, in addition to training requirements for all employees as set forth above, instruction in: Passenger Assistance Technique Certification or an equivalent course which must be approved by COUNTY prior to service delivery. Training</p>

Commission Standards	Comments
	<p>shall include elderly and disabled customer sensitivity, awareness and communications, passenger relations and assistance, hands-on assistance to visually impaired and dealing with service animals (guide dogs), assistance with mobility equipment including wheelchairs, scooters, walkers, canes, crutches, braces, etc.</p>
<p>Smoking, Eating and Drinking</p>	<p>Rule 41-2.006 (4) (n), F.A.C.: Smoking is prohibited in any vehicle.</p> <p>Local Policy: Broward County Vehicle Standards: It is CONTRACTOR's responsibility to ensure each vehicle meet standards established in the TDSP, MOA, FCTD and Chapter 341.061(2)(a), Florida Statutes and Rules. The following are minimum standards which must be met by CONTRACTOR at all times while providing services: No smoking in vehicle.</p>
<p>Two-way Communications</p>	<p>Rule 41-2.006 (4) (p), F.A.C.: All vehicles ordered or put into service after adoption of this section of the Rule, and providing service within the coordinated system, shall be equipped with two-way communications in good working order and audible to the driver at all times to the base. All vehicles that are not equipped with two-way communications shall have two years to be in compliance after May 1, 1996.</p> <p>Local Policy: Broward County Communication: CONTRACTOR shall be required to provide a base radio station and two-way mobile radios and/or cellular telephones for CONTRACTOR owned vehicles and sufficient portable two-way radios and/or cellular telephones to enable office and field supervisors to communicate with each other and dispatch staff.</p>

Commission Standards	Comments
Air Conditioning/Heating	<p>Rule 41-2.006 (4) (q), F.A.C.: All vehicles ordered or put into service after adoption of this section of the Rule, and providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible. All vehicles that are not equipped with an air conditioner and/or heater shall have two years to be in compliance after May 1, 1996.</p> <p>Local Policy: Vehicle Standards: It is CONTRACTOR's responsibility to ensure each vehicle meet standards established in the TDSP, MOA, FCTD and Chapter 341.061(2)(a), Florida Statutes and Rules. The following are minimum standards which must be met by CONTRACTOR at all times while providing services: Vehicles are to be equipped with operable air-conditioning system. If air conditioning system becomes inoperable during the day, vehicle may continue to provide service only for the remainder of that day.</p>
Billing Requirements	<p>Rule 41-2.006 (4) (i), F.A.C.: Billing requirements of the Community Transportation Coordinator to subcontractors shall be determined by the local Coordinating Board and provided in the local Service Plan. All bills shall be paid within 15 calendar days to subcontractors, after receipt of said payment by the Community Transportation Coordinator is a non-governmental agency.</p> <p>Local Policy Compensation: COUNTY shall compensate CONTRACTOR for services rendered in full compliance with terms and conditions of this Agreement.</p> <p>Compensation: CONTRACTOR shall be compensated for services delivered pursuant to terms and conditions of this Agreement as follows:</p> <p>Payment: COUNTY will remit payment to CONTRACTOR within thirty (30) days from date each report is received pursuant to Article 7.1. COUNTY shall comply with provisions of the "Florida Prompt Payment Act" as required by Section 1-51.6 of Broward County Code of Ordinances.</p> <p>Per contract language, "COUNTY shall remit payment to CONTRACTOR within thirty (30) calendar days of receipt</p>

Commission Standards	Comments
	<p>of CONTRACTOR's completed monthly report and proper invoice as set forth in Article 8. COUNTY shall comply with provisions of the "Florida Prompt Payment Act" as required by Section 1-51.6 of Broward County Code of Ordinances." Disincentives: COUNTY shall reduce payment to CONTRACTOR by any disincentive deduction assessed for failure to comply with service, performance or maintenance requirements as specifically set forth by this Agreement.</p> <p>Reimbursement: COUNTY shall not process or remit payment for any reimbursement after sixty (60) days of the actual trip date.</p> <p>Noncompliance: In the event of failure by CONTRACTOR to comply with any requirement of this Agreement, COUNTY shall withhold payment until CONTRACTOR is determined to be in compliance. Noncompliance shall include, but not be limited to, the following:</p> <ul style="list-style-type: none"> (A.) Services were improperly rendered. (B.) CONTRACTOR failed to meet service specifications. (C.) Services were otherwise questionable. <p>Fare Structure: COUNTY shall determine customer fare structure for each service trip. COUNTY retains right to implement and CONTRACTOR shall comply with fare adjustments.</p> <p>Fare Collection: CONTRACTOR is responsible for collection of fares due and owing from customer, maintenance of records and deposit receipts for fares collected, as per terms and conditions of this Agreement. CONTRACTOR shall accept all means of payment approved from time to time by COUNTY including, but not limited to, cash, passes, tickets, transit punch cards, transfers and electronic transit fare cards. All fares are collected as customer boards vehicle. Customers must pay exact fare when boarding and vehicle operators are not permitted to make change.</p> <p>Drivers will not be permitted to accept gratuities.</p> <p>Billing Functions: Billing functions shall be performed through CTMS.</p>

COMMISSION STANDARDS

Findings:

Recommendations:

COMPLIANCE WITH 41-2, F.A.C.

Compliance with Local Standards

"...shall adhere to Commission approved standards..."

Review the TDSP for the Local standards. **See TDSP, Appendix G Paratransit Contract**

Local Standards	Comments
<p>Transport of Escorts and dependent children policy</p>	<p>Rule 41-2.006 (4) (b), F.A.C.: An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Service Plan.</p> <p>Local Policy: Broward County complies with the transport of escorts and dependent children policy.</p> <p>Escort/PCA: "Escort/PCA" shall mean a person traveling as an aide to facilitate travel by a person with a disability. PCAs may include, but are not limited to, nurses, caretakers, and parents of customers. Pursuant to 42 CFR 37.125(i), customer shall indicate, at time of registration, whether or not he or she travels with a PCA. No fare shall be collected from an Escort/PCA.</p> <p>"Mobility Aids" shall mean a device or animal used by a person to facilitate travel, including, but not limited to, Escort/PCA, wheelchair, walker, cane or service animal. Children younger than five (5) years old must be transported in an appropriate car seat. All eligible customers and companions, including children, must pay the one-way fare. CTC does not provide child safety seats. Children under eighteen (18) are not permitted to ride in the front seat of a paratransit vehicle.</p>
<p>Use, Responsibility and cost of child restraint devices</p>	<p>Rule 41-2.006 (4) (c), F.A.C.: Use of child restraint devices shall be determined locally as to their responsibility, and cost of such device in the local Service Plan.</p> <p>Local Policy: Broward County complies with use of child restraint devices.</p> <p>Child Restraints: As required by the Child Passenger Protection Act, the following requirements apply when transporting children:</p> <p>Children Under One (1) Year of Age: Children under one (1) year of age must be buckled into a federally-approved child safety seat when they ride in the back seat.</p> <p>Children One-to-Five Years of Age/Front Seat: Children under eighteen (18) are not permitted to ride in the front</p>

Local Standards	Comments
	<p>seat of a paratransit vehicle.</p> <p>Children One-to-Five Years of Age/Back Seat: Children one (1)-to-five (5) years of age must ride in a federally-approved child passenger restraint until they are at least 5 years old and weigh more than 40 pounds. Children weighing more than 40 pounds but less than 8 years old or less than 4'9' tall must ride in a booster seat.</p> <p>CONTRACTOR is not required to provide a child safety seat. CONTRACTOR shall refuse to transport any child under five (5) years of age when a child safety seat is not provided by customer or responsible party. This information shall be documented on drivers' log and shall be considered a customer no show. CONTRACTOR agrees to comply with any subsequent provisions of this policy.</p>
Out-of-Service Area trips	<p>Rule 41-2.006 (4) (g), F.A.C.: Out of Service area trips shall be provided when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.</p> <p>Local Policy: Delivery of transportation service in Broward County continues to evolve into a multi-provider, intermodal, intercounty and coordinated system. BCT has service into Miami-Dade and Palm Beach Counties. The three (3) counties have designated several transfer locations for customers to transfer across service areas. The counties have an intercounty service agreement for paratransit delivery. Broward County works cooperatively with paratransit customers from other counties and states who request visitor status and show proof of current paratransit eligibility.</p>
CPR/1st Aid	<p>Rule 41-2.006 (4) (r,s), F.A.C.: Cardiopulmonary resuscitation policy shall be determined locally and provided in the local Service Plan. First aid policy shall be determined locally.</p> <p>Local Policy: Broward County complies with locally established emergency medical policy. Proper response to emergency medical needs of riders is to immediately contact 911.</p>
Driver Criminal Background Screening	<p>FCTD Standards Training Manual states: "A policy establishing the minimum driver criminal background screening to be performed should be developed and addressed in the service plan." It should be noted that this standard is not required by Rule 41-2 of the F.A.C., the Memorandum of Agreement or the Coordinated</p>

Local Standards	Comments
	<p>Transportation Contracting Instruction.</p> <p>Local Policy: Broward County Driver Roster: CONTRACTOR shall provide COUNTY with updated Driver Rosters by the twentieth (20th) calendar day of each month. Each roster shall indicate driver's name, date of hire, training dates, last Drug & Alcohol test, MVR review date and date of latest criminal record check.</p> <p>Driver Training: CONTRACTOR must provide COUNTY with evidence all drivers have completed the training program offered by CONTRACTOR prior to driver providing service. This training shall be included as part of the monthly operating summary package. Additionally, drivers shall be required to participate in a driver training program which may be developed by COUNTY. CONTRACTOR will receive information regarding any COUNTY program. CONTRACTOR shall require all personnel providing transportation under the Agreement to possess the following, which shall be filed with COUNTY Contract Administrator prior to driver providing paratransit service: Current, valid Broward County Chauffeur's Registration in accordance with the requirements of Chapter 22-1/2, Broward County Code of Ordinances.</p> <p>COUNTY shall request State of Florida MVRs for CONTRACTOR'S drivers on a periodic basis. If report shows evidence of violations, COUNTY shall promptly notify CONTRACTOR and the Taxi Section of COUNTY Consumer Affairs Division. CONTRACTOR shall have procedures to periodically review driver's MVR's. Compliance shall be monitored by CTC. Background check completed biannually when the chauffeur's license is renewed.</p>
Rider Personal Property	<p>Rule 41-2.006 (4) (d), F.A.C.: Passenger property that can be carried by the passenger and/or driver in one (1) trip and can be safely stowed on the vehicle, shall be allowed to be transported with the passenger at no additional charge. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistance devices or intravenous devices.</p> <p>Local Policy Personal Belongings: "Personal Belongings" shall mean passenger property carried by passenger and safely stowed for transport with the passenger at no additional charge. "Personal Belongings" do not include for</p>

Local Standards	Comments
	<p>purpose of this definition wheelchairs, child seats, stretchers, secured oxygen-or personal assistive devices.</p> <p>Personal Property in Vehicles: Any personal property of a customer found in a vehicle shall be retained by CONTRACTOR for a minimum of sixty (60) days after which, with prior approval of COUNTY, CONTRACTOR may dispose of said property.</p>
Advance reservation requirements	<p>Local Policy Advanced Reservation Service: "Advanced Reservation Service" shall mean service which is reserved by the customer one (1) to three (3) days in advance.</p> <p>Same Day Service: "Same Day Service" shall mean service is provided on the same day a request for service is made.</p> <p>"Same Day Service": Requests for service made on the same day may be provided at the discretion of County and TOPS! Reservation Center. County attempts to make every reasonable effort to accommodate same day trip requests.</p>
Pick-up Window	<p>Local Policy On Time: "On Time" shall mean service vehicle arriving within fifteen (15) minutes before or fifteen (15) minutes after pick-up time recorded at time of the scheduled trip request. For example, a pick-up is scheduled at 10:15 a.m. Customers shall expect to be picked-up between 10:00 a.m. and 10:30 a.m. Vehicle is on time if it arrives no earlier than 10:00 a.m. and no later than 10:30 a.m.</p> <p>Window: "Window" shall mean the period of time allowed prior to and after scheduled time of pick-up of any rider(s).</p> <p>Reservation Hours (Reservations): Requests for Service shall be made available to caller by TOPS! Reservation Center through a telephone operator, seven (7) days-a-week between 8:00 a.m. and 5:00 p.m. Reservations shall be available to client by TOPS! Reservation Center through reservation agents or online. Eligible customers must reserve paratransit service one (1) to three (3) days prior to the date of desired trip. Pick-up window will be communicated to client via automated telephone call the evening prior to the trip.</p> <p>Reservations shall be available to client by TOPS! Reservation Center through reservation agents or online. See TOPS! Rider's Guide for step-by-step on-line reservation details. Riders' Guide available at https://www.broward.org/BCT/Pages/Paratransit.aspx</p>

Local Standards	Comments
	Scheduling and Dispatching: All trips must be scheduled by TOPS! Reservation Center and dispatched through CONTRACTOR's local dispatch facility using COUNTY supplied CTMS. The following requirements pertain to scheduling and dispatching: If CONTRACTOR fails to deliver client on time, client shall not be penalized for the return trip if he/she cannot be ready at the scheduled return pick-up time. A window of thirty (30) minutes will be from time client is ready for his/her return trip.
On-Time Pick Up and On-Time Arrival	On-Time Pick Up and On-Time Arrival – The Vehicle arrives at the designated pick-up location within the Pick-Up Window as established by the CTMS or earlier or the drop off location by the appointment time as requested by the customer.

Measurable Standards/Goals	Standard/Goal	Latest Figures	Is the CTC/Operator meeting the Standard?
Public Transit Ridership: Travel Training Program	CTC Travel Training 120	0	NO
Public Transit Ridership: Bus Pass Program	CTC Bus Pass	19,319 20,183	N/A
On-time performance:	CTC 07/01/2023 4 -06/30/2024 5	% 89.20% 88.15%	NO
Accidents: Reported from the current AOR	CTC 2.5/100,000 miles	1.17 .56	YES

Measurable Standards/Goals	Standard/Goal	Latest Figures	Is the CTC/Operator meeting the Standard?
Road calls: Reported from the current AOR	CTC	102 <u>230</u>	N/A
Average Age of Fleet: CTC records	CTC	100% Fleet < 10 years old	
Complaints: Rider complaints as reported to CTC (excluding WMR).	CTC 0.2% of trips delivered in a calendar month	Program wide: <u>.2%</u>	
	Transportation America	.38% <u>.43</u>	NO
Call -Hold Time:	CTC <90 seconds		
Inktel Direct, TOPS! Reservation Center: *Per Ducati Reporting System.	TOP's Reservation Center < 90 seconds	seconds* 11 seconds <u>29 seconds</u>	YES



**Transportation
Disadvantaged**

CTC Expense Sources

County: Broward
Fiscal Year: 07/01/2023—06/30/2024

CTC Status: Complete
CTD Status: Complete

CTC Organization: Broward County

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Labor	\$ 1,233,807	\$ 2,322,943	\$ 3,556,750	\$ 994,602	\$ 2,383,747	\$ 3,378,349
Fringe Benefits	\$ 431,548	\$ 671,329	\$ 1,102,877	\$ 319,441	\$ 803,005	\$ 1,122,446
Services	\$ 216,093	\$ 501,336	\$ 717,429	\$ 191,276	\$ 382,155	\$ 573,431
Materials & Supplies Consumed	\$ 3,668,731	\$ 758,015	\$ 4,426,746	\$ 3,188,817	\$ 789,475	\$ 3,978,292
Utilities	\$ 259,121	\$ 42,654	\$ 301,775	\$ 78,189	\$ 64,663	\$ 142,852
Casualty & Liability	\$ 0	\$ 786,664	\$ 786,664	\$ 0	\$ 855,104	\$ 855,104
Taxes	\$ 75,392	\$ 2,505	\$ 77,897	\$ 60,407	\$ 3,891	\$ 64,298
Miscellaneous	\$ 3,317	\$ 23,750	\$ 27,067	\$ 6,471	\$ 117,734	\$ 124,205
Interest	\$ 0	\$ 1,100	\$ 1,100	\$ 0	\$ 22,366	\$ 22,366
Leases & Rentals	\$ 0	\$ 4,033	\$ 4,033	\$ 0	\$ 28,315	\$ 28,315
Capital Purchases	\$ 0	\$ 57,139	\$ 57,139	\$ 0	\$ 147,307	\$ 147,307
Contributed Services	\$ 0	\$ 64,801	\$ 64,801	\$ 0	\$ 21,401	\$ 21,401
Allocated Indirect Expenses	\$ 0	\$ 112,094	\$ 112,094	\$ 0	\$ 61,848	\$ 61,848
Purchased Transportation Services						
Bus Pass	\$ 734,858	N/A	\$ 734,858	\$ 629,965	N/A	\$ 629,965
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 36,496,867	N/A	\$ 36,496,867	\$ 32,342,406	N/A	\$ 32,342,406
Total—Expense Sources	\$ 43,119,734	\$ 5,348,363	\$ 48,468,097	\$ 37,811,574	\$ 5,681,011	\$ 43,492,585

Worksheet 2

1. Inventory of Transportation Operators in the Service Area

** Number fluctuates. Definition of operators in the area would have included those in the region and we do not collect that data.	Column A Operators Available	Column B Operators Contracted in the System.	Column C Include Trips	Column D % of all Trips
Private Non-Profit	** unknown	12	<u>238,028</u> <u>249,472</u>	<u>12%</u> <u>11%</u>
Private For-Profit	** unknown	1	<u>877,607</u> <u>980,588</u>	<u>42%</u> <u>44%</u>
Government	** unknown	<u>65</u>	<u>100,964</u> <u>103,014</u>	5 %
Public Transit Agency – Bus Pass trips	1	1	<u>848,819</u> <u>871,101</u>	<u>41%</u> <u>40%</u>
Total	1	<u>20</u> <u>19</u>	<u>2,065,498</u> <u>2,204,145</u>	100%

2. How many of the operators are coordination contractors? 1817

3. Of the operators included in the local coordinated system, how many have the capability of expanding capacity? Given the funding, all of them.

Does the CTC have the ability to expand? Yes

4. Indicate the date the latest transportation operator was brought into the system.

Renewed Coordination Agreements:

Ann Storck Center October 18, 2021

Christina G Smith Mental Health Foundation October 18, 2021

City of Pembroke Pines October 18, 2021

5. Does the CTC have a competitive procurement process? Yes

6. In the past five (5) years, how many times have the following methods been used in selection of the transportation operators?

1	Low bid
	Requests for qualifications
	Negotiation only

	Requests for proposals
	Requests for interested parties
	Requests for Letters of Interest

Which of the methods listed on the previous page was used to select the current operators?

Request for Letters of Interest

7. Which of the following items are incorporated in the review and selection of transportation operators for inclusion in the coordinated system?

	Capabilities of operator		Scope of Work
X	Age of company	X	Safety Program
X	Previous experience	X	Capacity
X	Management	X	Training Program
X	Qualifications of staff	X	Insurance
X	Resources	X	Accident History
X	Economies of Scale	X	Quality
X	Contract Monitoring	X	Community Knowledge
X	Reporting Capabilities	X	Cost of the Contracting Process
X	Financial Strength	X	Price
	Performance Bond		Distribution of Costs
X	Responsiveness to Solicitation		Other: (list)

8. If a competitive bid or request for proposals has been used to select the transportation operators, to how many potential operators was the request distributed in the most recently completed process? Advertised on County website and followed County RFP publication and solicitation process.

How many responded? 7 for service providers, 2 bids for call center

The request for bids/proposals was distributed:

X Locally X Statewide X Nationally

9. Has the CTC reviewed the possibilities of competitively contracting any services other than transportation provision (such as fuel, maintenance, etc.)? Yes -
centralized reservation service

**Level of Availability (Coordination)
Worksheet 3**

Planning – What are the coordinated plans for transporting the TD population?

Coordinated plans for transporting the TD population are described in Broward County’s TDSP. The TDSP is updated annually by the MPO and CTC and adherence to the plan is closely monitored. **See the Introduction and Service Analysis of the current TDSP here: <https://www.browardmpo.org/major-initiatives/transportation-disadvantaged-services>**

Public Information – How is public information distributed about transportation services in the community?

Coordinated plans for transporting the TD population are described in Broward County’s TDSP. The TDSP is updated annually by the MPO and CTC and adherence to the plan is

closely monitored. For the MPO's current Public Participation Plan, please see: <https://browardmpo.org/index.php/core-products/public-participation-plan-ppp>. To view the current TDSP plan, please visit: <https://www.browardmpo.org/major-initiatives/transportation-disadvantaged-services>

Certification – How are individual certifications and registrations coordinated for local TD transportation services?

TD Trips - Pursuant to Chapter 427 Florida Statutes, Broward County as the CTC under direction from CTD and in cooperation with the LCB, developed local eligibility guidelines. The CTC requires a written application for TD eligible customers, of whom there were ~~304~~ ~~186~~ registered customers with TOPS! Door to door paratransit service and ~~3,771~~ ~~3,650~~ registered customers for the TD Bus Pass Program. The CTC and LCB have an established Complaint and Grievance Procedure for applicants and customers. Applicant may request a review of the application by the CTC program director. TOPS! performed ~~251,434~~ ~~276,054~~ TD trips.

Eligibility Records – What system is used to coordinate which individuals are eligible for special transportation services in the community?

ADA: ADA Eligible Trips - BCT is responsible for providing complementary paratransit services under the Americans with Disabilities Act of 1990. Customers under this service are eligible based upon Federal ADA Rules and Regulations. There were ~~6,632~~ ~~6,385~~ active eligible ADA customers registered with TOPS! paratransit service. TOPS! performed ~~626,233~~ ~~704,504~~ complementary ADA trips.

ADA eligibility is determined by applicant's functional limitations in demonstrating ability to use a fixed-route bus and/or navigate the fixed-route system. Applicants complete a written application. A physician of the applicant's choice completes the medical section. Completed applications are reviewed by a third-party BCT-contracted medical functional assessment facility. Those applicants not receiving presumptive approval are sent for an assessment to determine appropriate service - ADA paratransit or fixed-route bus service. Assessments are conducted by a team of specifically trained professionals including physical and occupational therapists and comprise functional, cognitive, visual and respiratory evaluations. Applicants who qualify and are enrolled in ADA paratransit service must apply for re-certification every three (3) to five (5) years. The CTC has established an eligibility appeals board that meets as needed. BCT's Paratransit Services Section staff processed ~~9,400~~ ~~9,624~~ applications and approved ~~6,451~~ ~~7,274~~ applications for ADA and TD paratransit service this reporting period.

Call Intake – To what extent is transportation coordinated to ensure that a user can reach a Reservationist on the first call?

Telephone Services:
Courteous and Polite Dealings: TOPS! Reservation Center shall ensure personnel assigned to service telephone lines maintain a courteous and polite attitude relating to services. All personnel assigned to service telephone lines shall announce their names in all telephone calls related to services addressed within this Agreement.

Full Access To Service: Customers (within service area) shall be provided full, easy and toll-free access to paratransit services. Full access shall include Telephone Devices for the Deaf (TDD), and/or use of the Florida Relay Service provided by BellSouth (1-800-955-8770).

TOPS! Reservation Center shall have staff trained in proper TDD usage and available to answer during all service hours.

Customer Telephone Line: Client reservation telephone lines shall be exclusively utilized for paratransit service client services and shall not be used by TOPS! Reservation Center for any other purpose. Telephone lines must be answered by properly trained staff during all service hours.

Answering and On-Hold Time Standards: TOPS! Reservation Center shall establish a system to ensure calls shall be answered within five (5) rings and on-hold time shall be kept at minimum while customers are booking transportation. Maximum hold time shall be defined as no more than ninety (90) seconds. TOPS! Reservation Center shall establish a plan detailing how on-hold times may be kept to a minimum. This plan shall include maximum estimated hold times for both peak and off-peak travel times. Approximate peak times on weekdays are 6:00 a.m. until 9:00 a.m. and 3:00 p.m. until 5:00 p.m.

Reporting Function: TOPS! Reservation Center shall have a reporting function on the telephone system which measures: number of calls by function, average length of call, hold times, abandoned calls, cancellations and other reporting capabilities.

Hotline: TOPS! Reservation Center shall provide a "hotline" telephone number (unpublished) for exclusive use by COUNTY staff. Telephone hotline shall provide for direct communication in resolving day-to-day operational issues and shall be active and functioning during all hours of service delivery. The hotline shall be answered within five (5) rings and on-hold time shall be kept at a minimum. Maximum on-hold time shall be defined as no more than ninety (90) seconds. Hotline telephone number shall be supplied to COUNTY prior to initiating service and shall not be provided to other parties.

Reservations – What is the reservation process? How is the duplication of a reservation prevented?

Reservation Hours (Reservations): All requests for service shall be made available to client through TOPS! Reservation Call Center at 1-866-682-2258 or online. Reservations service operates seven (7) days-a-week between 8:00 a.m. and 5:00 p.m. and online reservations are available twenty-four (24) hours a day, seven (7) days a week. Eligible customers shall reserve paratransit service one (1) to three (3) days prior to requested date of service. Next day reservations must be completed before 5 p.m. Pick-up times may be negotiated provided all negotiations comply with ADA regulations. Passengers will receive their Service Window for each trip the night before travel, between 5 p.m. and 9 p.m., through an automated system. If the Service Window provided is not convenient and the passenger would like to negotiate a different time or wishes to cancel the trip, they must contact the Call Center. The system will call the passenger via the most current phone number(s) on file. If the passenger has an answering machine or voicemail, the system will leave a message. When the vehicle is approximately ten (10) minutes away from the passenger's location, the passenger will receive an automated Advanced Arrival Reminder Notification call.

Reservations shall be available to client by TOPS! Reservation Center through reservation agents or online www.mytopstrips.org. See TOPS! Rider's Guide for step-by-step on-line reservation details. The Riders' Guide is available at www.broward.org/BCT (select "Paratransit").

All reservations are booked into CTMS-at the actual time of request and required data fields are updated, verified and entire reservation is read back to client for their approval. All reservations received during the day at TOPS! Reservations Center are constantly monitored and scheduled for efficiency, effectiveness and productivity.

Required Records: For each call, call taker shall, at a minimum, record the following information on the CTMS reservation screen:

- A. Name of client.
- B. Appropriate funding component of service.
- C. Client's Paratransit Service Identification Number.
- D. Pick-up location.
- E. Drop-off location.
- F. Desired drop-off time/appointment time
- G. Telephone number where caller can be reached.
- H. Number in party (including PCA and/or companion).

Trip Allocation – How is the allocation of trip requests to providers coordinated?

Trip/client/ allocations are determined during contract negotiations prior to execution of the agreement between CTC and transportation operators. Please note assigned site locations were voided at the start of the current Paratransit contract effective 1/1/2015.

Scheduling – How is the trip assignment to vehicles coordinated?

Scheduling: All trips must be scheduled through TOPS! Reservation Center. CONTRACTORS locally dispatch from Call Center supplied CTMS manifest. The following are requirements pertaining to scheduling and dispatching:

- A. Client is not permitted to request a specific driver.
- B. Appointment times and locations shall be confirmed with caller at time trip is reserved.
- C. Any changes made to an existing reservation shall be accompanied by supporting documentation a CTMS entry.
- D. If CONTRACTOR fails to deliver client to appointment on time, client shall not be penalized for return trip in the event client cannot be ready at scheduled return pick-up time. A window of thirty (30) minutes shall be given in situations involving late delivery to appointments from time client is ready for return trip.
- E. A minimum sixty (60) minute wait is required between the client's appointment time and the client's next pick-up time.

Transport – How are the actual transportation services and modes of transportation coordinated?

Transportation providers are responsible for the actual provision of services set forth in their formal agreements with CTC.

Dispatching – How is the real time communication and direction of drivers coordinated?

Scheduling: All trips must be scheduled through TOPS! Reservation Center.
CONTRACTOR's dispatchers are required to communicate with drivers per Local Policy:
Broward County Communication: CONTRACTOR shall be required to provide a base radio station and two-way mobile radios and/or cellular telephones for CONTRACTOR owned vehicles and sufficient portable two-way radios and/or cellular telephones to enable office and field supervisors to communicate with each other and dispatch staff.

General Service Monitoring – How is the overseeing of transportation operators coordinated?

CTC staff monitors performance of transportation operators through on-site visits, random audits of trip records, examination of invoices and monthly reports, customer complaints and careful monitoring of contractual service standards.

Daily Service Monitoring – How are real-time resolutions to trip problems coordinated?

CTC staff, customer service representatives, MPO staff, other County staff and contracted operators work very closely together and with customers to resolve day-to-day service issues that arise, often with immediate resolution. CTC staff coordinates and documents all efforts.

Trip Reconciliation – How is the confirmation of official trips coordinated?

CTMS tracks and reports coordination of trips.

Billing – How is the process for requesting and processing fares, payments and reimbursements coordinated?

Invoices are generated by CTMS, reviewed for accuracy and approved by CTC staff and processed for payment by BCT.

Reporting – How is operating information reported, compiled and examined?

Reporting requirements are specified in formal agreements with operators and coordination contractors. CTC staff compiles, examines and approves all reports.

Cost Resources – How are costs shared between coordinator and operators (s) in order to reduce overall costs of the coordinated program?

Administration services related to the program (eligibility, customer service, and quality control) are performed by CTC. The operators' Scope of Services is related to on-street performance.

Information Resources – How is information shared with other organizations to ensure smooth service provision and increased service provision?

Information is shared during meetings with three boards/committees: the Broward County Advisory Board for Individuals with Disabilities, South Florida Regional Transportation Authority's ADA Advisory Committee, and the Broward MPO through the LCB as well as presentations at the Commission for Transportation Disadvantaged annual workshops for

CTD staff and transportation professionals. Information is also shared with the following organizations in Broward County: Agency for Persons with Disabilities, Division of Blind Services, CareerSource Broward, Center for Independent Living, Vocational Rehab, Park 7 Veterans Club of Coral Springs, Veterans Affairs Voluntary Service (VAVS) Kling Clinic, South Florida AIDS Network (SFAN), Rock Island HOA, The Preserve at Palm-Aire, Learning Center for Vision Impaired Seniors, Lighthouse of Broward, National Federation of the Blind of Broward County, Davita Inc., Plantation Kidney Center, FMC Fresenius Dialysis Center, Tamarac Artificial Kidney Center, Cleveland Clinic , University of Miami (Deerfield Beach location), Memorial Health Systems, Holy Cross Hospital, South Florida Wellness Network, Jubilee, Broward Partnership – Fort Lauderdale, Broward Outreach – Hollywood, LifeNet, House of Hope, Club 55+ Senior Citizens “Coffee & Conversation” City of Fort Lauderdale, City of Pembroke Pines - Southwest Focal Point Senior Center, Northeast Focal Point, Northwest Focal Point, Tamarac Community Center and The Quest Center. Additionally, TD program information and applications can be found on our website: www.broward.org/BCT

Overall – What type of formal agreement does the CTC have with organizations, which provide transportation in the community?

CTC has one (1) formal service contract agreements with operators of the paratransit system and 1817 formal agreements with all coordination contractors.

ON-SITE OBSERVATION OF THE SYSTEM

RIDE A VEHICLE WITHIN THE COORDINATED SYSTEM. REQUEST A COPY OF THE MANIFEST PAGE THAT CONTAINS THIS TRIP.

Date of Observation:

Please list any special guests that were present:

Location:

Number of Passengers picked up/dropped off:

Ambulatory

Non-Ambulatory

Was the driver on time? Yes No

How many minutes late/early? _____

Did the driver provide any passenger assistance? Yes No

Was the driver wearing any identification? Yes No

Uniform Name Tag ID Badge

Did the driver render an appropriate greeting? Yes No

Driver regularly transports the rider, not necessary

If CTC has a policy on seat belts, did the driver ensure the passengers were properly belted?

Yes No

Was the vehicle neat and clean and free from dirt, torn upholstery, damaged or broken seats, protruding metal or other objects? Yes No

Is there a sign posted on the interior of the vehicle with both a local phone number and the TD Helpline for comments/complaints/commendations? Yes No

Does the vehicle have working heat and air conditioning? Yes No

Does vehicle have two-way communications in working order? Yes No

If used, was the lift in good working order? Yes No

Was there safe and appropriate seating for all passengers? Yes No

Did the driver properly use the lift and secure the passenger? Yes No

If no, please explain:

Date of Ride: _____

Funding Source	No. of Trips	No. of Riders / Beneficiaries	No. of Calls to Make	No. of Calls Made
CTD				
Medicaid NA				
Other				
Other				
Other				
Other				
Totals				

Number of Round Trips	Number of Riders/Beneficiaries to Survey
0 – 200	30%
201 – 1200	10%
1201 +	5%

Note: Attach the manifest

RIDER/BENEFICIARY SURVEY

Staff/LCB Member making call: _____

County: BROWARD

Date of Call: / /

Funding Source: _____

1) Did you receive transportation service on _____?

- Yes No

2) Where you charged an amount in addition to the co-payment? Yes No

If so, how much? _____

3) How often do you normally obtain transportation? Daily - 7 Days a Week

- 1-2 Times/Week 3-5Times/Week Other

4) Have you ever been denied transportation services? Yes No

If no, skip to question # 4

A. How many times in the last 6 months have you been refused transportation services? None 3-5 Times 1-2 Times 6-10 Times

If none, skip to question # 4.

B. What was the reason given for refusing you transportation services?

- Ineligible Space not available
 Lack of funds Destination outside service area
 Other _____

5) What do you normally use the service for?

- Medical Education/Training/Day Care
 Employment Life-Sustaining/Other
 Nutritional

6) Did you have a problem with your trip on _____?

- Yes If yes, please state or choose problem from below
 No - If no, skip to question # 6

What type of problem did you have with your trip?

- Advance notice Cost
 Pick up times not convenient Late pick up-specify time of wait
 Assistance Accessibility
 Service Area Limits Late return pick up - length of wait
 Drivers - specify Reservations - specify length of wait
 Vehicle condition Other

7) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving. _____

8) What does transportation mean to you? (Permission granted by _____ for use in publications.)

Additional Comments _____

Contractor Survey
Broward County

Contractor name (optional)

1. Do the riders/beneficiaries call your facility directly to cancel a trip? Yes No
2. Do the riders/beneficiaries call your facility directly to issue a complaint? Yes No
3. Do you have a toll-free phone number for a rider/beneficiary to issue commendations and/or complaints posted on the interior of all vehicles that are used to transport TD riders?
Yes No

If yes, is the phone number posted the CTC's? Yes No

4. Are the invoices you send to the CTC paid in a timely manner? Yes No
5. Does the CTC give your facility adequate time to report statistics? Yes No
6. Have you experienced any problems with the CTC? Yes No

If yes, what type of problems?

Comments: _____

PURCHASING AGENCY SURVEY NA

Staff making call: _____

Purchasing Agency name: _____

Representative of Purchasing Agency: _____

1) Do you purchase transportation from the coordinated system? YES NO

If no, why? _____

2) Which transportation operator provides services to your clients?

3) What is the primary purpose of purchasing transportation for your clients?

- Medical
- Employment
- Education/Training/Day Care
- Nutritional
- Life Sustaining/Other

4) On average, how often do your clients use the transportation system?

- 7 Days/Week 1-3 Times/Month
- 1-2 Times/Week Less than 1 Time/Month
- 3-5 Times/Week

5) Have you had any unresolved problems with the coordinated transportation system?

- Yes
- No - If no, skip to question 7

6) What type of problems have you had with the coordinated system?

- Advance notice requirement [specify operator (s)]
- Cost [specify operator (s)]
- Service area limits [specify operator (s)]
- Pick up times not convenient [specify operator (s)]
- Vehicle condition [specify operator (s)]
- Lack of passenger assistance [specify operator (s)]
- Accessibility concerns [specify operator (s)]
- Complaints about drivers [specify operator (s)]
- Complaints about timeliness [specify operator (s)]
- Length of wait for reservations [specify operator (s)]
- Other [specify operator (s)] _____

7) Overall, are you satisfied with the transportation you have purchased for your clients?

- Yes
- No - If no, why? _____

Contractor Survey
Broward County

Contractor name (optional) **Inktel (305) 523.1233 Ext: 99062**

1. Do the riders/beneficiaries call your facility directly to cancel a trip?

Yes.

2. Do the riders/beneficiaries call your facility directly to issue a complaint?

Yes.

3. Do you have a toll-free phone number for a rider/beneficiary to issue commendations and/or complaints posted on the interior of all vehicles that are used to transport TD riders?

No – we operate the Call Center.

If yes, is the phone number posted the CTC's?

Yes No

4. Are the invoices you send to the CTC paid in a timely manner?

Yes.

5. Does the CTC give your facility adequate time to report statistics?

Yes.

6. Have you experienced any problems with the CTC?

No.

If yes, what type of problems?

Comments: **N/A**

Contractor Survey

Broward County

Contractor name: **Transportation America (954) 463-0845**

1. Do the riders/beneficiaries call your facility directly to cancel a trip?

No.

2. Do the riders/beneficiaries call your facility directly to issue a complaint?

No. Sometimes get calls, but redirect to the Call Center or Broward County.

3. Do you have a toll-free phone number for a rider/beneficiary to issue commendations and/or complaints posted on the interior of all vehicles that are used to transport TD riders?

No toll-free number as all calls are in Broward. Yes, provide local number.

If yes, is the phone number posted for the CTC's?

Yes, phone number posted for the CTC.

4. Are the invoices you send to the CTC paid in a timely manner?

Yes.

5. Does the CTC give your facility adequate time to report statistics?

Yes.

6. Have you experienced any problems with the CTC?

No.

If yes, what type of problems?

Comments: **N/A**