

2011-2012 INTERCITY BUS PROGRAM

APPLICATION FOR FTA SECTION 5311f INTERCITY BUS FUNDING

GENERAL INSTRUCTIONS:

- I. Complete all pages and enter responses in all fields.
- II. Required fields are marked with a *

Section 1.0. - Organization Information

1 - Short Name *	SLE	
2 - Long Name *	Salt Lake Express	
3 - Legal Name *	Salt Lake Express LLC	
4 - Physical Address #1 *	1858 N. Hwy 33	
5 - Physical Address #2		
6 - Physical City *	Rexburg	
7 - Physical State *	ID	
8 - Physical Zip *	83440	
9 - Business Address same as Physical Address? *	NO	
10 - Business Address #1	P.O. Box 566	
11 - Business Address #2		
12 - Business City	Rexburg	
13 - Business State	ID	
14 - Business Zip	83440	
15 - Business Phone #1 *	208-356-9796 ext.6124	
16 - Business Phone #2	208-317-8211	
17 - Business Fax	208-522-5475	
18 - Business E-Mail *	malinda.edwards@saltlakeexpress.com	
19 - Home Page / Web Address	www.saltlakeexpress.com	
20 - Date Organization Formed *	4/1/1993	
21 - Parent Organization Name *	Western Trails, Charters & Tours	
22 - Established RPTA ?*	NO	
23 - Counties Served	SLE is Currently serving Ada, Elmore, Gooding, Twin Falls, Jerome, Cassia, Minidoka, Power, Bannock, Bingham, Bonneville, Jefferson, Madison, Fremont, Oneida and	
24 - Other FTA Programs associated with each county	None	
25 - Congressional Districts *	2ND DISTRICT	
26 - ITD Districts Served *	Currently serving Districts 3,4,5 and 6 With the award of this Intercity grant we would also be able to serve Districts 1 & 2 making SLE a Statewide Intercity Service.	
27 - LMMN's Served *	Currently SLE services LMMN 3C, 4B,4C, 5A, 5D, 6A, 6B with this proposed application we could also services LMMN's 1A, 1B, 2A, 2B, 2C, and 3A	
28 - DUNS Number *	07-451-0038	
29 - Employer ID # EIN *	84-1401091	
30 - Current By Laws? *	N/A	
31 - Current Audit? *	NO	In Progress
32 - Current Drug/Alcohol Policy? *	YES	Upload a copy with your application
33 - Do you Use a Cost Allocation Methodology? *	YES	see attachment.#33 Financial Statement
34 - Describe the Methodology (500 Characters Maximum)	Allocation method is figured as follows: There are always indirect costs associated with every project. Our current operation already has all the necessary administrative personnel to administrate this service. A portion of that should be allocated to this project as it will increase their current work load to handle the proposed project. SLE did 3,950,046 miles last year and the miles for proposed route adds an additional 700,800. A miles calculation is a fair way to allocate because for every vehicle mile there are so many expenses to administrate the operation. These proposed miles calculate an additional 18% to SLE entire operation. It is important to note that \$74,880 is not very much administration for a project of this magnitude. See attachment Financial Breakdown.	
35 - Agency Type *	Private for Profit	
36 - TEAM Recipient ID# *		

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37 - Governing Board Meeting Schedule *
(500 Characters Maximum)

Management meets at a minimum, once a month to review performance measures associated with all intercity routes as well as conducting business decisions and adjustments. These adjustments are made as a result of the periodic statewide intercity bus needs assessment done by the marketing team. Marketing and promotion goals and decisions are made as well as customer service issues, internet usage, website optimization and employee performance measures. Company goals are evaluated and measured in reference to ridership data, costs and revenue company wide.

Section 2.0 - CERTIFICATIONS AND ASSURANCES

INSTRUCTIONS:

There are Certifications and Assurances that apply to sub-recipients receiving state and federal funding. The Sub-recipient's Board Chair or designated individual must indicate the organization is willing to comply with the applicable certifications, assurances and procedures in order to receive federal and state funding. These documents are available for download from the internet at:

<http://i-way.org/Tool%20Box/documentlibrary>.

1 - Will the organization comply with applicable certifications, assurances, and procedures?

YES, the organization is willing to comply with any applicable certifications, assurances, and procedures.

NO, the organization is NOT willing to comply with the applicable certifications, assurances, and procedures.

(NOTE: NO means you will not be eligible to receive funding.)

YES

2 - Do you share resources in any significant way with other agencies (e.g., maintenance/ mechanics, vehicles, staff/drivers, facilities, marketing, insurance, fuel purchases, training, bilingual programs, etc.)? If yes, provide a brief description. *

YES

Description
(500 Characters Maximum)

SLE shares offices with Greyhound and Rimrock as we operate the Greyhound connection between Salt Lake and Butte, MT. and Pocatello and Twin Falls. SLE shares offices in the terminal in Butte, MT with Rimrock Stages and in Pocatello with PRT. SLE solely operates the Greyhound offices in Rexburg and Idaho Falls. It is the goal of SLE with the award of this Proposed Grant Package #1, Bonner's Ferry – Coeur d' Alene – Moscow – Riggins - Boise to increase these shared resources at potential Greyhound connections that lie within this corridor. We will work hard to attain the best viable services to the targeted ridership while meeting the most cost effective methods within the proposed corridor. Salt Lake Express has also worked with CTAI on many training issues. They provide an invaluable resource to us.

3 - Have you realized any measurable or quantifiable savings in costs directly through, or as a result of, your coordination efforts? If yes, provide a brief description. *

YES

Description
(500 Characters Maximum)

Sharing these offices has a highly valuable measured cost savings, considering the reduced costs of administration, operations, and the facility costs of running an independent office. PRT in Pocatello has been especially invaluable not only with the office and depot costs but they have also been available in helping SLE when passengers have missed their Westbound connections. We have a great working relationship with them as they sell tickets for us and administrate that portion of our service out of their office. We look forward to the new proposed transit center that will be built in Pocatello and have committed to using that transit center as our SLE connection base in Pocatello. The training made available through CTAI has quantified a significant amount of savings which has greatly benefited SLE.

4 - Describe your efforts to work with other organizations, agencies, businesses, and other appropriate community interests in order to provide service (e.g., employers, medical centers, social service agencies, visitor services, activity centers, etc.). * (Enter N/A if not applicable)

Description
(500 Characters Maximum)

SLE keeps our schedules at all boarding locations as well as schedules online at www.SaltLakeExpress.com. We place rack cards with schedules in public places all over Idaho and many surrounding states to increase continuity of travel flow for our riders. SLE works together with the public through the Veteran's offices, as members of many Chamber of Commerces, military transportation, doctors, Visitor Centers, employers, travel agencies, Social Services, hotels and CVB centers in each city. We are on the Board of Directors on many non-profit organizations in these communities and offer a valuable perspective on the transportation goals in many Idaho communities. We work together keeping updated on regional needs and services we can provide.

Section 3.0 - Route Corridors

Four route corridors are available at this time. See available corridor packages below.

Corridor	Strategy	Service Area Description
#1	S.001	Coeur d' Alene - Moscow
#2	S.002	Moscow - Riggins
#5	S.005	Riggins - Boise
#7	S.007	Bonnors Ferry - Coeur d' Alene

Section 4.0 - Available Corridor Packages

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Instructions:

Three corridor package combinations are available at this time. You should prepare a separate application for each corridor package your organization will be applying for. Enter the Corridor Package for which you are applying

Package #1 - Bonners Ferry - Coeur d' Alene - Moscow - Riggins - Boise	Corridors #7, #1, # 2, & #5	Package 1
Package #2 - Bonners Ferry - Coeur d' Alene - Moscow - Riggins	Corridors #7, #1, & #2	
Package #3 - Riggins - Boise	Corridor #5	

Section 5.0. - Operations

1 - What is the total of one-way route miles?	480
2 - How many Revenue Trips per day do you anticipate for this service (One Way Trips)	12
3 - How many days per week do you anticipate operating this service?	7
4 - How many days out of the year do you anticipate operating this service?	365
5 - How many hours per day do you anticipate operating this service?	24
6 - Is your organization a current member of the National Bus Transit Association (NBTA)	YES
7 - What are the town or city beginning and ending points of this proposed service? (500 Characters Maximum)	Route #1 departs Boise Northbound 2 times per day meeting up in Grangeville with Route #2 Southbound 2 times per day from Coeurd'Alene. Only drivers will switch seats as passengers remain in the vehicle and continue to their destinations resulting in fewer passenger transfers. Route #2 departs Coeurd'Alene Southbound 2 times per day to Grangeville and switch seats as noted above. Route #3 Northbound departs Couerd'Alene 2 times per day to/from Bonner's Ferry. A spare vehicle, trailer and on-call driver will be staged everyday in 3 locations, Boise, Grangeville and Coeurd'Alene. This will allow for any overages in passengers on each route.
8 - What is/are the Idaho highway route number(s) over your travel corridor? (500 Characters Maximum)	The Proposed travel corridor will use are State HWYs, 44 and 55 and US HWY 95.
9 - What are the projected rural and urban intermediate stops along the route? Please list them. (500 Characters Maximum)	Projected rural and urban stops along proposed routes are: Boise, Horseshoe Bend, Cascade, Donnelly, McCall, New Meadows, Riggins, Grangeville, Cottonwood, Craigmont, Lewiston, Moscow, Potlatch, Plummer, Coeur D'Alene, Sand Point, Bonner's Ferry

Section 6.0. - Costs and Revenue per Mile

Instructions:

- I. In calculating Costs and Revenues per Mile, "Mile"and "Miles" refers to "Revenue Miles"
- II. Round your entries for Costs and Revenues per Mile to three decimal places.
- III. Provide entries in the light green shaded cells only.

1 - Do total regular-route costs-per-mile include current and anticipated fuel price increases?	NO
2 - If YES, what portion of the cost-per-mile is assigned to fuel price increases in cents-per-mile?	<i>Fuel is calculated at \$3.75 per gallon. An additional \$0.02 per mile will be</i>
3 - If your accounting system does not match the requested categories here, describe how the costs and revenues were determined.	See Attachment #33 Financial Statement

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INCLUDE YOUR AGENCY'S FINANCIAL STATEMENT supporting the identified costs and revenues per route-mile with the attachments to this application.

Section 6.1. - Costs per Mile

COST PER MILE	ESTIMATED COST PER MILE			
	2012 ESTIMATED	2013 ESTIMATED	2014 ESTIMATED	2015 ESTIMATED
1 - Operating Cost per Mile	\$1.520	\$1.540	\$1.560	\$1.580

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2 - Administrative Cost per Mile	\$0.110	\$0.120	\$0.130	\$0.140
3 - Amount of Administrative Cost per Mile earmarked for Marketing Expenses	\$0.090	\$0.090	\$0.090	\$0.120

Section 6.2. - Revenue per Mile

REVENUE PER MILE	REVENUE PER MILE			
	2012 ESTIMATED	2013 ESTIMATED	2014 ESTIMATED	2015 ESTIMATED
1 - Passenger Revenue per Mile	\$0.710	\$1.040	\$1.340	\$1.670
2 - Freight/Package Express per Mile	\$0.050	\$0.060	\$0.070	\$0.080
3 - Administrative Revenue per Mile	\$0.000	\$0.000	\$0.000	\$0.000
4 - Other Identified Revenue per Mile	\$0.000	\$0.000	\$0.000	\$0.000
5 - Total Revenue per Mile (Calculated)	\$0.760	\$1.100	\$1.410	\$1.750

Section 6.3. - Net Cost per Mile

NET COST PER MILE	ESTIMATED COST PER MILE			
	2012 ESTIMATED	2013 ESTIMATED	2014 ESTIMATED	2015 ESTIMATED
1 - Operating Cost per Mile (from 6.1.1)	\$1.520	\$1.540	\$1.560	\$1.580
2 - Less: Total Revenue per Mile (from 6.2.5)	(\$0.760)	(\$1.100)	(\$1.410)	(\$1.580)
3 - Net Operating Costs per Mile	\$0.760	\$0.440	\$0.150	\$0.000
4 - Plus: Administrative Cost per Mile (from 6.1.2)	\$0.110	\$0.120	\$0.130	\$0.140
5 - Net Cost per Mile (Calculated)	\$0.870	\$0.560	\$0.280	\$0.140
6 - Marketing Cost as a % of the Net Cost per Mile (Calculated)	5.0%	5.0%	5.0%	5.0%
6 - Enter your Net Cost per Mile from the "2012 Estimated" column.	\$0.870			

Section 7.0. - Project Funding Requests

Instructions:

The table below will identify the federal funds, the required local match (covered by ITD), and the total project costs. Do not enter values - this table populates from other data entered.

NET OPERATING COST (57.5/42.5) PER MILE		
TOTAL	FEDERAL	MATCH
\$0.760	\$0.437	\$0.323
ADMINISTRATION COST 80/20 PER MILE		
TOTAL	FEDERAL	MATCH
\$0.110	\$0.088	\$0.022
TOTAL COST PER MILE		
TOTAL	FEDERAL	MATCH
\$0.870	\$0.525	\$0.174

Section 8.0. - Required Documents to Be Submitted With Application - Checklist

Instructions:

Update the entry for each document to show a status of 'Included' as documents are prepared for uploading.

1 - Sustainability/Budget Plan	• Should contain your projected budget for this project, and your plan for achieving the required sustainability goals (see Sustainability Program in the Intercity Bus Application Guide).	Included
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2 - Justification Narrative	<ul style="list-style-type: none"> Should provide information and background on your organization and reasons you should be selected to provide for this service 	Included
3 - Agency Financial Statement	<ul style="list-style-type: none"> Section 6.0 requires your agency's financial statement to be included. 	<<Select>>
4 - Board of Director Information	<ul style="list-style-type: none"> Meeting Schedule Board Contact Information 	Included
5 - Drug Alcohol Policy	<ul style="list-style-type: none"> If Applicable 	Included
6 - Current Bylaws	<ul style="list-style-type: none"> If Applicable 	
7 - Current Audit	<ul style="list-style-type: none"> For any companies which historically have received Federal funds - most recent audit. For all other companies, audit report will be provided on anniversary data of 	

NA

In Progress

Section 8.1. - Sustainability/Budget Plan

Instructions: Reimbursement for operating and administrative costs will be determined on cost per mile basis. Based on the firm's Sustainability/Budget Plan, enter your requested first year Cost per Mile. Then enter your Cost per Mile for each of the following three (3) years. The three year projections should achieve the Sustainability goal of 70% revenue recovery, or maximum reimbursement rate of \$.72/revenue mile.

SUSTAINABILITY TARGET(S) - COST PER REVENUE MILE	EXPENSES PER REVENUE MILE			
	2012 ESTIMATED	2013 ESTIMATED	2014 ESTIMATED	2015 ESTIMATED
1 - Projected expenses per revenue mile (minus revenue: fares, advertising, etc.).	\$0.870	\$0.560	\$0.280	\$0.140

2 - Describe your strategy and approach for reaching your Sustainability Goal(s). (500 Characters Maximum)	<p>Our estimated cost for 2012 is \$1,141,295 in expenses and \$532,000 in ticket sales. The plan is to reduce that difference to \$0.00. To accomplish that we will double the fare revenue in five years. This can easily be done with effective marketing and administration. The costs to set up the offices in Coeur d'Alene will be eliminated after the first year, reducing that from the budget. Our strategy to be self-sustaining will be centered around ticket sales and operating efficiently. To accomplish that, there must be an effective sales marketing plan as well as monthly operational evaluations of all aspects of the service. The plan includes growing ridership at an average of 20-25% each year making this service self sustaining in 2016.</p>
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Section 8.2. - Justification for Service and Funding (use a separate sheet if necessary)

1 - Describe your strategy to include stakeholders in the service configuration decision making process (i.e.. Stops, timing etc) (700 Characters Maximum)	<p>The Salt Lake Express/I-Way stops and timing will be established with input from all these stakeholders i.e.; ITD, CTAI, local LMMN and transit districts, local leaders, business, universities, and the public, in assessing current needs/goals. Utilizing flexibility in proposed strategies, SLE can design schedules along the proposed corridor achieving connectivity with local, state and federal transit services. It is essential along this major north/south corridor to provide the marketing and education of these new services, through the media and public awareness opportunities. Ridership will increase by providing access to a nationwide transportation network, creating sustainable communities with universal accessibility. Working with additional transit services allows SLE the ability to establish the most productive routes for the riders continuity in travel.</p>
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<p>2 - Given that this system will operate as a fixed route service with scheduled stops and limited seating, how do you plan to respond to the uncertainty of number of passengers, luggage, and wheelchairs on a given run? (700 Characters Maximum)</p>	<p>A spare vehicle, trailer (trailer contingent upon approval of ITD) and an on-call driver will be staged everyday at 3 locations, Boise, Grangeville and Coeur d'Alene. Each van has wheelchair capabilities. Staging these three spare vehicles and drivers will allow for any overages in ridership on each route. When the ridership has established continuity in exceeding projected ridership capacity of 7-9 passengers, showing that the increase of ridership is insufficient in servicing the public with the existing vans, SLE will work with ITD to consider options to upgrade vehicle size so as to optimize the rate per mile.</p>
<p>3 - Describe how you will provide one-stop interline ticketing for your customers. (700 Characters Maximum)</p>	<p>Our website currently offers one-stop interline ticketing for any reservations made on our current routes. We currently interline with Rimrock Stages and Greyhound ticketing through the Greyhound system. Our new website will have the capability to have all of their schedules on it making this new project even more attractive to our current customer base as well as their current customer base. With this award, we will continue this interlining agreement with an addendum to our existing contracts with these carriers. We are currently working on adjoining websites that will link all the regional carriers together.</p>
<p>4 - What revenue sources besides passenger fares do you plan to target if awarded an intercity corridor package? (700 Characters Maximum)</p>	<p>Potential revenue sources for SLE would be electronic ticketing as well a Package Express service to those along the corridor duplicating our package express service we currently offer on our other established routes. Other potential revenue sources for SLE to consider will be advertising, concessions and through marketing we could seek out local employer contributions.</p>
<p>5 - Describe your technical and personnel resource capacity to provide accurate monthly and annual performance measurement reports to ITD. (700 Characters Maximum)</p>	<p>We have been working for sometime on our new website with Lock Media and we are very close to being completed. With this new system we will have the capability to call up any report on a particular route that we need. It will include Vehicle Revenue Miles, Vehicle Revenue Hours, Number of Days with Service Passenger Miles, Passenger Trips--Elderly (Not Wheelchair) Passenger Trips--Elderly (Wheelchair) Passenger Trips--Disabled (Not Wheelchair) Passenger Trips--Disabled (Wheelchair) Passenger Trips--Youth/Students Passenger Trips--All Other/General Public. It will also be able to provide performance measures regarding all aspects of operations. This will enable us to separate the funded routes from the unfunded routes allowing better transparency to ITD and PT.</p>
<p>6 - Describe what type of performance measures would be important in helping your organization track the goals outlined in your Sustainability Plan. (700 character limit)</p>	<p>Tracking ridership by use of advertising methods through promotional codes marketed through different events could be tracked by passengers when these codes are used in booking a trip. Tracking corridors and the ridership within each corridor, passengers pick up and drop off locations, frequency as well as time of day the ridership has increase or decrease can help to evaluate our routes and times. Our new website system will make this even easier as well as track all passengers information per mile as noted above. This information will be essential in making informed decisions about this new project as noted in our Sustainability Plan.</p>

Section 9.0. - Acknowledgements

Instructions:

Applicants must acknowledge each of the following items. Failure to do so may eliminate your application from consideration for funding.

<p>1 - Have you read, understood, and signed the Intercity Bus Program Application Guide?</p>	<p>YES</p>
<p>2 - Do you acknowledge that ITD reserves the right to request additional information required as part of the evaluation process?</p>	<p>YES</p>

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3 - Do you acknowledge that changes to cell formulas or the format of the application may eliminate your application for consideration for funding.

YES

4 - In the spirit of the Idaho Governor's desire to eliminate all unnecessary expenditures, ITD-PT has adopted a Zero-Based Budgeting approach for FTA grant application processes.

Zero-Based Budgeting is about defining the work you do and then taking action to make it more effective and efficient. The idea is to start building your budget from zero. This process will require much thought and effort on your part to perform an honest review and examination of your business by identifying only those essential program components and services and the costs necessary to deliver results. Based on the outcome of this process your request for Federal assistance must be justified and supported.

YES

Do you acknowledge the requirement to utilize a Zero-Based Budgeting approach in developing the budget for your proposal?

Section 10.0 - Signature

By typing your initials in the box to the right you are verifying that you have read, understood, and agreed to all the requirements of this application and the Intercity Bus Program Guide. This mark will act as your electronic signature:

M.L.E.

Name and Title	Malinda Edwards Grant Administrator	Date	11/14/2011
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Our Sustainability Program consists of growing our ridership by 20-25% each year. Our estimated cost for 2012 is \$1,141,295 in expenses and \$532,000 in ticket sales. The plan is to reduce that difference to \$0.00 in five years. To accomplish this, we will double the fare revenue in five years. This can easily be done with effective marketing and administration. The costs to set up the offices in Coeur d'Alene and Boise will be eliminated after the first year, reducing that from the budget. Our strategy to be self-sustaining will be centered around ticket sales and operating efficiently and effectively. To accomplish that, there must be an effective sales marketing plan as well as monthly operational evaluations of all efficiency aspects of the service. The plan includes growing ridership at an average of 20-25% each year making this service self sustaining in 2016. As you can see by the matrix in the application, we meet that guideline. These are some of the goals that are evaluated at each management team meeting. We are currently operating at 95% sustainability and are very confident that we could also run this route into 100% sustainability in five years.



The cost allocation method is figured as follows: There are always indirect costs associated with every project. Our current operation already has all the necessary administrative personnel to administrate this service. A portion of that should be allocated to this project as it will increase their current work load to handle the elements necessary to set up and manage all these new routes and additional personnel. Administrative payroll is the only figure added into indirect costs even though there are many other indirect costs that will be incurred but impossible to provide direct back up for i.e.: credit card processing charges,(the 3% charged to SLE by the bank for tickets purchased by a credit card - website or by phone. This bank deducts the 3% of the total amount sent to SLE on all routes which are included with all the other credit card chargeback's incurred to us system wide). About 67% of our customers pay with a credit card and with the calculation by this project's ticket sales of \$418,000 that equates a cost to SLE of \$8,401 just to allow the passengers on this project to be able to use a credit card when making a reservation on our system. Also, additional personnel for our 24 hour reservationists in Rexburg and Idaho Falls that will be handling the after hour and week-end calls, any additional office supplies used by these reservationist and administration associated with this project. So, to calculate the indirect costs, the simplest formula is administrative payroll that can have back-up documentation and can be shown a percentage to this project. SLE did 3,950,046 miles last year. Miles for proposed route is 700,800. These miles calculate an additional 18% to SLE entire operation. A miles calculation is a fair way to allocate because for every vehicle mile there are so many expenses to administrate the operation. The 18% is \$67,320 per year cost for administration which would include an Operations Manager, Marketing/Promotions Manager, Safety/Training manager, Drug and Alcohol Testing Program Manager, Procurement Manager, General Manager/CEO and Reservationist/Secretary Manager. All of these positions will be required to budget 18% of their time to this project. The \$67,320 per year is a very prudent and reasonable cost for administration for a project of this magnitude.

SLE Expenses for Salt Lake Express/I-Way

Direct Costs	Cost	Indirect Costs to be allocated-see methodology	
Fuel	\$433,620.00	operations manager	\$46,000.00
Drivers wages	\$250,937.00	marketing/promotions manager	\$48,000.00
Driver/Office personnel Workmans comp	\$46,222.00	safety/training manager	\$36,000.00
(3)reservationist/secretary (1) manager	\$99,000.00	Drug and Alchohol testing program manager	\$30,000.00
Boise/Lewiston only airport access fees	\$3,300.00	Procurement manager	\$32,000.00
SLE Idaho Grant Administrator	\$23,100.00	Reservationist/Secretary Manager	\$32,000.00
8 Cell Phones and contract cost	\$8,690.00	CEO/General Manager	\$150,000.00
Tactical Advertising costs (5%)	\$51,700.00	Accounting Manager Payable/Receivable	\$42,000.00
drug and alcohol collection	\$880.00	Total	\$416,000.00
daily cleaning fee for 8 vans	\$36,135.00		
*office rental for 2 offices	\$36,135.00		
insurance for additional liability & trailers	\$36,135.00		
1st aid kits(8 vans)	\$357.00		
biohazzard kits(8 vans)	\$357.00		
fire extinshers (8 vans)	\$357.00		
internet & phone service to offices	\$2,640.00		
(2 offices) office furniture	\$4,400.00		
(2 Offices)computer,monitor,printer,phone	\$4,400.00		
utilities for offices	\$13,200.00		
IT to enter/admin all new stops on Website	\$5,500.00		
travel for meetings/promotions	\$6,600.00		
postage & office supplies	\$2,750.00		
Total	\$1,066,415.00		

Allocation method is figured as follows:
 SLE did 3,950,046 miles last year.
 The miles for proposed route is 700,800
 A miles calculation is a fair way to allocate because for every vehicle mile there are so many expenses to administrate the operation.
 These proposed miles calculate an additional 18% to SLE entire operation. It is important to note that \$74,880 is not very much administration for a project of this magnitude.

18% allocated to SLE/I-Way Total **\$74,880.00** \$1,141,295.00 Total expenses
 700800 miles

\$1.63 total cost per mile

14,000 tickets sold @\$38.00 average ticket = \$532,000.00 \$0.76 p/mile ticket revenue
 subsidy needed at 2 roundtrips p/day = \$609,295.00 \$0.87 p/mile in subsidy

\$1,141,295.00 **\$1.63 total revenue per mile**

**(office and van parking at 2 locations- Coeurd'Alene and Boise)*

**8 trailers at \$8450 per trailer-if SLE purchases these trailers, this amount added to total.*

This project must have trailers so as to fully utilize all available space for passengers. Past ridership data suggests passenger count will exceed 7.

FINANCIAL INFORMATION

D. Operating Expenses

	Direct Cost	In-kind
1. Labor		
Driver Wages	<u>\$ 2,764.00</u>	<u> </u>
Mechanic Wages	<u>\$ 1,643.00</u>	<u> </u>
Dispatcher Wages	<u>\$ 1,470.00</u>	<u> </u>
2. Fringe Benefits		
Driver/Mechanic/Dispatcher Fringe Benefits Distribution	<u> </u>	<u> </u>
3. Services		
Professional and Technical Services (itemize on page 10)	<u>\$ 1,033.00</u>	<u> </u>
Advertising Fees	<u>\$ 1,225.00</u>	<u> </u>
Custodial Services (bus-related only)	<u>\$ 459.00</u>	<u> </u>
Other Services (itemize on page 10)	<u> </u>	<u> </u>
4. Materials and Supplies Consumed		
Fuel and Lubricants	<u>\$ 3,948.00</u>	<u> </u>
Other Materials and Supplies	<u>\$ 372.00</u>	<u> </u>
5. Purchased Transportation Service		
Purchased Transportation Service	<u>\$ 3,250.00</u>	<u> </u>
6. Taxes		
Vehicle Licensing and Registration Fees	<u>\$ 1,176.00</u>	<u> </u>
7. Other Operating Expenses		
Other Expenses (itemize on page 10)	<u> </u>	<u> </u>
TOTAL OPERATING EXPENSES	<u>\$ 17,340.00</u>	<u>\$ -</u>

E. Administrative Expenses

	Direct Cost	In-kind
1. Labor		
Manager/Coordinator, Admin. Personnel (itemize on page 10)	<u>\$ 7,690.00</u>	<u> </u>
2. Fringe Benefits		
Manager/Coordinator, Admin. Personnel Fringe Benefits Distribution	<u> </u>	<u> </u>
3. Materials and Supplies		
Office Supplies	<u>\$ 1,520.00</u>	<u> </u>
4. Casualty and Liability Costs		
Casualty and Liability Costs	<u>\$ 389.00</u>	<u> </u>
5. Utilities		
Utilities (Gas, Electric, Sewer, Phone and Internet)	<u>\$ 1,851.00</u>	<u> </u>
6. Taxes		
Property Tax	<u>\$ 448.00</u>	<u> </u>
7. Leases and Rentals		
Vehicle (itemize on page 10)	<u>\$ 2,340.00</u>	<u> </u>
Facilities (itemize on page 10)	<u>\$ 239.00</u>	<u> </u>
8. Miscellaneous Expense		
Dues and Subscriptions (transit-related)	<u> </u>	<u> </u>
Travel and Meetings (transit-related)	<u>\$ 523.00</u>	<u> </u>
Drug Testing	<u>\$ 412.00</u>	<u> </u>
Promotion for Coordination & Ridesharing	<u> </u>	<u> </u>
Indirect Cost (prior approval required from MDT) * Attach Cost Allocation Plan	<u> </u>	<u> </u>
9. Other Administrative Expenses		
Other Expenses (itemize on page 10)	<u> </u>	<u> </u>
TOTAL ADMINISTRATIVE EXPENSES	<u>\$ 15,412.00</u>	<u>\$ -</u>

F. Maintenance Expenses

	Direct Cost	In-kind
1. Maintenance		
Vehicle Maintenance Parts and Service (itemize on page 10)	<u>\$ 1,111.00</u>	<u> </u>
Tires and Tubes	<u>\$ 251.00</u>	<u> </u>
TOTAL MAINTENANCE EXPENSES	<u>\$ 1,362.00</u>	<u>\$ -</u>

G. Reimbursement Calculations

1. Total Operating Expenses	<u>\$ 17,340.00</u>	
2. Total Amount of Fares/Donations	<u> </u>	
3. Net Operating Deficit	<u>\$ 17,340.00</u>	
4. Eligible Operating Reimbursement at 54%		<u>\$ 9,382.67</u>
5. Total Administrative Expenses	<u>\$ 15,412.00</u>	
6. Eligible Administrative Reimbursement at 70%		<u>\$ 10,788.40</u>
7. Total Maintenance Expenses	<u>\$ 1,362.00</u>	
8. Eligible Maintenance Reimbursement at 80%		<u>\$ 1,089.60</u>
9. FEDERAL OPERATING GRANT AMOUNT		<u>\$ 21,260.67</u>
Eligible In-kind @ 15% of Federal Operating Grant Amount	<u>\$ 3,189.10</u>	

Once approved funding cannot be transferred between categories without prior written approval from your regional planner.

LOCAL MATCH

Operating	<u>\$ 7,957.33</u>
Administrative	<u>\$ 4,623.60</u>
Maintenance	<u>\$ 272.40</u>
TOTAL LOCAL MATCH NEEDED	<u>\$ 12,853.33</u>



DRUG & ALCOHOL TESTING POLICY

1. PROGRAM STATEMENT

Salt Lake Express (SLE) is dedicated to providing safe, dependable, and economical transportation services to our transit system passengers. SLE employees are our most valuable resource, and our goal is to provide a healthy and satisfying working environment that promotes personal opportunities for growth. In meeting these goals, our policy is to accomplish the following objectives:

- Ensure that our employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner
- Create a workplace environment free from the adverse affects of drug abuse and alcohol misuse
- Prohibit the unlawful manufacture, distribution, dispersal, possession, or use of controlled substances
- Encourage our employees to seek professional assistance whenever personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties

Refer to Attachment 5 for an alcohol fact sheet.

2. PURPOSE

The purpose of this policy is to ensure our employees' fitness for duty and to protect SLE employees, passengers, and the public from the risks posed by the misuse of alcohol and the use of prohibited drugs. This policy is also intended to comply with all applicable federal regulations governing workplace anti-drug and alcohol programs in the transit industry.

The Federal Transit Administration (FTA) of the U.S. Department of Transportation (DOT) has published 49 CFR Part 655 as amended, which mandates urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result.

The U.S. DOT has also published 49 CFR Part 40, as amended, which sets standards for the collection and testing of urine and breath specimens. In addition, the federal government has published 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA

The Federal Transit Administration (FTA) of the U.S. Department of Transportation (DOT) has published 49 CFR Part 382, Transportation, Controlled Substances Use, Training and Referral, November 8, 2011 <http://www.fmcsa.dot.gov/rules-regulations/administration/fmcsr/fmcsrquidedetails.aspx?menukey=382>

All of these requirements are incorporated into this policy for safety-sensitive employees under SLE authority.

3. DEFINITIONS

3.1 Employee

An employee is defined, for this policy only, to be any full-time or part-time regular or temporary worker who performs safety-sensitive functions and who is employed by, or provides contract services for, SLE. Attachment 4 provides a complete list of titles and employee safety-sensitive positions that are covered by this policy.

3.2 Applicability

This policy applies to all safety sensitive employees who are employed by, or who are assigned to work for, SLE. Attachment 4 provides a complete list of titles and employee safety-sensitive positions covered by this policy. This policy applies to off-site lunch periods or breaks after which an employee is scheduled to return to work. All safety-sensitive employees will be subject to this policy as a condition of employment.

3.3 Safety-Sensitive Functions

A safety-sensitive function is any duty related to the safe operation of mass transit service. These duties include, but are not limited to, the following activities:

- Operating a revenue service vehicle including times when that vehicle is not in revenue service
- Operating a non-revenue service vehicle that requires the driver to hold a (CDL)
- Controlling, dispatching or moving a revenue service vehicle
- Performing maintenance functions including repairing, overhauling, and rebuilding engines, vehicles and/or equipment
- Maintaining a revenue service vehicle or equipment used in revenue service
- Providing security and carrying a firearm on transit vehicles, at transfer points, and in transit facilities open to the public. (See Attachment 4.)

3.4 Legally Prescribed Drugs

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, any employee using any substance that carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must report that substance use to a SLE supervisor. The employee must also obtain a written release from the attending physician that releases the employee to perform their job duties whenever they are using a performance-altering substance.

A legally prescribed drug is defined as any drug for which an employee has an appropriate prescription or other written approval from a physician to use the drug in the course of medical treatment. The prescription or written approval must include the patient's name, the name of the substance, the quantity to be taken, and the period of authorization.

The misuse or abuse of legal drugs while performing transit business is prohibited.

NOTE: Legally prescribed drugs, for purposes of this policy, do not include, regardless of the circumstances, any illegal drug, including marijuana; illegally obtained prescription drugs, or any legally prescribed drug used inappropriately.

4. PROHIBITED BEHAVIOR

4.1 Manufacture, Trafficking, Possession, and Use of Prohibited Substances

SLE employees are prohibited from engaging in the unlawful manufacture, distribution, dispersal, possession, or use of prohibited substances on transit authority premises, in transit vehicles, or in any other location where the employee is in uniform or on transit authority business. Employees who violate this provision will be discharged. Law enforcement will be notified, as appropriate, when criminal activity is suspected. Any employee convicted of a drug statute occurring in the worksite must report the incident to their supervisor no later than five days after the conviction.

4.2 Illegal Drugs

The use of the following controlled substances by a safety-sensitive employee is prohibited at all times:

- **Marijuana**
- **Cocaine**
- **Opiates**
- **Amphetamines**
- **Phencyclidine (PCP)**
- **MDMA (Ecstasy)**
- **Heroin**

Safety-sensitive employees will be tested for these listed drugs in the following circumstances: pre-employment, post-accident, reasonable suspicion, random, and return to duty.

4.3 Alcohol

The use of beverages or medication containing alcohol, or any other substance that causes alcohol to be present in the body while performing transit business, is prohibited.

Under this policy, safety-sensitive employees must comply with the following drug and alcohol rules. No safety-sensitive employee will perform any of the following activities:

- Report for duty or remain on duty with an alcohol concentration of 0.04 or greater when required to perform safety-sensitive functions
- Consume any alcohol during any of the following time periods:
 - * While performing a safety-sensitive function
 - * Four hours prior to performing safety-sensitive functions
 - * During on-call hours

- * Following an accident for up to eight hours or until undergoing a post-accident alcohol test, whichever occurs first
- Refuse to submit to any required alcohol or controlled substance test
- Report for duty or remain on duty when required to perform safety-sensitive functions when using any controlled substance, except when instructed by a licensed medical practitioner, who has advised the employee that the substance will not adversely affect the employee's ability to safely perform any safety-sensitive function
- Report for duty, remain on duty, or perform any safety-sensitive function when the employee has tested positive for alcohol or a controlled substance or has adulterated or substituted a test specimen for alcohol or a controlled substance
- Perform or continue to perform any safety-sensitive function with an alcohol concentration of 0.02 or greater but less than 0.04 until a subsequent test measures less than 0.02, or the employee has been removed from duty for at least twenty-four hours

5. TYPES OF TESTING

The following conditions establish who may be screened and under what circumstances the drug and alcohol screening may occur. All testing will comply with 49 CFR, Part 40, Part 655, Subpart E and Part 382 Subpart C as amended.

5.1 Testing Applicants for Drugs for Employment or Transfer

All applicants for employment in a safety-sensitive position with SLE will undergo urine drug testing immediately following the offer of employment. All current employees who are requesting transfer to a position covered in this policy are also subject to this policy. This policy covers applicants for, or requests for transfer to, full-time or part-time employment and applicants for regular or temporary employment.

Testing involves the following situations:

- Prior to the first time an employee performs any safety-sensitive functions, the employee will undergo pre-employment drug testing. If the employee has a verified negative result, no further immediate action is necessary.
- If an applicant receives a confirmed positive drug screen result, the offer of employment will be withdrawn and the applicant is disqualified from applying for SLE employment for 5 years from the effective date of the disqualifying action.
- When a covered employee or applicant has previously failed or refused a pre-employment drug test, the employee must provide proof to the Director of SLE of having completed a referral, evaluation, and treatment plan as described under 49 CFR, Part 655 and Part 382 as amended.
- Prior to transferring an employee from a non-sensitive function to a safety-sensitive function, the employee must undergo pre-employment drug testing and have a verified negative result.

- If a pre-employment drug test is canceled, the employee or applicant is required to schedule another pre-employment drug test and have a verified negative result.
- When a covered employee has not performed a safety-sensitive function for 90 consecutive calendar days, and the employee has not been in the random selection pool during that time, the employee is subject to the following activities:
 - * The employee must take a pre-employment drug test which produces verified negative results.
 - * A pre-employment pre-transfer test will also be performed whenever an employee's status changes from inactive status to active status in a safety-sensitive position. This status change includes, but is not limited to, return from Worker's Compensation leave or a return from leave which exceeds ninety days in length.

5.2 Reasonable Suspicion Testing

If SLE has reasonable suspicion that an employee has violated FTA regulations in regards to alcohol or controlled substances, SLE will require an employee to submit to alcohol and/or controlled substance testing. Reasonable suspicion involves a judgment on the part of the employer. FTA regulations require a safety-sensitive employee to submit to a test under the following conditions:

- A trained supervisor determines that reasonable suspicion exists based on specific, contemporaneous, articulable observations concerning appearance, behavior, speech, or body odors of the covered employee.
- A trained supervisor has reasonable suspicion that the employee has used a prohibited drug, or misused alcohol.
- Physical on-the-job observation of drug and/or alcohol use by the employee occurs.

Reasonable suspicion for alcohol will be made immediately prior to, during, or immediately after the employee has ceased performing a safety-sensitive function.

Tests for alcohol can be administered within two hours following the reasonable suspicion determination.

Test delays >8 hours result in driver out of service for 24 hours.

5.3 Random Testing

SLE will randomly select a sufficient number of covered employees for testing each calendar year. The number of employees selected will equal an annual rate not less than the minimum annual percentage rate for random alcohol and controlled substances testing determined by federal regulations. Each employee selected for random testing must have an equal chance of being tested each time selections are made.

Random testing will meet the following criteria:

- At least 50% of the average number of safety-sensitive positions in the testing pool are tested on a random basis annually under the drug and alcohol testing requirements for drugs.
- At least 10% of the average number of employees in safety-sensitive positions in the testing pool are tested on a random basis annually under the drug and alcohol testing requirements for alcohol.
- Random selection is made through a computerized random number generator program matched with employees' identifying numbers. This program is provided by a contracted, third party administrator for the drug program.
- A covered employee will be notified of selection for random drug or random alcohol testing, and SLE will ensure that the employee proceeds to the test site immediately. If the employee is performing a safety-sensitive function, the employer will ensure that the employee stops performing the safety-sensitive function and proceeds to the testing site immediately.
- A covered employee will only be randomly tested for alcohol just prior to, during, or just after performing a safety-sensitive function.

5.4 Post-Accident Testing

As soon as possible following an accident, a drug and alcohol test will be administered to the employee(s) performing a safety-sensitive function and whose performance either contributed to the accident or cannot be completely discounted as a contributing factor.

The following circumstances require employee testing:

- An accident involves the loss of a human life.
- A safety-sensitive employee receives a citation under state or local law for a moving traffic violation that results from the accident and either one of the following conditions exists:
 - * The accident involves bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident.
 - * The accident results in one or more motor vehicles incurring disabling damage that requires the vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- Post-accident testing is subject to the following criteria:
 - * A controlled substance test on a safety-sensitive employee must be administered within 32 hours following the accident. If the test is not administered within the required time, the employer will stop efforts to administer the test. SLE will then file and maintain a report stating the reasons the test was not administered promptly.
 - * A safety-sensitive employee who is subject to post-accident testing is required to remain readily available for such testing. Failure to do so may be considered by the employer as refusal to submit to testing.

5.5 Return to Duty Testing

If a safety-sensitive employee has violated this policy in regard to alcohol or controlled substances, the Director of SLE has the sole discretion as to whether or not to return the employee to a safety-sensitive function. However, if the Director of SLE determines that the employee has successfully completed a prescribed education and/or treatment program and decides to return the employee to a safety-sensitive function, the employee is required to submit to an alcohol and/or controlled substance test. The employee must have a negative controlled substance test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming safety-sensitive functions. This testing shall be done in accordance with 49 CFR Part 40 and 49 CFR 382 as amended.

5.6 Follow-up Testing

If SLE returns an employee to safety-sensitive functions, the employee will be subject to follow-up testing. Such testing will comply with the plan established by a Substance Abuse Professional (SAP), but will not contain less than 6 unannounced follow-up tests in the first 12 months of safety-sensitive duty following the employee's return to safety-sensitive functions. A refusal to take the test or a confirmed positive test will result in termination of employment. Such testing will be done in accordance with 49 CFR Part 40, subpart O, and 49 CFR 382 as amended.

6. TESTING PROCEDURES

6.1 Illegal Drugs

Analytical urine drug testing and alcohol breath testing may be conducted when circumstances warrant or as required by federal regulations. All safety-sensitive employees are subject to testing prior to employment, for reasonable suspicion, following an accident, before returning to duty, and follow-up testing, as defined in sections 5.1, 5.2, 5.4, 5.5, and 5.6 of this policy. Employees who perform safety-sensitive functions as defined in Attachment 4 to this policy will also be tested under section 5.3 on a random, unannounced basis.

Testing will be conducted to assure a high degree of accuracy and reliability and will use techniques, equipment, and laboratory facilities that have been approved by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40 and 49 CFR 382 as amended. The procedures will be performed in a private, confidential manner, and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test results.

Testing will be conducted for the following drugs:

- Marijuana
- Cocaine
- Opiates
- Phencyclidine (PCP)
- MDMA (Ecstasy)
- Heroin

Urine specimens will be collected using the split specimen collection method described in 49 CFR, Part 40 and 49 CFR 382 as amended. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification

number that attributes the specimen to the correct individual. An initial drug screen will be conducted on each urine specimen.

For specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometer (GC/MS) test will be performed. If an employee's urine specimen is invalid or is considered to be a cancelled test result, a second observed collection will take place immediately without advance notice or additional consequence. The test will be considered positive if the results exceed the minimum thresholds established in 49 CFR Part 40 and 49 CFR 382 as amended. In instances where there is reason to believe an employee is abusing a substance other than the five drugs listed above, the SLE reserves the right to test for additional drugs under its own authority using standard laboratory testing protocols.

The tests results from the laboratory will be reported to a Medical Review Officer (MRO). A MRO is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. Refer to Attachment 2 for the MRO.

The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed test result. The MRO will notify the employee of the positive laboratory test result and provide the employee an opportunity to explain the confirmed test result. The MRO will subsequently review the employee's medical history/medical records to determine whether there is a legitimate medical explanation for a positive laboratory result. If no legitimate medical explanation is found, the MRO will report the test as positive.

The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, the split will be retained for testing if so requested by the employee through the MRO.

6.2 Alcohol

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved testing device operated by a trained technician. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test will be observed and performed between fifteen minutes and no more than 30 minutes from the completion of the original test, using the NHSTA-approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT). The EBT will identify each test by a unique sequential identification number. This number, time of test, and unit identifier will be provided on each EBT printout. The EBT printout along with an approved alcohol testing will be used to document the test and the subsequent results and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40 and 49 CFR 389 as amended. The procedures will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test results.

A safety-sensitive employee who has a confirmed alcohol concentration of greater than 0.02 but less than 0.04 will be removed from his/her safety-sensitive position for eight hours unless a retest results in a concentration measure of less than 0.02. The inability to perform safety-sensitive duties due to an alcohol test result of greater than 0.02 but less

than 0.04 will be considered an unexcused absence from work. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test, a violation of this policy, and a violation of the requirements set forth in 49 CFR Part 655 and 49 CFR 382 Subpart B for safety-sensitive employees.

All safety-sensitive employees who have a confirmed positive drug or alcohol test will be removed from their positions, informed of educational and rehabilitation programs available, and referred to a Substance Abuse Professional (SAP) for assessment. A positive drug and/or alcohol test will result in termination.

Refer to Attachment 3 for a list of suggested SAPs.

The transit system affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process and will abide by the requirements set forth in 49 CFR Part 40 and 49 CFR 382 as amended.

7. RECORD SECURITY AND RETENTION

All drug and alcohol testing records will be maintained in a secure manner so that disclosure of information to unauthorized persons does not occur. Information will only be released in the following circumstances:

- To a third party if a release from the employee is received in writing
- To the decision-maker in a lawsuit, grievance, or other proceeding initiated by, or on behalf, of the employee tested and arising from the results of a drug and alcohol test covered by this policy to include but not limited to, worker's compensation, unemployment compensation, or other proceedings relating to a benefit sought by the employee
- To a subsequent employer upon receipt of a written request from the employee
- To the National Transportation Safety Board during an accident investigation
- To the Department of Transportation, to the Idaho Department of Transportation, or to any DOT agency having oversight of the transit program with regulatory authority over the employer or any of its employees
- To the employee, upon written request

SLE will maintain records of its anti-drug and alcohol misuse program in a secure location with controlled access.

Records will be retained according to the following minimum criteria:

- For one year:
 - * Verified negative drug test results
 - * Alcohol test results less than 0.02
- For two years:
 - * Records related to the collection process for alcohol and drug testing to include but not limited to: collection logbook, if used, and documents relating to the random selection process

- * Documents generated in connection with decisions to administer reasonable suspicion drug or alcohol tests and documents generated in connection with decisions on post-accident drug and alcohol testing
- * MRO documents verifying existence of a medical explanation of the inability of a covered employee to provide an adequate urine or breath sample
- * Drug and alcohol training records
- * Calibration documentation of evidentiary EBTs
- For three years:
Information obtained from previous employers concerning alcohol and drug test results
- For five years:
 - * Records of covered employee verified positive alcohol test with readings of 0.02 or greater
 - * Records of covered employee drug test with verified positive results
 - * SAP evaluations and referrals of employees for alcohol misuse
 - * Employee compliance with recommendations of the SAP for drug use and/or alcohol misuse, including results of return-to-duty and follow-up testing
 - * SAP evaluation and referrals of employees for drug use
 - * Annual MIS reports
 - * Documentation of refusals to take required drug or alcohol tests

Retention time frames and the types of retained documents will be in conformance with 49 CFR, Part 655.71 and 49 CFR Part 382.401.

8. CONSEQUENCES OF VIOLATIONS OF THIS POLICY

Employees who violate this policy or who commit any of the prohibited conduct related to drugs or alcohol in paragraph 5 are subject to the following consequences:

- Immediate removal from all safety-sensitive functions
- Immediate placement on unpaid disciplinary suspension for the period when an employee is not eligible to perform safety-sensitive functions
- Disciplinary action will not be imposed based solely on a laboratory report of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, until the Medical Review Officer (MRO) has verified the test results.
- Termination if an employee tests negative as the result of an adulterated specimen, and the MRO verifies that the specimen was adulterated
- Termination if the violation is based upon a positive test result, and if the positive test result is confirmed by a second test and the results are verified by the MRO.
- Termination if the violation is based on an action other than a positive test result
For example, refusing to submit to a test is considered a test failure.

An employee discharged on the basis of a refusal to undergo drug or alcohol testing or a confirmed positive test result may be considered to have been discharged for misconduct for purposes of unemployment compensation benefits and may be disqualified from unemployment benefits.

- Removal from all safety-sensitive functions for an employee performing any safety-sensitive function with an alcohol concentration of 0.02 or greater but less than 0.04 until a subsequent test measures less than 0.02, or the employee has been removed from duty for at least twenty-four hours

SLE will provide a mandatory referral to all employees who violate this policy or who commit any of the prohibited conduct related to drugs or alcohol in paragraph 5.

When an employee is terminated, SLE will refer the employee to a Substance Abuse Professional.

SLE will not be responsible for any cost incurred for treatment by the Substance Abuse Professional.

9. TRAINING

SLE will provide the following training:

- Supervisors and others who are authorized by the agency to make reasonable suspicion determination will receive at least 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use and at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.
- Covered employees will receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.

10. INFORMATION DISCLOSURE

To be considered for employment, all applicants will be asked to give consent to SLE to conduct a background check of their previous DOT covered employers over the past two years. Refusal to do so will result in removal from qualification for employment. The information requested will include the following data:

- Alcohol test results of 0.04 or higher alcohol concentration
- Verified positive drug tests
- Refusals to be tested (including verified adulterated or substituted drug test results)
- Other violations of DOT agency drug and alcohol testing regulations
- Documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests) for any employee who violated a DOT drug and alcohol regulation

11. CONFIDENTIALITY

Confidentiality will be applied to every aspect of the anti-drug program according to the following criteria.

- After the MRO contacts the employee to discuss a positive confirmatory test result and a final decision is released regarding the positive result, the listed contact person of SLE shall serve as the sole point of contact.
- All drug and alcohol testing information will receive the highest level of respect in relation to confidentiality. Information regarding an individual's test results or rehabilitation may be released only upon the written consent of the individual, except that such information must be released regardless of consent to the administrator or the representative of a state agency upon request as part of an accident investigation. Statistical data related to testing and rehabilitation that is not name-specific and training records must be made available to the agency having administrative authority and to FTA upon request.
- All records relating to drug and alcohol testing will be kept in a separate, locked file from other employee records.

12. CONTACT PERSON

The contact person will be designated by the director of SLE to answer employees' questions concerning the drug and alcohol policy or testing procedures.

Refer to Attachment 1 for the system contact person.

13. MEDICAL REVIEW OFFICER

A Medical Review Officer must meet the requirements of 49 CFR Subpart G, "Medical Review Officers and the Verification Process" to be qualified.

Refer to Attachment 2 for the MRO.

14. SUBSTANCE ABUSE PROFESSIONAL

A Substance Abuse Professional must meet the requirements of 49 CFR Subpart O, "Substance Abuse Professionals and the Return-to-Duty Process" to be qualified.

Refer to Attachment 3 for a list of suggested SAP's.

15. POLICY INTENT

SLE intention is to fully comply with the regulations of the U. S. Department of Transportation and Federal Transportation Authority (49 CFR, Part 29, Part 40, 382 and Part 655). Omissions or contradictions that occur between this policy and the federal regulations, the federal regulations shall apply.

If the regulations of the U.S. DOT or the FTA change, this policy will be amended to reflect those changes and to remain consistent with regulations and U.S. DOT requirements. When such changes occur, SLE will notify all affected employees.

ATTACHMENT 1

SYSTEM CONTACT PERSON

Contact the following transit system representative for any questions regarding this policy or any other aspect of the drug free and alcohol-free transit program:

Jacob Price

Operations Manager

PO Box 566, Rexburg ID 83440

208-356-9796 ext. 6111

ATTACHMENT 2
MEDICAL REVIEW OFFICER

The following individual is the Medical Review Officer (MRO) for SLE.

Health Index

100 DeBartolo #145, Youngstown, OH 44512

330.758.4990

ATTACHMENT 3

SUBSTANCE ABUSE PROFESSIONALS & HOTLINES

Christian Counseling Center
Substance Abuse Professional
115 East 16th
Idaho Falls, ID 83404
208-529-4673

A.R.A.
Substance Abuse Professional
163 E Elva
Idaho Falls, ID 83402
208-678-4760 24hr hotline: 800-531-6430

Walker Center
Substance Abuse Professional
1120 Montana
Gooding, ID 83330
800-227-4190

CPC Intermountain Hospice
Substance Abuse Professional
303 Allumbaugh St.
Boise, ID
800-321-5984

Canyon View
228 Shoupe
Twin Falls, ID
208-734-6760, 208-677-4723

Northview Hospital
8050 Northview
Boise, ID
800-843-2207

National Assoc. on Drug Abuse
800-662-HELP

National Council on Alcoholism
800-622-2255

Alcoholics Anonymous (AA)
800-356-9996

Just Say No
800-258-2766

Cocaine Anonymous
800-347-8998

National Council on Alcoholism
800-NCA-CALL

Narcotics Anonymous
818-780-3951

National Council For Drug & Alcohol Info
800-729-6686

ATTACHMENT 4

SAFETY-SENSITIVE FUNCTIONS

A safety-sensitive function is any specified duty performed by SLE employees related to the safe operation of mass transit service. These duties include the following activities:

- Operating a revenue service vehicle including times when that vehicle is not in revenue service
- Operating a non-revenue service vehicle that requires the driver to hold a CDL
- Controlling, dispatching or directing the movement of a revenue service vehicle
- Performing maintenance functions including repairing, overhauling, and rebuilding engines, vehicles and/or equipment
- Providing security and carrying a firearm on transit vehicles, at transfer points, and in transit facilities open to the public.

ATTACHMENT 5

ALCOHOL FACT SHEET

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is potentially a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Signs and Symptoms

The following conditions are signs and symptoms of alcohol use:

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech

Note: Except for the odor, these are general signs and symptoms of any depressant substance.

Health Effects

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6 ounce glass]) over time may result in the following health hazards:

- Decreased sexual functioning
- Dependency
Up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed “alcoholic”.
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, and breast, and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects

Up to 54 percent of all birth defects are alcohol related.

Social Issues

The following statements concern the social issues regarding alcohol use:

- Two-thirds of all homicides are committed by people who drink prior to the crime.
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- Two-thirds of all Americans will be involved in an alcohol related vehicle accident during their lifetimes.
- The rate of separation and divorce in families with alcohol dependency problems is seven times the average.
- Forty percent of family court cases are alcohol problem related.
- Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
- More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

The Annual Toll

The following statements show the consequences of alcohol use:

- 24,000 people will die on the highway due to the legally impaired driver.
- 12,000 more will die on the highway due to the alcohol affected driver.
- 15,800 will die in non-highway accidents.
- 30,000 will die due to alcohol caused liver disease.
- 10,000 will die due to alcohol induced brain disease or suicide.
- Up to another 125,000 will die due to alcohol related conditions or accidents.

Workplace Issues

The following statements concern the effects in the workplace of alcohol use:

- The average person (150 pounds) requires one hour to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- A person who is legally intoxicated is six times more likely to have an accident than a sober person.

Employee Drug and Alcohol Policy Recognition Form

I, the undersigned, in accordance with Salt Lake Express Drug and Alcohol Policy acknowledge that I have been given a copy of the Drug and Alcohol Substance Abuse Policy and have read it. I understand that I have to comply with its terms while I am employed with Salt Lake Express.

I have been given the appropriate training and manuals to abide by the DOT guidelines for Controlled Substance and Alcohol abuse.

I consent to Salt Lake Express requests for a urine sample or other substance for the purpose of detecting the presence of any drug or alcohol and understand that all appropriate action may be taken in conformity with Salt Lake Express Substance Abuse Policy.

I have read this form and understand the above statements.

Name _____

Signature _____

Social Security Number _____

Company Representative _____

Date _____