PARTA

Board of Trustees

Board & Committee Meeting Packet

Thursday, August 28, 2025

6:15 p.m.—Administration Committee Meeting

6:30 p.m.—Finance Committee Meeting

7:00 p.m.—PARTA Board of Trustees Meeting

PARTA Administrative Offices, 2000 Summit Road, Kent, OH 44240

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August 28, 2025 – Board & Committee Meeting Packet

PARTA RIDE

Administration Committee

PARTA	*PARTA* Administration Building
Administration Committee Meeting	2000 Summit Road
August 28, 2025 @ 6:15 p.m.	Kent, Ohio 44240

Agenda

1. Call to Order
   Roll Call of Attendees — Oral

2. Guest Communications (2-minute limit) — Oral

3. Old Business

4. New Business

5. Resolutions - Motion Required

   #2025-08-01 *(Page 25)*

   A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) FOR SFY 2027 TRANSPORTATION ASSISTANCE GRANTS. THESE GRANTS MAY INCLUDE THE OHIO ELDERLY AND DISABLED (E&D) TRANSIT FARE ASSISTANCE PROGRAM, THE URBAN TRANSIT PROGRAM (UTP), THE OHIO TRANSIT PARTNERSHIP PROGRAM (OTP2), THE SPECIALIZED TRANSPORTATION PROGRAM (SECTION 5310), AND THE OHIO WORKFORCE MOBILITY PARTNERSHIP (OWMP) PROGRAM.

   #2025-08-02 *(Page 26)*

   A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION (FTA), AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FFY 2026 FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23, UNITED STATES CODE, AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA).

   #2025-08-03 *(Page 27)*

   A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES APPROVING THE PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP) AND UPDATES TO THE PLAN AS REQUIRED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA).

6. Executive Session, as needed

7. Adjournment

Finance Committee

PARTA	*PARTA* Administration Building
Finance Committee Meeting	2000 Summit Road
August 28, 2025 @ 6:30 p.m.	Kent, Ohio 44240

Agenda

1. Call to Order
   Roll Call of Attendees — Oral

2. Guest Communications (2-minute limit) — Oral

3. Finance Report
   a. PARTA Finance Reports *(Pages 5-7)*
   b. KCG Finance Reports *(Page 8-10)*

4. Old Business

5. New Business

6. Resolutions – Motion Required

7. Executive Session, as needed

8. Adjournment

Next Regular Finance Committee Meeting:
September 25, 2025 @ 6:30 p.m.

PARTA FINANCE REPORT

7/31/2025

Un-Audited

CURRENT PERIOD	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE	FY 2025 BUDGET	A 58.33% % BUDGET SPENT	
			REVENUE						
$ 23,356	$ 20,833	$ 2,523	Farebox & Ticket Sales	$ 136,979	$ 145,833	$ (8,854)	$ 250,000	54.8%	
$ 32,315	$ 28,802	$ 3,513	Agency Cash Grants and Reimburs.	$ 224,894	$ 201,613	$ 23,281	$ 345,623	65.1%	
$ 48,500	$ 182,532	$ (134,031)	KSU Revenues	$ 1,200,845	$ 1,277,721	$ (76,876)	$ 2,190,379	54.8%	
$ 5,372	$ 5,833	$ (462)	State Reimbursement (Fuel)	$ 39,158	$ 40,833	$ (1,675)	$ 70,000	55.9%	
$ -	$ 22,917	$ (22,917)	State Capital Maintenance Assist	$ 129,010	$ 160,417	$ (31,407)	$ 275,000	46.9%	
$ -	$ 100,000	$ (100,000)	Federal Capital Maintenance Assist	$ -	$ 800,000	$ (800,000)	$ 1,100,000	0.0%	
$ -	$ 106,974	$ (106,974)	Federal Operating (ARPA)	$ 755,173	$ 641,843	$ 113,330	$ 641,843	117.7%	
$ -	$ 4,333	$ (4,333)	Federal Project Mgmt. & Planning	$ -	$ 30,333	$ (30,333)	$ 52,000		
$ 48,836	$ 41,667	$ 7,170	Investment Income	$ 505,052	$ 291,667	$ 213,385	$ 500,000	101.0%	
$ 656,001	$ 617,760	$ 38,241	Sales Tax Revenues	$ 4,369,737	$ 4,324,318	$ 45,418	$ 7,413,117	58.9%	
$ 11,147	$ 7,167	$ 3,980	Other Revenues	$ 70,747	$ 50,267	$ 20,480	$ 86,100	82.2%	
$ 825,527	**$ 1,138,817**	**$ (313,290)**	**TOTAL REVENUES**	**$ 7,431,595**	**$ 7,964,846**	**$ (533,250)**	**$ 12,924,062**	**57.5%**	
			EXPENSES						
$ 141,698	$ 154,784	$ 13,086	Operators Salaries and Wages	$ 1,052,544	$ 1,157,549	$ 105,006	$ 2,005,530	52.5%	
$ 4,805	$ 39,893	$ 35,089	Students Salaries and Wages	$ 218,226	$ 279,253	$ 61,028	$ 478,720	45.6%	
$ 85,482	$ 88,194	$ 2,711	Maintenance Salaries and Wages	$ 593,701	$ 661,454	$ 67,753	$ 1,146,520	51.8%	
$ 52,134	$ 66,252	$ 14,117	Operations Staff Salaries and Wages	$ 422,181	$ 496,888	$ 74,706	$ 861,272	49.0%	
$ 70,971	$ 83,827	$ 12,855	Admin Salaries and Wages	$ 536,924	$ 628,700	$ 91,775	$ 1,089,746	49.3%	
$ 116,643	$ 117,551	$ 908	Employee Health Insurance	$ 812,784	$ 822,857	$ 10,073	$ 1,410,612	57.6%	
$ 126,576	$ 117,155	$ (9,421)	Other Fringe Benefits	$ 832,449	$ 974,647	$ 142,197	$ 1,619,000	51.4%	50.8%
$ -	$ 1,000	$ 1,000	Advertising Fees	$ 3,301	$ 10,000	$ 6,699	$ 15,000	22.0%	
$ 16,383	$ 24,208	$ 7,825	Professional/Tech Services	$ 148,438	$ 167,458	$ 19,020	$ 265,500	55.9%	
$ 28,832	$ 18,967	$ (9,865)	Capital Maintenance Service	$ 196,074	$ 175,667	$ (20,408)	$ 313,400	62.6%	
$ 8,666	$ 13,750	$ 5,084	Other Services	$ 110,604	$ 113,250	$ 2,646	$ 183,000	60.4%	
$ 52,910	$ 62,135	$ 9,226	Fuel and Lubricants	$ 348,963	$ 434,948	$ 85,985	$ 745,625	46.8%	
$ 3,854	$ 5,417	$ 1,563	Tires and Tubes	$ 34,980	$ 37,917	$ 2,937	$ 65,000	53.8%	
$ 24,460	$ 34,458	$ 9,998	Other Materials and Supplies	$ 191,484	$ 241,208	$ 49,724	$ 413,500	46.3%	
$ 14,291	$ 15,000	$ 709	Utilities	$ 101,654	$ 105,000	$ 3,346	$ 180,000	56.5%	
$ 59,942	$ 66,733	$ 6,791	Premium Public Liab/Prop Damage	$ 265,686	$ 286,347	$ 20,661	$ 357,080	74.4%	
$ 8,728	$ 5,100	$ (3,628)	Dues and Subscriptions	$ 34,997	$ 35,150	$ 153	$ 36,250	96.5%	
$ 412	$ 2,067	$ 1,655	Travel and Meetings	$ 11,058	$ 14,367	$ 3,309	$ 31,500	35.1%	
$ 1,390	$ 4,208	$ 2,818	Advertising/Promotions Media	$ 12,846	$ 23,458	$ 10,613	$ 39,500	32.5%	
$ 64	$ 1,958	$ 1,894	Other Misc. Expenses	$ 12,905	$ 13,108	$ 203	$ 22,400	57.6%	
$ 6,560	$ 6,178	$ (382)	Sales Tax Fees	$ 43,697	$ 43,243	$ (454)	$ 74,131	58.9%	
$ 824,802	**$ 928,835**	**$ 104,034**	**TOTAL EXPENSES**	**$ 5,985,496**	**$ 6,722,469**	**$ 736,973**	**$ 11,353,286**	**52.7%**	
$ 726	**$ 209,982**	**$ (209,256)**	**Gross Operating Surplus/(Deficit)**	**$ 1,446,099**	**$ 1,242,377**	**$ 203,723**	**$ 1,570,776**		

PARTA CAPITAL FINANCE REPORT
Un-Audited

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	YTD ACTUAL RECV'D / EXP	FY 2025 BUDGET	B ACTUAL REMAINING
2025 Operating Surplus	$ (233,238)	$ 155,811	$ 632,748	$ 175,143	$ 366,014	$ 348,895	$ 726						$ 1,446,099	$ 1,570,776	
(From Finance Report)															
Grant Funding															
2025- 2 CNG *Transit* (2021 DERG)					$ 737,164								$ 737,164	$ 737,164	$ -
2024 OTP2 Escalation FLEX (for 2-DERG)					$ 213,287								$ 213,287	$ 213,287	$ -
2025 4- Diesel Transit (5339(b))					$ 1,514,888								$ 1,514,888	$ 1,514,888	$ -
ODOT GRF Match						$ 323,614							$ 323,614	$ 323,614	$ -
2025-3 1/2 Small LTV (5310)													$ -	$ 380,370	$ 380,370
2025-1 1/2 Small LTV (5339)								$514,770					$ 514,770	$ 514,770	$ -
5 -5339© CNG Transits (2026)													$ -	$ 3,201,270	$ 3,201,270
APC (2024 OPT2 Flex)													$ -	$ 17,071	$ 17,071
2025 Maint Equip. OPT2 Flex													$ -	$ 383,656	$ 383,656
2025 Facility Rehab OPT2 Flex								$129,626					$ 129,626	$ 258,905	$ 129,279
Transit Improvement Bus Shelters													$ -	$ 90,000	$ 90,000
Miscellaneous Equipment - CNG Fuel Pumps								$ 34,284					$ 34,284	$ 156,000	$ 121,716
ADP Hardware - Computers, Infotainment Systems								$148,800					$ 148,800	$ 148,800	$ -
Capital Planning - FTS/TDP								$ 91,923					$ 91,923	$ 200,000	$ 108,077
Rehab/Renovate Facilties - Admin. Restrooms & Floors													$ -	$ 80,000	$ 80,000
Security Equipment - Cameras at KCG & PARTA								$ 54,000					$ 54,000	$ 54,000	$ -
TOTAL GRANT FUNDING	$ -	$ -	$ -	$ -	$ 2,465,339	$ 323,614	$ -	$973,403	$ -	$ -	$ -	$ -	$ 3,762,356	$ 8,273,795	$ 4,511,439
Capital Project Costs (Fixed Assets)															
2 CNG *Transit* (2021 DERG)					$ (1,317,462)								$ (1,317,462)	$ (1,309,000)	$ (8,462)
2025 4- Diesel Transit (5339(b))				$ (2,393,168)									$ (2,393,168)	$ (2,393,168)	$ -
2025-5 Small LTV (5310&5339)							$ (1,123,425)						$ (1,123,425)	$ (1,118,925)	$ (4,500)
5 -5339© CNG Transits (2026)													$ -	$ (4,001,588)	$ 4,001,588
[APC (2024 OPT2 Flex)] + Scheduling Software													$ -	$ (21,339)	$ 21,339
2025 Maint Equip. OPT2 Flex													$ -	$ (479,571)	$ 479,571
2024 & 2025 Facility Rehab OPT2 Flex						$ (15,000)	$ (147,033)						$ (162,033)	$ (323,631)	$ 161,599
Miscellaneous Equipment - CNG Fuel Pumps						$ (42,854)							$ (42,854)	$ (195,000)	$ 152,146
ADP Hardware - Computers, Infotainment Systems			$ (35,278)			$ (78,863)	$ (80,211)						$ (194,352)	$ (186,000)	$ (8,352)
Capital Planning - FTS/TDP				$ (27,456)	$ (50,683)	$ (23,054)	$ (13,711)						$ (114,904)	$ (237,977)	$ 123,073
Rehab/Renovate Facilties - Admin. Restrooms & Floors													$ -	$ (100,000)	$ 100,000
Security Equipment - Cameras at KCG & PARTA							$ (68,133)						$ (68,133)	$ (67,500)	$ (633)
LOCAL PROJECTS															
Component Rebuilds				$ (5,294)	$ (6,273)		$ (7,302)						$ (18,869)	$ (100,000)	$ 81,131
Facility Improvements			$ (7,839)		$ (22,500)								$ (30,339)	$ (60,000)	$ 29,661
Misc. Equip.	$ (10,539)												$ (10,539)	$ (10,000)	$ (539)
TOTAL CAPITAL PROJECT	$ (10,539)	$ -	$ (43,117)	$ (2,425,918)	$ (1,396,918)	$ (159,771)	$ (1,439,814)	$ -	$ -	$ -	$ -	$ -	$ (5,476,078)	$ (10,603,699)	$ 5,127,621
BALANCE	$ (243,778)	$ 155,811	$ 589,631	$ (2,250,775)	$ 1,434,436	$ 512,738	$ (1,439,088)	$973,403	$ -	$ -	$ -	$ -		$ (759,128)	$ (616,182)
Restricted Balance	$ 13,068	$ 11,745	$ 12,964	$ 12,628	$ 13,048	$ 12,653	$ 13,148						$ 89,254	$ 3,395,778	$ 3,485,032
Carry Forward Balance 23/2	$ (256,846)	$ 144,066	$ 576,666	$ (2,263,403)	$ 1,421,388	$ 500,085	$ (1,452,236)	$973,403	$ -	$ -	$ -	$ -	$ 6,053,757		

Restricted: Local Match		
2 CNG Transits (2025) 2021 DERG	-	
4 Diesel Transits **(2025)**	-	
5 -5339© CNG Transits (2026)	$ 800,318	
[APC (2024 OPT2 Flex)] + Scheduling Sof	$ 4,268	
2025 Maint. Equip. (CNG Generator & HV.	$ 95,915	
2025 Facility Rehab (Maint. Roof)	$ 32,320	
2025-5 Small LTV (5310&5339)	$ -	
OWMP Capital Projects	$ 77,448	
Future Capital Projects	$ 2,474,764	$ 3,485,033

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PARTA

STATEMENT OF NET POSITION

7/31/2025

Un-Audited

ASSETS	7/31/2025	6/30/2025	Variance
CURRENT ASSETS:			
Cash & Cash Equivalents	$ **7,634,655**	$ 9,084,887	$ (1,450,232)
Receivables:			
RECEIVABLES-A/R Control (Oper)	$ **274,013**	$ 217,286	$ 56,727
Receivables Accrued Sales Tax	$ **1,956,136**	$ 1,956,136	
Materials & Supply Inventory	$ **279,009**	$ 279,009	
Intercompany Transfer	$ **(15,684)**	$ -	
TOTAL UNRESTRICTED/CURRENT ASSETS	$ **10,128,129**	$ 11,537,318	
RESTRICTED ASSETS:			
Special Deposits-Restricted	$ **8,866,053**	$ 8,855,997	$ 10,056
Star Ohio Restricted Capital	$ **3,485,032**	$ 3,471,884	$ 13,148
TOTAL RESTRICTED ASSETS	$ **12,351,085**	$ 12,327,881	
PROPERTY FACILITIES, & EQUIP.:			
Land	$ **160,000**	$ 160,000	$ -
Land - KCG	$ **2,027,675**	$ 2,027,675	$ -
Subscription-Based Intangible Asset	$ **720,635**	$ 720,635	$ -
Buildings & Improvements	$ **15,838,732**	$ 15,691,700	$ 147,033
Buildings - KCG	$ **16,955,824**	$ 16,887,691	$ 68,133
Transportation Vehicles & Equip.	$ **26,021,063**	$ 24,890,337	$ 1,130,727
Computer Hardware & Software	$ **992,197**	$ 911,986	$ 80,211
Other	$ **488,975**	$ 475,264	$ 13,711
TOTAL	$ **63,205,102**	$ 61,765,288	
Less Accumulated Depreciation/Amoritization	$ **(31,772,304)**	$ (31,522,304)	
CAPITAL ASSETS (Net of Accum. Dep./Amor.)	$ **31,432,798**	$ 30,242,984	
Deferred Outflow - Pension & OPEB	$ **3,071,754**	$ 3,071,754	
TOTAL ASSETS & DEFERRED OUTFLOWS	$ **56,983,767**	$ 57,179,937	
LIABILITIES AND NET POSITION			
CURRENT LIABILITIES:			
Accounts Payable	$ **296,578**	$ 50,633	$ 245,946
Advances Payable - KCG	$ **(119,601)**	$ (119,601)	$ -
Accrued Sales Tax Fee Payable	$ **19,760**	$ 20,307	$ (547)
Payroll Liability	$ **250,107**	$ 443,264	$ (193,157)
Unearned Revenue	$ **8,661**	$ 7,799	$ 862
TOTAL CURRENT LIABILITIES	$ **455,506**	$ 402,402	
NONCURRENT LIABILITIES:			
Net Pension, OPEB, Sub.-Based Liability	$ **8,383,633**	$ 8,383,633	
TOTAL NONCURRENT LIABILITIES	$ **8,383,633**	$ 8,383,633	
Deferred Inflow - Pension & OPEB	$ **292,846**	$ 292,846	
TOTAL LIABILITIES & DEFERRED INFLOWS	$ **9,131,985**	$ 9,078,881	
NET POSITION:			
Invested in Capital Assets, Net of Related Debt	$ **31,432,798**	$ 30,242,984	
Restricted for Capital Assets	$ **12,351,085**	$ 12,327,881	
Unrestricted Funds Balance	$ **4,067,898**	$ 5,530,191	
TOTAL NET POSITION	$ **47,851,782**	$ 48,101,056	
TOTAL LIABILITIES & NET POSITION	$ **56,983,767**	$ 57,179,937	

KCG FINANCE REPORT

7/31/2025

Un-Audited

CURRENT PERIOD	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE	FY 2025 BUDGET	A 58.33%
			REVENUE					
$ 25,825	$ 23,000	$ 2,825	Hotel Overnight Parking	$ 132,948	$ 124,500	$ 8,448	$ 199,000	66.8%
$ 19,591	$ 21,590	$ (1,999)	Monthly Parking Passes	$ 147,616	$ 151,730	$ (4,114)	$ 262,080	56.3%
$ 15,881	$ 17,000	$ (1,119)	Daily Parking Revenue	$ 74,989	$ 88,000	$ (13,011)	$ 142,000	52.8%
$ 9,298	$ 8,294	$ 1,004	Lease Revenue	$ 58,625	$ 58,058	$ 567	$ 99,528	58.9%
$ 1,239	$ 420	$ 819	Other Revenues	$ 6,246	$ 2,900	$ 3,346	$ 5,000	124.9%
$ 71,833	**$ 70,304**	**$ 1,529**	**TOTAL REVENUES**	**$ 420,423**	**$ 425,188**	**$ (4,765)**	**$ 707,608**	**59.4%**
			EXPENSES					
$ 24,574	$ 22,965	$ (1,609)	KCG Salaries and Wages	$ 170,048	$ 172,237	$ 2,189	$ 298,543	57.0%
$ 4,678	$ 5,000	$ 322	Employee Health Insurance	$ 32,616	$ 35,000	$ 2,384	$ 60,000	54.4%
$ 7,359	$ 6,820	$ (539)	Other Fringe Benefits	$ 55,979	$ 51,149	$ (4,830)	$ 88,658	63.1%
$ 182	$ 300	$ 118	Professional/Tech Services	$ 1,284	$ 2,100	$ 816	$ 3,600	35.7%
$ 6,590	$ 6,250	$ (340)	Contract Maintenance Service	$ 43,172	$ 43,750	$ 578	$ 75,000	57.6%
$ 822	$ 1,325	$ 503	Other Services	$ 11,083	$ 9,275	$ (1,808)	$ 15,900	69.7%
$ 382	$ 2,500	$ 2,118	Other Materials and Supplies	$ 15,563	$ 17,500	$ 1,937	$ 30,000	51.9%
$ 6,785	$ 6,000	$ (785)	Utilities	$ 43,620	$ 42,000	$ (1,620)	$ 72,000	60.6%
$ -	$ -	$ -	Premium Public Liab/Prop Damage	$ -	$ -	$ -	$ 7,350	0.0%
$ -	$ -	$ -	Advertising/Promotions Media	$ -	$ -	$ -	$ 6,000	0.0%
$ -	$ -	$ -	Other Misc. Expenses	$ -	$ -	$ -	$ 2,400	0.0%
$ 51,372	**$ 51,160**	**$ (212)**	**TOTAL EXPENSES**	**$ 373,365**	**$ 373,011**	**$ (354)**	**$ 659,451**	**56.6%**
$ 20,461	**$ 19,144**	**$ 1,317**	**Gross Operating Surplus/(Deficit)**	**$ 47,059**	**$ 52,177**	**$ (5,118)**	**$ 48,157**	

KCG FINANCE REPORT
2025 Summary

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	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	FY 2025 BUDGET
REVENUE														
Hotel Overnight Parking	$ 12,079	$ 14,077	$ 17,299	$18,502	$21,591	$23,577	$25,825	$ -	$ -	$ -	$ -	$ -	**$ 132,948**	$ 199,000
Monthly Parking Passes	$ 21,171	$ 21,835	$ 21,986	$21,458	$21,150	$20,425	$19,591	$ -	$ -	$ -	$ -	$ -	**$ 147,616**	$ 262,080
Daily Parking Revenue	$ 7,217	$ 9,446	$ 8,910	$11,917	$10,969	$10,649	$15,881	$ -	$ -	$ -	$ -	$ -	**$ 74,989**	$ 142,000
Lease Revenue	$ 7,796	$ 7,460	$ 7,591	$ 7,860	$ 7,855	$10,765	$ 9,298	$ -	$ -	$ -	$ -	$ -	**$ 58,625**	$ 99,528
Other Revenue	$ 724	$ 611	$ 748	$ 802	$ 1,100	$ 1,022	$ 1,239	$ -	$ -	$ -	$ -	$ -	**$ 6,246**	$ 5,000
TOTAL REVENUES	**$ 48,987**	**$ 53,427**	**$ 56,534**	**$60,539**	**$62,665**	**$66,438**	**$71,833**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 420,423**	**$ 707,608**
Parking Revenue	$ 40,466	$ 45,357	$ 48,194	$51,877	$53,710	$54,651	$61,297	$ -	$ -	$ -	$ -	$ -		
EXPENSES														
KCG Salaries and Wages	$ 31,862	$ 23,252	$ 21,912	$23,254	$23,788	$21,406	$24,574	$ -	$ -	$ -	$ -	$ -	**$ 170,048**	$ 298,543
Employee Health Insurance	$ 4,545	$ 4,678	$ 4,678	$ 4,678	$ 4,678	$ 4,678	$ 4,678	$ -	$ -	$ -	$ -	$ -	**$ 32,616**	$ 60,000
Other Fringe Benefits	$ 16,417	$ 5,691	$ 6,122	$ 4,941	$ 6,287	$ 9,164	$ 7,359	$ -	$ -	$ -	$ -	$ -	**$ 55,979**	$ 88,658
Professional/Tech Services	$ 184	$ 183	$ 182	$ 182	$ 186	$ 186	$ 182	$ -	$ -	$ -	$ -	$ -	**$ 1,284**	$ 3,600
Contract Maintenance Servic	$ 4,240	$ 2,536	$ 6,244	$ 7,114	$ 1,353	$15,095	$ 6,590	$ -	$ -	$ -	$ -	$ -	**$ 43,172**	$ 75,000
Other Services	$ 1,071	$ 1,004	$ 1,121	$ 4,477	$ 1,503	$ 1,085	$ 822	$ -	$ -	$ -	$ -	$ -	**$ 11,083**	$ 15,900
Other Materials and Supplies	$ 400	$ 72	$ 747	$ 90	$ 3,446	$10,426	$ 382	$ -	$ -	$ -	$ -	$ -	**$ 15,563**	$ 30,000
Utilities	$ 6,760	$ 7,706	$ 6,798	$ 5,792	$ 5,093	$ 4,687	$ 6,785	$ -	$ -	$ -	$ -	$ -	**$ 43,620**	$ 72,000
Premium Public Liab/Prop D:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	$ 7,350
Advertising/Promotions Med	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	$ 6,000
Other Misc. Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	$ 2,400
TOTAL EXPENSES	**$ 65,478**	**$ 45,121**	**$ 47,806**	**$50,527**	**$46,333**	**$66,728**	**$51,372**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 373,365**	**$ 659,451**
Gross Operating Surplus/(L	**$ (16,491)**	**$ 8,306**	**$ 8,728**	**$10,012**	**$16,332**	**$ (289)**	**$20,461**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 47,059**	**$ 48,157**
Cummulative Surplus	$ (16,491)	$ (8,185)	$ 543	$10,555	$26,887	$26,597	$47,059	$47,059	$47,059	$47,059	$47,059	$47,059		
HOURS	744	672	744	720	744	720	744	744	720	744	720	744	5,088	
Cost Per Hour	$ 88.01	$ 67.14	$ 64.26	$ 70.18	$ 62.28	$ 92.68	$ 69.05	$ -	$ -	$ -	$ -	$ -	$ 73.38	
CAR EXITS	6,263	6,942	7,509	8,292	7,165	6,776	7,314						50,261	
Cost Per Exit	**$ 10.45**	**$ 6.50**	**$ 6.37**	**$ 6.09**	**$ 6.47**	**$ 9.85**	**$ 7.02**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**$ 7.43**	
Revenue Per Exit	**$ 6.46**	**$ 6.53**	**$ 6.42**	**$ 6.26**	**$ 7.50**	**$ 8.07**	**$ 8.38**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**$ 7.07**	
Revenue Per Monthly	$ 4.50	$ 4.39	$ 4.14	$ 3.80	$ 4.33	$ 4.27	$ 3.96	$ -	$ -	$ -	$ -	$ -	**$ 4.20**	
Revenue Per Daily	$ 12.38	$ 11.95	$ 11.93	$ 11.50	$ 14.31	$ 17.16	$ 17.60	$ -	$ -	$ -	$ -	$ -	**$ 13.83**	

Kent Central Gateway
STATEMENT OF NET POSITION
7/31/2025
Un-Audited

C

		7/31/2025		6/30/2025		Variance
ASSETS						
Current Assets:						
CHECKING ACCT - KCG	$	90,348.44	$	84,332.67	$	6,016
CHECKING ACCT - KCG VISA	$	12,253.37	$	12,723.17	$	(470)
POF Change Fund	$	2,000.00	$	2,000.00	$	-
RECEIVABLES-A/R Control (Oper)	$	6,031.66	$	13,478.57	$	(7,447)
RECEIVABLES-Retail Leases	$	340,842.00	$	340,842.00	$	-
Total Current Assets	$	451,475	$	453,376		
Restricted Assets:						
MMAX RESTRICTED	$	180,398.70	$	179,985.97	$	413
Total Restricted Assets	$	180,399	$	179,986		
Fixed Assets:						
Capital Building	$	34,200	$	34,200	$	-
Purchase Garage Equipment-KCG	$	114,761	$	114,761	$	-
Purchase Computer Hardware	$	29,914	$	29,914	$	-
Capital Repair Cost	$	9,998	$	9,998	$	-
Parking Control Equipment	$	361,995	$	361,995	$	-
Purchase Misc. Office Equip.	$	21,221	$	21,221		
Less Accumulated Depreciation	$	(504,874)	$	(504,874)	$	-
Total Fixed Assets	$	67,215	$	67,215		
Total Assets	$	699,089	$	700,577		
LIABILITIES AND NET POSITION						
Current Liabilities:						
ACCOUNTS PAYABLE	$	6,731	$	13,226	$	(6,496)
Deferred Income Student	$	230	$	-		
Accrued Net Payroll	$	21,351	$	37,035		
Advanced Payable - KCG	$	119,601	$	119,601		
Refundable Security Deposit	$	4,900	$	4,900		
Deferred Infolw - Leases	$	340,842	$	340,842		
Total Liabilities	$	515,604	$	515,604		
Net Position:						
Invested in Capital Assets, Net of Related	$	67,215	$	67,215		
Restricted for Capital Assets	$	180,399	$	179,986		
Unrestricted Funds Balance	$	(42,179)	$	(62,228)		
Total Net Position	$	205,434	$	184,973		
Profit (Loss) For Period		47,058.63		26,597.46		
Total Liabilities & Net Position	$	699,089	$	700,577		

PARTA
Board of Trustees

PARTA	*PARTA* Administration Building
Board of Trustees Meeting	2000 Summit Road
August 28, 2025 @ 7:00 p.m.	Kent, Ohio 44240

Agenda

1. Call to Order
   Roll Call of Attendees — Oral

2. Meeting Minutes – Motion Required — Pages 13-17
   Minutes from July 24, 2025, Meeting

3. Guest Communications (2-minute limit) — Oral

4. General Manager's Report — Pages 18-20

5. Committee Reports
   - Administration (Pages 1-2) — Scheduled to meet 08/28/2025
   - Finance (Pages 3-13) — Scheduled to meet 08/28/2025
   - Operations — Did Not Meet
   - Personnel — Did Not Meet

6. Old Business

7. New Business

8. Resolutions - Roll Call Approval Required

   #2025-08-01 *(Page 25)*
   A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) FOR SFY 2027 TRANSPORTATION ASSISTANCE GRANTS. THESE GRANTS MAY INCLUDE THE OHIO ELDERLY AND DISABLED (E&D) TRANSIT FARE ASSISTANCE PROGRAM, THE URBAN TRANSIT PROGRAM (UTP), THE OHIO TRANSIT PARTNERSHIP PROGRAM (OTP2), THE SPECIALIZED TRANSPORTATION PROGRAM (SECTION 5310), AND THE OHIO WORKFORCE MOBILITY PARTNERSHIP (OWMP) PROGRAM.

   #2025-08-02 *(Page 26)*
   A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION (FTA), AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FFY 2026 FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23, UNITED STATES CODE, AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA).

   #2025-08-03 *(Page 27)*
   A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES APPROVING THE PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP) AND UPDATES TO THE PLAN AS REQUIRED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA).

9. Executive Session, as needed

10. Adjournment

Next Regular Meeting:
September 25, 2025 @ 7:00 p.m.

Reviewed by Senior Staff

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF TRUSTEES MEETING
MINUTES
July 24, 2025

Board Members Present:

Karen Beck	Julee Cariglio	Debbie Davison
Virginia Harris	Becky Lehman	R.T. Mansfield
Jack Murphy	Janice Simmons-Mortimer	Marvin Woods

Board Members Not Present:

Victor Baerman (1st excused absence)
Mike Lewis (1st excused absence)
Frank Vitale (1st excused absence)
Stacey Wilson (1st excused absence)
Karen Wise (1st excused absence)

***PARTA* Staff & Legal Counsel (Roetzel & Andress) Present:**

Claudia Amrhein	Denise Baba	Kelly Jurisch
Justin Markey, Legal	Sony Richardson-Gilroy	Rebecca Schrader
Brian Trautman	Lita Wiley	

Guests Present:

Dave Gynn

CALL TO ORDER

Mr. Marvin Woods called the *PARTA* Board of Trustees, July 24, 2025 meeting to order at 7:12 p.m.

Mr. Woods asked for a roll call, after which it was determined that **a quorum was present**.

Mr. Woods welcomed everybody and announced that the July meeting is the beginning of the new board year, and we have a new board member, Ms. Julee Cariglio. Ms. Cariglio was introduced earlier at the Finance Committee meeting.

Ms. Claudia Amrhein ask Mr. Justin Markey to administer the oath of office for Ms. Cariglio.

Mr. Woods asked for a motion to approve the minutes of May 22, 2025, board meeting. **Ms. Karen Beck** made a motion to approve the minutes as presented, which was seconded by **Mr. Jack Murphy**. Mr. Woods asked all those in favor say aye, those opposed say no, he said the **motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

Mr. Woods said there were no Guest Communications and moved onto the General Manager's report.

GENERAL MANAGER'S REPORT

Mr. Woods said everyone should have received a copy of the General Manager's report from Ms. Amrhein in their packet and asked if anyone had any questions or if Ms. Amrhein had anything to add.

Ms. Amrhein said I have nothing to add that we haven't talked about already but I'm happy to answer any questions.

Mr. Woods asked if there were any other questions. Hearing no questions he thanked Ms. Amrhein and moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Woods said the Administration Committee did meet tonight and asked Mr. Jack Murphy for the Administration Committee report.

Mr. Murphy said the Administration Committee met tonight. We have a full roster of nominations for the Board officers. The committee also voted to move forward Resolution 2025-07-03, which we'll discuss later tonight, recognizing Mr. David Gynn for his many years of service.

Mr. Woods asked if there were any questions. Hearing none, he thanked Mr. Murphy and then moved onto the Finance Committee report.

FINANCE COMMITTEE REPORT

Mr. Woods said everyone who is here was at the finance meeting and then asked if anyone had any questions for Ms. Rebecca Schrader.

Mr. Woods noted that the Finance Committee voted to bring forward to the Board two resolutions. Resolution 2025-07-01 for the purchase of four (4) clean diesel vehicles through CMAQ and Resolution 2025-07-02, a resolution to award a contract to Beck Electric Company for site preparation work and installation of an emergency generator for the CNG fueling facility.

Mr. Woods said hearing no questions moved onto the Operations Committee.

OPERATIONS COMMITTEE REPORT

Mr. Woods said the Operations Committee was not scheduled to meet and moved on to the Personnel Committee.

PERSONNEL COMMITTEE REPORT

Mr. Woods said the Personnel Committee was also not scheduled to meet and moved on to Old Business.

OLD BUSINESS

Mr. Woods said there was no Old Business and moved on to New Business.

NEW BUSINESS

Mr. Woods said under New Business we have the election of the Board officers.

Mr. Woods asked if there are any additional floor nominations for any of the Board officer positions. Hearing none, Mr. Woods read the slate of board officers: President, Mr. Marvin Woods, Vice President, Mr. Mike Lewis, and Temporary Presiding Office, Mr. Jack Murphy.

Mr. Woods asked for a motion to accept the slate as presented.

Motion: **R.T. Mansfield** Seconded: **Jack Murphy**

Roll Call:	**Yes**	**No**		**Yes**	**No**
Victor Baerman	ABSENT		R. T. Mansfield	X	
Karen Beck	X		Jack Murphy	X	
Julee Cariglio	X		Janice Simmons-Mortimer	X	
Debbie Davison	X		Frank Vitale	ABSENT	
Virginia Harris	X		Stacey Wilson	ABSENT	
Becky Lehman	X		Karen Wise	ABSENT	
Mike Lewis	ABSENT		Marvin Woods	X	

Mr. Woods said that the **slate of officers was approved unanimously**.

Mr. Woods offered congratulations and said since the slate has been approved, everyone will serve in their positions for a one-year term starting immediately.

Mr. Woods said that the schedule of the Board and Finance Committee meetings for 2026 was in the board packet for everyone to review. Normally they meet on the fourth Thursday of each month. The Finance Committee meets prior to the Board of Trustees meetings.

Mr. Woods asked if there was any objection to the dates or times as presented. Hearing none, the Board and Finance Committee will continue to meet on the fourth Thursday of each month beginning at 6:30 p.m. unless otherwise noted.

Mr. Woods said hearing no additional New Business he moved to the Resolutions

RESOLUTIONS

Mr. Woods introduced Resolution #2025-07-01.

#2025-07-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO APPLY FOR FEDERAL CONGESTION MITIGATION/AIR QUALITY FUNDS PROGRAMMED BY THE AKRON METROPOLITAN AREA TRANSPORTATION STUDY (AMATS) FOR FEDERAL FISCAL YEAR 2030 TO PURCHASE UP TO FOUR (4) CLEAN DIESEL VEHICLES.

Mr. Woods asked for a motion to approve this resolution.

Motion: R.T. Mansfield **Second: Jack Murphy**

Mr. Woods asked if there were any questions or comments. Hearing none he asked for a roll call.

Roll Call:	**Yes**	**No**		**Yes**	**No**
Victor Baerman	ABSENT		R. T. Mansfield	X	
Karen Beck	X		Jack Murphy	X	
Julee Cariglio	X		Janice Simmons-Mortimer	X	
Debbie Davison	X		Frank Vitale	ABSENT	
Virginia Harris	X		Stacey Wilson	ABSENT	
Becky Lehman	X		Karen Wise	ABSENT	

Mike Lewis	ABSENT		Marvin Woods	X	

Mr. Woods said the **resolution was approved unanimously**.

Mr. Woods introduced Resolution #2025-07-02.

#2025-07-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO NEGOTIATE, ENTER INTO, AND SIGN AN AGREEMENT WITH BECK ELECTRIC COMPANY, LLC FOR THE SITE PREPARATION WORK AND INSTALLATION OF AN EMERGENCY GENERATOR FOR THE CNG FUELING FACILITY AND BUS WASH/SERVICE BUILDING FOR A TOTAL PROJECT COST NOT TO EXCEED $220,000.

Mr. Woods asked for a motion to approve this resolution.

Motion: **Jack Murphy** **Second:** **Debbie Davison**

Mr. Woods asked if there were any questions or comments. Hearing none he asked for a roll call.

Roll Call:	Yes	No		Yes	No
Victor Baerman	ABSENT		R. T. Mansfield	X	
Karen Beck	X		Jack Murphy	X	
Julee Cariglio	X		Janice Simmons-Mortimer	X	
Debbie Davison	X		Frank Vitale	ABSENT	
Virginia Harris	X		Stacey Wilson	ABSENT	
Becky Lehman	X		Karen Wise	ABSENT	
Mike Lewis	ABSENT		Marvin Woods	X	

Mr. Woods said the **resolution was approved unanimously**.

Mr. Woods introduced Resolution #2025-07-03.

#2025-07-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES HONORING DAVID GYNN, BOARD TRUSTEE, IN APPRECIATION FOR HIS DEDICATION AND SERVICE.

Mr. Woods asked for a motion to approve this resolution.

Motion: **Jack Murphy** **Second:** **Karen Beck**

Mr. Woods asked if there were any questions or comments. Hearing none he asked for a roll call.

Roll Call:	Yes	No		Yes	No
Victor Baerman	ABSENT		R. T. Mansfield	X	
Karen Beck	X		Jack Murphy	X	
Julee Cariglio	X		Janice Simmons-Mortimer	X	
Debbie Davison	X		Frank Vitale	ABSENT	
Virginia Harris	X		Stacey Wilson	ABSENT	
Becky Lehman	X		Karen Wise	ABSENT	
Mike Lewis	ABSENT		Marvin Woods	X	

Mr. Woods said the **resolution was approved unanimously**.

Mr. Woods offered his congratulations to Mr. Dave Gynn.

Mr. Gynn said it really has been a privilege, as all of you know who are serving on the Board, to see how important transportation is in Portage County. You know what a solid, really solid foundation in the company and staff and board members that we have. I think it's one of the thrills of my life to have been able to serve on this board, thank you very much.

Mr. Woods thanked Mr. Gynn for his service and said that Ms. Amrhein would like to say something.

Ms. Amrhein said to Mr. Gynn, thank you again. You stepped up during one of the worst times in our history to be the president during COVID. Your steadfast support and your genuine appreciation for the services that we provide really mean a lot to us. We'll miss you.

Mr. Gynn expressed his thanks to everyone.

Mr. Woods said that you're a hard act to follow, but I'll do my best. Thank you for your service.

Mr. Woods asked if there were any other questions or comments and mentioned that there's cookies.

Ms. Denise Baba said we need volunteers for our fair booth. If you all have any time, there's a sign-up sheet right over there and the tchotchkes that we will be passing out at the fair and we have a special one in there that promotes our renewable natural gas. There's a bag for each of you. So, check those out and again, if you are able to give us a couple of hours, we'd really appreciate it. Thank you. And it starts on Tuesday, August 19 through Sunday, August 24.

Mr. Woods said hearing no additional questions or comments we can move on to Executive Session.

EXECUTIVE SESSION

Mr. Woods said there is no need for an Executive Session.

ADJOURNMENT

Mr. Woods asked for a motion to adjourn. **Mr. R.T. Mansfield** motion to adjourn, **Ms. Karen Beck** seconded. Mr. Woods thanked everyone for coming.

The meeting was adjourned at 7:27 p.m.

Respectfully submitted,

Sony Richardson-Gilroy
Executive Assistant

August 2025

PARTA General Manager's Report

Claudia B. Amrhein

Claudia

Committee Meetings and Resolutions. The August meeting agenda includes three resolutions for board consideration.

The administration committee will meet on Thursday, August 28, at 6:15 p.m. to consider annual resolutions to authorize the filing of federal and state grant funding applications each fiscal year. In addition, the committee will consider the annual update of the Public Transit Agency Safety Plan (PTASP). **The finance committee will meet on Thursday, August 28, at 6:30 p.m.** to review monthly financial reports and the 2024 state financial audit report. **The board meeting will be held on Thursday, August 28, at approximately 7 p.m.,** immediately following the committee meetings.

Discussion: Committee Assignments. During the board meeting, President Marvin Woods will invite discussion about committee assignments. The four standing committees are: finance, administration, operations, and personnel. Each committee will have occasion to meet during the final months of 2025 to consider the items listed below, as well as other matters that may arise in the coming months.

	ANTICIPATED COMMITTEE AGENDA ITEMS
FINANCE	Monthly finance reports
	2026 annual budgets & large purchase resolutions
	2026 Replacement LTVs
ADMINISTRATION	By-laws review to consider virtual meeting guidelines
	Title VI program update
OPERATIONS	TFS & TDP results and recommendations
	Bus camera purchase
	Administration building renovation project
	Bus shelter contract award
PERSONNEL	GM annual evaluation

Annual Federal and State Grant Award Resolutions. *Resolutions #2025-08-01 and -02* are template resolutions required annually by FTA and ODOT to authorize the filing of applications for federal and state transportation assistance. The grant dollars we receive through these funding sources support the day-to-day delivery of transit services and capital construction and maintenance activities.

#2025-08-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) FOR SFY 2027 TRANSPORTATION ASSISTANCE GRANTS. THESE GRANTS MAY INCLUDE THE OHIO ELDERLY AND DISABLED (E&D) TRANSIT FARE ASSISTANCE PROGRAM, THE URBAN TRANSIT PROGRAM (UTP), THE OHIO TRANSIT PARTNERSHIP PROGRAM (OTP2), THE SPECIALIZED TRANSPORTATION PROGRAM (SECTION 5310), AND THE OHIO WORKFORCE MOBILITY PARTNERSHIP (OWMP) PROGRAM.

In July, ODOT announced 2026 OTP2 program awards. ODOT awarded federal flex funding to support *PARTA's* acquisition of four (4) expansion low-floor buses and to repair concrete pavement around KCG. The expansion buses will provide vehicles for service recommendations that flow from transit development plan recommendations. The concrete repairs will address cracking and heaving along E. Erie Street.

PARTA				
Project	**Federal**	**Local**	**Total**	***ODOT SFY 2026 Ohio Transit Partnership Program (OTP2) Program Awards:***
4 Expansion LTVs	$688,000	$172,000	$860,000	
KCG Concrete Repair	$ 28,000	$ 7,000	$ 35,000	

#2025-08-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION (FTA), AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FFY 2026 FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23, UNITED STATES CODE, AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA).

This resolution authorizes filing applications for federal financial assistance in federal FY2026, which begins on October 1, 2025. You may recall that FY2025 reimbursements have been delayed this year, with the first grant draws just processed in early August.

Public Transportation Agency Safety Plan (PTASP) Update. *Resolution #2025-08-03* approves the annual update to the Public Transportation Agency Safety Plan (PTASP). *PARTA* created its first PTASP in 2020, after FTA adopted principles and methods of Safety Management Systems for public transit. *PARTA*'s plan incorporates four main target areas: safety policy; safety risk management; safety assurance; and safety promotion. The updates to the plan are minor, including job title changes and a new appendix (page 50) to provide safety targets. The plan can be reviewed in Resolutions & Additional Materials beginning on page 28.

#2025-08-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES APPROVING THE PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP) AND UPDATES TO THE PLAN AS REQUIRED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA).

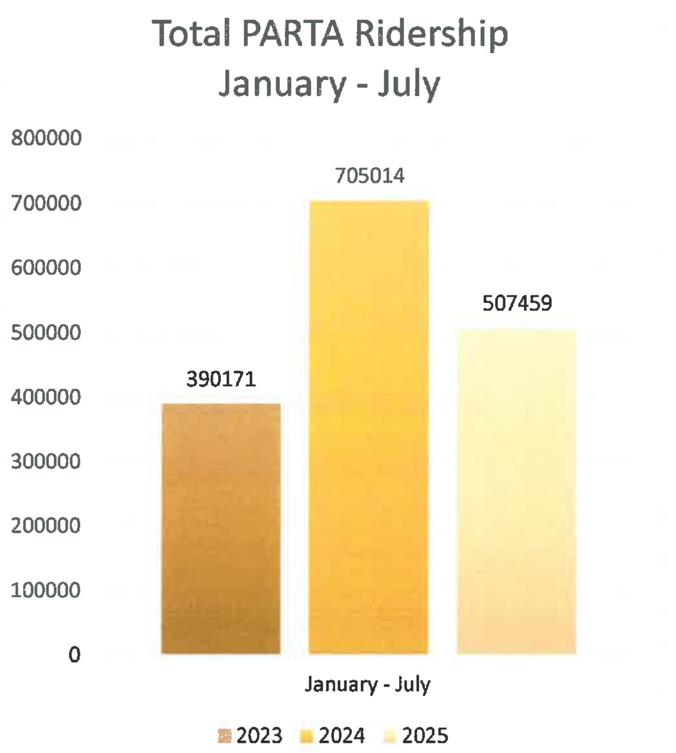
S.R. 59 Alternative Transportation Project Accepting Public Comments. After years of planning, the S.R. 59 Alternative Transportation project is accepting public comments on preliminary planning documents. *PARTA* is participating in the planning of transit and pedestrian amenities along this busy corridor. You can read more about the project in Resolutions & Additional Materials on page 70.

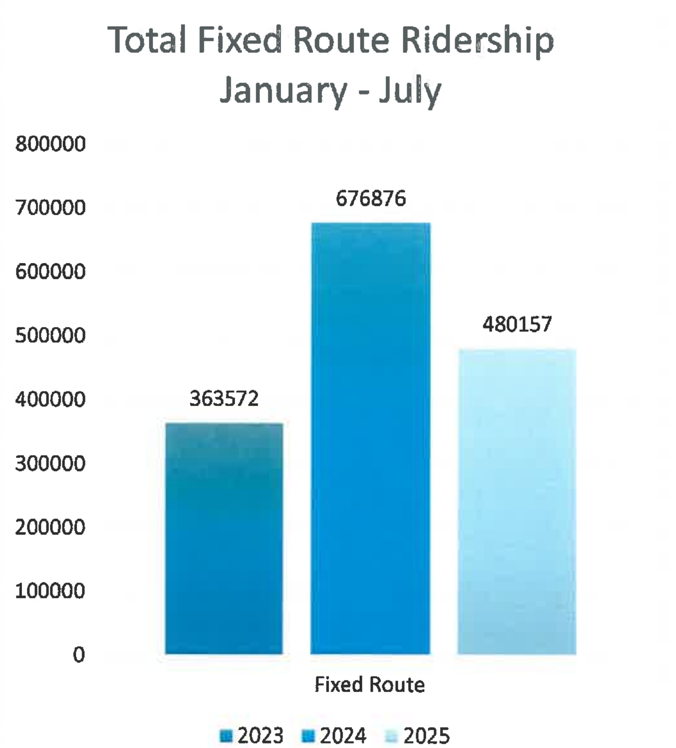
Service Reports. *Ridership and Other Key Performance Indicators.* Please see performance reports beginning at page 20 that summarize ridership, ADA performance, and maintenance key performance indicators. Figure 1 on page 21 shows an upward trend for ridership for May, June, and July. ADA on-time trip performance and preventative maintenance compliance remained excellent in July. On-time ADA trip performance was 99.14% in July as compared to 98.81% in June. On-time preventative maintenance compliance was 100% in July as compared to 99% in June.

Thank you for your attention to these matters. If you have any questions prior to meetings, please feel free to contact me by calling (330) 676-6315, or by e-mail at Amrhein.c16@partaonline.org.

2023-2025 Totals Comparisons

Total Ridership, Total ADA, Total Fixed Route, and Total Demand Response





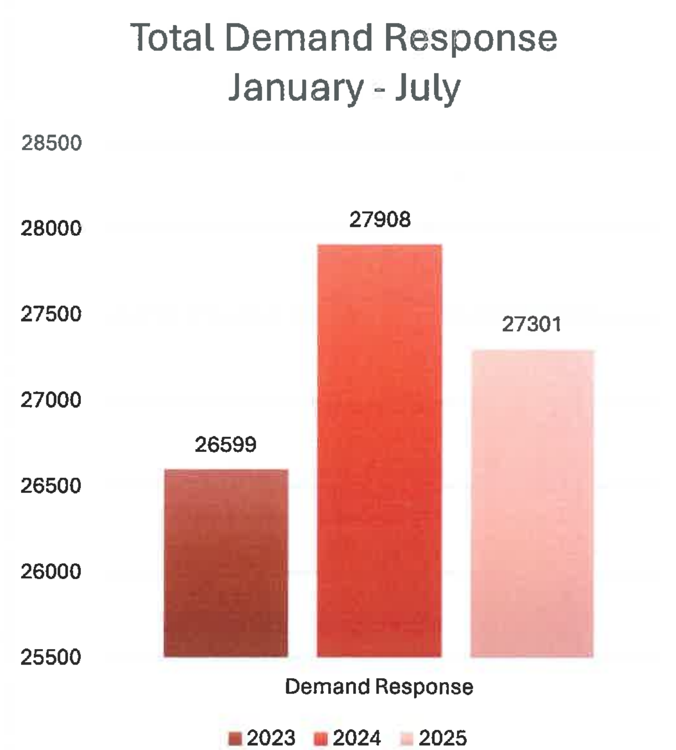


Figure 1. Total Ridership for all *PARTA* Services

Total ridership for demand response, SATS, county fixed routes, express routes, and KSU fixed routes.

Total PARTA Ridership			
Month	2025	2024	% Change from 2024
January	85628	140280	-39%
February	110401	193118	-43%
March	93687	150905	-38%
April	113339	129175	-12%
May	46140	43996	5%
June	29692	23434	27%
July	28572	24106	19%
August			
September			
October			
November			
December			
Total	**507459**	**705014**	**-28%**

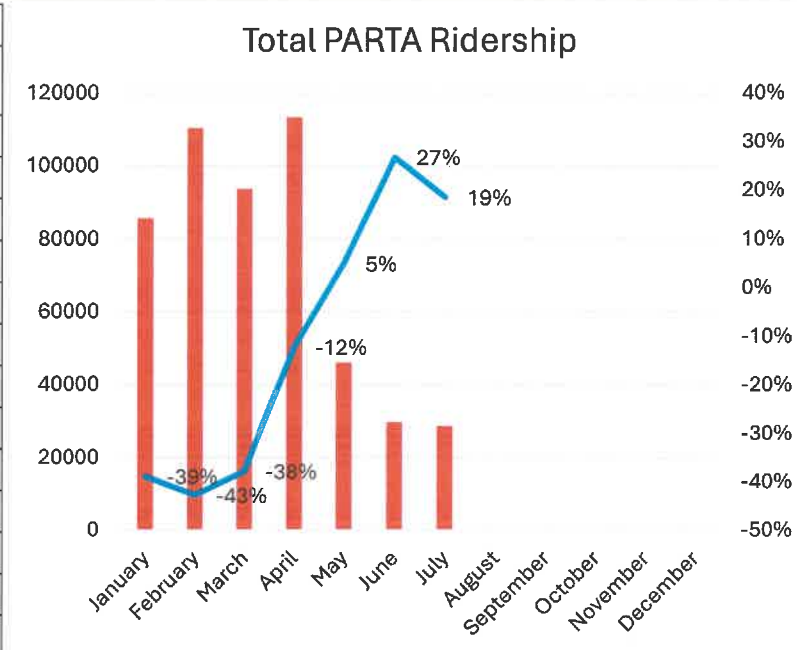


Figure 2. Total PARTA Ridership Year-to-Year

Total Ridership Comparison in 2023, 2024, and 2025

	Month											
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023	61468	85027	73713	76598	39369	30135	23861	75372	118561	115548	100196	105632
2024	140280	193118	150905	129175	43996	23434	24106	77269	123586	123182	95339	53379
2025	85628	110401	93687	113339	46140	29692	28572					

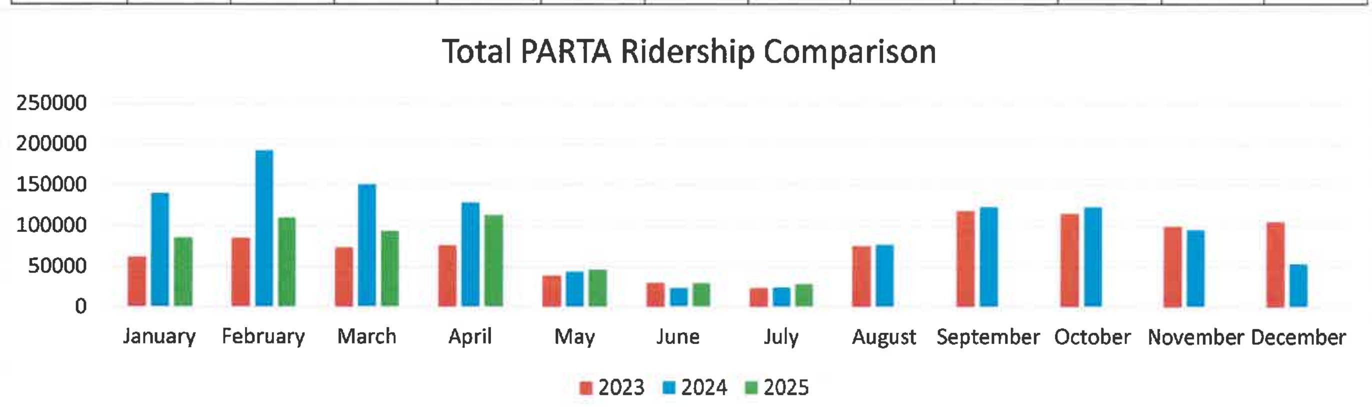


Figure 3. Total ADA Trips Year-to-Year Comparison

Total ADA trips in 2020, 2021, 2022, 2023, 2024, and 2025

	Month											
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	974	939	687	336	399	485	665	675	683	710	617	613
2021	530	530	620	656	609	648	697	628	700	786	721	704
2022	656	688	802	755	830	733	698	708	783	740	679	645
2023	718	696	809	654	772	840	797	808	732	860	713	662
2024	720	713	811	797	816	725	768	822	742	900	852	851
2025	843	806	797	793	827	755	811					

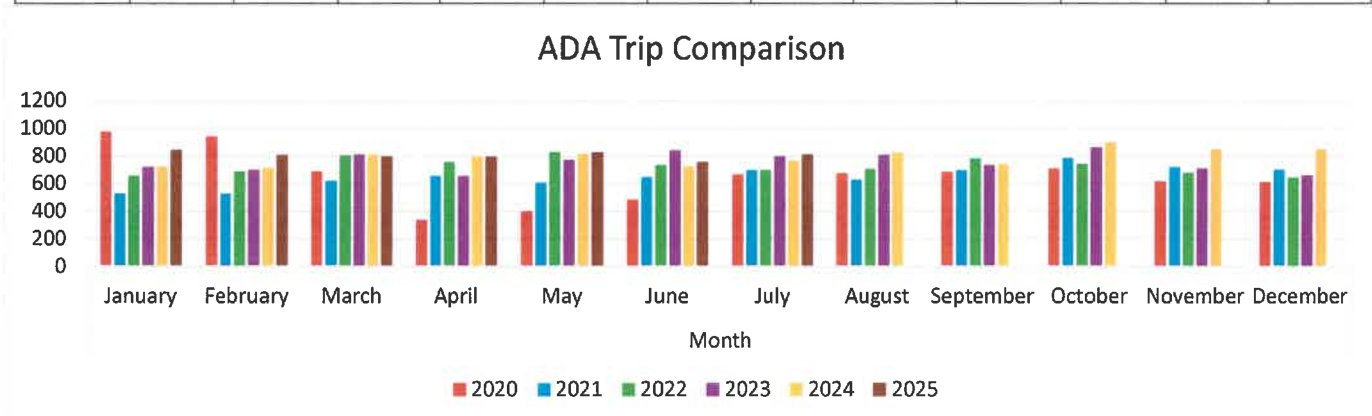


Figure 4. ADA On-Time Percentage Year-to-Year comparison

Total ADA On-Time % Comparison in 2023, 2024, and 2025

	Month											
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023	95.96%	85.34%	95.67%	94.95%	96.76%	96.90%	96.11%	95.54%	93.44%	94.88%	97.05%	96.22%
2024	96.39%	96.77%	96.30%	97.24%	98.53%	98.62%	98.57%	97.81%	98.38%	97.11%	98.24%	99.18%
2025	97.15%	97.64%	99.00%	98.14%	98.67%	98.81%	99.14%					

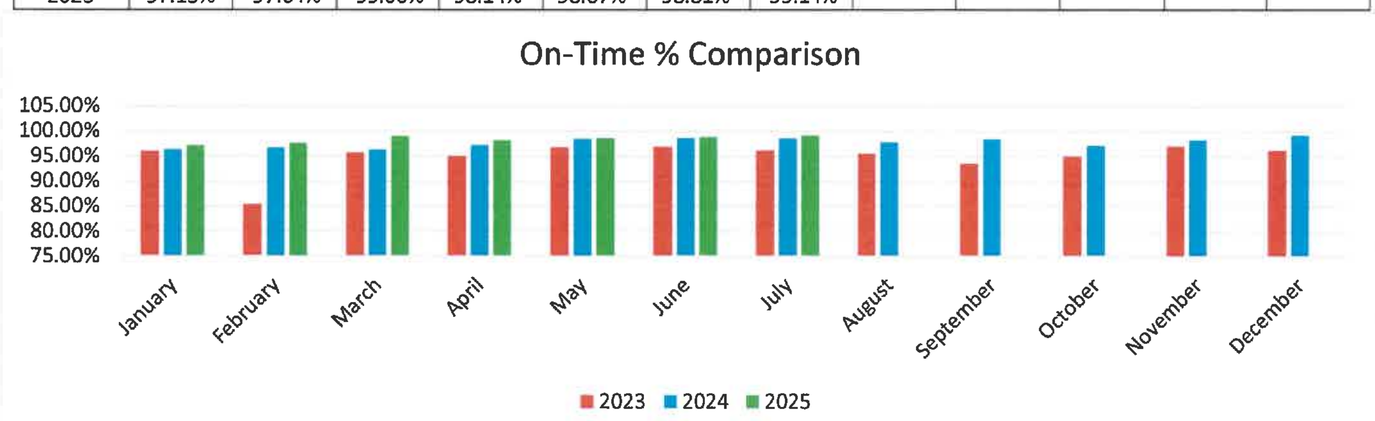


Figure 5. Preventive Maintenance On-Time Compliance Year-to-Year

Total Preventive Maintenance On-Time % Comparison in 2023, 2024, and 2025

	Month											
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023	96%	100%	100%	96%	99%	98%	98%	97%	99%	97%	98%	100%
2024	97%	98%	98%	98%	100%	100%	100%	98%	97%	95%	97%	98%
2025	100%	100%	100%	100%	98%	99%	100%					

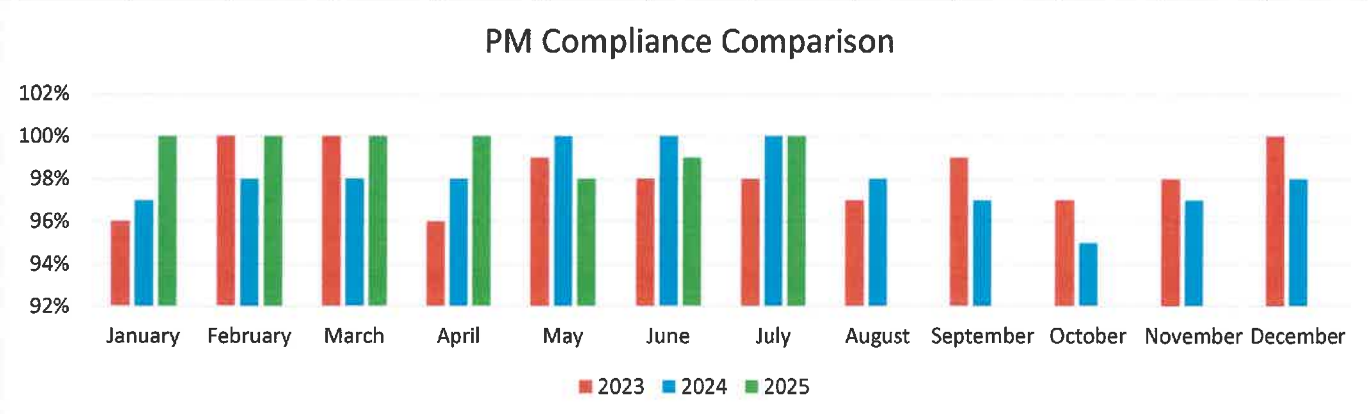
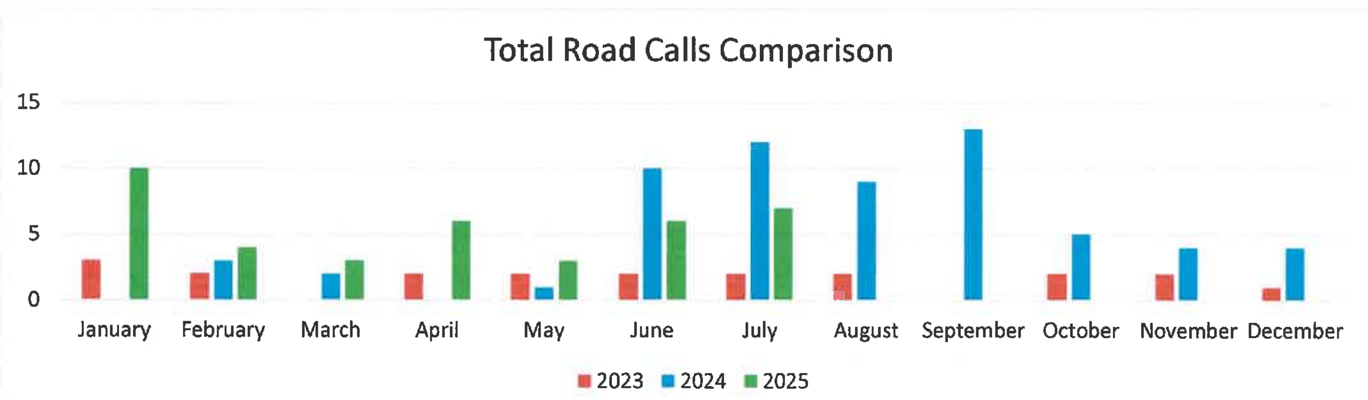


Figure 6. Road Calls Year-to-Year Comparison

Total Road Calls Comparison in 2023, 2024, and 2025. New reporting compliance standards began mid-2024.

	Month											
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023	3	2	0	2	2	2	2	2	0	2	2	1
2024	0	3	2	0	1	10	12	9	13	5	4	4
2025	10	4*	3	6	3	6	7					

** Road calls were for fixed route with two (2) major mechanical and two (2) other mechanical.*



PARTA
RIDE

Resolutions & Additional Materials

RESOLUTION #2025-08-01

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) FOR SFY 2027 TRANSPORTATION ASSISTANCE GRANTS. THESE GRANTS MAY INCLUDE THE OHIO ELDERLY AND DISABLED (E&D) TRANSIT FARE ASSISTANCE PROGRAM, THE URBAN TRANSIT PROGRAM (UTP), THE OHIO TRANSIT PARTNERSHIP PROGRAM (OTP2), THE SPECIALIZED TRANSPORTATION PROGRAM (SECTION 5310), AND THE OHIO WORKFORCE MOBILITY PARTNERSHIP (OWMP) PROGRAM.

WHEREAS, the State of Ohio, through its SFY 2027 programs, has made available funds to assist public transportation systems in Ohio; and

WHEREAS, the Portage Area Regional Transportation Authority (*PARTA*) is the transit operator for Portage County; and

WHEREAS, *PARTA* is presently providing transit service and observing all federal and state rules regarding these programs.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (*PARTA*) Board of Trustees that:

1. The General Manager, or her designee, is hereby authorized to file applications and execute contracts for the SFY 2027 Ohio Elderly and Disabled (E&D) Transit Fare Assistance Program, the SFY 2026 Urban Transit Program (UTP), the SFY 2026 Ohio Transit Partnership Program (OTP2), the SFY 2027 Specialized Transportation Program (Section 5310), and the SFY 2027 Ohio Workforce Mobility Partnership (OWMP) Program on behalf of the Portage Area Regional Transportation Authority (*PARTA*).

2. The General Manager, or her designee, is authorized to furnish such additional information as the Ohio Department of Transportation (ODOT) may require in connection with these applications.

CERTIFICATION:
The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (*PARTA*), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees on August 28, 2025.

____
Date

________________________ ________________________
Marvin Woods, President Attested
Board of Trustees

RESOLUTION #2025-08-02

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION (FTA), AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FFY 2026 FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23, UNITED STATES CODE, AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA).

WHEREAS, the Federal Transit Administration (FTA), through its FFY 2026 programs, has been delegated authority to award federal financial assistance for a transportation project; and

WHEREAS, the grant or cooperative agreement for federal financial assistance will impose certain obligations upon the applicant and may require the applicant to provide the local share of the project cost; and

WHEREAS, the applicant has or will provide all annual certification and assurances to the FTA required for the project; and

WHEREAS, the applicant is the Designated Recipient as defined by 49 U.S.C. §5307 (A)(2).

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (*PARTA*) Board of Trustees that:

1. The General Manager, or her designee, is authorized to execute and file an application for FFY 2026 federal assistance on behalf of the Portage Area Regional Transportation Authority (*PARTA*) with the Federal Transit Administration (FTA) for federal assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other federal statutes authorizing a project administered by the FTA.

2. The General Manager, or her designee, is authorized to execute and file with its application the annual certification and assurances and other documents the FTA requires before awarding a federal assistance grant or cooperative agreement.

3. The General Manager, or her designee, is authorized to execute grant and cooperative agreements with the FTA on behalf of *PARTA*.

CERTIFICATION:
The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (*PARTA*), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held on August 28, 2025.

Date

Marvin Woods, President
Board of Trustees

Attested

RESOLUTION #2025-08-03

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES APPROVING THE PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP) AND UPDATES TO THE PLAN AS REQUIRED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA).

WHEREAS, the Federal Transit Administration (FTA) issued a rule in 2018 requiring recipients of Urbanized Area Formula Grants (5307 funds) to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS); and

WHEREAS, *PARTA* prepared the Public Transit Agency Safety Plan (PTASP) and the Board of Trustees approved the PTASP via Resolution #2020-11-04 on November 19, 2020 and February 22, 2024; and

WHEREAS, the guiding principle of the PTASP is to increase safety of the transit system by identifying, assessing, and controlling safety risks by establishing and enforcing a comprehensive framework to oversee the safety of public transportation and by measuring safety performance, strategies, and training; and

WHEREAS, the 2021 Bipartisan Infrastructure Law made changes to 49 U.S.C. § 5329(d) applicable to recipients receiving financial assistance under section 5307 based upon urbanized area service population; and

WHEREAS, *PARTA* is a recipient receiving financial assistance under section 5307 that is serving an urbanized area with a population of 200,000 or more; and

WHEREAS, *PARTA* has updated the PTASP to include required safety performance criteria, safety training programs, transit operations risk reduction programs, and risk reduction performance targets consistent with the revisions outlined in 49 U.S.C. § 5329(d) and applicable regulations; and

WHEREAS, *PARTA* has presented the updated PTASP plan to its employee safety committee for its approval and now requests approval of the PTASP plan and updates by the Board of Trustees.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (*PARTA*) Board of Trustees that:

> The attached Public Transit Agency Safety Plan (PTASP) and updates to the agency safety plan be accepted and approved by the Board of Trustees effective August 28, 2025.

CERTIFICATION:
The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (*PARTA*), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held on August 28, 2025.

Date

Marvin Woods, President
Board of Trustees

Attested

PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP)

Portage Area Regional Transportation Authority

2000 Summit Rd., Kent, Ohio 44240

August 28, 2025~~February 1, 2024~~

Adopted 12/01/2020
Revised 02/01/2024
Revised 08/28/2025
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PREFACE

The Portage Area Regional Transportation Authority (*PARTA*) is committed to providing safe, dependable, courteous, and affordable public transit service in Kent, Ohio, and throughout Portage County Ohio. *PARTA*, established in 1975, is governed by a 15-member Board of Trustees representing municipalities, townships, and villages within the county and the county government. *PARTA* directly operates all services from a single operations center located at 2000 Summit Road in Kent, Ohio. The population of the service area is approximately 161,791. *PARTA* operates 15 fixed routes, including Kent State Campus bus routes, ADA complementary paratransit, and general public demand response service. Services operate Monday through Friday from 5 a.m. to 3 a.m.; Saturday service operates between 7:30 a.m. and 7:30 p.m.; and Sunday service operates from 3:45 p.m. to 3 a.m. *PARTA* operates a fleet of 38 buses in its fixed route service, all of which are either low-floor or wheelchair lift-equipped. *PARTA* also operates a fleet of 35 accessible small buses and vans in its demand response service.

Portage County falls within the Akron Urbanized Area (UZA) with a population of 557,021. *PARTA* works with the Akron UZA's Metropolitan Planning Agency (MPO), AMATS, to secure federal funds. With voter approval in 2001 of a 5-year, ¼ percent sales and use tax dedicated to transit in Portage County, *PARTA* was able to increase its level of service. This funding source, which was made permanent in 2006, provides approximately $5 million annually to *PARTA*'s budget. In addition, *PARTA* receives funding from the Federal Transit Administration (FTA) through 5307, 5310, 5339, 5339 (b), CMAQ, and DERG. *PARTA* is also contracted to complete transportation for various local human service agencies and is the primary transportation system for Kent State University.

Moving Ahead for Progress in the 21st Century (MAP-21) grants the FTA the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. As a component of this safety oversight framework, MAP-21 requires recipients of FTA Chapter 53 funding to develop and implement a Public Transit Agency Safety Plan (PTASP) that addresses performance measures, strategies, and staff training opportunities.

MAP-21 expands the regulatory authority of the FTA to oversee safety, providing an opportunity for the FTA to assist transit agencies in moving toward a more holistic, performance-based approach to ***Safety Management Systems (SMS).*** MAP-21 puts the FTA and the Ohio Department of Transportation (ODOT) in a position to provide guidance that strengthens the use of safety data to support management decisions, improves the commitment of transit leadership to safety, and fosters a culture of safety that promotes awareness and responsiveness to safety risks.

The PTASP for *PARTA* is consistent with and supports an SMS approach to safety risk management. SMS is an integrated collection of policies, processes, and behaviors that ensures a formalized, proactive, and data-driven approach to safety risk management. SMS aims to increase the safety of transit systems by proactively identifying, assessing, and controlling safety risks. The approach is flexible and scalable so that transit agencies of all types and sizes can efficiently meet the basic requirements of MAP-21. The PTASP for *PARTA* addresses the following elements.

☐	**Policy Statement:**	A policy statement establishing senior management commitment to continual safety improvement, signed by the executive accountable for the operation of the agency and the board of trustees.

Adopted 12/01/2020
Revised 02/01/2024
Revised 08/28/2025

☐	**Document Revision and Control:**	A description of the regular annual process used to review and update the plan including a timeline for implementation of the process.
☐	**Description of Core Safety Responsibilities:**	A description of the responsibilities, accountabilities, and authority of the accountable executive, the key safety officers, and key members of the safety management team.
☐	**Safety Training Program:**	A description of the comprehensive safety training program for agency staff that ensures that staff are trained and competent to perform their safety duties.
☐	**Safety Risk Management Approach:**	A description of the formal processes the agency uses to identify hazards, analyze, and assess safety risks, and develop, implement, and evaluate risk controls.
☐	**Prioritized Safety Risks:**	A description of the most serious safety risks to the public, personnel, and property.
☐	**Risk Control Strategies and Actions for Prioritized Safety Risks:**	A description of the risk control strategies and actions that the agency will undertake to minimize exposure of the public, personnel, and property to hazards, including a schedule for implementing the risk control strategies and the primary entity responsible for each strategy.
☐	**Safety Assurance:**	A list of defined safety performance indicators for each priority risk and associated targets the agency will use to determine if it is achieving the specified safety goals.
☐	**Desired Safety Outcomes or Goals:**	A description of desired safety outcomes for each risk using the measurable safety performance indicators established.

1 SAFETY MANAGEMENT POLICY

1.1 STATEMENT OF POLICY - Safety

PARTA is committed to safety management as a systematic and comprehensive approach to identifying safety hazards and risks associated with transit system operations and related maintenance activities. *PARTA* has adopted a Safety Management Systems (SMS) framework as an explicit element of the agency's responsibility by establishing safety policy; identifying hazards and controlling risks; and goal setting, planning, and measuring performance. Furthermore, *PARTA* has adopted SMS as a means by which to foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety.

To ensure transit safety and in order to comply with Federal Transit Administration (FTA) requirements, *PARTA* has developed and adopted this Public Transit Agency Safety Plan (PTASP) to comply with FTA regulations established by Section 5329(d) of the Moving Ahead for Progress in the 21st Century (MAP-21) Act signed into law by President Barack Obama on July 6, 2012 and as expanded by President Joe Biden through the Bipartisan Infrastructure Law signed on November 15, 2021.

The General Manager, *PARTA*'s Accountable Executive, *PARTA*'s Safety Committee and *PARTA's* Board of Trustees have reviewed the PTASP and ensured that its content has met the requirements of Section 5329(d) of MAP-21 through the establishment of a comprehensive Safety Management Systems (SMS) framework. Fundamental safety beliefs guiding our approach include:

- Safety is a core business value.
- Safety excellence is a key component of our mission.
- Safety is a source of our competitive advantage; our business will be strengthened by making safety excellence an integral part of all our public transportation activities; and
- Accidents and serious incidents are preventable and do not occur out of the blue; they are preceded by precursors (events, behaviors, and conditions) that can be identified, assessed, and mitigated through physical, administrative, and behavioral defense strategies.

Basic elements of our safety approach include:

- Top management commitment to safe operations.
- Responsibility and accountability of all employees.
- Clearly communicated safety goals; and
- Safety assurance and performance measurement for improvement.

Safety Objectives

- Reduce collisions and passenger falls through data collection and training.
- Monitor employee safety concerns; and
- Instill a safety first, top down, mentality.

Copies of this *Statement of Policy* are conspicuously posted throughout the *PARTA* facility. In addition, the policy statement can be found on *PARTA*'s website at www.partaonline.org

Claudia B. Amrhein ______________________ Date ______________________

Adopted 12/01/2020
Revised 02/01/2024
Revised 08/28/2025
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General Manager and Accountable Executive

1.2 ANNUAL PTASP REVIEW AND UPDATE

PARTA drafted our own PTASP and management will review the PTASP annually, with input from PARTA's Safety Committee and update the document, as necessary. The annual review of the PTASP will be conducted by *PARTA*'s Chief Safety Officer and ~~Director of Risk Management~~Safety and Security Manager by June 1 and approved, as required in accordance with MAP-21 and the Bipartisan Infrastructure Law. Necessary updates outside the annual review will be handled as PTASP addendums which will be incorporated in the body of the PTASP. Reviews of the PTASP, any subsequent updates and addendums, adoption, and distribution activities will be documented in the PTASP Document Activity Log in this document. *PARTA* shall provide its public fixed route and complementary paratransit services in accordance with the terms adopted by the Board of Trustees in this policy document that are consistent with and necessary for the execution of this policy.

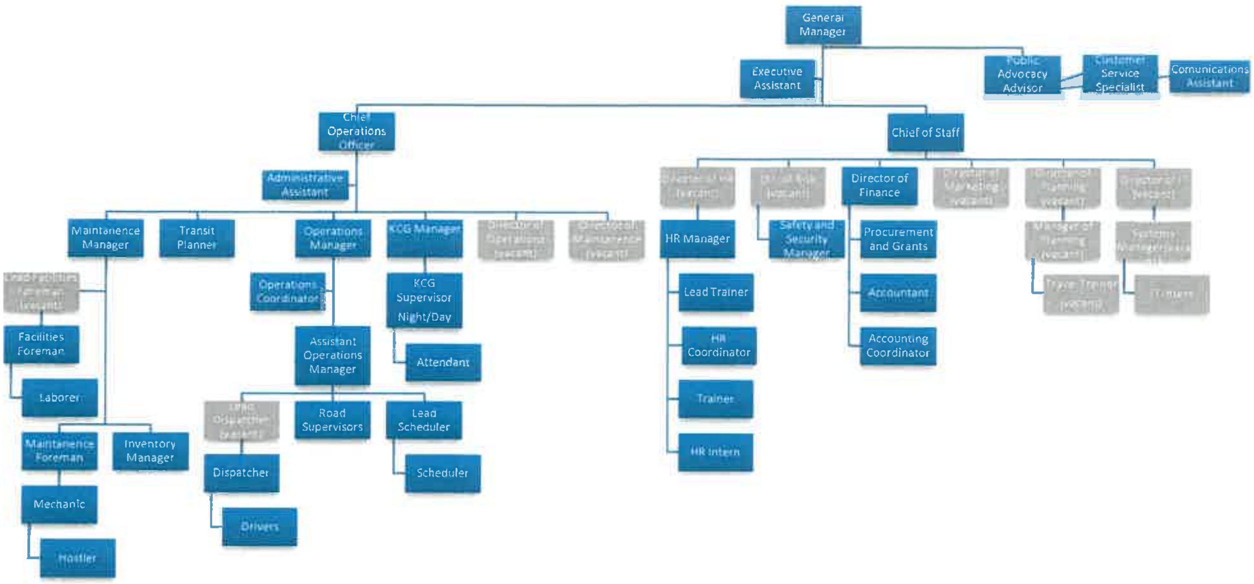
Additionally, *PARTA* will transmit performance targets to the Ohio Department of Transportation (ODOT) and AMATS annually.

1.3 ORGANIZATION, STRUCTURE AND SYSTEM SAFETY RESPONSIBILITIES

PARTA directly operates multiple modes of transportation, including fixed routes and demand response services. Management has the overall responsibility for the safe and secure operations of *PARTA* and service operators. Each employee is required to carry out specific system safety responsibilities, depending on his/her position, in compliance with the PTASP. The information provided below describes each position and the reporting structure; the table in Appendix A shows the system safety responsibilities of each position specifically.

See the Staff Safety Roles and Responsibilities table (Appendix A).

***PARTA*'s Organizational Chart**



1.4 SAFETY CULTURE

A positive safety culture must be generated from the top down. The actions, attitudes, and decisions at the policy-making level must demonstrate a genuine commitment to safety. Safety must be recognized as the responsibility of each employee with the ultimate responsibility for safety resting with the General Manager and the *PARTA* Board of Trustees. Employees must trust that they will have management support for decisions made in the interest of safety while recognizing that intentional breaches of safety will not be tolerated.

PARTA's established Safety Committee was created by a joint management-labor process to provide feedback from an equal number of frontline and management employees to evaluate safety hazards, identify safety deficiencies, establish performance targets, develop strategies to minimize exposure to infectious diseases consistent with the Centers for Disease Control and Ohio Health Department and promote safety. The primary goal of safety promotion at *PARTA* is to develop a positive safety culture that allows SMS to succeed and provides for continuous improvement. A positive safety culture at *PARTA* is defined as one which is:

A. *An Informed Culture*

- Employees understand the hazards and risks involved in their areas of operation.
- Employees are provided with the necessary knowledge, training, and resources; and
- Employees work continuously to identify and overcome threats to safety.
  - **i.** Examples of communication include:
    1. Safety bulletin board updated monthly.
    2. Memos, as necessary.
    3. Scrolling TV in the break lounge, updated monthly or as needed.
    4. New hire and annual refresher training; and
    5. Bi-annual operator meetings.

B. *A Just Culture*

- Employees know and agree on what is acceptable and unacceptable behavior; and
- Human errors must be understood but negligence and willful violations cannot be tolerated.

C. A Reporting Culture

- Employees are encouraged to voice safety concerns and to share critical safety information without fear of repercussion; and
- When safety concerns are reported, they are analyzed, and appropriate action is taken.
  - i. Examples of *PARTA*'s safety culture to report problems include:
    1. Report conditions directly to a supervisor.
    2. Quarterly Safety Committee meetings.
    3. Monthly safety toolbox talks.
    4. Bi-annual Operator meetings; and
    5. Management Labor Committee meetings.

D. A Learning Culture

- Learning is valued as a lifetime process beyond basic skills training.
- Employees are encouraged to develop and apply their own skills and knowledge to enhance safety; and

Employees are updated on safety issues by management and safety reports are fed back to staff so that everyone learns the pertinent lessons.

2 SAFETY RISK MANAGEMENT (SRM)

PARTA uses the SRM process as the method to ensure the safety of our operations, employees, passengers, the general public, facilities, and vehicles. Through the SRM process, hazards and consequences are identified, and evaluated for the potential of safety risk, strategies are implemented, and risks are resolved. *PARTA*'s SRM process is a holistic approach that looks at all elements of risk to our system, including operations and maintenance, facilities and vehicles, and personnel recruitment and retention.

2.1 HAZARD IDENTIFICATION

Establishing effective hazard identification programs is fundamental to safety management at *PARTA*. A hazard is any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure; or damage to the environment. Hazard identification can be reactive or proactive. Occurrence reporting, incident investigation, and trend monitoring are essentially reactive. Other hazard identification methods actively seek feedback by observing and analyzing day-to-day operations. Common hazard identification activities include:

- Federal Transit Administration (FTA) oversight.
  - FTA Triennial Review; and
  - FTA Random Drug and Alcohol Compliance Audit.
- State of Ohio DOT and BWC (Oversight).
- Ohio Transit Risk Pool (OTRP) Annual Risk Management Audit (Oversight).
- Safety assessments.
- Toolbox talks/safety meetings.
- Trend monitoring.
- Hazard and incident reporting.
- Safety surveys.

- Safety audits.
- Review of video cameras; and
- Evaluating customer suggestions and complaints.

The number of near-miss incidents, known as precursors, is significantly greater than the number of accidents for comparable types of events. The practice of reporting and learning from accident precursors is a valuable complement to other hazard identification practices. To be successful, hazard identification must take place within a non-punitive and just safety culture. *PARTA* employs systematic safety improvements by discovering and learning of potential weaknesses in the system's safety.

Any identified hazard that poses an immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed immediately.

See the Safety Assessment and System Review (Appendix B).
See the Facility Safety and Security Assessment (Appendix C).

2.1.1 Non-Punitive Reporting Policy

PARTA is committed to the safest transit operating standards possible. To achieve this, it is imperative that *PARTA* has uninhibited reporting of all incidents and occurrences that may compromise the safe conduct of our operations. To this end, every employee is responsible for the communication of any information that may affect the integrity of transit safety. Such communication must be free of any form of reprisal. *PARTA* also welcomes anonymous reporting of safety concerns and incidents.

PARTA will not take disciplinary action against any employee who discloses an incident or occurrence involving transit safety unless the employee is directly responsible for the incident or occurrence. This policy shall not apply to information received by *PARTA* from a source other than the employee, or which involves an illegal act or a deliberate or willful disregard of promulgated regulations or procedures.

The primary responsibility for transit safety rests with the Transit Operators, Road Supervisors and Maintenance personnel; however, transit safety is everyone's concern.

PARTA's method of collection, recording, and disseminating information obtained from transit safety reports has been developed to protect, to the extent permissible by law, the identity of any employee who provides transit safety information.

2.2 RISK ASSESSMENT

Once hazards have been identified, *PARTA* will conduct an assessment to determine their potential consequences. Factors to be considered are the likelihood of occurrence, the severity of the consequences should there be an occurrence, and the level of exposure to the hazard. *PARTA* will assess risks subjectively by experienced personnel using a **Risk Assessment Matrix (RAM)**. This matrix categorizes risks by levels high, medium, or low. *PARTA* defines the risk as follows:

- High ratings are unacceptable/intolerable and require immediate action to mitigate the safety risk.
- Medium ratings are undesirable, but will be monitored to control the risk; and
- Low ratings may be acceptable but will be reviewed for continuous improvement.

The results of the risk assessment process will help determine whether the risk is being appropriately managed or controlled. If the risks are acceptable, the hazard will simply need monitoring. If the risks are unacceptable, steps will be taken by *PARTA* to lower the risk to an acceptable or tolerable level or to remove or avoid the hazard.

See the Risk Assessment Matrix (RAM) (Appendix D).

2.3 RISK MITIGATION

The assessment process may indicate that certain hazards have an acceptable level of risk, while others require mitigation to an acceptable or tolerable level. *PARTA* will further manage risk by completing a **Hazard Identification and Risk Assessment Log (Appendix E)** that can help prioritize safety risks. The level of risk can be lowered by reducing the severity of the potential consequences, by reducing the likelihood of occurrence, and/or by reducing the exposure to that risk.

In general, *PARTA* will take the following safety actions to mitigate risk. These actions can be categorized into three broad categories, including:

- **Physical Defenses:**
  These include objects and technologies that are engineered to discourage, warn against, prevent inappropriate action, or mitigate the consequences of events or transit assaults (e.g., traffic control devices, fences, safety restraining systems, transit controls/signals, transit monitoring systems, barriers, etc.).
- **Administrative Defenses:**
  These include procedures and practices that mitigate the likelihood of accident/incident (e.g., safety regulations, standard operating procedures, personnel proficiency, supervision inspection, training, etc.); and
- **Behavioral Defenses:** These include behavioral interventions through education and public awareness campaigns aimed at reducing risky and reckless behavior of motorists, passengers, and pedestrians and factors outside the control of the agency.

2.4 PRIORITIZE SAFETY RISKS

Once hazards have been identified and risk levels assessed, *PARTA* will prioritize safety risks. A ***Hazard Identification and Risk Assessment Log*** **(Appendix E)** will be used by *PARTA*'s ~~Director of Risk Management~~Safety and Security Manager and Chief Safety Officer to organize *PARTA*'s safety risks. The Hazard Identification and Risk Assessment Log identifies the risk likelihood, a description of the risk, risk type, risk severity, risk rating value, further action required to reduce risk, and responsible staff. In this log, activities or measures taken to correct safety risks will be documented for review to ensure effective mitigations.

See the Hazard Identification and Risk Assessment Log (Appendix E).

3 SAFETY ASSURANCE

Safety assurance provides the necessary feedback to ensure that the SMS is functioning effectively and that *PARTA* is meeting or exceeding its safety objectives. Safety assurance requires a clear understanding of how safety performance will be evaluated, or in other words, what metrics will be used to assess system safety and determine if the SMS is working properly. Having decided on the metrics by which success will be measured, safety management requires embedding these metrics in the organizational culture and encouraging their use for ongoing performance improvement.

PARTA evaluates our compliance with operations and maintenance procedures to determine whether our existing rules and procedures are effective in controlling our safety risks. Effective safety risks must be assessed to ensure that mitigations are appropriate and implemented as intended. *PARTA* evaluates all safety events to identify any causal factors and analyzes the information from safety reporting, including data about safety defects, failures, or conditions.

PARTA has event documentation and procedures that each employee is trained in and can be found in our training manuals. These procedures are carried out by Road Supervisors as well as the ~~Director of Risk Management~~Safety and Security Manager. This includes all events that occur on transit buses, as well as events involving *PARTA* employees on and off *PARTA* property. An event is defined as any accidental or intentional act that has the potential for property damage or bodily injury.

PARTA has a Safety Panel that consists of the ~~Director of Risk Management~~Safety and Security Manager, Human Resource Manager, Operations Manager, and Assistant Operations Manager. The purpose of the Safety Panel is to investigate collisions and passenger incidents to define the causal factors of each incident or collision. The safety panel determines if an incident or collision is preventable or not and if it warrants discipline or retraining.

PARTA's Safety Committee meets quarterly and is convened by a joint management-labor process. This process consists of an equal number of frontline employee representatives and management representatives consisting of the following *PARTA* employees:

- The ~~Director of Risk Management~~Safety and Security Manager;
- The Maintenance Manager;
- The Lead Trainer;
- One Union appointed driver representative; and
- Three drivers that were duly nominated and elected by the drivers.

All employees are welcome to attend the Safety Committee meetings.

PARTA will update the **Standard Operating Procedures (Appendix F),** as needed, for the prevention and control of infectious diseases within the workplace, consistent with the guidelines of the Centers for Disease Control and Prevention (CDC).

PARTA's ~~Director of Risk Management~~Safety and Security Manager establishes and maintains the Safety Risk Register and Safety Event Log to monitor and analyze trends in hazards, assaults, occurrences, incidents, and accidents. The ~~Director of Risk Management~~Safety and Security Manager also completes, maintains, and distributes minutes of the safety committee meetings providing a copy to the Chief Safety Officer to evaluate any safety hazard reports. The minutes are then posted on the Safety Board.

PARTA retains all required SMS documentation for at least three years, and this documentation is available upon request by the FTA or other oversight agencies.

See Standard Operating Procedures (Appendix F).

3.1 MONITORING PERFORMANCE AND EVALUATING RESULTS

PARTA monitors compliance with operations and maintenance safety procedures through internal audits, records, reviews, and observations. All employees undergo annual refresher training that includes safety issues per their job responsibilities and duties. Drivers are evaluated annually, specifically around safe vehicle operation. This documentation is kept by the training department and in drivers' personnel files and is available to the appropriate personnel upon request.

The following procedures are monitored and used for the basis of investigations of accidents, incidents, and safety occurrences (as needed per the event):

- Revenue and non-revenue vehicle operation.
- Adherence to *PARTA*-regulated vehicles and building maintenance and cleanliness.
- Regular vehicle inspections.
- Regular building and maintenance facility inspections.
- Safety audits.
- Review of camera footage.
- Investigations of safety incidents.
- Safety meetings; and
- Safety assessments.

PARTA utilizes a system of checks and balances with pre and post-trip vehicle inspections, as well as frequent, documented inspections of maintenance facilities and tools.

The Chief Safety Officer and the ~~Director of Risk Management~~Safety and Security Manager are responsible for reviewing the results of the monitoring, for the measures taken when non-compliance or insufficient procedures are identified, and how the information is documented and tracked. Monitoring will be addressed quarterly and documented for the Safety Committee. The Safety Committee, along with the ~~Director of Risk Management~~Safety and Security Manager, will discuss results from safety reports and audits of safety assessments.

The Safety Panel will discuss the results of accident investigations. Accident reports are completed by Road Supervisors to determine any factors that may contribute to a safety event, such as equipment failures, weather, human, organizational, and outside factors. Pictures and video footage of accidents are captured and used during a Safety Panel hearing. The ~~Director of Risk Management~~Safety and Security Manager maintains all documentation of *PARTA*'s investigations, including forms, checklists, and results. The ~~Director of Risk Management~~Safety and Security Manager prepares a copy of necessary documents for the Chief Safety Officer. If safety risk mitigation needs to be implemented, the Chief Safety Officer will assign mitigation and monitoring activities to the appropriate director, manager, or supervisor. These activities may include tracking a specific performance target weekly, monthly, or quarterly through performance evaluations or other activities. The Chief Safety Officer will work with the director, manager, or supervisor to determine the appropriate course of action to modify or manage the safety risk.

Performance measurement is the regular, systematic collection, analysis, and reporting of data that tracks resources used, work produced, and whether specific outcomes were achieved. In other words, it is a tool to quantify and improve performance and engage and communicate with *PARTA* staff and external stakeholders. The two core functions of performance measurement include monitoring and evaluating progress. Performance can be measured in terms of inputs, outputs, outcomes, and efficiency among many other criteria. *PARTA* utilizes **Safety Performance Targets (Appendix H)** to monitor performance improvement and evaluate progress.

Uses of Performance Targets include:

- Focus attention on performance gaps and trigger in-depth investigations of what performance problems exist.
- Help make informed resource allocation decisions.

- Identify needs for staff training or technical assistance.
- Help motivate employees to continue making program improvements.
- Support strategic planning efforts by providing baseline information for tracking progress; and
- Identify best practices through benchmarking.

Performance targets will be made available to ODOT and AMATS to aid in the planning process. *PARTA* will coordinate, to the maximum extent practicable, with ODOT and AMATS to support the selection of transit safety performance targets. *PARTA* retains all required SMS documentation for at least three years, and this documentation is available upon request by the FTA or other oversight agencies.

See the Safety Performance Targets (Appendix H).

4 SAFETY PROMOTION

PARTA believes safety promotion is critical to the success of SMS by ensuring that the entire organization fully understands and trusts the SMS policies, procedures, and structure. It involves establishing a culture that recognizes safety as a core value, training employees in safety principles, and allowing open communication of safety issues.

PARTA's comprehensive safety training program applies to all *PARTA* employees, as safety is everyone's responsibility. *PARTA* employs dedicated trainers to conduct our training program. The scope of the training received, including annual refresher training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS. All employees receive a training manual, which includes appropriate safety training and *PARTA*'s policies and procedures. Each employee is provided classroom and hands-on training during their new hire training.

4.1 Training

During the initial implementation of an SMS, specific training will be required for all employees to explain the agency's safety culture and describe how SMS works. The ~~Director of Risk Management~~Safety and Security Manager is the resource person for providing a corporate perspective on *PARTA*'s approach to safety management. Once the SMS is implemented, safety training needs will depend on the safety responsibilities of the individual staff members and the nature of tasks performed.

A. Initial Safety Training for All Staff

- Basic principles of safety management, including the integrated nature of SMS, risk management, safety culture, etc.
- Corporate safety philosophy, safety goals and objectives, safety policy, and safety standards.
- Importance of complying with the safety policy and SMS procedures and the approach to disciplinary actions for different safety issues.
- Organizational structure, roles, and responsibilities of staff in relation to safety.
- Transit agency's safety record, including areas of systemic weakness.
- Requirement for ongoing internal assessment of organization safety performance (e.g., employee surveys, safety audits, and assessments).
- Reporting assaults, accidents, incidents, and perceived hazards.
    - Lines of communication for safety managers.
    - Feedback and communication methods for the dissemination of safety information; and
    - Safety promotion and information dissemination.

B. Safety Training for Operations and Maintenance Personnel

- Unique hazards facing operational personnel.
- Seasonal safety hazards and procedures (e.g., winter operations).
- Procedures for hazard reporting.
- Procedures for reporting accidents and incidents.
- Emergency procedures; and
- De-escalation training.

C. Safety Training for Management

- Principles of the SMS.
- Management responsibilities and accountabilities for safety; and
- Legal issues (e.g., liability).

D. Training for the Safety Officer

- Familiarization with different transit modes, types of operation, routes, and so forth.
- Understanding the role of human performance in accident causation and prevention.
- Operation of SMS.
- Investigating safety occurrences.
- Crisis management and emergency response planning.
- Safety promotion.
- Communication skills.
- Performing safety audits and assessments.
- Monitoring safety performance and
- NTD incident reporting requirement.

4.2 SUSTAINING A SAFETY MANAGEMENT SYSTEM

PARTA is committed to using the data collected and information learned to inform decision making and instill positive change. The main objective is the continuous improvement of transit system safety. *PARTA* will communicate our agency's safety performance, along with any hazards, on our Safety Bulletin Board, which is updated monthly and throughout the year at employee meetings. *PARTA* will communicate any safety actions taken based upon employee reports and trends and structure our communication based upon job responsibilities and duties.

To sustain a safety management system, *PARTA* will ensure that processes are employed to instill an organizational foundation. Examples of actions taken to sustain SMS include:

- ***Create measurement-friendly culture:***
  All staff, including senior managers, should be actively engaged in creating a measurement-friendly culture by promoting performance measurement as a means of continuous improvement. Senior managers will also lead by example and utilize performance metrics in decision making processes. The Safety Committee, along with the ~~Director of Risk Management~~Safety and Security Manager, will discuss results from safety reports and audits to help in the reduction and exposure of risks and threats.

- ***Build organization capacity:***
  Investment in developing skilled human resources capacity is essential to sustaining an SMS. Both technical and managerial skills will be needed for data collection and analysis and setting goals. Managing staff and the governing board will commit the financial resources required for organizational capacity and maintaining an SMS continuously.

- ***Reliability and transparency of performance results:***
  The SMS will be able to produce and report its results, both good and bad. Performance information should be transparent and made available to all stakeholders. Messengers should be protected to preserve the integrity of the measurement system. The focus should be on opportunities for improvement rather than allocating blame.

- ***Demonstrate continuous commitment to measurement:***
  Visible commitment to using metrics is a long-term initiative. *PARTA* will demonstrate a commitment to performance measurement by establishing a formal process of reporting performance results, such as including Transit Safety and performance measurement as a standing agenda item at meetings.

PARTA's PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP)

This Public Transit Agency Safety Plan is hereby adopted and signed by:

Safety Committee Members	***Date***

Claudia B. Amrhein, General Manager ***Date***

Board of Trustees, President ***Date***

See the Board of Trustees Resolution for Adoption (Appendix G)

The Chief Safety Officer is the person designated by *PARTA* to manage and implement the Public Transit Agency Safety Plan, as well as answer any questions regarding the Agency's Transit Safety Plan.

Transit Agency Chief Safety Officer Contact Information

Title:	Chief of Staff
Name:	Kelly Jurisch
Address:	2000 Summit Rd. Kent, Ohio 44240
Phone:	330-678-7745 ext. 121
Email:	Jurisch.k88@partaonline.org

Transit Agency Safety and Security Manager Contact Information

Title:	Safety and Security Manager
Name:	Matt Hicks
Address:	2000 Summit Rd. Kent, Ohio 44240
Phone:	330-678-7745 ext.
Email:	mhicks@partaonline.org

ACTIVITY LOG

Public Transit Agency Safety Plan

Date	Activity (Review/Update/Addendum/Adoption/Distribution)	Concerned Person (Signature)	Remarks
12/30/2020	Distributed ASP to ODOT Distributed ASP to AMATS	Kelly Jurisch, Chief Safety Officer	Distributed through Black Cat By email
12/16/2020	Distributed to FTA for Triennial Review	Kelly Jurisch, Chief Safety Officer	By inbox upload
1/25/2021 3/30/2021	Distributed to ODOT Distributed to AMATS	Kelly Jurisch, Chief Safety Officer	By Email By Email
6/29/2021	Annual Recertification	Kelly Jurisch, Chief Safety Officer	GM Signature and policy posted
9/24/2022	Safety Committee Review	Kelly Jurisch, Chief Safety Officer	Distributed new regs and plan by Greg Springer to the Committee
12/22/2022	Annual Recertification	Kelly Jurisch, Chief Safety Officer	GM Signature and policy posted
12/30/2022	Distributed ASP to ODOT Distributed ASP to AMATS	Kelly Jurisch, Chief Safety Officer	Distributed through Black Cat By Email
02/01/2024	Annual Recertification and plan updates and approvals	Kelly Jurisch, Chief Safety Officer	GM, Safety Committee and Board Approval
07/15/2025	Plan updates and approvals	Kelly Jurisch, Chief of Staff	Safety Committee Approval
8/28/2025	Annual recertification	Kelly Jurisch, Chief of Staff	GM and Board Approval

DEFINITION OF TERMS & ACRONYMS

Acronyms:

Akron Metropolitan Area Transportation Study – AMATS

Agency Safety Plan (ASP) – also referred to as PTASP in Part 673

Code of Federal Regulations - CFR

Federal Transit Administration – FTA

Metropolitan Planning Organizations – MPO

Moving Ahead for Progress in the 21st Century Act – MAP-21

National Transit Database – NTD

Ohio Department of Transportation – ODOT

Ohio Transit Risk Pool – OTRP
Portage Area Regional Transportation Authority - *PARTA*

Public Transit Agency Safety Plan – PTASP

Safety Management Systems - SMS

United State Code – U.S.C.

Vehicle Revenue Miles - VRM

Terms:

Accident means an event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of a public transportation vehicle; or an evacuation for life safety reasons.

Accountable Executive means a single, identified person who has ultimate responsibility for carrying out the Agency Safety Plan; and control or direct the human and capital resources for developing and maintaining the agency's safety plan, in accordance with 49 U.S.C 5329 (d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.

Assault means a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual or with reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing their duties.

Event means any accident, incident, or occurrence.

Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Incident means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 40 U.S.C. Chapter 53.

Occurrence means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

The operator of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.

Performance measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress towards meeting the established targets.

Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a period required by the FTA.

Public Transportation Agency Safety Plan (or Agency Safety Plan) means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.

Risk means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk mitigation means a method or methods to eliminate or reduce the effects of hazards.

Safety Assurance means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees regarding safety.

Safety Management System means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety performance target means a performance target related to safety management activities.

Safety promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety risk assessment means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risks.

Serious injury means any injury which: (1) requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) results in a fracture or any bone (except simple fractures of the fingers, toes, or nose); (3) causes severe hemorrhages, nerve, muscle or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Transit agency means an operator of a public transportation system.

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing capital assets to manage their performance, risks, and costs over their life cycles, to provide safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

APPENDICES

APPENDIX A

PARTA

SAFETY ROLES AND RESPONSIBILITIES

Date: 10/31/2023

Position Titles	Accountabilities	Position Description	Safety Responsibilities
General Manager	Accountable Executive	This accountable executive meets all the requirements in *§673.5 and §673.23(d)(1)* and is responsible for the coordinated development and implementation of the PTASP	• Carry out the PTASP and the TAM (Transit Asset Management). • Control and direct the human and capital resources needed to develop and maintain the PTASP. • Ensure the agency's SMS is effectively implemented, and action is taken, as necessary, to address substandard performance in the agency's SMS.
Chief of Staff	Chief Safety Officer	Acts as the agency's Chief Safety Officer (CSO) reporting directly to the General Manager. This accountable executive meets all the requirements in *§673.5 and §673.23(d)(1)*	• Responsible to have adequate safety training. • Has the authority and responsibility for day-to-day implementation and operation of the SMS. • Develop policies and procedures. • Keeps the Accountable Executive apprised on progress and status of SMS. • Identifies performance standards and develops action plans for approval
Chief Operations Officer Safety and Security Manager Operations Manager Maintenance Manager Communications & Public Advocacy Advisor	Executive Management And Leadership	Ensure coordinated development and implementation of the PTASP in day-to-day operations	• Promoting safety awareness throughout the organization • Ensuring that safety documentation is current and accessible to all employees. • Communicating changes in safety documents to all personnel • Monitoring the effectiveness of corrective actions • Providing periodic reports on safety performance • Rendering independent advice to the General Manager, senior managers, and other personnel on safety-related matters; and • Ensuring that safety management is a high priority throughout the organization
Road Supervisors & Dispatchers	Key Staff	Supervisors are responsible for communicating *PARTA*'s safety policies to all employees	• Having full knowledge of all standard and safety operating procedures

			• Ensuring that drivers make safety a primary concern when on the job. • Listening and acting upon any safety concerns raised by the drivers. • Immediately reporting safety concerns to the Director of Risk Management • Provide leadership and direction to employees during safety incidents. • Handle minor non-threatening rule violations. • Defuse minor arguments. • Determine when to call for assistance. • Respond to fare disputes and service complaints. • Take photographs of damage and injuries • Coordinate with all outside agencies at incident scenes
Trainers	Key Staff	Trainers are responsible for training employees on *PARTA*'s safety policies	• Provide initial and refresher safety training for all employees, including policies and procedures. • Instruct on proper techniques to avoid hazards and injuries
Bus Operators	Key Staff	Drivers are responsible for exercising maximum care and good judgment in identifying and reporting suspicious activities, managing security incidents, and responding to emergencies.	• Take charge of a hazard incident scene until the arrival of supervisory or emergency personnel • Collect fares in accordance with agency policy. • Be familiar with *PARTA's* Employee Manual and Procedures • Attempt to handle minor non-threatening rule violations. • Respond verbally to complaints. • Attempt to defuse minor arguments. • Determine when to call for assistance. • Maintain control of the vehicle • Report all safety incidents to the Supervisor on duty. • Complete all necessary safety-related reports
Maintenance Personnel	Key Staff	Maintenance staff, including foreman, mechanics, facilities, and hostlers are responsible for exercising maximum care and good judgment in identifying and reporting suspicious activities, in managing security incidents, and in responding to emergencies.	• Be familiar with *PARTA's* Employee Manual and Procedures • Attempt to defuse minor arguments. • Determine when to call for assistance. • Maintain control of equipment • Report all safety incidents to Supervisor on duty. • Complete all necessary safety-related reports

GENERAL MANAGER		Extension	@partaonline.org
Amrhein, Claudia	General Manager/CEO	106	amrhein.c16
Baba, Denise	Communications & Public Advocacy Advisor	113	dbaba
Richardson-Gilroy, Sony	Executive Assistant	102	sgilroy
O'Laughlin, Sharon	Customer Service Specialist	101	Solaugh2
DISPATCH			
Anthony, Robert	Dispatcher	134	ranthony
Bauch, Angela	Dispatcher	130	abauch
	Part-Time Dispatcher		
McNutt, Daniel	Dispatcher	133	dmcnutt
FINANCE			
Schrader, Rebecca	Director	111	schrader.r38
Forbes, Ashley	Grants & Procurement Manager	110	aforbes
Hanus, Melissa	Accounting Coordinator	115	mhanus
	Accountant	112	
HUMAN RESOURCES			
Jurisch, Kelly	Chief of Staff	121	jurisch.k88
Holmes, Brandy	HR Coordinator	152	bholmes
Hicks, Matt	Safety and Security Manager	159	mhicks
KCG	330-677-3432	711	
Madden, Jamie	Deck Manager	714	jmadden
Phile, Alisa	Parking Supervisor	711	aphile
MAINTENANCE AND	**OPERATIONS**		
Trautman, Brian	Chief Operations Officer	137	btrauman
Burkholder, Heather	Administrative Assistant	138	hburkholder
Calcei, Kylie	Operations Manager	107	kcalcei
Goodyear, Jackie	Assistant Operations Manager	105	jgoodyear

Schultz, Randy	Facilities Foreman		rshultz
Shepper, Stephanie	Operations Coordinator	124	sshepper
Trickett, Mike	Parts and Inventory Specialist	148	mtrickett
Waddell, Eric	Maintenance Manager	144	ewaddell
Yoho, Todd	Facilities		tyoho
PLANNING			
Proseus, Amy	Transit Planner	119	aproseus
ROAD SUPERVISORS			
Gless, Mark	County Road Supervisor	156	ranthonymgless
Dorsey, Steve	County Road Supervisor	156	sdorsey
Mangold, Shellie	County Road Supervisor	156	smangold
Rockwell, Meredith	County Road Supervisor	156	mrockwell
Drugan, Scott	County Road Supervisor	156	sdrugan
SCHEDULING			
Stevens, Andrea	Lead Scheduler	128	astevens
Capriola, Denise	Scheduler	125	dcapriola
Hayes, Vickie	Scheduler	126	vhayes
Kline, Mari	Scheduler	127	mkline
TRAINING			
Wiley, Lita	HR & Training Manager	120	lwiley
Jacobs, John	Lead Trainer	149	jjacobs
Schismenos, Sara	Trainer	118	sschismenos
Wiard, David	Trainer	109	dwiard

APPENDIX B

PART A

SAFETY ASSESSMENT AND SYSTEM REVIEW

Complete the Safety Assessment and System Review (annually) to identify potential safety hazards. It is imperative that the individual completing this review is honest and assures that all information is accurate and correct. Data collected from this assessment will guide resource allocation and focus priority needs appropriately. Not all questions will apply. If you have additional questions that are relevant to your agency specifically, be sure to include those questions.

Completed by: Kelly Jurisch	Date: 5/6/2025

SECTION	REVIEW QUESTIONS	YES	NO	N/A
Safety Policies:	• Are all safety policies up to date and reviewed?	X		
	• Is a Public Transit Agency Safety Plan (PTASP) or any other System Safety Plan written for the transit system?	X		
	• Is the Drug and Alcohol Policy current and up to date?	X		
New Hire Employee Files:	• Was there a structured interview conducted and documented?	X		
	• Is the applicant asked questions relating to previous experience with drug and alcohol testing?	X		
	• Is the offer of employment documented in writing?	X		
	• Is there a pre-employment drug screen?	X		
	• Is there a pre-employment physical exam?	X		
	• Are safety-sensitive responsibilities outlined in the job description?	X		
	• Is there a completed Substance Abuse Policy and Drug-Free Workplace Policy Acknowledgement form?	X		
	• Is there a Current Policies and Procedures Acknowledgement Form?	X		
Post Hire Employee Files:	• Is a current employee roster available?	X		
	• Are the employee files maintained by the transit system?	X		
	• Do existing employee files contain	X		
	➢ Background check?	X		
	➢ Previous employer request form?	X		
	➢ Verification of current driver's license and CDL?	X		
	➢ Current MVR?	X		
	➢ A current copy of the physical exam certificate?	X		
	➢ Signed Substance Abuse Policy Acknowledgement?	X		
	➢ Drug and Alcohol Testing Record with COC and authorization forms?	X		
	➢ Record of annual supervisor ride checks and evaluations?	X		
Education and Training:	• Are operator certifications current and up to date?	X		
	• Have managers completed Safety Management Systems (SMS) training?	X		X
	• Are employees familiar with OSHA (PERRP) topics, including:	X		
	➢ Hazard Communication?	X		

	➢ Emergency Action Planning?	X		
	➢ Bloodborne Pathogens?	X		
	➢ Lockout/Tagout?	X		
	➢ Personal Protective Equipment (PPE)?	X		
	➢ Injury Prevention Planning?	X		
	• Have all safety sensitive employees received Drug and Alcohol Training?	X		
	• Do new mechanics receive classroom training?	X		
	• Do existing mechanics receive ongoing training?	X		
Safety Meetings:	• Is there an active Safety Committee at the transit agency?	X		
	• Are safety meetings held regularly?	X		
	• Are safety meetings and sign in sheets documented, with publicly posted agendas and minutes?	X		
	• Do senior managers attend safety meetings?	X		
	• Do vehicle operators attend safety meetings?	X		
	• Do maintenance employees attend safety meetings?	X		
Incident and Accident Investigation Procedures:	• Are policies in place dictating which incidents are reported and which are not?	X		
	• Are incident report forms kept on board the vehicle?	X		
	• Are accident reports completed for all situations?	X		
	• Are incident/accident reports used as pre-accident training material?	X		
	• Are incident/accident reports used as post-accident training material?	X		
	• Are incident/accident reports used to identify potential hazards and analyzed in a Risk Assessment Matrix (RAM)?	X		
	• Are complaint forms kept on all vehicles?	X		
	• Are all Supervisors provided with safety vests?	X		
	• Are incident/accident photos taken?	X		
Substance Abuse:	• Is there a current and updated Drug and Alcohol Policy?	X		
	• Do all staff members understand the Drug and Alcohol Policy?	X		
	• Is random testing being completed?	X		
	• Is reasonable suspicion testing being completed?	X		
Facility and Shop Inspections:	• Are monthly facility inspections conducted as scheduled?	X		
	• Are facility inspection forms completed properly?	X		
	• Are unsafe conditions or acts, regarding the facility corrected and documented?	X		
	• Are fire extinguishers up to date with annual servicing requirements?	X		
	• Are fire extinguishers inspected every month?	X		
	• Are routine inspections of the fire extinguishers documented?	X		
	• Are eye wash stations available with unobstructed access?	X		
	• Are eye wash stations inspected on a scheduled basis?	X		
	• Is machine guarding in place?	X		
	• Are batteries stored safely?	X		
	• Are all containers marked with the contents clearly identified?	X		
	• Are floors clear of tripping hazards?	X		
	• Are hazardous materials stored safely?	X		

	• Are emergency exits clearly marked?	X		
	• Are lights out?	X		
	• Are jack stands available for use?	X		
	• Are jack stands used whenever a vehicle is elevated on a lift?	X		
	• Is a lock-out tag-out program in place?	X		
Asset Management (Vehicles):	• Is a current and updated list of vehicles readily available?	X		
	• Is all maintenance activity completed on vehicles tracked?	X		
	• Is a regular maintenance schedule written and followed?	X		
	• Are work order forms, service order forms, and parts requested documented?	X		
	• Are vehicle inspection forms completed regularly and available?	X		
	Are maintenance issues analyzed and used to forecast future vehicle needs?	X		
	• Are maintenance issues analyzed and used to identify potential hazards and evaluated in a Risk Assessment Matrix (RAM)?	X		
	• Are pre-trip inspection forms completed daily?	X		
	• Are post-trip inspection forms completed daily?	X		

Comments:

For the New Hire and Post Hire sections, Lita Wiley, HR Manager and Brandy Holmes, HR Coordinator perform tasks to ensure compliance.

For the education and training, not all managers are required to complete SMS training (N/A). All employees receive new hire training specific to their job duties.

For the incident and accident investigations, I have reviewed reports with Kylie Calcei, Operations Manager to ensure correct completion and compliance.

For substance abuse, Lita Wiley and I monitor and maintain drug and accident files and compliance. PARTA has a zero tolerance policy.

For facilities and shop inspections, Brian Trautman, Chief Operations Officer and his staff perform the duties to remain complaint.

For asset management, PARTA has a Transit Asset Management (TAM) Plan that is up to date and compliant with the FTA. PARTA maintains strict standards for asset maintenance and safety standards.

APPENDIX C

PARTA

FACILITY SAFETY and SECURITY ASSESSMENT

Complete the Facility Safety and Security Assessment (annually) to identify potential safety hazards. It is imperative that the individual completing this review is honest and assures that all information is accurate and correct. Data collected from this assessment will guide resource allocation and focus priority needs appropriately.

Completed by: Kelly Jurisch	Date: 5/7/25

SECTION	REVIEW QUESTIONS	YES	NO	N/A
Buildings and Facility Grounds:	• Are facility grounds randomly and frequently patrolled?	X		
	• Are daily security sweeps conducted?	X		
	• Are smoke/fire/carbon monoxide detectors provided and working?			X
	• Are distribution and number of keys known and controlled?	X		
	• Are all keys labeled as "DO NOT DUPLICATE"?		X	
	• Are all unoccupied areas locked and secured?	X		
Lighting:	• Is the entire perimeter of the facility properly illuminated?	X		
	• Is lighting mounted at approximately the second-story level?	X		
	• Are lights provided for overall entrance doors?	X		
	• Is lighting provided in staff parking areas?	X		
Entrance Doors and Windows:	• Are all doors:			
	➢ Built of commercial grade with metal framing?	X		
	➢ Outside hinges hidden and protected from vandalism?		X	
	➢ Provided with a commercial grade, one-sided lock?	X		
	➢ Provided with push "panic" bar releases?	X		
	➢ In case of breakage or opening are all windows and doors connected to a central station alarm?	X		
Electronic Surveillance:	• Is the entire perimeter of the facility protected by a CCTV system?	X		
	• Is this system monitored by management and/or a security company?	X		
	• Is this system always on or activated by motion sensors?	X		
Non-Employee Access:	• Is access restricted to persons without proper credentials and clearance?	X		
	• Are supply deliverers required to show proper I.D. and sign in a logbook?	X		
	• Are all non-employees always accompanied and/or observable?	X		
Surrounding Environment:	• Are there other non-City/County buildings connected to the facility that may be vulnerable to unauthorized entry to City/County property?		X	
	• Are all utility components (power transformers, backup generators) protected and secured from vandalism or attack?	X		

	• Are all outdoor storage areas adequately lighted and secured?	X		
Material Storage:	• Are all hazardous and flammable materials properly identified?	X		
	• Are all materials properly labeled, stored, and secured?	X		
Forms and Written Plans:	• Are emergency numbers (police, fire, ambulance, FBI) current and prominently displayed on each phone?	X		
	• Is a Chain of Command and emergency call list prominently displayed?	X		
	• Are employees trained and checklists provided on how to handle a physical threat or incident called in on the phone?	X		
Evacuation Plan/Procedures	• Are there evacuation plans for this facility?	X		
	• Are staff members trained on this plan?	X		
	• Are assembly areas and alternate assembly areas identified and displayed in each office or area?	X		
	• Have the primary and alternate assembly areas, evacuation sites, and evacuation routes been verified and coordinated with the County Emergency Management Office?	X		
	• Has the Facilities Evacuation Plan been reviewed, coordinated, and briefed to staff as appropriate?	X		
Training:	• Is an orientation program in place for each new staff member?	X		
	• Do all staff members receive safety and security training appropriate to their position and level of responsibility?	X		
	• Are periodic safety and security training and briefings completed with staff?	X		
	• Do all new staff members receive briefings on the Facilities Evacuation Plan, the Security & Emergency Preparedness Plan (SEPP), and other security policies and procedures?	X		
Administrative Procedures:	• Is a record of emergency data on file for each staff?	X		
	• Have incident reporting formats and procedures been established and staff briefed on them?	X		
	• Are all incident reports treated with confidentiality and transmitted by secure means to the appropriate City/County department?	X		
	• Are background checks conducted and verified on all prospective new hires?	X		
Cash Handling and Transfer:	• Has a secure method for receipt, transfer, and storage of cash been established, and have appropriate staff members been trained on them?	X		
	• Is cash transported by at least two individuals?	X		
	• Do all staff members understand that in the event of a robbery, they should never risk their lives to protect cash or other valuables?	X		
Fire and Electrical Safety:	• Are fire extinguishers installed in all appropriate locations?	X		
	• Are smoke and heat detectors installed, at least one on each floor?			X
	• Is a first aid kit present and maintained?	X		
	• Are all electrical devices, outlets, circuit breakers, and cords free of damage that may pose a shock hazard?	X		
	• Are all electrical circuit, gas, and telephone boxes, if accessible from the outside, locked to prevent tampering?	X		
	• Do any non-employees have access from outside the building to any fire escapes, stairways, and/or the roof?		X	
	• Are all outdoor trash containers and storage bins located away from the building in the event of a fire?	X		

Comments:

Multiple entrance door hinges are not hidden and not protected from vandalism. However, front doors have hidden hinges.
PARTA's facilities are inspected on a regular basis for compliance.

Appendix D
Risk Assessment Matrix (RAM)

RAM will be completed by the Safety and Security Manager or Safety Officer

Identified Hazard: See page 2

Consequences					Likelihood				
					1	2	3	4	5
Severity	**People**	**Assets**	**Environment**	**Reputation**	Practically impossible (never heard of in the industry)	Remote, not likely to occur	Could occur, or heard of it happening	Likely, known to occur or has happened before	Common, or occurs frequently
1	First aid or no injury	No/Slight damage	No/Slight effect	No/Slight impact	Low	Low	Low	Low	Medium
2	Slight injury, medical treatment	Minor damage	Minor effect	Limited impact	Low	Low	Medium	Medium	High
3	Serious injury, hospitalization more than 7 days	Moderate damage	Moderate effect	Local area impact	Low	Low	Medium	High	High
4	Permanent total disability, or one fatality	Major damage, unit level	Major effect	Major statewide impact	Low	Medium	High	High	High
5	Multiple fatalities	Major damage, multiple units	Massive effect	Major national impact	Medium	Medium	High	High	High
Risk Value:									

Low Risk, continuous improvement
Medium Risk, monitor and control
High Risk, unacceptable/intolerable, immediately introduce further control measures

Assessed Risk Level:	79

Instructions
1. Estimate potential consequences and severity (thought of as what could happen if hazard actually occurred)
2. Estimate likelihood of such consequences occurring (using historical evidence, data and experience)
3. Multiply the severity for each consequence by the likelihood of that consequence occurring. This is the risk value.
4. Sum the risk values for a total assessed risk level (out of 100)

Date of Last Review: 05/07/2025

PA RTA Identified Risks (Min of 10)

Department	Hazard	Score
Operations	Bus/Bike Collision	9
	Bus/Pedestrian Collision	9
	Bus/Vehicle Collision	8
	Bus/Object Collision	5
	Passenger Fall	5
	Assault on Driver	3
Maintainence	Exposure to Hazmat	2
	Heat Exhaustion	2
	Equipment Malfunctions	3
	Hypothermia	2
	Improper Lifting	8
Administration	Building Fire	4
	Chemical/Gas Leak	4
	Bus Fire	9
	Hostile Event	6
		79

APPENDIX E

PARTA

HAZARD IDENTIFICATION AND RISK ASSESSMENT LOG

The Hazard Identification and Risk Assessment Log shown can be used to provide a record of the identified hazards and the actions that should be taken. The recommended action must be addressed by a specified individual, typically the appropriate line manager responsible for addressing that particular risk, and a target date for completion must be given. Entries in the log should not be cleared until the required action is completed. The hazard log and action completion records should be retained permanently by the Safety and Security Manager.

Completed by: Kelly Jurisch	Last Updated: 05/06/2025

Risk Type	Risk Description	Current Measures to Reduce Risk	Risk Rating Likelihood	Risk Rating Severity	Risk Rating Value (Likelihood x Severity)	Further Action Required to Reduce Risk	Staff Responsibility	Current Risk Rating
Office Worker	• Electrical: plugging equipment in/out of sockets • Operating office machines with heat control devices • Slips, trips, or falls on snow, ice, wet surfaces, cluttered work areas	• Safe work practices: Clean up spills/wet surfaces • Housekeeping • Electric power supply/cables and equipment maintained in proper condition. • Prohibition from working on electrical equipment (unless authorized)	2	3	6	• Introduce compliance monitoring. • Effective supervision including work compliance assessment. • Competency assessments • Maintenance policy to reinforce the need for compliance. • Diligent salting	• Site Managers • Chief of Staff (COS) • Safety & Security Manager	4
Facility Workers	• Slips, trips, or falls wet surfaces, material on the floor creating uneven walking surfaces. Climbing on ladders, stands, and equipment components. • Chemicals/fumes/dusts: diesel exhaust • Sharp objects: nails, broken glass, razor blades, and sharp metal pieces • Heat: hot equipment surfaces • Heat: work pace • Extreme cold weather • Noise	• Salting & plowing • Plan each task appropriately. • Housekeeping • Safe work practices: clean-up spills/wet surfaces • High-visibility safety vest • Safety glasses when required. • Drink fluids in accordance with *Heat Injury and Illness Prevention Program*	3	4	12	• Introduce compliance monitoring. • Effective supervision including work compliance assessment. • Competency assessments • Maintenance policy to reinforce the need for compliance. • Diligent salting	• Maintenance Manager • Chief of Operations (COO) • Safety and Security Manager	6

	• Heights four feet or more above lower level: climbing on equipment. • Electrical: overhead power lines, vehicle battery power • Impact: grinding, sanding, drilling •	• Wear clothing appropriate to the cold weather						
Operations, Dispatchers, Schedulers	• Electrical: plugging equipment in/out of sockets • Operating office machines with heat control devices • Slips, trips, or falls snow, ice, wet surfaces, cluttered work areas	• Safe work practices: clean-up spills/wet surfaces • Housekeeping • Electric power supply/cables and equipment maintained in proper condition. • Prohibition from working on electrical equipment (unless authorized)	2	3	6	• Introduce compliance monitoring. • Effective supervision including work compliance assessment. • Competency assessments • Maintenance policy to reinforce the need for compliance. • Diligent salting	• Operations Manager • Lead Scheduler • Assistant Operations Manager	4
Road Supervisors, Full time drivers, part time drivers, student drivers	• Limited visibility: from operator's seat, nighttime, rain, snow, ice, and fog • Daytime visibility from sun glare, rain, snow, ice, and fog • Slips, trips, or falls on snow, ice, wet surfaces, uneven terrain/walking surfaces. • Operating equipment component/parts movement, raising/lowering lift, passengers not prepared to be moved. • Impact: object (cart, wheelchair, stroller, walker) falling off lift not secured properly. • Properly securing wheelchair, or other device for movement in the bus. • Watching for pinch points when securing wheelchair or other devises. • Being aware of your surroundings when driving • Loose bags or baggage	• Operator pre-checks on vehicle cleaning windows and mirrors for proper visibility • Know the proper procedures for using the lift, keep fingers and hands clear of moving parts. • Know the proper procedure for securing wheelchairs and other devices. • Always talk to your passengers to see if they are ready to move after moving onto the lift "DO NOT ASSUME THEY ARE READY"	2	3	6	• Introduce compliance monitoring. • Effective supervision including work compliance assessment. • Competency assessments • Maintenance policy to reinforce the need for compliance. • Diligent salting	COO, Operations Manager, Assistant Operations Manager	4

Trainers	• Limited visibility: from operator's seat, nighttime, rain, snow, ice, and fog • Daytime visibility from sun glare, rain, snow, ice, and fog • Slips, trips, or falls on snow, ice, wet surfaces, uneven terrain/walking surfaces. • Operating equipment component/parts movement, raising/lowering lift, passengers not prepared to be moved. • Impact: object (cart, wheelchair, stroller, walker) falling off lift not secured properly. • Properly securing a wheelchair, or other device for movement in the bus. • Watching for pinch points when securing a wheelchair or other devices. • Being aware of your surroundings when driving • Loose bags or baggage	• Operator pre-checks on vehicle cleaning windows and mirrors for proper visibility • Know the proper procedures for using the lift, keep fingers and hands clear of moving parts. • Know the proper procedure for securing wheelchairs and other devices. • Always talk to your passengers to see if they are ready to move after moving onto the lift "DO NOT ASSUME THEY ARE READY"	2	3	6	• Introduce compliance monitoring. • Effective supervision including work compliance assessment. • Competency assessments • Maintenance policy to reinforce the need for compliance. • Diligent salting	• COO, Operations Manager, Assistant Operations Manager, Lead trainer	4
Hostlers	• Equipment fluid checks oil, radiator, window washer combustible, irritant • Heat: pace work • Slips, trips, or falls. • Electrical shock • Cold: pace work • Noise • Dust blowing when windy. • High-pressure water from a pressure washer • Ergonomics: lifting and working in awkward positions	• Let the radiator cool before servicing vehicle. • Release pressure before servicing • Hydrate all year long. • Use proper fall protection work practices. • Use proper tools for the tasks. • Wear proper PPE • Avoid contact with coolant (e.g., hot, irritant)	2	3	6	• Introduce compliance monitoring. • Effective supervision including work compliance assessment. • Competency assessments • Maintenance policy to reinforce the need for compliance. • Diligent salting	• Maintenance Manager, Foreman, Grounds and Custodial, Mechanics	4
Maintenance Personnel	• Slips, trips, or falls welding hoses, parts, material. • Electrical • Puncture: equipment/material with sharp/abrasive surfaces • Flying objects/particulates • Visibility: intense light from welding/cutting arc	• Plan each task appropriately. • Check accessibility to work area. • Level working area and clear area of obstructions • Use three points of contact when entering and exiting cabs, being	3	4	12	• Introduce compliance monitoring. • Effective supervision including work compliance assessment. • Competency assessments	Maintenance Manager, Foreman Grounds and Custodial	6

	• Chemical: flammable gases, sparks, fire • Heat: intense heat, welding spatter, hot parts • Inhalation: welding fumes • Noise • Heat: pace work • Impact: grinding, sanding, drilling • Heat: pace work • Extreme cold weather • Strains/sprains • Impact: equipment and tools • Electrical: overhead power lines, vehicle battery power	watchful of slip hazards or missing steps. ▪ Stop engine when idling. • Daily equipment inspections • Designated responder procedures • Drink fluids in hot and cold Weather • Equipment implements (attachments) and body protection. • Proper tools				• Maintenance policy to reinforce the need for compliance. • Diligent salting			

Appendix F

PARTA

Standard Operating Procedures

Statement of Purpose. In the post-pandemic world, *PARTA* has continued to work to increase service levels and maintain high levels of sanitation to protect the safety and health of our employees and passengers. As the regional transit authority serving the greater Portage County community, *PARTA* continues to cooperate and comply with federal, state, local, and private health authorities, and agencies to prevent the spread of infectious disease within Portage County. Since March 6, 2020 we have issued memos to address immediate safety and health recommendations and best practices that now are incorporated herein.

It is with employee and public safety in mind that we have developed these Standard Operating Procedures (SOP) to guide our work beyond the COVID-19 pandemic. In an emergency or pandemic, *PARTA* management evaluates the status of its assets, the condition of the community environment, and the needs of its employees and customers. Upon the completion of that evaluation, steps are taken to accommodate the needs of the community to prevent further spread or destruction. Once the emergency or pandemic is contained to the best extent possible, *PARTA* management will work to restore lost essential transit services as soon as is practical and possible and within the constraints of environmental realities, resource availability, and safety considerations.

- PARTA remains committed to protecting the health and safety of our employees and our passengers. To this extent, we continue to work with employees, passengers and community members to ensure continuity of service. Standard operating procedures are subject to change as determined necessary to protect the health and safety of employees and community members.

Compliance with Directives. *PARTA* will update this SOP as necessary to maintain ongoing compliance with directives, orders, best practices, and recommendations to protect the safety and health of employees and passengers within the environmental realities of the provision of public transit service, as needed. All employees are required to comply with the directives set forth in this SOP, as updated and revised from time to time.

As of April 18, 2022, the TSA no longer requires the use of masks on public transportation and in public transportation hubs. As of March 6, 2024, the CDC no longer requires isolation for five days from the onset of symptoms or of a positive test result for a person testing positive with COVID-19. Although the mask mandate and isolation rules have been lifted, PARTA continues to follow the same principles of:

- *Safety First:*
  - *PARTA* continues to have masks available for any employee that requests one.
  - All buses continue to have plexiglass shields that create a barrier between drivers and passengers.
  - We encourage the use social distancing, when possible.

- Employees must continue to self-monitor symptoms and should not work if symptomatic. According to the Center for Disease Control (CDC), if you have respiratory virus

symptoms, including fever, chills, cough and runny nose, among other symptoms, you should self-isolate. You can go back to your normal activities when, for at least 24 hours, both are true:
  - Your symptoms are getting better overall, **and**
  - You have not had a fever (and are not using fever-reducing medication).
- When you go back to your normal activities, take added precautions over the next 5 days, such as wearing masks and physical distancing.

- Proper hand sanitization by every employee is required. Sanitizer stations will remain in place and be refilled regularly.

Facility sanitation will continue to occur as follows:
- A hospital grade disinfectant will be used during nightly cleaning of common areas.

- Shared workstations are equipped with a disinfectant spray atomizer for use by employees. Each employee should sanitize the shared workstation at the end of his/her shift.

- Single-occupant office spaces are equipped with a disinfectant spray atomizer for use by employees on personal use equipment and areas, such as desks, tables, and computers. Spray available when requested.

Bus sanitation will continue as follows:
- Bus will be cleaned nightly.

- Each bus is equipped with a spray disinfectant atomizer for use by drivers. The spray bottles will be refilled as needed to ensure drivers are able to disinfect post-shift and at any time while on the route the driver determines necessary to protect his/her work environment within the bus.

Visitors

- All unscheduled visitors must wait in the exterior vestibule to be seen.

APPENDIX G

RESOLUTION #2025-08-02

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION (FTA), AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FFY 2026 FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23, UNITED STATES CODE, AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA).

WHEREAS, the Federal Transit Administration (FTA), through its FFY 2026 programs, has been delegated authority to award federal financial assistance for a transportation project; and

WHEREAS, the grant or cooperative agreement for federal financial assistance will impose certain obligations upon the applicant and may require the applicant to provide the local share of the project cost; and

WHEREAS, the applicant has or will provide all annual certification and assurances to the FTA required for the project; and

WHEREAS, the applicant is the Designated Recipient as defined by 49 U.S.C. §5307 (A)(2).

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (*PARTA*) Board of Trustees that:

1. The General Manager, or her designee, is authorized to execute and file an application for FFY 2026 federal assistance on behalf of the Portage Area Regional Transportation Authority (*PARTA*) with the Federal Transit Administration (FTA) for federal assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other federal statutes authorizing a project administered by the FTA.

2. The General Manager, or her designee, is authorized to execute and file with its application the annual certification and assurances and other documents the FTA requires before awarding a federal assistance grant or cooperative agreement.

3. The General Manager, or her designee, is authorized to execute grant and cooperative agreements with the FTA on behalf of *PARTA*.

CERTIFICATION:
The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (*PARTA*), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held on August 28, 2025.

Date

Marvin Woods, President
Board of Trustees

Attested

APPENDIX H

3 Year Safety Data

SPT Category	2022	2023	2024
Fixed Route Fatalities	0	0	0
Demand Response Fatalities	0	0	0
Total Number of Fatalities	0	0	0
Fatality Rate per 100,000 VRM – Fixed Route	0.00	0.00	0.00
Fatality Rate per 100,000 VRM – Demand Response	0.00	0.00	0.00
Total Fatality Rate per 100,000 VRM	0.00	0.00	0.00
Fixed Route Injuries	0	1	1
Demand Response Injuries	2	1	3
Total Number of Injuries	2	2	4
Injury Rate per 100,000 VRM – Fixed Route	0.00	0.14	.13
Injury Rate per 100,000 VRM – Demand Response	0.49	0.24	.70
Total Injury Rate per 100,000 VRM	0.18	0.18	0.34
Fixed Route Safety Events	57	62	54
Demand Response Safety Events	25	35	28
Total Number of Safety Events	82	97	82
Safety Event Rate per 100,000 VRM – Fixed Route	8.48	8.61	7.13
Safety Event Rate per 100,000 VRM – Demand Response	6.17	8.39	6.50
Safety Event Rate per 100,000 VRM	7.61	8.53	6.90
Total Number of Major Mechanical System Failures	0	0	0
Annual DR VRM	404,823	417,277	430,655
Annual FR VRM	672,463	719,702	757,196.5
Annual VRM	1,077,286	1,136,979	1,187,851.5

Appendix I

Annual Safety Performance Targets

For 2025

SPT Category	2020	2021	2022	2023	2024	5 year avg (2025 Goal)
Fatalities (Total)	0	0	0	0	0	0
Fatalities (per 100k VRM)	0	0	0	0	0	0
Injuries (Total)	2	4	2	2	4	2.8
Injuries (per 100k VRM)	.18	.38	.18	.18	.34	.25
Safety Events (Total)	63	51	57	62	54	57
Safety Events (per 100k VRM)	5.80	7.56	7.61	8.53	6.90	7.28
System Reliability (VRM/failures)	0	0	0	0	0	0
Total VRM	1,085,226	1,057,905	1,077,286	1,136,979	1,187,851	1,109,049

St. Rt. 59 Alternative Transportation Improvements

The City of Kent, the Portage Area Regional Transportation Authority (PARTA) Franklin Township, and the Ohio Department of Transportation (ODOT) are partnering to improve safety, pedestrian and bike mobility, and transit facilities along the St. Rt. 59 corridor from Horning Road to St. Rt. 261.

The public is invited to submit comments about the project for a 30-day period. Comments will be accepted through Sept. 5, 2025, and should be sent to Jon Giaquinto in the City Engineering Division, at 330-678-8106 or Jon.Giaquinto@KentOhio.gov.

Scan to Visit
Project Website