

PROCEDURE FOR MEMBER DEPARTMENT/PURCHASING AGENCY UTILIZATION OF ALTERNATIVE PROVIDERS

I. PURPOSE:

To establish a procedure for member departments/purchasing agencies to utilize alternative providers. (427.013[8][b], F.S.)

II. AUTHORITY:

Part I of Chapter 427, Florida Statutes (F.S.)
Rule 41-2, Florida Administrative Code (F.A.C.)

III. SCOPE:

This procedure is intended to be used by local office representatives of member department/purchasing agencies that spend any local, government, state or available federal funds for the transportation of the transportation disadvantaged, as defined by Chapter 427.011[10], F.S.

IV. DEFINITIONS:

- A. *Community transportation coordinator* - a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in ss. 427.011-427.017 in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designed service area.
- B. *Coordinating board* - an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.
- C. *Coordination* - the arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient, and reduces fragmentation and duplication of services.
- D. *Coordination contract* - a written contract between the community transportation coordinator and an agency who receives transportation disadvantaged funds and performs some, if not all, of its own transportation services, as well as transportation services to others, when shown to be more effective and more efficient from a total system perspective. The contract reflects the specific terms and conditions that will apply to those agencies who perform their own transportation, as well as joint utilization and cost provisions for transportation services to and from the community transportation coordinator.
- E. *Coordination contractor* - an agency who receives transportation disadvantaged funds and who, from a total system approach, can perform their own transportation more effectively and more efficiently.
- F. *Designated official planning agency* – the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in

areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.

- G. *Designated service area* - a geographical area recommended by a designated official planning agency, subject to approval by the Commission, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.
- H. *Member department* - a department whose head is a member of the commission.
- I. *Memorandum of Agreement* - the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Commission and the community transportation coordinator and recognizes the community transportation coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.
- J. *Paratransit* - those elements of public transit which provide service between specific origins and destinations selected by the individual user with such service being provided at a time that is agreed upon by the user and provider of the service. Paratransit service is provided by taxis, limousines, "dial-a-ride," buses, and other demand-responsive operations that are characterized by their nonscheduled, nonfixed route nature.
- K. *Transportation disadvantaged* - those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in s. 411.202
- L. *Transportation disadvantaged funds* - any local government, state, or available federal funds that are for the transportation of the transportation disadvantaged. Such funds may include, but are not limited to, funds for planning, Medicaid transportation, administration, operation, procurement, and maintenance of vehicles or equipment and capital investments. Transportation disadvantaged funds do not include funds for the transportation of children to public schools.
- M. *Transportation operator* - one or more public, private for-profit or private nonprofit entities engaged by the community transportation coordinator to provide service to transportation disadvantaged persons pursuant to a coordinated system service plan.

V. BACKGROUND:

The Commission for the Transportation Disadvantaged (Commission) was created in Part I of Chapter 427, F.S. The purpose of the Commission is to accomplish the coordination of transportation services provided to the transportation disadvantaged. The goal of this coordination shall be to assure the cost-effective provision of transportation by qualified community transportation coordinators or transportation operators.

In carrying out the Commission's purpose, it's duties that relate to this procedure include, but may not be limited to:

- Develop policies and procedures for the coordination of local government, federal and state funding for the transportation disadvantaged.
- Assure that all procedures, guidelines, and directives issued by member departments/purchasing agencies are conducive to the coordination of transportation services
- Assure that member departments purchase all trips within the coordinated system, unless they use a more cost-effective alternative provider.
- Provide, by rule, criteria and procedures for member departments/purchasing agencies to use if they wish to use an alternative provider. Departments must demonstrate either that the proposed alternative provider can provide a trip of acceptable quality for the clients at a lower cost than that provided with in the coordinated system, or that the coordinated system cannot accommodate the department's clients.

The Commission appoints, through recommendation by the designated official planning agency, all community transportation coordinators in accordance with Chapter 287, Florida Statutes. This ensures qualified, cost-efficient organizations are selected through a competitive procurement process. The community transportation coordinator is responsible for the short-range operational planning, administration, monitoring, coordination, arrangement, and delivery of transportation disadvantaged services originating within their service area on a full-time basis. The community transportation coordinator meets or exceeds the minimum requirements of Part I of Chapter 427, F.S., Rule 41-2, F.A.C., Chapter 341, F.S., Rule 14-90, F.A.C., Commission and locally established standards and the American's with Disabilities Act of 1990.

The Commission enters into a Memorandum of Agreement with the appointed community transportation coordinator. The memorandum of agreement is required and is a binding state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. It shall be utilized as the contract recognizing the community transportation coordinator as a state contract vendor that is responsible for the arrangement of the provision of transportation services for a designated service area.

As part of the Memorandum of Agreement, the community transportation coordinator, designated official planning agency and local coordinating board must also submit a Transportation Disadvantaged Service Plan. Designated official planning agencies, local coordinating boards and community transportation coordinators work together to implement a plan of providing transportation services for the transportation disadvantaged within a geographical service area. This plan includes sections that describe the demographics of the service area, the services the Coordinated system will provide, the rate structure the coordinated system will use and how the coordinated system will be evaluated.

All transportation disadvantaged funds expended within the state shall be expended to purchase transportation services from community transportation coordinators or transportation operators within the coordinated transportation system, except:

- A. When it is better suited to the unique and diverse needs of a transportation disadvantaged person. (427.016[1][a], F.S. and 41-2.015[2], F.A.C.)
- B. When the community transportation coordinator determines it is unable to provide or arrange the required service. (427.013[8][b], F.S. and 41-2.015[3], F.A.C.)
- C. When a member department/purchasing agency utilizes an alternative provider that can provide a trip of acceptable quality for the clients at a lower cost than that provided within the coordinated system. (427.016[1][a], F.S.)

The Commission is charged to develop criteria and procedures for member departments/purchasing agencies to use if they wish to use an alternative provider. (427.013(8)(a)(b), F.S. and 41-2.015, F.A.C.)

VI. PROCEDURE:

A. Exceptions Based On The Unique And Diverse Needs Of A Transportation Disadvantaged Person:

When it is better suited to the unique and diverse needs of a transportation disadvantaged person, the sponsoring agency may purchase or provide transportation by utilizing the following alternatives (41-2.015[2], F.A.C.):

- (1) Privately owned vehicle of an agency volunteer or employee.
This type of transportation is provided by an agency volunteer or agency employee in a private, not-for-hire vehicle that is being reimbursed at the state mileage rate, or other unit determined by the member department/purchasing agency.
- (2) State owned vehicles.
Transportation provided in vehicles owned and maintained by the state and are operated by state employees only.
- (3) Privately owned vehicle of a family member or custodian.
Transportation provided by family members or custodian of the individual in a vehicle that is privately owned and operated and is not-for-hire.
- (4) Common carriers, such as commercial airlines or bus.
Transportation provided in a commercial vehicle, such as an airplane, bus or ferry.
- (5) Emergency medical vehicles.
Transportation provided in vehicles that are used for emergency medical purposes, providing basic or advanced life support services (i.e. ambulance).

It is recognized that these types of services are difficult to coordinate or monitor by the community transportation coordinator. The member department/purchasing agency representative does not need the community transportation coordinator's approval when utilizing exceptions based on the unique and diverse needs of an individual. No forms need to be completed.

B. Exceptions Based On The Community Transportation Coordinator's Service Unavailability.

There will be situations when the community transportation coordinator will be unable to provide the needed services the member department/purchasing agency has requested. These could be situations such as the community transportation system does not go to the destination requested, the system may not operate during the time service is needed, or the system does not have the resources to provide the needed service, etc.

When these situations arise and the community transportation coordinator cannot accommodate the member department/purchasing agency request, the member department/purchasing agency may use other modes of transportation. The member department/purchasing agency shall ensure that the other mode of transportation is not a possible risk to the public health, safety or welfare of the transportation disadvantaged person. The other mode of transportation will be referred to as an alternative provider. The member department/purchasing agency will develop their own methods for identifying an entity that would qualify as an alternative provider.

The member department/purchasing agency local office shall complete a *Commission for the Transportation Disadvantaged Member Department/Purchasing Agency Record of Community Transportation Coordinator Service Unavailability Form*. A copy of the completed form shall be sent within 10 working days to the:

- Community transportation coordinator who could not accommodate the service request.
- Local coordinating board staff (designated official planning agency) who oversees the designated service area.
- Member department/purchasing agency representative serving on the Commission for the Transportation Disadvantaged.
- Commission for the Transportation Disadvantaged.

In an effort to address the lack of services and to initiate planning for the provision of future services, the member department/purchasing agency shall issue a report to the local coordinating board. The designated official planning agency shall provide the completed *Commission for the Transportation Disadvantaged Member Department/Purchasing Agency*

Record of Community Transportation Coordinator Service Unavailability Form at the next regularly scheduled local coordinating board meeting. Information pertaining to these denials for service shall be reported by the community transportation coordinator on a quarterly basis or more frequently as specified by the local coordinating board.

Annually, the member department/purchasing agency must complete the *Member Department/Purchasing Agency Annual Certification Process of an Alternative Provider*. Member department/purchasing agency may proceed with arrangement of transportation services with alternative provider that is not a risk to the public health, safety, and welfare of the transportation disadvantaged person.

C. Exceptions Based On Utilization Of A Proposed Alternative Provider At A Lower Cost

Member departments/purchasing agencies that have identified a potential need to expend transportation disadvantaged funds with an entity other than the community transportation coordinator must demonstrate that the proposed alternate provider can provide a trip of acceptable quality for the clients at a lower cost than that provided within the coordinated system. The department must be able to prove that the proposed alternate provider can provide the services more cost-effectively and can meet the same standards as the coordinated system.

The local office of the member department/purchasing agency shall first complete the *Safety/Quality of Service Comparison Form* and then Section I of the *Member Department/Purchasing Agency Alternative Provider Cost Comparison Form*. The local office of the member department/purchasing agency shall work with the community transportation coordinator and the proposed alternate provider to complete these forms.

If after completion of the *Safety/Quality of Service Comparison Form* and Section I of the *Member Department/Purchasing Agency Alternative Provider Cost Comparison Form*, the member department/purchasing agency determines that the proposed alternative provider can provide an equivalent level of service that is more cost effective and can meet the same standards of the coordinated system, then the completed Section I of the *Cost Comparison Form* and the completed *Safety/Quality of Service Comparison Form* must be sent within 10 working days to the:

- Community transportation coordinator in the designated service area.
- Local coordinating board staff (designated official planning agency) that oversees the designated service area.

After receipt of the *Safety/Quality of Service Comparison Form* and Section I of the *Member Department /Purchasing Agency Alternative Provider Cost Comparison Form*, the community transportation coordinator, in consultation with the designated official planning agency, shall request a meeting within 10 working days with the member department/purchasing agency who is seeking the utilization of an alternative provider.

After the community transportation coordinator requests a meeting, the member department/purchasing agency shall make the meeting arrangements. The meeting shall include the member department/purchasing agency representative, the community transportation coordinator, the designated official planning agency, and the proposed alternative provider. The meeting shall be held within 30 working days after the date of the request by the community transportation coordinator. The community transportation coordinator may provide the fiscal impacts on the coordinated system, if the member department/purchasing agency is currently purchasing existing transportation services within the coordinated system.

At the meeting, it should be determined if:

- An agreement between the member department/purchasing agency and the community transportation coordinator can be made and the trips can be provided or arranged through the community transportation coordinator.
- The proposed alternative provider can be incorporated into the coordinated system and a transportation operator/coordination contract can be signed between the community transportation coordinator and the proposed alternate provider.
- The proposed alternative provider can provide transportation services at a lower cost and meet the same standards as the coordinated system and cannot be incorporated into the coordinated system.

If the trips can be arranged within the coordinated system, the CTC will be charged with monitoring the provider and submitting quarterly operating reports to the LCB.

If the trips cannot be incorporated into the coordinated system, the member department/purchasing agency shall complete Section II of the *Member Department/Purchasing Agency Alternative Provider Cost Comparison Form*. The member department/purchasing agency shall submit a copy of all sections of the *Member Department /Purchasing Agency Alternative Provider Cost Comparison Form* and the *Safety/Quality of Service Comparison Form* to the:

- Community transportation coordinator who could not accommodate the service request at the proposed rates.

- Local coordinating board staff (designated official planning agency) who oversees the designated service area.
- Member department/purchasing agency representative serving on the Commission for the Transportation Disadvantaged.
- Commission for the Transportation Disadvantaged.

If the alternative provider cannot be accommodated into the coordinated system, the member department/purchasing agency shall be responsible for arranging for the provision of monitoring of the alternative provider. The member department/purchasing agency may negotiate with the community transportation coordinator to monitor the alternative provider. The purchasing agency shall submit a quarterly operating report to the local coordinating board with data relating to, but not limited to: trips, miles, revenues, expenses, and complaints of the alternative provider. The member department/purchasing agency may proceed with arrangement of transportation services with the proposed alternative provider that can provide transportation services at a lower cost and meet the same standards as the coordinated system.

VII. ANNUAL CERTIFICATION PROCESS:

Annually, the member department/purchasing agency must contact the community transportation coordinator to request that transportation services be incorporated into the coordinated system. Should the community transportation coordinator state they are unable to provide services within the coordinated system, the member department/purchasing agency shall complete the *Member Department/Purchasing Agency Annual Certification Process of the use of an Alternative Provider*.

The member department/purchasing agency shall submit a copy of all sections of the *Member Department /Purchasing Agency Annual Certification Process of the use of an Alternative Provider Form* and a copy of the most recent monitoring report to the:

- Community transportation coordinator who could not accommodate the service request at the proposed rates.
- Local coordinating board staff (designated official planning agency) who oversees the designated service area.
- Member department/purchasing agency representative serving on the Commission for the Transportation Disadvantaged.
- Commission for the Transportation Disadvantaged.

VIII. UNRESOLVED LOCAL INSTANCES:

In situations where instances are not resolved, any party may request intervention by the Commission for the Transportation Disadvantaged. The request must be submitted in writing to the Commission for the Transportation Disadvantaged at 605 Suwannee Street, MS 49, Tallahassee, FL 32399-0450

**Commission for the Transportation Disadvantaged
Member Department/Purchasing Agency Record of
Community Transportation Coordinator Service Unavailability**

Member Department/Purchasing Agency Information:

Name of Member Department/Purchasing Agency: _____

Contact Person and Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax: _____

E-Mail Address: _____

Description of Transportation Need:

Initials of Clients: _____

Number of One-Way Trips: _____ daily weekly monthly yearly (please circle frequency)

Date and Time Transportation is Needed: _____

Description of Transportation Needs (include special needs, if applicable): _____

Community Transportation Coordinator (CTC) Information:

CTC Name: _____

Service Area (County[ies]): _____

Name and title of the person at the CTC's office who stated the CTC is unavailable to provide this service:

Name _____ Title _____

Community Transportation Coordinator Justification for Unavailability: _____

Member Department/Purchasing Agency Certification of Use of an Alternative Provider:

Name of Alternative Provider utilized: _____

Contact Person and Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax: _____

E-Mail Address: _____

In accordance with Rule 41-.2.015, Florida Administrative Code, the member department/purchasing agency is providing the Community Transportation Coordinator and the Local Coordinating Board with a record of trip denial by the Community Transportation Coordinator. Based on this inability to provide service, the above member department/purchasing agency may utilize other modes of transportation for its client(s).

Signature of Member Department/Purchasing Agency Representative

Date

Submit a copy of this completed form and the monitoring report within 10 working days to the:

- Community transportation coordinator who could not accommodate the service request.
- Local coordinating board staff (designated official planning agency) that oversees the designated service area.
- Member department/purchasing agency representative serving on the Commission for the Transportation Disadvantaged.
- Commission for the Transportation Disadvantaged at 605 Suwannee Street, MS 49, Tallahassee, Florida 32399-0450.

The member department/purchasing agency representative must complete the Member Department/Purchasing Agency Annual Certification Process of an Alternative Provider annually.

**Commission for the Transportation Disadvantaged
Member Department/Purchasing Agency Annual Certification Process
of an Alternative Provider**

Member Department/Purchasing Agency Information:

Name of Member Department/Purchasing Agency: _____

Contact Person and Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax: _____

E-Mail Address: _____

Description of Transportation Need:

Initials of Clients: _____

Number of One-Way Trips: _____ daily _____ weekly _____ monthly _____ yearly (please circle frequency)

Date and Time Transportation is Needed: _____

Description of Transportation Needs (include special needs, if applicable): _____

Community Transportation Coordinator (CTC) Information:

CTC Name: _____

Service Area (County[ies]): _____

Date CTC was Contacted _____

Name and title of the person at the CTC's office who stated the CTC is unavailable to provide this service:

Name _____ Title _____

Community Transportation Coordinator Justification for Unavailability: _____

Member Department/Purchasing Agency Certification of Use of an Alternative Provider:

Name of Alternative Provider utilized: _____

Contact Person and Title: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Telephone Number: _____

Fax: _____

E-Mail Address: _____

In accordance with Rule 41-.2.015, Florida Administrative Code, the member department/purchasing agency is providing the Community Transportation Coordinator and the Local Coordinating Board with a record of trip denial by the Community Transportation Coordinator. Based on this inability to provide service, the above member department/purchasing agency utilized other modes of transportation for its client(s). I certify that the alternative provider used meets all standards required of the Community Transportation Coordinator, at a lower cost. I also certify that the alternative provider has been monitored and is in full compliance with all standards.

Signature of Member Department/Purchasing Agency Representative

Date

Other Forms to Attach:

Copy of the completed monitoring report ensuring compliance with standards.

Submit a copy of this completed form and the monitoring report within 10 working days to the:

- Community transportation coordinator who could not accommodate the service request.
- Local coordinating board staff (designated official planning agency) that oversees the designated service area.
- Member department/purchasing agency representative serving on the Commission for the Transportation Disadvantaged.
- Commission for the Transportation Disadvantaged at 605 Suwannee Street, MS 49, Tallahassee, Florida 32399-0450.

Commission for the Transportation Disadvantaged
Safety/Quality of Service Comparison Form

Member Department/Purchasing Agency Information:

Name of Member Department: _____

Contact Person and Title: _____

Name of Community Transportation Coordinator _____

Contact Person and Title: _____

Name of Proposed Alternative Provider: _____

Contact Person and Title: _____

Instructions for completing the Safety/Quality of Service Comparison Chart:

1. The Safety/Quality of Service Comparison Chart shall be completed by the local representative of the member department/purchasing agency in consultation with the community transportation coordinator in the designated service area and the proposed alternative provider.
2. **Column A** should contain all minimum standards required by the Commission for the Transportation Disadvantaged, the Florida Department of Transportation, member departments/purchasing agencies, and local governments. Minimum standards required by the Commission for the Transportation Disadvantaged and the Florida Department of Transportation have been briefly described in the attached Safety/Quality of Service Comparison Chart.
3. The minimum standards in **Column A** that are required by the member departments/purchasing agencies should be described in the appropriate sections and completed by the local representative of the member department/purchasing agency.
4. The minimum standards in **Column A** that are required by local governments should be completed in consultation with the community transportation coordinator in the designated service area.
5. **Column B** should be completed in consultation with the community transportation coordinator in the designated service area. The community transportation coordinator may give the member department/purchasing agency representative copies of the appropriate pages of the Transportation Disadvantaged Service Plan.
6. For each standard/requirement of the Commission for the Transportation Disadvantaged and Florida Department of Transportation, the community transportation coordinator will automatically comply, and this is indicated in **Column B**.

7. For standards listed in the Commission Standards with Local Flexibility, the community transportation coordinator should list the local policy. The community transportation coordinator may give the member department/purchasing agency representative copies of the appropriate pages of the Transportation Disadvantaged Service Plan.
8. **Column C** should be completed in consultation with the proposed alternative provider. If a policy differs from the community transportation coordinator, please list what the difference is, if applicable.

Safety/Quality of Service Comparison Chart

Standard/Requirement	CTC Compliance? (circle Yes or No, if applicable)	Proposed Alternative Provider (circle Yes or No)
Col A	Col B	Col C
Commission for the Transportation Disadvantaged Standards (ch. 41-2, F.A.C):		
1. Minimum liability insurance requirement of \$100,000 per person and \$200,000 per incident.	Yes	Yes No N/A
2. Drug and alcohol testing for safety sensitive job positions... as required by FHWA and FTA.	Yes	Yes No N/A
3. Interior of all vehicles shall be clean.	Yes	Yes No N/A
4. Bills shall be paid within 7 working days to subcontractors.	Yes	N/A
5. Passenger/trip data base...on each rider.	Yes	Yes No N/A
6. Adequate seating for paratransit services shall be provided for each rider.	Yes	Yes No N/A
7. Drivers are required to announce and identify themselves.	Yes	Yes No N/A
8. Drivers shall have proper identification.	Yes	Yes No N/A
9. Paratransit driver shall provide passengers with boarding assistance.	Yes	Yes No N/A
10. Smoking is prohibited on any vehicle.	Yes	Yes No N/A
11. Vehicles...shall be equipped with two-way communications in good working order.	Yes	Yes No N/A

Standard/Requirement	CTC Compliance? (circle Yes or No, if applicable)	Proposed Alternative Provider (circle Yes or No)
Col A	Col B	Col C
12. Vehicles...shall have working air conditioners and heaters.	Yes	Yes No N/A
13. Compliance with the American's with Disabilities Act of 1990.	Yes	Yes No N/A
Commission Standards w/Local Flexibility (ch. 41-2, F.A.C):		
14. An escort of a passenger and dependent children are to be transported as locally negotiated.	Yes, please state local policy:	Yes, please state local policy: No N/A
15. Use, cost and responsibility of child restraint devices.	Yes, please state local policy:	Yes, please state local policy: No N/A
16. Passenger property that can carried... in one trip shall be allowed. Additional requirements may be locally negotiated.	Yes, please state local policy:	Yes, please state local policy: No N/A
17. Vehicle transfer points shall provide shelter, security, and safety of passengers.	Yes, please state local policy:	Yes, please state local policy: No N/A
18. Local toll free phone number for complaints shall be posted inside the vehicle.	Yes, please state local policy:	Yes, please state local policy: No N/A
19. Out of service area trips when determined and approved locally.	Yes, please state local policy:	Yes, please state local policy: No N/A
20. Policies for drinking and eating on board vehicle.	Yes, please state local policy:	Yes, please state local policy: No N/A

Standard/Requirement	CTC Compliance? (circle Yes or No, if applicable)	Proposed Alternative Provider (circle Yes or No)
Col A	Col B	Col C
21. Policy on passenger no-shows.	Yes, please state local policy:	Yes, please state local policy: No N/A
22. First Aid policy.	Yes, please state local policy:	Yes, please state local policy: No N/A
23. Cardiopulmonary Resuscitation policy.	Yes, please state local policy:	Yes, please state local policy: No N/A
24. On-time performance.	Yes, please state local policy:	Yes, please state local policy: No N/A
25. Complaint standard.	Yes, please state local policy:	Yes, please state local policy: No N/A
26. Accident standard.	Yes, please state local policy:	Yes, please state local policy: No N/A
27. Roadcall standard.	Yes, please state local policy:	Yes, please state local policy: No N/A
28. Call-hold time.	Yes, please state local policy:	Yes, please state local policy: No N/A
29. Advance reservation requirements.	Yes, please state local policy:	Yes, please state local policy: No N/A

Standard/Requirement	CTC Compliance? (circle Yes or No, if applicable)	Proposed Alternative Provider (circle Yes or No)
Col A	Col B	Col C
30. Pick-up window.	Yes, please state local policy:	Yes, please state local policy: No N/A
31. Driver criminal background screening.	Yes, please state local policy:	Yes, please state local policy: No N/A
Florida Department of Transportation Standards (ch. 14-90, F.A.C):		
32. Develop, implement and comply with a System Safety Program Plan	Yes	Yes No N/A
33. Establish driver training and testing to demonstrate an employee's capabilities to safely operate each different type of bus or bus combination	Yes	Yes No N/A
34. Establish driver training for operation of special equipment on buses	Yes	Yes No N/A
35. Provide written operational and safety procedures to all drivers before driving...unsupervised	Yes	Yes No N/A
36. Maintain a current record of the different types of buses and bus special equipment each driver is capable of driving and operating	Yes	Yes No N/A
37. Maintain a record of each driver's work period	Yes	Yes No N/A
38. Require that drivers write and submit a daily bus inspection report	Yes	Yes No N/A

Standard/Requirement	CTC Compliance? (circle Yes or No, if applicable)	Proposed Alternative Provider (circle Yes or No)
Col A	Col B	Col C
39. All buses operated shall be properly maintained and equipped...regularly and systematically inspected, maintained and lubricated...date and mileage schedules...including when a bus is assigned away from the system's regular maintenance facility	Yes	Yes No N/A
40. The maintenance of records providing (minimum) written documentation... maintained... at least four years and include at a minimum...information...	Yes	Yes No N/A
41. Bus transit systems shall establish physical examination requirements for all new and current employees who drive (will drive) buses...initial physical examination and one at least once every two years...recorded on forms...performed by Doctor of Medicine or Osteopathy licensed by the State of Florida... Records and results of physicals maintained for a minimum of four years	Yes	Yes No N/A
42. Establish and maintain a comprehensive accident reporting, evaluation and record maintenance system...notify Department of accidents involving death	Yes	Yes No N/A
43. Driver shall not be permitted or required to drive more than 12 hours in any one 24-hour period, or drive after having been on duty for 16 hours in any one 24-hour period, or drive more than 70 hours in any period of seven consecutive calendar days...	Yes	Yes No N/A
44. Require each driver to submit a daily written report indicating the condition of the bus and listing all defects and deficiencies likely to affect safe operation or cause mechanical malfunctions	Yes	Yes No N/A
45. Prior to operation of a bus, or no less than daily if the bus is so operated, an inspection or test shall be made specified parts and devices...retain records of daily bus inspections a minimum of two weeks	Yes	Yes No N/A
46. At the time of manufacture, every public-sector bus shall be equipped in compliance with applicable Federal Motor Vehicle Safety Standards and the State of Florida Uniform Traffic Control Laws, which regulations are hereby incorporated by reference	Yes	Yes No N/A

Standard/Requirement	CTC Compliance? (circle Yes or No, if applicable)	Proposed Alternative Provider (circle Yes or No)
Col A	Col B	Col C
47. Wheelchair lifts and their controls shall be inspected and maintained... Instructions for normal and emergency operation of the lift or ramp shall be carried or displayed	Yes	Yes No N/A
48. Require that all buses operated by such bus transit system, or under contract, be inspected at least annually...by qualified individual who understands requirements, has mastered inspection process, and has at least one year of training and/or experience as a mechanic or inspector	Yes	Yes No N/A
49. A safety inspection report shall be prepared by the individual(s) performing the inspection	Yes	Yes No N/A
Member Department/Purchasing Agency Standards (List and indicate agency):		
50.	Yes, please state local policy: No	Yes, please state local policy: No N/A
51.	Yes, please state local policy: No	Yes, please state local policy: No N/A
52.	Yes, please state local policy: No	Yes, please state local policy: No N/A
53.	Yes, please state local policy: No	Yes, please state local policy: No N/A
Local Governmental Standards:		
54.	Yes, please state local policy: No	Yes, please state local policy: No N/A

Standard/Requirement	CTC Compliance? (circle Yes or No, if applicable)	Proposed Alternative Provider (circle Yes or No)
Col A	Col B	Col C
55.	Yes, please state local policy: No	Yes, please state local policy: No N/A
56.	Yes, please state local policy: No	Yes, please state local policy: No N/A

In accordance with Chapter 427.013(8)(b), F.S. and 427.016(1)(a), F.S. the above *Safety/Quality of Service Comparison Form* has been completed and demonstrates the proposed alternative provider will provide transportation services that will not be a risk to public health, safety and welfare and the proposed alternative provider meets all standards required in the coordinated system. The member department/purchasing agency will also complete the *Member Department/Purchasing Agency Alternative Provider Cost Comparison Form*. The member department/purchasing agency will be responsible for the monitoring of the alternative provider and will submit quarterly operating reports to the local coordinating board.

Name of Member Department/Purchasing Agency Representative

Signature of Member Department/Purchasing Agency Representative

Date

Other forms to complete:

Member Department/Purchasing Agency Alternative Provider Cost Comparison Form

This completed form shall be submitted within 10 working days to the:

- Community transportation coordinator in the designated service area.
- Local coordinating board staff (designated official planning agency) who oversees the designated service area.
- Member department/purchasing agency representative serving on the Commission for the Transportation Disadvantaged.
- Commission for the Transportation Disadvantaged at 605 Suwannee Street, MS 49, Tallahassee, Florida, 32399-0450.

**Commission for the Transportation Disadvantaged
Member Department/Purchasing Agency Alternative Provider
Cost Comparison Form**

Section I

Member Department/Purchasing Agency Information:

Name of Member Department/Purchasing Agency: _____

Contact Person and Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax: _____

E-Mail Address: _____

Community Transportation Coordinator (CTC) Information:

CTC Name: _____

Service Area (County[ies]): _____

Contact Person and Title: _____

Proposed Alternative Provider:

Name of Proposed Alternative Provider: _____

Contact Person and Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax: _____

E-Mail Address: _____

Description of Transportation to be Purchased (completed by the member department/purchasing agency):

Initials of Clients: _____

Number of One-Way Trips: _____ daily weekly monthly yearly (please circle frequency)

Date and Time Transportation is Needed: _____

Description of Transportation Needs (include special needs, if applicable):

Proposed Alternative Provider Service Rates (completed in consultation with the proposed alternative provider, a rate page may be attached, if necessary):

Community Transportation Coordinator Rates (completed in consultation with the community transportation coordinator, a rate page may be attached, if necessary):

In accordance with Chapter 427.013(8)(b), F.S. and 427.016(1)(a), F.S., the *Member Department/Purchasing Agency Alternative Provider Cost Comparison Form, Section I* and the *Safety/Quality of Service Comparison Form* have been completed and demonstrate that the proposed alternative provider may be able to provide transportation services at a lower cost and can meet the same standards as the coordinated system.

Name of Member Department/Purchasing Agency Representative

Signature of Member Department/Purchasing Agency Representative

Date

Other Forms to Complete:

Safety/Quality of Service Comparison Form

Submit a copy of the completed Section I of this form within 10 working days to the:

- Community transportation coordinator in the designated service area.
- Local coordinating board staff (designated official planning agency) who oversees the designated service area.

Section II

Once the community transportation coordinator receives Section I of the *Member Department/Purchasing Agency Alternative Provider Cost Comparison Form* and the *Safety/Quality of Service Comparison Form*, they shall request a meeting with the member department/purchasing agency representative within 10 working days.

Date meeting was held: _____

Name of those in attendance at the meeting:

Name:

Representing:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If the member department/purchasing agency is currently purchasing existing transportation services within the coordinated system, the community transportation coordinator shall provide the fiscal impacts on the coordinated system if the member department/purchasing agency utilize the services of the proposed alternative provider.

Fiscal Impact to the Coordinated System if the Transportation Services are Removed
(completed by the community transportation coordinator a separate page may be attached, if necessary):

The community transportation coordinator will provide the service within the coordinated system.

The community transportation coordinator will sign a transportation operator/coordination contractor agreement with the proposed alternative provider.

If either box above is checked, and the transportation services can be provided within the coordinated system, then the community transportation coordinator will monitor the provider and submit quarterly operating reports to the local coordinating board.

The meeting was held and in accordance with Chapter 427.013(8)(b), F.S. and 427.016(1)(a), F.S., the *Member Department/Purchasing Agency Alternative Provider Cost Comparison Form* and the *Safety/Quality of Service Comparison Form* have been fully completed and demonstrate that the proposed alternative provider can provide transportation services at a lower cost and meet the same standards as the coordinated system, and cannot be incorporated into the current system. The member department/purchasing agency will be responsible for the arrangement of monitoring of the alternative provider and will submit quarterly operating reports to the local coordinating board.

Signature of Member Department/Purchasing Agency Representative

Date

Signature of Community Transportation Coordinator Representative

Date

Other Forms to Complete:

Safety/Quality of Service Comparison Form

Submit a copy of all sections of this form within 10 working days to the:

- Community transportation coordinator in the designated service area.
- Local coordinating board staff (designated official planning agency) who oversees the designated service area.
- Member department/purchasing agency representative serving on the Commission for the Transportation Disadvantaged.
- Commission for the Transportation Disadvantaged at 605 Suwannee Street, MS 49, Tallahassee, Florida 32399-0450.

COORDINATION – IS THE TRIP INSIDE OR OUTSIDE THE SYSTEM?

