



# Board of Trustees Meeting Agenda

Champaign-Urbana Mass Transit District (MTD)  
Wednesday, July 30, 2025 – 3:00 pm  
Illinois Terminal, North Banquet Room, 4th floor – 45 East University Avenue, Champaign

## Board Members

### Board of Trustees

Dick Barnes – Chair  
Laura Bleill  
Phil Fiscella  
George Friedman  
Alan Nudo – Vice Chair  
Sharif Ullah

### Advisory Board

Averhy Sanborn  
Jamie Singson

## Agenda

- 1. Call to Order
- 2. Roll Call
- 3. Approval of Agenda
- 4. Audience Participation
- 5. Approval of Minutes
  - a. Board Meeting (Open Session) – June 25, 2025 1-4
- 6. Communications
- 7. Fleet Propulsion Presentation
- 8. Reports
  - a. Managing Director
    - i. Operating Notes 5-7
    - ii. Ridership Data 8-9
    - iii. Route Performance 10-13
    - iv. District Operating Revenue/Expenses 14
    - v. Statistical Summary 15
    - vi. June 2025 Financial Reports Memo 16
    - vii. Comparative History 17-27
    - viii. Accounts Payable/Check Disburesements 28-34
    - ix. CCARTS Quarterly Report 35
    - x. Bank & Investment Balances 36
- 9. Action Items
  - a. Resolution 2025-6 – Setting a Public Hearing for an Annexation Northwest of Curtis & Staley, Champaign 37-39
  - b. Semi-Annual Review of Closed Session Minutes 40-42
  - c. Annual Update to the Public Transportation Agency Safety Plan (PTASP) 43-94
  - d. Update to the Safety Sensitive Drug & Alcohol Policy 95-128
  - e. Zero Emission Transition Plan, 2025 Update 129-141
- 10. Next Meeting
  - a. Regular Board of Trustees Meeting: Wednesday, August 27, 2025 – 3:00 pm – at Illinois Terminal, 45 East University Avenue, Champaign.

## 11. Adjournment

Champaign-Urbana Mass Transit District strives to provide an environment welcoming to all persons regardless of disability, race, gender, or religion. Please call Katie Good at 217.384.8188 to request special accommodations **at least 2 business days in advance**.



6

**Attendance**

7

**Board of Trustees**

Present	Absent
Dick Barnes – Chair	
Laura Bleill	
Phil Fiscella	
George Friedman	
	Alan Nudo – Vice Chair
	Sharif Ullah

8

**Advisory Board**

Present	Absent
Averhy Sanborn	
Jamie Singson	

9

**MTD Staff**

10

11

12

Karl Gnadl (Managing Director), Amy Snyder (Deputy Managing Director), Katie Good (Executive Assistant and Clerk), Michelle Wright (Finance Director), Josh Berbaum (Maintenance and Facilities Director), Ryan Blackman (Technology Services Director), and Alyx Parker (MTD Attorney)

13

**Others Present**

14

None

15

# Minutes

## 1. Call to Order

Chair Barnes called the meeting to order at 3:00 pm.

## 2. Roll Call

Present (4)-Barnes, Bleill, Fiscella, Friedman

Absent (2)-Nudo, Ullah

The Clerk declared that a quorum was present.

## 3. Approval of Agenda

MOTION by Mr. Fiscella to approve the agenda as distributed; seconded by Mr. Friedman. Upon vote, the MOTION CARRIED.

## 4. Public Hearing on the Budget & Appropriation Ordinance for FY2026

Mr. Barnes asked for public input on the tentative Budget and Appropriation Ordinance for the period from July 1, 2025, to June 30, 2026. Beginning on May 23, 2025, the proposed budget was available for public review on MTD's website. The Notice of Public Hearing was published in The News-Gazette on May 23, 2025. Mr. Barnes opened the floor for public comment. As there were no comments, Mr. Barnes closed the Public Hearing.

## 5. Audience Participation

None

## 6. Approval of Minutes

### A. Board Meeting (Open Session)- May 28, 2025

MOTION by Mr. Fiscella to approve the open session minutes of the May 28, 2025, MTD Board meeting as distributed; seconded by Mr. Friedman. Upon vote, the MOTION CARRIED.

## 7. Communications

None

## 8. Reports

### A. Managing Director

Mr. Gnadt reviewed statistics for May 2025. May 2025 ridership was up 35.19% from May 2024. Mr. Gnadt noted this was a 20% increase from May 2019 ridership. Year to date ridership for May 2025 was up 20.13% compared to May 2024. Mr. Gnadt mentioned MTD is nipping at the heels of pre-pandemic ridership levels and noted MTD is operating at full service which has garnered a positive response from the community.

May 2025 operating revenue was 0.10% below May 2024. Year-to-date operating revenue was 0.10% above FY2024. Monthly operating expenses were up 9.9% from FY2024. Year-to-date

operating expenses were up 6.6% from FY2024. Mr. Gnadt noted May of last year MTD was at an 80% service level, MTD is now at a 100% service level resulting in this increase in operating expenses. May 2025 operating revenue was \$2,012,363 above budget and operating expenses were \$3,705,010 below budget.

## 9. Action Items

### A. Ordinance 2025-4 – Adoption of Budget & Appropriation Ordinance for FY2026

MOTION by Mr. Fiscella to adopt Ordinance 2025-4; seconded by Ms. Bleill.

Roll Call:

Aye (4)–Bleill, Fiscella, Friedman, Barnes

Nay (0)

Abstain (0)

The MOTION CARRIED

### B. Resolution 2025-5 – Committing Local Cost Share to Low-No Grant Program and Buses & Bus Facilities Grant Program

Mr. Grandt explained the Low-No Grant and Buses & Bus Facilities Grant programs, administered by the Federal Transit Administration (FTA), provide funding for up to 80% of project costs if awarded. A condition for these programs is that agencies must pass a resolution committing the local funds necessary to complete the projects.

MOTION by Mr. Friedman to approve Resolution No. 2025-5; seconded by Ms. Bleill.

Roll Call:

Aye (4)–Bleill, Fiscella, Friedman, Barnes

Nay (0)

Abstain (0)

The MOTION CARRIED

### C. Developmental Services Center (DSC) Agreement

Mr. Gnadt noted this is an annual agreement with DSC to provide ADA transportation for their clients within District boundaries. Contracting this service allows DSC to provide a more personalized transportation experience for their clients.

MOTION by Mr. Friedman to approve the Developmental Services Center (DSC) Agreement; seconded by Mr. Fiscella.

Roll Call:

Aye (4)–Bleill, Fiscella, Friedman, Barnes

Nay (0)

Abstain (0)

The MOTION CARRIED

## 10. Next Meeting

1 Regular Board of Trustees Meeting – Wednesday, July 30, 2025 – 3:00 Pm – at Illinois Terminal, 45  
2 East University Ave, Champaign.

3 **11. Adjournment**

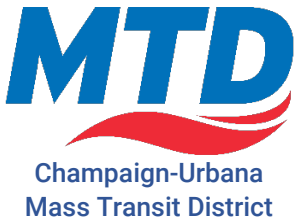
4 MOTION by Mr. Fiscella to adjourn, seconded by Ms. Bleill.

5 Mr. Barnes adjourned the meeting at 3:22 pm.

6 \_\_\_\_\_  
Clerk

7 Approved:

8 \_\_\_\_\_  
Board of Trustees, Chair



#### MTD MISSION

Leading the way to greater mobility

#### MTD VISION

MTD goes beyond traditional boundaries to promote excellence in transportation.

## MTD MANAGING DIRECTOR OPERATING NOTES

*July 2025*

### RIDERSHIP

#### Monthly Ridership

↑ 2.55%

↑ 12.00%

*FY2024*  
360,245

*FY2025*  
369,429

*5 Year  
Average*  
329,836

June

#### Year-to-Date Ridership

↑ 19.25%

↑ 41.58%

*FY2024*  
9,548,490

*FY2025*  
11,386,403

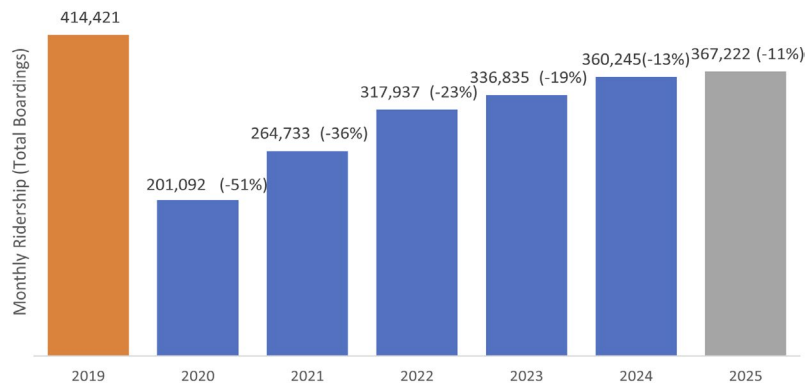
*5 Year Average*  
8,042,315

Year-to-Date

Our June 2025 total ridership reached 369,429, a 2.5% increase compared to last June. The Fiscal Year 2025 Year-to-Date (YTD) ridership was 11,386,403 - a 19.2% increase from last fiscal year. That is the 8th highest ridership year in MTD's history! This was the first year after the pandemic that we were able to offer our full service. There was a slightly increased level of service since 2020 due to adding the 24 Link route since the last time we operated full service.

All year, the ADA ridership has been down significantly (-38.9% for the FY). This is a result of the DSC service changing significantly. Previous to this year, we would count the rides from group homes as part of our ridership, however this year they have not been included. This is because they didn't have qualified staff to operate the trips for us. MTD's directly operated ADA had a 13% ridership increase and Safe Rides increased 10.7%. It was also the first complete fiscal year that Northeast Connect service operated. The West Connect ridership was up 91.6% and benefited by being extended this year to cover the Carle at the Fields area.

June Ridership by Year



## OPERATING REVENUE

### Monthly Operating Revenue

↑ 497.40%

FY2025  
\$755,257

June

### Year-to-Date Operating Revenue

↑ 8.90%

FY2024  
\$10,771,739

FY2025  
\$11,726,203

Year-to-Date

June 2025 operating revenue was 497.40% above June 2024. Year-to-date operating revenue was 8.90% above FY2024.

## OPERATING EXPENSES

### Monthly Operating Expenses

↓ -1.30%

FY2024  
\$3,983,849

FY2025  
\$3,930,334

June

### Year-to-Date Operating Expenses

↑ 5.90%

FY2024  
\$48,149,927

FY2025  
\$50,989,408

Year-to-Date

June 2025 operating expenses were 1.30% below June 2024. Year-to-date operating expenses were 5.90% above FY2024.

## YEAR-TO-DATE REVENUE & EXPENSES

### FY2025 Operating Revenue Budget vs Actual

↑ \$1,953,203

Budget  
\$9,773,000

Actual  
\$11,726,203

### FY2025 Operating Expenses Budget vs Actual

↓ (\$4,389,592)

Budget  
\$55,379,000

Actual  
\$50,989,408

Year-to-date operating revenues were \$1,953,203 above budget while operating expenses were \$4,389,592 below budget.

## MANAGING DIRECTOR'S NOTES

- 1) On July 14, the House Transportation, Housing and Urban Development (THUD), and Related Agencies Appropriations Subcommittee marked up the THUD Appropriations Act, 2026. The bill significantly cuts public transit and passenger rail funding, compared to the authorized levels in the Infrastructure Investment and Jobs Act (IIJA). The cut is approximately 8.3% from the FY2025 enacted level. The total bill funding is 13.9% less than the amount authorized in the IIJA.

While cuts are exactly what we were expecting, they are not what we were hoping for. We will continue to monitor the progress of the bill.

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- 2) Last month, we decided to permanently close the bus stop on eastbound Anthony at WoodSpring Suites, which was served by the northbound 3/30 Lavender route. This decision followed three Hazard Identification Reports (HIRs) submitted through the District's Employee Safety Reporting Program (ESRP). The recent construction of a sound barrier wall along Interstate 74 had reduced the available space for passengers to safely wait at the stop.

To notify customers of the closure, MTD implemented a stop closure plan that includes internal communication to employees, direct outreach to the management of the adjacent hotel, and signage posted at the bus stop. Operators have also been instructed to inform passengers boarding or exiting at the location about the upcoming closure.

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- 3) On July 15, 2025 Amy Snyder, Deputy Managing Director, and I recorded an interview on the Chambana Proud Podcast. The episode was released on July 17. Carly McCrory-McKay and Terri Reifsteck from the Champaign County Economic Development Corporation host the podcast. We had a terrific time doing it and the episode can be found at [chambanaproud.com](http://chambanaproud.com). It is titled: "Episode 70: They'll Get You There."



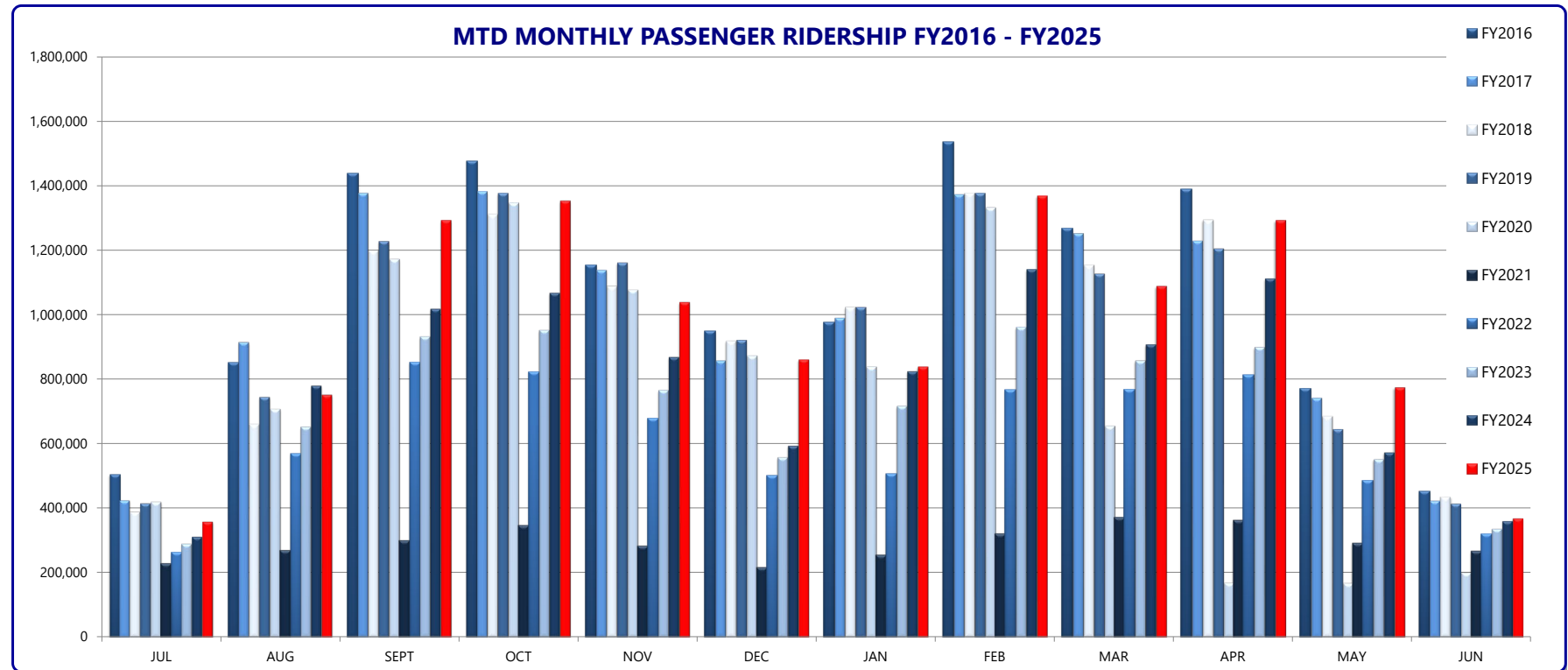
Carly McCrory-McKay, Karl Gnadt, Amy Snyder, and Terri Reifsteck

## Champaign-Urbana Mass Transit District

### Fiscal-Year-to-Date Ridership Comparison

	Jun-25	Jun-24	% Change	FY25 YTD	FY24 YTD	% Change
Adult Rides	18,219	18,841	-3.3%	238,506	228,429	4.4%
School Rides	1,859	1,628	14.2%	374,224	362,265	3.3%
DASH/Senior - E & D Rides	29,143	32,517	-10.4%	374,021	387,492	-3.5%
U of I Faculty/Staff Rides	11,917	11,757	1.4%	253,402	259,572	-2.4%
Annual Pass	46,714	43,790	6.7%	565,032	504,673	12.0%
U of I Student Rides	239,901	224,049	7.1%	9,240,362	7,415,016	24.6%
All Day Pass	253	280	-9.6%	3,496	3,055	14.4%
Transfers	5,696	6,254	-8.9%	75,643	77,445	-2.3%
SafeRides Connect	0	0	-	38,365	34,655	10.7%
West Connect	211	137	54.0%	2,372	1,238	91.6%
Northeast Connect	837	-	-	7,726	-	-
Monthly Pass	6,480	7,704	-15.9%	99,006	107,926	-8.3%
Veterans Pass	2,423	2,821	-14.1%	32,588	32,992	-1.2%
<b>Total Unlinked Passenger Rides</b>	<b>363,653</b>	349,778	<b>4.0%</b>	<b>11,304,743</b>	9,414,758	<b>20.1%</b>
ADA Rides	5,776	10,467	-44.8%	81,660	133,732	-38.9%
<b>TOTAL</b>	<b>369,429</b>	360,245	<b>2.5%</b>	<b>11,386,403</b>	9,548,490	<b>19.2%</b>

	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
JUL	503,481	424,915	389,398	415,476	420,729	226,004	260,815	290,301	312,024	358,985
AUG	851,098	914,496	661,178	743,728	708,465	266,497	567,618	651,458	779,102	751,627
SEPT	1,439,491	1,375,803	1,197,928	1,226,527	1,172,335	297,090	850,842	929,906	1,016,696	1,292,319
OCT	1,478,275	1,380,990	1,310,380	1,375,516	1,346,402	343,765	822,915	949,844	1,066,132	1,352,825
NOV	1,153,897	1,137,573	1,087,343	1,160,184	1,076,993	279,977	678,231	764,340	867,837	1,038,330
DEC	949,030	857,837	917,782	920,718	873,429	214,183	501,741	556,970	593,359	860,758
JAN	977,223	989,700	1,022,713	1,022,403	838,969	252,336	506,560	715,390	823,733	838,845
FEB	1,537,540	1,371,778	1,375,553	1,375,560	1,331,716	318,071	766,403	959,122	1,139,297	1,368,268
MAR	1,266,676	1,251,352	1,153,015	1,125,644	656,224	368,540	766,766	855,518	906,789	1,088,474
APR	1,391,286	1,228,127	1,292,424	1,203,603	169,747	360,134	813,280	897,373	1,110,573	1,292,308
MAY	770,860	742,253	684,678	645,383	168,484	289,030	485,172	550,987	572,703	774,235
JUN	451,663	424,219	435,993	414,421	201,092	264,733	317,937	336,835	360,245	369,429
<b>TOTAL</b>	<b>12,770,520</b>	<b>12,099,043</b>	<b>11,528,385</b>	<b>11,629,163</b>	<b>8,964,585</b>	<b>3,480,360</b>	<b>7,338,280</b>	<b>8,458,044</b>	<b>9,548,490</b>	<b>11,386,403</b>



	Passengers	Revenue Hours	Passengers Per Revenue Hour	Revenue Hour Performance Comparison +	Revenue Miles	Passengers Per Revenue Mile	Revenue Mile Performance Comparison +
Daytime Campus Fixed Route	63,215	2,326.05	27.18		27,314.68	2.31	
10 Gold Hopper	5,556	227.98	24.37	0.90	3,138.63	1.77	0.76
12 Teal	15,091	489.63	30.82	1.13	5,301.51	2.85	1.23
13 Silver	5,969	324.80	18.38	0.68	4,191.90	1.42	0.62
21 Raven	2,814	199.50	14.11	0.52	2,099.00	1.34	0.58
22 Illini	17,627	474.22	37.17	1.37	5,460.10	3.23	1.39
24 Link	16,158	609.92	26.49	0.97	7,123.53	2.27	0.98
Daytime Community Fixed Route	209,712	10,619.37	19.75		145,974.40	1.44	
1 Yellow	32,457	1,230.30	26.38	1.34	15,764.29	2.06	1.43
2 Red	20,659	1,061.75	19.46	0.99	14,139.38	1.46	1.02
3 Lavender	9,869	520.22	18.97	0.96	7,044.89	1.40	0.98
4 Blue	7,966	526.90	15.12	0.77	6,541.65	1.22	0.85
5 Green	29,054	1,171.82	24.79	1.26	15,216.65	1.91	1.33
5 Green Express	3,314	184.83	17.93	0.91	2,776.94	1.19	0.83
5 Green Hopper	21,691	702.08	30.90	1.56	9,266.98	2.34	1.63
6 Orange	12,083	687.33	17.58	0.89	8,840.26	1.37	0.95
6 Orange Hopper	6,738	273.38	24.65	1.25	3,212.32	2.10	1.46
7 Grey	17,070	922.17	18.51	0.94	12,786.35	1.34	0.93
8 Bronze	2,888	293.18	9.85	0.50	4,346.79	0.66	0.46
9 Brown	16,163	1,079.68	14.97	0.76	14,857.31	1.09	0.76
10 Gold	20,468	1,011.88	20.23	1.02	13,293.48	1.54	1.07
14 Navy	6,268	424.60	14.76	0.75	8,116.67	0.77	0.54
16 Pink	3,024	529.25	5.71	0.29	9,770.44	0.31	0.22
Evening Campus Fixed Route	10,067	478.80	21.03		5,709.72	1.76	

\* The Percent of Group Ridership shows how the ridership for the route compares to the group  
+ Performance Comparison shows each Route's Passengers Per Revenue Hour or Mile compared to the Route Group's average  
Routes that are continually above 1.5 or below 0.5 may need to be examined as they are not performing within the Group Standards.

10

	Passengers	Revenue Hours	Passengers Per Revenue Hour	Revenue Hour Performance Comparison +	Revenue Miles	Passengers Per Revenue Mile	Revenue Mile Performance Comparison +
<b>120 Teal</b>	3,280	189.00	17.35	0.83	2,207.46	1.49	0.84
<b>130 Silver Limited</b>	1,438	100.80	14.27	0.68	1,365.22	1.05	0.60
<b>220 Illini Limited</b>	5,349	189.00	28.30	1.35	2,137.04	2.50	1.42
<b>Evening Community Fixed Route</b>	<b>26,465</b>	<b>1,642.40</b>	<b>16.11</b>		<b>23,645.71</b>	<b>1.12</b>	
<b>50 Green</b>	6,877	337.90	20.35	1.26	4,827.05	1.42	1.27
<b>50 Green Hopper</b>	5,252	233.45	22.50	1.40	3,139.89	1.67	1.49
<b>70 Grey</b>	4,466	333.35	13.40	0.83	4,733.20	0.94	0.84
<b>100 Yellow</b>	7,841	506.00	15.50	0.96	6,701.34	1.17	1.05
<b>110 Ruby</b>	1,121	75.95	14.76	0.92	1,242.44	0.90	0.81
<b>180 Lime</b>	908	155.75	5.83	0.36	3,001.78	0.30	0.27
<b>Total</b>	<b>309,459</b>	<b>15,066.62</b>	<b>20.54</b>		<b>202,644.52</b>	<b>1.53</b>	

\* The Percent of Group Ridership shows how the ridership for the route compares to the group

+ Performance Comparison shows each Route's Passengers Per Revenue Hour or Mile compared to the Route Group's average  
Routes that are continually above 1.5 or below 0.5 may need to be examined as they are not performing within the Group Standards.

# Champaign-Urbana Mass Transit District

July 07, 2025

## Route Performance Report

June 2025

Weekends

	Passengers	Revenue Hours	Passengers Per Revenue Hour	Revenue Hour Performance Comparison +	Revenue Miles	Passengers Per Revenue Mile	Revenue Mile Performance Comparison +
<b>Saturday Daytime Campus Fixed</b>	<b>5,112</b>	<b>213.87</b>	<b>23.90</b>		<b>2,468.79</b>	<b>2.07</b>	
120 Teal	1,805	94.53	19.09	0.80	1,029.13	1.75	0.85
130 Silver	1,050	41.00	25.61	1.07	556.17	1.89	0.91
220 Illini	2,257	78.33	28.81	1.21	883.50	2.55	1.23
<b>Saturday Daytime Community</b>	<b>19,897</b>	<b>922.89</b>	<b>21.56</b>		<b>12,950.37</b>	<b>1.54</b>	
20 Red	2,175	127.87	17.01	0.79	1,672.15	1.30	0.85
30 Lavender	1,576	87.13	18.09	0.84	1,360.81	1.16	0.75
50 Green	6,068	179.67	33.77	1.57	2,329.60	2.60	1.70
70 Grey	4,102	183.65	22.34	1.04	2,464.92	1.66	1.08
100 Yellow	4,439	217.63	20.40	0.95	2,891.33	1.54	1.00
110 Ruby	785	42.20	18.60	0.86	723.48	1.09	0.71
180 Lime	752	84.74	8.87	0.41	1,508.08	0.50	0.32
<b>Saturday Evening Campus Fixed</b>	<b>2,089</b>	<b>99.60</b>	<b>20.97</b>		<b>1,146.87</b>	<b>1.82</b>	
120 Teal	616	38.40	16.04	0.76	420.47	1.47	0.80
130 Silver	241	19.20	12.55	0.60	260.04	0.93	0.51
220 Illini	1,232	42.00	29.33	1.40	466.36	2.64	1.45
<b>Saturday Evening Community</b>	<b>5,357</b>	<b>322.05</b>	<b>16.63</b>		<b>4,498.20</b>	<b>1.19</b>	
50 Green	1,586	65.18	24.33	1.46	896.67	1.77	1.49
50 Green Hopper	1,022	40.00	25.55	1.54	516.04	1.98	1.66
70 Grey	876	71.53	12.25	0.74	968.80	0.90	0.76
100 Yellow	1,487	101.90	14.59	0.88	1,349.27	1.10	0.93
110 Ruby	139	12.53	11.09	0.67	217.63	0.64	0.54
180 Lime	247	30.90	7.99	0.48	549.79	0.45	0.38

\* The Percent of Group Ridership shows how the ridership for the route compares to the group

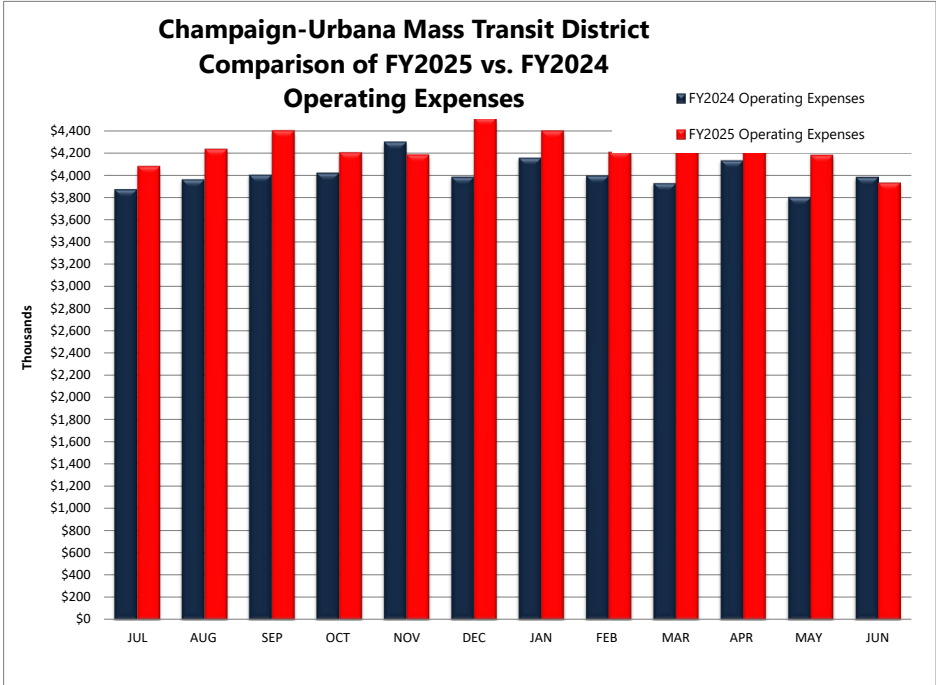
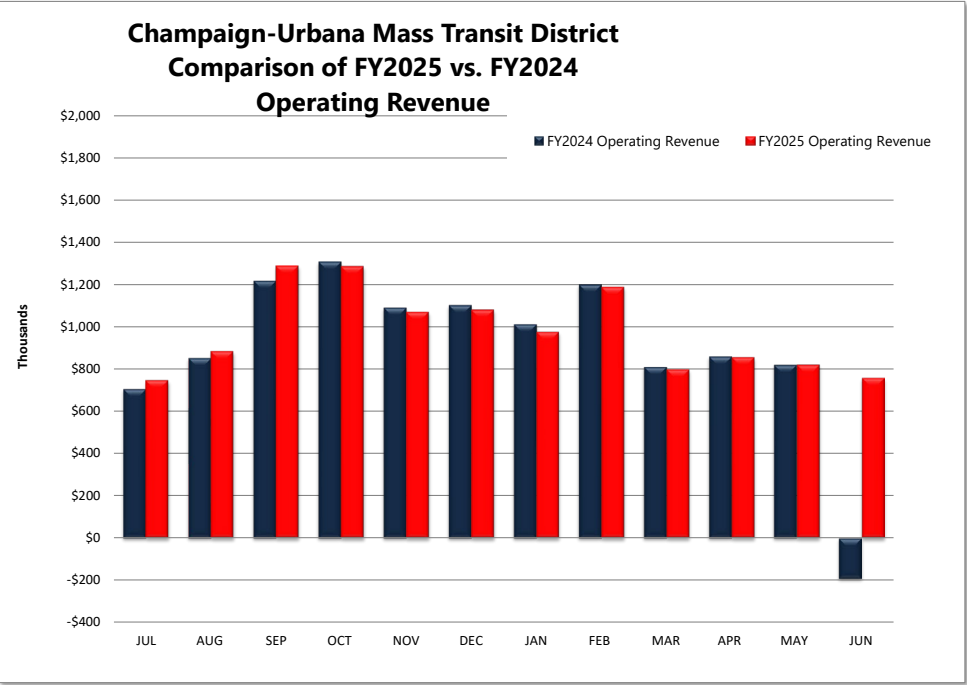
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	Passengers	Revenue Hours	Passengers Per Revenue Hour	Revenue Hour Performance Comparison +	Revenue Miles	Passengers Per Revenue Mile	Revenue Mile Performance Comparison +
<b>Sunday Daytime Campus Fixed Route</b>	<b>4,757</b>	<b>207.00</b>	<b>22.98</b>		<b>2,392.31</b>	<b>1.99</b>	
120 Teal	1,498	85.92	17.44	0.76	936.02	1.60	0.80
130 Silver	779	37.75	20.64	0.90	512.37	1.52	0.76
220 Illini	2,480	83.33	29.76	1.30	943.92	2.63	1.32
<b>Sunday Daytime Community Fixed Route</b>	<b>15,954</b>	<b>757.00</b>	<b>21.08</b>		<b>10,709.71</b>	<b>1.49</b>	
30 Lavender	1,367	90.00	15.19	0.72	1,395.33	0.98	0.66
50 Green	5,221	171.78	30.39	1.44	2,223.55	2.35	1.58
70 Grey	3,316	172.08	19.27	0.91	2,322.99	1.43	0.96
100 Yellow	4,783	207.25	23.08	1.10	2,727.17	1.75	1.18
110 Ruby	716	40.55	17.66	0.84	702.02	1.02	0.68
180 Lime	551	75.33	7.31	0.35	1,338.66	0.41	0.28
<b>Total</b>	<b>53,166</b>	<b>2,522.41</b>	<b>21.08</b>		<b>34,166.25</b>	<b>1.56</b>	

\* The Percent of Group Ridership shows how the ridership for the route compares to the group

+ Performance Comparison shows each Route's Passengers Per Revenue Hour or Mile compared to the Route Group's average  
Routes that are continually above 1.5 or below 0.5 may need to be examined as they are not performing within the Group Standards.

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY2024 Operating Revenue	\$704,814	\$850,761	\$1,215,727	\$1,306,237	\$1,088,989	\$1,100,784	\$1,010,535	\$1,198,236	\$808,712	\$858,377	\$818,629	-\$190,061
FY2025 Operating Revenue	\$745,360	\$881,756	\$1,286,746	\$1,284,311	\$1,068,024	\$1,078,075	\$973,588	\$1,185,774	\$795,456	\$854,146	\$817,710	\$755,257
FY2024 Operating Expenses	\$3,873,300	\$3,962,048	\$4,003,914	\$4,021,083	\$4,300,926	\$3,985,981	\$4,157,400	\$3,996,482	\$3,928,081	\$4,132,968	\$3,803,894	\$3,983,849
FY2025 Operating Expenses	\$4,080,560	\$4,233,866	\$4,400,550	\$4,203,131	\$4,183,103	\$4,511,926	\$4,399,678	\$4,207,778	\$4,381,561	\$4,276,159	\$4,180,761	\$3,930,334
FY2024 Operating Ratio	18.20%	21.47%	30.36%	32.48%	25.32%	27.62%	24.31%	29.98%	20.59%	20.77%	21.52%	-4.77%
FY2025 Operating Ratio	18.27%	20.83%	29.24%	30.56%	25.53%	23.89%	22.13%	28.18%	18.15%	19.97%	19.56%	19.22%



HOURS	Jun 2024	Jun 2025	% Change	FY2024 to Date	FY2025 to Date	% Change
Passenger Revenue	18,914.10	<b>19,594.30</b>	3.6%	249,482.85	<b>293,859.13</b>	17.8%
Vacation/Holiday/Earned Time	9,605.97	<b>9,158.60</b>	-4.7%	93,786.94	<b>89,600.35</b>	-4.5%
Non-Revenue	6,821.47	<b>8,681.77</b>	27.3%	92,888.92	<b>84,783.91</b>	-8.7%
<b>TOTAL</b>	35,430.45	<b>37,434.67</b>	<b>5.66%</b>	436,247.62	<b>468,243.39</b>	<b>7.33%</b>

REVENUE/EXPENSES	Jun 2024	Jun 2025	% Change	FY2024 to Date	FY2025 to Date	% Change
Operating Revenue	-\$190,061.42	<b>\$755,256.96</b>	497.4%	\$10,771,738.91	<b>\$11,726,203.17</b>	8.9%
Operating Expenses	\$3,983,848.66	<b>\$3,930,334.33</b>	-1.3%	\$48,149,926.76	<b>\$50,989,408.11</b>	5.9%
Operating Ratio	-4.77%	<b>19.22%</b>	502.8%	22.37%	<b>23.00%</b>	2.8%
Passenger Revenue/Revenue Vehicle Hour	-\$24.65	<b>\$24.23</b>	198.3%	\$29.12	<b>\$28.81</b>	-1.1%

RIDERSHIP	Jun 2024	Jun 2025	% Change	FY2024 to Date	FY2025 to Date	% Change
Revenue Passenger	320,593	<b>357,957</b>	11.7%	9,314,382	<b>11,229,100</b>	20.6%
Transfers	6,254	<b>5,696</b>	-8.9%	77,445	<b>75,643</b>	-2.3%
Total Unlinked	349,778	<b>363,653</b>	4.0%	9,414,758	<b>11,304,743</b>	20.1%
ADA Riders	10,467	<b>5,776</b>	-44.8%	133,732	<b>81,660</b>	-38.9%
Half Fare Cab	0	<b>0</b>	0.0%	0	<b>0</b>	0.0%
<b>TOTAL</b>	360,245	<b>369,429</b>	<b>2.55%</b>	9,548,490	<b>11,386,403</b>	<b>19.25%</b>

PASSENGERS/REVENUE HOUR	Jun 2024	Jun 2025	% Change	FY2024 to Date	FY2025 to Date	% Change
Hour	18.49	<b>18.56</b>	0.4%	37.74	<b>38.47</b>	1.9%



To: Karl Gnadt, Managing Director/CEO  
From: Nate Warman, Assistant Finance Director  
Date: July 30, 2025  
Subject: June 2025 Financial Reports

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**A. Purpose:** The following reports summarize the financial results of MTD for the month ending June 30, 2025:

- Comparative History Report for the months ending June 30, 2025 and June 30, 2024;
- Check and ACH Disbursement Lists for June 2025;
- Bank & Investment Balances and Capital & Operating Balances as of June 30, 2025.

**B. Notes on Major Variances**

Account Name	6/30/2025	6/30/2024	Variance	Pg. #	Notes
4020300000 U of I Campus Service	\$398,766.02	\$(543,683.05)	\$942,449.07	17	The increase in U of I Campus Service revenue for June 2025 compared to June 2024 is primarily due to MTD's return to full-service levels in FY2025. In FY2024, MTD was unable to meet the full-service hour commitments outlined in the agreement with the UI due to operator shortages. As a result, service credits were issued to the UI at year-end, reducing total revenue for that period. With the restoration of full service in FY2025, those credits were no longer necessary, resulting in higher recognized revenue.
4070300000 BUILDING RENTAL - IL TERMINAL	\$59,297.99	\$37,492.74	\$21,805.25	17	The increase in Illinois Terminal rental income is largely due to a \$23,040 CityView Meeting Center rental adjustment recorded in June 2025. FY2025 11-month revenue totaled \$44,665, up from \$34,005 in FY2024. (June totals are included with year-end entries prior to audit.)
5019999000 Total Labor	\$1,772,715.24	\$1,625,271.60	\$147,443.64	20	The increase in total labor costs for June 2025 compared to June 2024 is mainly due to a 3.75% raise to keep up with the cost of living and increased hours with return to full scheduled service.
5049999900 Total Material & Supplies	\$291,784.95	\$445,336.94	\$(153,551.99)	24	The decrease in total materials and supplies expense for June 2025 is due in part to a major repair in June 2024 that required significant parts. No similar expense occurred in June 2025.

# Champaign Urbana Mass Transit District

## Comparative History Report

From Fiscal Year: 2025    Period 12  
Thru Fiscal Year: 2025    Period 12

Division: 00 Champaign Urbana Mass Transit District

As of: 6/30/2025

Jun-2025	Jun-2024	Variance	Var/Last Var %		Jul-2024 Jun-2025	Jul-2023 Jun-2024	Variance	Var/Last Var %
<b>4000000000 ***** R E V E N U E *****</b>								
<b>4000000099 ** TRANSPORTATION REVENUE</b>								
<b>4010000000 * PASSENGER FARES</b>								
29,736.13	30,851.17	-1,115.04	-3.61%	4010100000 FULL ADULT FARES	369,305.11	360,978.86	8,326.25	2.31%
2,423.00	1,616.00	807.00	49.94%	4010300000 STUDENT FARES	6,414.00	6,354.00	60.00	0.94%
-130.00	-150.00	20.00	-13.33%	4010700000 FARE REFUNDS	-1,581.00	-2,142.00	561.00	-26.19%
11,883.00	11,439.00	444.00	3.88%	4010800000 ANNUAL PASS REVENUE	149,788.00	140,118.00	9,670.00	6.90%
0.00	0.00	0.00	0.00%	4011000000 HALF FARE CAB	0.00	0.00	0.00	0.00%
5,687.00	5,240.00	447.00	8.53%	4011100000 ADA TICKETS & FARES	72,731.00	63,375.50	9,355.50	14.76%
<b>49,599.13</b>	<b>48,996.17</b>	<b>602.96</b>	<b>1.23%</b>	<b>4019900099 * TOTAL PASSENGER FARES</b>	<b>596,657.11</b>	<b>568,684.36</b>	<b>27,972.75</b>	<b>4.92%</b>
<b>4020000000 * SPECIAL TRANSIT &amp; SCHOOL FARE</b>								
398,766.02	-543,683.05	942,449.07	-173.35%	4020300000 U OF I CAMPUS SERVICE	6,637,032.41	5,598,210.70	1,038,821.71	18.56%
26,200.58	28,301.67	-2,101.09	-7.42%	4020500000 ADA - U I & DSC CONTRACTS	317,515.96	339,620.04	-22,104.08	-6.51%
135.00	120.00	15.00	12.50%	4030100000 SCHOOL SERVICE FARES	915,238.55	762,527.04	152,711.51	20.03%
<b>425,101.60</b>	<b>-515,261.38</b>	<b>940,362.98</b>	<b>-182.50%</b>	<b>4039999999 * TOTAL SPECIAL TRANSIT &amp; SCHOO</b>	<b>7,869,786.92</b>	<b>6,700,357.78</b>	<b>1,169,429.14</b>	<b>17.45%</b>
<b>4060000000 *AUXILIARY TRANSPORTATION REVE</b>								
771.79	1,825.80	-1,054.01	-57.73%	4060100000 I.T. COMMISSIONS	18,173.81	20,639.42	-2,465.61	-11.95%
38,043.55	35,366.05	2,677.50	7.57%	4060300000 ADVERTISING REVENUE	607,205.68	552,989.44	54,216.24	9.80%
<b>38,815.34</b>	<b>37,191.85</b>	<b>1,623.49</b>	<b>4.37%</b>	<b>4069900098 *TOTAL AUXILIARY TRANSPORTATIO</b>	<b>625,379.49</b>	<b>573,628.86</b>	<b>51,750.63</b>	<b>9.02%</b>
<b>513,516.07</b>	<b>-429,073.36</b>	<b>942,589.43</b>	<b>-219.68%</b>	<b>4069900099 ** TOTAL TRANSPORTATION REVEN</b>	<b>9,091,823.52</b>	<b>7,842,671.00</b>	<b>1,249,152.52</b>	<b>15.93%</b>
<b>4070000000 ** NON-TRANSPORTATION REVENUE</b>								
2,380.02	3,828.19	-1,448.17	-37.83%	4070100000 SALE OF MAINTENANCE SERVICES	29,544.69	27,922.05	1,622.64	5.81%
0.00	0.00	0.00	0.00%	4070200000 RENTAL OF REVENUE VEHICLES	0.00	0.00	0.00	0.00%
59,297.99	37,492.74	21,805.25	58.16%	4070300000 BUILDING RENTAL - IL TERMINAL	456,539.46	484,605.62	-28,066.16	-5.79%
22,142.57	18,724.59	3,417.98	18.25%	4070300002 BUILDING RENTAL - 803 & 1101	275,473.38	249,366.52	26,106.86	10.47%
0.00	0.00	0.00	0.00%	4070399999 BUILDING RENTAL - GASB 87 CONTR	0.00	0.00	0.00	0.00%
153,806.95	164,953.12	-11,146.17	-6.76%	4070400000 INVESTMENT INCOME	1,801,019.41	2,075,353.12	-274,333.71	-13.22%
0.00	0.00	0.00	0.00%	4070400002 +/- FAIR VALUE OF INVESTMENT	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	4070400003 INTEREST INCOME - LEASES	0.00	0.00	0.00	0.00%

# Champaign Urbana Mass Transit District

## Comparative History Report

From Fiscal Year: 2025		Period 12	Division: 00 Champaign Urbana Mass Transit District					As of: 6/30/2025	
Thru Fiscal Year: 2025		Period 12							
Jun-2025	Jun-2024	Variance	Var/Last Var %		Jul-2024 Jun-2025	Jul-2023 Jun-2024	Variance	Var/Last Var %	
0.00	0.00	0.00	0.00%	4070400004 AMORTIZATION REVENUE	0.00	0.00	0.00	0.00%	
67.17	1.00	66.17	> 999.99%	4070800000 OVER OR SHORT	662.47	-2,929.50	3,591.97	-122.61%	
2,200.00	0.00	2,200.00	100.00%	4079800000 GAIN ON FIXED ASSET DISPOSAL	13,391.94	25,216.00	-11,824.06	-46.89%	
1,846.19	14,012.30	-12,166.11	-86.82%	4079900001 OTHER NON-TRANSPORTATION REV	57,748.30	69,534.10	-11,785.80	-16.95%	
<b>241,740.89</b>	<b>239,011.94</b>	<b>2,728.95</b>	<b>1.14%</b>	<b>4079900099 ** TOTAL NON-TRANSPORTATION RE</b>	<b>2,634,379.65</b>	<b>2,929,067.91</b>	<b>-294,688.26</b>	<b>-10.06%</b>	
<b>755,256.96</b>	<b>-190,061.42</b>	<b>945,318.38</b>	<b>-497.38%</b>	<b>4079999999 *** TOTAL TRANS &amp; NON-TRANS REV</b>	<b>11,726,203.17</b>	<b>10,771,738.91</b>	<b>954,464.26</b>	<b>8.86%</b>	
<b>4080000000 ** TAX REVENUE</b>									
933,333.00	975,000.00	-41,667.00	-4.27%	4080100000 PROPERTY TAX REVENUE	11,199,996.00	11,712,705.69	-512,709.69	-4.38%	
0.00	0.00	0.00	0.00%	4080100001 PROPERTY TAX - UNCOLLECTIBLE R	0.00	0.00	0.00	0.00%	
49,845.33	73,006.11	-23,160.78	-31.72%	4080600000 REPLACEMENT TAX REVENUE	289,055.61	431,054.40	-141,998.79	-32.94%	
0.00	0.00	0.00	0.00%	4089900001 MISCELLANEOUS PROPERTY TAXES	6,025.00	18,075.00	-12,050.00	-66.67%	
<b>983,178.33</b>	<b>1,048,006.11</b>	<b>-64,827.78</b>	<b>-6.19%</b>	<b>4089999999 ** TOTAL TAX REVENUE</b>	<b>11,495,076.61</b>	<b>12,161,835.09</b>	<b>-666,758.48</b>	<b>-5.48%</b>	
<b>4110000000 ** STATE GRANTS &amp; REIMBURSEME</b>									
2,541,536.99	2,652,976.14	-111,439.15	-4.20%	4110100000 OPERATING ASSISTANCE - STATE	32,942,729.79	31,229,251.47	1,713,478.32	5.49%	
0.00	-83,177.97	83,177.97	-100.00%	4110100001 OPERATING ASSIST - DEBT SERVICE	0.00	0.00	0.00	0.00%	
0.00	570,161.00	-570,161.00	-100.00%	4111000000 STATE GRANT REVENUE	6,578,438.00	570,161.00	6,008,277.00	> 999.99%	
0.00	0.00	0.00	0.00%	4111000001 STATE GRANT REVENUE - PASS TH	0.00	0.00	0.00	0.00%	
0.00	0.00	0.00	0.00%	4119900000 STATE REIMBURSEMENTS	0.00	0.00	0.00	0.00%	
0.00	0.00	0.00	0.00%	4119900001 STATE REIMB - PASS THRU \$	0.00	0.00	0.00	0.00%	
<b>2,541,536.99</b>	<b>3,139,959.17</b>	<b>-598,422.18</b>	<b>-19.06%</b>	<b>4119999999 ** TOTAL STATE GRANTS &amp; REIMB</b>	<b>39,521,167.79</b>	<b>31,799,412.47</b>	<b>7,721,755.32</b>	<b>24.28%</b>	
<b>4130000000 ** FEDERAL GRANTS &amp; REIMBURSE</b>									
0.00	0.00	0.00	0.00%	4130100000 OPERATING ASSISTANCE - FEDERAL	0.00	0.00	0.00	0.00%	
301,048.00	507,703.00	-206,655.00	-40.70%	4130500000 FEDERAL GRANT REVENUE	12,080,694.03	17,605,395.53	-5,524,701.50	-31.38%	
0.00	0.00	0.00	0.00%	4130600000 FEDERAL GRANT PASS THRU \$	0.00	0.00	0.00	0.00%	
0.00	0.00	0.00	0.00%	4139900000 FEDERAL REIMBURSEMENTS	0.00	0.00	0.00	0.00%	
<b>301,048.00</b>	<b>507,703.00</b>	<b>-206,655.00</b>	<b>-40.70%</b>	<b>4139999999 ** TOTAL FEDERAL GRANTS &amp; REIM</b>	<b>12,080,694.03</b>	<b>17,605,395.53</b>	<b>-5,524,701.50</b>	<b>-31.38%</b>	
<b>4150000000 **OTHER AGENCY REVENUES</b>									
0.00	0.00	0.00	0.00%	4150130000 CONTRIBUTED CAPITAL - GOV'T	0.00	0.00	0.00	0.00%	
0.00	0.00	0.00	0.00%	4150130010 CONTRIBUTED CAPITAL - NON-GOV'T	0.00	0.00	0.00	0.00%	

## Champaign Urbana Mass Transit District Comparative History Report

From Fiscal Year: 2025		Period 12	Division: 00 Champaign Urbana Mass Transit District					As of: 6/30/2025	
Thru Fiscal Year: 2025		Period 12							
Jun-2025	Jun-2024	Variance	Var/Last Var %			Jul-2024 Jun-2025	Jul-2023 Jun-2024	Variance	Var/Last Var %
0.00	0.00	0.00	0.00%	4159999999	****TOTAL OTHER AGENCY REVENUE	0.00	0.00	0.00	0.00%
4,581,020.28	4,505,606.86	75,413.42	1.67%	4999900099	**** TOTAL REVENUE ****	74,823,141.60	72,338,382.00	2,484,759.60	3.43%

# Champaign Urbana Mass Transit District

## Comparative History Report

From Fiscal Year: 2025 Period 12  
Thru Fiscal Year: 2025 Period 12

Division: 00 Champaign Urbana Mass Transit District

As of: 6/30/2025

Jun-2025	Jun-2024	Variance	Var/Last Var %		Jul-2024 Jun-2025	Jul-2023 Jun-2024	Variance	Var/Last Var %
<b>5000000000 **** E X P E N S E S ***</b>								
<b>5010000000 ** LABOR</b>								
973,132.53	895,386.12	77,746.41	8.68%	5010101000 OPERATORS WAGES	14,466,215.59	12,772,823.29	1,693,392.30	13.26%
145,651.01	134,314.07	11,336.94	8.44%	5010204000 MECHANICS WAGES - MAINT	1,769,060.55	1,647,321.68	121,738.87	7.39%
108,130.97	108,029.31	101.66	0.09%	5010304000 MAINTENANCE WAGES - MAINT	1,367,737.27	1,254,751.20	112,986.07	9.00%
121,010.75	100,933.25	20,077.50	19.89%	5010401000 SUPERVISORS SALARIES - OPS	1,464,551.66	1,278,267.81	186,283.85	14.57%
28,868.12	27,062.71	1,805.41	6.67%	5010404000 SUPERVISORS SALARIES - MAINT	359,192.97	349,367.87	9,825.10	2.81%
77,314.02	66,849.87	10,464.15	15.65%	5010501000 OVERHEAD SALARIES - OPS	883,014.25	954,282.72	-71,268.47	-7.47%
44,680.10	37,679.49	7,000.61	18.58%	5010504000 OVERHEAD SALARIES - MAINT	482,538.20	460,873.98	21,664.22	4.70%
152,402.27	153,346.20	-943.93	-0.62%	5010516000 OVERHEAD SALARIES - G&A	1,919,883.49	1,870,075.71	49,807.78	2.66%
23,458.43	22,672.23	786.20	3.47%	5010516200 OVERHEAD SALARIES - IT	275,099.36	260,253.35	14,846.01	5.70%
18,092.42	17,680.99	411.43	2.33%	5010601000 CLERICAL WAGES - OPS	197,363.60	205,841.67	-8,478.07	-4.12%
0.00	0.00	0.00	0.00%	5010604000 CLERICAL WAGES - MAINT	0.00	0.00	0.00	0.00%
52,670.64	40,391.00	12,279.64	30.40%	5010616000 CLERICAL WAGES - G&A	586,227.06	493,580.81	92,646.25	18.77%
13,713.82	12,262.14	1,451.68	11.84%	5010616200 CLERICAL WAGES - IT	150,631.25	139,881.06	10,750.19	7.69%
12,058.77	9,622.06	2,436.71	25.32%	5010716200 SECURITY WAGES - IT	165,609.81	143,964.47	21,645.34	15.04%
-4,978.45	-3,458.81	-1,519.64	43.94%	5010801000 LABOR CREDIT - OPS	-81,958.46	-52,063.92	-29,894.54	57.42%
-5,558.71	-8,241.39	2,682.68	-32.55%	5010804000 LABOR CREDIT - MAINT	-66,459.18	-57,160.70	-9,298.48	16.27%
-1,183.44	-585.60	-597.84	102.09%	5010806000 LABOR CREDIT - G&A	-9,778.30	-17,181.01	7,402.71	-43.09%
13,251.99	11,327.96	1,924.03	16.98%	5010816200 MAINTENANCE WAGES - IT	148,735.78	155,069.93	-6,334.15	-4.08%
0.00	0.00	0.00	0.00%	5010901000 REDUCED/REASSIGNMNT PAY - OPS	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5010904000 REDUCED/REASSIGNMNT PAY - MAI	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5010916000 REDUCED/REASSIGNMNT PAY - G&A	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5010916200 REDUCED/REASSIGNMNT PAY - IT	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5011001000 MEAL DELIVERY WAGES - OPS (NON	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5012001000 U OF I COVID ROUTE WAGES	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5013001000 COVID VACCINE INCENTIVE WAGES	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5013016000 COVID TESTING WAGES	0.00	0.00	0.00	0.00%
<b>1,772,715.24</b>	<b>1,625,271.60</b>	<b>147,443.64</b>	<b>9.07%</b>	<b>5019999000 ** TOTAL LABOR</b>	<b>24,077,664.90</b>	<b>21,859,949.92</b>	<b>2,217,714.98</b>	<b>10.15%</b>
<b>5020000000 ** FRINGE BENEFITS</b>								
112,435.56	100,159.08	12,276.48	12.26%	5020101000 FICA - OPS	1,401,872.56	1,289,898.44	111,974.12	8.68%
26,663.69	25,519.79	1,143.90	4.48%	5020104000 FICA - MAINT	333,225.44	327,641.94	5,583.50	1.70%
15,217.80	14,350.89	866.91	6.04%	5020116000 FICA - G&A	178,341.79	168,736.05	9,605.74	5.69%
5,430.19	4,742.04	688.15	14.51%	5020116200 FICA - IT	60,427.13	57,095.73	3,331.40	5.83%
116,588.99	107,171.13	9,417.86	8.79%	5020201000 IMRF - OPS	1,744,748.67	1,574,482.51	170,266.16	10.81%

# Champaign Urbana Mass Transit District

## Comparative History Report

From Fiscal Year: 2025 Period 12  
Thru Fiscal Year: 2025 Period 12

Division: 00 Champaign Urbana Mass Transit District

As of: 6/30/2025

Jun-2025	Jun-2024	Variance	Var/Last Var %		Jul-2024 Jun-2025	Jul-2023 Jun-2024	Variance	Var/Last Var %
28,523.39	75,761.20	-47,237.81	-62.35%	5020204000 IMRF - MAINT	439,026.42	490,319.70	-51,293.28	-10.46%
15,255.27	15,518.18	-262.91	-1.69%	5020216000 IMRF - G&A	212,801.95	201,775.55	11,026.40	5.46%
4,677.88	5,142.11	-464.23	-9.03%	5020216200 IMRF - IT	68,867.12	66,078.09	2,789.03	4.22%
417,283.00	358,081.00	59,202.00	16.53%	5020301000 MEDICAL INSURANCE - OPS	4,544,995.65	4,276,506.48	268,489.17	6.28%
99,861.00	93,321.00	6,540.00	7.01%	5020304000 MEDICAL INSURANCE - MAINT	1,104,630.29	1,061,050.92	43,579.37	4.11%
53,906.00	47,867.00	6,039.00	12.62%	5020316000 MEDICAL INSURANCE - G&A	628,733.00	554,788.00	73,945.00	13.33%
15,860.00	25,990.00	-10,130.00	-38.98%	5020316200 MEDICAL INSURANCE - IT	315,072.55	272,048.74	43,023.81	15.81%
0.00	0.00	0.00	0.00%	5020401000 DENTAL INSURANCE - OPS	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5020404000 DENTAL INSURANCE - MAINT	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5020416000 DENTAL INSURANCE - G&A	0.00	0.00	0.00	0.00%
1,597.40	1,604.26	-6.86	-0.43%	5020501000 LIFE INSURANCE - OPS	19,890.08	18,323.14	1,566.94	8.55%
510.09	555.66	-45.57	-8.20%	5020504000 LIFE INSURANCE - MAINT	6,461.14	6,425.37	35.77	0.56%
212.17	228.34	-16.17	-7.08%	5020516000 LIFE INSURANCE - G&A	5,290.60	2,629.34	2,661.26	101.21%
104.37	143.57	-39.20	-27.30%	5020516200 LIFE INSURANCE - IT	1,712.06	1,745.87	-33.81	-1.94%
0.00	0.00	0.00	0.00%	5020601000 OPEB EXPENSE - OPS	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5020604000 OPEB EXPENSE - MAINT	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5020616000 OPEB EXPENSE - G&A	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5020616200 OPEB EXPENSE - IT	0.00	0.00	0.00	0.00%
865.61	-4,754.89	5,620.50	-118.20%	5020701000 UNEMPLOYMENT INSURANCE - OPS	45,251.40	50,910.94	-5,659.54	-11.12%
107.03	-833.29	940.32	-112.84%	5020704000 UNEMPLOYMENT INSURANCE - MAIN	9,581.40	10,938.77	-1,357.37	-12.41%
87.99	-169.06	257.05	-152.05%	5020716000 UNEMPLOYMENT INSURANCE - G&A	4,522.59	5,441.24	-918.65	-16.88%
150.95	-765.79	916.74	-119.71%	5020716200 UNEMPLOYMENT INSURANCE - IT	2,916.00	3,469.92	-553.92	-15.96%
26,537.00	29,065.00	-2,528.00	-8.70%	5020801000 WORKERS COMP INSURANCE - OPS	302,505.00	343,058.74	-40,553.74	-11.82%
5,562.00	4,713.00	849.00	18.01%	5020804000 WORKERS COMP INSURANCE - MAIN	63,191.00	52,033.00	11,158.00	21.44%
3,084.00	2,709.00	375.00	13.84%	5020816000 WORKERS COMP INSURANCE - G&A	35,437.00	30,507.00	4,930.00	16.16%
955.00	809.00	146.00	18.05%	5020816200 WORKERS COMP INSURANCE - IT	10,850.00	8,932.00	1,918.00	21.47%
44,895.32	43,315.73	1,579.59	3.65%	5021001000 HOLIDAYS - OPS	378,242.07	357,190.28	21,051.79	5.89%
14,974.64	14,337.49	637.15	4.44%	5021004000 HOLIDAYS - MAINT	123,584.00	117,066.52	6,517.48	5.57%
0.00	0.00	0.00	0.00%	5021016000 HOLIDAYS - G&A	0.00	0.00	0.00	0.00%
2,205.68	2,200.17	5.51	0.25%	5021016200 HOLIDAYS - IT	26,013.09	25,383.40	629.69	2.48%
114,913.00	91,505.88	23,407.12	25.58%	5021101000 VACATIONS - OPS	685,374.35	724,396.45	-39,022.10	-5.39%
18,467.40	14,704.06	3,763.34	25.59%	5021104000 VACATIONS - MAINT	198,105.59	219,269.83	-21,164.24	-9.65%
0.00	0.00	0.00	0.00%	5021116000 VACATION - G&A	0.00	0.00	0.00	0.00%
3,500.80	3,362.43	138.37	4.12%	5021116200 VACATIONS - IT	24,003.30	14,243.31	9,759.99	68.52%
3,242.33	980.27	2,262.06	230.76%	5021201000 OTHER PAID ABSENCES - OPS	54,383.42	30,175.42	24,208.00	80.22%
736.20	3,392.65	-2,656.45	-78.30%	5021204000 OTHER PAID ABSENCES - MAINT	16,547.68	10,032.49	6,515.19	64.94%
0.00	0.00	0.00	0.00%	5021216000 OTHER PAID ABSENCES - G&A	0.00	0.00	0.00	0.00%
0.00	2,152.29	-2,152.29	-100.00%	5021216200 OTHER PAID ABSENCES - IT	1,860.24	2,746.37	-886.13	-32.27%

# Champaign Urbana Mass Transit District

## Comparative History Report

From Fiscal Year: 2025 Period 12  
Thru Fiscal Year: 2025 Period 12

Division: 00 Champaign Urbana Mass Transit District

As of: 6/30/2025

Jun-2025	Jun-2024	Variance	Var/Last Var %		Jul-2024 Jun-2025	Jul-2023 Jun-2024	Variance	Var/Last Var %
2,829.56	1,630.26	1,199.30	73.56%	5021301000 UNIFORM ALLOWANCES - OPS	65,277.43	49,183.28	16,094.15	32.72%
3,974.95	2,681.59	1,293.36	48.23%	5021304000 UNIFORM ALLOWANCES - MAINT	45,884.15	24,731.17	21,152.98	85.53%
0.00	198.99	-198.99	-100.00%	5021316200 UNIFORM ALLOWANCES - IT	2,907.95	5,060.14	-2,152.19	-42.53%
979.00	865.00	114.00	13.18%	5021401000 OTHER FRINGE BENEFITS - OPS	17,677.62	1,120.00	16,557.62	> 999.99%
-151.00	0.00	-151.00	-100.00%	5021404000 OTHER FRINGE BENEFITS - MAINT	2,019.00	4,065.93	-2,046.93	-50.34%
13,179.95	1,414.00	11,765.95	832.10%	5021416000 OTHER FRINGE BENEFITS - G&A	48,799.55	36,966.50	11,833.05	32.01%
0.00	0.00	0.00	0.00%	5021416200 OTHER FRINGE BENEFITS - IT	0.00	150.00	-150.00	-100.00%
77,480.53	71,307.02	6,173.51	8.66%	5021501000 EARNED TIME - OPS	816,256.84	816,959.98	-703.14	-0.09%
17,781.38	15,266.54	2,514.84	16.47%	5021504000 EARNED TIME - MAINT	205,263.76	261,237.18	-55,973.42	-21.43%
4,365.92	1,360.82	3,005.10	220.83%	5021516200 EARNED TIME - IT	29,487.09	26,694.82	2,792.27	10.46%
15,976.01	11,318.73	4,657.28	41.15%	5021604000 TOOL ALLOWANCE - MAINT	28,183.62	11,818.73	16,364.89	138.47%
2,543.03	1,109.21	1,433.82	129.26%	5021701000 DISABILITY - OPS	35,615.85	34,821.63	794.22	2.28%
0.00	0.00	0.00	0.00%	5021704000 DISABILITY - MAINT	0.00	2,844.39	-2,844.39	-100.00%
0.00	0.00	0.00	0.00%	5021716200 DISABILITY - IT	0.00	233.39	-233.39	-100.00%
123.00	715.63	-592.63	-82.81%	5021801000 WORKERS COMP - PAYROLL - OPS	6,502.78	2,636.07	3,866.71	146.68%
0.00	0.00	0.00	0.00%	5021804000 WORKERS COMP - PAYROLL - MAINT	431.04	0.00	431.04	100.00%
0.00	0.00	0.00	0.00%	5021816200 WORKERS COMP - PAYROLL - IT	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5021901000 ROTATION BOARD PAY - OPS	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5021904000 ROTATION BOARD PAY - MAINT	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5021916000 ROTATION BOARD PAY - G&A	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5021916200 ROTATION BOARD PAY - IT	0.00	0.00	0.00	0.00%
0.00	70,694.00	-70,694.00	-100.00%	5022001000 EARLY RETIREMENT PLAN - OPS	239,441.00	229,358.00	10,083.00	4.40%
0.00	0.00	0.00	0.00%	5022004000 EARLY RETIREMENT PLAN - MAINT	0.00	66,280.00	-66,280.00	-100.00%
0.00	0.00	0.00	0.00%	5022016000 EARLY RETIREMENT PLAN - G&A	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5022016200 EARLY RETIREMENT PLAN - IT	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5023001000 "SICK BANK" EXPENSES - OPS	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5023004000 "SICK BANK" EXPENSES - MAINT	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5023016000 "SICK BANK" EXPENSES - G&A	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5023016200 "SICK BANK" EXPENSES - IT	0.00	0.00	0.00	0.00%
<b>1,293,494.08</b>	<b>1,261,440.98</b>	<b>32,053.10</b>	<b>2.54%</b>	<b>5029999900 ** TOTAL FRINGE BENEFITS</b>	<b>14,592,212.26</b>	<b>13,949,502.76</b>	<b>642,709.50</b>	<b>4.61%</b>
<b>5030000000 ** SERVICES</b>								
35,462.49	75,006.48	-39,543.99	-52.72%	5030316000 PROFESSIONAL SERVICES - G&A	425,511.85	512,908.75	-87,396.90	-17.04%
0.00	0.00	0.00	0.00%	5030316200 PROFESSIONAL SERVICES - IT	2,221.11	8,841.81	-6,620.70	-74.88%
0.00	0.00	0.00	0.00%	5030316300 PROFESSIONAL SERVICES - IT - NON	0.00	0.00	0.00	0.00%
11,000.00	6,500.00	4,500.00	69.23%	5030316400 PROFESSIONAL SERVICES - G&A - N	172,230.00	85,500.00	86,730.00	101.44%
0.00	0.00	0.00	0.00%	5030404000 TEMPORARY HELP - MAINT	0.00	0.00	0.00	0.00%

# Champaign Urbana Mass Transit District

## Comparative History Report

From Fiscal Year: 2025 Period 12  
Thru Fiscal Year: 2025 Period 12

Division: 00 Champaign Urbana Mass Transit District

As of: 6/30/2025

Jun-2025	Jun-2024	Variance	Var/Last Var %		Jul-2024 Jun-2025	Jul-2023 Jun-2024	Variance	Var/Last Var %
0.00	0.00	0.00	0.00%	5030416000 TEMPORARY HELP - G&A	0.00	0.00	0.00	0.00%
19,050.56	8,521.72	10,528.84	123.55%	5030501000 CONTRACT MAINTENANCE - OPS	170,443.02	105,027.95	65,415.07	62.28%
25,135.97	28,454.27	-3,318.30	-11.66%	5030504000 CONTRACT MAINTENANCE - MAINT	355,066.94	360,175.58	-5,108.64	-1.42%
92,483.95	83,057.62	9,426.33	11.35%	5030516000 CONTRACT MAINTENANCE - G&A	1,017,290.72	985,266.70	32,024.02	3.25%
819.33	3,608.36	-2,789.03	-77.29%	5030516200 CONTRACT MAINTENANCE - IT	24,142.59	23,944.54	198.05	0.83%
0.00	0.00	0.00	0.00%	5030516300 CONTRACT MAINTENANCE - IT - NON	0.00	210.28	-210.28	-100.00%
0.00	0.00	0.00	0.00%	5030599999 CONTRACT MAINT - GASB 96 CONTR	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5030604000 CUSTODIAL SERVICES - MAINT	392.47	0.00	392.47	100.00%
0.00	0.00	0.00	0.00%	5030801000 PRINTING SERVICES - OPS	45,172.07	32,092.32	13,079.75	40.76%
0.00	0.00	0.00	0.00%	5030804000 PRINTING SERVICES - MAINT	2,031.00	137.40	1,893.60	> 999.99%
67.50	86.00	-18.50	-21.51%	5030816000 PRINTING SERVICES - G&A	504.00	3,959.48	-3,455.48	-87.27%
67.50	160.00	-92.50	-57.81%	5030816200 PRINTING SERVICES - IT	3,031.50	1,192.50	1,839.00	154.21%
0.00	0.00	0.00	0.00%	5030816300 PRINTING SERVICES - IT - NON-REIM	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5031216000 CABS	0.00	0.00	0.00	0.00%
4,840.75	7,119.01	-2,278.26	-32.00%	5039901000 OTHER SERVICES - OPS	80,808.62	90,980.82	-10,172.20	-11.18%
833.35	692.45	140.90	20.35%	5039904000 OTHER SERVICES - MAINT	11,691.71	12,220.09	-528.38	-4.32%
13,625.73	7,240.00	6,385.73	88.20%	5039916000 OTHER SERVICES - G&A	22,939.56	12,064.81	10,874.75	90.14%
1,104.37	253.35	851.02	335.91%	5039916200 OTHER SERVICES - IT	2,788.55	3,285.91	-497.36	-15.14%
0.00	0.00	0.00	0.00%	5039916300 OTHER SERVICES - IT - NON-REIMB	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5039916400 OTHER SERVICES - G&A - NON-REIM	0.00	0.00	0.00	0.00%
<b>204,491.50</b>	<b>220,699.26</b>	<b>-16,207.76</b>	<b>-7.34%</b>	<b>5039999900 ** TOTAL SERVICES</b>	<b>2,336,265.71</b>	<b>2,237,808.94</b>	<b>98,456.77</b>	<b>4.40%</b>
<b>5040000000 ** MATERIALS &amp; SUPPLIES CONSUM</b>								
100,325.87	110,005.10	-9,679.23	-8.80%	5040101000 FUEL & LUBRICANTS - OPS	1,548,655.48	1,703,224.92	-154,569.44	-9.08%
13,299.11	10,709.97	2,589.14	24.18%	5040104000 FUEL & LUBRICANTS - MAINT	163,213.34	178,857.40	-15,644.06	-8.75%
12,612.67	10,123.31	2,489.36	24.59%	5040201000 TIRES & TUBES - OPS - MB DO	195,322.21	161,582.59	33,739.62	20.88%
362.85	340.00	22.85	6.72%	5040204000 TIRES & TUBES - MAINT - DR DO	13,903.86	13,309.02	594.84	4.47%
0.00	0.00	0.00	0.00%	5040206000 TIRES & TUBES - NON-REVENUE VEH	1,296.68	5,175.13	-3,878.45	-74.94%
37.29	13,247.31	-13,210.02	-99.72%	5040304000 GARAGE EQUIPMENT REPAIRS - MAI	36,573.68	94,026.18	-57,452.50	-61.10%
14,775.13	24,870.33	-10,095.20	-40.59%	5040404000 BLDG & GROUND REPAIRS - MAINT -	314,745.67	294,040.45	20,705.22	7.04%
6,680.74	30,656.64	-23,975.90	-78.21%	5040404001 BLDG & GROUND REPAIRS - MAINT -	100,953.91	150,487.23	-49,533.32	-32.92%
0.00	53.97	-53.97	-100.00%	5040404002 BLDG & GROUND REPAIRS - MAINT -	5,208.73	6,980.12	-1,771.39	-25.38%
0.00	0.00	0.00	0.00%	5040404003 BLDG & GROUND REPAIRS - MAINT -	20.88	228.92	-208.04	-90.88%
0.00	0.00	0.00	0.00%	5040404004 BLDG & GROUND REPAIRS - MAINT -	0.00	18,562.76	-18,562.76	-100.00%
0.00	0.00	0.00	0.00%	5040404005 BLDG & GROUND REPAIRS - MAINT -	10,350.00	0.00	10,350.00	100.00%
2,569.58	17,417.95	-14,848.37	-85.25%	5040416200 BLDG & GROUND REPAIRS - IT	119,118.37	119,714.87	-596.50	-0.50%
1,415.66	296.98	1,118.68	376.69%	5040416300 BLDG & GROUND REPAIRS - IT - NON	12,928.33	10,914.22	2,014.11	18.45%

# Champaign Urbana Mass Transit District

## Comparative History Report

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Division: 00 Champaign Urbana Mass Transit District

As of: 6/30/2025

Jun-2025	Jun-2024	Variance	Var/Last Var %		Jul-2024 Jun-2025	Jul-2023 Jun-2024	Variance	Var/Last Var %
0.00	0.00	0.00	0.00%	5040416400 BLDG & GROUND REPAIRS - G&A - N	738.17	569.05	169.12	29.72%
0.00	0.00	0.00	0.00%	5040500001 REVENUE VEHICLE REPAIRS - CORE	0.00	63.77	-63.77	-100.00%
99,182.82	170,721.01	-71,538.19	-41.90%	5040504000 REVENUE VEHICLE REPAIRS	1,925,237.82	1,627,859.09	297,378.73	18.27%
749.61	3,711.69	-2,962.08	-79.80%	5040604000 NON-REVENUE VEHICLE REPAIRS	41,159.45	30,829.74	10,329.71	33.51%
7,568.96	8,090.47	-521.51	-6.45%	5040704000 SERVICE SUPPLIES - MAINT	102,584.27	77,025.50	25,558.77	33.18%
1,108.46	1,969.76	-861.30	-43.73%	5040716200 SERVICE SUPPLIES - IT	19,198.90	26,685.36	-7,486.46	-28.05%
127.52	1,912.94	-1,785.42	-93.33%	5040801000 OFFICE SUPPLIES - OPS	20,448.08	48,597.74	-28,149.66	-57.92%
827.98	1,885.76	-1,057.78	-56.09%	5040804000 OFFICE SUPPLIES - MAINT	14,751.92	17,600.91	-2,848.99	-16.19%
2,402.77	1,565.34	837.43	53.50%	5040816000 OFFICE SUPPLIES - G&A	38,594.73	17,999.45	20,595.28	114.42%
144.61	115.31	29.30	25.41%	5040816200 OFFICE SUPPLIES - IT	3,840.83	6,084.46	-2,243.63	-36.87%
1,233.14	756.32	476.82	63.04%	5040901000 COMPUTER & SERVER - MISC EXP'S	31,985.62	23,546.18	8,439.44	35.84%
1,802.50	582.68	1,219.82	209.35%	5040904000 COMPUTER & SERVER - MISC EXP'S	24,980.12	15,143.63	9,836.49	64.95%
9,817.39	14,546.70	-4,729.31	-32.51%	5040916000 COMPUTER & SERVER - MISC EXP'S	199,668.05	184,529.53	15,138.52	8.20%
0.00	1,338.60	-1,338.60	-100.00%	5040916200 COMPUTER & SERVER - MISC EXP'S	19,169.64	8,247.97	10,921.67	132.42%
1,299.13	215.68	1,083.45	502.34%	5041001000 SAFETY & TRAINING - OPS	19,949.34	11,157.83	8,791.51	78.79%
0.00	0.00	0.00	0.00%	5041004000 SAFETY & TRAINING - MAINT	0.00	538.24	-538.24	-100.00%
4,306.66	9,449.85	-5,143.19	-54.43%	5041104000 PASSENGER SHELTER REPAIRS	90,368.79	120,230.22	-29,861.43	-24.84%
0.00	0.00	0.00	0.00%	5041201000 SMALL TOOLS & EQUIP - OPS	165.35	14,702.89	-14,537.54	-98.88%
1,592.99	1,746.42	-153.43	-8.79%	5041204000 SMALL TOOLS & EQUIP - MAINT	74,086.32	59,893.12	14,193.20	23.70%
73.92	312.64	-238.72	-76.36%	5041216000 SMALL TOOLS & EQUIP - G&A	624.81	15,509.01	-14,884.20	-95.97%
144.72	0.00	144.72	100.00%	5041216200 SMALL TOOLS & EQUIP - IT	7,411.47	11,342.87	-3,931.40	-34.66%
283.51	0.00	283.51	100.00%	5041216300 SMALL TOOLS & EQUIP - IT - NON-RE	283.51	192.00	91.51	47.66%
0.00	0.00	0.00	0.00%	5041216400 SMALL TOOLS & EQUIP - G&A - NON-	0.00	0.00	0.00	0.00%
0.00	-1,579.83	1,579.83	-100.00%	5041304000 FAREBOX REPAIRS	144,018.37	-1,049.35	145,067.72	< -999.99%
6,223.44	9,323.47	-3,100.03	-33.25%	5041404000 CAD/AVL,CAMERA,RADIO REPAIRS -	156,073.10	91,508.75	64,564.35	70.56%
815.92	950.57	-134.65	-14.17%	5041504000 ADA VEHICLE REPAIRS - MAINT	26,888.79	74,021.83	-47,133.04	-63.67%
<b>291,784.95</b>	<b>445,336.94</b>	<b>-153,551.99</b>	<b>-34.48%</b>	<b>5049999900 ** TOTAL MATERIAL &amp; SUPPLIES</b>	<b>5,484,518.59</b>	<b>5,239,933.60</b>	<b>244,584.99</b>	<b>4.67%</b>
<b>5050000000 **UTILITIES</b>								
29,116.42	38,934.36	-9,817.94	-25.22%	5050216000 ** UTILITIES - G&A	654,101.32	645,493.39	8,607.93	1.33%
10,596.87	13,795.05	-3,198.18	-23.18%	5050216200 ** UTILITIES - IT	143,900.11	132,991.46	10,908.65	8.20%
4,734.21	6,987.62	-2,253.41	-32.25%	5050216300 ** UTILITIES - IT - NON-REIMB	65,681.81	66,007.67	-325.86	-0.49%
1,572.70	7,981.43	-6,408.73	-80.30%	5050216400 ** UTILITIES - G&A - NON-REIMB	48,981.06	75,452.79	-26,471.73	-35.08%
<b>46,020.20</b>	<b>67,698.46</b>	<b>-21,678.26</b>	<b>-32.02%</b>	<b>5059999900 **TOTAL UTILITIES</b>	<b>912,664.30</b>	<b>919,945.31</b>	<b>-7,281.01</b>	<b>-0.79%</b>
<b>5060000000 ** CASUALTY &amp; LIABILITY COSTS</b>								
17,098.17	14,449.49	2,648.68	18.33%	5060104000 PHYSICAL DAMAGE PREMIUMS - MAI	205,178.04	173,393.88	31,784.16	18.33%

# Champaign Urbana Mass Transit District

## Comparative History Report

From Fiscal Year: 2025 Period 12  
Thru Fiscal Year: 2025 Period 12

Division: 00 Champaign Urbana Mass Transit District

As of: 6/30/2025

Jun-2025	Jun-2024	Variance	Var/Last Var %		Jul-2024 Jun-2025	Jul-2023 Jun-2024	Variance	Var/Last Var %
0.00	0.00	0.00	0.00%	5060116200 PHYSICAL DAMAGE PREMIUMS - IT	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5060204000 PHYSICAL DAMAGE RECOVERIES - M	-53,078.80	-20,375.40	-32,703.40	160.50%
64,118.13	52,325.77	11,792.36	22.54%	5060316000 PL & PD INSURANCE PREMIUMS - G&	708,962.79	583,665.96	125,296.83	21.47%
0.00	0.00	0.00	0.00%	5060316200 PL & PD INSURANCE PREMIUMS - IT	0.00	0.00	0.00	0.00%
37,666.47	38,424.18	-757.71	-1.97%	5060416000 UNINSURED PL & PD PAYOUTS - G&A	459,841.10	479,350.26	-19,509.16	-4.07%
5,491.55	4,459.41	1,032.14	23.15%	5060816000 PREMIUMS-OTHER COPORATE INS.	65,898.60	53,596.92	12,301.68	22.95%
<b>124,374.32</b>	<b>109,658.85</b>	<b>14,715.47</b>	<b>13.42%</b>	<b>5069999900 ** TOTAL CASUALTY &amp; LIABILITY</b>	<b>1,386,801.73</b>	<b>1,269,631.62</b>	<b>117,170.11</b>	<b>9.23%</b>
<b>5070000000 ** TAXES</b>								
0.00	0.00	0.00	0.00%	5070316000 PROPERTY TAXES	0.00	3,160.14	-3,160.14	-100.00%
0.00	0.00	0.00	0.00%	5070316400 PROPERTY TAXES - NON-REIMB	0.00	1,683.76	-1,683.76	-100.00%
0.00	519.00	-519.00	-100.00%	5070401000 VEHICLE LICENSING FEES - OPS	5,767.00	2,886.00	2,881.00	99.83%
0.00	0.00	0.00	0.00%	5070416000 VEHICLE LICENSING FEES - G&A	511.26	0.00	511.26	100.00%
3,146.56	3,243.83	-97.27	-3.00%	5070501000 FUEL TAX	42,178.75	33,422.04	8,756.71	26.20%
<b>3,146.56</b>	<b>3,762.83</b>	<b>-616.27</b>	<b>-16.38%</b>	<b>5079999900 ** TOTAL TAXES</b>	<b>48,457.01</b>	<b>41,151.94</b>	<b>7,305.07</b>	<b>17.75%</b>
<b>5080100000 ** PURCHASED TRANSPORTATION</b>								
0.00	0.00	0.00	0.00%	5080116000 CABS (Closed - See GL 5031216000)	0.00	0.00	0.00	0.00%
74,858.83	80,862.83	-6,004.00	-7.42%	5080216000 ADA CONTRACTS	898,304.96	970,342.96	-72,038.00	-7.42%
<b>74,858.83</b>	<b>80,862.83</b>	<b>-6,004.00</b>	<b>-7.42%</b>	<b>5089999900 **TOTAL PURCHASED TRANSPORTA</b>	<b>898,304.96</b>	<b>970,342.96</b>	<b>-72,038.00</b>	<b>-7.42%</b>
<b>5090000000 ** MISCELLANEOUS EXPENSES</b>								
4,152.22	5,653.75	-1,501.53	-26.56%	5090116000 DUES & SUBSCRIPTIONS - G&A	73,670.14	97,233.87	-23,563.73	-24.23%
437.50	0.00	437.50	100.00%	5090116400 DUES & SUBSCRIPTIONS - G&A - NO	5,250.01	0.00	5,250.01	100.00%
1,850.20	5,384.25	-3,534.05	-65.64%	5090216000 TRAVEL & MEETINGS - G&A	67,630.01	99,878.85	-32,248.84	-32.29%
0.00	0.00	0.00	0.00%	5090716000 BAD DEBT EXPENSE	332.50	0.00	332.50	100.00%
18,557.91	29,371.97	-10,814.06	-36.82%	5090816000 ADVERTISING EXPENSES - G&A	184,530.47	332,081.30	-147,550.83	-44.43%
0.00	0.00	0.00	0.00%	5090816200 ADVERTISING EXPENSES - IT	990.00	0.00	990.00	100.00%
2,000.00	1,600.00	400.00	25.00%	5090916000 TRUSTEE COMPENSATION	5,450.00	5,050.00	400.00	7.92%
639.00	255.04	383.96	150.55%	5091016000 POSTAGE	3,230.01	3,562.67	-332.66	-9.34%
0.00	0.00	0.00	0.00%	5091516000 LOSS/DISPOSAL FIXED ASSETS	0.00	0.00	0.00	0.00%
4,320.00	2,243.00	2,077.00	92.60%	5091616000 ADVERTISING SERVICES EXPENSE	170,667.52	217,415.83	-46,748.31	-21.50%
0.00	0.00	0.00	0.00%	5091716000 SUBSTANCE ABUSE PROGRAM	0.00	0.00	0.00	0.00%
798.48	242.38	556.10	229.43%	5099901000 OTHER MISC EXPENSES - OPS	5,427.47	7,127.87	-1,700.40	-23.86%

# Champaign Urbana Mass Transit District

## Comparative History Report

From Fiscal Year: 2025 Period 12  
Thru Fiscal Year: 2025 Period 12

Division: 00 Champaign Urbana Mass Transit District

As of: 6/30/2025

Jun-2025	Jun-2024	Variance	Var/Last Var %		Jul-2024 Jun-2025	Jul-2023 Jun-2024	Variance	Var/Last Var %
836.36	1,477.31	-640.95	-43.39%	5099904000 OTHER MISC EXPENSES - MAINT	11,955.51	35,083.90	-23,128.39	-65.92%
6,196.37	36,092.36	-29,895.99	-82.83%	5099916000 OTHER MISC EXPENSES - G&A	22,681.74	117,871.05	-95,189.31	-80.76%
65.72	1,157.39	-1,091.67	-94.32%	5099916200 OTHER MISC EXPENSES - IT	4,006.78	12,610.83	-8,604.05	-68.23%
0.00	2,727.91	-2,727.91	-100.00%	5099916300 OTHER MISC EXPENSES - IT - NON-R	5,722.21	3,154.84	2,567.37	81.38%
833.85	6,319.75	-5,485.90	-86.81%	5099916400 OTHER MISC EXPENSES - G&A - NON	51,345.49	15,142.94	36,202.55	239.07%
0.00	-1,500.00	1,500.00	-100.00%	5099926000 UNALLOCATED EXPENSES	0.00	648.00	-648.00	-100.00%
<b>40,687.61</b>	<b>91,025.11</b>	<b>-50,337.50</b>	<b>-55.30%</b>	<b>5099999900 ** TOTAL MISCELLANEOUS EXPENS</b>	<b>612,889.86</b>	<b>946,861.95</b>	<b>-333,972.09</b>	<b>-35.27%</b>
<b>5110000000 ** INTEREST EXPENSES</b>								
0.00	0.00	0.00	0.00%	5110116000 INTEREST - LONG-TERM DEBTS	0.00	0.00	0.00	0.00%
0.00	938.17	-938.17	-100.00%	5110216000 INTEREST - SHORT-TERM DEBTS	3,896.38	12,801.34	-8,904.96	-69.56%
0.00	0.00	0.00	0.00%	5110316000 INTEREST EXPENSE - LEASE & SBIT	0.00	0.00	0.00	0.00%
<b>0.00</b>	<b>938.17</b>	<b>-938.17</b>	<b>-100.00%</b>	<b>5119999900 ** TOTAL INTEREST</b>	<b>3,896.38</b>	<b>12,801.34</b>	<b>-8,904.96</b>	<b>-69.56%</b>
<b>5120000000 ** LEASE &amp; RENTALS</b>								
27,072.87	22,710.57	4,362.30	19.21%	5120401000 PASSENGER REVENUE VEHICLES -	276,718.44	262,056.62	14,661.82	5.59%
7,197.78	3,325.38	3,872.40	116.45%	5120516000 SERVICE VEHICLE LEASES	67,011.36	40,610.60	26,400.76	65.01%
0.00	0.00	0.00	0.00%	5120704000 GARAGE EQUIPMENT LEASES - MAIN	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5120901000 RADIO EQUIPMENT LEASES - OPS	0.00	0.00	0.00	0.00%
0.00	7,863.91	-7,863.91	-100.00%	5121216000 G&A FACILITIES LEASES	23,591.73	123,017.04	-99,425.31	-80.82%
23,027.95	22,468.19	559.76	2.49%	5121301000 MISC LEASES - OPS	24,987.59	24,812.92	174.67	0.70%
18,236.08	20,252.16	-2,016.08	-9.95%	5121304000 MISC LEASES - MAINT	225,267.81	241,177.62	-15,909.81	-6.60%
3,093.34	1,401.51	1,691.83	120.71%	5121316000 MISC LEASES - G&A	19,178.71	22,021.81	-2,843.10	-12.91%
133.02	70.08	62.94	89.81%	5121316200 MISC LEASES - IT	773.15	1,101.15	-328.00	-29.79%
0.00	0.00	0.00	0.00%	5121316300 MISC LEASES - IT - NON-REIMB	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5121316400 MISC LEASES - G&A - NON-REIMB	2,100.00	0.00	2,100.00	100.00%
0.00	0.00	0.00	0.00%	5121399999 LEASES - GASB 87 CONTRA	0.00	0.00	0.00	0.00%
<b>78,761.04</b>	<b>78,091.80</b>	<b>669.24</b>	<b>0.86%</b>	<b>5129999900 ** TOTAL LEASE &amp; RENTALS</b>	<b>639,628.79</b>	<b>714,797.76</b>	<b>-75,168.97</b>	<b>-10.52%</b>
<b>5130000000 ** DEPRECIATION</b>								
23,596.24	23,604.48	-8.24	-0.03%	5130201000 PASSENGER SHELTER DEPRECIATI	284,151.11	283,442.14	708.97	0.25%
618,487.59	482,002.94	136,484.65	28.32%	5130401000 REVENUE VEHICLE DEPRECIATION	6,841,290.93	4,746,363.63	2,094,927.30	44.14%
3,133.23	3,133.23	0.00	0.00%	5130516000 SERVICE VEHICLE DEPRECIATION	37,598.75	54,333.89	-16,735.14	-30.80%
16,255.09	5,730.21	10,524.88	183.67%	5130704000 GARAGE EQUIP DEPRECIATION	195,061.13	75,132.20	119,928.93	159.62%
1,977.14	2,694.50	-717.36	-26.62%	5130901000 REVENUE VEHICLE RADIO EQUIP DE	23,097.77	32,334.00	-9,236.23	-28.57%
15,087.38	30,932.93	-15,845.55	-51.23%	5131016000 COMPUTER EQUIP DEPRECIATION	189,741.88	134,337.94	55,403.94	41.24%
0.00	0.00	0.00	0.00%	5131116000 REVENUE COLLECTION EQUIP DEPR	0.00	0.00	0.00	0.00%

## Champaign Urbana Mass Transit District Comparative History Report

From Fiscal Year: 2025		Period 12	Division: 00 Champaign Urbana Mass Transit District					As of: 6/30/2025	
Thru Fiscal Year: 2025		Period 12							
Jun-2025	Jun-2024	Variance	Var/Last Var %		Jul-2024 Jun-2025	Jul-2023 Jun-2024	Variance	Var/Last Var %	
192,607.90	287,905.85	-95,297.95	-33.10%	5131216000 G&A FACILITIES DEPRECIATION	2,368,876.74	2,464,447.44	-95,570.70	-3.88%	
1,415.46	2,453.79	-1,038.33	-42.32%	5131316000 G&A SYSTEM DEVELOPMENT DEPR	24,253.85	54,825.82	-30,571.97	-55.76%	
8,224.85	253.57	7,971.28	> 999.99%	5131416000 MISCELLANEOUS EQUIP DEPR	98,698.21	3,042.83	95,655.38	> 999.99%	
365.23	0.00	365.23	100.00%	5131516000 OFFICE EQUIP DEPRECIATION	4,382.71	0.00	4,382.71	100.00%	
0.00	0.00	0.00	0.00%	5132016000 AMORTIZATION EXPENSE - LEASES	0.00	0.00	0.00	0.00%	
0.00	0.00	0.00	0.00%	5132116000 AMORTIZATION EXPENSE - SUBSCRI	0.00	0.00	0.00	0.00%	
<b>881,150.11</b>	<b>838,711.50</b>	<b>42,438.61</b>	<b>5.06%</b>	<b>5139999900 ** TOTAL DEPRECIATION</b>	<b>10,067,153.08</b>	<b>7,848,259.89</b>	<b>2,218,893.19</b>	<b>28.27%</b>	
0.00	0.00	0.00	0.00%	5170116000 DEBT SERVICE ON EQUIPMENT & FA	0.00	0.00	0.00	0.00%	
<b>4,811,484.44</b>	<b>4,823,498.33</b>	<b>-12,013.89</b>	<b>-0.25%</b>	<b>5999990000 **** TOTAL EXPENSES ****</b>	<b>61,060,457.57</b>	<b>56,010,987.99</b>	<b>5,049,469.58</b>	<b>9.02%</b>	
<b>-230,464.16</b>	<b>-317,891.47</b>	<b>87,427.31</b>	<b>-27.50%</b>	<b>5999999800 NET SURPLUS (DEFICIT)</b>	<b>13,762,684.03</b>	<b>16,327,394.01</b>	<b>-2,564,709.98</b>	<b>-15.71%</b>	

**Champaign-Urbana Mass Transit District**  
**Accounts Payable Check Disbursement List**  
 BUSEY BANK OPERATING ACCOUNT

From Date: 6/1/2025

Thru Date: 6/30/2025

CheckNo	ReferenceDate	Reference	Payee	CheckAmount	C-CARTS Portion	MTD Portion	Voided
162239	04-Jun-25	A4885	ALTORFER INC.	\$2,611.25		\$2,611.25	
162240	04-Jun-25	A5085	AMERENIP	\$12,487.39		\$12,487.39	
162241	04-Jun-25	A8006	AT & T MOBILITY LLC	\$140.25		\$140.25	
162242	04-Jun-25	A8007	AT & T	\$706.22		\$706.22	
162243	04-Jun-25	C3045	CITY OF CHAMPAIGN	\$3,083.00		\$3,083.00	
162244	04-Jun-25	C3069	CHAMPAIGN CO. GIS CONSORTIUM	\$6,411.00		\$6,411.00	
162245	04-Jun-25	C3094	CHARD, SNYDER & ASSOCIATES, LLC	\$702.00		\$702.00	
162246	04-Jun-25	D0271	DANVILLE MASS TRANSIT	\$1,771.00		\$1,771.00	
162247	04-Jun-25	I4790	ILLINOIS-AMERICAN WATER	\$470.35		\$470.35	
162248	04-Jun-25	I8235	I3 BROADBAND - CU	\$649.98		\$649.98	
162249	04-Jun-25	L2096	SAM LEMAN CJDR CHAMPAIGN	\$111.92		\$111.92	
162250	04-Jun-25	M9548	MYERS TIRE SUPPLY	\$203.02		\$203.02	
162251	04-Jun-25	O7677	OSBORNE COINAGE COMPANY	\$1,464.86		\$1,464.86	
162252	04-Jun-25	P0404	PAUL'S MACHINE & WELDING	\$660.00		\$660.00	
162253	04-Jun-25	R0272	JOSEPH S. RANK	\$80.06		\$80.06	
162254	04-Jun-25	S9020	SYN-TECH SYSTEMS, INC.	\$825.00		\$825.00	
162255	04-Jun-25	U5180	UNITED PARCEL SERVICE	\$242.08		\$242.08	
162256	04-Jun-25	U5996	UNIVERSITY OF ILLINOIS	\$433.00		\$433.00	
162257	04-Jun-25	U7355	U-C SANITARY DISTRICT	\$479.47		\$479.47	
162258	04-Jun-25	U7357	CITY OF URBANA	\$3,881.83		\$3,881.83	
162259	11-Jun-25	A0673	ABILITY SCS INC.	\$1,110.00		\$1,110.00	
162260	11-Jun-25	A8588	AUTOZONE	\$4.42		\$4.42	
162261	11-Jun-25	B2230	BERNS, CLANCY & ASSOC. PC	\$1,750.00		\$1,750.00	
162262	11-Jun-25	C0365	CARLE PHYSICIAN GROUP	\$5,190.00	\$319.00	\$4,871.00	
162263	11-Jun-25	C2172	CMS/LGHP	\$606,207.00	\$12,015.00	\$594,192.00	
162264	11-Jun-25	C3512	CINTAS FIRST AID & SAFETY	\$115.89		\$115.89	
162265	11-Jun-25	C7325	DONALD L. GORBET	\$275.00		\$275.00	
162266	11-Jun-25	H1000	HDR ENGINEERING, INC.	\$4,658.69		\$4,658.69	
162267	11-Jun-25	L6446	LOWE'S	\$1,594.95		\$1,594.95	
162268	11-Jun-25	M0060	MACK'S TWIN CITY RECYCLING	\$20.00		\$20.00	
162269	11-Jun-25	S2215	SOUTH PARK AUTOMOTIVE, LLC	\$489.24		\$489.24	
162270	11-Jun-25	S5516	SNAP-ON INDUSTRIAL	\$950.00		\$950.00	
162271	11-Jun-25	S6235	SOUTHERN BUS & MOBILITY INC	\$301.30		\$301.30	
162272	11-Jun-25	S8061	STERICYCLE, INC.	\$199.64		\$199.64	
162273	11-Jun-25	T7585	TRUGREEN CHEMLAWN	\$56.02		\$56.02	
162274	11-Jun-25	U5180	UNITED PARCEL SERVICE	\$357.12		\$357.12	
162275	11-Jun-25	U7355	U-C SANITARY DISTRICT	\$5,500.47		\$5,500.47	
162276	11-Jun-25	U7357	CITY OF URBANA	\$5.25		\$5.25	
162277	11-Jun-25	U7653	US BANK VENDOR SERVICES	\$166.85		\$166.85	
162278	11-Jun-25	V2233	VERIZON WIRELESS	\$1,131.81		\$1,131.81	
162279	18-Jun-25	A8012	AT&T	\$204.17		\$204.17	
162280	18-Jun-25	A8015	AT & T	\$1,796.37		\$1,796.37	
162281	18-Jun-25	B2230	BERNS, CLANCY & ASSOC. PC	\$11,075.00		\$11,075.00	
162282	18-Jun-25	C6263	COMCAST CABLE	\$1,039.07		\$1,039.07	
162283	18-Jun-25	C7325	DONALD L. GORBET	\$175.00		\$175.00	
162284	18-Jun-25	E7440	ERICH ROE	\$50.00		\$50.00	
162285	18-Jun-25	I4790	ILLINOIS-AMERICAN WATER	\$42.67		\$42.67	
162286	18-Jun-25	M0175	QUADIENT FINANCE USA, INC.	\$600.00		\$600.00	
162287	18-Jun-25	N2295	THE NEWS GAZETTE	\$77.60		\$77.60	
162288	18-Jun-25	O4575	OLD REPUBLIC SURETY GROUP	\$100.00		\$100.00	
162289	18-Jun-25	T3063	THERMO KING MIDWEST, INC.	\$437.50		\$437.50	
162290	18-Jun-25	U5180	UNITED PARCEL SERVICE	\$278.01		\$278.01	
162291	18-Jun-25	U7357	CITY OF URBANA	\$190.75		\$190.75	
162292	24-Jun-25	C3051	CHAMPAIGN CO. COLLECTOR	\$308,900.16		\$308,900.16	
162293	25-Jun-25	A3065	AHEAD OF OUR TIME PUBLISHING, INC.	\$500.00		\$500.00	
162294	25-Jun-25	A5085	AMERENIP	\$1,074.21		\$1,074.21	
162295	25-Jun-25	A8007	AT & T	\$468.44		\$468.44	
162296	25-Jun-25	B4788	BLOSSOM BASKET FLORIST	\$140.00		\$140.00	
162297	25-Jun-25	C6263	COMCAST CABLE	\$483.40		\$483.40	
162298	25-Jun-25	F6440	FOXSTER OPCO, LLC	\$18,168.36		\$18,168.36	
162299	25-Jun-25	G3102	GHR ENGINEERS & ASSOCIATES, INC.	\$1,909.14		\$1,909.14	

**Champaign-Urbana Mass Transit District**  
**Accounts Payable Check Disbursement List**  
 BUSEY BANK OPERATING ACCOUNT

From Date: 6/1/2025      Thru Date: 6/30/2025

CheckNo	ReferenceDate	Reference Payee	CheckAmount	C-CARTS Portion	MTD Portion	Voided
162300	25-Jun-25	I4790 ILLINOIS-AMERICAN WATER	\$3,125.30		\$3,125.30	
162301	25-Jun-25	L2096 SAM LEMAN CJDR CHAMPAIGN	\$448.26		\$448.26	
162302	25-Jun-25	M0060 MACK'S TWIN CITY RECYCLING	\$40.00		\$40.00	
162303	25-Jun-25	S80310 STATE FARM INSURANCE COMPANIES	\$5,270.00		\$5,270.00	
162304	25-Jun-25	T7585 TRUGREEN CHEMLAWN	\$240.93		\$240.93	
162305	25-Jun-25	U5180 UNITED PARCEL SERVICE	\$154.41		\$154.41	
162306	25-Jun-25	W8564 WURTH USA MIDWEST, INC.	\$1,007.60		\$1,007.60	
162307	27-Jun-25	H2050 HEALTH CARE SERVICE CORPORATION	\$540,581.22	\$8,001.42	\$532,579.80	
6012025	02-Jun-25	S8020 STANDARD INSURANCE COMPANY	\$2,495.57	\$71.54	\$2,424.03	
6022025	03-Jun-25	C3560 CIRCLE K FLEET	\$10,418.54	\$10,418.54	\$0.00	
6032025	03-Jun-25	D3100 DIVVY	\$25,111.96		\$25,111.96	
6042025	04-Jun-25	S8020 STANDARD INSURANCE COMPANY	\$5,820.15		\$5,820.15	
6052025	05-Jun-25	I0025 VANTAGEPOINT TRANSFER AGENTS - 301281	\$13,516.78		\$13,516.78	
6062025	06-Jun-25	I0025 VANTAGEPOINT TRANSFER AGENTS - 301281	\$14,162.57		\$14,162.57	
6072025	06-Jun-25	I0025 VANTAGEPOINT TRANSFER AGENTS - 301281	\$9,190.30		\$9,190.30	
6082025	08-Jun-25	I4830 IMRF	\$70,784.77		\$70,784.77	
6092025	09-Jun-25	I4830 IMRF	\$15,375.66		\$15,375.66	
6102025	05-Jun-25	U7359 URBANA MUNICIPAL EMPL. CREDIT UNION	\$45,253.88		\$45,253.88	
6162025	16-Jun-25	D3100 DIVVY	\$19,668.43		\$19,668.43	
6172025	18-Jun-25	C3560 CIRCLE K FLEET	\$9,639.09	\$9,576.03	\$63.06	
6182025	18-Jun-25	U7359 URBANA MUNICIPAL EMPL. CREDIT UNION	\$46,076.92		\$46,076.92	
6192025	18-Jun-25	A2487 AFLAC	\$9,277.62		\$9,277.62	
6212025	23-Jun-25	I0025 VANTAGEPOINT TRANSFER AGENTS - 301281	\$13,423.63		\$13,423.63	
6222025	23-Jun-25	I0025 VANTAGEPOINT TRANSFER AGENTS - 301281	\$14,229.62		\$14,229.62	
6232025	23-Jun-25	I0025 VANTAGEPOINT TRANSFER AGENTS - 301281	\$9,093.30		\$9,093.30	
6292025	30-Jun-25	I4830 IMRF	\$4,508.77	\$2,964.66	\$1,544.11	
6302025	30-Jun-25	I4830 IMRF	\$280,170.53		\$280,170.53	
Total			\$2,184,292.99	\$43,366.19	\$2,140,926.80	

**Champaign Urbana Mass Transit District**  
**Accounts Payable Check Disbursement List**

Checking Account #: 011-8189-0

FLEX CHECKING-BUSEY BANK

From Date: 6/30/2025

Thru Date: 6/30/2025

Check #	Check Date	Ref #	Name	Amount	Voided
6302025	6/30/2025	F4640	FLEX-EMPLOYEE REIMB.	\$9,944.39	
Total:				\$9,944.39	

**Champaign-Urbana Mass Transit District  
Accounts Payable ACH Disbursement List  
BUSEY BANK OPERATING ACCOUNT**

From Date: 06/1/2025 Thru Date: 06/30/2025

Pymt Type	Date	Reference	Payee	ACH Amount	C-CARTS Portion	MTD Portion	Voided
ACH	06-Jun-25	284050-B3555	BIRKEY'S FARM STORE, INC.	\$1,434.72		\$1,434.72	
ACH	06-Jun-25	284050-C0275	CCMSI	\$35.00		\$35.00	
ACH	06-Jun-25	284050-C2165	CENTRAL ILLINOIS TRUCKS	\$5,536.58		\$5,536.58	
ACH	06-Jun-25	284050-C3100	CHELSEA FINANCIAL GROUP, LTD.	\$52,140.94		\$52,140.94	
ACH	06-Jun-25	284050-C3105	CHEMICAL MAINTENANCE, INC.	\$1,805.66		\$1,805.66	
ACH	06-Jun-25	284050-C4588	CLEAN UNIFORM COMPANY	\$773.10		\$773.10	
ACH	06-Jun-25	284050-C6299	CORNERSTONE GOVERNMENT AFFAIRS, INC.	\$4,500.00		\$4,500.00	
ACH	06-Jun-25	284050-D0426	DAVIS-HOUK MECHANICAL, INC	\$900.91		\$900.91	
ACH	06-Jun-25	284050-D2126	DELL MARKETING LP	\$1,802.50		\$1,802.50	
ACH	06-Jun-25	284050-D2850	DEVELOPMENTAL SERVICES	\$42,126.00		\$42,126.00	
ACH	06-Jun-25	284050-E0368	EAST PENN MANUFACTURING CO.	\$1,601.40		\$1,601.40	
ACH	06-Jun-25	284050-E3390	EIGHT 22, LLC	\$3,642.00		\$3,642.00	
ACH	06-Jun-25	284050-F0365	FASTENAL COMPANY	\$98.88		\$98.88	
ACH	06-Jun-25	284050-F6367	FORD CITY	\$1,075.82		\$1,075.82	
ACH	06-Jun-25	284050-G2287	GFL ENVIRONMENTAL HOLDINGS (US), INC	\$1,688.45		\$1,688.45	
ACH	06-Jun-25	284050-G4293	GLOBAL TECHNICAL SYSTEMS, INC.	\$2,558.02		\$2,558.02	
ACH	06-Jun-25	284050-G6300	GOODYEAR TIRE & RUBBER CO	\$200.00		\$200.00	
ACH	06-Jun-25	284050-G7308	GRAINGER	\$445.95		\$445.95	
ACH	06-Jun-25	284050-H2235	HERITAGE PETROLEUM, LLC	\$16,177.39		\$16,177.39	
ACH	06-Jun-25	284050-H6260	ILLINOIS POWER MARKING CO	\$248.81		\$248.81	
ACH	06-Jun-25	284050-I4841	ILLINOIS PUBLIC RISK FUND	\$36,161.00	\$596.00	\$35,565.00	
ACH	06-Jun-25	284050-I5773	INSIGHT PUBLIC SECTOR, INC	\$2,141.00		\$2,141.00	
ACH	06-Jun-25	284050-J0320	JANITOR & MAINTENANCE SUPPLIES, INC.	\$73.56		\$73.56	
ACH	06-Jun-25	284050-J5550	JM TEST SYSTEMS, LLC	\$643.52		\$643.52	
ACH	06-Jun-25	284050-K2166	KEMPER INDUSTRIAL EQUIP.	\$407.50		\$407.50	
ACH	06-Jun-25	284050-K2190	KEN'S OIL SERVICE, INC.	\$20,590.33		\$20,590.33	
ACH	06-Jun-25	284050-L0440	LAWSON PRODUCTS, INC.	\$0.00		\$0.00	x
ACH	06-Jun-25	284050-M1269	MCS OFFICE TECHNOLOGIES	\$300.00		\$300.00	
ACH	06-Jun-25	284050-M2179	MENARD-INC.	\$413.37		\$413.37	
ACH	06-Jun-25	284050-M3015	MH EQUIPMENT COMPANY	\$242.65		\$242.65	
ACH	06-Jun-25	284050-M3408	MIDWEST TRANSIT EQUIPMENT, INC.	\$1,596.30		\$1,596.30	
ACH	06-Jun-25	284050-N2292	THE AFTERMARKET PARTS COMPANY, LLC.	\$44,537.83		\$44,537.83	
ACH	06-Jun-25	284050-O7370	O'REILLY AUTOMOTIVE, INC.	\$1,396.01		\$1,396.01	
ACH	06-Jun-25	284050-O7450	ORKIN EXTERMINATING CO.	\$6,024.58		\$6,024.58	
ACH	06-Jun-25	284050-P0015	3PLAY MEDIA, INC	\$218.80		\$218.80	
ACH	06-Jun-25	284050-Q8455	QUILL	\$247.54		\$247.54	
ACH	06-Jun-25	284050-S0085	SLE TECHNOLOGIES, INC.	\$3,279.00		\$3,279.00	
ACH	06-Jun-25	284050-S3086	SHERWIN-WILLIAMS	\$1,193.28		\$1,193.28	
ACH	06-Jun-25	284050-S5192	S.J. SMITH WELDING SUPPLY	\$78.74		\$78.74	
ACH	06-Jun-25	284050-S8059	STER SEATING LLC	\$264.00		\$264.00	
ACH	06-Jun-25	284050-S8165	STOCKS, INC.	\$3,907.48		\$3,907.48	
ACH	06-Jun-25	284050-S8188	STREETMETRICS, INC.	\$1,500.00		\$1,500.00	
ACH	06-Jun-25	284050-T7299	9280-0366 QUEBEC INC.	\$5,220.83		\$5,220.83	
ACH	06-Jun-25	284050-T9072	TWIN CITY INDUSTRIAL RUBBER, INC.	\$56.98		\$56.98	
ACH	06-Jun-25	284050-U5998	UNIVERSITY OF ILLINOIS	\$32,732.83		\$32,732.83	
ACH	06-Jun-25	284050-U7385	URBANA TRUE TIRES	\$649.81		\$649.81	
ACH	06-Jun-25	284050-V2175	VELOCITY EHS	\$4,514.06		\$4,514.06	
ACH	13-Jun-25	284303-B0090	BAE SYSTEMS CONTROLS, INC.	\$804.33		\$804.33	
ACH	13-Jun-25	284303-C0275	CCMSI	\$87.00		\$87.00	
ACH	13-Jun-25	284303-C2165	CENTRAL ILLINOIS TRUCKS	\$3,164.61		\$3,164.61	
ACH	13-Jun-25	284303-C3052	CHAMPAIGN COUNTY REGIONAL PLANNING	\$2,911.62		\$2,911.62	
ACH	13-Jun-25	284303-C3105	CHEMICAL MAINTENANCE, INC.	\$1,643.73		\$1,643.73	
ACH	13-Jun-25	284303-C4588	CLEAN UNIFORM COMPANY	\$1,076.13		\$1,076.13	
ACH	13-Jun-25	284303-C6258	COLUMBIA STREET ROASTERY	\$849.00		\$849.00	
ACH	13-Jun-25	284303-C6282	CONNOR COMPANY	\$7.20		\$7.20	

**Champaign-Urbana Mass Transit District  
Accounts Payable ACH Disbursement List  
BUSEY BANK OPERATING ACCOUNT**

From Date: 06/1/2025 Thru Date: 06/30/2025

Pymt Type	Date	Reference	Payee	ACH Amount	C-CARTS Portion	MTD Portion	Voided
ACH	13-Jun-25	284303-C8450	CU HARDWARE COMPANY	\$268.60		\$268.60	
ACH	13-Jun-25	284303-D0423	DAVE & HARRY LOCKSMITHS	\$286.16		\$286.16	
ACH	13-Jun-25	284303-D0426	DAVIS-HOUK MECHANICAL, INC	\$4,856.00		\$4,856.00	
ACH	13-Jun-25	284303-D2012	DEAN'S GRAPHICS	\$420.00		\$420.00	
ACH	13-Jun-25	284303-D2064	DEEM LANDSCAPING, INC.	\$2,040.00		\$2,040.00	
ACH	13-Jun-25	284303-D2250	DELTA SAFETY SERVICES	\$940.00		\$940.00	
ACH	13-Jun-25	284303-D3590	DISH PASSIONATE CUISINE	\$5,848.00		\$5,848.00	
ACH	13-Jun-25	284303-D3630	DIXON GRAPHICS	\$135.00		\$135.00	
ACH	13-Jun-25	284303-D8520	DUNCAN SUPPLY CO. INC.	\$951.84		\$951.84	
ACH	13-Jun-25	284303-E0368	EAST PENN MANUFACTURING CO.	\$3,202.80		\$3,202.80	
ACH	13-Jun-25	284303-F6367	FORD CITY	\$350.64		\$350.64	
ACH	13-Jun-25	284303-G2320	GETZ FIRE EQUIPMENT CO.	\$1,238.30		\$1,238.30	
ACH	13-Jun-25	284303-G6300	GOODYEAR TIRE & RUBBER CO	\$2,229.07		\$2,229.07	
ACH	13-Jun-25	284303-G7308	GRAINGER	\$237.48		\$237.48	
ACH	13-Jun-25	284303-G7375	GRIMCO, INC	\$172.74		\$172.74	
ACH	13-Jun-25	284303-H3564	HIRERIGHT GIS INTERMEDIATE CORP, INC.	\$1,842.77		\$1,842.77	
ACH	13-Jun-25	284303-H6260	ILLINOIS POWER MARKING CO	\$464.67		\$464.67	
ACH	13-Jun-25	284303-I4840	ILLINOIS OIL MARKETING	\$230.31		\$230.31	
ACH	13-Jun-25	284303-I5758	INIT INC.	\$4,505.00		\$4,505.00	
ACH	13-Jun-25	284303-I7667	ISAKSEN GLERUM WACHTER, LLC	\$52.50		\$52.50	
ACH	13-Jun-25	284303-J8850	JX ENTERPRISES, INC.	\$1,468.99		\$1,468.99	
ACH	13-Jun-25	284303-K2166	KEMPER INDUSTRIAL EQUIP.	\$227.50		\$227.50	
ACH	13-Jun-25	284303-K2190	KEN'S OIL SERVICE, INC.	\$36,700.68		\$36,700.68	
ACH	13-Jun-25	284303-L0440	LAWSON PRODUCTS, INC.	\$104.71		\$104.71	
ACH	13-Jun-25	284303-L2005	DONALD DAVID OWEN	\$3,525.00		\$3,525.00	
ACH	13-Jun-25	284303-L6285	LOOMIS ARMoured US, LLC	\$354.78		\$354.78	
ACH	13-Jun-25	284303-L8525	LUMINATOR TECHNOLOGY GROUP GLOBAL, INC.	\$9,999.00		\$9,999.00	
ACH	13-Jun-25	284303-M0350	MANSFIELD POWER & GAS LLC	\$3,780.89		\$3,780.89	
ACH	13-Jun-25	284303-M1246	MCMASTER-CARR SUPPLY CO.	\$23.11		\$23.11	
ACH	13-Jun-25	284303-M2179	MENARD-INC.	\$76.88		\$76.88	
ACH	13-Jun-25	284303-M2310	MEYER CAPEL	\$4,225.00		\$4,225.00	
ACH	13-Jun-25	284303-M3374	MID ILLINOIS CONCRETE & EXCAVATION, INC.	\$232,896.85		\$232,896.85	
ACH	13-Jun-25	284303-M3408	MIDWEST TRANSIT EQUIPMENT, INC.	\$455.70		\$455.70	
ACH	13-Jun-25	284303-N2285	NEVER NEATER, INC.	\$775.00		\$775.00	
ACH	13-Jun-25	284303-N2292	THE AFTERMARKET PARTS COMPANY, LLC.	\$18,613.71		\$18,613.71	
ACH	13-Jun-25	284303-O7370	O'REILLY AUTOMOTIVE, INC.	\$118.95		\$118.95	
ACH	13-Jun-25	284303-O7682	OSF MULTI-SPECIALTY GROUP	\$1,100.00		\$1,100.00	
ACH	13-Jun-25	284303-P4525	NORMA MCFARLAND	\$476.92		\$476.92	
ACH	13-Jun-25	284303-Q8455	QUILL	\$140.85		\$140.85	
ACH	13-Jun-25	284303-R2155	RELIABLE DOOR AND DOCK INC.	\$114,732.55		\$114,732.55	
ACH	13-Jun-25	284303-S0060	SAFEWORKS ILLINOIS	\$102.00		\$102.00	
ACH	13-Jun-25	284303-S1143	SCHINDLER ELEVATOR CORP.	\$2,260.20		\$2,260.20	
ACH	13-Jun-25	284303-S2046	SECURITAS ELECTRONIC SECURITY INC.	\$222.27		\$222.27	
ACH	13-Jun-25	284303-S2201	SEON DESIGN (USA) CORP.	\$3,019.16		\$3,019.16	
ACH	13-Jun-25	284303-S3115	DANIEL J. HARTMAN	\$5,968.00	\$319.00	\$5,649.00	
ACH	13-Jun-25	284303-S6693	SPIREON, INC.	\$810.40		\$810.40	
ACH	13-Jun-25	284303-S8010	STANCIL CORPORATION	\$7,050.00		\$7,050.00	
ACH	13-Jun-25	284303-T2100	TELCOM INNOVATIONS GROUP LLC	\$616.25		\$616.25	
ACH	13-Jun-25	284303-T7291	TRAFFIC LOGIX CORPORATION	\$500.00		\$500.00	
ACH	13-Jun-25	284303-T7420	TRILLIUM TRANSPORTATION FUELS, LLC	\$9,750.00		\$9,750.00	
ACH	13-Jun-25	284303-T7510	TROPHYTIME	\$6,485.25		\$6,485.25	
ACH	13-Jun-25	284303-V3370	VIA TRANSPORTATION, INC.	\$2,302.55		\$2,302.55	
ACH	20-Jun-25	284555-A85755	AUTOMOTIVE COLOR & SUPPLY CORP	\$796.56		\$796.56	
ACH	20-Jun-25	284555-A9010	AWARDS LTD.	\$40.20		\$40.20	
ACH	20-Jun-25	284555-C2165	CENTRAL ILLINOIS TRUCKS	\$232.80		\$232.80	

**Champaign-Urbana Mass Transit District  
Accounts Payable ACH Disbursement List  
BUSEY BANK OPERATING ACCOUNT**

From Date: 06/1/2025 Thru Date: 06/30/2025

Pymt Type	Date	Reference	Payee	ACH Amount	C-CARTS Portion	MTD Portion	Voided
ACH	20-Jun-25	284555-C3105	CHEMICAL MAINTENANCE, INC.	\$1,511.66		\$1,511.66	
ACH	20-Jun-25	284555-C4588	CLEAN UNIFORM COMPANY	\$779.37		\$779.37	
ACH	20-Jun-25	284555-D3225	DH PACE COMPANY, INC.	\$5,234.00		\$5,234.00	
ACH	20-Jun-25	284555-F6367	FORD CITY	\$177.82		\$177.82	
ACH	20-Jun-25	284555-G6300	GOODYEAR TIRE & RUBBER CO	\$15,556.28		\$15,556.28	
ACH	20-Jun-25	284555-G6575	GOVERNMENT FINANCE OFFICERS ASSOCIATION	\$30,000.00		\$30,000.00	
ACH	20-Jun-25	284555-G7308	GRAINGER	\$1,621.05		\$1,621.05	
ACH	20-Jun-25	284555-H6260	ILLINOIS POWER MARKING CO	\$9,817.57		\$9,817.57	
ACH	20-Jun-25	284555-I4879	IL PUBLIC TRANSIT RISK MANAGEMENT ASSOC	\$1,656,175.76		\$1,656,175.76	
ACH	20-Jun-25	284555-M1246	MCMASTER-CARR SUPPLY CO.	\$154.72		\$154.72	
ACH	20-Jun-25	284555-M1269	MCS OFFICE TECHNOLOGIES	\$600.00		\$600.00	
ACH	20-Jun-25	284555-M2179	MENARD-INC.	\$30.45		\$30.45	
ACH	20-Jun-25	284555-M34035	MIDWEST FIBER RECYCLING	\$312.56		\$312.56	
ACH	20-Jun-25	284555-N2292	THE AFTERMARKET PARTS COMPANY, LLC.	\$413.64		\$413.64	
ACH	20-Jun-25	284555-O7370	O'REILLY AUTOMOTIVE, INC.	\$531.17		\$531.17	
ACH	20-Jun-25	284555-Q8455	QUILL	\$270.70		\$270.70	
ACH	20-Jun-25	284555-R0308	RAPID REPRODUCTIONS, INC.	\$454.50		\$454.50	
ACH	20-Jun-25	284555-S0078	SAFETY-KLEEN CORP.	\$1,937.81		\$1,937.81	
ACH	20-Jun-25	284555-S3086	SHERWIN-WILLIAMS	\$1,053.92		\$1,053.92	
ACH	20-Jun-25	284555-S5192	S.J. SMITH WELDING SUPPLY	\$91.24		\$91.24	
ACH	20-Jun-25	284555-U7385	URBANA TRUE TIRES	\$985.70		\$985.70	
ACH	20-Jun-25	284555-V3590	VITAL EDUCATION & SUPPLY, INC.	\$235.41		\$235.41	
ACH	20-Jun-25	284555-X8300	XPO LOGISTICS FREIGHT, INC.	\$128.18		\$128.18	
ACH	27-Jun-25	284813-B3555	BIRKEY'S FARM STORE, INC.	\$1,460.98		\$1,460.98	
ACH	27-Jun-25	284813-C0340	CARDINAL INFRASTRUCTURE, LLC	\$6,500.00		\$6,500.00	
ACH	27-Jun-25	284813-C2165	CENTRAL ILLINOIS TRUCKS	\$4,518.17		\$4,518.17	
ACH	27-Jun-25	284813-C2231	CERTIFIED LABORATORIES	\$2,778.16		\$2,778.16	
ACH	27-Jun-25	284813-C3105	CHEMICAL MAINTENANCE, INC.	\$2,007.79		\$2,007.79	
ACH	27-Jun-25	284813-C4588	CLEAN UNIFORM COMPANY	\$1,149.38		\$1,149.38	
ACH	27-Jun-25	284813-D0423	DAVE & HARRY LOCKSMITHS	\$2,236.60		\$2,236.60	
ACH	27-Jun-25	284813-D0426	DAVIS-HOUK MECHANICAL, INC	\$2,174.52		\$2,174.52	
ACH	27-Jun-25	284813-D2012	DEAN'S GRAPHICS	\$3,665.21		\$3,665.21	
ACH	27-Jun-25	284813-D3346	DIAMOND MANUFACTURING	\$9,417.25		\$9,417.25	
ACH	27-Jun-25	284813-D3590	DISH PASSIONATE CUISINE	\$104.00		\$104.00	
ACH	27-Jun-25	284813-D7700	DS SERVICES OF AMERICA, INC.	\$33.00		\$33.00	
ACH	27-Jun-25	284813-D8587	DUST & SON OF CHAMPAIGN COUNTY, INC	\$30.11		\$30.11	
ACH	27-Jun-25	284813-E0368	EAST PENN MANUFACTURING CO.	\$3,526.80		\$3,526.80	
ACH	27-Jun-25	284813-F6367	FORD CITY	\$176.08		\$176.08	
ACH	27-Jun-25	284813-G2287	GFL ENVIRONMENTAL HOLDINGS (US), INC	\$113.82		\$113.82	
ACH	27-Jun-25	284813-G7308	GRAINGER	\$1,207.27		\$1,207.27	
ACH	27-Jun-25	284813-G7375	GRIMCO, INC	\$1,172.84		\$1,172.84	
ACH	27-Jun-25	284813-H2235	HERITAGE PETROLEUM, LLC	\$19,466.74		\$19,466.74	
ACH	27-Jun-25	284813-H6260	ILLINOIS POWER MARKING CO	\$10,450.83		\$10,450.83	
ACH	27-Jun-25	284813-I4747	ILLINI FS, INC.	\$5,546.94		\$5,546.94	
ACH	27-Jun-25	284813-J0320	JANITOR & MAINTENANCE SUPPLIES, INC.	\$234.12		\$234.12	
ACH	27-Jun-25	284813-J5550	JM TEST SYSTEMS, LLC	\$289.71		\$289.71	
ACH	27-Jun-25	284813-K2190	KEN'S OIL SERVICE, INC.	\$37,941.14		\$37,941.14	
ACH	27-Jun-25	284813-K3575	KIRK'S AUTOMOTIVE	\$3,327.00		\$3,327.00	
ACH	27-Jun-25	284813-M0377	MARTIN ONE SOURCE	\$1,300.00	\$1,300.00	\$0.00	
ACH	27-Jun-25	284813-M1246	MCMASTER-CARR SUPPLY CO.	\$3,219.20		\$3,219.20	
ACH	27-Jun-25	284813-M1269	MCS OFFICE TECHNOLOGIES	\$70,116.00		\$70,116.00	
ACH	27-Jun-25	284813-M2179	MENARD-INC.	\$499.60		\$499.60	
ACH	27-Jun-25	284813-M3374	MID ILLINOIS CONCRETE & EXCAVATION, INC.	\$57,929.28		\$57,929.28	
ACH	27-Jun-25	284813-N2292	THE AFTERMARKET PARTS COMPANY, LLC.	\$20,392.80		\$20,392.80	
ACH	27-Jun-25	284813-O7370	O'REILLY AUTOMOTIVE, INC.	\$577.24		\$577.24	

**Champaign-Urbana Mass Transit District  
Accounts Payable ACH Disbursement List  
BUSEY BANK OPERATING ACCOUNT**

From Date: 06/1/2025 Thru Date: 06/30/2025

Pymt Type	Date	Reference	Payee	ACH Amount	C-CARTS Portion	MTD Portion	Voided
ACH	27-Jun-25	284813-07450	ORKIN EXTERMINATING CO.	\$2,224.96		\$2,224.96	
ACH	27-Jun-25	284813-Q8455	QUILL	\$19.59		\$19.59	
ACH	27-Jun-25	284813-S1156	SCHOONOVER SEWER SERVICE	\$485.00		\$485.00	
ACH	27-Jun-25	284813-S3086	SHERWIN-WILLIAMS	\$202.16		\$202.16	
ACH	27-Jun-25	284813-S6693	SPIREON, INC.	\$160.70		\$160.70	
ACH	27-Jun-25	284813-T62309	TOLAR MANUFACTURING COMPANY, INC.	\$94,175.00		\$94,175.00	
ACH	27-Jun-25	284813-U5170	UNITED FUEL CO.	\$293.74		\$293.74	
ACH	28-Jun-25	284897-S8525	SUN LIFE ASSURANCE COMPANY OF CANADA	\$18,191.21	\$413.40	\$17,777.81	
			TOTAL	<u>\$2,935,339.79</u>	<u>\$2,628.40</u>	<u>\$2,932,711.39</u>	



Financial Information	Fiscal Year 2025				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Fiscal Year to Date
	Actual	Actual	Actual	Actual	Actual
Total Expenses (-)	\$291,754.53	\$270,028.40	\$288,024.34	\$339,169.25	\$1,188,976.52
Passenger Revenue (+)	\$11,504.65	\$11,924.32	\$12,861.90	\$10,407.37	\$46,698.24
Service Contracts (+)	\$34,702.50	\$35,117.82	\$30,797.25	\$30,797.25	\$131,414.82
IDOT Reimbursement (+) (DOAP & 5311 Funding)	\$245,547.38	\$222,986.26	\$244,365.19	\$297,964.63	\$1,010,863.46
Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Other Information	Fiscal Year 2025				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Fiscal Year to Date
CUMTD G&A Hours	297	307	273	424	1,301
CUMTD G&A Cost	\$13,564.06	\$14,267.93	\$13,349.17	\$21,133.11	\$62,314.27
Ridership	6,191	6,565	5,792	5,552	24,100
Revenue Miles	80,551	76,247	72,742	64,557	294,097
Revenue Hours	4,072	4,364	3,995	3,621	16,052

## MTD - Bank & Investment Balances

Financial Institution	Bank Bal @ 06/30/25	Interest Rate	Maturity
<b>Busey Bank</b>			
Payroll	\$5,000.00	-	-
Illinois Terminal - Square POS	\$88,102.63	-	-
Operating	\$350,000.00	-	-
C-CARTS	\$167,673.09	-	-
Sec 125 Flexible Spending Plan	\$235,227.24	-	-
ATM	\$20,958.82	-	-
Money Market	\$24,311,681.20	3.66%	-
<b>First Mid Bank</b>	\$14,298,067.60	4.59%	-
<b>Prospect Bank</b>			-
MuniWise	\$1,013.14	2.00%	
MuniWise Flex	\$10,041,654.67	3.16%	
<b>Total</b>	<b><u>\$49,519,378.39</u></b>		

## MTD - Capital Reserve, Restricted, & Operating @ 06/30/25

Capital Reserve -Budgeted (FY25 Capital Budget)	\$25,311,500.00
Capital Reserve -Unbudgeted	\$21,783,106.10
Operating	\$2,424,772.29
<b>Total</b>	<b><u>\$49,519,378.39</u></b>

## **RESOLUTION NO. 2025-6**

### **A RESOLUTION SETTING A PUBLIC HEARING AND DIRECTION GIVING NOTICE THEREOF**

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Champaign-Urbana Mass Transit District that:

1. The Board hereby directs the Managing Director to cause to be published three times in the News-Gazette newspaper a Notice of Public Hearing to be held on the 4th day of September 2025, at 5:00 p.m. at Friendship Lutheran Church of Joy, Champaign, to consider testimony relating to the annexation of those tracts described below:

“REGENCY MEADOWS SUBDIVISION PHASE 1” TRACT (PART OF LOT 101):

FINAL PLAT FOR REGENCY MEADOWS SUBDIVISION PHASE 1, BEING A PART OF THE SOUTHEAST QUARTER OF SECTION 29, TOWNSHIP 19 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, CITY OF CHAMPAIGN, CHAMPAIGN COUNTY, ILLINOIS, RECORDED AS DOCUMENT NUMBER 2022R09594 ON FILE IN THE OFFICE OF THE CHAMPAIGN COUNTY RECORDER.

EXCEPT THAT PART OF LOT 101 AS DESCRIBED IN DOCUMENT NUMBER 2007R17565 ON FILE IN THE OFFICE OF THE CHAMPAIGN COUNTY RECORDER, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

A PART OF THE SOUTHEAST QUARTER OF SECTION 29, TOWNSHIP 19 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN CHAMPAIGN COUNTY, ILLINOIS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID SOUTHWEST QUARTER, FROM SAID POINT OF BEGINNING, THENCE NORTH 00 DEGREES 23 MINUTES 08 SECONDS WEST, 1325.66 FEET ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER TO THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF SAID SOUTHEAST QUARTER; THENCE SOUTH 89 DEGREES 32 MINUTES 47 SECONDS EAST, 1321.86 FEET ALONG THE SOUTH LINE OF THE NORTHWEST QUARTER OF SAID SOUTHEAST QUARTER TO THE SOUTHEAST CORNER THEREOF, THENCE NORTH 00 DEGREES 26 MINUTES 43 SECONDS WEST, 675.52 FEET ALONG THE EAST LINE OF THE NORTHWEST QUARTER OF SAID SOUTHEAST QUARTER; THENCE SOUTH 89 DEGREES 37 MINUTES 42 SECONDS EAST, 1321.12 FEET PARALLEL WITH THE NORTH LINE OF SAID SOUTHEAST QUARTER TO THE EAST LINE OF SAID SOUTHEAST QUARTER; THENCE SOUTH 00 DEGREES 30 MINUTES 18 SECONDS EAST, 6.76 FEET ALONG THE EAST LINE OF SAID SOUTHEAST QUARTER; THENCE NORTH 89 DEGREES 28 MINUTES 37 SECONDS WEST, 720.39 FEET; THENCE SOUTH 00 DEGREES 30 MINUTES 18 SECONDS EAST, 1279.89 FEET PARALLEL WITH THE EAST LINE OF SAID SOUTHEAST QUARTER; THENCE NORTH 89 DEGREES 27 MINUTES 52 SECONDS WEST, 579.40 FEET PARALLEL WITH THE SOUTH LINE OF SAID

SOUTHEAST QUARTER; THENCE SOUTH 00 DEGREES 31 MINUTES 18 SECONDS EAST, 720.11 FEET TO THE SOUTH LINE OF SAID SOUTHEAST QUARTER; THENCE NORTH 89 DEGREES 27 MINUTES 52 SECONDS WEST, 1346.97 FEET ALONG SAID SOUTH LINE TO THE POINT OF BEGINNING, IN CHAMPAIGN COUNTY, ILLINOIS.

AND ALSO

“FIRST CHRISTIAN CHURCH” TRACT:

COMMENCING AT THE NORTHEAST CORNER OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 32, TOWNSHIP 19 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN CHAMPAIGN COUNTY, ILLINOIS, THENCE SOUTH ALONG THE EAST SECTION LINE OF SAID SECTION 32 A DISTANCE OF 210 FEET, THENCE WEST ALONG A LINE PARALLEL TO THE NORTH ON A LINE PARALLEL TO THE NORTH SECTION LINE OF SAID SECTION 32 A DISTANCE OF 210 FEET, THENCE NORTH ON A LINE PARALLEL TO THE EAST SECTION LINE OF SAID SECTION 32, A DISTANCE OF 210 FEET, THENCE NORTH ON A LINE PARALLEL TO THE EAST SECTION LINE OF SAID SECTION 32, A DISTANCE OF 210 FEET, MORE OR LESS, TO THE POINT OF BEGINNING, CONTAINING 1.012 ACRES MORE OR LESS, SITUATED IN THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 32, TOWNSHIP 19 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN CHAMPAIGN COUNTY, ILLINOIS.

AND ALSO

ALL THAT PART OF THE PUBLIC ROAD RIGHT-OF-WAY KNOWN AS CURTIS ROAD ADJOINING THE ABOVE DESCRIBED TRACTS

AND ALSO

ALL THAT PART OF THE PUBLIC ROAD RIGHT-OF-WAY KNOWN AS STALEY ROAD / COUNTY HIGHWAY 25 ADJOINING THE ABOVE DESCRIBED TRACTS

SAID TOTAL TERRITORY TO BE ANNEXED TO THE CHAMPAIGN - URBANA MASS TRANSIT DISTRICT IS LEGALLY CONTIGUOUS TO THE EXISTING BOUNDARY OF THE CHAMPAIGN - URBANA MASS TRANSIT DISTRICT, CONTAINING 12.9 ACRES MORE OR LESS, ALL SITUATED IN CHAMPAIGN COUNTY, ILLINOIS.

2. Further, the Managing Director is directed to cause to be mailed to all owners of parcels of 5 acres or more within such tracts, a written notice containing the same information as is contained in the Notice which is in the newspaper notice.

This Resolution is hereby passed by the affirmative vote, the “Ayes” and “Nays” being called, of a majority of the members of the Board of Trustees of the Champaign-Urbana Mass Transit District at a duly called regular meeting of the said Board of Trustees on the 30<sup>th</sup> day of July, 2025.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstention: \_\_\_\_\_

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT,

BY: \_\_\_\_\_

Dick Barnes, Chair

APPROVED by the Board of Trustees of the Champaign-Urbana Mass Transit District  
this 30<sup>th</sup> day of July, 2025.

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT,

BY: \_\_\_\_\_

Katie M Good, Secretary



## Memo

Champaign-Urbana Mass Transit District (MTD)  
1101 East University Avenue, Urbana, IL 61802  
217.384.8188 | mtd.org

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To Board of Trustees  
From Karl Gnadt, Managing Director/CEO  
Date July 30, 2025  
Subject Semi-Annual Review of Closed Session Minutes

### A. Introduction

The Open Meetings Act requires that the minutes of closed sessions be reviewed periodically to determine if the need for confidentiality still exists.

### B. Recommended Action

Suggested motion for the Board's action:

- i. That the minutes of the closed session meetings of the Board listed on "Schedule 1", marked "Release", no longer require confidential treatment and are ordered released.
- ii. That the need for confidentiality still exists as to the minutes of the closed session meetings of the Board listed on "Schedule 2", marked "Remain Confidential".
- iii. That the verbatim recordings of the following listed closed session minutes, "Schedule 3", all of which are not less than 18 months old, and the written minutes have been approved, are authorized to be destroyed.

### C. Prior Trustee Action

The last semi-annual review by the Board was January 29, 2025.

### D. Summary

Schedule 1 lists all closed session minutes by date that are recommended to be released. Schedule 2 lists those minutes that should remain confidential mostly due to privacy concerns from past workers' compensation cases involving current MTD employees.

- i. The statutes permit the destruction of verbatim recordings of closed sessions if they are not less than 18 months old and the written minutes have been approved. Schedule 3 is a list of the closed meetings that meet those criteria and should be destroyed.

- ii. All unreleased minutes are available for inspection in the Executive Assistant's office.

## **E. Background**

Closed Sessions allow the MTD Board of Trustees to discuss certain matters of a sensitive nature which affect MTD. Areas that may be discussed in Closed Sessions are specified in the Illinois Open Meetings Act and include the appointment/employment or dismissal of an employee or officer, land acquisition or sale, and probable or pending litigation involving MTD. When a motion is made to adjourn to a Closed Session, only that specific topic can be discussed, and no final action may be taken on it during the Closed Session. After the Board has determined that it is no longer necessary to protect the public's interest or the privacy of an individual, minutes of the Closed Session are made available to the public.

## **Suggested Motion**

The Board of Trustees hereby determines as follows:

- a. That the minutes of the closed session meetings of the Board listed on “Schedule 1”, marked “Release”, no longer require confidential treatment and are ordered released.
- b. That the need for confidentiality still exists as to the minutes of the closed session meetings of the Board listed on “Schedule 2”, marked “Remain Confidential.”
- c. That the verbatim recordings of the following listed closed session minutes, "Schedule 3," all of which are not less than 18 months old and the written minutes of which have been approved are authorized to be destroyed.

### **Schedule 1 - Release**

February 26, 2025

### **Schedule 2 – Remain Confidential**

December 5, 2012

### **Schedule 3 – Verbatim Recordings to be Destroyed**

None



## Memo

Champaign-Urbana Mass Transit District (MTD)  
1101 East University Avenue, Urbana, IL 61802  
217.384.8188 | mtd.org

---

To Karl Gnadt, Managing Director/CEO  
From Brendan Sennett, Safety & Training Director  
Date July 30, 2025  
Subject Annual Update to the Public Transportation Agency Safety Plan (PTASP)

### A. Introduction

Originally approved by the Board in June 2020, the District's Public Transportation Agency Safety Plan (PTASP) is updated annually. This year's update includes revised safety performance measures and a modified method for calculating the preventable accident rate.

### B. Recommended Action

Staff recommends approval of the District's revised PTASP (Version 6), fulfilling the requirement set forth with the United States Department of Transportation (USDOT) Final Rule 49 CFR Part 673 Public Transportation Agency Safety Plan.

### C. Prior Trustee Action

On June 24, 2020, the Board of Trustees approved the original PTASP, with its fifth and most recent revision being approved on June 26, 2024.

### D. Summary

The PTASP is an all-encompassing document of safety management within the organization. To be updated on an annual basis, this document provides guidance on MTD-specific policies and procedures:

- Safety Management Policy
- Safety Performance Targets
- Safety Performance Target Coordination
- Safety Risk Management
- Safety Assurance

- Safety Promotion
- Safety Management Documentation

## **E. Background**

On July 19, 2018, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS)

## **F. Alternatives – advantages/disadvantages**

Approving this plan affirms the District's compliance with USDOT Final Rule 49 C.F.R. Part 673 Public Transportation Agency Safety Plan and implements the required programs.

## **G. Budget & Staffing Impacts**

No additional budgetary or staffing impacts are anticipated with this revision.



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## Champaign-Urbana Mass Transit District

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### Public Transportation Agency Safety Plan (PTASP)

Date Adopted: 6/24/2020

Last Revised: 7/30/2025

Adopted by: \_\_\_\_\_ 7/30/2025  
Karl P. Gnadt  
Managing Director/CEO  
PTASP Accountable Executive  
Champaign-Urbana Mass Transit District  
Date

Adopted by: \_\_\_\_\_ 7/30/2025  
Brendan Sennett  
Safety & Training Director  
PTASP Chief Safety Officer  
Champaign-Urbana Mass Transit District  
Date

Adopted by: \_\_\_\_\_ 7/30/2025  
Dick Barnes  
Chair of the Board of Trustees  
Champaign-Urbana Mass Transit District  
Date

*Champaign-Urbana Mass Transit District, hereinafter, shall be referred to as MTD*

This plan is submitted in compliance with the United States Department of Transportation Final Rule 49 C.F.R. Part 673 Public Transportation Agency Safety Plan. This Agency Safety Plan (ASP) addresses all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan

MTD is dedicated to providing the safest working environment possible for *all* Employees. This plan has been distributed internally within MTD and with external agencies that may be affected by its implementation.

*This is a public document subject to FOIA access. The ideas presented are developmental and are presented for discussion and do not imply a recommendation or course of action. There will likely be modifications to the ideas presented. Limited distribution is requested to those interested parties that will assist in the development of the options presented. Presentation for public response will occur after the ideas are analyzed and expanded or reduced. There may be errors in the data presented or interpretation of the data.*

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## Transit Agency Information

<b>Transit Agency Name</b>	Champaign-Urbana Mass Transit District (MTD)			
<b>Transit Agency Address</b>	1101 E University Ave. Urbana, IL 60802			
<b>Name and Title of Accountable Executive</b>	Karl P. Gnadt, Managing Director/CEO			
<b>Name of Chief Safety Officer or SMS Executive</b>	Brendan Sennett, Safety & Training Director			
<b>Mode(s) of Service Covered by This Plan</b>	Motor Bus, Demand Response	<b>List All FTA Funding Types (e.g., 5307, 5310, 5311)</b>	5307, 5311, 5339, Other	
<b>Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)</b>	Motor Bus – Directly Operated Demand Response – Directly Operated Demand Response – Purchased Transit			
<b>Does the agency provide transit services on behalf of another transit agency or entity?</b>	<u>Yes</u> <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<b>Description of Arrangement(s)</b>	Champaign County Area Rural Transit System (C-CARTS)
<b>Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided</b>	Champaign County Area Rural Transit System (C-CARTS) 1101 E. University Ave. Urbana, IL 61802			

## Plan Development, Approval, and Updates

<b>Name of Entity That Drafted This Plan</b>	Champaign-Urbana Mass Transit District (MTD)	
<b>Signature by the Accountable Executive</b>	<b>Signature of Accountable Executive</b>	<b>Date of Signature</b>
<b>Approval by the Board of Directors or an Equivalent Authority</b>	<b>Name of Individual/Entity That Approved This Plan</b>	<b>Date of Approval</b>
	MTD Board of Trustees	
	<b>Relevant Documentation (title and location)</b>	
	Board Minutes -	
<b>Certification of Compliance</b>	<b>Name of Individual/Entity That Certified This Plan</b>	<b>Date of Certification</b>
	Karl P. Gnadt, Managing Director/CEO	
	<b>Relevant Documentation (title and location)</b>	
	Fiscal Year 2024 Annual List of Certifications and Assurances for FTA Grants and Cooperative Agreements.	

# Annual Review and Update of the Public Transportation Safety Plan

Source(s): §673.11

The annual review and update of the Public Transportation Agency Safety Plan (PTASP) is conducted by the Safety & Training Director, starting no later than March 1<sup>st</sup> of each year. Progress and proposed updates are coordinated with the Managing Director/CEO, Deputy Managing Director, and frontline Employees serving on the Safety Advisory Committee (SAC). Final decision on changes will be made and certified by August of each year. Final updates are communicated District-wide via MTDweb Messages and Bulletins.

## Version Number and Updates

*History of Successive Versions of this Plan*

Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	Original Document	Original Document	6/24/2020
2	Revision	Routine Revision	7/12/2021
3	Revision	Routine Revision	4/27/2022
4	Revision	Routine Revision	6/28/2023
5	Revision	Routine Revision	6/26/2024
6	Revision	Routine Revision	7/30/2025

## Safety Management Policy

The Champaign-Urbana Mass Transit District's (MTD) Mission is to "Lead the way to greater mobility". To achieve this mission, safety must be prioritized over all competing interests. Therefore, we are committed to establishing and maintaining a robust safety culture at all levels of the organization. To further advance this culture, MTD is committed to developing, implementing, maintaining, and continuously improving processes to ensure that our service delivery achieves the highest level of safety performance.

To reinforce safety as the highest priority for all Departments, Leadership must demonstrate this commitment by fostering an environment of trust, where all employees are competent and confident in their abilities to perform their duties in a safe, efficient, and responsible manner. All MTD employees are responsible to exhibit the "Highest Degree of Care" in the discharge of their duties.

As a means of leading the way to greater mobility, MTD is committed to improving safety across all areas of our service. This objective will be supported by our Safety Management System (SMS), a data-driven approach to managing risk. The SMS is dependent upon data collected through various sources, but primarily our Employee Safety Reporting Program (ESRP) and safety audits performed throughout our service area.

This Safety Management Policy will be distributed to each employee and will also be posted in each facility. Informative sessions will be held to promote safety discussion and to answer employee questions.

Safety is not just an important aspect of what we do. Safety is our CALLING. There is not a single job function, there is not a single employee, and there is not a single day – that safety should not be at the forefront of every employee's mind. The District and the community are counting on each employee to answer this charge, to make this your life's work.

---

Karl P. Gnadt  
Managing Director/CEO  
Champaign-Urbana Mass Transit District

7/30/2025

Date

## ***Introduction***

*Source(s): Illinois Highest Degree of Care, §673.3, § 673.21*

An SMS is a formal, top-down, organization-wide, data driven approach to managing safety risk and assuring the effectiveness of safety risk mitigations. MTD's SMS is structured by its Safety Management Policy, Safety Management Processes, such as the safety risk management processes, safety assurance processes, and safety promotion. The purpose of this SMS is to promote a safety culture in which:

- Leadership displays clear commitment to safety
- Open and effective communication can take place
- Employees feel personally responsible for safety
- The organization practices continuous learning
- A Safety-conscious work environment is promoted
- Non-punitive, clearly defined reporting systems are in place
- Safety is demonstrably prioritized
- Mutual trust is exhibited
- Responses to safety concerns are fair and consistent
- Safety training and resources are made available

## ***Safety Commitment***

MTD is committed to:

- Supporting the management of safety activities through the provision of appropriate resources that result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to the results of the other management systems of MTD
- Integrating the management of safety among the primary responsibilities of all managers, supervisors, and Employees
- Clearly defining the accountabilities and responsibilities of all managers, supervisors, Employees, and contractors for the delivery of MTD's safety performance and the performance of the SMS
- Establishing and operating the **Hazard Identification – Risk Assessment – Mitigation (HIRAM)** process as a primary tool for safety concerns and analysis
- Ensuring that no action will be taken against any employee who discloses a safety concern (close call, hazard, or other condition) through the Employee Safety Reporting Program (ESRP), unless disclosure indicates, beyond a

reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of laws, regulations, or procedures

- Complying with state and federal legislative and regulatory requirements and standards
- Ensuring that sufficient skilled and trained personnel are available to implement safety management processes
- Ensuring that all Employees are provided with adequate and appropriate safety related information and training and that they are competent and confident in their abilities to discharge their assigned duties
- Establishing and measuring our safety performance against realistic and data-driven safety performance indicators and targets
- Continually improving our safety performance through management processes that ensure safety management actions are appropriate and effective

## **Objectives**

MTD has established the following safety objectives:

- Perform annual audits to ensure SMS compliance within the MTD2071 Internal Audit
- Identify, analyze, and resolve, and, when possible, eliminate hazards through an established risk management process.
- Establish and monitor Key Performance Indicators and revise them on an annual basis within MTD2071
- Review safety requirements and usage for design, engineering, facilities, equipment, and physical infrastructure projects
- Evaluate safety implications of system changes to routes, schedules, and operating policies

Upon implementation of the SMS, this Policy shall be communicated through MTDweb to all Employees; through Bulletins; revisions to the Employee Handbook as needed; revisions to new hire training; inclusion in the yearly Summer Review sessions; and through articles placed in the monthly internal newsletter, *BusLines*.

## ***Safety Authorities, Accountabilities, and Responsibilities***

### **Accountable Executive**

MTD has identified the Managing Director/CEO as the Accountable Executive of the SMS. The Managing Director/CEO is committed to the highest levels of safety and will

provide sufficient resources and support necessary to ensure successful implementation of the SMS, ensuring action is taken, as necessary, to address substandard performance within MTD's SMS. The Accountable Executive is ultimately responsible for carrying out the PTASP and the Transit Asset Management Plan (TAM).

### **Chief Safety Officer**

MTD has identified the Safety and Training Director as the Chief Safety Officer. The Safety and Training Director has the authority and responsibility for day-to-day implementation and operation of the SMS. The Safety & Training Director's responsibilities include:

- Developing and maintaining SMS daily implementation and documentation
- Directing hazard identification, risk assessment, and mitigation activities (HIRAM)
  - This work is done with the support and input from frontline Employees serving on the Safety Advisory Committee (SAC)
- Providing updates on safety performance
- Briefing the Accountable Executive on SMS implementation progress
- Identifying substandard performance and developing improvement programs
- Planning safety training activities, which may include:
  - Summer Review Training
  - Professional Development for S&T Department
  - Class & Road Instructor Training
  - Line Instructor Training
  - Six Month Review
  - Check Rides

### **Agency Leadership and Top Management**

The following are members of the Top Management Team other than the Accountable Executive and the Chief Safety Officer who have authorities or responsibilities for day-to-day implementation and operation of MTD SMS:

- Deputy Managing Director

### **Key Staff**

The following staff members are key to support the development, implementation, and operation of MTD's SMS.

- Operations Director
- Assistant Operations Director
- Special Services Manager
- Service Delivery Manager
- Operations Supervisors
- Assistant Safety & Training Director
- Safety Program Manager
- Illinois Terminal Director
- Illinois Terminal Supervisors
- Maintenance & Facilities Director
- Assistant Maintenance Director
- Assistant Facilities Director
- External Affairs Director
- Inventory Supervisor
- Maintenance Supervisors
- MTD2071 Internal Audit Team

## Safety Performance Measures & Targets

*Source(s): §673.11*

A performance measure is an expression based on a quantifiable indicator of performance condition and used to establish targets and assess progress toward meeting targets. Safety performance measures are calculated as a five-year performance average.

A performance target is a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period. MTD establishes safety performance targets as a 5% improvement from the previous year's safety performance measure.

Safety performance measures and targets are calculated for each mode category:

- Directly operated Motor Bus/Fixed Route (MB-DO)
- Directly operated Demand Response/Paratransit (DR-DO)
- Purchased transit Demand Response/Paratransit (DR-PT)

As of April 2024, the FTA has established 14 performance measures in the National Public Transportation Safety Plan:

1. Major Events: Total number of safety and security events reported to the NTD on S&S-40 forms, by mode
2. Major Events Rate: Total number of safety events divided by total vehicle revenue miles (VRM), by mode
3. Collision Rate: Total number of collisions reported to the NTD by mode, divided by VRM
4. Pedestrian Collision Rate: Total number of collisions “with a person” divided by VRM, by mode
5. Vehicular Collision Rate: Total number of collisions “with a motor vehicle” divided by VRM, by mode
6. Fatalities: Total number of fatalities (deaths confirmed within 30 days), excluding trespassing and suicide-related fatalities, by mode
7. Fatality Rate: Total number of fatalities divided by VRM, by mode
8. Transit Worker Fatality Rate: Total number of transit worker fatalities, including Contractors, Operators, and other transit staff
9. Injuries: Total number of injuries reported to the NTD, excluding injuries resulting from assaults and other crimes (security events).
10. Injury Rate: Total number of injuries divided by VRM, by mode
11. Transit Worker Injury Rate: Total number of injuries involving “Transit Employee/Contractor,” “Transit Vehicle Operator,” and “Other Transit Staff,” divided by VRM
12. Assaults on Transit Workers: Total number of assaults on Transit Workers
13. Rate of Assaults on Transit Workers: Total number of Assaults on Transit Workers, divided by VRM
14. System Reliability
  - a. Mean distance between major mechanical failures by mode. The NTD defines a major mechanical system failure as a failure of some mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or starting the next scheduled revenue trip because vehicle movement is limited or due to safety concerns.

On an annual basis, MTD updates the Safety Performance Targets in this document based on performance measures from the previous five years. These performance targets are monitored for the monthly Key Performance Indicator (KPI) Reports for 2024, analyzing data from the years 2019-2023. While the FTA has not created a standard method for developing Safety Performance Targets, MTD elected to follow the sample method provided by the FTA PTASP Technical Assistance Center.

The data used for these measures is sourced from the National Transit Database (NTD). For System Reliability, the Maintenance Key Performance Indicators are used to collect information on miles between road calls on vehicles.

### Current Safety Performance (Calendar Year 2024)

The rate used for MB-DO is per 1,000,000 vehicle revenue miles. The rate used for DR-DO and DR-PT is per 50,000 vehicle revenue miles.

CURRENT PERFORMANCE	CY-2024		
Safety Performance Measure	MB-DO	DR-DO	DR-PT
Major Events	8.00	1.00	0.00
Major Event Rate	2.59	0.16	0.00
Collision Rate	2.27	1.00	0.00
Pedestrian Collision Rate	1.62	0.00	0.00
Vehicular Collision Rate	0.65	0.16	0.00
Fatalities	0.00	0.00	0.00
Fatality Rate	0.00	0.00	0.00
Transit Worker Fatality Rate	0.00	0.00	0.00
Injuries	17.00	1.00	0.00
Injury Rate	5.50	0.16	0.00
Transit Worker Injury Rate		0.28	
Assaults on Transit Workers		17.00	
Rate of Assaults on Transit Workers		4.76	
System Reliability	28,863.00	31,444.00	171,956.00

### 2025 Performance Measures

Performance measures are calculated as a five-year average (2020-2024). The rate used for MB-DO is per 1,000,000 vehicle revenue miles. The rate used for DR-DO and DR-PT is per 50,000 vehicle revenue miles.

2025 Safety Performance Measure			
Safety Performance Measure	MB-DO	DR-DO	DR-PT
Major Events	10.80	1.20	0.20
Major Event Rate	3.74	0.33	0.05
Collision Rate	3.40	0.49	0.05
Pedestrian Collision Rate	0.40	0.00	0.00
Vehicular Collision Rate	2.93	0.19	0.00
Fatalities	0.00	0.00	0.00
Fatality Rate	0.00	0.00	0.00

Transit Worker Fatality Rate	0.00	0.00	0.00
Injuries	20.40	2.60	0.20
Injury Rate	7.07	0.77	0.05
Transit Worker Injury Rate	1.56		
Assaults on Transit Workers	38.00		
Rate of Assaults on Transit Workers	11.46		
System Reliability	25,713.32	25,541.73	62,750.52

## 2025 Safety Performance Targets

The below Performance Targets for calendar year 2025 are calculated by applying a 5% improvement of the 2025 Safety Performance Measures.

The rate used for MB-DO is per 1,000,000 vehicle revenue miles. The rate used for DR-DO and DR-PT is per 50,000 vehicle revenue miles.

ASPIRATIONAL PERFORMANCE TARGETS	2025 Safety Performance Targets		
Safety Performance Measure	MB-DO	DR-DO	DR-PT
Major Events	10.26	1.14	0.19
Major Event Rate	3.56	0.31	0.04
Collision Rate	3.23	0.47	0.04
Pedestrian Collision Rate	0.38	0.00	0.00
Vehicular Collision Rate	2.79	0.18	0.00
Fatalities	0.00	0.00	0.00
Fatality Rate	0.00	0.00	0.00
Transit Worker Fatality Rate	0.00	0.00	0.00
Injuries	19.38	2.47	0.19
Injury Rate	6.71	0.73	0.04
Transit Worker Injury Rate	1.49		
Assaults on Transit Workers	36.10		
Rate of Assaults on Transit Workers	10.89		
System Reliability	26,998.99	26,818.82	65,888.05

## Safety Target Coordination

Source(s): § 673.15

The Accountable Executive designates the Safety & Training Director to coordinate, to the maximum extent practicable, with the State and Metropolitan Planning Organization (MPO) to aid in the planning process and support the selection of State

and MPO transit safety performance targets. Performance targets are shared via email with the agencies below by August 1 of each year.

- State: Illinois Department of Transportation (IDOT), Transit Operating Program
  - [David.Maziarz@illinois.gov](mailto:David.Maziarz@illinois.gov)
- MPO: Champaign Urbana Urban Area Transportation Study (CUUATS)
  - Rita Morocoima-Black ([rmorocoima-black@ccrpc.org](mailto:rmorocoima-black@ccrpc.org))

## Safety Risk Management

Source(s): §673.25

### ***Introduction***

Safety Risk Management is a system of hazard management to control hazards to an acceptable level of risk, and evaluation of the results.

(Reminder: Hazards are defined as a condition, act, process, or operation that has the potential to cause harm, such as danger or damage.)

There are many different approaches to safety risk management planning. MTD has a broad range of methods for identifying and assessing hazards including:

- Formal analysis
- Informal analysis
- Programmatic solutions

Safety does not mean the elimination of all safety risks. Using the Safety Risk Management process, the hazards to persons or equipment can be minimized to an acceptable level by use of various types of engineering controls, physical improvements, or changes in MTD training and operating protocols. Documentation of the analysis process, implementation, and subsequent review will create a reasonable solution to safety hazards.

### ***Risk Management Process (HIRAM)***

The Safety Risk Management Process, or HIRAM, consists of formal and informal mechanisms for reporting, analyzing, mitigating, and managing safety risks. The formal process includes:

- **Hazard Identification**- identification of as many credible hazards that may result in harm or damage to the operating system under study
- **Risk Assessment**- probability/likelihood and consequences of various risk scenarios

and ranking of the safety risk in terms of acceptability

- a. Safety Risk Options - options for mitigating the safety risk are considered, including financial feasibility
- **Mitigation**- plan for placing safety risk control measures into action, including documentation of the process, to reduce the likelihood and severity of potential consequences of hazards
  - a. Safety Risk Monitoring- evaluation of the effectiveness of the safety risk decision and control measures over time.

The Safety Advisory Committee (SAC) reviews formal input and analyzes issues using the HIRAM process. There are also formal MTD Employee involvement committees that may address safety concerns including, but not limited to, Routes and Schedules Committee, School Outreach Committee, and Wage and Policy Committee. All safety-related items discussed in non-SAC committee meetings must be submitted, in writing via MTDweb message or email, to the Safety & Training Director, Safety Program Manager, and/or Assistant Safety & Training Director.

Procedures and recommendations to mitigate items submitted to the HIRAM process may be sourced from transit industry safety programs; the American Public Transportation Association (APTA); Illinois Public Transit Association (IPTA); Illinois Department of Transportation (IDOT); and the Federal Transit Administration (FTA). Additional information may be provided by the Transportation Cooperative Research Program (TCRP); Transportation Safety Institute (TSI); University Transportation Centers (UTC); other transit agencies, listservs, and private businesses that provide transit safety recommendations, best practices, products, and services.

### ***Hazard Identification***

The Hazard Identification process consists of input from a variety of sources. The formal, internal committee structure (SAC, Wage and Policy, School Outreach, Routes and Schedules, and others) provides additional opportunity for Operators, Maintenance Employees, and Supervisory Staff to identify hazards. Asset condition deterioration will be communicated by the Maintenance & Facilities Director, Illinois Terminal Director, and Maintenance & Facilities Director to the Safety & Training Director. Input from other governmental sources (FTA, IDOT, MPO, local governments) and the general public will be forwarded to the Safety & Training Director who will enter the information into the appropriate process. MTD's alternative mobility advocate will be contacted regarding bicycle and pedestrian safety concerns.

Hazards submitted to the HIRAM process may be sourced from transit industry safety programs; the American Public Transportation Association (APTA); Illinois Public

Transit Association (IPTA); Illinois Department of Transportation (IDOT); and the Federal Transit Administration (FTA). Additional information, including procedures and recommendations to mitigate items, may be provided by the Transportation Cooperative Research Program (TCRP); Transportation Safety Institute (TSI); University Transportation Centers (UTC); the Centers for Disease Control and Prevention (CDC); other transit agencies, governmental entities, listservs, and private businesses that provide transit safety recommendations, best practices, mandates, products, and services.

Some input will be sent to the HIRAM process for assessment. Other inputs may be addressed in formal training for appropriate Employees as determined by the Safety & Training Director and the associated Department Head. Committees may also be included in information from external sources and some input may be informally addressed by Supervisors and Staff. Consequences of hazards will be considered and evaluated in the Hazard Assessment phase of the HIRAM process.

The Safety & Training Director will be responsible for staying informed on capital improvements which may have a safety component. This will be done through regular communications with the External Affairs Director, Maintenance & Facilities Director, Illinois Terminal Director, and Operations Director. These would include infrastructure improvements; vehicle purchases and vehicle component modifications; and known infrastructure changes by MTD or other agencies. Safety concerns will be communicated during the specification development phase to the Accountable Executive (Managing Director/CEO) and Deputy Managing Director.

### ***Employee Safety Reporting Program***

*Source(s): § 673.23*

**Immediate hazards must be reported to a supervisor or member of leadership as soon as possible.**

MTD introduced a reporting program that includes formal and informal interaction between frontline Employees and senior management during the 2021 calendar year. The formal SMS process is focused on reducing the risk of accident and/or injury by proactively resolving safety issues that may require resources, discussion, and action steps. The Employee Safety Reporting Program (ESRP), as required in 49 CFR 673, is a tool designed to assist Employees in notifying management of hazards, close-calls, or other unsafe conditions. Information obtained through the ESRP will be analyzed for the development of potential mitigation strategies.

**Employees who participate in the ESRP are ensured that no punitive action will be taken against any employee who discloses a hazard, close-call, or other safety condition unless a thorough investigation of the disclosure indicates, beyond a reasonable doubt, gross negligence, or a deliberate or willful disregard of federal, state, local, or MTD regulation, procedures, or law. *The SMS investigation process into close-calls and other safety-related events can be found in Appendix C.***

Participation in the ESRP may be achieved through various communication methods. Such methods include but are not limited to:

- E-mail/MTDweb Message
- Radio
- Telephone
- In-Person
- Hazard Identification Report (HIR) Form

### **Hazard Identification Report (HIR)**

Employees will be encouraged to submit safety concerns, such as hazards, close-calls, or other unsafe conditions, through the Hazard Identification Report (HIR) form on MTDweb.

- Close-Call: any event that could cause physical harm to an individual or property, but did not occur
- Hazard: a condition, act, process, or operation that has the potential to cause harm, such as danger or damage.

The Employee will select either Close-Call, Safety Concern, or Other from the drop-down menu in the Form. Reports submitted on MTDweb are available to the Safety & Training Director, Safety Program Manager, and Assistant Safety & Training Director. The reporter will have the option to report under the conditions of anonymity; however, Employees will be encouraged to provide contact information to ensure proper follow-up. All submitted reports will be considered valid and recorded in the Risk Register.

Reports will be investigated by the appropriate department with support from Safety & Training. Submitted reports are non-punitive except in cases of it being determined that an event was a result of, beyond a reasonable doubt, gross negligence, or a deliberate or willful disregard of federal, state, local, or MTD regulation, procedure, or law. However, if the investigation determines that there is an opportunity for improvement on behalf of the Employee, the Employee may be subject to non-disciplinary retraining or coaching. The retraining, and the conditions leading up to it, will be documented in the Employee's file.

## **ESRP Documentation**

All hazards, close-calls, or other reports of unsafe conditions must be formally documented. All such reports must be directed to the Safety & Training Department to ensure proper documentation. Employees may report their concerns to any Staff. Recipients of such reports must inform the Safety & Training Department of all reports so they may be appropriately documented in the Risk Register.

Report takers shall not redirect Employees to the Safety & Training Department, but rather intake the report and forward the information as if the reporter wishes to remain anonymous. Any follow-up will be communicated by Safety & Training through the recipient unless the reporter waives their anonymity. Instructions on how to notify the Safety & Training Department can be found in 8 ST36 SOP Documenting Safety Concerns.

## ***Public Safety and Emergency Management***

The Continuity of Operations Plan (COOP) defines the integration of MTD with local public safety agencies and emergency management procedures. It describes the coordination with external public and private organizations following a disaster or emergency and the internal processes for a swift return to normal operations. Protocols for MTD Departments during abnormal conditions will also be defined including an off-site emergency operations control center. Staffing levels, work assignments, and other possible changes to service policies during emergencies will be defined.

## ***Public Health***

In the event of a public health crisis, such as an infectious disease outbreak, MTD will follow mandated guidance from recognized public health organizations such as but not limited to, the United States Department of Health & Human Services (HHS), Centers for Disease Control (CDC), and Illinois Department of Public Health (IDPH).

MTD will also incorporate operational measures to reduce the likelihood of exposure to personnel and the public, such as:

- Rear-door boarding
- Providing PPE
- Increased cleaning
- Suspended fare collection
- Promote social distancing

## ***Risk Assessment***

Risk Assessment at MTD is driven by the Risk Assessment Matrix. For all identified risks, the formal process will be followed and documented. For hazards that are presented informally or from other committees, the Safety & Training Director, Assistant Safety & Training Director, or Safety Program Manager will make a risk assessment. For those items that are ranked as yellow or green (low or medium ranking) in the Risk Assessment Matrix below, the Safety & Training Director's decision will be final. For more serious rankings (red), the Safety & Training Director will confer with affected Staff for assistance in the assessment. For non-urgent issues, the serious or high ranked issues will be entered into the HIRAM process.

## ***Mitigation***

Risk Mitigation is a multi-step process. Options are developed in the HIRAM process and analyzed for effectiveness and cost. The SAC, affected Staff, and ad hoc committees may be utilized to generate mitigation options. The best options will be analyzed for cost/benefit and a recommended option will be chosen. Mitigation options that require investment from other governments (University of Illinois, IDOT, and/or local governments) will be forwarded to those entities.

## ***Risk Monitoring***

For identified hazards that cannot be mitigated, the Safety & Training Director will incorporate "hazard recognition" into the appropriate training phase. It may be incorporated into classroom, road, or line instruction, or into the annual summer review trainings.

For hazards that are mitigated, the Safety & Training Director will review the mitigation activity six months and twelve months after implementation. The Safety & Training Director will document the complete or partial success of the mitigation activity. Unintended consequences will also be documented. If risk is not reduced as low as reasonably practicable (ALARP), the Safety & Training Director will consider additional mitigation measures.

## ***HIRAM Process, Explained***

### **Hazard Identification – Risk Assessment – Mitigation**

**Safety concerns requiring immediate action should be reported to any Supervisor, the Control Center, or Staff and are not a part of this process.**

The **HIRAM** process consists of **Hazard Identification**, **Risk Assessment**, and **Mitigation** alternatives. If mitigation is not possible, efforts to inform Employees of the hazard will be directed to the Safety Promotion part of the SMS.



The **Hazard Identification** step consists of input from MTD Employees to the Safety & Training Director, Assistant Safety & Training Director, or Safety Program Manager. Input can come from many sources; however, the majority of the input will likely result from the SAC and ESRP (i.e., HIR form, radio transmission, in-person communication, etc.). Employees can communicate with Supervisors and Managers for informal communication and discussion, the record of which would then be forwarded to the Safety & Training Director or Assistant Safety & Training Director.

Supervisors and Staff may request identified hazards for analysis and discussion to the Safety & Training Director for inclusion in the next SAC meeting. Hazards are identified and discussed with the SAC to fully understand potential problems. Some hazards may be mitigated quickly and will be resolved without going through the HIRAM process. Hazards that are not quickly resolved will go to HIRAM.

The SAC will review all suggestions and concerns at its meetings. There will be, at a minimum, one meeting per quarter or four meetings per calendar year. Input will be submitted to the Safety & Training Director, or designee, at least seven calendar days before the upcoming SAC meeting. The procedure that applies to joining an MTD Committee is located in MTD2071, 8 OPI SOP Committee Sign Up. For input that has a physical component, the Safety & Training Department will attempt to have photos and/or maps of the location included in the presentation for the SAC meeting. Anyone

submitting a physical hazard will be encouraged to submit photos to Safety and Training prior to the meeting. Safety and Training will submit the meeting agenda to SAC members the day before the meeting.

The SAC will discuss the risk and assign a preliminary **Risk Assessment** rating using the standard Risk Assessment Matrix. The process is generally a consensus process. Where a consensus cannot be attained, the Safety & Training Director, or designee, will choose a Risk Assessment score from those discussed by the SAC.

Some hazards may result in additional study. The Safety & Training Department may communicate with other transit systems to compare their scores for a similar risk. The SAC may ask for a survey to be conducted through MTDweb. Participation in a survey is voluntary. The SAC may revise the score in a subsequent meeting after additional information is collected and presented.

Risk Assessment Matrix				
Severity/Likelihood	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probably (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Low	Low	Low	Low

Hazard Probability

Safety Risk Index	Criteria by Index
High	<u>Unacceptable – Action Required:</u> Safety Risk must be mitigated or eliminated.
Medium	<u>Undesirable – Management Decision:</u> Top Management must decide whether

	to accept safety risk with monitoring or require additional action.
<b>Low</b>	<u>Acceptable with Review</u> : Safety risk is acceptable pending management review.

#### Hazard Severity

Severity Categories		
Description	Severity Category	Criteria
<b>Catastrophic</b>	<b>1</b>	Could result in one or more of the following: multiple deaths, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$10M.
<b>Critical</b>	<b>2</b>	Could result in one or more of the following: death, permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1M, but less than \$10M.
<b>Marginal</b>	<b>3</b>	Could result in one or more of the following: injury or occupational illness resulting in one or more lost workday(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100K, but less than \$1M.
<b>Negligible</b>	<b>4</b>	Could result in one or more of the following: injury or occupational illness not resulting in a lost workday, minimal environmental impact, or monetary loss less than \$100K

## Hazard Likelihood

Likelihood Levels			
Description	Level	Individual Item	System or Vehicle Fleet
Frequent	A	Likely to occur often in the life of an item	Continuously experienced. Potential consequence may be experienced more than once in 500 operating hours.
Probable	B	Will occur several times in the life of an item	Will occur frequently. Potential consequence may be experienced once between 500 and 6,000 operating hours.
Occasional	C	Likely to occur sometime in the life of an item	Will occur several times. Potential consequence may be experienced once between 6,000 and 60,000 operating hours
Remote	D	Unlikely, but possible to occur in the lifetime of an item	Unlikely but can reasonably be expected to occur. Potential consequence may be experienced once between 60,000 and 180,000 operating hours.
Improbable	E	So unlikely, it can be assumed occurrences may not be experienced in the life of an item.	Unlikely to occur, but possible.

**Mitigation** options are developed by Staff and the SAC. A recommended option will be chosen by the Safety & Training Department and/or the SAC. Other acceptable options developed will be documented. For options that require action by other agencies (local municipalities, FTA, State, private business, etc.), the recommended action will be forwarded. Response from those agencies will be considered by the Safety and Training Department and the recommended option may be altered.

For mitigation options that are completely within the control of MTD, the Safety & Training Department will thoroughly discuss those options with the affected departments and Top Management for acceptance, modification, or rejection. Some actions may have an impact on another group of Employees, and they will be involved in mitigation options. Budgetary analysis in accordance with the Spending Authority Policy will be developed and a decision on the most prudent course of action will be decided. The final decision will be communicated to the SAC at a subsequent meeting.

When mitigation recommendations cannot be implemented, the hazard will be defined and included in subsequent training with recommended operating procedures. Recommended operating procedures will be established jointly by Safety and Training and the affected Department (e.g. Maintenance, Operations, etc.).

**Mitigation Review** will occur at intervals no more than six and twelve months after the mitigation has been implemented to analyze the effect of the mitigation process. Successful mitigation will close the **HIRAM** process on the identified hazard. Partial or unsuccessful mitigation will be analyzed and resubmitted for analysis or closed and included in subsequent hazard training for new and existing Employees.

The Safety & Training Director, or designee, will be responsible for documentation of each step of the **HIRAM** process.

## Safety Assurance

Source(s): § 673.27

### Introduction

Safety Assurance refers to processes within a transit agency's SMS 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.

The subcomponents of Safety Assurance are:

- Safety Performance Monitoring and Measurement
- Measurement of Change
- Continuous Improvement

Safety Assurance includes the following activities:

- Developing performance targets/measures
- Conducting safety assessments

## Performance Targets and Measures

Safety assurance includes the establishment of realistic, risk-based performance targets. Performance targets are of two types: leading/key (KPI) and lagging (PI). Leading indicators are input based measures with a relationship to a product or goal. They measure and track performance before a problem occurs. Lagging indicators are outcome-based measures that are directly related to a product or goal. They measure performance against prior goals.

The current Leading Performance Indicators for Safety & Training are:

- Number of Check Rides for new Operators and Operators beyond two (2) years seniority

The current Lagging Performance Indicators for Safety and Training are:

- Safety Performance Targets required by FTA in this document located beginning on Pages 14-16 of this document
- Number of Preventable Accidents per 1,000,000 **total** vehicle miles for fixed route (MB); 50,000 **total** vehicle miles for demand response (DR)
- Non-Preventable Accidents per 1,000,000 **total** vehicle miles for fixed route (MB); 50,000 **total** vehicle miles for demand response (DR)

Safety assurance determines how well the SMS is meeting MTD's requirements and expectations. It consists of a series of processes and activities that monitor the internal processes as well as our operating environment to detect changes or deviations that can affect safety risk mitigations or cause additional safety risks.

Safety assurance includes auditing, analysis, document reviews, and evaluations to make sure that agency safety performance criteria are met and that safety risk controls are effective.

The Safety Assurance program at MTD consists of:

- Reviews and Audits
- Accident/Incident Investigation
- Event Review Committee (ERC)
- Employee Safety Reporting Program
- Quality Assurance
- Data Collection and Analysis
- Performance Management
- Equipment and Infrastructure
- Change Management

- Continuous Improvement

### ***Reviews and Audits***

MTD has a comprehensive and robust program of reviews and audits. MTD2071 has a dedicated Internal Audit Team that complies with the International Organization for Standardization Training and Examiner Provider Certification Scheme (ISO TPECS) auditing process that audits and reports on MTD2071. Internal audits are conducted three times each year. Findings and nonconformance from external audits, like the FTA's Triennial Review, APTA's Safety Audit, and financial audits, are put into MTD2071 for Top Management reporting, tracking, and follow up.

The Internal Audit function at MTD is defined in MTD2071. MTD2071 is a management system that complies with the ISO 9001:2015 and 14001:2015 Standards. A third-party auditor is also brought on site annually to perform a registrar-certified audit. Some of the processes are safety related and the auditor examines the written process and then compares actual performance to the written process. The results are used to improve performance and/or enhance compliance with the ISO Standards. Processes may also be reviewed for effectiveness in accomplishing the overall goals within MTD.

APTA Safety Audits are performed every three years. MTD began participating in APTA Safety Audits in 2005. Safety issues identified by these audits are addressed in the year after the report and the Safety & Training Director analyzes the recommendations for cost/benefit and effectiveness.

FTA Triennial Reviews may also address safety components and infrastructure issues.

*Source(s): §673.27*

The Yearly Safety Review (YSR) provides a high-level review of safety management performance that occurred within the previous calendar year and goals for the current calendar year. The YSR may use Root Cause Analysis (RCA) and Corrective Action Reports (CARs) to determine if significant changes in policy or procedure are required in the subsequent year. The Safety & Training Director is responsible for initiating and documenting the YSR. The review will be presented to the Managing Director and Deputy Managing Director prior to March 1<sup>st</sup>.

### ***Accident/Incident Investigations***

Accident and incident investigations are conducted by the Operations Support Specialist, Operations Supervisors, Assistant Operations Director, Operations Director, and/or the Safety & Training Director. Accidents and incidents that take place in the Maintenance Department or involve Maintenance Personnel are investigated by the

Maintenance & Facilities Director and Assistant Maintenance Director. Operations Supervisors investigate accidents at the scene of the event. A web form on MTDweb is filled out by an Operations Supervisor and/or any Operator involved. The SOP for the Control Center (8 OP26 SOP Control Center Manual) has protocols for Control Center response to accidents and the process for reporting and possible involvement of management in immediate response.

### ***Event Review Committee (ERC)***

Accidents that meet the NTD reporting threshold for a Major Event (S&S-40) or are otherwise of interest to the District will be investigated by the Safety & Training Department and presented to the ERC.

The ERC is a safety activity that engages multiple departments within the District. Its purpose is to consider causal factors associated with each accident and determine the need to implement potential corrective actions to prevent the likelihood of recurrence.

### ***Close-Call Reporting***

MTD defines a close-call as any event that could cause physical harm to an individual or property but did not occur. All reported close-calls are to be delivered to the Safety & Training Director, Safety Program Manager, and/or Assistant Safety & Training Director. Reporters will have the option to submit anonymously. Names of those who did submit will not be shared with anyone unless the incident is proven to be a result of, beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of laws, regulations, or procedures.

The reporting system will be facilitated through MTDweb, using the Hazard Identification Report Form. The Safety & Training Director, Safety Program Manager, and/or Assistant Safety & Training Director will submit it to the corresponding Department within MTD and provide feedback to the reporter through either an MTDweb message or through the method requested on the form.

### ***Drug Screening and DOT Medical Examination Report***

MTD complies with all requirements enacted by the United States Department of Transportation in 49 CFR 40, *Procedures for Transportation Workplace Drug and Alcohol Programs*, by the FTA in 49 CFR 653, *Prevention of Prohibited Drug Use in Transit*

*Operations*, and in 49 CFR Part 654, *Prevention of Alcohol Misuse in Transit Operations*. In addition, all MTD Employees are expected to comply with the MTD Drug and Alcohol Policy dated February 23, 2022, which defines:

- Covered Employees
- Prohibited behavior
- Consequences for violations
- Circumstances for testing
- Testing procedures
- Test refusals
- Voluntary self-referral
- Prescription drug use
- Contact person
- Non-safety sensitive Employees.

Every MTD employee expected to operate a Commercial Motor Vehicle (CMV) is required to carry a valid United States Department of Transportation/Federal Motor Carrier Safety Administration Medical Examination Report and Certificate. The intent is to ensure that all Employees are medically fit to operate a CMV and do not pose any threat to the health and safety of the Champaign-Urbana Community. All Employees who are designated as conducting or will be conducting safety-sensitive functions under 49 CFR Part 655 are required to have a valid Medical Examination Report. Safety-sensitive functions are defined in the Special Terms and Definitions found beginning on page 43 of this document.

## ***Quality Assurance***

The Quality Assurance process at MTD consists of several activities that influence the delivery of safe transit service including:

- Check Rides
- On-time Performance
- Corrective Action Reports
- Safety Monitoring

**Check Rides** are to evaluate and document Operator performance and to correct any driving characteristics that may not be consistent with original training or current operating procedures. A secondary purpose is to provide an opportunity for two-way communication and often Operators use the check ride process to express concerns, share suggestions, and ask questions.

Operators with less than two (2) years of experience operating for MTD will be checked once quarterly. Operators with more than two (2) years of experience operating for MTD will be checked bi-annually, once every six (6) months.

**On-time Performance** is a critical element in creating pressure on Operators to maintain schedule adherence while deciding on what risk level they are willing to take to maintain the schedule. For schedules that have poor adherence, the data will be analyzed by Planning and adjustments are considered to provide adequate time to maintain the schedule. On-time performance by route and time of day will be analyzed as part of the Yearly Safety Review.

**Corrective Action Plans (CAPs)** are an essential element of Quality Assurance. A Corrective Action Plan is created to respond to an identified hazard that carries an unacceptable level of risk. The difference between a CAP and a CAR is that a CAP is managed through the HIRAM process rather than process that utilizes 10 MS1 F Corrective Action Request Template. CAPs are specific to safety risk mitigation. A CAP consists of issue identification; containment; root cause description; short term corrective action; long-term preventive action; and verification of effectiveness.

**Safety Monitoring** is a triannual review of safety performance for the overall system as part of the MTD2071 Management Review. The Safety & Training Director and Deputy Managing Director will meet throughout the year to assess overall system safety data and the quality of data collected for KPIs. Data for this review can be sourced from HIRs, accident data, and other notification methods. Minutes of each meeting will include data reviewed and any recommended actions planned for the next trimester.

### ***Data Collection and Analysis***

MTD has an extensive range of data sets used throughout the organization for safety-related activity as well as general management data. MTD2071 monitors Key Performance Indicators and Performance Indicators. The Performance Targets and Measures section found previously in this document explains some of the indicators used to assess safety performance.

### **PTASP Statistical Summary**

NTD data is used to develop Performance Targets as shown starting on Page 17 of this document. This will be updated each year with data from the previous five (5) years. Goals are based on the previous five-year average and are initially set as an improvement compared to the worst year in the last five years. The calculations used are the same as those used to configure the Performance Targets. Only NTD-reportable events that meet the criteria for a “Major Event” are considered in Safety

Events; however, Injury and Assault calculations include S&S-50 Non-major Event Data in addition to Major Event data.

“Major Events”, are measured as the total number each month. A Safety and Security form 40 (S&S-40) is a Major Event Report to the NTD that captures detailed information on severe events that occur within a transit environment. Agencies must complete one S&S-40 per reportable event, regardless of how many thresholds an event meets.

PTASP Safety Targets will be included in the monthly Key Performance Indicator report and include a year-to-date total. Comparisons will be made to how close the number of safety incidents come to meeting the targets and how they compare to the previous year beginning in calendar year 2023.

### ***Equipment and Infrastructure***

Properly maintained equipment and infrastructure is a key element in providing a safe foundation for operations. MTD has processes for equipment maintenance and for daily maintenance. MTD is committed to timely replacement of equipment in its Transit Asset Maintenance (TAM) plan which provides efficient and effective replacement of buses, support equipment, and infrastructure. Operations and Safety and Training will be included in the development of equipment specifications that affect Operators through surveys and email communications.

Rolling stock performance is measured by the Maintenance & Facilities Director and focuses on:

- Mean distance between failures
- Vehicle inspection results
- Compliance with vehicle maintenance and inspection schedules

Infrastructure/Facilities measured by

- Asset conditions of MTD facilities in the TAM process.

Safety Lane Inspections occur every six months in accordance with the Illinois Department of Transportation regulations.

### ***Change Management***

*Sources: §673.27*

New hazards may be introduced by MTD-controlled events and decisions or by events caused by the private sector, or federal, state, or local government regulations and activities. MTD has a robust process for analyzing changes caused by these associated actions.

The Change Management safety process at MTD consists of several activities. There are process-driven procedures and interactive discussions with Employees. The purpose of change management is to have a thorough and thoughtful approach to change within MTD and change caused by external factors.

The primary cause of change management is solving a defined problem. The Root Cause Analysis (RCA) process is the primary method used at MTD to solve defined problems. The RCA process is defined in 10 MS3 Root Cause Analysis Procedure.

A CAP may be generated after the RCA is completed if the analysis in the RCA indicates that a CAP is needed. The RCA will be the primary element in any Change Management activities. The RCA/CAP Process may also be used for some events that are not reportable to NTD thresholds. The Accountable Executive, Deputy Managing Director, Chief Operations Officer, the Safety & Training Director, or any Department Head may initiate the RCA process.

The RCA process may also be used for some events that do not reach the level of an NTD S&S-40 requirement.

Employee involvement in the process of change at MTD consists of several activities. An internal committee structure is typically used to gather employee input to address various aspects of employment and service at MTD. Committees that have a direct or indirect impact on safety include:

- SAC
- School Outreach Committee
- Routes and Schedules Committee
- Wage and Policy Committee
- Accident Review Board (SAC Members) *(Only triggered if an employee refutes a citation)*

The SAC is directly involved in the Risk Management portion of the SMS and is the most influential committee that has an impact on safety. Proposed changes in routes, schedules, standard operating procedures, or other policies affecting safety may be reviewed by the SAC. The SAC will forward their analysis of the elements of change to the Safety & Training Director and the Accountable Executive. SAC has review authority, but the final decision rests with Top Management consisting of the Managing Director and Deputy Managing Director.

Any of the committees above may identify safety issues. These issues will be referred to the Safety & Training Director, Safety Program Manager, and/or Assistant Safety & Training Director who will determine if they should be taken to the SAC for risk analysis.

The Routes and Schedules Committee (RSC) generally identifies route and schedule problems. The SAC may also identify route and schedule issues, and these will be referred to the Planning Manager or the Committee Leader of the RSC. Similarly, the RSC may forward proposed changes to the SAC for comment or analysis.

The three primary factors that cause safety risk change at MTD are:

- New or revised routes and schedules
- New or modified equipment
- Changes in operating procedures and policies

Service analysis and development is generally performed by the Operations Director and Planning Manager with input from Operators, Staff, Supervisors, Employees, general public, and other interested groups. Significant proposed changes are published in accordance with FTA regulations to allow public input before implementation. Minor changes in schedules are implemented administratively. Recommended route and schedule changes are reviewed by, but not limited to, the Executive Team, Operations Department, Customer Service Department, Safety and Training Department, Marketing, and/or other groups affected by the changes. Internal communication of changes takes place primarily through MTDweb.

MTD operates on an annual service year with a new service year beginning in mid-August. This enables MTD to collect feedback and analysis throughout the year to prepare for the service turnover.

The Routes and Schedules Committee (RSC) reviews planned changes and offers advisory input to the Planning Manager. The RSC reviews planned changes and discusses ideas for what could be changed. In addition, the Committee discusses challenges with the current service, as well as provides frontline knowledge to predict challenges with proposed service changes. The Committee's input is both proactive and reactive depending on the issue and its timing, however nothing is implemented without their feedback and planned changes can be altered based on their feedback. RSC and Staff-level meetings are conducted to discuss changes, ideas, and progress on developing the changes and one does not specifically have to occur before the other.

At least one public hearing is conducted annually to get feedback on proposed changes and current service offerings. Notes from public hearings are kept as records by the Executive Assistant.

Equipment specifications for new equipment or modifications to existing equipment are developed by the Department that is asking for or purchasing the equipment or modification. The associated project manager and Department Heads who are requesting the new or modified equipment will review proposed specifications,

communicate with affected Employees, and evaluate their operational efficiency. The scope of impact will dictate the need for formal or informal feedback.

MTD's Procurement Manual (8 GP11 Procurement Manual) defines the application of safety principles, requirements, and representatives in Appendices 2.1 and 3.3.

- Appendix 2.1
  - Department Directors, which includes, but is not limited to, the Safety & Training Director, are included in the
    - Identification of need
    - Evaluation of offers
    - Contract/Project Administration
- Appendix 3.3
  - All bus procurements must include proof the vehicle has complied with the Altoona or other bus testing requirements. Invitation for Bid packages for buses and other support or fleet vehicles must include all the necessary FTA certification forms. The District must possess a copy of the Altoona Testing Report before final acceptance of the first vehicle.

Bulletins and standard operating procedures regarding operating policies and procedures are generally initiated and developed by the Operations Department. Top Management reviews significant operating policy changes that have a cost, service, or safety component. Minor changes are implemented by the Operations Department. These changes are typically presented to the Wage and Policy Committee depending on how far reaching the policy is. Safety issues found with policy changes can be brought up in the SAC reactively by members and attendees invited to SAC Meetings.

Review of mitigation efforts is also a part of the change management process. Efforts will be reviewed as part of the HIRAM process at six- and twelve-month intervals and the change will be evaluated to determine if the hazard has been completely or partially resolved.

Hazards created by the private sector are difficult to reduce or eliminate. The HIRAM process will analyze hazards caused by private sector entities and communicate desired changes to the private sector. MTD's efforts include ensuring third-party contractors and vendors conform to requirements as modeled in section 8.4 of the ISO 9001:2015 Standard.

Hazards caused by federal, state, and local government will be analyzed through the HIRAM process or in the Yearly Safety Review. Top Management and the Safety & Training Director will also analyze changes caused by government or local organization action as well as changes to service agreements. Mitigation responses will be

developed and presented to the agency involved through an appropriate process depending on the activity that caused the hazard and the level of government.

## ***Continuous Improvement***

*Source(s): §673.27*

The Continuous Improvement process at MTD is data driven as well as interactive. The data identified in the Data Collection and Analysis section is analyzed yearly in a timely manner by the affected departments. Changes in safety performance may be analyzed through the Root Cause Analysis (RCA) process defined in MTD2071 10 AD4. A change may be generated after the completion of the RCA process. A Corrective Action Report (CAR) may result and MTD2071 10AD1 F documents that CAR process.

The interactive part of the Continuous Improvement Process consists of several committees which report their recommendations to the associated Department Head. Focus groups may also be convened by the Safety and Training Department, Operations, or Maintenance to discuss a specific safety issue or developing deficiency. Recommendations from the focus groups are also reported to Top Management and recorded by the Safety and Training Department.

The Accountable Executive, Safety & Training Director, Top Management, and/or MTD2071 Team will implement cost-effective solutions to the safety issues that have been identified and analyzed.

## **Safety Promotion**

*Source(s): §673.29*

### ***Introduction***

Safety promotion, as the term is used in the SMS, does not refer to awards, incentives, or slogans. Safety promotion has the wider meaning of how the safety concepts, philosophy and culture of the organization are integrated into the way business is conducted in a visible, purposeful and proactive manner. Implementation of safety goals and objectives through programmatic controls with identified performance targets can be shown to promote a positive safety culture.

## Competencies and Training

MTD has a strong program of initial training, periodic performance reviews, and re-training for Operators (Bus and Paratransit), Staff who hold a Commercial Driver's License (CDL), and Maintenance Employees.

The program consists of:

- Initial Training
- Check Rides
- Summer Refresher Training
- De-Escalation Training
- Individual Re-training
- Safety and Training Department Training
- Individual Training Plans
- Maintenance Training.

**Initial training** for all Operators is the commercially-available Transit and Paratransit Company (TAPTCO) Transit Operator Development Course or Paratransit Operator Development Course. The current version is updated periodically when TAPTCO provides course upgrades to accommodate new requirements set forth by the FTA and FMCSA. Entry-level driver training (ELDT) is provided for trainees certifying for a CDL. Former employees returning to MTD may have the opportunity to participate in a modified training program where their demonstrated proficiency warrants accelerated progression through the program.

- **Classroom:** Classroom training is a minimum of seven days of hybrid instruction, consisting of TAPTCO videos and instructor-led lecture and discussion. For CDL trainees, ELDT Theory is covered during this section.
- **Road Training:** Road training is, at minimum, twenty (20) days for Bus Operators, twelve (12) days for Maintenance Employees, and three (3) days for Special Services Operators (including ADA Paratransit and C-CARTS). For CDL trainees, ELDT Range and ELDT Public Road is covered in this section. Bus Operators and Maintenance Employees also test for their CDL during this section.
- **Line Training:** Line Training consists of the Trainee providing revenue service under the supervision of a Line Training Instructor. Line Training Instructors submit Ride Reports detailing the Trainees' performance following each day to provide feedback to the Safety & Training Department. These evaluations help determine the Trainees' readiness for graduation. The minimum number of days in Line Instruction are:

- **Bus Operators:** Twenty (20) days
- **Special Services Operators:** Five (5) days
- **Maintenance Employees:** N/A

Initial training is to a “competent and confident” level and may be extended based on the decision of the Safety & Training Director or Assistant Safety & Training Director. The initial training program is documented in the individual’s training record.

**Mentor Rides** *(See Check Rides under Quality Assurance on Page 29)*

**Summer Refresher Training** is a yearly program developed by the Safety & Training Department with a curriculum determined by the previous year’s performance and/or immediate needs of the District. Input is considered from other departments including, but not limited to, Customer Service, Human Resources, Operations, and Maintenance. Summer refresher training is conducted in one-day sessions during the summer months, and may be postponed if unable to provide scheduled service.

**De-Escalation Training:** De-escalation training, in addition to the Conflict and Aggression Management section of TAPTCO, is provided during graduation to reduce the risk of transit worker assaults.

**Instructor Recertification** is conducted on a biannual basis for both Road and Line Instructors. Upon completion, the Instructors receive certificates and their training records are updated.

**Individual Retraining** is conducted for employees who are having performance problems in areas such as preventable accidents, unsafe operations, and customer service. The session is designed by S&T and is conducted by either the Assistant Safety & Training Director or Class & Road Instructors. Session lengths vary depending on the issue involved and the ability of the Operator to demonstrate successful performance of the tasks. Retraining is not considered discipline.

**Safety & Training Department Employees** receive training appropriate to their individual employee development plan. Line and Class & Road Instructors receive the “Train the Trainer” program developed by TAPTCO and taught by the Assistant Safety & Training Director or the Safety & Training Director. The Safety & Training Director and Assistant Safety & Training Director may also attend classes conducted by the Transportation Safety Institute (TSI) as necessary. Certifications from TSI are required for each person completing TSI training. The Assistant Safety & Training Director and Safety & Training Director must have valid Third-Party Certification Program Safety Officer Licenses.

**Individual Training Plans** At least one member of Safety & Training Management (Director or Assistant Director) should have the following certificates within five (5) years of the implementation of this document.

- Transit Safety and Security Program Certificate

*Optional Courses:*

- Advanced Bus Collision Investigation Certificate

**Maintenance Training** is an individualized training program depending on the position within the Department. Routine vehicle servicing training is similar in structure to driver training with less driving time, but more time on maintenance tasks. Technicians receive training proportional to their role at MTD. Hazard training that is unique to vehicle maintenance or building maintenance activities is included as needed. Training for Maintenance Employees is currently being provided by Maintenance Supervisors or vendors.

## **Safety Communication**

*Source(s): §673.29*

MTD has a strong and effective safety communication platform for general distribution and individual response. Formal communication through MTDweb is used to issue general safety notices and employees are required to log into MTDweb on days of which they work, at least once during their shift, preferably at the beginning. Other forms of communicating safety information include:

- Bulletins
- Posters
- Internal newsletter *BusLines*

The Summer Refresher Training is provided to all Operators and is a formal method for safety communication. Mentor Rides and Check Rides also allow two-way communication between Operators and Instructors. Articles in *BusLines* are also used to communicate safety issues.

Informal communication methods include two-way communication with Supervisors and the Control Center. Immediate emergencies are broadcast from the Operations Control Center via radio.

Individual Employees who express a concern via MTDweb or through a committee will be answered by the Safety and Training Director or Operations Director via MTDweb or through individual conversation.

Some activities from the **HIRAM** process may result in partial mitigation, no mitigation, or unintended consequences. If the mitigation process does not completely resolve the issue, the hazard will be incorporated into training, either in initial Operator training or in the summer retraining process.

Effective, proactive identification and management of safety risks depends on communicating organization wide commitment, beginning with training from senior leadership to the frontline worker, to identify safety risks. All Employees must then be alerted to act against those risks, then to circle back through multiple communication channels to initiate review and update the plan and controls.

## **Safety Training**

The purpose of safety training is:

- To ensure that all employees, contractors, and suppliers of a transit agency understand their roles and responsibilities as they relate to safety.
- Adopt the norms, practices, and attitudes associated with a SMS's approach and safety culture.
- Reduce the exposure of employees, customers, and the public to safety risks.

Training goals should be linked to MTD's safety goals as described in the agency Safety Plan. A needs assessment should be done regularly to assess the needs of the agency as well as different target audiences. Training evaluation should include an evaluation of the training program implementation as well as the effectiveness of training strategies (outcomes).

## **Safety Vigilance**

Crucial to the success of MTD's SMS is the establishment of a positive safety culture. The environment must be conducive to achievement of the agency's safety objectives and the ability of MTD to retain a healthy respect for, and be wary of, hazards that could develop into safety risks. It is especially important for employees to be knowledgeable about risks that are considered accident precursors and be empowered to report or act on these hazards. Being watchful and maintaining a vigilant attitude are characteristics of a positive safety culture and affect the values, attitudes, and behaviors of all Employees. These activities support the higher reliability of the safety effort to become sustainable over the long term.

## **Safety Culture**

A strong and robust safety culture is a system that defines protocols and processes and is a systematic approach to safety. MTD is committed to enhancing its current

Safety Culture with continuous education and development of safety protocols that improve safety performance. The MTD safety culture has significant involvement of Operators, Supervisors, Security, Maintenance and Facility Employees, and support personnel. The Continuous Improvement Process (CIP) is a key component in employee involvement. The MTD2071 processes and the CIP enhance the Safety Culture within MTD.

Collisions, claims, and safety events are analyzed for root cause using standard safety analysis techniques with the goal of reducing repeat events of a similar nature. The safety systems are not a function of individual personalities but are the collective performance of each individual person that creates the overall system performance. A high level of trust between employees and Department Heads creates a robust safety culture. The safety program is ingrained in MTD and transitions in personnel or employment positions do not change the commitment to safety.

Employees are encouraged to report safety concerns through both formal and informal methodologies without fear of blame or retribution. Unacceptable behaviors that are reckless or endanger other Employees or passengers are not tolerated and are defined in the MTD Employee Handbook.

## **Safety Management System Documentation**

*Source(s): §673.29, §673.31*

The Safety & Training Director is responsible for document storage. Minutes from the SAC are maintained. Internal Audits are scheduled three times a year through the MTD2071 Management System. Requests to add Safety & Training Department documentation to an upcoming internal audit can be made by any member of the MTD2071 Core Team.

SMS documentation used to develop and implement this document is to be made available upon request by the FTA or other Federal entity, or a State Safety Oversight Agency having jurisdiction.

The SMS process for documentation of safety activities includes:

- HIRAM process as shown in the Risk Management section of this document
- Documentation of informal suggestions and interactions kept in a spreadsheet with activity from the SAC
- Data collection and analysis as defined in the Safety Assurance section

- Key Performance Indicators and General Performance Indicators are collected on a monthly, quarterly, or annual basis appropriate to the indicator
- Review and analysis of new safety requirements from federal or state sources
- Triannual review of safety performance by the Accountable Executive, Top Management, and the MTD2071 Core Team during Management Reviews
- All safety data is available in the Safety & Training shared drive for review at any time by the Accountable Executive and agency leadership.

All documentation of the SMS is in the custody of the Safety & Training Director. Modifications to the document are approved by the Managing Director, who is the Accountable Executive. Documents are stored in their original and modified form for a minimum of three years.

## Appendices

### Appendix A: Special Terms and Definitions

Term	Definition
<b>Accident</b>	An Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.
<b>BusLines</b>	The monthly employee newsletter of the Champaign-Urbana Mass Transit District.
<b>Close-Call</b>	Any event that could cause physical harm to an individual or property, but did not occur
<b>Fatalities</b>	Death confirmed within 30 days, excluding suicide, trespassers, illness, or natural causes
<b>Incident</b>	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 operation of a transit agency
<b>Injuries</b>	Harm to person(s) that requires immediate medical attention away from the scene
<b>Mode</b>	The National Public Transportation Safety Plan defines the word “mode” as one of three categories: Rail Modes, Fixed Route Bus Modes, and Non-Fixed Route Bus Modes
<b>MTD2071</b>	MTD’s integrated ISO 9001:2015 and 14001:2015 Management System. MTD2071 is a District-wide effort to continually improve customer satisfaction and reduce environmental impact.
<b>S&amp;S-40</b>	Safety and Security (S&S) Major Event Report to the NTD that captures detailed information on severe S&S events that occur within a transit environment. Agencies must complete one S&S-40 (40 is the major report designation) per reportable event, regardless of how many thresholds an event meets.
<b>Safety Assurance</b>	Processes within a transit agency’s SMS 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.
<b>Safety Events</b>	Collision, derailment, fire, hazardous material spill, or evacuation
<b>Safety-Sensitive Function</b>	Defined by 49 CFR Part 655, means any of the following duties, when performed by Employees of recipients, subrecipients, operators, or contractors: (1) Operating a revenue service vehicle, including when not in revenue service; (2) Operating a nonrevenue service vehicle, when required to be operated by a holder of a Commercial Driver's License; (3) Controlling dispatch or movement of a revenue service vehicle; (4) Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service. This section does not apply to the following: an employer who receives funding under 49 U.S.C. 5307 or 5309, is in an area less than 200,000 in population, and contracts out such services; or an employer who receives funding under 49 U.S.C. 5311 and contracts out such services; (5) Carrying a firearm for security purposes.
<b>System Reliability</b>	Major mechanical failure preventing a vehicle from completing or starting scheduled trip
<b>Top Management</b>	Managing Director, Deputy Managing Director, and Chief Operating Officer
<b>Vehicle Revenue Miles</b>	The miles transit vehicles are scheduled to or actually travel in revenue service. Excludes deadhead, operator training, vehicle maintenance testing, school bus, and charter services

## ***Appendix B: List of Acronyms Used***

<b>Acronym</b>	<b>Definition</b>
<b>ASP</b>	Agency Safety Plan
<b>CAR</b>	Corrective Action Report
<b>CAP</b>	Corrective Action Plan
<b>CDL</b>	Commercial Driver's License
<b>CIP</b>	Continuous Improvement Process
<b>CMV</b>	Commercial Motor Vehicle
<b>COOP</b>	Continuity of Operations Plan
<b>DMD</b>	Deputy Managing Director
<b>DO</b>	Directly Operated
<b>DR</b>	Demand Response
<b>FMCSA</b>	Federal Motor Carrier Safety Administration
<b>ESRP</b>	Employee Safety Reporting Program
<b>FTA</b>	Federal Transit Administration
<b>HIRAM</b>	Hazard Identification – Risk Assessment – Mitigation
<b>ISO TPEC</b>	International Organization for Standardization Training and Examiner Provider Certification Scheme
<b>KPI</b>	Key Performance Indicator
<b>LLLC</b>	Look Ahead, Leave Room, Look Around, Communicate
<b>MB</b>	Motor Bus
<b>MD</b>	Managing Director
<b>MTD</b>	Champaign – Urbana Mass Transit District
<b>NTD</b>	National Transit Database
<b>OD</b>	Operations Director

<b>PI</b>	Performance Indicator
<b>PT</b>	Purchased Transit
<b>PTASP</b>	Public Transit Agency Safety Plan
<b>RCA</b>	Root Cause Analysis
<b>RSC</b>	Routes and Schedules Committee
<b>S&amp;TD</b>	Safety and Training Director
<b>SAC</b>	Safety Advisory Committee
<b>SGR</b>	State of Good Repair
<b>SMS</b>	Safety Management System
<b>TSI</b>	Transportation Safety Institute
<b>YSR</b>	Yearly Safety Review

## ***Appendix C: SMS Investigation Process***

Looking beyond the assignment of blame to an individual employee, SMS investigations allow MTD to examine how both internal and external factors may contribute to close-calls and accidents. Upon notification of a reported close-call, the Safety & Training Department and Operations Department will coordinate to review immediately-available evidence, such as video footage from vehicle and/or facility cameras.

If initial review of video footage from a close-call reveals that the employee's performance and/or behavior was appropriate, then the event and the associated data will be logged into the SMS Investigation Spreadsheet. The reporting employee will be notified that their close-call was reviewed and will receive positive feedback.

However, if the video footage reveals that the close-call may have been caused by the employee's performance, a SMS investigation will be initiated. All accidents resulting in serious injury and/or a fatality will automatically be subject to a SMS investigation.

The purpose of SMS investigations is to uncover causal factors that, if mitigated, could reduce the risk of experiencing future accidents or injuries. All SMS Investigations will be performed by, or under the oversight of, the Safety & Training Director. The investigation is a four-step process:

1. Collect and Analyze Evidence/Data
2. Conduct Interviews
3. Develop Corrective Action Plans to Prevent Recurrence
4. Investigation Conclusion & Report Distribution

### *Collect and Analyze Evidence/Data*

SMS is a data-driven approach to managing safety risks; therefore, data and evidence must be collected from the event for analysis. Sources of event data and evidence may include, but not limited to, accident/incident reports, video footage, photographs, radio transmissions, employee records, historical safety statistics, employee records, training records, vehicle maintenance records, etc. Information from the event will be compared to system data to identify conformity to operational trends. Analysis of this information provides a better insight for the investigator and assists in the preparation of interview questions.

### *Conduct Interviews*

Video footage and photographs are great at documenting events that already took place; however, they cannot provide perspective on internal factors that may have contributed to the event. That perspective can only be obtained through interviews.

The investigator will interview each employee involved in the event. Interviews will take place in a private office, and the investigator may invite an additional staff member to take notes. The interview will be recorded to ensure accuracy. The investigator(s) will use interviews and evidence to identify causal factors.

#### *Develop Corrective Action Plans to Prevent Recurrence*

Corrective Action Plans (CAPs) will be developed based on the causal factors identified after reviewing evidence and considering interview statements. CAPs are designed to manage the causal factors to reduce, or even eliminate, the risk of similar accidents from occurring in the future. CAPs can be geared towards the individual employee, the Agency, or other stakeholders involved in the transit operation. Several CAPs can be associated with an event, and their progress will be updated and tracked within 8 ST35 Corrective Action Plan Tracker.

#### *Concluding Investigation & Report Distribution*

At the conclusion of an investigation, a formal, confidential report will be generated by the investigator. The report will be provided to the employee's supervisor as well as other immediate stakeholders. A recommendation for discipline will never be included in the report. However, if the investigation reveals that, beyond a reasonable doubt, the employee's behavior was inappropriate to the degree of gross negligence, or a deliberate or willful disregard of federal, state, local, or MTD regulation, procedure, or law, discipline may be considered by the supervisor.

## ***Appendix D: Detailed Document Change Log of Current Revision***

<b>2025 Revision</b>	
<b>Item</b>	<b>Page Number(s)</b>
Updated numbers for 2024 Current Safety Performance, 2025 Safety Performance Measures, and 2025 Safety Performance Targets	13-14
Preventable Accident Rate Calculation shifted from revenue miles to total miles	26



## Memo

Champaign-Urbana Mass Transit District (MTD)  
1101 East University Avenue, Urbana, IL 61802  
217.384.8188 | mtd.org

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To Karl Gnadt, Managing Director/CEO  
From Brendan Sennett, Safety & Training Director  
Date July 30, 2025  
Subject Update to the Safety Sensitive Drug & Alcohol Policy

### A. Introduction

Per 49 CFR 655, the Federal Transit Administration (FTA) requires subrecipients of financial assistance to establish and implement a program designed to prevent alcohol misuse and prohibited drug use. The current version of MTD's Drug & Alcohol Policy was last revised in February 2022.

### B. Recommended Action

Staff recommends approval of the latest revision of MTD's Safety Sensitive Drug & Alcohol Policy.

### C. Prior Trustee Action

The current version of the Safety Sensitive Drug & Alcohol Policy was last approved by the Board of Trustees on February 23, 2022.

### D. Summary

The latest revision updates job titles and enforces a zero-tolerance policy for any positive result on a breath alcohol test (BAT). This change reflects a stricter stance on alcohol use, strengthening existing federal regulations that prohibit commercial vehicle operation when the vehicle operator's blood alcohol concentration (BAC) is 0.04 or higher.

### E. Background

FTA's Drug & Alcohol Program is a result of a tumultuous period during the 1980s when there was a concerning increase nationally in commercial vehicle accidents, many of which were attributed to drug or alcohol use by transit operators. Some of the more high-profile accidents raised public and government awareness of the critical safety risks posed by impaired operators.

## **F. Alternatives – advantages/disadvantages**

Managing a program that complies with the FTA Drug & Alcohol Program is a requirement and there is no alternative. Establishing a compliant and effective drug and alcohol program enhances public safety, improves employee performance, and avoids penalties that could impact federal funding.

## **G. Budget & Staffing Impacts**

The proposed changes will not result in additional budget or staffing impacts.



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## Champaign-Urbana Mass Transit District

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# Safety Sensitive Drug and Alcohol Policy

Effective as of 07/30/2025

Adopted by: \_\_\_\_\_  
Brendan Sennett  
Safety & Training Director  
Champaign-Urbana Mass Transit District

Adopted by: \_\_\_\_\_  
Karl Gnadt  
Managing Director  
Champaign-Urbana Mass Transit District

Adopted by: \_\_\_\_\_  
Dick Barnes  
Chair of the Board of Trustees  
Champaign-Urbana Mass Transit District

Date Adopted: 07/30/2025

Last Revised: 02/23/2022

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## Acronyms

Term	Definition
ASD	Alcohol Screening Device
ATF	Alcohol Testing Form
BAC	Blood Alcohol Content
BAT	Breath Alcohol Test
CCF	Custody and Control Form
CDL	Commercial Driver License
CMV	Commercial Motor Vehicle
DER	Designated Employer Representative
EAP	Employee Assistance Program
EBT	Evidential Breath Testing
FTA	Federal Transit Administration
FFD	Fit for Duty
MRO	Medical Review Officer
NTSB	National Transportation Safety Board
SAP	Substance Abuse Professional
USDOT	United States Department of Transportation
STT	Screening Test Technician

## 1.0 Purpose of Policy

The Champaign-Urbana Mass Transit District (hereinafter referred to as MTD) is committed to providing safe and dependable public transportation for the Champaign, Urbana, and Savoy service area. MTD values its employees, its passengers, and the public in the region. Consistent with those values, MTD's Board of Trustees and its Staff have established this Drug and Alcohol Policy.

This policy complies with USDOT 49 CFR Part 40, as amended, and FTA 49 CFR Part 655, as amended. Copies of Parts 40 and 655 are available in the Safety & Training Department upon request and can be found on the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

This policy is available on the MTD Employee Intranet, MTDweb, and printed copies are available upon request. All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this Policy are not FTA-mandated but reflect MTD's Policy. These items are noted in **bold**.

In addition, DOT has published 49 CFR Part 29, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA. **All MTD employees are subject to the provisions of the Drug-Free Workplace Act of 1988.**

All federal, state, and local laws and regulations regarding safety-sensitive employees apply to covered employees regardless of whether the law or regulation is specifically contained in this policy. Laws and regulations related to drug and alcohol use by, and testing of, safety-sensitive employees are amended periodically. In the event this Policy directly conflicts with local, state, or federal laws or regulations currently in place, the provisions of those laws or regulations will apply.

## 2.0 Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a safety-sensitive function defined in 49 CFR Part 655.4 and described in the employee's respective job description (Appendix A). You are a covered employee if you perform any of the following duties at MTD:

- Operating a revenue service vehicle, in or out of revenue service.
- Operating a non-revenue vehicle requiring a commercial driver's license.
- Controlling movement or dispatch of a revenue service vehicle.
- Maintaining (including repairs, overhaul, and rebuilding) of a revenue service vehicle or equipment used in revenue service.

- Carrying a firearm for security purposes.

### 3.0 Education and Training

Compared with the average employee, a typical drug-using employee in the workplace is:

- 2.5 times more likely to be absent eight days or more each year.
- Three times more likely to be late for work.
- 3.6 times more likely to be involved in workplace accidents.
- Five times more likely to file a workers' compensations claim, and
- Incur 300% higher medical claims.

All safety-sensitive employees hired by MTD undergo a one hour and fifteen-minute training on USDOT and FTA drug and alcohol regulations. Training covers the definition of safety-sensitive, testing types, current testing percentage rates, workplace impact of drugs and alcohol, Last Chance Agreement, understanding use, abuse and addiction, risks, signs, and symptoms, family and co-worker impact, assistance made available, and the effect of specific drugs. All employees completing training will have an opportunity to openly ask questions. Upon completion of training, all employees will sign a statement confirming they understand all requirements of the Safety Sensitive Drug and Alcohol Policy and Regulation.

All employees authorized by MTD to make reasonable suspicion determinations are required to receive sixty (60) minutes of training on the indicators of drug use and sixty (60) minutes of training on the indicators of alcohol use, for a total of 120 minutes of training. This is a one-time requirement, though MTD reserves the right to perform additional training.

In addition, MTD will conduct periodic internal campaigns to remind employees of the effects of drugs and alcohol. These campaigns are intended to serve as a reminder to the expectations of all employees within the District.

### 4.0 Work Environment Rule

All employees who are operating an MTD vehicle, present on MTD premises, or on duty, are prohibited from:

1. Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (including possession of drug paraphernalia).
2. Possessing or consuming alcohol.
3. Possessing or consuming cannabis.
4. Being under the influence of alcohol, cannabis, or an illegal drug as defined in this Policy or the Employee Handbook.

The presence of any detectable amount of any illegal drug or controlled substance in the employee's system, while on duty, is prohibited.

Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

#### 4.1 Reporting Drug & Alcohol Convictions

MTD does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Employees who are convicted of, plead guilty to, or are sentenced for a crime involving an illegal drug or alcohol are required to report the conviction, plea, or sentence to the Safety & Training Director as soon as reasonably possible not to exceed five (5) calendar days of the disposition. Failure to comply may result in discipline up to and including termination.

### 5.0 Prohibited Behavior

For purposes of this Policy, the term “drugs” includes, but is not limited to: (i) any non-prescribed controlled substance that the employee is not authorized to possess or consume by law; (ii) any substance listed in the Controlled Substances Act (720 ILCS 570 et seq.); (iii) any substance listed in the Cannabis Control Act (720 ILCS 550 et seq.); and (iv) drugs or substances which may not be limited in the Controlled Substances Act or the Cannabis Control Act but which have adverse effects on perception, judgment, memory, or coordination.

Use of illegal drugs is prohibited at all times. Prohibited drugs include:

- Phencyclidine (PCP)
- Marijuana
- Cocaine
- Opioids
- Amphetamines and methamphetamines (MDMA/MDA)

The United States Department of Transportation's Drug and Alcohol Testing Regulation – 49 CFR Part 40 – does not authorize the use of cannabis, for any reason, by a safety-sensitive employee, despite being legal for recreational use in the state of Illinois. Cannabis use by safety-sensitive employees at MTD remains prohibited. Cannabis use includes, but is not limited to:

- Recreational Marijuana
- Medical Marijuana
- Edibles

A Federal DOT 5 Panel Drug Test includes the following:

- Phencyclidine (PCP)
- Marijuana
- Cocaine
- Opioids

- Amphetamines and methamphetamines (MDMA/MDA)

MTD reserves the right under its own authority to request a Non-Federal 10 Panel Test, in addition but not limited to Barbiturates and non-Barbiturates, sedatives, Benzodiazepines (Valium, Librium, Xanax), non-amphetamines.

A Non-Federal 10 panel test includes the following:

- Benzodiazepines
- Barbiturates
- Amphetamines
- Methamphetamines
- Cocaine
- Methadone
- Oxycodone
- Opiates
- PCP
- Marijuana

Cutoff concentrations can be found in Appendix B.

## 5.1 Consequences for Drug Violation(s)

1. Following a positive drug test result or test refusal, the covered employee will be immediately removed from safety-sensitive duty and referred to an SAP in accordance with 49 CFR 655 **at the employee's expense. An applicant requesting a split sample testing following a positive test result can do so at their own expense.**
2. Depending on the facts surrounding a positive drug test, the covered employee may be **given the choice to agree to a last chance agreement as described in Section 9.0 or face immediate termination. With immediate termination, the employee will not be allowed to re-apply for two (2) years.**

## 6.0 Alcohol Use

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions when their ability to perform assigned functions is adversely affected by alcohol. The federal prohibition on blood alcohol concentration (BAC) for employees performing safety-sensitive functions is 0.04 or greater **However, MTD maintains a strict zero-tolerance policy that prohibits safety sensitive employees from having any amount of alcohol in their system while on duty.**

### 6.1 Consequences for Alcohol Violation(s)

1. **Following a positive alcohol test greater than 0.00, or a test refusal, the employee will be immediately suspended pending termination. The time while suspended will be unpaid.**
  - a. **Depending on the facts surrounding a positive alcohol test, the**

**covered employee may be given the choice to agree to a last chance agreement as described in Section 9.0 or face immediate termination. With immediate termination, the employee will not be allowed to re-apply for two (2) years.**

2. A refusal to submit a BAT will result in immediate termination of employment.

## **7.0 Prescription and Over-the-Counter Use**

The appropriate use of legally prescribed drugs and non-prescription drugs is permitted. However, the use of any substances which carry a warning label that indicates mental functioning, motor skills, or judgement may be adversely affected must be reported immediately to the Safety & Training Director or Safety Program Manager using the Prescription Approval Form (Appendix C). The Prescription Approval Form will then be reviewed by MTD's MRO. Employees must never perform any safety-sensitive function while impaired and/or experiencing medication side effects related to mental functioning, motor skills, or judgement.

A safety-sensitive employee may not use any Schedule I drug. Schedule I drugs are substances that have no currently accepted medical usage in the United States, an absence of accepted safety for use under medical care, and a high potential for abuse. These substances can include, but are not limited to, amphetamines, narcotics, or other habit-forming drugs, such as heroin, LSD, marijuana, peyote, methaqualone, and ecstasy. An employee may not use any non-Schedule I substance identified in 21 CFR part 1308 unless the use is prescribed by a licensed medical practitioner, as defined in § 382.107, who is familiar with the employee's medical history and has advised that the substance will not adversely affect the employee's ability to safely complete safety-sensitive duties.

MTD will keep all reported medications confidential. Employees taking a prescribed medication at work must carry it in the container labeled by a licensed pharmacist. All prescription medications taken through prescription or over the counter must be disclosed on a safety-sensitive employee's DOT Medical Examination Report Form in the correct dosage at the time of the DOT physical exam. Any non-disclosure or fabrication on the Medical Examination Report Form by an employee will constitute a falsification of an employment document (Section Four of the MTD Employee Handbook) and a Federal form, which will lead to medical disqualification and being deemed unfit to operate.

The use of medical marijuana is prohibited at all times.

NOTE: 49 CFR Part 40, at 40.151(e) - does not authorize "medical marijuana" under a state law to be a valid medical explanation for a transportation employee's positive drug test.

The misuse or abuse of legal drugs while performing safety sensitive functions through the course of employment is prohibited. For DOT drug testing, if the MRO determines that an employee has a legitimate medical reason for the presence of a prohibited drug in their urine specimen, the MRO will report the test result negative to MTD.

## 7.1 Fitness for Duty Exam

MTD reserves the right to order a Fitness-for-Duty exam (FFD). FFD exams are specialized medical evaluations used to determine if an employee can perform the essential functions of a job without risking injury to themselves or co-workers.

If a safety-sensitive employee discloses that they are unable to work due to medical reasons, the Safety & Training Director, Human Resources Director, or designee may require the employee to undergo a FFD medical evaluation at MTD's expense.

Situations that may require a FFD exam include but are not limited to:

- New medical condition
- Inability to perform required functions of the position

MTD does not offer light duty job functions to employees in safety-sensitive positions and employees will be placed on leave during the duration of the FFD medical evaluation until the MRO has released the employee. The employee will be allowed to use accumulated earned time leave and vacation leave during the leave to cover the absence. Depending on the circumstances, FMLA and/or District Disability leave might be apply to the absence.

## 8.0 Inspections

MTD reserves the right to inspect all portions of its premises, including its vehicles, for drugs, alcohol, or other contraband. Employees, contract employees, and visitors will be asked to cooperate with inspections of their persons, work areas, and property that might conceal a drug, alcohol, or other contraband. Personal property (purses, backpacks, etc.) may only be searched in limited circumstances and for compelling purposes, such as reasonable suspicion that the property contains illegal drugs, alcohol, or other contraband such as drug paraphernalia. Employees who possess such contraband or refuse to cooperate will be subject to appropriate discipline, up to and including termination. Employers of contract employees will be notified of violations of this policy; and visitors will be required to leave the premises immediately.

Supervisory personnel will receive training on how to properly conduct inspections during annual reasonable suspicion training.

## 9.0 Last Chance Agreement

After a positive drug or alcohol test as described in the previous sections (pre-employment test excluded), the MTD may offer an employee a choice to agree to a last-chance agreement or face immediate termination, depending on the circumstances surrounding the positive test. With immediate termination, the employee will not be allowed to re-apply for **two (2) years**. If the MTD offers a last-chance agreement and the employee pursues that option, they will be referred to an SAP, must make an appointment, and provide documentation of enrollment no later than five (5) business days after signing the agreement. After signing the last-chance agreement, the employee will be suspended during the time of treatment. They may use accumulated benefit time during treatment. All costs of the treatment will be the employee's responsibility and may be eligible for insurance coverage. Upon successful completion of the treatment, the employee must pass an observed return to duty test. They will then undergo a specific amount of unannounced observed follow-up tests, determined by the SAP, in addition to any random, post-accident, or reasonable suspicion testing that may occur. **If during the duration of the agreement, the employee violates this last-chance agreement the employee will be subject to immediate termination from employment.** Employees may utilize the last-chance agreement only once during their employment.

## 10. Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test is encouraged to voluntarily seek professional rehabilitation services before any substance use or dependence affects their job performance.

The Safety & Training Director, Assistant Safety & Training Director, or the Safety Program Manager will refer the individual to the EAP for substance abuse counseling services.

The Substance Abuse Counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Any safety-sensitive employee who agrees to pursue treatment for a drug and/or alcohol problem will immediately be removed from their safety-sensitive functions and will not be allowed to work until successful completion of a prescribed rehabilitation program.

The cost of any treatment or rehabilitation services will be paid by the employee or their insurance provider. Employees will be allowed to take accumulated benefit time to participate in the prescribed treatment.

The employee must have a negative non-DOT return-to-duty drug and/or alcohol test and the employee will sign a *Last-Chance Return-to-Duty Work Agreement* before returning to

work and must be subject to unannounced non-DOT follow-up tests for a period of one to five years. The follow-up test costs are the responsibility of MTD.

Failure to complete the prescribed rehabilitation program by the Substance Abuse Counselor or testing positive in any non-DOT follow-up testing, DOT random testing, DOT post-accident testing, or DOT reasonable suspicion testing may result in immediate termination.

Self-referrals will not be reported to the FTA.

## 11. Circumstances for Testing

All safety-sensitive employees are subject to drug and alcohol testing in the scenarios provided below. USDOT Rule 49 CFR Part 40 Section 40.210 states only urine specimens screened and confirmed by Department of Health and Human Services certified laboratories are allowed for drug testing.

For alcohol tests, Rule 49 CFR Part 40 Section 40.277 only permits breath and saliva tests for the initial screening test. A breath test will be used for the second test to confirm initial results using approved devices.

Drugs	Alcohol
<ul style="list-style-type: none"><li>• Pre-Employment</li><li>• Post-Accident</li><li>• Reasonable Suspicion</li><li>• Random</li><li>• Follow-Up</li><li>• Return to Duty</li></ul>	<ul style="list-style-type: none"><li>• Post-Accident</li><li>• Reasonable Suspicion</li><li>• Random</li><li>• Follow-Up</li><li>• Return to Duty</li></ul>

An employee may be allowed to continue to perform safety-sensitive duties, depending on circumstances, while awaiting test results under the following conditions:

- Random Testing
- Post-Accident Testing
- Follow-Up Testing

An employee must await a negative test clearance before allowed to work a safety-sensitive job function under the following conditions:

- Pre-Employment Testing
- Reasonable Suspicion Testing
- Return to Duty Testing

### 11.1 Pre-employment Testing

A negative pre-employment drug test result is required before an applicant can first perform safety-sensitive functions. [Section 655.41(a)(1)] If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions. [Section 655.41(c)].

***Applicants must begin work within 45 days of the pre-employment drug test. If an applicant is not able to begin work within 45 days of the test, they must be re-tested with a verified negative test. MTD will cover the costs of the test if MTD is responsible for the delay.***

If an applicant tests positive, the applicant **will be disqualified for a safety-sensitive position** and will be contacted via mail with a list of Substance Abuse Program (SAP) providers in the Champaign-Urbana area. **If the applicant intends to re-apply for employment at MTD, they must complete the SAP treatment plan, at their own expense, prior to re-application.**

**Applicants who are disqualified due to a positive pre-employment drug test may re-apply after two (2) years and must submit to the Safety & Training Director as a condition of hire a certificate on which the SAP certifies that the individual has successfully participated and completed the prescribed treatment program. The employee will be required to demonstrate negative drug and alcohol tests results upon their return to work, and on all follow-up test(s) as recommended by the SAP professional.**

**An applicant requesting a split sample testing following a positive test result can do so at their own expense. If results are negative, MTD may consider advancing the hiring process.**

As part of the hiring process, the applicant is required to authorize MTD to request the Drug and Alcohol Previous Employer Release of Information Form (49 CFR part 40 section 40.25). **If MTD is made aware that the employee was disciplined or terminated for any drug or alcohol violations with a previous employer within the last two (2) years, MTD will decline to hire the applicant or terminate employment, unless the applicant can submit documentation of their successful participation in and completion of the SAP treatment program, as well as a negative Return-to duty and follow-up test(s) results.**

If a current covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days and has not been in the random testing pool during that time, the employee must complete a pre-employment drug screen before they can return to a safety-sensitive function.

## **11.2 Random Testing**

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing may be conducted at any time of the day when safety-sensitive functions are performed. [49 CFR 655.45(g)] Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online [www.transportation.gov/odapc/random-testing-rates](http://www.transportation.gov/odapc/random-testing-rates).

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made. MTD's contracted MRO generates the list of employees to be randomly tested each quarter.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty. [49 CFR 655.45(i)]

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed with the Supervisor or designee to the designated testing site. They will be paid for the scheduled work during the time removed from duty.

### 11.3 Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when MTD has reasonable suspicion to believe the covered employee is under the influence of drugs or alcohol.

A reasonable suspicion referral for testing will be made by a trained Supervisor based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, and/or body odors of the covered employee.

Covered employees will be subject to reasonable suspicion drug and alcohol testing before the employee is to perform safety-sensitive functions, while the employee is performing safety-sensitive functions, and after the employee has ceased performing such functions.

**The employee will be removed from regularly scheduled work assignments awaiting a test result for reasonable suspicion testing. They will be paid for the scheduled work during the time removed from duty and must be prepared to return to work as soon as negative test results are received.**

### 11.4 Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents:

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests are conducted on each surviving covered employee operating the MTD

vehicle(s) involved at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by MTD using the best information available at the time of the decision, will be tested.

#### Non-Fatal Accidents:

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating MTD vehicle(s) at the time of the accident if at least one of the following conditions is met unless the covered employee can be completely discounted as a contributing factor to the accident:

1. The accident results in injuries requiring immediate medical treatment away from the scene
2. One or more vehicles incurs disabling damage and must be towed away from the scene

In addition, any other covered employee whose performance could have contributed to the accident, as determined by MTD using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

All covered employees required to take a post-accident test are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until they submit a post-accident drug and alcohol test, whichever occurs first.

The investigating Supervisor shall complete the Post-Accident-Decision Making Form (Appendix E). This form is used to determine the need of a post-accident test under 49 CFR Part 655.

If DOT-defined post-accident thresholds have not been met, but the investigating Supervisor cannot totally rule out the actions of the Operator as a contributing factor in the accident based on the information available on-scene, the investigating Supervisor may request a non-DOT drug and alcohol test.

The covered employee will be paid for the scheduled work during the time removed from duty.

### 11.5 Return to Duty Testing

Return to Duty testing is conducted when an employee has violated MTD's Drug and Alcohol Policy and was permitted to participate in the Last Chance Agreement Program.

Return to Duty testing is conducted after the employee has completed the SAP's treatment and/or education requirements.

This test is required for an employee to return to safety-sensitive duty. The initial Return-to-Duty test, as well as subsequent tests, can be for drugs, alcohol, or both.

This test must be directly observed (see Section 14.0) and the employee must have negative results to return to duty for a drug test, and the alcohol test result must be less than 0.02.

After completing the SAP-required program of education and treatment, the employee must provide a negative return-to-duty drug test result and/or an alcohol test result **with a BAC no greater than 0.00**.

Return-to-duty and follow-up drug testing will be directly observed.

## 11.6 Follow-up Testing

All return-to-duty and follow-up testing will be conducted in accordance with 49 CFR Part 40, subpart O.

An employee who agrees to a Last-Chance Agreement must participate in follow-up testing after completion of the treatment plan and return-to-duty testing. It serves as assurance that an employee is performing safety-sensitive work in an alcohol-free and/or drug-free manner. Even though treatment can be short term, the rehabilitation process for recovering alcohol abuse and drug use usually requires long-term effort on the part of the individual. Because most relapses occur during the 12-months following treatment, associated efforts can be enhanced when the recovering employee is required to participate in a follow-up testing program. Follow-up testing could last up to 60 months.

- MTD must conduct follow-up testing in accordance with the SAP's prescribed plan once the employee has returned to safety-sensitive duties.
- MTD must schedule follow-up tests, and ensure tests are unannounced with no discernable pattern as to their timing with no advance notice [40.309(b)]
- All follow-up tests are observed tests. (14.0 Observed Collection).
- The employee will remain in the random drug and alcohol testing pool.
- Follow-up alcohol testing may only be performed just before, during, or just after the performance of safety-sensitive functions. (Drug testing may be conducted anytime the employee is on duty.) They will be paid for the scheduled work during the time removed from duty.

## 12. Testing Procedures

MTD and its contracted collection site will follow all testing procedures set forth by DOT Urine Specimen Collection Guidelines for the USDOT Workplace Drug Testing Programs 49 CFR Part 655 and Part 40.

## 12.1 Drug Screenings

The collector will perform the following for drug testing:

1. Require the employee to provide valid identification (a photo ID issued by the employer, federal, state, or local government, valid CDL). Photocopies and faxes are not acceptable. If the employee cannot produce a valid form of identification, the DER must be contacted to identify the employee.
2. Explain basic collection procedure.
3. Direct the employee to remove outer clothing and empty pockets and to leave garments and other personal items in a secured location.
4. Allow employee to keep their wallet.
5. Advise the employee that failure to comply will constitute as a refusal to test.
6. The employee must only provide their employee number and ensure that it is accurate in Step One of the Custody and Control Form (CCF).
7. Direct employee to wash/dry hands.
8. Ensure the specimen cup is selected, sealed, and will unwrap collection cup in front of employee.
9. Secure the urination facility before collection.
10. Direct employee to go into room, provide 45ml of urine, not to flush the toilet, and return specimen cup to the collector.
11. Check for minimum amount of urine required. If not, the shy bladder procedure will start.
12. Check specimen for temperature, signs of tampering, unusual color, and odor.
13. Divide specimen into two containers. The primary with 30ml and split with 15ml.
14. Secure the lids and place tamper evident seals on the specimen bottles.
15. Direct employee to initial and date specimens.
16. Direct employee to read and sign Step Five of CCF, certifying the employee has supplied their own urine specimen to the collector; that it has not been adulterated in any manner; each specimen bottle used was sealed with a tamper-evident seal in their presence; and the information on the form and on the label affixed to each specimen bottle is correct.
17. Ensure that all copies are legible, complete, and hand to the employee the carbon copy number five (5).
18. Ensure employee observes that both specimen bottles are placed in plastic bag and secured.
19. Advise employee that they may leave the collection site.

## 12.2 Alcohol Screening

The collector will perform the following for alcohol testing:

1. Require the employee to provide valid identification (a photo ID issued by the employer, federal, state, or local government, and valid CDL). Photocopies and faxes are not acceptable. If the employee cannot produce a valid form of identification, the DER must be contacted to identify the employee.

2. Explain the testing procedure.
3. Use a Federal Alcohol Testing Form (ATF).
4. Complete Step One of the ATF with the employee's name, employee identification number, employer name, employer street address, name(s), and phone number of DER, and reason for the test.
5. Direct employee to complete Step Two of the ATF with their signature and the date, where the employee acknowledges they are about to submit to alcohol testing required by the USDOT regulations and the identifying information provided is true and correct.
6. Open an individually sealed mouthpiece and attach to the EBT device.
7. Instruct the employee to blow forcefully into the mouthpiece for at least six seconds or until EBT indicates an adequate amount of breath has been obtained.
8. Show the employee the result displayed on the EBT.
9. If the EBT is not designed to print, the following information will be recorded in Step Three of the ATF. If designed to print, the result will be attached to the ATF:
  - a. Test Number
  - b. Testing Device Name
  - c. Serial Number
  - d. Time
  - e. Test results
10. If the EBT prints the result, the technician will affix the paper strip to the ATF using tamper-evident tape.
11. If screening result is 0.019 or below:
  - a. Complete the certification in Step Two with the employee signature, where the employee acknowledges they are submitting to alcohol testing required by USDOT regulations and the identifying information provided on the form is true and correct
12. Carbon Copy Two of the ATF is given to the employee.
13. If the confirmation result is less than 0.02:
  - a. Complete the certification on Step Three with the following information if the EBT is not designed to print. If designed to print, the result will be attached to the ATF:
    - i. Identifications of the machine
    - ii. Sequential test number
    - iii. Test results
    - iv. Carbon Copy Two of the ATF is given to the employee
14. If screening test result is greater than or equal 0.02 a confirmation test is required. The employee will have a 15-minute waiting period and steps 6-12 will be repeated.
15. If the confirmation test result is greater than or equal 0.02:
  - a. Complete the certification on Step Three
  - b. Direct the employee to sign and date Step Four of the ATF certifying that the employee has submitted to the alcohol test, the results of which are accurately recorded on this form and acknowledges they must not perform safety-sensitive duties because the results are 0.02 or greater.
  - c. The confirmation test will be conducted at least 15 minutes, but not more than 30 minutes, after the completion of the initial test. This delay prevents any accumulation of alcohol in the mouth from leading to an artificially high reading.

The employee cannot eat, drink, or put any object or substance in his or her mouth. To the extent possible, the employee must not belch while awaiting the confirmation test.

#### 12.2.1 Saliva Alcohol Testing

16. If an employee is unable to produce a sufficient breath sample for the EBT device, the Collector can change to a Saliva ASD, only if the Breath Alcohol Technician is also qualified to act as a Screening Test Technician. The employee must follow the collector's instructions and keep the mouth swab in their mouth for the allotted time until a sufficient saliva sample is provided. The same paperwork completed for a breath test will be used. If a confirmation test is needed, it must be completed using a Breathalyzer test.

### 12.3 Shy Bladder

If an employee or applicant cannot produce a minimum of 45 mL of urine on their initial attempt, the collector starts the shy bladder clock. The employee is afforded a period of no more than three (3) hours to produce a specimen of minimum volume. During the three-hour window, the donor should be offered fluid not to exceed 40 ounces. It is not required for the employee to drink the fluid.

Once the three-hour window has passed and the employee or applicant cannot produce a specimen of the minimum volume, the employee will be directed by the DER to obtain a medical evaluation by a physician, who is acceptable to the MRO within five (5) business days. The referring physician must have expertise in the medical issues raised by the employee's failure to provide a sufficient specimen. After conducting the evaluations, the referring physician must make a recommendation to the MRO regarding whether there is an adequate basis for determining a medical condition. Ultimately the MRO makes the determination.

The employee must remain at the collection site for the duration of the three-hour window or until they produce a specimen of minimum volume, whichever occurs first. If the employee leaves the collection site prior to the end of the three-hour window and a specimen of minimum volume is not produced, it is considered a refusal to test. Test refusals and related consequences are described in Sections 5.1 and 6.1 and 15.0 **Test Refusals** of this Policy. Depending on the circumstances, the employee may remain performing safety-sensitive duties, pending the results of the shy bladder evaluation.

### 12.4 Shy Lung

A shy lung occurs when an employee is unable to provide a sufficient breath sample to perform a breath alcohol test. If an employee is unable to provide a sufficient sample:

- The employee will be allowed a second attempt to provide a sufficient volume of breath. Additional attempts are at the discretion of the BAT.
- BAT can attempt to conduct the test in manual mode (if EBT device has that capability), or

- Change to a Saliva ASD. This must be conducted by a STT

If no valid medical reason can be concluded, it will constitute as a refusal. Related consequences are described in 6.1 Consequences for Violation and 15.0 Test Refusals of this policy.

## 12.5 Dilute Urine Specimen

A dilute specimen is a urine sample that has a higher-than-average water content. If a person drinks an excessive amount of fluid, their urine may be diluted, meaning there is more water in the specimen than actual urine. This is measured at the laboratory using the creatinine levels and specific gravity.

### 12.5.1 Negative Dilute

If the first result is negative-dilute, MTD is permitted to conduct only one additional retest.

The retest must not be collected under direct observation, (creatinine levels of the dilute specimen is greater than 5mg/dL) unless directed by the MRO to do so, or there is another basis for use of direct observation (e.g., during the re-collection, the employee provides a specimen out of the acceptable temperature range). The result of the second test will be the test result of record, unless directed by the MRO.

Dilute negative results with a creatinine level that is greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate re-collection under direct observation (see 49 CFR Part 40, section 40.67).

### 12.5.2 Positive Dilute

If an employee or applicant's specimen results in a diluted positive, it is treated as a verified positive test.

## 13. Employee Requested Testing

Any safety sensitive employee who questions a positive, adulterated, or substituted test result of a required test identified in this Policy may request that the split sample be tested. This test must be conducted at a different DHHS certified laboratory. The test must be from the split sample that was provided by the employee at the same time as the original sample.

The employee's request for a split sample test must be made to the MRO within 72 hours of notice of the original sample verified test result. The MRO will continue to follow Paragraph 40.141 when obtaining information for the verification process to determine if an employee has a legally valid prescription consistent with the Controlled Substance Act. *The employee has five (5) business days for the prescribing physician to contact the MRO to discuss an alternative*

*medication and will be placed on unpaid leave. A request after 72 hours may only be accepted if the delay was due to documentable facts that were beyond the control of the employee.*

**The employee requesting the test will be responsible for the cost. Once the test is requested, they need to immediately (<24 hours) submit a payroll deduction form to MTD's Finance Department for the total cost of the test, as determined by the MRO's office. Failure to pay for the split test will be considered a Test Refusal and will result in possible termination.**

## 14. Observed Collection

It is required by DOT Rule 49 Part 40 Section 40.67 to send an employee for a directly observed urine collection with no advance notice if the MRO determines a specimen provided is suspected of being adulterated, substituted, or invalid without a legitimate medical reason or because the collection is for a return-to-duty or follow-up test. The United States Department of Health and Human Services states the observer's gender must be the same as the donor's gender, which is determined by the donor's gender identity. The donor's gender identity may be the same as or different from the donor's sex assigned at birth.

DOT's 49 CFR Part 40 directly observed urine collections are authorized and required only when:

- The employee attempts to tamper with their specimen at the collection site.
- The specimen temperature is outside the acceptable range.
- The specimen shows signs of tampering unusual color / odor / characteristic; or
- The collector finds an item in the employee's pockets or wallet which appears to be brought into the site to contaminate a specimen; or the collector notes conduct suggesting tampering.
- The MRO orders the direct observation because:
  - The employee has no legitimate medical reason for certain atypical laboratory results; or
- The employee's positive or refusal, adulterated, or substituted test result had to be cancelled because the split specimen test could not be performed (for example, the split was not collected).
- It is a Return to Duty or Follow-Up test.

If the collector is not the observer, the collector must instruct the observer about the procedures for checking the employee for prosthetic or other devices designed to carry "clean" urine and urine substitutes AND for watching the employee urinate into the collection container.

- The observer requests the employee to raise his or her shirt, blouse, or dress / skirt, as appropriate, above the waist, just above the navel; and lower clothing and underpants to

mid-thigh and show the observer, by turning around, that the employee does not have such a device.

- If the Employee Has a Device: The observer immediately notifies the collector, the collector stops the collection, and the collector thoroughly documents the circumstances surrounding the event in the remarks section of CCF. The collector notifies the DER. This is a refusal to test.
- If the Employee Does Not Have a Device: The employee is permitted to return clothing to its proper position for the observed collection. The observer must watch the urine go from the employee's body into the collection container. The observer must watch as the employee takes the specimen to the collector. The collector then completes the collection process.

Failure of the employee to permit any part of the direct observation procedure is a refusal to test.

### 14.1 Invalid Results

An invalid result occurs when it is reported by a laboratory that a urine specimen contains an unidentified adulterant, contains an unidentified interfering substance, has an abnormal physical characteristic, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing testing or obtaining a valid drug test result. With an invalid test result, the MRO will contact the employee directly to determine whether the employee wants to discuss the test results and provide a new specimen under direct observation. If the employee admits adulterating or substituting the specimen to the MRO, the MRO will verify the result as a refusal to test. If the employee declines to discuss the results, the MRO will cancel the test and require a re-collection under direct observation. If the employee fails to undergo the re-collection, then the employer deems a refusal. If the employee has a valid medical explanation for the invalid result that can be verified, no direct observed collection is needed. Split specimen testing is not permitted when results return marked as invalid.

## 15. Test Refusals

A refusal to test is the same as a positive test. A covered employee is considered to have refused to test if they:

1. Fail to show up for any test (except a pre-employment test) within a reasonable time after being directed to do so by the employer.
2. Fail to remain at the testing site until the testing process is complete, provided that an employee who leaves the testing site before the testing process commences for a pre-employment test is not considered to have refused to test.
3. Fail to provide a urine specimen or fail to attempt to provide a saliva or breath specimen for any drug or alcohol test as required by this policy and 49 CFR Parts 655 and 40, provided that an employee who does not provide a urine specimen because he or she

has left the testing site before the testing process commences for a pre-employment test will not be considered to have refused to test.

4. In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring in providing a specimen.
5. Fail to sign the certification at Step 2 of the Alcohol Testing Form.
6. Fail to provide a sufficient amount of urine or a sufficient amount of breath, when directed; unless it has been determined, through a required medical evaluation, that there was an adequate medical explanation for the failure.
7. Fail or decline to take an additional test the employer or collector has directed the covered employee to take.
8. Fail to undergo a medical examination or evaluation as directed by the MRO as part of the verification process, or as directed by the employer concerning the evaluation as part of the shy bladder or insufficient breath procedures. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment.
9. Fail to cooperate with any part of the drug or alcohol testing process (e.g., refuses to empty pockets when directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector).
10. For an observed collection, fail to follow the observer's instructions to raise his/her clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the covered employee has any type of prosthetic or other device that could be used to interfere with the collection process.
11. Possess or wears a prosthetic or other device that could be used to interfere with the collection process.
12. Admit to the collector or the MRO that the covered employee has adulterated or substituted the specimen.
13. Fail to remain readily available following an accident.

**Failure to immediately pay (<24 hours) for a split test through MTD's payroll deduction, once the test has been requested.**

Covered employees who refuse to take a drug and/or alcohol test will incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions and referred to an SAP.

## 16. Contact Person

For questions about MTD's Drug and Alcohol Policy, contact the Safety & Training Director, **Assistant Safety & Training Director**, or Safety Program Manager.

Questions for the MRO and the drug screening collections should be directed to the MRO. Current MRO contact information may be obtained from the Safety & Training Department.

## Appendix A: DOT Safety-Sensitive Positions

Positions that are covered by 49 CFR Part 655 and 49 CFR Part 40 are considered safety-sensitive positions. The FTA defines a safety-sensitive position as one that performs one or more of the following functions:

- Operating a revenue service vehicle
- Operating a non-revenue service vehicle requiring a CDL
- Controlling dispatch or movement of a revenue service vehicle
- Maintaining a revenue service vehicle or equipment
- Carrying a firearm for security purposes

The list below includes, but is not limited to, positions that have been identified by MTD Leadership as safety-sensitive due to the increased likelihood or frequency of performing the aforementioned safety-sensitive functions. Positions not included in the list below that perform safety-sensitive functions in a non-emergency situation will be covered by this Policy.

- |  |                                     |
|--|-------------------------------------|
| • Advanced Technician                  | • Maintenance & Facilities Director |
| • Assistant Maintenance Director       | • Maintenance Supervisor            |
| • Assistant Operations Director        | • Master Technician                 |
| • Assistant Safety & Training Director | • Operations Director               |
| • Body Shop Advanced Technician        | • Operations Supervisor             |
| • Body Shop Foreman                    | • Part-Time Bus Operator            |
| • Body Shop Intern                     | • Safety & Training Director        |
| • Body Shop Technician                 | • Safety Program Manager            |
| • C-CARTS Operator FT                  | • Schedule Supervisor               |
| • C-CARTS Operator PT                  | • Service Planner                   |
| • C-CARTS Scheduler FT                 | • Service Worker                    |
| • C-CARTS Scheduler PT                 | • Special Services Manager          |
| • Dispatch Supervisor                  | • Special Services Operator FT      |
| • Fleet Utility Worker                 | • Special Services Operator PT      |
| • Foreman                              | • Technician                        |
| • Full-Time Bus Operator               | • Technician Intern                 |
| • Inventory Specialist                 | • Transportation Analyst Planner    |
| • Inventory Supervisor                 | • Vehicle Technology Supervisor     |
| • Limited Bus Operator                 | • Vehicle Technology Technician     |

**This list does not include any interns that may be hired for safety-sensitive duties. All new hires and interns performing safety-sensitive duties will be notified upon hire of this policy's applicability and may not be included in this list in the event a new position is created.**

## Appendix B: Cutoff Concentrations for Drug Tests

DOT Rule 49 CFR Part 40 Section 40.87

- a. A laboratory must use the cutoff concentrations displayed in the following table for initial and confirmatory drug tests. All cutoff concentrations are expressed in nanograms per milliliter (ng/mL). The table follows:

Initial test analyte	Initial test cutoff <sup>1</sup>	Confirmatory test analyte	Confirmatory test cutoff concentration
Marijuana metabolites (THCA) <sup>2</sup>	50 ng/mL <sup>3</sup>	THCA	15 ng/mL.
Cocaine metabolite (Benzoylecgonine)	150 ng/mL <sup>3</sup>	Benzoylecgonine	100 ng/mL.
Codeine/ Morphine	2000 ng/mL	Codeine Morphine	2000 ng/mL. 2000 ng/mL.
Hydrocodone/ Hydromorphone	300 ng/mL	Hydrocodone Hydromorphone	100 ng/mL. 100 ng/mL.
Oxycodone/ Oxymorphone	100 ng/mL	Oxycodone Oxymorphone	100 ng/mL. 100 ng/mL.
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL.
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL.
Amphetamine/ Methamphetamine	500 ng/mL	Amphetamine Methamphetamine	250 ng/mL. 250 ng/mL.
MDMA <sup>4</sup> /MDA <sup>5</sup>	500 ng/mL	MDMA MDA	250 ng/mL. 250 ng/mL.

<sup>1</sup>For grouped analytes (i.e., two or more analytes that are in the same drug class and have the same initial test cutoff):

**Immunoassay:** The test must be calibrated with one analyte from the group identified as the target analyte. The cross-reactivity of the immunoassay to the other analyte(s) within the group must be 80 percent or greater; if not, separate immunoassays must be used for the analytes within the group.

**Alternate technology:** Either one analyte or all analytes from the group must be used for calibration, depending on the technology. At least one analyte within the group must have a concentration equal to or greater than the initial test cutoff or, alternatively, the sum of the analytes present (i.e., equal to or greater than the laboratory's validated limit of quantification) must be equal to or greater than the initial test cutoff.

<sup>2</sup>An immunoassay must be calibrated with the target analyte, Δ-9-tetrahydrocannabinol-9-carboxylic acid (THCA).

<sup>3</sup>**Alternate technology (THCA and Benzoylecgonine):** When using an alternate technology initial test for the specific target analytes of THCA and Benzoylecgonine, the laboratory must use the same cutoff for the initial and confirmatory tests (i.e., 15 ng/mL for THCA and 100ng/mL for Benzoylecgonine).

<sup>4</sup>Methylenedioxymethamphetamine (MDMA).

<sup>5</sup>Methylenedioxyamphetamine (MDA).

- b. On an initial drug test, you must report a result below the cutoff concentration as negative. If the result is at or above the cutoff concentration, you must conduct a confirmation test.
- c. On a confirmation drug test, you must report a result below the cutoff concentration as negative and a result at or above the cutoff concentration as confirmed positive.
- d. You must report quantitative values for morphine or codeine at 15,000 ng/mL or above.

[65 FR 79526, Dec. 19, 2000, as amended at 75 FR 49862, August 16, 2010; 77 FR 26473, May 4, 2012; 82 FR 52244, November 13, 2017]

## Appendix C: Prescription Approval Form

MTD's safety-sensitive employees must report to work "Fit-for-Duty". Given the safety-sensitive nature of their job duties, and possible side effects, employees should not perform any safety-sensitive functions while taking prescriptions or Over-the-Counter (Rx/OTC) medication, unless this medication will have no adverse effect on the performance of their safety sensitive job duties. **Employees must complete this form for each prescription (Rx) prescribed and Over-the Counter (OTC) medication being used, and consult with the necessary medical professional, as indicated.** Prescribing physicians should be consulted as to impacts on work performance for Rx medications. Licensed pharmacists should be consulted for OTC's when a physician is not consulted.

This information will be used by the Safety & Training Director to make a fitness for duty (FFD) determination for the employee. All information will be kept confidential.

---

### Employee Section:

Name: \_\_\_\_\_

ID#: \_\_\_\_\_

As a safety-sensitive employee, my job functions contribute to the provision of public transit service to the general public. Specifically, those duties include (Check all that apply)

- ☐ Operating a transit revenue service vehicle (e.g. van, bus, etc.)
- ☐ Operating a vehicle that requires a Commercial Driver's License (CDL)
- ☐ Dispatching vehicles
- ☐ Maintaining or repairing revenue service vehicles

I am currently prescribed the following medications

1. \_\_\_\_\_ Dosage \_\_\_\_\_ Use \_\_\_\_\_ Strength \_\_\_\_\_

2. \_\_\_\_\_ Dosage \_\_\_\_\_ Use \_\_\_\_\_ Strength \_\_\_\_\_

3. \_\_\_\_\_ Dosage \_\_\_\_\_ Use \_\_\_\_\_ Strength \_\_\_\_\_

4. \_\_\_\_\_ Dosage \_\_\_\_\_ Use \_\_\_\_\_ Strength \_\_\_\_\_

---

I attest that the foregoing information is complete and correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

## Appendix D: Drug and Alcohol Testing Decision Making Form

### Champaign-Urbana Mass Transit District Drug and Alcohol Testing Decision Making Form Safety- Sensitive Employee

*Drug and alcohol testing regulation (49CFR Part 655) requires that the safety-sensitive employees involved in a public transportation vehicle accident (as defined at 655.4 & 655.44) submit to tests for alcohol misuse and prohibited drug use as soon as possible following the accident. **Part 655 also requires the testing of any other safety sensitive employee whose performance could have contributed to the accident, as determined by the employer at the scene using the best information available at the time of the decision.***

#### Accident Information:

Date of Accident: \_\_\_\_\_ Time of Accident: \_\_\_\_\_ AM/PM  
Employee Name: \_\_\_\_\_ Employee ID/CDL#: \_\_\_\_\_

#### Determination to FTA-DOT Test:

- Was there a fatality?  
\_\_\_\_\_ YES \_\_\_\_\_ NO
- If there was NO fatality, answer the following questions:
  1. Has any individual suffered a bodily injury and immediately received medical treatment away from the scene of the accident? \_\_\_\_YES \_\_\_\_ NO
  2. Was there any disabling damage to **any** vehicle involved in the accident, requiring the vehicle to be towed away from the scene? \_\_\_\_YES \_\_\_\_ NO

**If you answered yes to any of these questions, can you completely discount the performance of the operator of the public transportation vehicle as a contributing factor to the accident?**

\_\_\_\_\_ NO (FTA drug and alcohol tests are REQUIRED)  
\_\_\_\_\_ YES, Explain:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(If you answered YES, FTA drug and alcohol tests are PROHIBITED)

- Other than the operator, could the performance of any other safety-sensitive employee have contributed to the accident, using the best information available?

\_\_\_\_\_ NO  
\_\_\_\_\_ YES, Explain:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(IF YES, make arrangement to immediately post-accident test that employee)

## Did you Decide to perform a Drug and Alcohol Test?

\_\_\_\_\_ YES (continue this form) \_\_\_\_\_ NO (No further action required, sign below)

**Time of Decision to Conduct a Post-Accident Test:** \_\_\_\_\_AM/PM

Collection site Locations: \_\_\_\_\_ Time arrived: \_\_\_\_\_ AM/PM

### Determination of NON-DOT Authorized Test (as per policy)

- **MTD Authorized** (non-injury and/or non-disabling damage to vehicle but cannot completely discount performance of transit employee as contributing factor to accident. Notify Safe Works or DELTA Safety Services (after hours to perform a NON-DOT MTD test only)

Was the employee sent for a non-DOT post-accident test? \_\_\_\_\_ YES

### Testing Information:

Collection Site Location: Safe Works/ Delta (after hours) Time Arrived: \_\_\_\_\_AM/PM  
(after hours 6pm-6am) check Delta on-call drug testing schedule to inform of post-accident.  
Jeannie Stream 217-304-4916, Brenda Judy 217-497-4143)

1. Was the **alcohol** test performed within **2** hours of the time of the accident?

\_\_\_\_\_ YES

\_\_\_\_\_ NO, Explain: \_\_\_\_\_

2. Was the **alcohol** test performed within **8** hours of the time of the accident?

\_\_\_\_\_ YES

\_\_\_\_\_ NO, Explain: \_\_\_\_\_

3. Was the **drug** test performed within **32** hours of the time of the accident?

\_\_\_\_\_ YES

\_\_\_\_\_ NO, Explain: \_\_\_\_\_

**If the drug test is not conducted within 32 hours cease all efforts to administer the test.**

*The above documentation was provided by:*

Supervisor Name: \_\_\_\_\_

Phone No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Before filling out the FTA Drug and Alcohol Decision Making Form make certain there is

- (1) **Accident:** An occurrence associated with the **operation/or maintaining of a vehicle** if as a result:

- a.) an individual dies; or
- b.) an individual suffers bodily injury and **immediately** receives medical treatment away from the scene of the accident; or
- c.) one or more vehicle (including non-FTA funded vehicles) incurs **disabling damage** as the result of the occurrence and such vehicles are transported away from the scene by a tow truck or other vehicles.

**(2) Disabling damage:** damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

(1) Inclusion – damage to a motor vehicle, where the vehicle could have driven, but would have been further damaged if so driven;

(2) Exclusions –

- a. damage that can be remedied temporarily at the scene of the accident without tools or parts,
- b. tire disablement without other damage even if no spare tire is available, (III) headlamp or taillight damage,
- c. damage to turn signals, horn, or windshield wipers, which make the vehicle inoperable.

## CHANGE LOG

- Updated Last Chance Option to Last Chance Agreement so it's consistent throughout the document
- Replaced Assistant Safety & Training Director of Compliance to Safety Program Manager and Assistant Safety & Training Director of Instruction to Assistant Safety & Training Director
- Changed Section 6.0 and 6.1 to reflect a zero-tolerance approach for safety sensitive employees having alcohol in their system while on duty.
- Updated Appendix A regarding positions that are identified as safety-sensitive by MTD and language identifying that non safety-sensitive positions that perform safety-sensitive functions in a non-emergency role will be covered by this Policy.
- Added employee consequences for not submitting a payroll deduct form for split testing
- Reduce the number of years from three to two years between termination and re-applying, making it consistent with pre-employment rules established by FTA



## Memo

Champaign-Urbana Mass Transit District (MTD)  
1101 East University Avenue, Urbana, IL 61802  
217.384.8188 | mtd.org

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To Karl Gnadt, Managing Director/CEO  
From Ashlee McLaughlin, External Affairs Director  
Date July 30, 2025  
Subject Zero Emission Transition Plan, 2025 Update

### A. Introduction

The District has updated its Zero Emission Transition Plan. This is a long-term fleet and infrastructure management plan that considers cost, availability of resources, policy and legislation, existing and future facilities, partnerships, and workforce impact.

### B. Recommended Action

Staff recommends approval of the Zero Emission Transition Plan update.

### C. Prior Trustee Action

- On April 24, 2024, the Board of Trustees provided approval to the Zero Emission Transition Plan 2024 Update.
- On March 29, 2023, the Board of Trustees provided approval to the Zero Emission Transition Plan 2023 Update.
- On April 27, 2022, the Board of Trustees provided approval to the Zero Emission Transition Plan.

### D. Summary

As defined in statute, a Zero-Emission Transition Plan must include a long-term fleet management plan that outlines how current and future resources will support the transition to new technologies, taking into account relevant policies and legislation. In addition, the plan should include information about existing and future facilities, partnerships with utilities or alternative fuel providers, and assess the workforce impact by identifying skill gaps and training needs.

### E. Background

Earlier this month, the District applied for funding through the Federal Transit Administration's (FTA) Low or No Emission Grant Program and Bus and Bus Facilities Grant Program for hydrogen station expansion and eight replacement 40-foot hydrogen fuel cell buses. The statutory provisions for these grant programs include a requirement that any application for projects related to zero emission vehicles include a Zero Emission Transition Plan.

## **F. Alternatives – advantages/disadvantages**

While the grant programs referenced above do not require Board of Trustees approval of the Zero Emission Transition Plan, staff are seeking support for this long-term planning effort because Board review and approval offer a distinct advantage. A collectively reviewed and approved plan provides a valuable foundation for future decision-making by offering general guidance that reflects shared priorities and strategic direction. Intended to be illustrative rather than prescriptive, the plan should be updated regularly to reflect evolving District needs, industry developments, and changes in the regulatory landscape.

## **G. Budget & Staffing Impacts**

Long term costs of implementing the plan are shown on pages 4-6 of the plan.

## Zero Emission Transition Plan

Champaign-Urbana Mass Transit District

Updated: July 2025

### Introduction

The Champaign-Urbana Mass Transit District (MTD) has prepared this Zero Emission Transition Plan with assistance from the Center for Transportation and the Environment (CTE). This is a long-term fleet and infrastructure management plan that considers cost, availability of resources, policy and legislation, existing and future facilities, existing and future partnerships, and workforce impact. This plan is a forecast based on the information currently available and reflects the project requesting FY2025 funding.

The plan is divided into six sections, addressing each of the following elements outlined by the Federal Transit Administration (FTA):

- I. **Fleet Assessment:** Demonstrate a long-term fleet management plan with a strategy for how the applicant intends to use the current request for resources and future acquisitions.
- II. **Funding Assessment:** Address the availability of current and future resources to meet costs for the transition and implementation.
- III. **Policy Assessment:** Consider policy and legislation impacting relevant technologies.
- IV. **Facilities Assessment:** Include an evaluation of existing and future facilities and their relationship to the technology transition.
- V. **Partnership Assessment:** Describe the partnership of the applicant with the utility or alternative fuel provider.
- VI. **Workforce Analysis:** Examine the impact of the transition on the applicant's current workforce by identifying skill gaps, training needs, and retraining needs of the existing workers of the applicant to operate and maintain zero-emission vehicles and related infrastructure and avoid displacement of the existing workforce.

### I. Fleet Assessment

#### Buses

MTD's bus fleet is 100 percent low- and no-emission with 118 total buses, including 40- and 60-foot buses. MTD purchased its first diesel-electric hybrid buses in 2009 after the Board of Trustees committed to ending all future purchases of standard diesel buses. MTD began its pursuit of zero emission buses in 2017 after deciding that hydrogen fuel cell electric buses (FCEB) align with the MTD's commitment to environmental responsibility while maintaining our service commitment to our passengers. In 2021, MTD

introduced the first zero emission buses to the fleet with the deployment of the first two commercial 60-foot FCEBs in the United States.

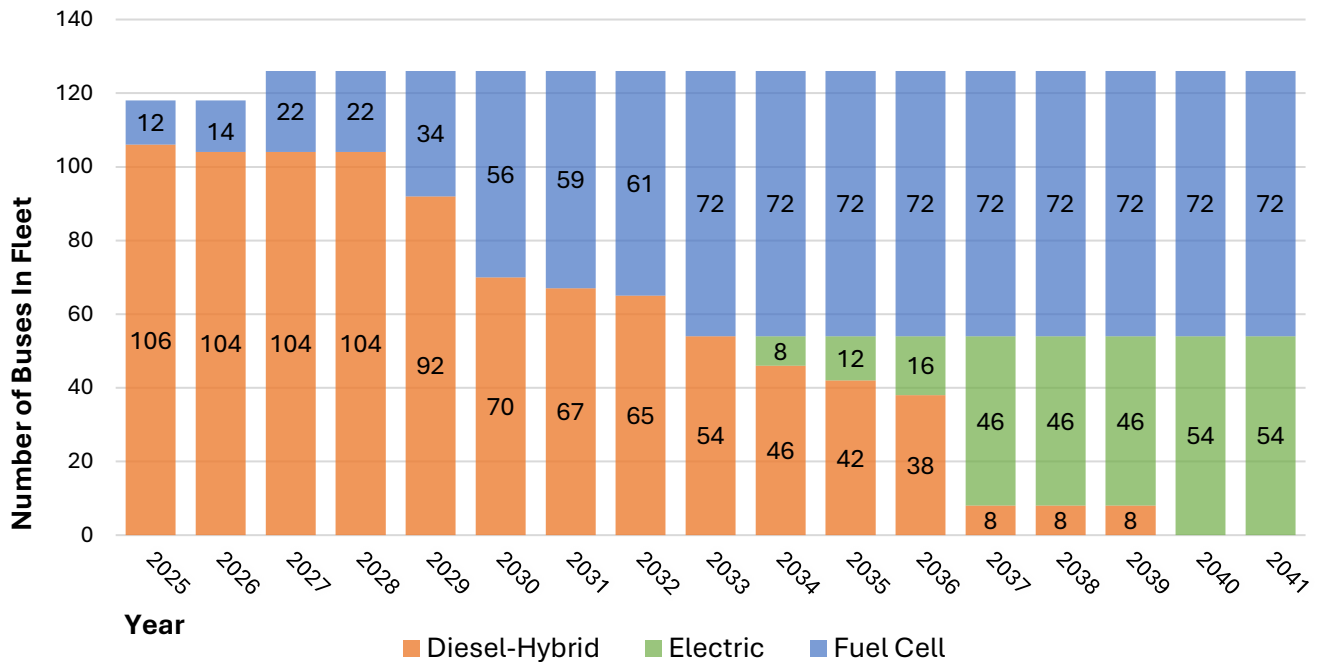
MTD was awarded funding through the Federal Transportation Administration (FTA) for the first phase of our FCEB deployment. Additional federal and state grant funding was secured to complete the project. The first phase of our FCEB deployment included three components to make the technology truly zero emissions, increase MTD's self-reliance, and lower the cost of fuel: a solar array to produce clean energy, a hydrogen fuel production station that uses solar energy to turn water into hydrogen, and FCEBs that use hydrogen to generate electric power. MTD is the first transit agency in the nation with a hydrogen fleet fueled entirely from our own 100 percent renewable source. MTD installed an array of 5,500 solar panels to generate clean, renewable energy to power our hydrogen fuel production station, thanks to a partnership with our neighbors at the Urbana-Champaign Sanitary District. Any leftover energy created by the solar array is sold back to the grid as clean energy for our community to use. The first phase of the hydrogen station (and the accompanying solar array) was built to accommodate 12 to 15 FCEBs.

MTD now has a bus fleet consisting of 106 (90 percent) low-emission diesel-electric hybrid and 12 (10 percent) no-emission hydrogen fuel cell electric buses. MTD also has eight diesel hybrid buses on order, which will expand the fleet size to increase the service we can provide to our community. With 12 FCEBs, including 10 40-foot buses and 2 60-foot buses, our current hydrogen fueling station is at capacity. MTD intends to expand the hydrogen station and continue to expand the FCEB fleet to approximately 70 buses.

As part of the transition to a fully zero emission fleet, 2026 will likely be the last year the District purchases diesel-electric hybrid buses. With this timeline, the district anticipates retiring the last diesel-electric hybrid bus in 2037 and becoming a fully zero emission bus fleet made up of FCEBs and battery electric buses in 2038. The District intends to delay the introduction of battery electric buses until 2035 to minimize the number of years the maintenance department will need to maintain three distinct types of fueling technology. Waiting until 2035 will provide more time for the District's maintenance department to become more proficient with FCEB technology and it will also provide more time for the battery electric technology to be optimized for transit applications. The anticipated future composition of MTD's fleet by fuel type is shown in Figure 1.

Previously, MTD investigated the possibility of procuring renewable natural gas buses and working with the Urbana Champaign Sanitary District to obtain RNG for fuel. A series of meetings revealed that an RNG partnership would not be feasible for either party due to infrastructure limitations and the sanitary district's competing need for RNG.

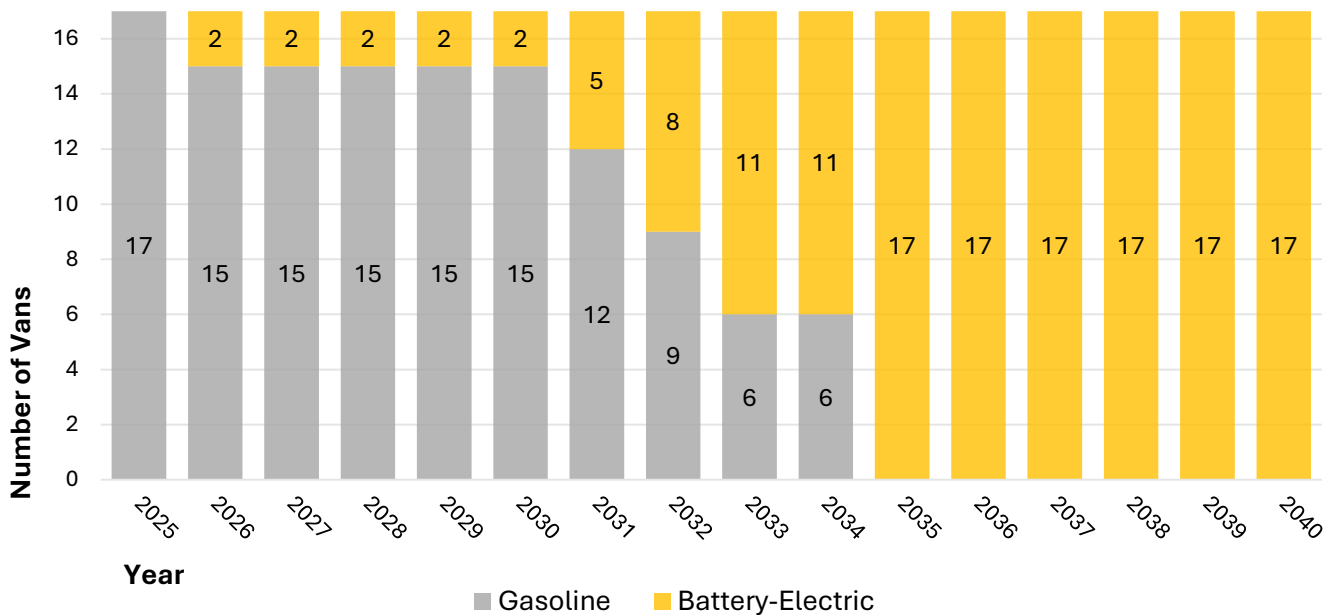
**Figure 1: Bus Fleet Composition**



### Paratransit Vans

MTD currently has 17 gasoline-fueled vans used for paratransit services. MTD is part of an Illinois Department of Transportation grant that was awarded federal funding in 2022 for a battery electric van pilot program. As a result, the District will receive our first two battery electric vans in 2026. The zero emission transition plan for MTD’s paratransit vans is to incorporate battery electric vans and related charging infrastructure using a measured approach until the van fleet is made up of 100 percent zero emission battery electric vehicles in 2035. With this timeline, the district anticipates retiring the last gasoline-fueled paratransit van in 2034. MTD has utilized hybrid technology for paratransit vans in the past without success. Given the proliferation of battery electric vehicle technology in the past several years, the District is optimistic about the incorporation of battery electric vehicles, starting slowly with the van fleet before incorporating battery electric technology buses. The anticipated future composition of MTD’s van fleet by fuel type is shown in Figure 2.

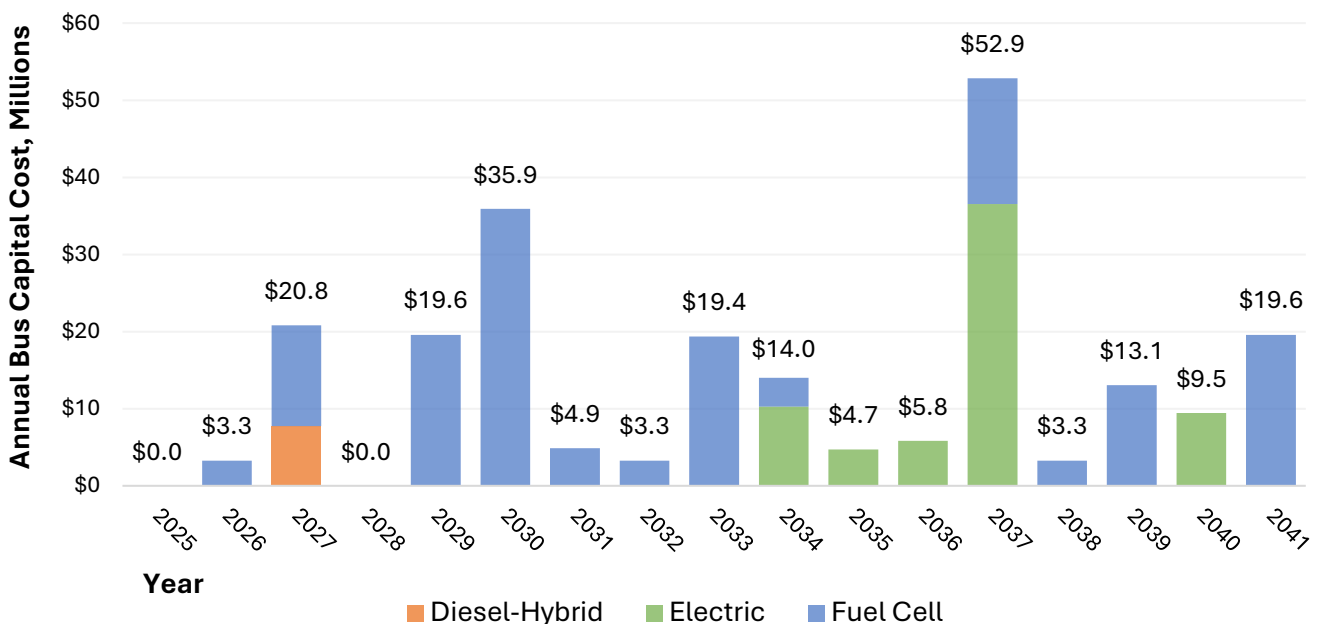
**Figure 2: Van Fleet Composition**



## II. Funding Assessment

MTD completed a funding needs assessment to understand the availability of current and future resources to meet the costs for the transition to a fully zero emission fleet. Estimates are shown in 2025 dollars, no rates of inflation were applied. The annual fleet procurement costs for MTD's desired fleet mix for buses is shown in Figure 3.

**Figure 3: Annual Bus Purchases (Without Inflation)**



### III. Facilities Assessment

#### Hydrogen Fuel Cell Bus Infrastructure

MTD has made an initial investment in hydrogen fueling infrastructure. As previously mentioned, the first phase of the FCEB deployment included three components to make the technology truly zero emissions from well to wheel, increase MTD's self-reliance, and lower MTD's fuel costs : a solar array to produce clean energy, a hydrogen fuel production station that uses solar energy to turn water into hydrogen through electrolysis, and FCEBs that use hydrogen to generate electric power. The hydrogen production station can produce 420 kg of hydrogen per day, supporting up to 15 buses. MTD included space for expansion within the existing station footprint. Future expansion will include a liquid hydrogen delivery system that could support 50 to 60 additional buses, for a total fueling capacity of approximately 70 buses. Complementing the District's existing capacity for gaseous hydrogen production with an option to have liquid hydrogen delivered and stored would increase fueling resilience for MTD's hydrogen fleet. MTD is requesting \$28.5 million through FTA's Low and No Emission and Buses and Bus Facilities competitive grant programs for station expansion and eight additional hydrogen fuel cell buses as well as workforce development resources.

MTD's vehicle storage facilities are equipped to accommodate FCEBs. The first phase the FCEB project included a retrofit of MTD's Maintenance Facility in 2020 to ensure the facility would be compatible with activities related to storing and maintaining fuel cell electric buses. MTD is planning to construct a second vehicle storage facility in the next five years that will accommodate FCEB and battery electric vehicles and include necessary upgrades for MTD's existing body shop.

#### Battery Electric Bus and Van Infrastructure

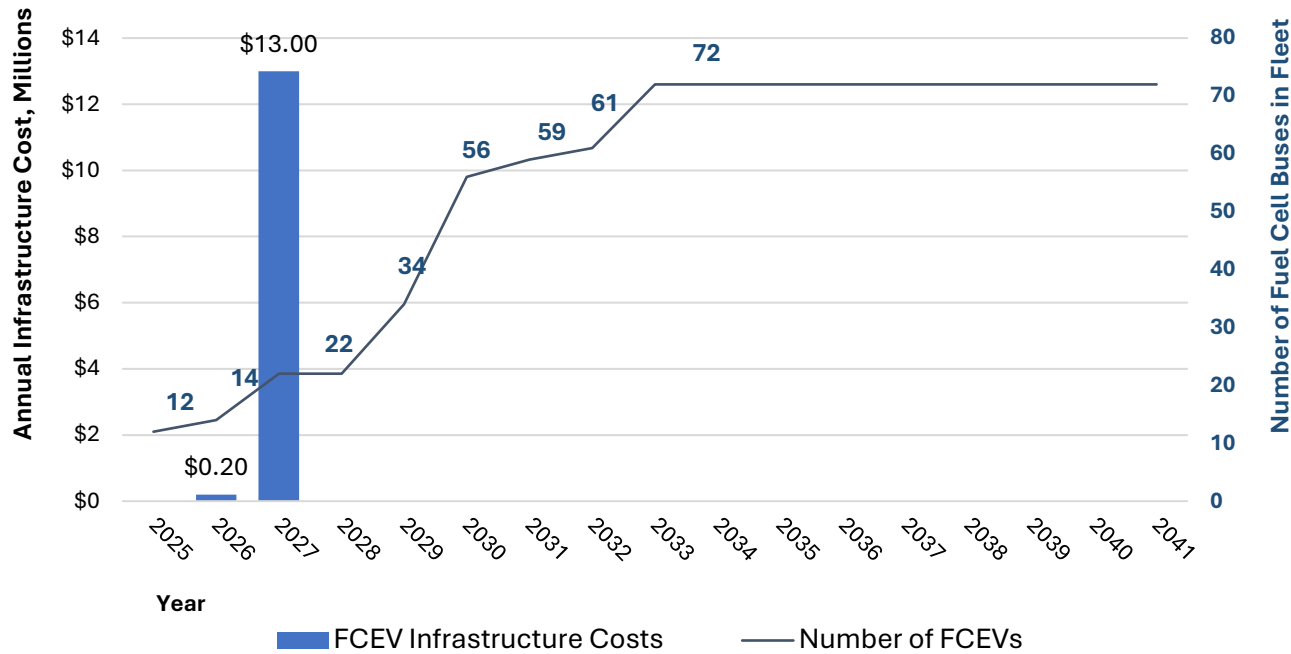
Supporting battery-electric buses and vans will require MTD's maintenance facility to accommodate electrified facilities to park, charge, and maintain them. These electrified facilities would require space in the current vehicle storage garage at 803 E University Avenue in Urbana as well as at 1209, 1211, and 1213 E University Avenue in Urbana, a set of properties recently acquired by the district to expand the existing maintenance facility, specifically for van storage and a new body shop. Figures 5 and 6 provide a general



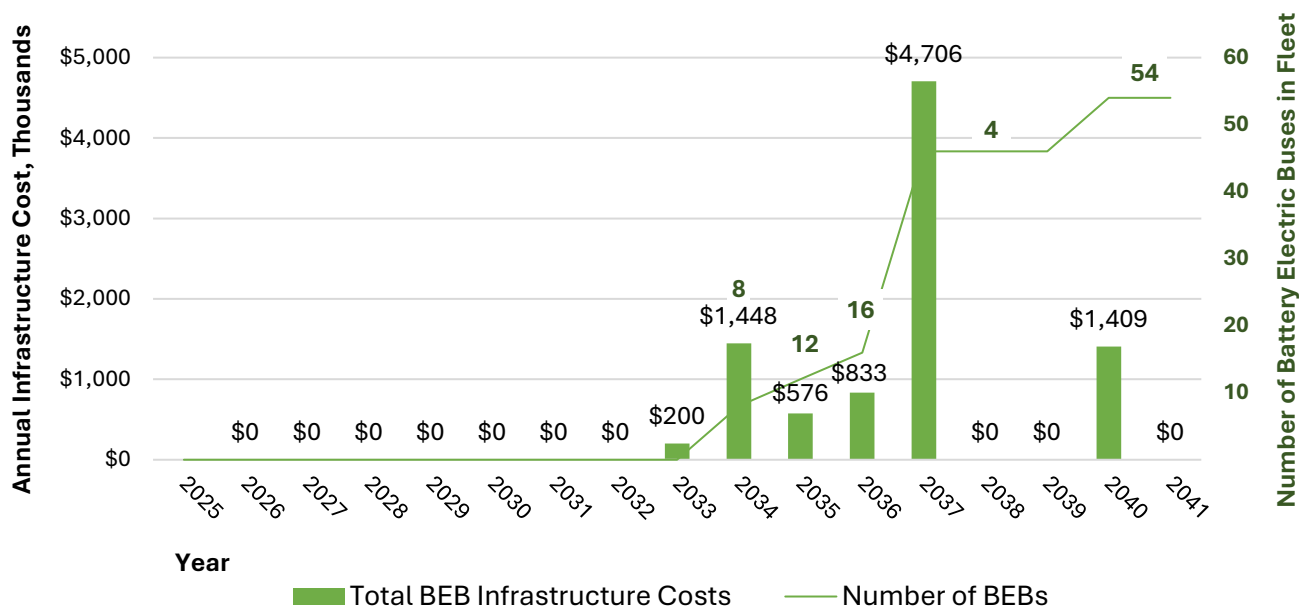
overview of the additional investment in infrastructure required before and during the incorporation of additional hydrogen fuel cell buses (Figure 5) and battery electric buses (Figure 6).

As this report focuses on the cost elements required by FTA, only capital costs are considered. This results in omitting the potential operational cost savings associated with lower operating costs for ZEBs compared to incumbent technologies.

**Figure 5: Hydrogen Fuel Cell Bus Infrastructure Costs (Without Inflation)**



**Figure 6: Battery Electric Bus Infrastructure Costs (Without Inflation)**



## Funding Sources

Potential funding resources for the capital cost of fleet replacements include the following specific funding programs and general sources that do not have specific, known programs but are considered as a potential funding resource.

### Specific Programs:

- Urbanized Area Formula Funding - 49 U.S.C 5307
  - o Small Transit Intensive Cities Program (STIC)
- Low or No Emission Vehicle Program - 49 U.S.S 5339 (c)
- Grants for Buses and Bus Facilities Program - 49 U.S.S 5339 (b)
- Rebuild Illinois Capital Plan

### General Sources:

- U.S. Department of Energy
- Illinois Department of Transportation
- Illinois Environmental Protection Agency

MTD has access to local capital funds to match any federal or state funding received through the following revenue sources.

- Local property taxes
- Farebox revenue, including contracts with the University of Illinois at Urbana-Champaign and local school districts
- Facility leases
- Services including advertising and maintenance agreements



## IV. Policy Assessment

MTD is monitoring the implementation of relevant policies and legislation that will impact the transition to a modern bus fleet. MTD did not run into any legislative roadblocks when deploying diesel-electric hybrid buses in 2009 or during the deployment of the first two FCEBs and the hydrogen generation and fueling station in 2021. It is MTD's practice to involve federal, state, and local partners when deploying new technology, which has allowed for continued success.

### Alignment with Federal Priorities and Policies

MTD's goal to deploy zero-emission buses aligns with the federal government's priorities outlined in the Unleashing American Energy Executive Order. Diversifying the country's fuel portfolio by incorporating all fuel types allows for increased resilience and reduced reliance on foreign energy, reinforcing American energy independence.

MTD's on-site hydrogen generation facility produces hydrogen at a lower cost per kilogram than delivered fuels, achieving the goals of DOT Order 2100.7.

### Illinois Policies and Goals

The state of Illinois does not have any policies or legislation that hinder the implementation of this Plan. The following examples of recent state legislation and commitments do not directly or specifically impact public transit vehicles but are expected to have a positive impact on advancing the zero emission vehicle industry in Illinois and potentially provide funding opportunities.

#### The Future Energy Jobs Act (2016)

- Requires a minimum of 3,000 megawatts of new solar power and 1,300 megawatts of new wind power to be built in the state by 2030.
- Enacts the state's first community solar program.
- Requires the state's largest utilities to achieve a 16 - 21 percent reduction in energy use by 2030.
- Devotes funding to training for new energy jobs.

Illinois entered the **U.S. Climate Alliance** (2019), committing to the actions below.

- Implement policies that advance the goals of the Paris Agreement, aiming to reduce GHG emissions by at least 26-28 percent below 2005 levels by 2025.
- Track and report progress to the global community in appropriate settings, including when the world convenes to take stock of the Paris Agreement.
- Accelerate new and existing policies to reduce carbon pollution and promote clean energy deployment at the state and federal level.

#### The Climate and Equitable Jobs Act (2021)

- Incentives for electrifying public transit, school buses and city-owned vehicles.
- Goal of adopting one million electric vehicles (single occupancy) in Illinois by 2030.
- Requires all private coal- and oil-fired electric generating units to reach zero emissions by 2030.
- Puts the state on a path to 40 percent renewable energy by 2030 and 50 percent by 2040.
- Requires 100 percent zero emissions power sector by 2045.

No local policies or legislation will hinder implementation. This Plan supports regional goals and is consistent with the transit priorities identified in the Long Range Transportation Plan, the City of Urbana’s Climate Action Plan, the City of Champaign Sustainability Plan, and the University of Illinois at Urbana-Champaign Climate Action Plan.

This Plan aligns with MTD’s internal policies, including the [Environmental Policy](#) (2011) and [Climate Action Plan](#) (2022). MTD is also certified to the ISO 14001:2015 Standard for Environmental Management Systems, the Illinois Green Business Association, and Gold-Level of APTA’s Sustainability Commitment.

## V. Partnership Assessment

MTD has engaged in conversations with local utilities and hydrogen fuel providers while planning its fleet transition. Current partners include:

- Ameren Illinois
- Illinois American Water
- Urbana & Champaign Sanitary District (UCSD)
- Love’s Alternative Energy

All utilities were engaged during the build of the hydrogen production and fueling station. Both electrical and water utility upgrades were required as part of the build, and UCSD hosts the solar array powering the station. Phase 1 of the hydrogen station was designed and built by Love’s Alternative Energy (FKA Trillium Energy).

Companies that may serve as potential future partners for liquid hydrogen supply include:

- Air Liquide
- Air Products
- Linde
- Messer
- Plug Power

All these companies have large operations in the United States, and any hydrogen fuel used by MTD would be produced domestically.

## VI. Workforce Analysis

MTD has examined the impact of this Plan on the current workforce and identified skill gaps, training needs, and retraining needs. As a result, MTD included funding for additional workforce development activities in the 2025 FTA funding request for station expansion. Additional activities include a consultant-led workforce development assessment, staff training for the expanded hydrogen station operations, and FCEB-specific components to augment MTD’s existing training simulator.

### Fuel Cell Training

As a new technology to MTD and the larger transportation industry, hydrogen fuel cell training opportunities are an important way for MTD staff to increase their knowledge and comfort with fuel cell operation. When MTD started receiving and commissioning 10 new FCEBs in early 2024, maintenance staff

received training from Ballard Power Systems, the manufacturer of the fuel cell in MTD buses. This training covered basic operation, maintenance, and troubleshooting topics for the new fuel cell model. The training provided direct contact with a fuel cell module, allowing trainees access to simulated operation of sensors, actuators, compressors, pumps, valves, and diagnostic communications. MTD employees had the opportunity to safely explore the fuel cell and various diagnostic tools outside of the engine bay, away from high voltage and pressurized gas concerns. MTD intends to continue providing these training opportunities for staff to grow their knowledge, confidence, and expertise in this emerging technology.

### **Internal Training Program**

MTD's Safety and Training Department provides new hire, ongoing, and retraining for Bus Operators and Maintenance Technicians. When a new technology is introduced, Bus Operators complete classroom and behind-the-wheel training with a certified trainer. The training curriculum also utilizes a driving simulator when advantageous or appropriate. For the initial deployment of FCEBs in 2021, training was provided to operators and maintenance employees by in-house trainers as well as New Flyer and Ballard. Maintenance employees regularly receive hybrid drive training from BAE Systems as needed.

### **Apprenticeship Program**

MTD has supported interns from Parkland Community College technical programs for over 20 years. Ninety percent of MTD's current maintenance technicians are graduates of Parkland College. In 2023, MTD collaborated with Parkland College to create a new Maintenance Technician Apprenticeship program. An MTD apprentice is an employee that earns paid on-the-job training while also attending classes. When the apprentice has successfully completed the coursework, they commit to working at MTD as a full-time maintenance technician for at least two years.

MTD and Parkland hope to explore additional opportunities for apprenticeships, on-the-job training, and instructional training for electric vehicle technology. Parkland and MTD aim to expand the breadth of existing education to bring in electric vehicle technology curriculum including basic operation, function, service, and maintenance of the fuel-cell and electric vehicle systems. Expansion of this partnership could develop the first electric vehicle public education opportunity in our area.

### **Employee Consultation and Engagement**

Maintenance technicians participate in the implementation of new technologies early in the process, including participating in the specification, build, inspection, and road-testing of vehicles. The Maintenance Department utilizes a Training Committee, staffed with employees from all areas of the department. This committee is consulted and engaged in training for new technologies.

MTD utilizes employee committees as an opportunity for input on various issues affecting employees. Committees are groups of employees that serve as vital resources to provide ideas, suggestions, and feedback on a particular issue or group of issues. By involving employees in this process, recommendations from the committee serve to maximize the interests of as many employees as possible. For example, the Wage & Policy / Problem Solving Committee is consulted and participates in policies and

initiatives. This committee consists of members representing full-time operators, part-time operators, and maintenance employees who are elected by their peers and serve a two- or one-year term. Other employee committees include Safety & Training / Accident Review, Routes & Schedules, Health & Fitness, Awards, Newsletter, Social & Community Affairs, School Task Force, and Sustainability. Annual committee volunteer sign-up and elections, if necessary, take place in November and take effect on January 1st of each year.