



Regular Meeting of the Board of Directors

Tuesday, January 28, 2025

10:00 a.m.

Antelope Valley Transit Authority Community Room
42210 6th Street West, Lancaster, California
www.avta.com

AGENDA

For record-keeping purposes, and if staff may need to contact you, we request that a speaker card located at the Community Room entrance be completed and deposited with the AVTA Clerk of the Board. This will then become public information. Please note that you do not have to complete this form or state your name. A three-minute time limit will be imposed on all speakers besides staff members.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Clerk of the Board at (661) 729-2206 at least 72 hours prior to the scheduled Board of Directors meeting. All accommodation requests will be handled swiftly and resolving all doubts in favor of access.

Translation services for Limited English Proficiency (LEP) persons are also available by contacting the Clerk of the Board at least 72 hours prior to the meeting.

Please turn off, or set to vibrate, cell phones, pagers, and other electronic devices for the duration of this meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL:

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Richard Loa, Director Eric Ohlsen, Director Raj Malhi, Director Michelle Royal

APPROVAL OF AGENDA

PUBLIC BUSINESS– AGENDIZED AND NON-AGENDIZED ITEMS:

If you would like to address the Board on any agendized or non-agendized items, you may present your comments at this time. For record-keeping purposes and so that staff may contact you if needed, we request that a speaker card, located in the

Community Room lobby, be completed and provided to the Clerk of the Board. This will then become public information. Please note that you do not have to complete this form or state your name to speak.

State law generally prohibits the Board of Directors from taking action on or discussing non-agenda items; therefore, your matter will be referred to the authority's Executive Director/CEO for follow-up. A three-minute time limit will be imposed on all speakers other than staff members.

SPECIAL REPORTS, PRESENTATIONS, AND REQUESTS FOR DIRECTION (SRP): During this portion of the meeting, staff will present information not normally covered under regular meeting items. This information may include, but is not limited to budget presentations, staff conference presentations, or information from outside sources that relates to the transit industry. **Staff will seek direction as is necessary from the Board with regard to the following item(s).**

- SRP 1 LEGISLATIVE REPORT FROM SENATOR SUZETTE VALLADARES' OFFICE – JACK DANIELSON
- SRP 2 LEGISLATIVE REPORT FROM ASSEMBLYMEMBER TOM LACKEY'S OFFICE – ANNA ZARLEY.
- SRP 3 PRESENTATION TO KAREN DARR, CLERK OF THE BOARD, FOR 15 YEARS OF SERVICE – MARTIN TOMPKINS
- SRP 4 PRESENTATION TO TISHA LANE, OPERATIONS AND CONTRACT COMPLIANCE MANAGER, FOR 10 YEARS OF SERVICE – MARTIN TOMPKINS
- SRP 5 PRESENTATION TO AVTA EMPLOYEE OF THE MONTH
NOVEMBER 2024 – GERALDINA ROMO
DECEMBER 2024 – CARLOS LOPEZ
- SRP 6 PRESENTATION TO MV TRANSPORTATION EMPLOYEE AND OPERATOR OF THE MONTH FOR NOVEMBER AND DECEMBER 2024 – TOM CONLON
- SRP 7 PRESENTATION TO AV TRANSPORTATION SERVICES (AVTS) EMPLOYEE OF THE MONTH FOR NOVEMBER AND DECEMBER 2024 – ART MINASYAN
- SRP 8 AVTS MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT FOR NOVEMBER AND DECEMBER 2024– ART MINASYAN
- SRP 9 LEGISLATIVE REPORT FOR JANUARY 2025 – JUDY VACCARO-FRY
- SRP 10 MAINTENANCE KPI REPORT FOR NOVEMBER AND DECEMBER 2024 – JOSEPH SANCHEZ

SRP 11 OPERATIONS KPI REPORT FOR NOVEMBER AND DECEMBER 2024 – GENIE
MAXIE

CONSENT CALENDAR (CC): Consent items may be received and filed and/or approved by the Board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF NOVEMBER 26, 2024 –
DEEANNA CASON

Recommendation: Approve the Board of Directors Regular Meeting Minutes of November 26, 2024.

CC 2 FINANCIAL REPORT FOR NOVEMBER AND DECEMBER 2024– VIANNEY
MCLAUGHLIN

Recommendation: Receive and file the Financial Report for November and December 2024.

CC 3 FISCAL YEAR 2024/2025 (FY 2025) SECOND QUARTER LOS ANGELES
COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (OCTOBER 1 – DECEMBER
31, 2024) – DEEANNA CASON

Recommendation: Receive and file the FY 2025 Second Quarter Los Angeles County Sheriff's Department (LASD) Report for the period covering October 1 through December 31, 2024.

CC 4 2025 ANNUAL REVIEW OF AVTA'S EQUAL EMPLOYMENT OPPORTUNITY (EEO)
POLICY STATEMENT, MV TRANSPORTATION'S EEO PROGRAM, AND AV
TRANSPORTATION SERVICES' (AVTS) EEO POLICY STATEMENT – AMBER
JOHNSON

Recommendation: Review, update, and reaffirm AVTA's EEO Policy Statement, MV Transportation's EEO Program, and AVTS's EEO Policy Statement.

CC 5 PROPOSED AVTA LEGISLATIVE PRINCIPLES FOR 2025 – JUDY VACCARO-FRY

Recommendation: Approve the Proposed AVTA Legislative Principles for 2025.

NEW BUSINESS (NB):

NB 1 FOURTH AMENDMENT TO EXECUTIVE DIRECTOR/CEO MARTIN TOMPKINS'
EMPLOYMENT AGREEMENT – ALLISON BURNS

Recommendation: Approve the Fourth Amendment to Executive Director/CEO Martin Tompkins' Employment Agreement.

CLOSED SESSION (CS):

PRESENTATION BY LEGAL COUNSEL OF ITEM(S) TO BE DISCUSSED IN CLOSED SESSION:

- CS 1 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(2)
Significant exposure to litigation (two potential cases)
- CS 2 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(4)
Consideration of whether to initiate litigation (one potential case)
- CS 3 Public Employee Performance Evaluation – Pursuant to Government Code Sections 54954.5 (e) and 54957(b))
Title: Executive Director/CEO

RECESS TO CLOSED SESSION

RECONVENE TO PUBLIC SESSION

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

REPORTS AND ANNOUNCEMENTS (RA):

- RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO
2024 Year in Review and Upcoming Projects in 2025

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

During this portion of the meeting, Board Members may address non-agenda items by briefly responding to statements made or questions posed by the public, asking a question for clarification, making a brief announcement, or making a brief report on their own activities. **State law generally prohibits the AVTA Board of Directors from taking action on or discussing items not on the agenda.** Matters will be referred to the Executive Director/CEO for follow-up.

ADJOURNMENT:

Adjourn to the Regular Meeting of the Board of Directors on February 25, 2025, at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

The agenda was posted by 6:00 p.m. on January 24, 2025, at the entrance to the Antelope Valley Transit Authority, 42210 6th Street West, Lancaster, CA 93534.

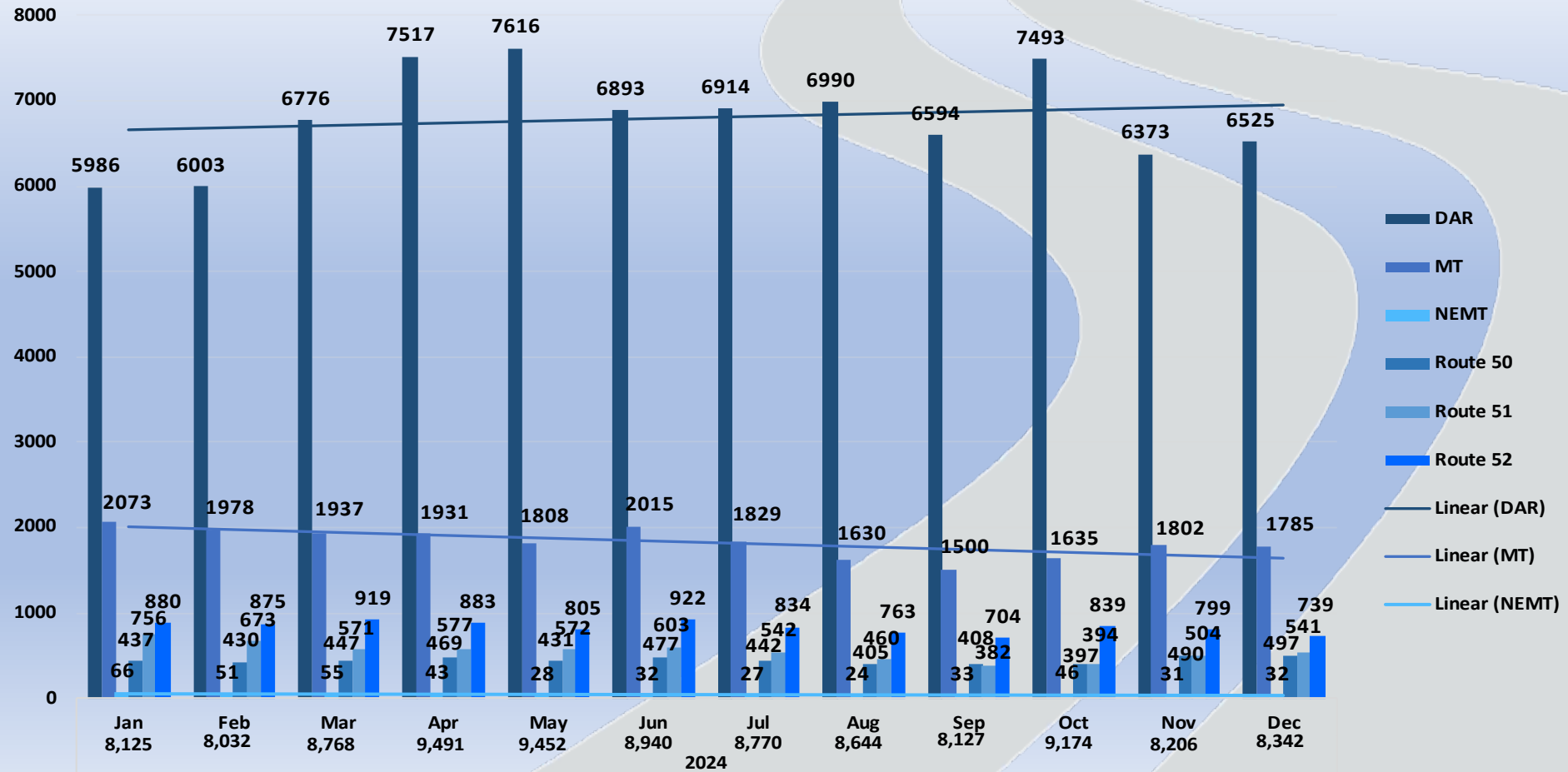
Copies of the staff reports and attachments or other written documentation relating to each proposed item of business on the agenda presented for discussion by the Board of Directors are on file in the Office of the Executive Director/CEO. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the AVTA to the Board of Directors less than 72 hours prior to that meeting are on file in the Office of the Executive Director/CEO. These documents are available for public inspection during regular business hours at the Customer Service window of the AVTA at 42210 6th Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.

November and December

FY 2025 MONTHLY OPERATIONS KEY PERFORMANCE INDICATORS

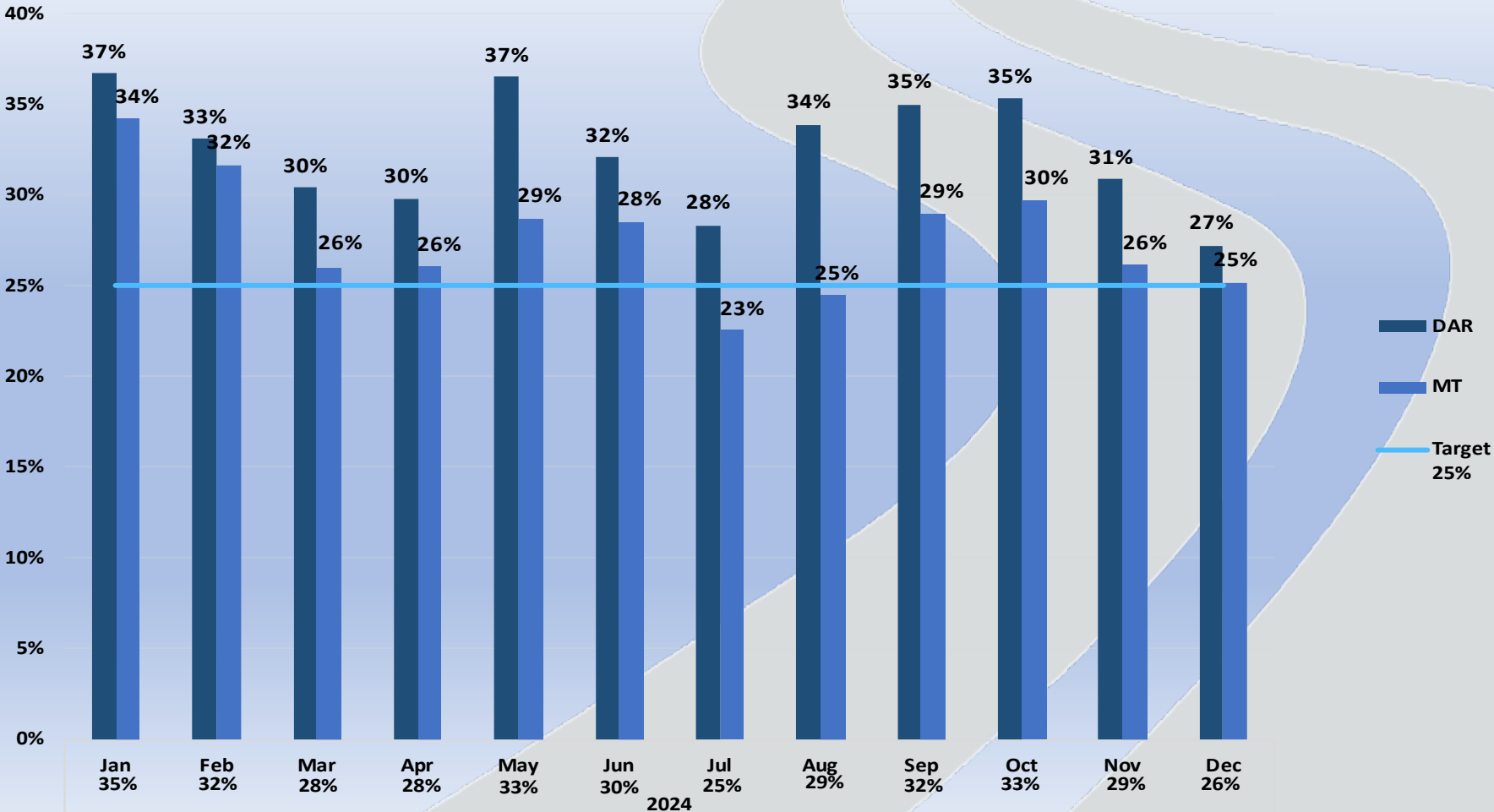
Presentation to the
Board of Directors
January 28, 2025

PASSENGER RIDERSHIP DATA



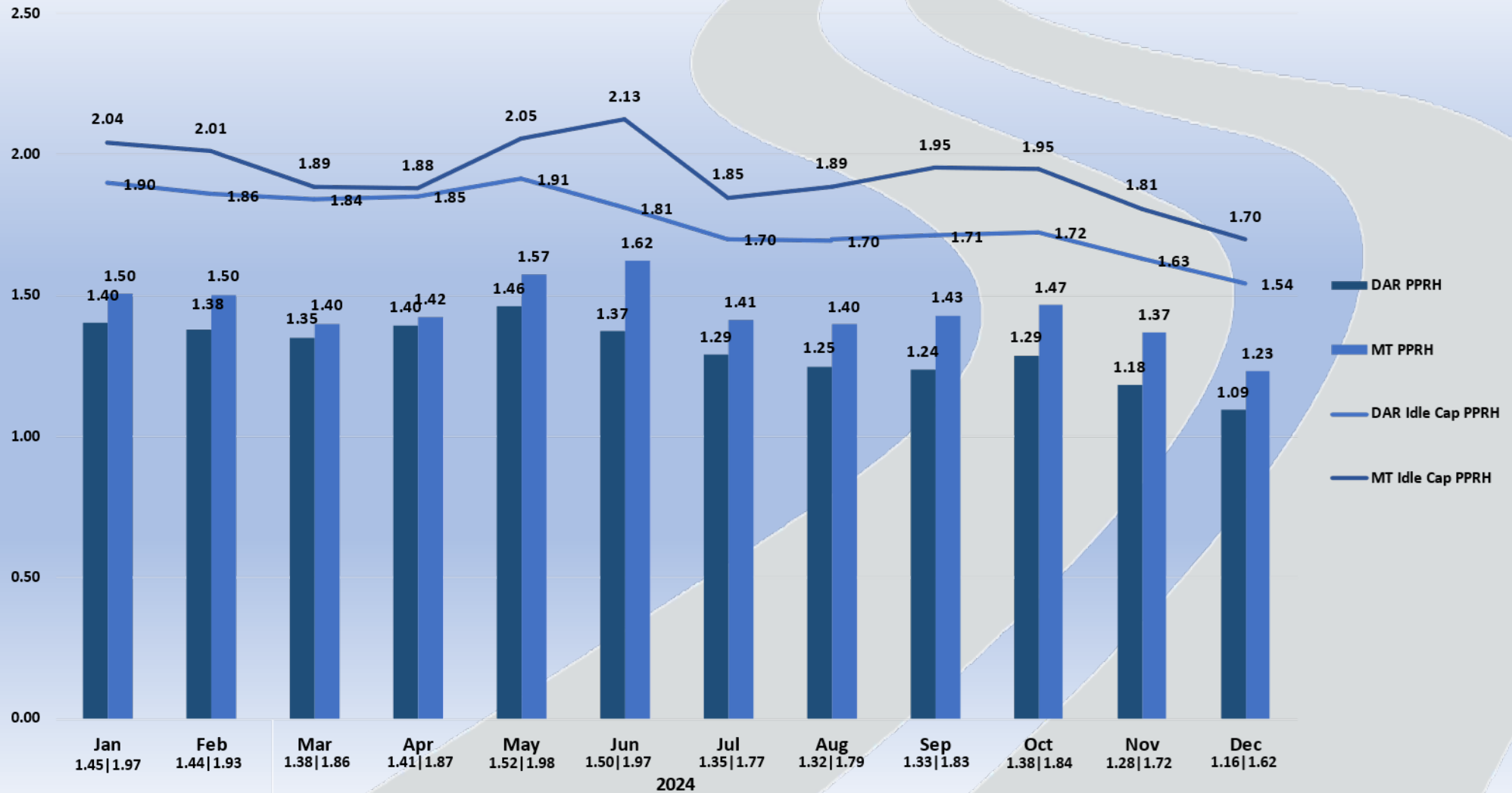
DAR = Dial-A-Ride
 MT = Microtransit
 NEMT = Non-Emergency Medical Transportation

AVERAGE SHARED RIDE PERCENTAGE



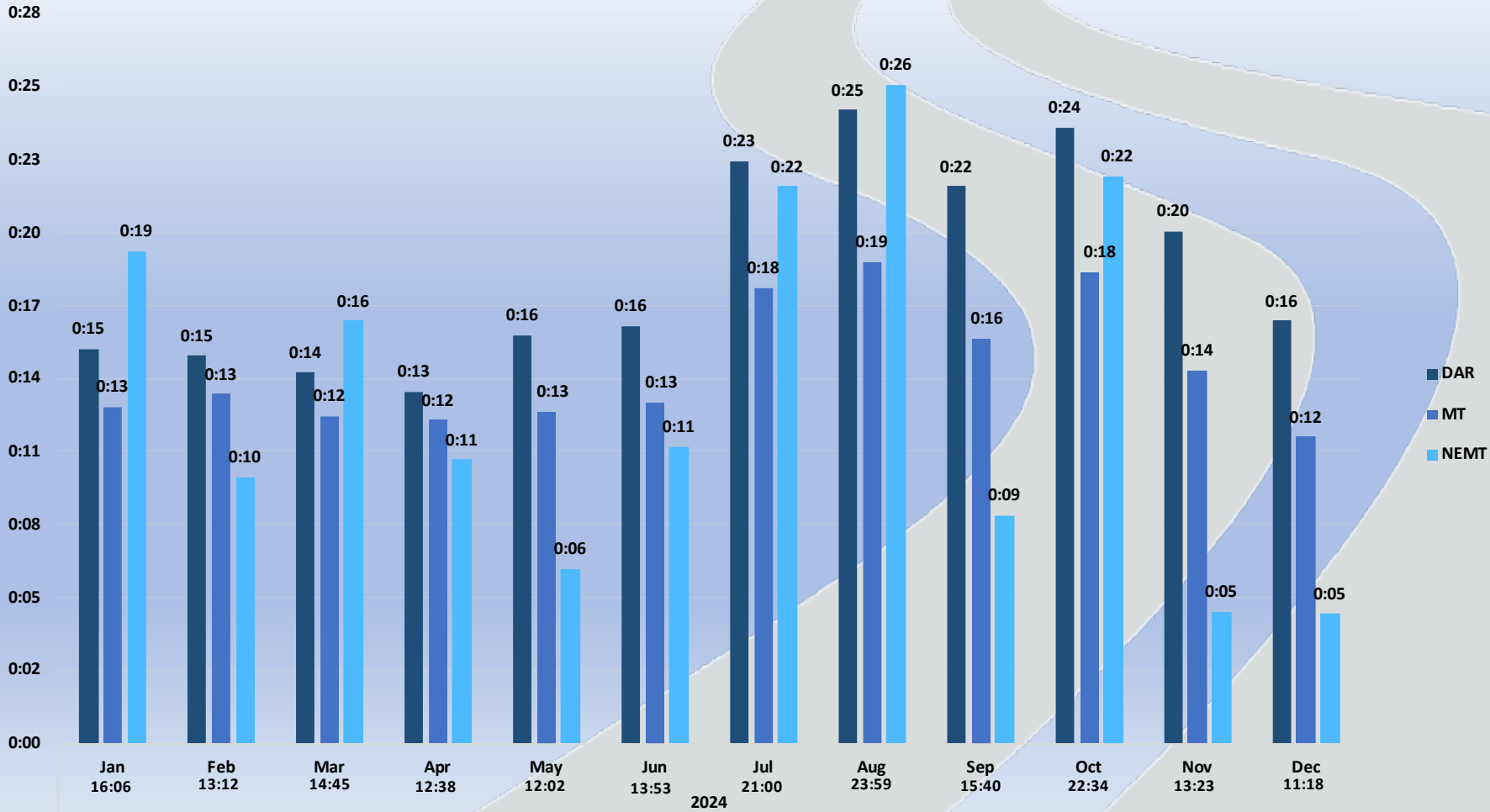
DAR= Dial A Ride
 MT = Microtransit
 PPRH= Passengers Per Rev Hour

PASSENGERS PER REVENUE HOUR



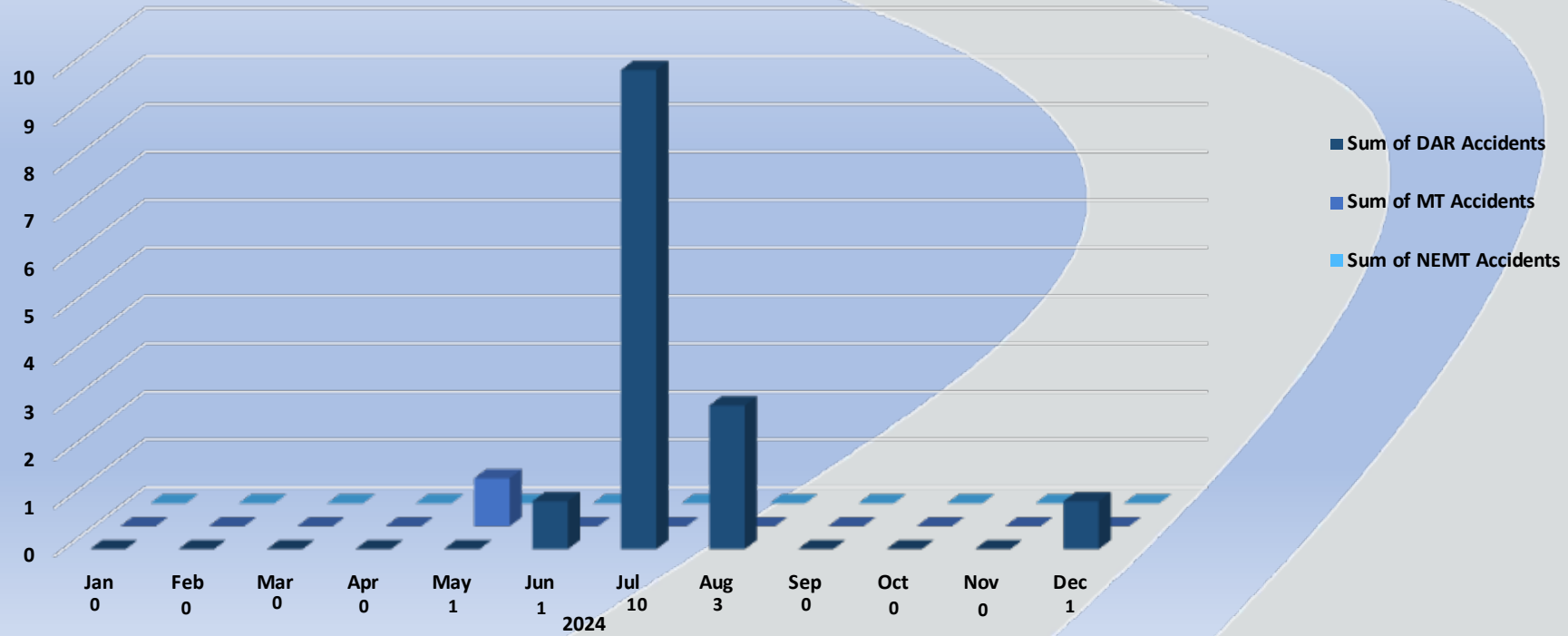
DAR = Dial-A-Ride
 MT = Microtransit
 PPRH = Passengers Per Revenue Hour

PASSENGER WAIT TIME



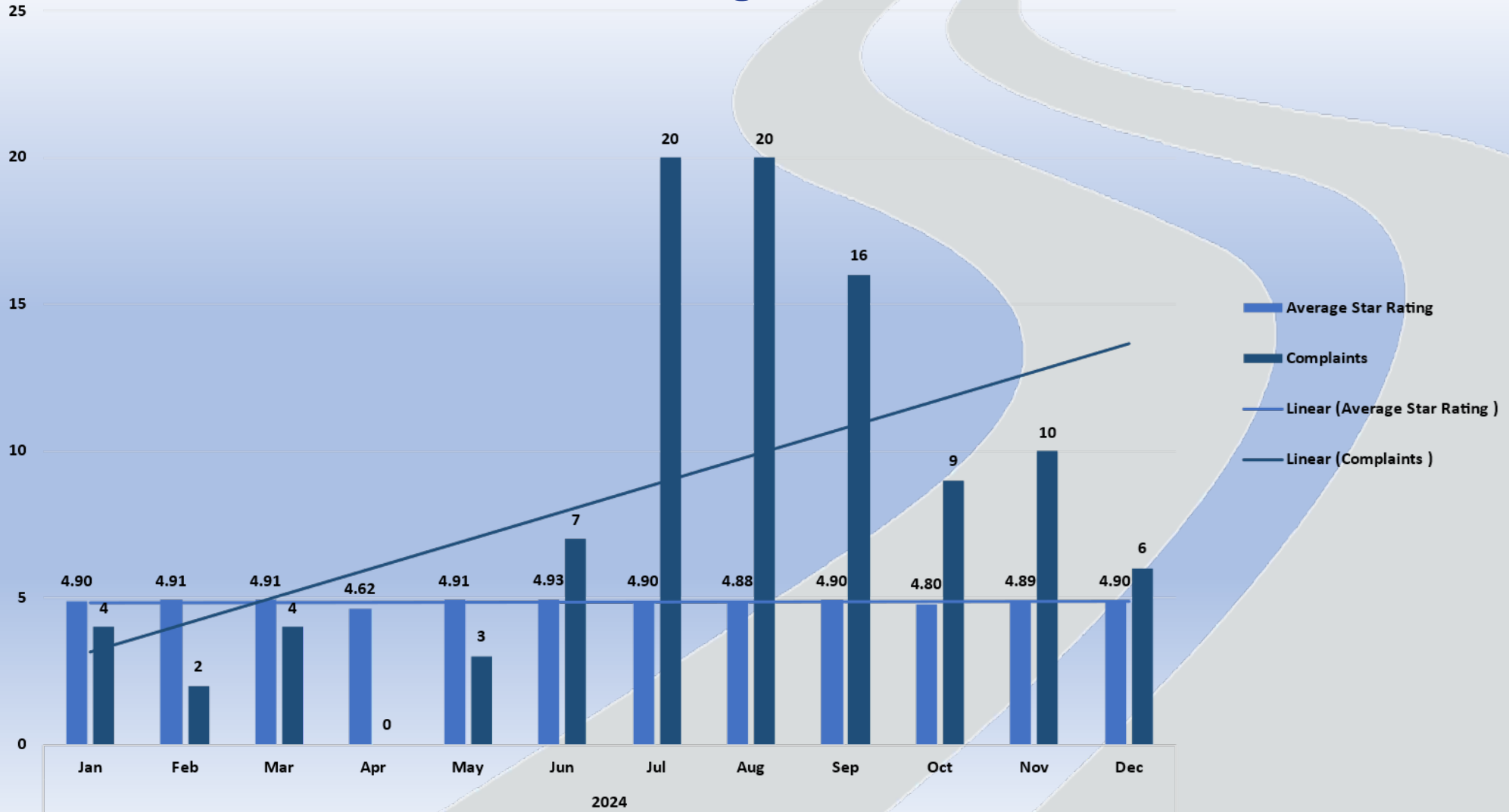
DAR = Dial A Ride
 MT = Microtransit
 NEMT = Non-Emergency Medical Transportation

ACCIDENTS



DAR = Dial A Ride
MT = Microtransit
NEMT = Non-Emergency Medical Transportation

Passenger Feedback



Accidents and Complaints Summary

November

Accidents:0

Complaints: 10

- Late – 9
- Reservation Error – 1

December

Accidents: 1 - Injury

Complaints: 6

- Late – 4
- Driver Courtesy – 1
- Safety Related – 1

2024 OVERVIEW

Accomplishments

- 3 Successful Quarterly Vehicle Audits**
- 3 Successful Quarterly Drug and Alcohol Program Audits**
- 104,071 Passengers Transported**
- 85,357 Rides Completed**
- 99.88% Satisfaction Rating**
- 4.87 Average Star Rating**
- 88% Trip Accommodation**
- 16 Accidents**

November and December

FY 2025 MONTHLY OPERATIONS KEY PERFORMANCE INDICATORS

Thank You!

LEGISLATIVE UPDATE

Presentation to the Board of Directors
January 28, 2025



REGIONAL



REGIONAL COORDINATED PLAN

LA County Metro is updating its Coordinated Public Transit and Human Services Transportation Plan to better address the transportation needs of Seniors and Individuals with Disabilities in Los Angeles County.



This Plan will be a key resource for prioritizing transportation strategies, services, and projects for funding and implementation over the next four years (2025-2028).

2028 OLYMPICS

LACMTA sent a letter to President-elect Trump calling on his administration to set aside the funds in his 2026 federal budget.

Among the list of 10 projects asking to be funded, the most expensive is a \$2 billion request to pay for an estimated 2,700 buses — double its current fleet — that the region is projected to need to move the millions of spectators expected to attend the Games.



STATE



ASSEMBLY ASSIGNMENTS



On January 17, Speaker Rivas announced the full rosters of Assembly committees, who will have jurisdiction over policy and funding matters.

Assemblyman Carrillo

- Local Government – Chair
- Governmental Organization
- Health
- Military and Veterans Affairs
- Transportation

Assemblyman Lackey

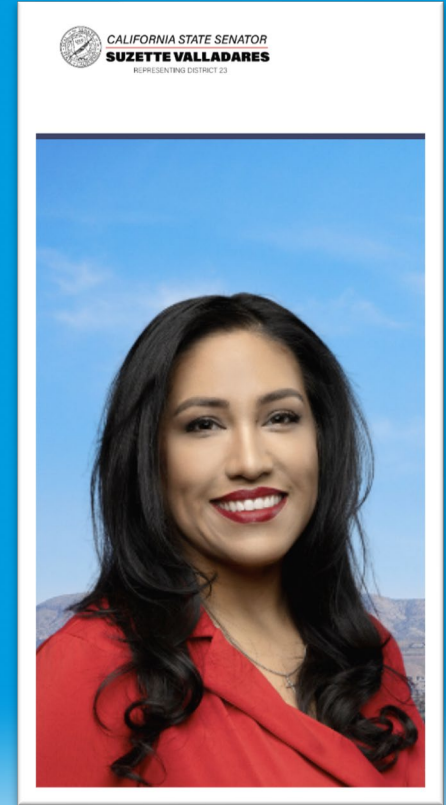
- Arts, Entertainment, Sports, and Tourism – Vice Chair
- Public Employment and Retirement – Vice Chair
- Rules – Vice Chair
- Budget
- Budget Subcommittee No. 4 on Climate Crisis, Resources, Energy, and Transportation
- Budget Subcommittee No. 6 on Public Safety
- Public Safety
- Transportation

SENATE ASSIGNMENTS



Senator Suzette Martinez Valladares

- Vice-Chair of the Committee on Governmental Organization, the Health Committee, and the Committee on Revenue and Taxation
- The Transportation Committee
- The Judiciary Committee
- The Committee on Business, Professions and Economic Development
- The Joint Legislative Audit Committee
- The Joint Committee on Rules



AIR RESOURCES BOARD



On January 14, California withdrew their EPA waiver requests that would have allowed the state to enforce zero-emission truck and train mandates.

The regulations of the *Advanced Clean Fleets* program would've required operators to buy zero-emissions trucks.

The state's *In-Use Locomotive Regulation* would've required railroads to cut emissions from diesel-powered engines.

The decision does not affect other regulations that are intended to tighten emissions from diesel-powered trucks and phase out fossil-fuel powered passenger car sales by the 2030's, which EPA approved in December.

2025-26 GOVERNOR'S BUDGET



The proposed FY 2025-26 budget:

- A balanced \$322.3 billion budget
- Shows a modest \$363 million surplus
- \$16.9 billion in reserves
- No projected deficit

- Maintains \$5.1 billion in SB125 flexible capital funding
 - Approves \$690 in appropriations to the Zero-Emission Transit Capital Program (ZETCP) in FY 2026-27 and FY 2027-28

Zero-Emission Transit Capital Program

- \$190 million was appropriated in FY 2023-24;
- \$220 million was appropriated in FY 2024-25;
- \$230 million is approved for appropriation in FY 2026-27; and
- \$460 million is approved for appropriation in FY 2027-28.

2025-26 GOVERNOR'S BUDGET



Active Transportation Program

The FY 2025-26 budget proposes no changes to funding.

Cap and Trade

The FY 2025-26 budget proposes that the Governor and the Legislature consider extending Cap and Trade beyond 2030.

Homelessness and Housing

The FY 2025-26 budget proposes adding \$25 million in one-time funding from the General Fund.

State Transit Assistance (STA)

STA will see revenues of about \$933 million in FY25-26. Compared to FY24-25 - a decrease of about \$7.7 million.

TRANSIT RELATED BILL

On January 14, Senator Scott Wiener introduced Senate Bill 71, to accelerate the delivery of clean transit and transportation projects statewide.



This bill would remove the current January 1, 2030 sunset date for the various CEQA exemptions for transit and transportation projects established by this earlier legislation.

Would add additional project-types to the list of CEQA exemptions (transit operational analysis, bus stops, bus shelters), and making substantive procedural changes to board action requirements.

FEDERAL



GOVERNMENT FUNDING



CONTINUING RESOLUTION

3/14 Federal government funded for 45 days

No movement on any of the 12 spending bills; Status remains unchanged.

FTA APPORTIONMENTS

On January 17, FTA released partial year apportionments.



Reflects funding for five months (October 1, 2024, to March 14, 2025) at FY 2024 levels.

TRANSPORTATION SECRETARY

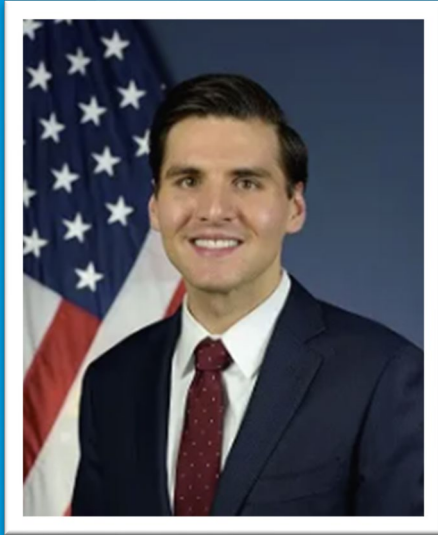


On January 15, during his Senate confirmation hearing Secretary nominee stated, *"No federal agency impacts American's daily lives and loved ones more than the DOT."*

- **Surface Transportation Reauthorization**
- **Prioritize Highway Safety**
- **Rural Community Connectivity**
- **High Speed Rail**
- **Electric Vehicles > Highway Trust Fund**
- **Distracted Driving**
- **Olympics**
- **Transparency**



SURFACE TRANSPORTATION BOARD



Patrick Fuchs was designated as Chairman of the Surface Transportation Board effective January 20, 2025.

He was sworn in on January 17, 2019, as a Member of the Board and re-confirmed by the U.S. Senate on May 14, 2024. His second term expires on January 14, 2029.

Prior to his appointment, Mr. Fuchs was senior professional staff member working on surface transportation and maritime issues for the United States Senate Committee on Commerce, Science, and Transportation.

SOCIAL SECURITY FAIRNESS ACT



The bill repeals provisions that reduce Social Security benefits for individuals who receive other pension benefits.

Eliminates the Government Pension Offset which reduces Social Security benefits for spouses, widows, and widowers who also receive government pensions of their own.



Eliminates the Windfall Elimination Provision which reduces Social Security benefits for individuals who also receive a pension or disability benefit from an employer who did not withhold Social Security taxes.

Questions?



SRP 10

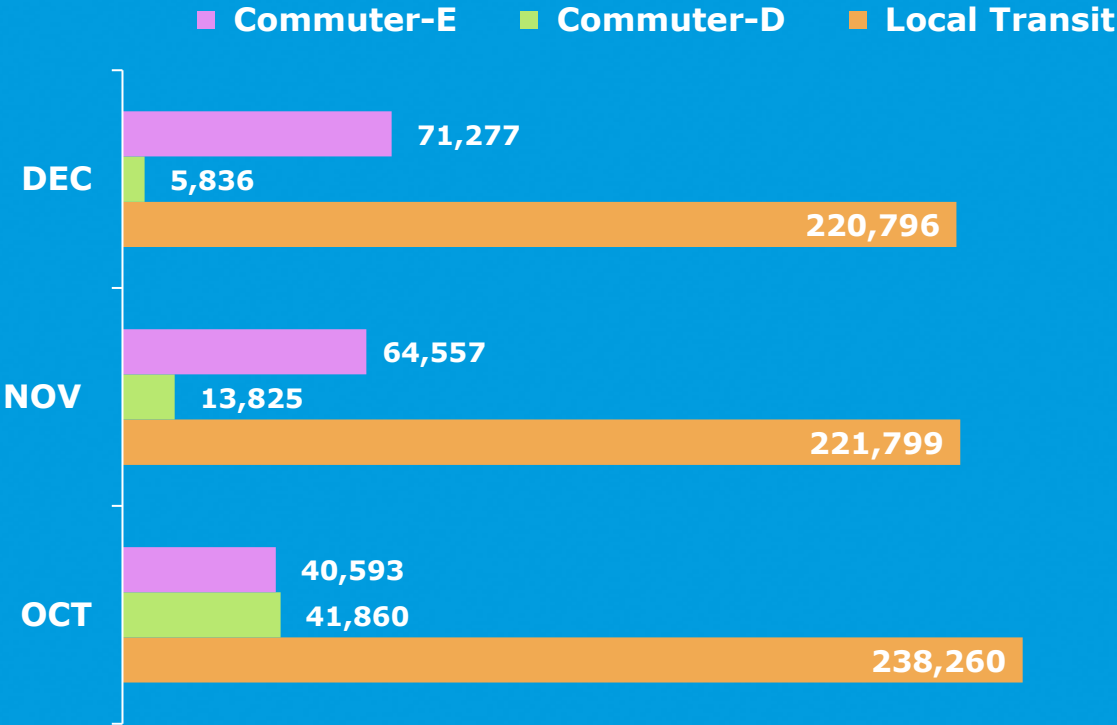
FY 25 Monthly Fleet Maintenance Key Performance Indicators

Presentation to the Board of Directors

January 28, 2025

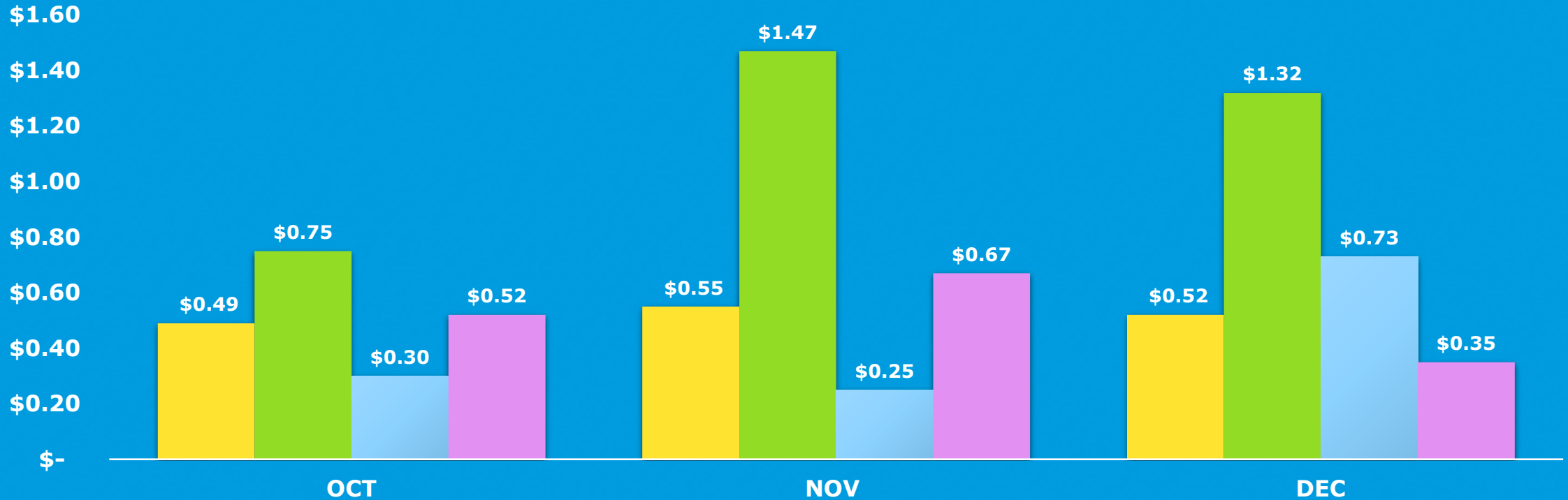


MILESTONES



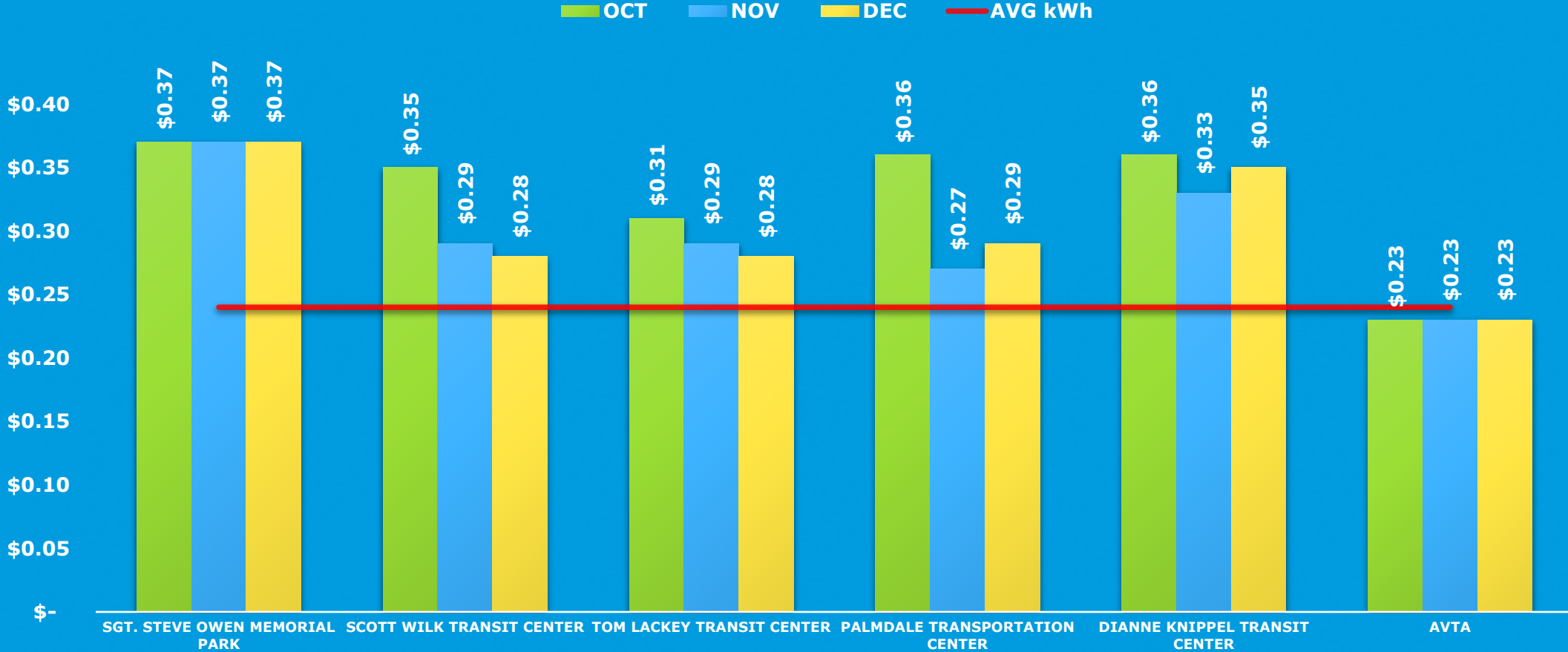
MAINTENANCE COST PER MILE BY FLEET

■ 40'BYD ■ 60'BYD ■ 45'MCI-D ■ 45' MCI-E

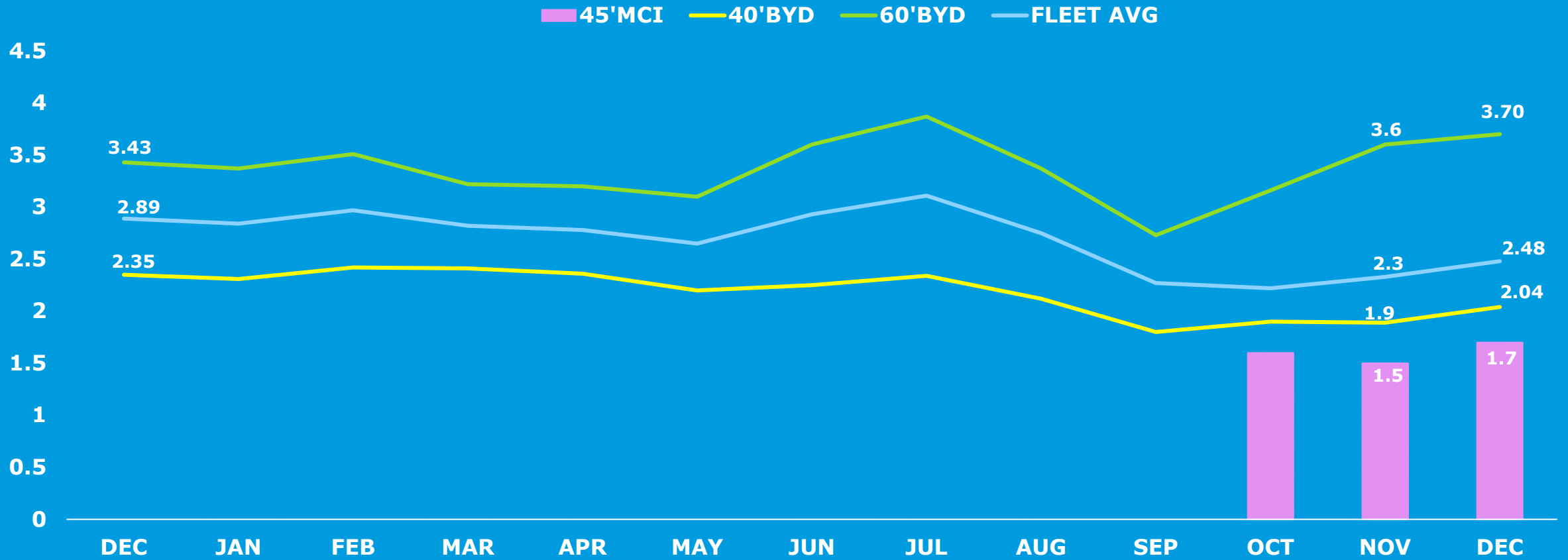


ENERGY DEPOTS

COST PER KWH



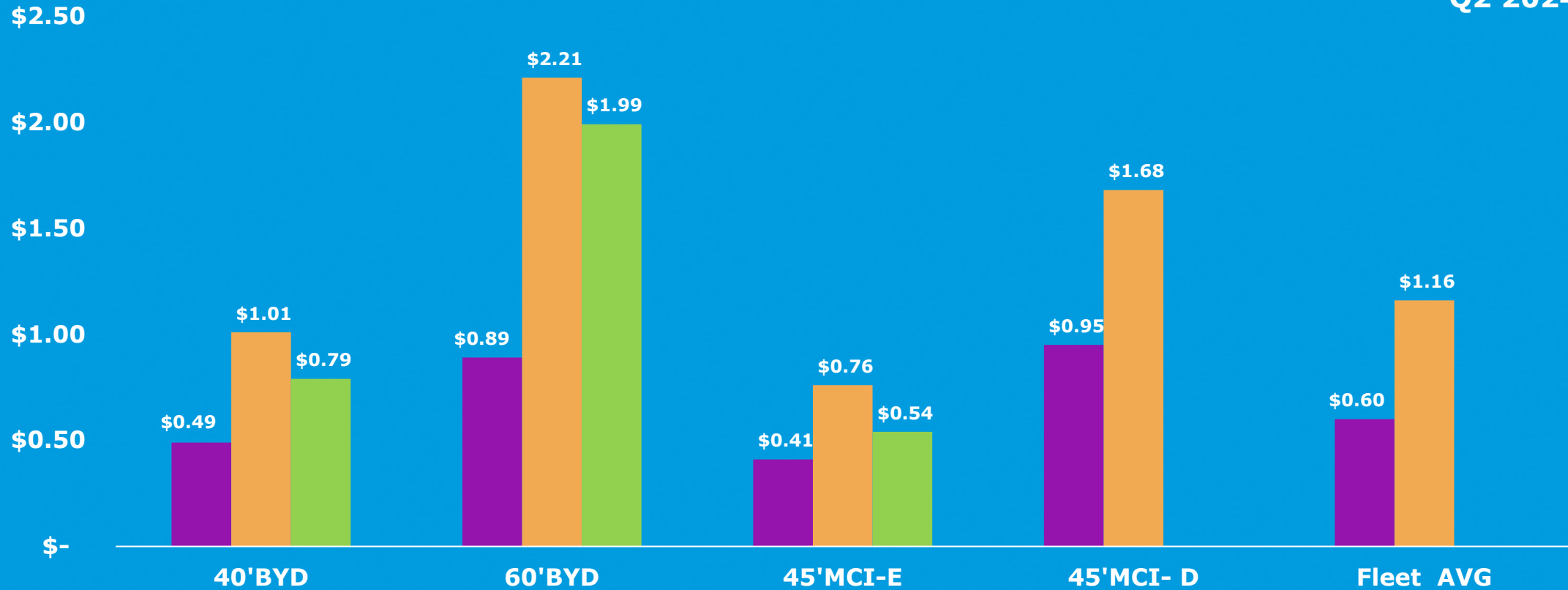
kWh EFFICIENCY PER MILE



FLEET COSTS PER MILE DECEMBER

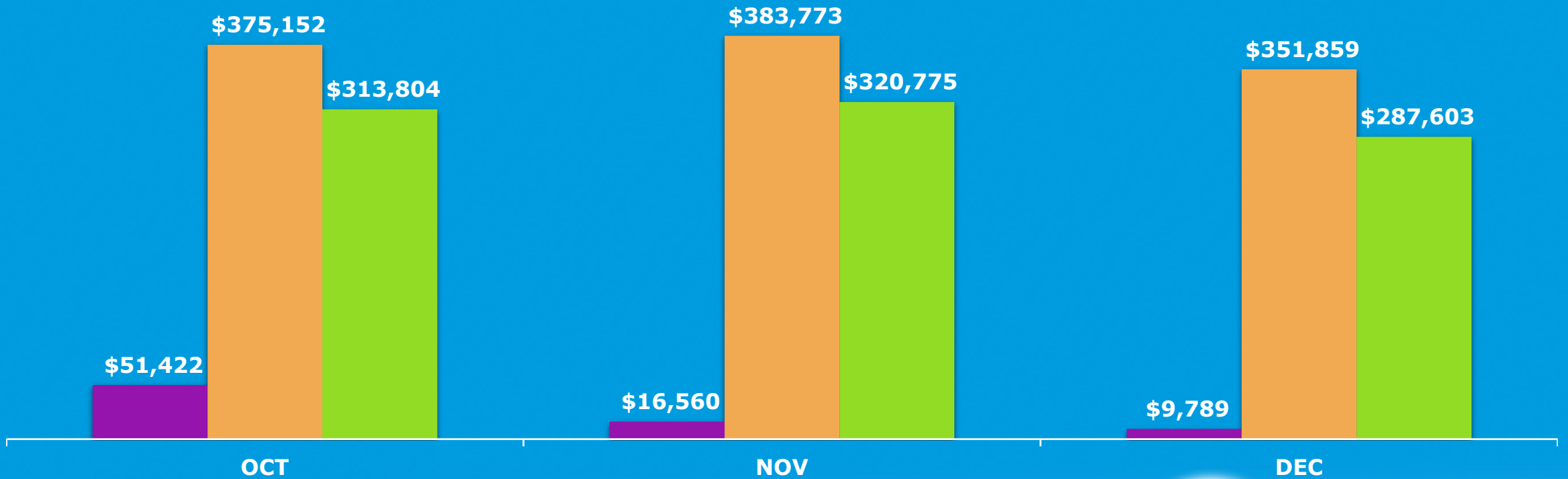
■ ENERGY/FUEL ■ MAINTENANCE COMBINED ■ CREDITS APPLIED

LCFS EARNINGS
Q2 2024: \$.22



FLEET OPERATING COSTS ENERGY/FUEL AND MAINTENANCE

■ DIESEL ■ COMBINED COSTS ■ CREDITS APPLIED



2024 OVERVIEW

- **3.1 million electric miles traveled (approx.)**
- **Maintenance: \$.59 cost per mile, fleet avg.**
- **Energy: \$.25 cost per kWh, depot avg.**
- **Efficiency: 2.7 kwh/mile, fleet avg.**
- **Energy/Fuel: \$.73 per mile, fleet avg.**
- **LCFS revenue: \$670,000 in savings.**
- **Carbon Dioxide: 18,805,499 pounds averted!**

Thank you!





FY 2025 Monthly Operations Key Performance Indicators

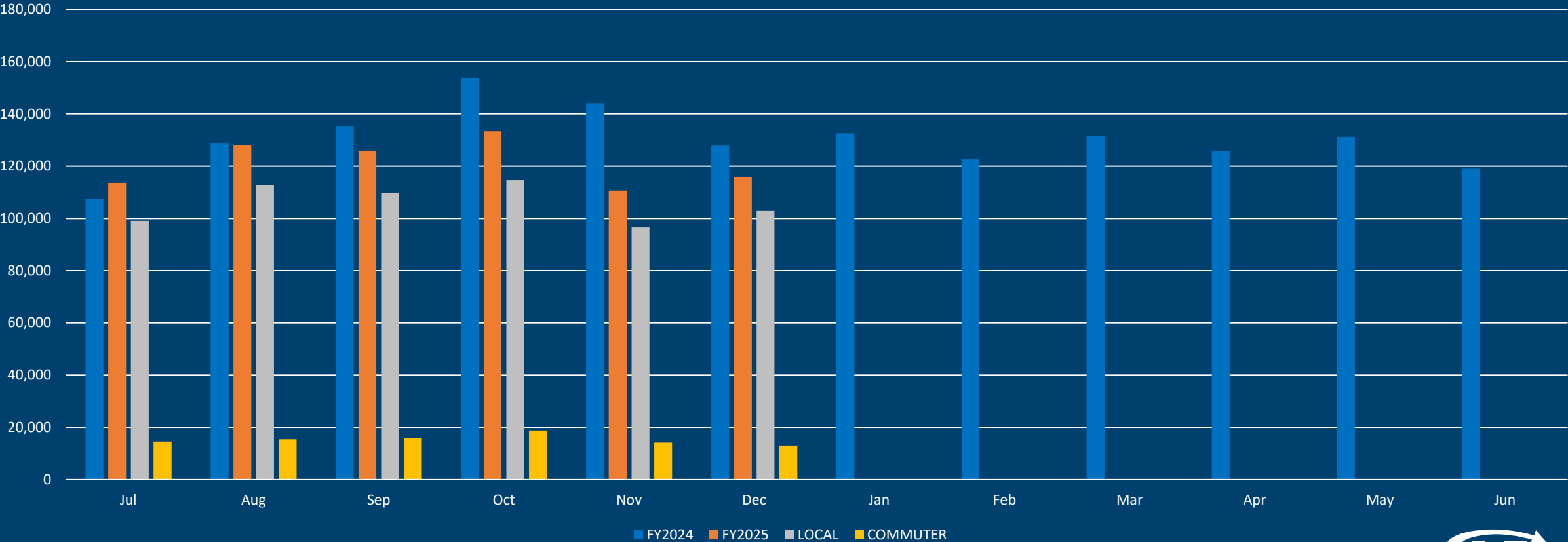
Presentation to the Board of Directors
January 28, 2025

November and
December 2024

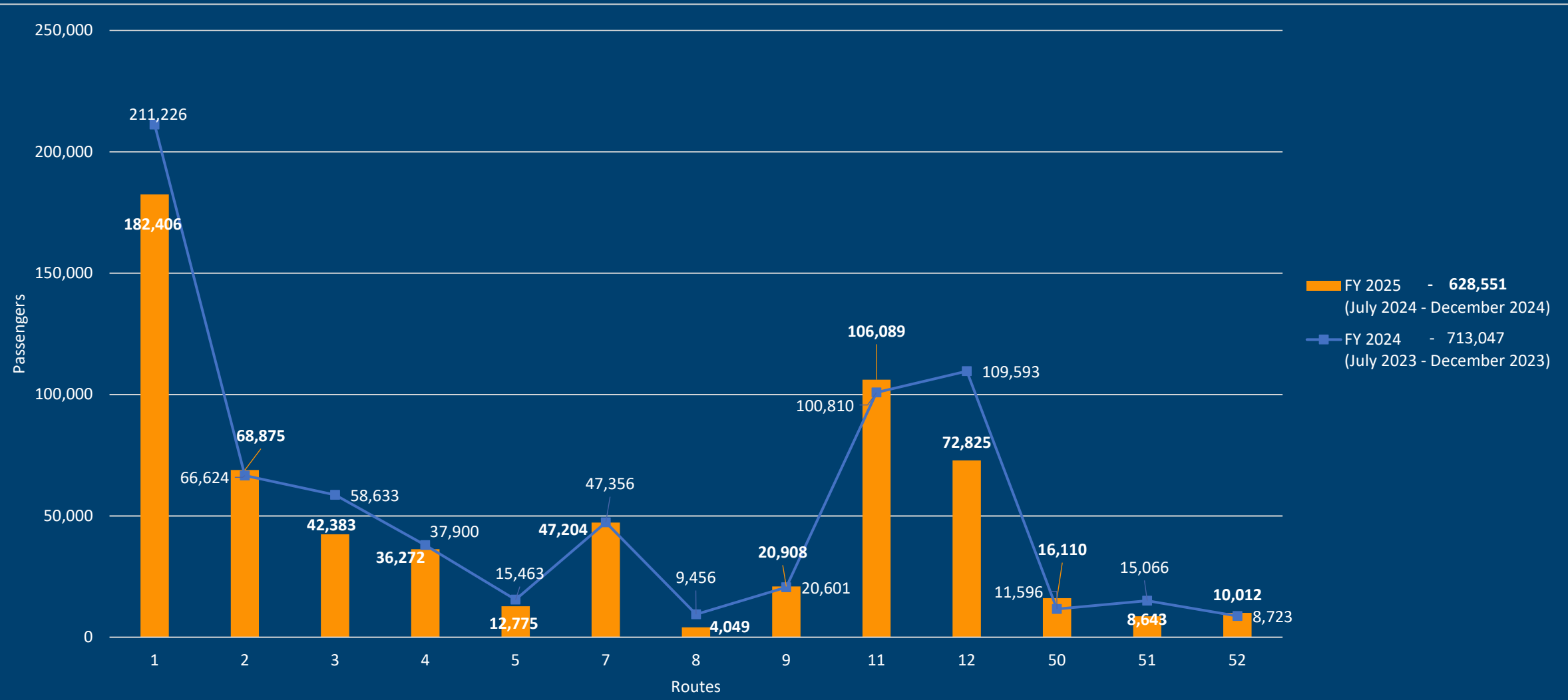
Genie Maxie

MONTHLY BOARDING ACTIVITY

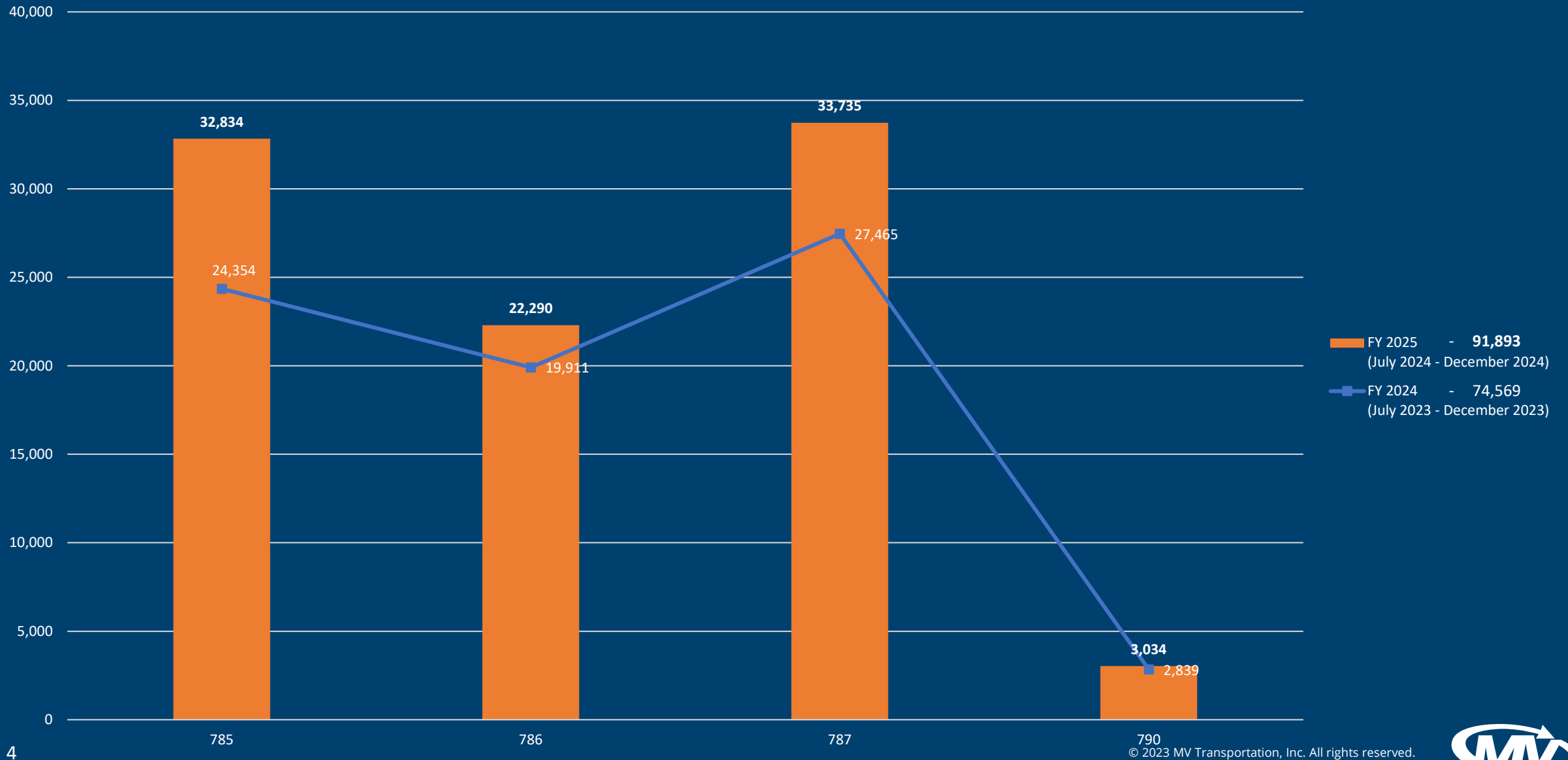
	December 2024 FY 2025	November 2024 FY 2025
System	115,867	110,627
Local	102,854	96,498
Commuter	13,013	14,129



ANNUAL RIDERSHIP – LOCAL ROUTES



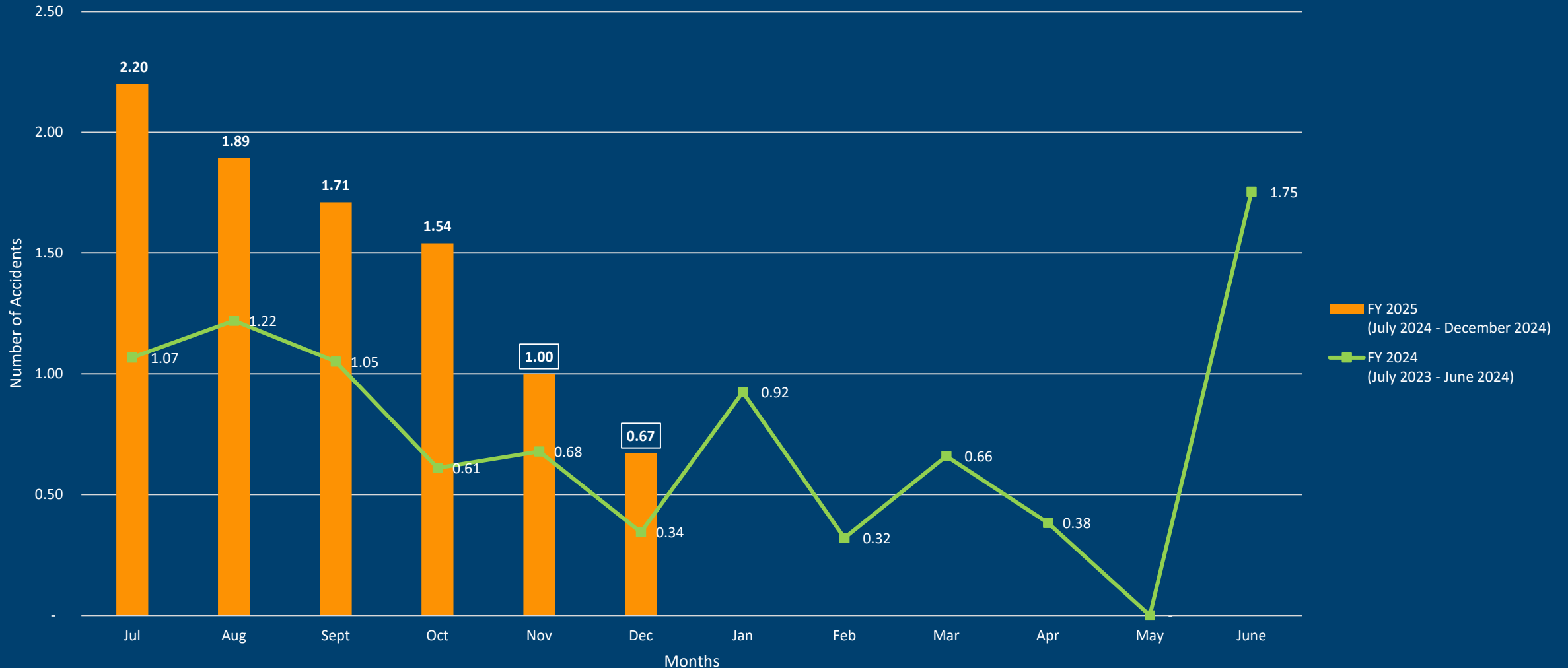
ANNUAL RIDERSHIP - COMMUTER ROUTES



PREVENTABLE ACCIDENTS /100,000 MILES SYSTEMWIDE AVERAGE:

NOVEMBER: 1.00

DECEMBER: 0.67

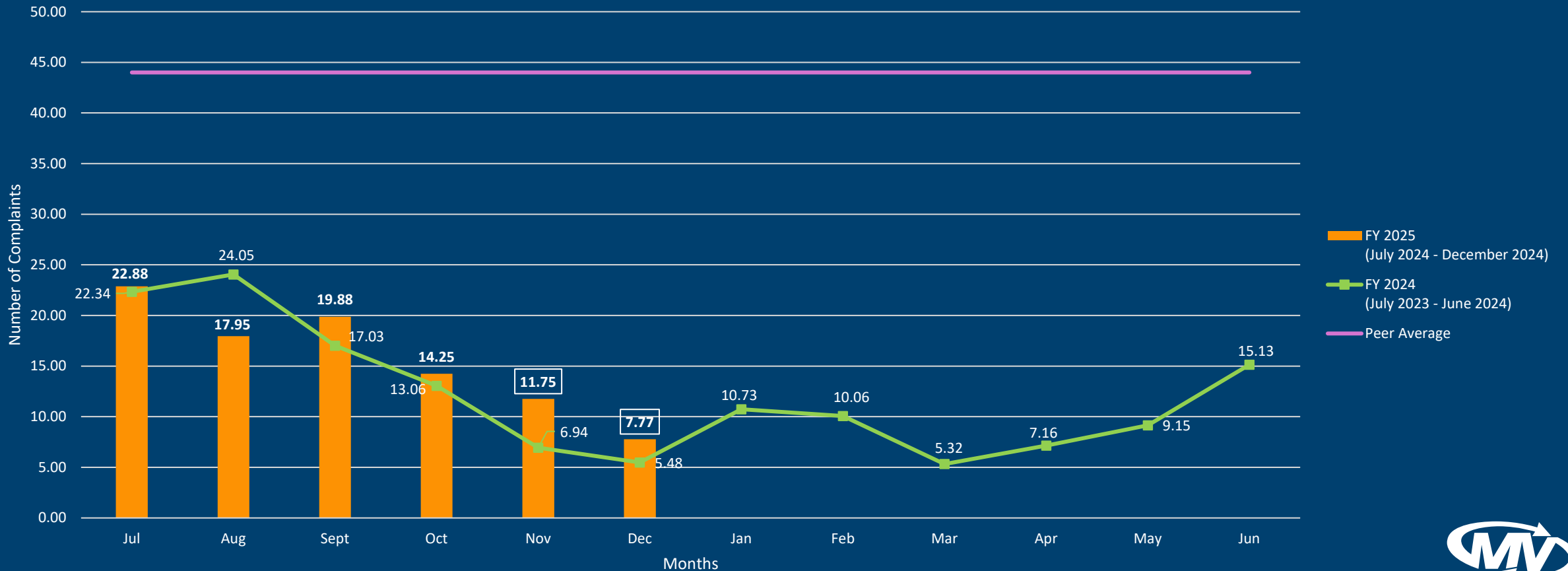


COMPLAINTS / 100,000 BOARDINGS SYSTEM WIDE AVERAGE:

NOVEMBER: 11.75

DECEMBER: 7.77

PEER AVERAGE: 44.00



Accidents and Complaints Summary

ACCIDENTS:

- November (3 preventable)
 - Bus made contact with another bus's side mirror
 - Rear of bus came in contact with curb
 - Rear of bus came in contact with yellow pole at yard

- December (2 preventable)
 - Passenger side mirror came in contact with bus stop sign
 - Bus made contact with center barrier on Freeway

*There were no injuries related to the above accidents

COMPLAINTS:

- November (13 complaints)
 - Passenger Passed Up at Stop – 4
 - Discourteous Operator – 3
 - Bus Running Early - 3
 - Unsafe Driving – 1
 - Bus Did Not Show -1
 - Bus Running Late - 1

- December (9 complaints)
 - Bus Running Late – 4
 - Passenger Passed Up at Stop – 3
 - Carried Beyond Requested – 1
 - Discourteous Operator – 1

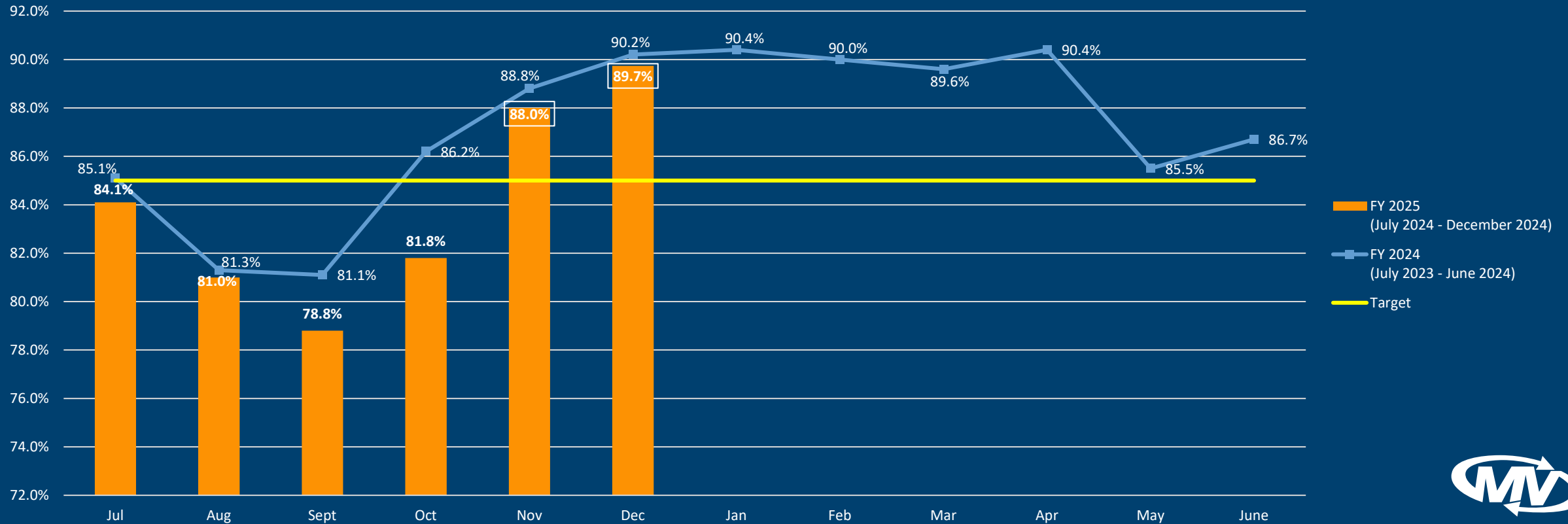
ON-TIME PERFORMANCE

SYSTEMWIDE AVERAGE – NOV: 88.0% DEC: 89.7%

LOCAL – NOVEMBER: 84.2% DECEMBER: 85.9%

COMMUTER – NOVEMBER: 91.8% DECEMBER: 93.6%

TARGET: 85%



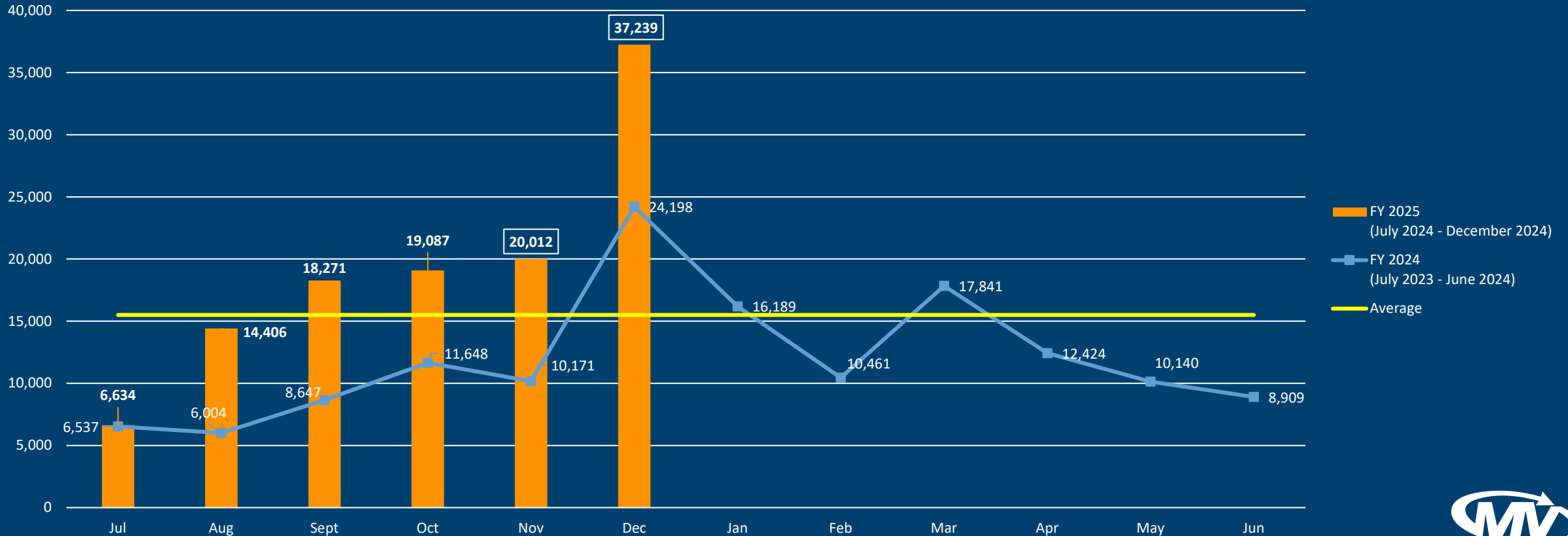
AVERAGE MILES BETWEEN ROADCALLS

SYSTEM WIDE AVERAGE:

NOVEMBER: 20,012

DECEMBER: 37,239

TARGET: 15,500



KEY PERFORMANCE INDICATORS

	AVTA Targets	December 2024 FY 2025	November 2024 FY 2025	December 2023 FY 2024
Boarding Activity		115,867	110,627	127,794
Complaints / 100,000 Boardings	≤ 44	7.77	11.75	5.48
Preventable Accidents / 100,000 Miles	≤ 1	0.67	1.00	.34
On Time Performance	≥ 85%	89.7%	88.0 %	90.0%
Average Miles Between Roadcalls	≥ 15,500	37,239	20,012	24,198





WE ARE MVMNT

**THANK
YOU**

Questions?



Regular Meeting of the Board of Directors

Tuesday, November 26, 2024

10:00 a.m.

Antelope Valley Transit Authority Community Room

42210 6th Street West, Lancaster, California

www.avta.com

UNOFFICIAL MINUTES

CALL TO ORDER:

Chairman Crist called the meeting to order at 10:00 a.m.

PLEDGE OF ALLEGIANCE:

Director Ohlsen led the Pledge of Allegiance.

ROLL CALL:

Present

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Richard Loa, Director Eric Ohlsen, Director Raj Malhi, Director Michelle Royal

APPROVAL OF AGENDA:

On a motion by Vice Chair Knippel and seconded by Director Ohlsen, the agenda was approved as comprised.

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi, Royal
Nays: None
Abstain: None
Absent: None

PUBLIC BUSINESS– AGENDIZED AND NON-AGENDIZED ITEMS:

Timothy McLaughlin spoke about the Dial-A-Ride (DAR) vehicles and being late to his appointments.

Dwight Schneider spoke about making improvements to the Microtransit app to provide notifications when there is a delay and a button added for two-way communications. Chairman Crist directed Executive Director Martin Tompkins to explore these options.

Milcah White voiced her concerns about the DAR service and the lack of communication between AVTA and Metrolink staff.

Ronald Scott voiced his concerns about the DAR service and app.

SPECIAL REPORTS, PRESENTATIONS, AND REQUESTS FOR DIRECTION (SRP):

SRP 1 LEGISLATIVE REPORT FROM SENATOR SCOTT WILK'S OFFICE

The representative was unable to attend.

SRP 2 LEGISLATIVE REPORT FROM ASSEMBLYMEMBER TOM LACKEY'S OFFICE

Carli Sullivan, the representative for Assemblymember Lackey's office, stated that the Assemblymember would be sworn in on December 2. She noted that during the California Air Resources Board (CARB) meeting, the Assemblyman urged the Board not to pass amendments to the state's Low Carbon Fuel Standard, or LCFS, which aims to shift California's fuel dependence away from gasoline and toward lower-carbon fuels such as biodiesel, hydrogen, and electricity.

SRP 3 PRESENTATION TO AVTA EMPLOYEE OF THE MONTH FOR OCTOBER 2024

Chief Financial Officer Judy Vaccaro-Fry presented Human Resources and Benefits Coordinator Amber Johnson with the Employee of the Month award.

SRP 4 PRESENTATIONS TO MV TRANSPORTATION OPERATOR JUAN GUZMAN FOR GOING ABOVE AND BEYOND

Executive Director Martin Tompkins and MV General Manager Tom Conlon presented Operator Juan Guzman with the Above and Beyond award.

SRP 5 PRESENTATION TO MV TRANSPORTATION EMPLOYEE AND OPERATOR OF THE MONTH FOR OCTOBER 2024

MV Transportation General Manager Tom Conlon presented Aduino Sanchez with the Operator of the Month award and Kelila Timmons with the Employee of the Month award.

SRP 6 PRESENTATION TO AV TRANSPORTATION SERVICES (AVTS) EMPLOYEE OF THE MONTH FOR OCTOBER 2024

AV Transportation Services President Art Minasyan presented Pedro Meza with the Employee of the Month award.

SRP 7 AVTS MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT FOR OCTOBER 2024

Mr. Minasyan presented the report, adding that he would address the concerns expressed during the Public Business portion of the agenda regarding late trips, customer service wait times, and improvements to the DAR app.

SRP 8 LEGISLATIVE REPORT UPDATE FOR NOVEMBER 2024

Chief Financial Officer Judy Vaccaro-Fry provided information regarding the PEPPRA 13(c) case, the Low-Carbon Fuel Standard (LCFS) Program, the Federal government's continuing resolution, Federal Fiscal Year 2025 appropriations, the Buy America Waiver for vans and minivans, FTA's updates to its program guidance and award management requirements for several circulars, and former Wisconsin Representative Sean Duffy being nominated for Secretary of Transportation.

SRP 9 MAINTENANCE KPI REPORT FOR OCTOBER 2024

Maintenance Compliance Analyst Joseph Sanchez presented the report.

SRP 10 OPERATIONS KPI REPORT FOR OCTOBER 2024 –GENIE MAXIE

MV Transportation Assistant General Manager Gennie Maxie presented the report. She detailed the various programs the safety and customer service teams have implemented to improve customer service and address safety issues. The Board briefly discussed the reported passenger injury.

SRP 11 STUFF-A-BUS UPDATE

Chairman Crist added SRP 11. Director of Marketing James Royal gave an update on the Stuff-A-Bus Program, which has been in operation for 30 years. Additionally, because the charities were shut down during COVID, the Chairman and staff instituted the Drive-Thru Food and Toy Giveaway Program, which has grown every year.

This year, AVTA's toy sponsorships raised a record-breaking \$43,750. The AVTA Stuff-A-Bus will be collecting toys and gifts at the YMCA's Annual

Gobble Wobble, the Palmdale and Lancaster Walmarts, the Holly Jolly Christmas in Palmdale, and the Magical Blvd. Christmas in Lancaster. He mentioned a few of the sponsors who help make this event a success: the city of Lancaster, the city of Palmdale, IBEW, Iron Workers Union, LA Food Bank, and the Salvation Army.

CONSENT CALENDAR (CC):

- CC 1 BOARD OF DIRECTORS MEETING MINUTES OF OCTOBER 22, 2024**
Approve the Board of Directors Regular Meeting Minutes of October 22, 2024.
- CC 2 FINANCIAL REPORT FOR OCTOBER 2024 AND FISCAL YEAR 2024/2025 (FY 2025) FIRST QUARTER TREASURER'S REPORT**
Receive and file the Financial Report for October 2024 and FY 2025 First-Quarter Treasurer's Report, including Capital Reserve and Farebox Recovery information.
- CC 3 BOARD OF DIRECTORS MEETING CALENDAR FOR 2025**
Approve the Board of Directors meeting calendar for 2025.
- CC 4 DESTRUCTION OF AVTA RECORDS**
In accordance with AVTA's Record Retention Policy, authorize the destruction of the on-site records (paper, electronic, audio, photographic, etc.) detailed on the Records Destruction list.
- CC 5 RESOLUTION NO. 2024-008, AUTHORIZING THE EXECUTIVE DIRECTOR/CEO TO EXECUTE ALL REQUIRED DOCUMENTS OF THE FEDERAL TRANSIT ADMINISTRATION AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION GRANT PROGRAM**

On a motion by Vice Chair Knippel and seconded by Director Ohlsen, the Board of Directors approved the Consent Calendar.

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi, Royal
Nays: None
Abstain: None
Absent: None

NEW BUSINESS (NB):

NB 1 DRAFT AUDITED FINANCIAL STATEMENTS AND SINGLE AUDIT REPORT OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2024

The Board waived the presentation of the staff report.

On a motion by Vice Chair Knippel and seconded by Director Ohlsen, the Board of Directors approved the Draft Audited Financial Statements and Single Audit Report of Federal Awards for the Year Ended June 30, 2024.

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi
Royal
Nays: None
Abstain: None
Absent: None

NB 2 DRAFT AUDITOR'S REPORT FOR PROPOSITION A DISCRETIONARY INCENTIVE GRANT FUNDS FOR THE YEAR ENDED JUNE 30, 2024

The Board waived the presentation of the staff report.

On a motion by Vice Chair Knippel and seconded by Director Ohlsen, the Board of Directors approved the Draft Independent Auditor's Report for Proposition A Discretionary Incentive Grant Funds for the Year Ended June 30, 2024.

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi,
Royal
Nays: None
Abstain: None
Absent: None

CLOSED SESSION (CS):

PRESENTATION BY LEGAL COUNSEL OF ITEM(S) TO BE DISCUSSED IN CLOSED SESSION:

**CS 1 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(2)
Significant exposure to litigation (two potential cases)**

CS 2 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(4)

Consideration of whether to initiate litigation (one potential case)

**CS 3 Public Employee Performance Evaluation – Pursuant to Government Code Sections 54954.5 (E) And 54957(B))
Title: Executive Director/CEO**

RECESS TO CLOSED SESSION:

The Board of Directors recessed to Closed Session at 10:59 a.m.

RECONVENE TO PUBLIC SESSION:

The Board of Directors reconvened for Public Session at 11:15 a.m.

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

General Counsel Allison Burns stated that the Board discussed CS 3 and provided direction to legal counsel. There was no reportable action.

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO MARTIN TOMPKINS

- The Drive-Thru Food and Toy Giveaway Program will be held on Saturday, December 21.
- Thanked the Sheriff Boosters for donating over 300 bikes to the Stuff-A-Bus-Program.
- Thanked the staff for 13 years of perfect single audits.
- Thanked the Board for their leadership.
- He wished everyone happy holidays.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

Mr. Ohlsen mentioned AVTA's fare evasion issue during the Palmdale City Council meeting on November 20, 2024. Fare evasion is rampant and needs to be controlled. He requested an analysis of the need, how it should be implemented, and having the cities and possibly the County of Los Angeles fund the security and law enforcement services.

Chairman Christ added that it protects our operators and the public against harassment and assault. The cities of Lancaster and Palmdale have a sales tax increase and want to be first in line to provide more security.

ADJOURNMENT:

The Board expressed their heartfelt condolences to Kathryn MacLaren. Chairman Crist adjourned the meeting at 11:25 a.m. in memory of Dave Gomez, Alternate Director MacLaren’s husband.

The next Regular Meeting of the Board of Directors will be held on January 28, 2025, at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA

PASSED, APPROVED, and ADOPTED this January 28, 2025.

Marvin Crist, Chairman of the Board

ATTEST:

DeeAnna Cason, Executive Assistant

Audio recordings of the Board of Directors Meetings are maintained in accordance with state law and AVTA's Records Retention Policy. Please contact Karen Darr, Clerk of the Board at (661) 729-2206 to arrange to review a recording.



DATE: January 28, 2025

TO: BOARD OF DIRECTORS

SUBJECT: Financial Report for November and December 2024

RECOMMENDATION

Receive and file the Financial Report for November and December 2024.

FISCAL IMPACT

	Nov + Dec 2024
PAYROLL	\$700,987.66
CASH DISBURSEMENTS	\$6,201,323.06

BACKGROUND

To comply with the provisions required by Sections 37202, 37208, and 6505.5 of the Government Code, the Chief Financial Officer, in conjunction with the Senior Finance Manager, provides a monthly payroll total and cash disbursements. The Executive Director/CEO appointed as the Authority's Treasurer certifies the availability of funds.

I, Martin Tompkins, Executive Director/CEO of AVTA, declare that the above information is accurate.

Prepared by:

Submitted by:

Vianney McLaughlin
Senior Finance Manager

Martin J. Tompkins
Executive Director/CEO



DATE: January 28, 2025

TO: BOARD OF DIRECTORS

SUBJECT: Fiscal Year 2024/2025 (FY 2025) Second Quarter Los Angeles County Sheriff's Department Report (October 1 through December 31, 2024)

RECOMMENDATION:

Receive and file the FY 2025 Second Quarter Los Angeles County Sheriff's Department Report for October 1 through December 31, 2024.

FISCAL IMPACT:

There is no fiscal impact currently.

DISCUSSION:

Deputy Maselli and his K-9 partner "Doc Holliday" worked 610 hours during the second quarter of FY 2025.

At the beginning of each shift, Deputy Maselli contacted bus operators to ascertain any concerns or problems to report and anything reported from the previous day. On average, Deputy Maselli contacted an estimated 25-30 buses/bus operators daily.

Deputy Maselli consistently monitored high-priority locations where previous incidents had been reported, including Sgt. Steven Owen Memorial Park (OMP), the Lancaster Senior Center, 10th Street East & Palmdale Boulevard, the Palmdale Transportation Center (PTC), and the Lancaster Metrolink Station.

Additionally, Deputy Maselli and K-9 "Doc Holliday" conducted visible K-9 sweeps focused on terrorism and explosives deterrence. These operations occurred at key locations such as the AVTA building and bus yard, AVTA transfer centers, AVTA buses, and various random bus stops across the Antelope Valley. Their high-visibility presence served as a critical element of public safety throughout the region.

The following Incident Report(s) is from October 1 through December 31, 2024.

Incident Report(s), Transit Safety, Service Delay(s)/Interruption(s)	OCT 24	NOV 24	DEC 24
Assault with a Deadly Weapon	1	4	0
AVTA Bus Stops and Bus Bays (High Visibility W/K-9)	75	75	75
Backup requested	0	2	0
Battery	0	0	2
Burglary	0	1	0
Disturbance - Business	1	0	0
Disturbance - Fight	2	0	0
Hit and run	2	0	0
A person with a Gun	3	5	1
A person with a Knife	0	1	1
Robbery	0	0	0
Stolen Vehicle	0	2	0
Traffic Collision (AVTA Bus - Involved)	0	0	0
Traffic Collision	11	7	2
Traffic Hazard	0	0	0
Vandalism – AVTA Bus	2	0	0
Warnings (Drinking in Public, No Smoking, Failure to Obey Posted Signs, Loitering)	1	1	1

Prepared by:

Submitted by:

DeeAnna Cason
Executive Assistant

Martin J. Tompkins
Executive Director/CEO



DATE: January 28, 2025

TO: BOARD OF DIRECTORS

SUBJECT: Annual Review of AVTA's Equal Employment Opportunity (EEO) Policy Statement, MV Transportation, Inc.'s EEO Plan, and AV Transportation Services' (AVTS) EEO Policy Statement

RECOMMENDATION

Review, update, and reaffirm the AVTA Equal Employment Opportunity (EEO) Policy Statement (Attachment A), the MV Transportation, Inc. EEO Plan (Attachment B), and the AVTS EEO Policy Statement (Attachment C).

FISCAL IMPACT

Annual review, update, or reaffirmation of this Policy is unlikely to result in any fiscal impact.

BACKGROUND

The Board of Directors approved AVTA's Equal Employment Opportunity (EEO) Policy Statement on July 25, 2017. The purpose of the Policy is to document and clearly communicate that AVTA will provide an equal employment opportunity for all persons and will prohibit discrimination based on race, color, creed, national origin, sex, age, disability, religion, marital status, sexual preference or veteran status or any other class as prohibited by federal and/or state law.

Additionally, AVTA's EEO Policy Statement and all contractors' EEO Plans and or Policies must be reviewed, updated, and reaffirmed by the Board of Directors annually within 30 days of the end of the calendar year. The review will include a submittal to AVTA of an EEO report/plan that meets all of the requirements of the Federal Transit Administration EEO Circular 4704.1A and documents any/all deficiencies and required corrective actions. Inquiries concerning this Policy may be directed to AVTA's EEO-appointed Compliance Officer.


Prepared by:

Submitted by:

Amber Johnson
Human Resources and Benefits Coordinator

Martin J. Tompkins
Executive Director/CEO

Attachments: A – AVTA's EEO Policy Statement
B – MV Transportation, Inc. EEO Plan & Policy Statement
C – AV Transportation Services EEO Policy Statement

	<p>Equal Employment Opportunity (EEO) Policy Statement</p>
	<p>Original Approval Date: July 25, 2017</p>
	<p>Revision Approved by Board of Directors: January 28, 2025</p>
	<p>Policy Effective Date: January 28, 2025</p>

The Antelope Valley Transit Authority (AVTA) is an Equal Employment Opportunity (EEO) employer. It is the policy of the AVTA to provide equal employment opportunity for all persons and prohibits discrimination based on race, color, creed, national origin, sex, age, disability, religion, marital status, sexual preference, veteran status, or any other class as prohibited by federal and/or state law.

AVTA recruits, hires, trains, and promotes employees without regard to race, religion, color, creed, national origin, ancestry, physical or mental disability, medical condition, marital status, sex or gender (including sexual harassment, pregnancy, childbirth or related medical conditions), age (40 and older), sexual orientation, gender identity, veteran status, genetic characteristics, or other legally protectable class as defined in Title VII of the California Fair Employment and Housing Act ("FEHA"), and any other applicable provisions of federal and/or state law. AVTA remains in compliance with the provisions of the Americans With Disabilities Act (ADA) and FEHA regarding persons with disabilities.

This policy applies to all employment practices and conditions, including recruitment and selection, promotions, terminations, transfers, layoffs, compensation decisions, discipline, separations, training, and benefits.

AVTA is committed to implementing an affirmative action policy, which includes developing goals and timetables, designed to overcome the effects of past discrimination on minorities and women.

Executive oversight of AVTA's EEO policy is the responsibility of the AVTA Executive Director/CEO. Oversight and implementation, which includes dissemination, understanding, and enforcement of the EEO policy, is the responsibility of the appointed EEO Compliance Officer. The appointed EEO Compliance Officer is responsible for updating AVTA's EEO policies, monitoring compliance with the affirmative action plan and goals, providing training, and implementing programs that promote the AVTA's policy of promoting diversity, equal employment opportunities, and affirmative action.

All applicants for employment and employees have the right to file complaints alleging discrimination with AVTA's EEO Compliance Officer. Any employee who contends that they have been subjected to unlawful discrimination, harassment, or retaliation in violation of federal or state law may use the internal complaint procedure set forth in AVTA's Harassment-Free Workplace policy. Employees can

raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any unlawful discrimination will be subject to disciplinary action, up to and including dismissal from employment.

EMPLOYEE AND MANAGEMENT RESPONSIBILITIES

All AVTA directors, managers, and supervisors with hiring authority share the responsibility of ensuring agency compliance through understanding, communicating, and active involvement in support of AVTA's EEO policies and affirmative action plans.

AVTA Managers and Supervisors will be evaluated on their actions taken to ensure successful implementation and compliance with the agency's EEO policy in the same way as their performance on other agency's goals in accordance with FTA circular 4704.1, [Page III-2 a. (6)].

Achievement of AVTA's EEO policy goals will provide benefits to the recipient/sub-recipient/contractor through fuller utilization and development of previously underutilized human resources in accordance with FTA circular 4704.1, [Page III- 2 a. (7)].

AVTA is committed to maintaining an environment that values diversity in which all employees are free from illegal discrimination and harassment.

Nothing herein is intended to modify the at-will status of all AVTA employees.

CONTRACTOR COMPLIANCE

The Federal Transit Administration (FTA) requires recipients to document their review of EEO Programs for sub-recipients or contractors that meet the EEO Program threshold. As per the FTA EEO Circular 4704.1A, AVTA must review and monitor sub-recipients or contractors' EEO programs and policies, which verify that they contain these seven elements:

1. Statement of Policy;
2. Plan for dissemination both internally and externally;
3. Designation of appropriate personnel responsible for carrying out the EEO; Program, including the designation of an EEO Officer;
4. Utilization analysis;
5. Goals and timetables to correct identified areas of underutilization or concentration;
6. Assessment of an agency's employment practices; and
7. Plan for monitoring and reporting on the EEO Program.

ANNUAL REVIEW OF POLICY

This EEO Policy Statement and contractor's EEO Plan will be reviewed, updated, and reaffirmed by the Board of Directors annually. Per the current operator contract, this review must be accomplished no later than thirty (30) days after the end of each calendar year. The review will include a submittal to AVTA of an EEO report/plan that meets all of the requirements of FTA EEO Circular 4704.1A and documents any/all deficiencies and required corrective actions. Inquiries concerning this policy can be directed to AVTA's EEO appointed Compliance Officer, as appointed by the AVTA Executive Director/CEO.

AVTA EEO Compliance Officer: Amber Johnson, HR & Benefits Coordinator

Phone: (661)729-2231

Email: EEO.Officer@avta.com or ajohnson@avta.com

Martin J. Tompkins – AVTA Executive Director/CEO

Date



MV Transportation

FTA/EEO-4 / Title VII

Program UPDATE

Division: Lancaster, CA

Division Number: 650

Expires: July 2026

Data Coverage Date: June 2022-January 2025

FTA/EEO PLAN

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General Information

Contractor/Address:	MV Transportation, Inc. (Corporate) 2711 N. Haskell Ave #1500
Corporate City/State:	Dallas, Texas 75204
Chief Executive Officer:	Harry Wilson
Equal Employment Compliance Manager:	Brandy S. Gaskin
Telephone Numbers	972-391-4600 (Corporate) 219-689-6769 (EEO Compliance Manager)

About Us

MV Transportation is the leading provider of paratransit services and the largest privately-owned passenger transportation contracting firm in the United States. We provide safe, reliable, and affordable transportation services, partnering with over 200 city and county government transit agencies, school districts, universities, and corporations. In addition to paratransit, the company offers fixed routes, campus and corporate shuttle, and student transportation services.

MV provides freedom for over 110 million passengers each year across 30 states and Canada with a team of more than 20,000 dedicated transit professionals.

Founded in 1975 by Alex and Feysan Lodde, MV's growth over the past 40 years is a testament to our commitment to quality, our progressive approach toward passenger transportation, and the richness of our culture. We are committed above all else to making a difference in people's lives by inspiring our employees, treating our customers as part of our family, and making our communities even better places to live.

The objectives of the EEO Program are as follows:

To ensure that FTA-assisted benefits and related services are made available and are equitably distributed without regard to race, color, sexual or national origin.

To ensure that the level and quality of FTA-assisted transit services are sufficient to provide equal access and mobility for any person without regard to race, color, sexual or national origin.

To ensure that opportunities to participate in the transit planning and decision-making processes are provided to persons without regard to race, color, sexual or national origin.

To ensure that decisions on the location of transit services and facilities are made without regard to race, color, or national origin.

To ensure that corrective and remedial action is taken by all applicants and recipients of FTA assistance to prevent discriminatory treatment of any beneficiary based on race, color, or national origin.

These objectives are the basis for the implementation of FTA Title VII Program. MV Transportation adopts the same objectives in the implementation of its EEO Program, which sets corporate policies to ensure compliance with Title VII.

Definitions

Applicants mean an eligible public entity or organization that submits an application for financial assistance under any FTA program.

Compliance refers to a condition in which FTA has found that the applicant, recipient, or sub recipient has met the requirements in this circular, and there is no indication or evidence of discrimination on the basis of race, color, or national origin.

Contractor means any entity or organization which has entered into a contract relating to transit service delivery with an applicant, recipient, or sub recipient.

Covered Employment Practices refers to practices under federally assisted programs in which the primary objective of the Federal financial assistance is to provide employment or if those practices would result in discrimination on the basis of race, color, or national origin against beneficiaries of federally assisted services and benefits.

Discrimination refers to any intentional or unintentional act, or any failure to act, which has the effect of excluding or denying a person from participation in benefits or has otherwise subjected a person to unequal treatment under any program or activity because of race, color, or national origin.

Minority or Minority Group Persons includes the following:

- a) (W) “White”, “which includes person having origins in any of the original people of Europe (non-Hispanic or Latino)
- b) (B) “African Americans,” which includes persons having origins in any of the Black racial groups of Africa.
- c) (H/L) “Hispanic Americans,” which includes persons of Mexican, Latino, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race.
- d) (AI/AN) “Native Americans,” which includes persons who are American Indians, Eskimos and Aleuts.
- e) (NHOPI) “Native Hawaiian or Other Pacific Islander,” which includes person who are Native Hawaiians, Other Pacific Islander.
- f) (A) “Asian-Americans,” which includes persons whose origins are Japan, China, Korea, Vietnam, Laos, Cambodia, the Pacific, and Northern Marianas.
- g) (M) Male
- h) (F) Female

National Origin means the particular Nation where a person was born, or where the person’s parents or ancestors were born.

Primary Recipients means any recipient that is authorized or required to request Federal assistance on behalf of sub recipients and distributes such financial assistance to sub recipients for the purpose of carrying out a program.

Noncompliance refers to a condition in which FTA has found that the applicant, recipient, or sub recipient does not fully satisfy these requirements and has requested the applicants, recipient, or sub recipient to take remedial or corrective actions to achieve compliance; or has initiated an enforcement action against the applicant, recipient, or sub recipient.

Title VII Program means the system of requirements, procedures, actions and sanctions adopted by Federal, State, and local agencies and other applicants, recipients, and sub recipients which are deemed necessary and appropriate to comply with Title VII of the Civil Rights Act of 1964, and the implementing regulations issued by DOJ and DOT.

FTA Activity means any requirement of circular 4704.1A

Statement of Policy

MV Transportation (MV) management and staff pledge their continued support to the Federal Transit Administration's (FTA) program on equal employment opportunity affecting employment practice, including but not limited to recruitment, advertisement, hiring, upgrading, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation and treatment of employees. This process will be administered without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veterans' status, or other protected class and terms and conditions as set forth under the requirement of circular 4704.1A.

MV is firmly committed to a policy of equal employment opportunity and will administer its personnel policies and conduct its employment practices in a manner that results in treatment based on merit, experience, and other work-related criteria, without regard to race, color, creed, religion, sex, national origin, age, disability or any other protected characteristic under relevant state and federal laws.

MV is committed to providing reasonable accommodations to applicants and employees due to disability, practice, or observation of their religious beliefs without undue hardship.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit) or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

I, Harry Wilson, Executive Chairman of MV Transportation, will maintain overall responsibility and accountability for MV's compliance with its EEO Policy and Program.

To ensure day-to-day management, including program preparation and monitoring, Brandy Gaskin, EEO Compliance Manager, has been delegated responsibility for developing and monitoring the equal employment opportunity program. Ms. Gaskin reports directly to the Executive Chairman; however, all executive, management, and supervisory personnel at every level are assigned specific tasks to ensure compliance is achieved. MV will evaluate its managers' and supervisors' performance on their successful implementation of the MV policies and procedures in the same way MV assesses their performance regarding other agency goals to ensure compliance. Ms. Brandy Gaskin can be contacted at 2711 N. Haskell Ave, Suite 1500 | Dallas, TX 75204, telephone (972) 391-4600; email: brandy.gaskin@mvtransit.com.

MV is committed to developing a written nondiscrimination program that sets forth the policies, practices, and procedures with goals and timetables. The agency is committed to making the EEO Program available for inspection by any employee or applicant upon inspection request.

MV encourages all employees to participate in all EEO Programs that promote professional growth and career advancement opportunities (e.g., development and career growth training, posted promotional opportunities, shadowing, mentoring). I am committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect and equitably under the guidelines of our EEO Policy and Program.



January 1, 2025

Harry Wilson, Executive Chairman

Dissemination of Policy

MV Transportation, Inc. is aware of the importance of publicizing and the dissemination of the EEO policy statement by positing it in a noticeable location, where employees, applicants, and potential applicants are aware of the agency's commitment to EEO. MV Transportation disseminates the EEO policy internally and externally.

Internal Dissemination

MV Transportation is committed to communicating the existence of the EEO policy and program to employees, applicants, and potential applicants by:

- Providing written communications from the Executive Chairman.
- Posting official EEO materials (e.g., Federal and state labor laws poster(s)) and the agency's policy statement on bulletin boards, near time clocks, in employees' breakrooms, and in the employment/personnel office.
- Including the EEO policy statement in the agency's personnel and operations manual, employee handbooks, reports, and manuals.
- Meeting with CEO, top management officials (e.g., bus operations, human resources, planning, marketing, etc.) at a minimum semiannually to discuss the EEO Program and its implementation.
- Meeting with all employees and affinity groups to seek input on the program implementation.
- Conducting periodic EEO training for all employees and managers.
- Conducting EEO training for all new supervisors or managers within 90 days of their appointment.

In addition to posting and publicizing the EEO policy statement, MV Transportation includes the policy statement in employee orientation materials and requires new employees to sign a form acknowledging they have read and understand the policy. MV Transportation maintains documentation that the EEO policy and program distributed to employees and managers. This includes maintaining agendas, training records and sign-in sheets for meetings conducted when the EEO policy and its implementation are explained.

External Dissemination

1. Recruitment Sources. MV currently partners with Americas' Job Exchange, which has specific exchanges for Veterans, Disability, Women and Minorities as well as networks with state unemployment agencies and community-based organizations. All advertisements seeking applicants for employment will identify MV Transportation, Inc. as an "equal employment opportunity employer".
2. When there is outreach or advertising with recruitment entities, MV will disseminate the EEO Policy to entities.
3. External Applicants. MV Transportation, Inc. will notify all applicants of the EEO policy. Application forms state MV Transportation is an "equal employment opportunity employer". Notices to recruitment sources and all employment advertisements state this EEO policy.

Designation of Personnel Responsibility

Brandy Gaskin has been named the EEO Officer and reports directly to Harry Wilson, Executive Chairman, for the purpose of achieving compliance with this plan. Assigned divisional personnel are responsible for EEO investigation for the division. Additional organizational information is included in the Organizational Chart. The EEO Officer has been charged with the following responsibilities:

1. The EEO Officer is responsible for developing and recommending an EEO policy, a written EEO program and developing internal and external communication procedures (outlined in prior section).
2. Be sensitive to, and aware of, the varied ways in which discrimination occurred as be committed to the EEO program goals and objectives.
3. Have knowledge of civil rights precepts, policies, rules, regulations and guidelines.
4. The EEO Officer has the authority and ability to work and communicate with other Managers and Supervisors at all organizational levels to achieve EEO goals and objectives.
5. Assisting divisional management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals.

6. Designing, implementing and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed.
7. Reporting semiannually to the Chief Executive Officer, Chief Operations Officer and regional Senior Vice Presidents on progress of each division in relation to goals.
8. Maintain awareness of current EEO laws and regulations and ensure the laws and regulation affecting nondiscrimination are disseminated to the responsible officials.
9. Serving as a liaison between MV Transportation, Inc., federal, state and local governments, regulatory agencies, minority, disabled and women's organizations, and other community groups.
10. Assuring that current legal information affecting affirmative action is disseminated to responsible officials.
11. Assisting in recruiting minority, disabled and women applicants and establishing outreach sources for use by hiring officials.
12. In conjunction with the Director of Compensation, concurring in all hires and promotions.
13. Processing internal employment discrimination complaints (external discrimination complaints are handled by the Associate General Counsel).
14. Working with divisional managers and supervisors to ensure that MV EEO Policy is understood and adhered to.
15. Develop and review EEO training programs for managers and employees, as well as partnering with the Director of Learning and Development to identify the most effective method of learning.
16. Present EEO program materials during employee orientation and training program.
17. Partnering with Human Resources to advise employees and applicants of available training programs, professional development opportunities and minimal entrance requirements.
18. Audit postings of the EEO policy statement to ensure compliance information is posted and up to date.

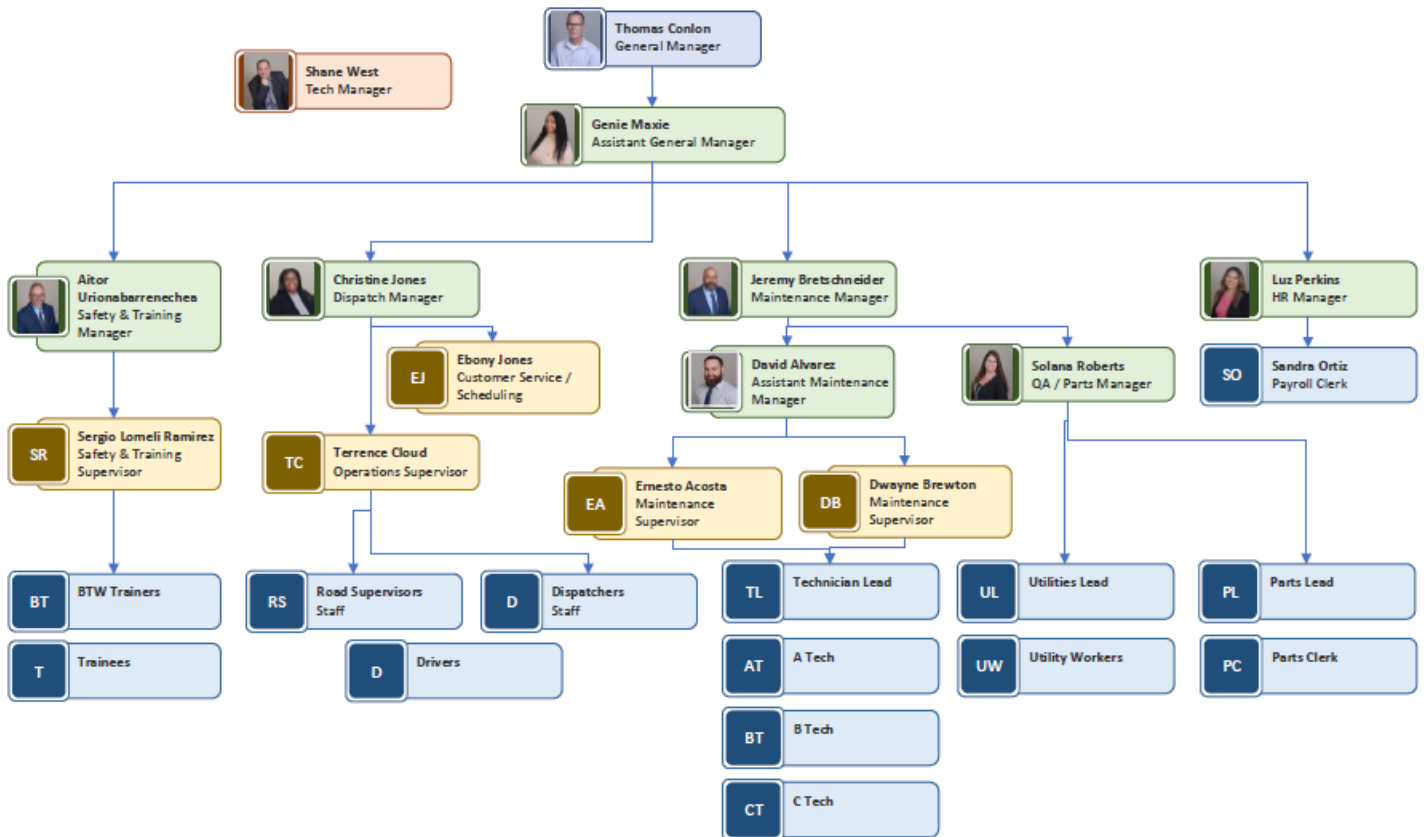
19. Partnering with Human Resources, Legal, and Labor leaders (where needed) to periodically review MV employment practices, reasonable accommodation policies, performance evaluations, complaint procedure, union agreements to ensure there is no disparate impact, and Open-Door policy to ensure effectiveness.

Although MV Transportation, Inc.'s EEO Officer has primary responsibility for implementing the company's EEO plan, carrying out EEO and affirmative action is an integral function of all officials, managers, and supervisors. Managers are required to carry out the following responsibilities as part of their job:

Assisting in identifying problem areas and working with the EEO Officer to establish recruiting and hiring goals and objectives.

1. Being actively involved with local minority organizations, women's and disabled groups, community action organizations and community service programs designed to promote EEO.
2. Assisting the EEO Officer by participating actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives:
3. The EEO Officer will assist the Managers with maintaining and updating the personnel database for generating reports required for the nondiscrimination program.
4. Holding regular discussions with other managers, supervisors, and employees to ensure that MV Transportation, Inc.'s policies and procedures are being followed.
5. Reviewing the qualifications of all employees to assure that minorities, vets, disabled persons and women are given full opportunities for transfers, promotions, training, salary increases and other forms of compensation.
6. Participating in the review and/or investigation of complaints alleging discrimination; and
7. Encourage employee participation to support the advancement of the EEO Program (e.g. professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring)

Organization Chart



Brandy Gaskin

EEO Compliance Manager-Corporate

Current Utilization Analysis

As per federal regulations, an analysis of utilization is conducted for each update of the EEO (Equal Employment Opportunity) program, to identify job categories within the workforce that have a lower representation of gender or minority groups.

This analysis is completed to help track EEO efforts and develop goals and action plans to improve the EEO program with less representation compared to the county labor market. It involves a statistical breakdown of the workforce by job category, gender, and race.

The utilization analysis helps identify demographic groups within each job category that exhibit more than 10 percent underutilization and that require more than three employees to reach parity. Such groups are considered potential focus areas for increasing overall representation.

Position included by categories:

- Officials and Managers includes, but not limited to:

- CEO
- Vice Presidents
- Directors
- Counsel
- Managers

- Administrative Support includes, but not limited to:

- Reservationist
- Dispatcher
- Lead Dispatcher
- Scheduler
- Administrative Clerk
- Scheduling Supervisor
- Dispatch Supervisor

- Craft Workers includes, but not limited to:

- Mechanics
- Body Tech

- Service/Maintenance Workers includes, but not limited to:

- Driver
- Attendants
- Facility Maintenance
- Utility Workers

Any personnel increases are based on positional and demographic availability. Source: www.census.gov/acs/www/data/eo-data/eo-tables as of January 2025

Job Category Use EEO-4	Salary Range (\$22,000- 25,000)	Total Workforce					Male						Female							
		All	WM	MM	WF	MF	W	A/AN	B	H/L	A	HHOPI	Multi	W	A/AN	B	H/L	A	HHOPI	Multi
1 - Officials & Administrators																				
Current Workforce		5	1	1	1	2	1			1					1		2			
Percent in Category	*Entry		20.0%	20.0%	20.0%	40.0%	20.0%	0.0%	0.0%	20.0%	0.0%	0.0%	0.0%	20.0%	0.0%	40.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							25.4%	0.0%	0.0%	36.7%	0.0%	0.0%	0.0%	4.2%	0.0%	1.6%	0.0%	0.0%	0.0%	
Percent Underutilized																				
Underutilized (Year/No)									17%											
Number Needed to Reach Parity																				
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
2 - Professionals																				
Current Workforce		0	0	0	0	0														
Percent in Category	*Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent Underutilized																				
Underutilized (Year/No)																				
Number Needed to Reach Parity																				
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
3 - Technicians																				
Current Workforce		0	0	0	0	0														
Percent in Category	*Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent Underutilized																				
Underutilized (Year/No)																				
Number Needed to Reach Parity																				
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
4 - Protective Service																				
Current Workforce		0	0	0	0	0														
Percent in Category	*Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent Underutilized																				
Underutilized (Year/No)																				
Number Needed to Reach Parity																				
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
5 - Paraprofessional																				
Current Workforce		0	0	0	0	0														
Percent in Category	*Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent Underutilized																				
Underutilized (Year/No)																				
Number Needed to Reach Parity																				
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
6 - Administrative Support																				
Current Workforce		26	1	12	1	12	1			4	8				1		3	4		
Percent in Category	*Entry		3.8%	46.2%	3.8%	46.2%	3.8%	0.0%	15.4%	30.8%	0.0%	0.0%	0.0%	3.8%	0.0%	30.8%	15.4%	0.0%	0.0%	
Percent of Availability							11.7%	0.0%	3.5%	17.2%	0.0%	0.0%	0.0%	20.9%	0.0%	6.6%	21.4%	0.0%	0.0%	
Percent Underutilized														17%			6%			
Underutilized (Year/No)														17%			6%			
Number Needed to Reach Parity														4			1			
Planned percent increase Year 1														4%			1%			
Planned percent increase Year 2														4%			2%			
Planned percent increase Year 3														4%			2%			
Planned percent increase Year 4														4%			2%			
7 - Skilled Craft																				
Current Workforce		19	3	15	0	1	3			15							1			
Percent in Category	*Entry		15.8%	78.9%		5.3%	15.8%	0.0%	0.0%	78.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.3%	0.0%	0.0%	
Percent of Availability							47.4%	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.0%	0.0%	0.0%	
Percent Underutilized																				
Underutilized (Year/No)																				
Number Needed to Reach Parity																				
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
8 - Service-Maintenance																				
Current Workforce		174	9	87	6	72	9			41	45			1		6		49	23	
Percent in Category	*Entry		5.2%	50.0%	3.4%	41.4%	5.2%	0.0%	23.6%	25.8%	0.0%	0.6%	0.0%	3.4%	0.0%	28.2%	12.2%	0.0%	0.0%	
Percent of Availability							7.2%	0.0%	15.2%	20.8%	0.0%	0.0%	0.0%	2.8%	0.0%	12.9%	14.0%	0.0%	0.0%	
Percent Underutilized																				
Underutilized (Year/No)										5%								1%		
Number Needed to Reach Parity										8								1		
Planned percent increase Year 1										1%								1%		
Planned percent increase Year 2										2%										
Planned percent increase Year 3										1%										
Planned percent increase Year 4										2%										

Total Workforce Summary

The “Total Workforce Summary” data covers all employees and is reflected in charts for hires, promotion, training and disciplinary actions during review period.

Coverage Dates: June 2022-January 2025

Job Title	Period As Of: June 2022-January 2025																
	All Employees			EMPLOYEES													
				MALE							FEMALE						
	Total	M	F	W	B	HISP	AS	AIAN	NHOPI	MULTI	W	B	HISP	AS	AIAN	NHOPI	MULTI
Officials and Managers	11	7	4	3	2	2	0	0	0	0	1	2	1	0	0	0	0
Admin Support	50	30	20	7	8	15	0	0	0	0	4	10	6	0	0	0	0
Skilled	31	30	1	7	1	22	0	0	0	0	0	0	1	0	0	0	0
Service/Maintenance	338	175	163	23	71	79	1	0	1	0	11	116	34	0	1	1	0
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Para-Professional	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	430	242	188														

B - African American

AIAN - American Indian or Alaskan Native

AS - Asian

W-White

HISP - Hispanic

NHOPI - Native Hawaiian or Other Pacific Islander

Multi - Two or More Races

Goals and Timetable

1. Goals and timetables are an excellent management tool to assist in the optimum utilization of human resources. Specific and detailed percentage and numerical goals with timetables must be set to correct any underutilization of specific affected classes of persons identified in the utilization analysis. Usually, long-range goals will be designed to eliminate underutilization in job categories where it has been identified. Based on the utilization analysis, MV Transportation will establish goals and timetables designed to correct any identified deficiencies. The goals and timetables should be attainable, in terms of the analysis and the entire program of affirmative action, to remedy existing employment practices that may unjustifiably be contributing to underutilization. In establishing the size of goals and the length of the timetables, MV should consider results which can reasonably be expected from putting forth every good faith effort to make the overall affirmative action program work. If goals and timetables are not met, there is an obligation to justify this failure following MV annual evaluation of the EEO Program. The justification for failing to meet a goal(s) should address such factors as: whether the anticipated job openings materialized, the availability of persons whose employment could have resulted in the goal(s) being achieved, and the adequacy of recruitment and other affirmative actions to change existing employment practices so that the goal(s) could be achieved.
2. Long-range goals are usually stated as percentages, although numerical projections are recommended where feasible. Such goals should consider the fact that availability of traditionally underutilized or underemployed groups is not constant. Future projections should be taken into consideration. Generally, an EEO Program will be formulated with long-range goals to be attained within a period of 4 to 5 years.
3. Short-term or intermediate numerical goals should be set and pursued in order to assure accomplishment of long-range goals. Short-term goals represent the net increase in minorities and/or women's employment in a particular job category within the next 12 months. Short-term goals should be stated, both as actual numbers and percentages, and should be based on anticipated job openings, job group availability, and the long-range goals set for minorities and/or women in the particular job category. Projections of vacancies should also be established in terms of a job progression chart in order to determine which vacancies can be filled immediately by underutilized persons and the possibilities of these persons being promoted into upper-level positions in terms of long-range goals.

4. Short-term or intermediate goals should be weighed up and established so that they are likely to produce the greatest results. As an example, if MV has no members of a specific affected group in a particular job classification, initial short-term goals should be set higher to maximize the expectation of recruitment and selection from the affected group. On the other hand, if MV has a good representation of traditionally underutilized groups in the lower steps of the job progressions, and members of each affected group are moving into higher steps of the job progressions with regularity, a lower allocation of openings at the upper level may be adequate.
5. In developing goals and timetables to correct underutilization, MV should use the following guidelines:
 - a. Involve personnel staff and department managers in the process.
 - b. Set goals that are significant, measurable, and attainable.
 - c. Make goals with a timetable specific for planned results.
 - d. Consider anticipated attrition, expansion, contraction (especially the impact on employment of projected contracting out and privatization/competitiveness activities), turnover in the work force, and availability of persons with required skills.
 - e. Consider effects of changes in existing employment practices that may contribute to underutilization in increasing availability of minorities and women.
 - f. Goals should not be rigid and inflexible but must be targets reasonably attainable by applying every good faith effort to make all aspects of the affirmative action program work.

Assessment of Employment Practices

As a part of its ongoing commitment to the EEO Program, MV conducts detailed assessments of current employment practices to identify those that create employment barriers or contribute to underutilization in an unjustifiable manner. The assessments detailed in this section are intended to evaluate the impact of MV employment practices in the areas of recruitment, selection, promotion, termination, transfer, layoff, disciplinary action, compensation and benefits, training, etc.

Recruitment and Selection

Recruitment Methods, Sources and Referral Procedures

MV Transportation advertises open position by posting them to CareerBuilder and with America's Job Exchange, which sends jobs to numerous organizations, including state employment agencies, which serve female, minority, veteran and disabled job seekers. MV encourage current employee to refer

females and minorities to apply for employment opportunities. MV Transportation will need to further analyze whether or not these methods are sufficient as they relate to reaching minority job seekers.

Recruitments are analyzed on a quarterly basis by assessing the demographic make-up of the division workforce to determine which job classifications are being underutilized. If there are any areas of concern, the General Manager/Human Resource Department are notified of any deficiencies for corrective action. Follow-up analysis is conducted during the next review phase.

Application Procedures

MV utilizes a web-based online hiring system. This process serves a dual purpose of providing an electronic/online application for applicants and providing MV with an administration interface so that General Managers and other division supervisory staff can manage the application process. This application can be accessed from a personal computer; however, applicants typically apply in-person at the division and complete the application on-site using the application kiosk. Assistance with the process is provided for those applicants that have little or no computer experience. For applicants requiring accommodation to the application process due to a medical condition or disability, accommodation can be requested. Screen shots of the application are attached as **Appendix C**.

Resume Screening

Unless accommodation has been granted due to mental condition or disability, all applicants are required to complete MV online application unless an accommodation. Each application is reviewed for completeness, job history, job stability, experience and relevant experience and education. Incomplete or inaccurate applications may disqualify an individual from consideration for hire, although MV Transportation may make attempts to obtain and/or clarify any missing or questionable information.

Interview and Selection Process

Individuals whose employment applications indicate they may be qualified for a particular vacancy are given an interview. A list of standardized questions is used on applicants for consistency in the process. The purpose of the interview is to establish qualifications for the open position, to review and confirm the information on the application, and to complete any missing information.

Depending on the open position, an applicant may be interviewed by the General Manager, Operations Manager, Safety Manager and/or Maintenance Manager. At the close of the selection process, the hiring

manager will consider all elements collectively, including, but not limited to knowledge, skills, abilities, experience, job history and stability and employment interviews. The final selection is made by the General Manager and the candidate deemed best qualified for the position will receive the job offer.

Depending on the requirements of the position, a candidate who is offered a position must also pass MV corporate qualifications standards, which may include a pre-employment drug test, clean driving record, physical, drug and alcohol testing, and/or background check.

MV Transportation verifies that a newly hired employee is either a U.S. Citizen or authorized to work in the United States.

For data regarding MV Application and Hiring practices, please refer to the Applicant and Hiring Activity tables below:

Applicant and Hiring Activity

June 2022-January 2025

Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	219	24	85	-	-	-	41	24	33	-	-	-	-	-	-	-
Total Hires	4	1	1	-	-	-	1	1	2	-	-	-	-	-	-	-
Selection Rate	1.8%	4.2%	1.2%	N/A	N/A	N/A	2.4%	4.2%	2.2%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	43.8%	100.0%	28.2%	N/A	N/A	N/A	58.5%	100.0%	51.6%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	81	87	15	26	-	-	19	21	47	40	-	-	-	-	-	-
Total Hires	19	11	3	3	-	-	6	3	10	5	-	-	-	-	-	-
Selection Rate	23.5%	12.6%	20.0%	11.5%	N/A	N/A	31.6%	14.3%	21.3%	12.5%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	53.9%	63.3%	36.5%	N/A	N/A	100.0%	45.2%	67.4%	33.6%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	No	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	333	6	59	-	-	-	44	-	230	6	-	-	-	-	-	-
Total Hires	26	1	5	-	-	-	1	-	20	1	-	-	-	-	-	-
Selection Rate	7.8%	16.7%	8.5%	N/A	N/A	N/A	2.3%	N/A	8.7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	46.8%	100.0%	37.5%	N/A	N/A	N/A	26.1%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	No	N/A	N/A	N/A	Yes	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	757	539	111	64	-	6	284	319	344	150	13	-	4	-	1	-
Total Hires	122	118	17	10	-	1	48	84	54	23	1	-	1	-	1	-
Selection Rate	16.1%	21.9%	15.3%	15.6%	N/A	N/A	16.9%	26.3%	15.7%	15.3%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	73.6%	100.0%	58.2%	59.3%	N/A	N/A	64.2%	100.0%	59.6%	58.2%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A

Personz with Disabilities	Total		W		A/IAN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	64	1	20	-	-	-	20	-	24	1	-	-	-	-	-	-
Total Hires	3	1	3	-	-	-	2	-	4	1	-	-	-	-	-	-
Selection Rate	14.1%	100.0%	15.0%	N/A	N/A	N/A	10.0%	N/A	16.7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Training - Drivers

Drivers – All individuals who are hired into the Driver position must undergo MV standardized driver training program, which includes classroom training, behind-the-wheel training and cadet training.

For drivers, additional safety training is provided every two months and Behind-the-Wheel (BTW) training is done annually.

Driver Training Modules

Course Title	Length of Training	Date & Location of Training	Name of Instructor
Employee Handbook	60 minutes	On-site, first week of employment	Avatar Learning System
Whistleblower	30 minutes	On-site, first week of employment	Avatar Learning System
Harassment	30 minutes	On-site, first week of employment	Avatar Learning System
ADA – Introduction	30 minutes	On-site, first week of employment	Avatar Learning System
ADA – Sensitivity	60 minutes	On-site, first week of employment	Avatar Learning System

Training Module Descriptions

Employee Handbook – An overview of MV Handbook, which includes our EEO Policy, Harassment-Free Workplace Policy and Open-Door Policy.

Whistleblower – An introduction to the importance of making an internal complaint, what should be reported and who it should be reported to. This module also includes information on protection against retaliation for whistleblowers.

Harassment-Free Workplace – This training module discusses the importance of creating a respectful work environment that is free of unlawful harassment. It includes definitions and examples of different types of unlawful harassment, including discrimination and sexual harassment.

Introduction to ADA – This module provides an overview of key components of the ADA, its purpose, and its effect on the day-to-day operations of our business.

ADA – Sensitivity – This module informs employees on different cognitive and physical conditions so that drivers have a solid understanding and respect for our passengers' conditions as well as how to properly handle them when acting as a representative of MV.

Training – Manager, Supervisors

Additional training for Managers and Supervisor is included below, along with a course summary.

Manager/Supervisor Training Modules

Type of Training	Frequency	Location	Name of Instructor
Harassment-Free Workplace	2 years	Online	Skillsoft
Code of Conduct/Ethics	2 years	Online	Skillsoft
Selection for Success – Interviewing, Selecting & Hiring	As needed	On-site	Regional HR Director
Selection for Success - Diversity & EEO	Annually	On-site	Regional HR Director
Selection for Success – ADA/ADAAA	Annually	On-site	Regional HR Director
GM Essentials	Once	Offsite	Sr. HR Director and Director of Learning and Development

Training Module Descriptions

Harassment-Free Workplace – This is an interactive, two-hour training module that provides an overview and examples of unlawful harassment, including discrimination, hostile work environment, sexual harassment, etc. It provides supervisors and managers with the tools they need to properly identify and address different forms of harassment while stressing the importance of creating a harassment-free workplace by leading by example.

Code of Conduct/Ethics – This is an interactive, two-hour training module that provides managers and supervisors with an understanding of MV Code of Conduct, including our obligation to obey the law, to avoid conflicts of interest and our goal to provide and maintain an ethical work environment while promoting a positive work environment.

Interviewing, Selecting and Hiring – This module provides an overview into legally protected characteristics and their effect on interviewing, selecting, and hiring. This includes an overview of topics that cannot be discussed during job interviews and/or used as a basis for consideration in hiring.

Diversity and EEO – This module discusses the importance of valuing and respecting all people. It illustrates that the goal of diversity is to benefit from having a workforce that fully reflects the community we serve. This module also provides information on Affirmative Action and Equal Opportunity, which ensures that all individuals have an equal opportunity for employment, without regard to race, color, religion, sex, national origin, disability, or veteran status.

ADA/ADAA – This module provides an introduction into the ADA as well as valuable information on what you can and cannot ask applicants as well as what to do if an applicant requests reasonable accommodation.

GM Essentials – This week-long, offsite, SME-lead training program is intended to provide General Managers with a solid foundational understanding of what is required in their role. This training covers various topics across multiple functional areas, including ethics, harassment, discrimination, ADA/ADAA accommodations etc., as well as the GM’s role in responding to and/or properly reporting these items. June 2022-January 2025

Training Log

Job Category (Use EEO-4)	Total		W		A/A/M		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	7	4	3	1	-	-	2	2	2	1	-	-	-	-	-	-
Total Trained	7	4	3	1	-	-	2	2	2	1	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	30	20	7	4	-	-	8	10	15	6	-	-	-	-	-	-
Total Trained	30	20	7	4	-	-	8	10	15	6	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	31	1	7	-	-	-	1	-	22	1	-	-	1	-	-	-
Total Trained	31	1	7	-	-	-	1	-	22	1	-	-	1	-	-	-
Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	100.0%	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	100.0%	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	No	No	N/A	N/A	No	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	175	163	23	11	-	1	71	116	79	34	1	-	1	1	-	-
Total Trained	175	163	23	11	-	1	71	116	79	34	1	-	1	1	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Promotional Practices

MV encourages its employees' career development, and in support of that effort, the Division promotes from within whenever possible. Interested employees must complete an application prior to deadline in order to be considered by the interview panel. The panel consists of the General Manager, Safety Manager, Operations Manager, Human Resources Manager (if applicable) and/or Maintenance Manager.

After the interviews are held, the supervisor department manager and General Manager make a final selection. Selection decisions are based on the following criteria: past performance, skill, ability, experience, attitude, efficiency, disciplinary record, attendance record, and length of service. If all applicants were otherwise considered equally qualified, seniority may be used as a basis for making a final selection.

For data regarding the Division's promotional practices, please refer to the Promotion/Demotion Log attached in the table below.

Promotional Chart

June 2022-January 2025

Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	1	1	-	-	-	-	-	-	1	-	-	1	-	-	-	-
Total Promotions	1	1	-	-	-	-	-	-	1	-	-	1	-	-	-	-
Selection Rate	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	100.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	No	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	7	5	2	-	-	-	3	5	2	-	-	-	-	-	-	-
Total Promotions	7	5	2	-	-	-	3	5	2	-	-	-	-	-	-	-
Selection Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Persons with Disabilities	Total		W		A/IAN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	2	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-
Total Promotions	2	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Compensation

The Compensation Committee has adopted a Compensation Philosophy, which is intended to align our compensation program and practices with the interests of our customers. This philosophy supports our business strategy objectives, as well as financial and talent management goals to deliver long-term profitable growth. With the implementation of a focal point salary review (Non-Union), a market-driven pay structure, a pay for performance mentality, and by following common market-based, “Best of class” compensation practices, Human Resources is supporting MV’s objectives to:

- Attract and retain the key talent we need to run our business.
- Inject more discipline into the salary administration process.
- Avoid overspending when hiring and promoting employees.
- Improved management of our merit spend through the FPR process and utilizing the online MVP system.
- Ensure consistent and equitable compensation treatment for all employees.
- Demonstrate a true “Pay for Performance” culture to our employees.

Discipline and Termination

Work Rules are needed to ensure the safety and well-being of all employees. The purpose of Work Rules is not to punish employees, but rather it is intended to inform employees about MV expectations and provide a framework for coaching and counseling. MV reserves the right to skip steps in the disciplinary process whenever it determines that circumstances warrant. Work Rules are divided into two groups of offenses:

- Minor Violations are typically addressed in a four-step process, although the Company need not follow this sequence:
 - First Violation – Counseling session/verbal warning
 - Second Violation – Written warning
 - Third Violation – Final warning and/or unpaid suspension
 - Fourth Violation – Termination
- Major Violations will warrant disciplinary action up to a final warning and/or unpaid suspension.

The reasons that MV can terminate an employee for (but are not limited to) are for poor job performance, poor attendance, lack of a valid driver's license and/or proper medical certification (when required by the job), insubordination, violation of work rules/policies, drug and/or alcohol use in violation of MV Substance Abuse Program, dishonesty, fraud, or for inability to acquire necessary skills to perform the job. When appropriate, an employee may be demoted. Grievance procedures are described in the CBA should an employee decide to grieve his/her termination.

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	5	-	3				2	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	2	-	1				1	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	40.0%	N/A	33.3%	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	66.7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	15	7					-	1	15	6	-	-	-	-	-	-
Total Involuntary Terminations	1	2					-	1	1	1	-	-	-	-	-	-
Involuntary Termination Rate	6.7%	28.6%	N/A	N/A	N/A	N/A	N/A	100.0%	6.7%	16.7%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	23.3%	N/A	N/A	N/A	N/A	N/A	6.7%	100.0%	40.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	N/A	N/A	N/A	N/A	N/A	Yes	No	No	N/A	N/A	N/A	N/A	N/A	N/A
7 Skilled Worker																
Total Workforce	29	-	7				-	-	22	-	-	-	-	-	-	-
Total Involuntary Terminations	2	-	1				-	-	1	-	-	-	-	-	-	-
Involuntary Termination Rate	6.9%	N/A	14.3%	N/A	N/A	N/A	N/A	N/A	4.5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	31.8%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	173	161	23	11			71	116	79	34	-	-	-	-	-	-
Total Involuntary Terminations	12	14	2	1			7	11	3	2	-	-	-	-	-	-
Involuntary Termination Rate	6.9%	8.7%	8.7%	9.1%	N/A	N/A	9.9%	9.5%	3.8%	5.9%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	73.8%	43.7%	41.8%	N/A	N/A	38.5%	40.0%	100.0%	64.6%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Monitoring and Reporting Systems

A workforce analysis report showing the race, gender and job classification will be maintained by MV and provided on an annual basis to the Division's client(s), if so requested.

In order to properly assess the progress of the EEO program and to measure the extent to which these goals are met, the company has put together the following procedures:

An important part of any successful EEO program is the establishment of an effective and practical internal monitoring and reporting system. This system should facilitate an overall evaluation of key performance indicators of MV EEO plan, as well as provide a foundation for identifiable corrective action. As part of this EEO Program, MV will monitor records of personnel transactions at all levels to ensure that MV EEO Policy is carried out.

Analysis

1. In collaboration with Human Resources, evaluate quarterly updates of key EEO performance indicators.
2. Upon completion of collective bargaining process, the division submit a copy of the proposal to the EEO Compliance Manager for review and to ensure there is no disparate impact.
3. Upon completion of each division EEO plan updates, if there are any deficiencies, a Compliance Notification letter is issued to the division listing any workforce deficiencies. A Compliance Goal Report is also issued to the CEO bi-annually to review divisions with areas of concerns.
4. Recurring EEO teleconferences are held with the Senior Human Resource Manager (when schedule permits), to discuss; employment activities, EEO deficiencies, and goals.
5. These indicators shall include a comparative trend analysis of 1) workforce analysis by race, gender and EEO job categories, 2) underutilization of EEO job categories, 3) internal complaints by protected characteristics, 4) external complaints by protected characteristics, and 5) analysis of other significant trends.
6. Monitoring records on applicants, new hires, terminations, and promotions by race and gender to ensure that all employees are treated in a fair and equitable manner.

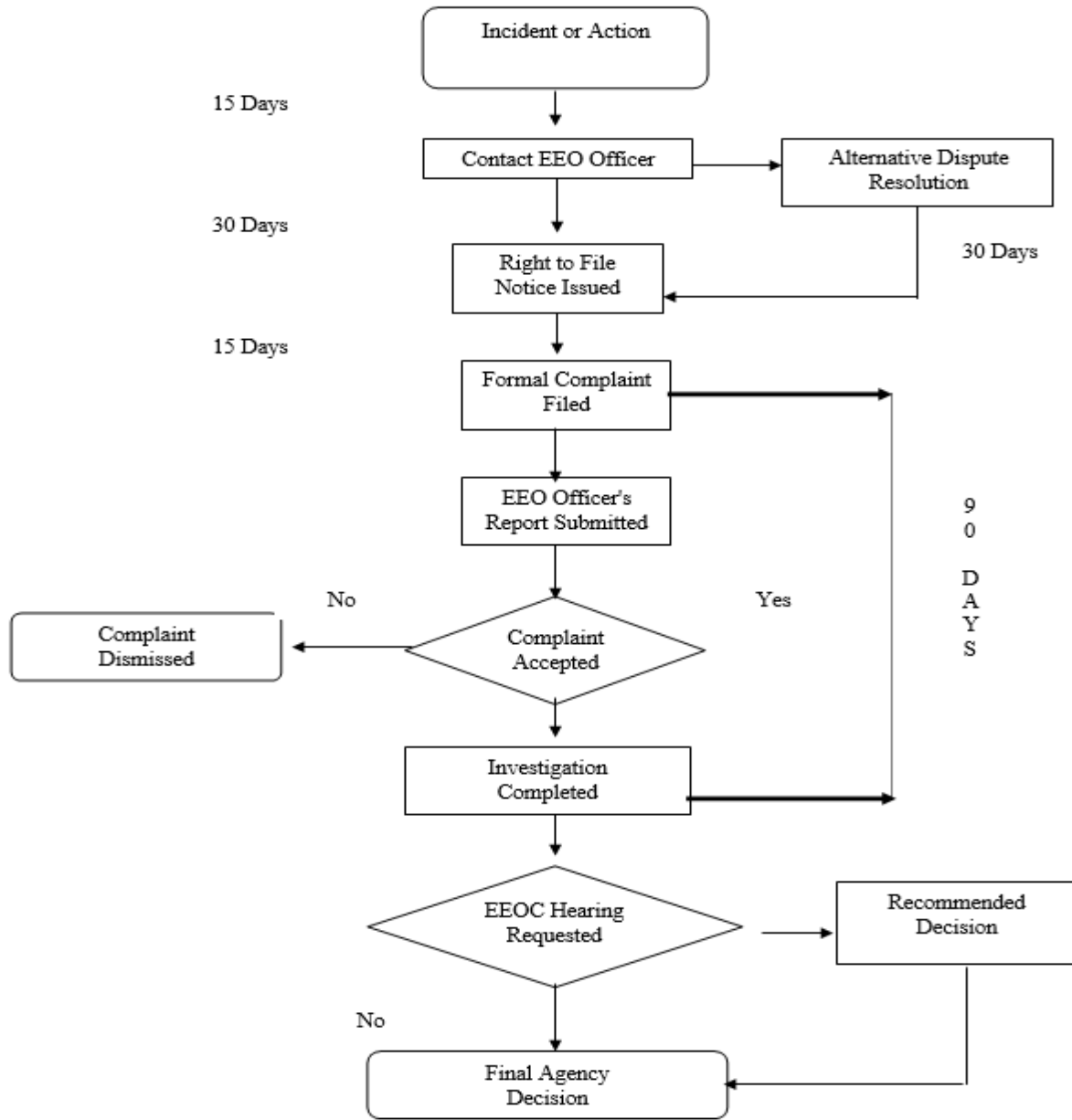
7. Reviewing divisional goals with senior management staff. Quarterly updates will be shared with the appropriate leadership at the regional and corporate levels, including (but not necessarily limited to) the regional Senior Vice President, the regional Area Vice President, the regional Director of Human Resources, the regional Recruiting Manager and the Corporate Sr. Director of Human Resources. Additionally, the office of the EEO Officer shall ensure that divisional staff are accountable for utilization of report information as well as their recruitment efforts.
8. The office of the EEO Officer shall partner with the regional Human Resources Director and the regional Recruiting Manager to ensure that the hiring manager has reviewed the underutilization report(s) prior to receiving final approval to proceed with interviews for vacant positions.
9. A year-end analysis review shall be conducted to assist in the establishment of EEO goals and objectives for the succeeding year.

Reporting

The EEO Officer will be responsible for reporting areas of deficiency to the Division during a formal quarterly review. Underutilization that is identified will be addressed via a joint effort between the EEO Officer, the Corporate Recruiter and divisional management in an effort to identify appropriate corrective action(s) and recruiting strategies.

The EEO Officer is also responsible for chairing a quarterly meeting with senior leadership to provide a Company-wide review of current or newly identified deficiencies, as well as providing updates and action plans on previously identified deficiencies.

How to File Complaint Process



Abbreviations:

ADR-Alternative Dispute Resolution

EEOC-Equal Employment Opportunity Commissioners

Investigation Process

Complaints can be filed internal with any manager. When a complaint is received, the allegations will be investigated promptly in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances. The investigation may include review of documents, interviews, assessment of evidence and other actions relevant to the circumstance of each case.

In determining whether alleged conduct constitutes an EEO violation, consideration shall be given to facts and circumstances, including the context in which the alleged incident occurred.

If it is determined that a violation has occurred, action to eliminate the offending conduct will be taken promptly. When appropriate, disciplinary action will be taken against the employee up to and including dismissal.

Filing a Formal Complaint

- Complaints may also be filed in person, by telephone or on a statement form.
- Anonymous letters will also be investigated to the extent possible.
- When contacted, complainants should be able to provide corroborating information to support the allegation. For example, names of witnesses, letters, memos, dates and times the incident took place.
- Complainants will be given information on external enforcement agencies (i.e., the EEOC, the Commission on Human Relations).

Timeliness

- A complainant is to report the incident as soon as possible.
- The FTA and EEOC may have their own deadlines to file complaints. Employees and applicants for employment may contact either or all offices for additional information regarding their requirements.
- Disciplinary Action If it is determined that an MV employee engaged in any activity involving a violation to a departmental policy or inappropriate conduct, disciplinary action will be taken as appropriate, up to and including dismissal. Employees will not be disciplined or otherwise retaliated against for reporting in good faith what he or she believes to be a possible violation of MV's EEO policies, even if he or she is not sure a violation has occurred. However, any employee who is in

receipt of a complaint or has knowledge of a potential violation and fails to take action by reporting the matter may be subject to disciplinary action up to and including dismissal.

- Posting All policies relevant to Equal Employment Opportunity are to be posted on bulletin boards, in the Human Resources Division and in areas where employees normally congregate.

External Factors

In addition to job availability, ethnic availability also is a factor in maintaining an EEO compliance. An analysis of the division demographic is reviewed to determine if there is underutilization. The data is used to develop strategies and goals to maintain compliance.

EEO Complaints – Training

To address issues of discrimination and/or unlawful harassment, MV Transportation has rolled out an interactive, online training program that all exempt-level employees and employees in supervisory positions are required to take every two (2) years. On-site training is available for groups that require the training to be conducted in-person. Additional training beyond the basic requirements may also be scheduled as part of the resolution to a specific complaint.

EEO Complaint Capturing

MV has several ways of capturing EEO complaints:

- MV maintains a toll-free 800 “Employee Relations Hotline.” The Hotline number is prominently posted at all divisions in break rooms and general area. In addition to divisional postings, the Hotline is described in MV Employee Handbook, which is distributed to all employees when they are hired. All calls to the Hotline are routed to a confidential mailbox, which is checked one to two times per day by MV Directors of Human Resources and Labor Relations. All complaints are assigned to the appropriate regional Director of Human Resources and Labor Relations and promptly investigated.
- Employees who call the main switchboard with complaints of this nature are immediately routed to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation.

- All complaints of this nature received via mail or fax are immediately re-routed to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation; and
- If an employee files an EEO complaint with divisional supervisory/managerial staff, managers are instructed to immediately report it to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation.

EEO Complaints – Investigations

All EEO complaints are thoroughly and promptly investigated promptly by the HR Department. The division has one (1) regional Director of Human Resources and Labor Relations assigned to it, but all investigations are done with the assistance and under the supervision of the EEO Officer, the Senior Director of Human Resources and Labor Relations, and under the direction of MV Transportation’s Associate General Counsel.

1. Following the receipt of a complaint, the Director of Human Resources and Labor Relations will meet with the complainant to ensure that the charges are accurately stated and fully understood. During this initial conference, the basis of the complaint shall be clearly defined.
2. The Directors of Human Resources and Labor Relations will conduct a thorough investigation in consultation with the Sr. Director of Human Resources and Labor Relations, the EEO Officer, and Associate General Counsel.
3. The investigation will include interviews with all parties named by the complainant as witness or the employee(s) wholly or partially responsible for the alleged discriminatory act(s). The investigation process will also include a review/analysis of relevant personnel records.
4. The investigation process and submittal of written findings will be conducted in an expedient manner, taking into consideration the availability of the complainant, respondent, witnesses and any other individuals deemed necessary to provide required information. Whenever possible, investigations will be concluded within fifteen (15) business days.
5. Upon completion of the investigation, the Director of Human Resources and Labor Relations shall present a written report to the General Manager and the EEO Officer setting forth all factual findings. This report may include a recommendation for appropriate resolution.

6. Upon receipt of the report from the Director of Human Resources and Labor Relations, the General Manager shall, within ten (10) days, take one of the following actions:
 - a. If it is determined that there are no issues of discrimination or harassment on the basis of protected classes (previously named), the General Manager will inform the complainant in writing and the complaint will be dismissed/closed.
 - b. If it is determined that the alleged discriminatory act(s) occurred, the General Manager will make a determination as to what remedial action(s), if any, will be taken to address the issues brought forth in the complaint.

EEO Complaints – Disciplinary Action

If specific violations are identified, a determination should be made into whether counseling or disciplinary action is appropriate.

- **Informal Counseling** – informal counseling is the conversation between a supervisor and a subordinate to correct a work-related behavioral problem. These are generally unwritten. During this conversation, the supervisor must identify it as such to the employee. The supervisor is expected to assist the employee by identifying, specifically, the incident that led to the informal counseling. The supervisor must communicate why the behavior is unacceptable and what is expected of the employee in the future. The supervisor must also communicate that unless immediate and sustained improvement is demonstrated, appropriate disciplinary action may be pursued. Union representation may be requested (if applicable).

Because informal counseling is verbal and not always witnessed, supervisors need to keep notes and documents memorializing that the conversation took place.

- **Formal Counseling** – A formal counseling is a written document which requires that the supervisor records and identifies the conduct required, the actions that led to the counseling, expectations and, if appropriate, a timeline for improvement. The supervisor must communicate that additional disciplinary action may be pursued if immediate and sustained improvement is not demonstrated.

If the employee refuses to sign a written warning, the supervisor must note that the “employee refused to sign” and a witness (another member of management) must sign confirming the refusal.

EEO Complaints – Case Tracking

All investigations are monitored and tracked using iSight, MV case tracking software. Once a complaint is made, the Director of Human Resources and Labor Relations logs the case into iSight. In addition to providing basic database functionality, iSight also allows the Directors of Human Resources and Labor Relations to manage their caseloads in a number of ways:

- Allows the Directors, Sr. Director and EEO Officer to run comprehensive reports (scheduled or as needed) to review case activity several ways, including, but not limited to, by Director, by region, by division, by case type, or by any other number of factors.
- Allows the Directors to create reminders for follow-up investigative items, such as phone calls, letters, interviews, etc.
- Allows evidentiary items, documents and exhibits associated with the investigation to be electronically attached to the case and be kept as a part of the case file.
- Allows for the storage of standard templates for response letters to allow for consistent communication with witnesses, complainants and respondents. The system also can track the communication if it was emailed from within the system.
- Maintains a complete audit trail of any user who has logged into the system, accessed/viewed a case, added information, etc.

EEO Monitoring/Reporting Meetings

The EEO Officer communicates with the CEO, Sr. Management and General Managers on a semi-annual basis (if not more). The purpose of the meetings is to provide company-wide EEO updates, discuss EEO complaints and investigation status and on-going processes, provide training and informational documents, communicate EEO briefing, review effectiveness of the EEO efforts.

Date	Name/Title	Topic
11/20/2024	Harry Wilson/Execute Chair	EEO Companywide Utilization Review
5/1/2024	Harry Wilson/Execute Chair	EEO-1 Survey Report
4/13/2024	Harry Wilson/Execute Chair	California Pay Data Reports
3/1/2024	Harry Wilson/Execute Chair	Pay Data Reports
11/20/2023	Harry Wilson/Execute Chair	EEO-1 Survey Report
5/4/2023	Harry Wilson/Execute Chair	Compliance Reports
4/17/2023	Harry Wilson/Execute Chair	Compliance Reports
12/13/2022	Harry Wilson/Execute Chair	1) Roles and Responsibilities 2) EEO Division Compliance Review
11/30/2022	Harry Wilson/Execute Chair	Statement of Policy Review
6/2/2022	Tom Egan/CEO	Company-wide EEO-1 Report
8/19/2021	Tom Egan/CEO	1) EEO1 Survey Report 2) EEO Training
4/6/2021	Tom Egan/CEO	EEO Presentation and Diversity Training
11/17/2020	Tom Egan/CEO	EEO Presentation Compliance Report
11/12/2020	Tom Egan/CEO	EEO Presentation Compliance Report
9/29/2020	Tom Egan/CEO	EEO Presentation Compliance Report
9/29/2020	All Managers/Supervisor	Annual EEO Presentation
2/12/2020	All Managers/Supervisors	Annual EEO Presentation

Monitoring of Subcontractors

The office of the EEO Officer shall be responsible for developing guidance, policies and procedures to comply to the objectives of this program, including ensuring that subcontractors working with MV Transportation on federally funded projects and contracts comply with all applicable laws and regulations governing equal employment opportunities. Such actions include but are not limited to requiring EEO plan submissions from subcontractors on an ongoing basis, reviewing and monitoring subcontractor performance and compliance as they apply to EEO requirements, and conducting site visits and interviews where appropriate to review documentation and identify areas where training may be required.

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Reporting

The EEO Officer will be responsible for reporting areas of deficiency to the Division during a formal quarterly review. Underutilization that is identified will be addressed via a joint effort between the EEO Officer, the Corporate Recruiter and divisional management to identify appropriate corrective action(s) and recruiting strategies.

The EEO Officer is also responsible for chairing a quarterly meeting with senior leadership to provide a Company-wide review of current or newly identified deficiencies, as well as providing updates and action plans on previously identified deficiencies.

EEO Complaints

MV Transportation encourages applicants and employees to seek advice, assistance and help with any complaint they feel may involve issues of discrimination or harassment based on race, color, religious creed, national origin, ancestry, sex, age, physical or mental disability, or genetic information, consistent with Federal and State laws. Any person who believes that he or she has been subjected to discrimination or harassment based on any of the above may file an internal complaint with MV Transportation and/or file an external complaint with State or Federal agencies.

Information is held in confidence to the extent possible unless disclosure is otherwise required by law. Retaliatory action of any kind, taken by an employee of MV Transportation against any witness or any other employee because of filing a complaint, is strictly prohibited and shall be regarded as a separate and distinct cause for complaint under these procedures.

EEO Complaints – Training

To address issues of discrimination and/or unlawful harassment, MV Transportation has rolled out an interactive, online training program that all exempt-level employees and employees in supervisory positions are required to take every two (2) years. On-site training is available for groups that require the training to be conducted in-person. Additional training beyond the basic requirements may also be scheduled as part of the resolution to a specific complaint.

EEO Complaint Capturing

MV has several ways of capturing EEO complaints:

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10. The investigation process and submittal of written findings will be conducted in an expedient manner, taking into consideration the availability of the complainant, respondent, witnesses and any other individuals deemed necessary to provide required information. Whenever possible, investigations will be concluded within fifteen (15) business days.
11. Upon completion of the investigation, the Director of Human Resources and Labor Relations shall present a written report to the General Manager and the EEO Officer setting forth all factual findings. This report may include a recommendation for appropriate resolution.
12. Upon receipt of the report from the Director of Human Resources and Labor Relations, the General Manager shall, within ten (10) days, take one of the following actions:
 - a. If it is determined that there are no issues of discrimination or harassment based on protected classes (previously named), the General Manager will inform the complainant in writing and the complaint will be dismissed/closed.
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If the employee refuses to sign a written warning, the supervisor must note that the “employee refused to sign” and a witness (another member of management) must sign confirming the refusal.

EEO Complaints Log

June 2022-January 2025

Complainant Position	Case Number	Filing Date Alleged Discriminatory Incident	Grounds/(Bases) of Complaint	Status	Lawsuit Filed? Yes or No
Safety Manager	24AVCV00580	5/14/2024	Discrimination, retaliation, disability	On-going	n/a

ADA and Reasonable Accommodation

Policy

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of MV Transportation to comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

MV Transportation will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to MV Transportation. Contact HR with any questions or requests for accommodation.

All employees are required to comply with the company safety standards. Current employees who pose a direct threat to the health and/or safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The HR department is responsible for implementing this policy, including resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

Interactive Process

When a request is made for a reasonable accommodation, the following steps will take place:

1. The division manager or HR representative will send the written request and any medical documents supporting the extension to the corporate LOA supervisor.
2. The LOA supervisor will review all documents and:
 - a. Set up a meeting with the division, LOA department, HR and the employees.
 - b. Send out the 1st interactive letter to the employee informing them of the meeting. In the letter there will be a medical questionnaire for the employee physician to complete
 - c. The employee is notified that they must participate in the interactive process.
 - d. During the meeting there will be an open discussion on how to reasonably accommodate the employee

If reasonable accommodation is available, the LOA Supervisor will send a letter to both the employee and division with information and confirmation on the accommodation.

If no reasonable accommodation is available, the LOA Supervisor will send a letter summarizing the meeting along with the date the employee will be terminated.

If the employee does not submit the requested written documentation to MV Transportation and/or does not attend the interactive meeting, then a second interactive request will be sent to the employee. If there is still no response, then MV will submit a third and final interactive request to the employee.

If the employee is unresponsive to all three interactive requests, then a letter will be sent to the employee informing them they have been terminated for lack of participation.

If the employee is covered under the CBA (collective bargaining agreement) we must review the leave language if applicable

APPENDIX A – EEO Policy

MV employment policy is to provide equal opportunity to all persons. In furtherance of this policy, employment decisions shall be based on merit, qualifications, and competence. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, creed, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identification, or any other characteristic protected by law. This policy statement governs all aspects of employment including but not limited to recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment.

MV prohibits retaliation against applicants or associates who file discrimination charges with federal, state or local fair employment practice agencies, participate in investigations of such charges, or oppose unlawful employment practices.

MV Equal Opportunity Policy is an essential part of the Company's overall commitment to attract, hire and develop a strong, talented and diverse work force. MV will make every effort to reasonably accommodate qualified applicants or employees with disabilities based on the essential functions of the job, as well as the sincerely held beliefs of applicants or employees, provided such accommodation does not result in undue hardship to MV. Any requests for reasonable accommodation should be submitted to your supervisor.

If you need additional assistance, please contact the Human Resources Department via the Open-Door Hotline, at 877-687-2338.

APPENDIX B – Open Door Policy

As a MV employee, you've joined an organization that places high value on customer service. That same high value is placed on employees. You will find your supervisor values you as an employee and is there to help guide and assist you in performing your role.

We challenge ourselves to take the initiative and be part of the solution. Anytime you have a suggestion or idea to make things better or a concern about the way things are done, discuss it with your supervisor or any member of management. Your input is a valuable part of our success.

We are committed to addressing workplace concerns and issues important to you. If a situation arises with your job, another employee, or customer that makes you uncomfortable, MV asks that you immediately bring it to our attention. You can discuss the situation with your supervisor. If, for any reason, you do not want to discuss the situation with your supervisor or if you feel issues remain unresolved, you can contact another member of management or you can call our Open-Door Hotline at 877-687-2338 or email at opendoor@mvtransit.com. You can also write to us at MV Transportation, 5910 N. Central Expressway, Suite 1145, Dallas, TX 75206. Address your letter to the Vice President of Human Resources. Please see our Open-Door policy for more information.

You can be assured that such complaints will be investigated and that you will not be subject to any adverse action as a result of making a good faith complaint.

APPENDIX C – Summary of Principal Job Duties

General Manager

The General Manager will provide support, leadership and direction to the assigned operating location to ensure delivery of annual business plans. He/she will control the daily operation of our transportation contract, in compliance with the policies of the contracting agency and in conformance with Company procedures. Key responsibilities include:

Job Description/Duties

- Identify select, train and mentor location staff.
- Effectively and frequently communicate with location staff and support team members.
- Oversee safety and training programs, plans and processes to ensure compliance with company, contract and regulatory requirements.
- Maintain client contact routinely to meet or exceed expectations.
- Ensure that all location financial metrics are managed continuously, exceptions are reported, and action plans are developed to ensure the location meets its financial, safety and operational expectations.
- Implement, promote and adhere to company policies and procedures.
- Participate in labor and employee relations activities.
- Provide insight and information to support location(s) contract renewals.
- Create and present annual budget.

- Directs, manages, supervises, and implements the operations within the Equal Employment Opportunity plan.

Requirements

College degree or equivalent business management experience. Management experience required. 20-25 years Transportation/transit experience required.

MS Office, strong analytical skills, strong written and verbal communication skills and high degree of multi-tasking skills

Operations Manager

The Operations Manager is responsible for providing complete oversight in the following operational areas:

- Reviews Monthly Financial Statements (including AR/AP processes).
- Participates in Monthly Safety Meetings.
- Maintain contact with local union for operational \ disciplinary issues.
- Monitors and evaluates Operational statistics; includes vehicle on-time statistics, missed runs, revenue/cost data, total work hours, total pay hours, customer complaint data, accident data, road call data, and other operations related functions.
- Assures location compliance to the Standard Operating Procedure as outlined by the client, as well as MV Policy Handbook and the current Labor Agreement.
- Performs all other duties as assigned and may assist with other areas based on location needs.
- Directs, manages, supervises, and implements the operations within the Equal Employment Opportunity plan.

Requirements

- The ideal candidate will have 15+ years of Transit Industry experience.
- Trapeze Integrated Transit Software knowledge is a must.
- Labor Negotiations Experience.
- A motivated, self-starter who can work in a fast-paced environment.
- Excellent communication (written and verbal) and decision-making skills.
- Excellent interpersonal and organizational skills with extreme attention to detail and accuracy.
- Demonstrate regular and consistent attendance and punctuality.
- Previous management experience is required.

Maintenance Manager

The Maintenance Manager position is responsible for and has complete oversight of the entire maintenance function.

Key Responsibilities/Experience

Position will be responsible for:

- Tracking and controlling parts inventories.
- Managing relationships with vendors and suppliers
- Implementing and managing work schedules, projects and assignments
- Managing the financial and accounting aspects of a fleet maintenance operation
- Communicating effectively with all levels of staff, both written and orally
- Directs, manages, supervises, and implements the operations within the Equal Employment Opportunity plan.

Requirements

- Must have computer skills and working knowledge of MS Outlook, Excel and Word
- Must be able to read, understand, edit and create spreadsheets.
- Must have technical competence with light/medium/heavy-duty vehicle repair and preventive maintenance.
- Must display initiative, professionalism and tact at all times.
- Must have a minimum of 15+ years of fleet/vehicle maintenance management experience.

Safety Manager

Job Description/Duties:

- Manage new hire and veteran operator training programs, including keeping all appropriate documentation, to ensure that all operators receive the maximum initial & recurrent training and that all current employees receive required ongoing and post-accident training.
- Respond to and/or provide for trained staff response to operator accidents and incidents, ensuring appropriate collection of information, documentation of events, and reporting per company and client policy.
- Conduct regular audits of employee training files and vehicle maintenance files and conduct regular facility safety audits ensuring compliance with OSHA and EPA regulations and related corporate policies.
- Hire and manage all safety department employees to ensure that all safety staff have appropriate qualifications, certifications and training.
- Provide regular reports to local and corporate management staff of safety department efforts, claims status, training efforts, accident history, worker's compensation claims status, and other required information.
- Directs, manages, supervises, and implements the operations within the Equal Employment Opportunity plan.

Knowledge, Skills, & Abilities:

- Knowledge of local training program and local operations as well as familiarization with the service area.
- Knowledge of State and Federal regulations and corporate safety programs and policies
- Ability to communicate effectively and work with all departments.
- Strong organizational and analytical skills as well as the ability to work independently.
- Familiar with windows-based computer operating systems and Microsoft Office packages.

Human Resources Manager

This position will have responsibility and oversight for all Human Resources and Labor functions.

Job Description

- Manage the negotiations and renewals of Collective Bargaining Agreements and serve as the point-person on union-related matters.
- Investigate and document employee relations issues.
- Provide support to department heads and supervisors on day-to-day decisions regarding disciplinary matters, performance management, and terminations.
- Provide training to department heads and supervisors on labor and HR-related protocol.
- Ensure compliance with federal and state laws regarding employment and labor-related matters.
- Represent the division at arbitrations.

- Directs, manages, supervises, and implements the operations within the Equal Employment Opportunity plan.

Job Requirements

- Lead Chair experience negotiating Collective Bargaining Agreements.
- Extensive experience with conducting employee investigations.
- Extensive experience with resolution of grievances and the arbitration process.
- Strong Collective Bargaining Agreement interpretation skills.
- Ability to be self-directed and manage multiple tasks in a fast paced, demanding work environment.
- Ability to work collaboratively and form positive relationships with operational managers, as well as with union representatives and officers. Ability to handle and provide support in a multi-unit environment.

Additional requirements:

- Bachelor's Degree in a relevant field, Master's a plus.
- PHR or SPHR strongly preferred.
- Must display strong writing ability.
- Must be proficient in Microsoft Office, especially Word and Excel programs.

Accounting Manager

Job Description/Duties:

- Analyzes budget requests and directs the preparation of the budget.
- Prepares annual financial statements and reports required by law or the contract.
- Develops and maintains an accounting system.
- Maintains a running analysis of accounts.
- Supervises the maintenance of essential accounting records and files.

- Directs, manages, supervises, and implements the operations within the Equal Employment Opportunity plan.

Requirements:

- A bachelor's degree from an accredited college or university with a major in accounting, or a closely related field is required.
- Knowledge and ability to apply the principles, methods, and procedures used in budgeting, accounting, internal auditing, program evaluation, and financial and managerial reporting.
- Knowledge and ability to apply the laws, rules, and regulations governing the installation, operation, and keeping of accounts and their application to specific situations.
- Knowledge of the preparation of involved and detailed accounting and other financial reports containing findings, conclusions, and recommendations.
- Ability to make oral and written presentations in a clear, concise manner.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the company.
- Minimum of 5 years' experience consisting of:

Parts Manager

Job Description/Duties:

- Maintain an orderly workplace.
- Provide oversight and direction to the Parts Clerk
- Properly staffing the department, including hiring, firing training and motivating the performance of all parts department staff
- Oversee the annual operating budget for the parts department.
- Work with the maintenance and body shop managers to ensure inventory is available when needed.
- Establish competitive pricing specifications in various categories with vendors.
- Determining appropriate inventory levels while ensuring periodic parts turnover
- Adjust stock to curtail accumulation of unused or old parts.
- Confirm that parts are appropriately coded and organized.
- Directs, manages, supervises, and implements the operations within the Equal Employment Opportunity plan.

Requirements

- Must be aware of the latest automotive technologies.
- Must have at least 5 years of experience as an automotive Parts Manager in either transportation or automotive dealership
- Computer proficiency in MS Outlook, Excel and Word
- Understand and keep abreast of federal, state and local regulations.
- Strong communication skills in order to properly communicate with employees and vendors.
- Valid driver's license

Assistant General Manager

Job Description/Duties

- Provide backup to the RVP/General Manager as needed in all areas of the operation.
- Assist the RVP/GM with selecting, training and mentoring local staff.
- Effectively and frequently communicate with location staff and support team members.
- Oversee safety and training programs, plans and processes to ensure compliance with company, contract and regulatory requirements.
- Maintain client contact routinely to meet or exceed expectations.
- Ensure that all location financial metrics are managed continuously, exceptions are reported, and action plans are developed to ensure the location meets its financial, safety and operational expectations.
- Implement, promote and adhere to company policies and procedures.
- Participate in labor and employee relations activities.
- Provide insight and information to support location(s) contract renewals.
- Create and present annual budget.

- Directs, manages, supervises, and implements the operations within the Equal Employment Opportunity plan.

Requirements

College degree or equivalent business management experience. Management experience required. 10-15 years Transportation/transit experience required.

MS Office, strong analytical skills, strong written and verbal communication skills and high degree of multi-tasking skills

Road Supervisor

Job Description/Duties:

- Conduct site checks and road observations according to client and local policy. Document findings accordingly and provide necessary reports to project staff.
- Conduct wheelchair security and vehicle cleanliness checks on service vehicles.
- Monitor street operations for on-time performance and schedule and route adherence.
- Respond to accidents and incidents assisting to manage the situation as well as collecting all required information, assisting dispatch and operations staff in resuming service levels according to contract specifications and minimizing passenger disruptions.
- Accompany operators to medical facilities as required after accident or injury, ensure proper administration of post-accident drug and alcohol testing.
- Ensure that all operators are fit for duty, meet uniform and equipment standards and are in possession of proper licensing and certifications.
- Provide feedback to safety and operations departments on service items that affect safety and performance, identify potential safety hazards and provide feedback to be incorporated into daily operations procedures.
- Accurately document all field observations and ensure file maintenance.

Requirements

- Must have a CDL with P endorsement.
- Must be able to show proof of clean driving record.
- High School Diploma or Equivalent, Certifications according to local contract requirements
- Previous passenger transportation in current project or similar environment preferred. Previous training and/or field supervision experience preferred but not required.
- Familiarization with service area.
- Ability to manage emergency situations.
- Knowledge of State and Federal regulations and corporate safety programs and policies.
- Ability to communicate effectively and work with all departments.
- Ability to work independently and objectively.

Safety Trainer

Job Description/Duties:

- Assist the Director of Safety with all aspects of the training program, including new hires, routing retraining and post-accident training.
- Respond to and/or provide for trained staff response to operator accidents and incidents, ensuring appropriate collection of information, documentation of events, and reporting per company and client policy.
- Assist the Director of Safety with regular audits of employee training files and vehicle maintenance files and conduct regular facility safety audits ensuring compliance with OSHA and EPA regulations and related corporate policies.

Knowledge, Skills, & Abilities:

- Knowledge of local training program and local operations as well as familiarization with the service area.
- Knowledge of State and Federal regulations and corporate safety programs and policies
- Ability to communicate effectively and work with all departments.
- Strong organizational and analytical skills as well as the ability to work independently.
- Proficient in MS Outlook, Word and Excel

Payroll Clerk

Job Description/Duties:

- Review time records for accuracy.
- Compile payroll data and enter information into the payroll system.
- Ensure no overpayments of time, overtime or paid time off.
- Print up checks and direct deposit advice.
- Sort, stuff and distribute paychecks.

Requirements

- 2 or more years of experience in accounting, including General Ledger, AP, Financial Reporting, or Payroll
- Computer proficiency, including experience in MS Outlook, Word and Excel
- Payroll-related working knowledge of general payroll practices
- Maintain confidentiality.

Customer Service Representative

Job Description/Duties:

- Receive incoming calls from customers in a timely manner.
- Interacts with customers in a professional manner to provide solutions and answers.
- Provide necessary follow-up with customers as needed.

Requirements

- Basic computer and math skills.
- Proficient in MS Outlook, Word and Excel
- Customer service experience required.
- Strong interpersonal skills and excellent written and oral communication skills required.
- Critical thinking and problem-solving skills are also required.
- Transit experience a plus.
- Ability to work a varied schedule; rotating weekend work required.

Dispatcher

Position is responsible for providing direction to and maintaining two-way communications with all operators while monitoring system performance and making scheduling adjustments where necessary to maximize on-time performance,

Key Responsibilities

- Assign stand-by or extra-board operators in the event of operator absences, increased service volumes or in order to minimize service disruptions as a result of traffic, vehicle malfunctions, operator problems and/or emergency situations.
- Maintain attendance log for operators and other appropriate staff.
- Assign vehicles giving consideration to preventive maintenance schedules and capacity needs.
- Maintain two-way communication with operators, providing information on customers, cancellations, and directional assistance where necessary.
- Monitor operators and trip status, making adjustments and reassignments as necessary to ensure on time performance.
- Maintain professional demeanor and appearance.
- Handle multiple tasks accurately and effectively in a fast-paced environment.

Requirements

- High School Diploma or Equivalent
- Previous data entry, dispatch, customer service, supervisory and/or operating experience desired but not required.
- Strong customer service skills.
- Data entry experience and general knowledge of windows-based computer operating system and Microsoft Office package.
- Knowledge of service area.
- Ability to read, write and speak clearly the English language – basic knowledge of Spanish may be required depending on contract location and requirements,
- Able to use multi-line phone system and handle multiple tasks concurrently.
- Ability to work independently and follow directions.
- Ability to adapt and remain flexible in a dynamic environment.

Receptionist

Job Description/Duties:

- Greet visitors and assisting them by providing them with the information needed or by referring them to the correct staff member.
- Operating the telephone switchboard by answering incoming calls, transferring calls to appropriate personnel, taking messages and using the paging system
- Document visitors who come into the building
- Perform general administrative duties and maintaining the lobby/reception area.

Requirements

- Must possess excellent organizational skills.
- Must be friendly, courteous and possess excellent interpersonal and communication skills.
- High school diploma or equivalent
- Proficiency in MS Outlook, Excel and Word

Parts Clerk/Maintenance Clerk

Job Description/Duties:

- Check in daily parts orders and place them into inventory.
- Report any shortages, overages and damages to parts manager.
- Pull maintenance orders to meet parts delivery schedules.
- Assist delivery drivers in loading and unloading of parts.
- Report all stock outages or quantity discrepancies to parts manager.
- Participate in perpetual inventories as directed by management.
- Assists with other duties within the parts department.
- Conduct will call or emergency purchase delivery duties.
- Maintains fleet records on preventive maintenance schedules and corrective maintenance performed on all units.
- Inputs fleet information into the computerized fleet management system.
- Administrative duties as assigned.

Requirements

- Candidates must be 21 years of age or over.
- Computer Skills (Word & Excel).
- Clerical skills: file, alphabetize, organize, count & sort.
- Able to lift 50 pounds.
- Maintain a strong attendance record.
- Follow company safety and operational rules and procedures.
- Must possess a clean DMV record and a reliable employment history with a strong attendance and punctuality record.

Shop Foreman

Job Description/Duties:

The **Shop Foreman** manages all day-to-day maintenance aspects of the maintenance operation to include primary associated and preventative maintenance and any warranty or non-warranty repairs of buses. The Maintenance Supervisor will be overseeing all maintenance and utility staff. The Supervisor will ensure that all contractual requirements are achieved. Duties include daily weekly, monthly and annual reporting responsibilities. Successful applicant will work and report to the Resident Maintenance Manager in the running of the day-to-day business. Position will be supervising a currently growing fleet of 175 paratransit vehicles with a variety of gasoline and diesel engines. In addition, the Maintenance Supervisor must have experience with Air Conditioning systems, transmissions, emission control systems, and wheelchair lifts. The chosen candidate will be required to participate as needed in the maintenance and repair of the fleet.

Requirements

- Must possess at least 5 current ASE certifications.
- Must be able to properly prioritize, implement and manage work schedules, projects and assignments.
- Must have the ability to track and control parts inventories, vendors and suppliers.
- Must be able to communicate effectively with all levels of staff in written and oral formats.
- Must have computer skills including word processing, spreadsheets and Microsoft outlook.
- Must have technical competence with heavy duty vehicle repair and preventive maintenance.
- Must display initiative, professionalism, candor and tact at all times.
- Must have a minimum of 5 years fleet / vehicle maintenance management experience.
- Experience with paratransit vehicle maintenance preferred.

“A” Mechanic

Job Description/Duties

The "A" Level Technician will perform routine maintenance and repairs on all fleet vehicles and shop equipment and facilities. The Technician is required to perform all other duties as required and needed to operate the maintenance department within reason to their scope of ability or as directed. This position will perform engine and transmission replacements, air conditioning repairs, drivability diagnosis and electrical and wiring problems.

Requirements

Abilities: Understand the theory, operation, and repair of gas and diesel engines, heating and cooling, and brake systems; learn and follow industrial and shop safety rules; read and interpret technical manuals and schematics; effectively use computers and the Company's software programs for inventory and parts

Additional Requirements

- Must be able to properly prioritize, implement and manage work schedules, projects and assignments.
- Must be able to communicate effectively with all levels of staff in written and oral formats.
- Must have computer skills including word processing, spreadsheets and Microsoft outlook.
- Must have 5+ years of experience as a full-time journey level mechanic.
- Possess a “Master” ASE Certification.
- Experience as a certified “A” Mechanic preferred.
- Have taken basic automotive or heavy-duty repair courses or have good understanding of basic automotive/heavy duty systems.
- Must have a rolling steel toolbox and the needed tools to complete “A” level work.
- Must be at least 21 years of age.
- Must possess or be able to obtain within 90 days of employment, a valid Class “C” Commercial Driver License with Passenger Endorsements, and a medical certificate.
- Work well with others and display initiative, tact and professionalism at all times.
- Able to lift up to 70 lbs.

“B” Mechanic

Job Description/Duties

The **"B" Level Technician** will perform routine maintenance and repairs on all fleet vehicles and shop equipment and facility. The Technician is required to perform all other duties as required and needed to operate the maintenance department within reason to their scope of ability. This position may perform engine and transmission replacements, air conditioning repairs, drivability diagnosis and electrical and wiring problems.

Requirements

Abilities: Understand the theory, operation, and repair of gas and diesel engines, heating and cooling, and brake systems; learn and follow industrial and shop safety rules; read and interpret technical manuals and schematics; effectively use computers and the Company's software programs for inventory and parts

Additional Requirements

- Must be able to communicate effectively with all levels of staff in written and oral formats.
- Must have computer skills including word processing, spreadsheets and Microsoft outlook.
- Must have 3+ years of experience as a full-time journey level mechanic.
- Possess a "Master" ASE Certification.
- Experience as a certified "B" Mechanic preferred.
- Have taken basic automotive or heavy-duty repair courses or have good understanding of basic automotive/heavy duty systems.
- Must have a rolling steel toolbox and the needed tools to complete "B" level work.
- Must be at least 21 years of age.
- Must possess or be able to obtain within 90 days of employment, a valid Class "C" Commercial Driver License with Passenger Endorsements, and a medical certificate.
- Work well with others and display initiative, tact and professionalism at all times.
- Able to lift up to 70 lbs.

“C” Mechanic

Job Description/Duties

The "C" Level Technician will perform routine maintenance and repairs on all fleet vehicles and shopping equipment and facilities. The Technician is required to perform all other duties as required and needed to operate the maintenance department within reason to their scope of ability. This position may perform air conditioning repairs, drivability diagnosis and diagnose electrical and wiring problems.

Requirements

Abilities: Understand the theory, operation, and repair of gas and diesel engines, heating and cooling, and brake systems; learn and follow industrial and shop safety rules; read and interpret technical manuals and schematics; effectively use computers and the Company's software programs for inventory and parts

Additional Requirements

- Must be able to communicate effectively with all levels of staff in written and oral formats.
- Must have computer skills including word processing, spreadsheets and Microsoft outlook.
- Must have 1-3 years of experience as a full-time journey level mechanic.
- Possess a “Master” ASE Certification.
- Experience as a certified “C” Mechanic preferred.
- Have taken basic automotive or heavy-duty repair courses or have good understanding of basic automotive/heavy duty systems.
- Must have a rolling steel toolbox and the needed tools to complete “C” level work.
- Must be at least 21 years of age.
- Must possess or be able to obtain within 90 days of employment, a valid Class “C” Commercial Driver License with Passenger Endorsements, and a medical certificate.
- Work well with others and display initiative, tact and professionalism at all times.
- Able to lift up to 70 lbs.

Driver

The fixed route operator is primarily responsible for providing safe, reliable and efficient service while operating a motor transit vehicle.

Job Description/Duties

- Transporting passengers
- Utilize 4-point security for wheelchairs and scooters.
- Communicate via 2-way radio to dispatch.

Requirements

- Must have (or be able to obtain) and CDL 'B' class permit with a 'P' endorsement.
- Must be able to read a map.
- Possess excellent communication and decision-making skills.
- Have no moving violations or serious traffic violations in the prior three (3) years.

Facility/Janitorial/Utility Worker

Job Description/Duties

- Maintain floors, including tile, carpet and vinyl.
- Sanitize workspaces, office equipment and lunch/break areas.
- Maintain supplies and office cleaning inventory.
- Clean lights and lighting fixtures
- Perform light maintenance duties, such as collecting trash and recyclables.
- Fuel buses
- Wash and maintain cleanliness of buses.

APPENDIX D – Sample Electronic Application

Personal Information

Use this form to ensure all of your personal information is correct. Fields that are labeled with **bold letters** are required. Information that you have provided to us already is pre-populated for your review and confirmation.

IMPORTANT NOTE: If your Social Security Number or Name is incorrect, please STOP now and notify the Human Resources Department.

This form is used to populate fields on subsequent forms. Once you have completed this form, you will not be permitted to change any of the information on this or any of the on boarding forms. Prior to pressing the Save button, please review the information to ensure it is correct.

Social Security Number	000-10-0527
First Name	Cristing
Middle Name	
Last Name	Testing
Street Address	360 Campus Lane
Apt	
City	Fairfield
State	CA
Zip code	94534
Telephone	(707) 863-8980
Email Address	
Date of Birth	1/1/1970
Gender	Female
Marital Status	
Driver License Number	V23443339
Driver License State	CA
Driver License Expiration Date	12/31/2011

Driver License State CA
Driver License Expiration Date 12/31/2011

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E-Signature

MV Transportation, Inc. has adopted an online hiring process that greatly reduces paperwork and the amount of time it takes to place someone on payroll. You will be asked to provide your signature electronically on the required forms and documents by placing your initials in a box where indicated.

By providing your signature below, you:

- Agree that your initials, in conjunction with your personal password that you used to gain access to the system, will identify that record or transaction as yours.
- Agree that because an electronic record or transaction undertaken with your password will be attributed to you, it is essential that you keep it secure. You also agree that you will not disclose your password to another person.
- Understand that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.

By entering my initials in the 'My Initials' box below, I certify that the above information is true and correct and I agree to the conditions stated above.

Enter your initials to create your electronic signature.

My Initials: **Date:**

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Additional Information

Additional Information

1. Can you perform the essential functions of the position for which you are applying?

YES NO

2. How did you hear about MV?

Walk-In

Grand Rapids

Employee Referral

Job Fair

Website

Advertisement

Other

3. If hired, can you provide proof of your legal right to work in the United States?

YES NO

4. I am applying for:

Full Time

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Past Address

Please list all of your residences for the past three (3) years if you have not been at your current residence for the past three (3) years. If you have been at your current residence for the past three (3) years, please click on **Save and Continue**.

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Relatives

If you have any relatives or know anyone currently employed by our company, please provide their name.

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Criminal History

Have you ever been convicted of a felony or any now pending? No

Have you ever been convicted of a misdemeanor or any now pending? No

Record of conviction does not necessarily disqualify you from employment consideration. Please provide dates and details of the felony convictions.

Have you ever tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years? No

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Employment History

Complete this form for each of your previous employers during the last ten (10) years.

Do you have any previous employment? Yes

Please indicate the reason for no previous employment

Were you subject to Federal Motor Carrier Safety Regulations while employed? No

123 Employer

Name of Employer	123 Employer
Address	
Suite#	
City	Fairfield
State	CA
Zip code	
Phone	
Contact Person	Human Resources
May we contact now?	Yes
Start Date	2/2005
End Date	I am still employed
Last Position Held	Payroll Clerk
Ending Salary/Wage	\$13.00 Hourly
Duties	Filing, basic HR administrative duties
Reason For Leaving	Looking for career advancement

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Education

List names and locations of educational institutions attended. For checking your occupational background, state your degree or credentials received.

High School

School Name	Fairfield High School
City	Fairfield
State	CA
Years Completed	12
Graduated?	Yes

College/University

College Name	
City	
State	
Graduated?	
# Years Attended	
Major	
Education Level	

Trade/Vocational School

College Name	
City	
State	
Graduated?	
# Years Attended	
Major	
Education Level	

Other School

School Name	
City	
State	
Graduated?	
# Years Attended	
Major	
Education Level	

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State

Graduated?

Years Attended

Major

Education Level

List other skills (e.g., computer knowledge, language skills) or special training or business/civic organization affiliations related to the position you are seeking.

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Driving Experience Summary

Complete this form for each of your vehicle types.

Do you have any previous driving experience? Yes

No Employment History Reason

Bus	
Vehicle Type (If van, bus, or school bus, indicate number of passengers.)	Bus
From	1/2000
To	6/2002
Approximate Annual Miles Driven in a year	50000

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From	1/2000
To	6/2002
Approximate Annual Miles Driven in a year	50000

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Accident Record

Complete this form for any accidents you've had in the last three (3) years.

Have you had any accidents in the past three (3) years? Yes

No Employment History Reason

Personal vehicle	
Type of Vehicle	Personal vehicle
Nature of Accident (head-on, rear-end, upset, etc.)	Rear-end collision
# of Injuries	0
# of Fatalities	0
Date	3/2009
Location	Corner of 5th and L Street in Fairfield

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Traffic Convictions

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Traffic Convictions

Complete this form for each of your previous traffic convictions during the last three (3) years.

Do you have any Traffic Convictions and Forfeitures of Bond or Collateral for Past Three (3) Years other than parking violations? Yes

No Employment History Reason

Highway 80 through Cordelia Junction	
Location	Highway 80 through Cordelia Junction
Charge (if speeding, mph over limit)	Speeding, 25 MPH over limit
Penalty	Fine
Date	11/2008

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Authorization

I authorize investigation of all statements contained in this application for employment. I authorize a background investigation; and education institutions, law enforcement authorities, and any other organizations and individuals to release such information and documents as deemed appropriate or necessary by MV Transportation, Inc. I understand that falsifications, omissions, or misstatements of information may result in refusal to hire, or if hired, dismissal from employment. I certify that I, the undersigned applicant, have personally completed this application. I agree that MV Transportation, Inc. my previous employers, and all parties providing information shall not be held liable in any respect if any employment offer is not tendered, is withdrawn, or my employment is terminated due to falsifying the statements and answers in the application. I understand that as a condition of employment, I will be required, prior to employment, to take and pass a controlled substances test. I understand that Company benefits and rules and regulations may be changed, modified, deleted, or added to by the Company at any time, at the Company's sole option and without any prior notice. MV is an at-will employer, and I understand that my employment may be terminated at any time with or without cause and with or without notice either at my option or the option of the Company. No employee, agent or representative of MV Transportation, Inc. has authority to enter into a verbal agreement for employment for any specified period of time or to make any verbal representations contrary to the foregoing. I understand that if the position offered to me by the Company requires me to operate a vehicle; I must provide a valid driver's license at the time of my employment. I also authorize the Company to check Department of Motor Vehicle records to ensure that I am in compliance with Company policy. I understand that if I do not meet Company requirements, I may be subject to termination of employment.

BY INITIALING THE BOX BELOW, I CERTIFY THAT THIS APPLICATION WAS COMPLETED BY ME, AND THAT ALL ENTRIES ON IT AND INFORMATION IN IT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Your Initials: CT Date: 5/28/2010

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Authorization

I authorize investigation of all statements contained in this application for employment. I authorize a background investigation; and education institutions, law enforcement authorities, and any other organizations and individuals to release such information and documents as deemed appropriate or necessary by MV Transportation, Inc. I understand that falsifications, omissions, or misstatements of information may result in refusal to hire, or if hired, dismissal from employment. I certify that I, the undersigned applicant, have personally completed this application. I agree that MV Transportation, Inc. my previous employers, and all parties providing information shall not be held liable in any respect if any employment offer is not tendered, is withdrawn, or my employment is terminated due to falsifying the statements and answers in the application. I understand that as a condition of employment, I will be required, prior to employment, to take and pass a controlled substances test. I understand that Company benefits and rules and regulations may be changed, modified, deleted, or added to by the Company at any time, at the Company's sole option and without any prior notice. MV is an at-will employer, and I understand that my employment may be terminated at any time with or without cause and with or without notice either at my option or the option of the Company. No employee, agent or representative of MV Transportation, Inc. has authority to enter into a verbal agreement for employment for any specified period of time or to make any verbal representations contrary to the foregoing. I understand that if the position offered to me by the Company requires me to operate a vehicle; I must provide a valid driver's license at the time of my employment. I also authorize the Company to check Department of Motor Vehicle records to ensure that I am in compliance with Company policy. I understand that if I do not meet Company requirements, I may be subject to termination of employment.

BY INITIALING THE BOX BELOW, I CERTIFY THAT THIS APPLICATION WAS COMPLETED BY ME, AND THAT ALL ENTRIES ON IT AND INFORMATION IN IT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Your Initials: CT Date: 5/28/2010

APPENDIX E – Internal and External Dissemination

Equal Employment Opportunity is
THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants and employees who file a charge, complaint, charge and file a grievance, complaint or lawsuit have the same rights as those who do not.

WHAT YOU SHOULD KNOW ABOUT THE LAW

The Equal Employment Opportunity Act of 1967, as amended, prohibits an employer from discriminating against an employee on the basis of race, color, religion, sex, or national origin. This law also prohibits an employer from discriminating against an employee on the basis of age, sex, or national origin in hiring, promotion, discharge, pay, fringe benefits, job training, termination, and other aspects of employment. This law also prohibits an employer from discriminating against an employee on the basis of race, color, religion, sex, or national origin in hiring, promotion, discharge, pay, fringe benefits, job training, termination, and other aspects of employment. This law also prohibits an employer from discriminating against an employee on the basis of race, color, religion, sex, or national origin in hiring, promotion, discharge, pay, fringe benefits, job training, termination, and other aspects of employment.

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Employers Hiring Federal Contractors or Subcontractors

Federal contractors and subcontractors are prohibited from discriminating on the basis of race, color, religion, sex, or national origin.

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La Igualdad de Oportunidades en el Empleo es
LA LEY

Empresas privadas, autoridades locales y estatales, instituciones educativas, agencias de empleo y organizaciones laborales

Los solicitantes de empleo y los empleados que presentan una queja o demandan por discriminación tienen los mismos derechos que los que no lo hacen.

QUÉ DEBE SABER EL EMPLEADOR

La Ley de Igualdad de Oportunidades en el Empleo de 1967, tal como se modificó, prohíbe a un empleador discriminar a un empleado en función de su raza, color, religión, sexo o origen nacional. Esta ley también prohíbe a un empleador discriminar a un empleado en función de su edad, sexo o origen nacional en el reclutamiento, contratación, promoción, despido, salario, beneficios, capacitación y otros aspectos del empleo. Esta ley también prohíbe a un empleador discriminar a un empleado en función de su raza, color, religión, sexo o origen nacional en el reclutamiento, contratación, promoción, despido, salario, beneficios, capacitación y otros aspectos del empleo.

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Empresas que hacen contratos o subcontratos federales

Los subcontratos de empleo y los empleados que presentan una queja o demandan por discriminación tienen los mismos derechos que los que no lo hacen.

QUÉ DEBE SABER EL EMPLEADOR

La Ley de Igualdad de Oportunidades en el Empleo de 1967, tal como se modificó, prohíbe a un empleador discriminar a un empleado en función de su raza, color, religión, sexo o origen nacional. Esta ley también prohíbe a un empleador discriminar a un empleado en función de su edad, sexo o origen nacional en el reclutamiento, contratación, promoción, despido, salario, beneficios, capacitación y otros aspectos del empleo. Esta ley también prohíbe a un empleador discriminar a un empleado en función de su raza, color, religión, sexo o origen nacional en el reclutamiento, contratación, promoción, despido, salario, beneficios, capacitación y otros aspectos del empleo.

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MV Transportation
Employee Handbook

Issue Date:
January 1, 2018



Section 6: Equal Employment Opportunity

The Company is committed to providing equal employment and advancement opportunities for all employees and applicants. We believe in cultural diversity and equal employment opportunity because they are socially and morally correct concepts as well as competitive necessities.

The Company does not discriminate on the basis of race, religion, color, national origin, ancestry, physical disability, mental disability, legally protected medical condition, marital status, sex (including pregnancy, childbirth, or related medical conditions), gender identity, age, veteran status, sexual orientation, or any other basis protected by federal, state or local law.

Implementation of Policy:

The Head of Human Resources is responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations and directly reports to the President and Operations Manager.

This policy of equal employment opportunity applies to all areas of employment including, but not limited to, recruitment, hiring, training, placement, promotion, demotion, transfer, termination (including layoff), compensation, benefits, use of facilities, and company-sponsored employee activities. Your direct Supervisor, and each employee is responsible for following this policy in a conscientious manner. AV Transit Management will take all reasonable steps necessary to prevent such conduct from occurring in the workplace.

Employment Practices:

The Company pursues fair employment practices in every aspect of its business. The following is only a summary of our employment policies and procedures. Company employees must comply with all applicable labor and employment laws, including anti-discrimination laws and laws related to freedom of association, privacy and collective bargaining. It is your responsibility to understand and comply with the laws, regulations and policies that are relevant to your job. Failure to comply with labor and employment laws can result in civil and criminal liability against you and The Company, as well as disciplinary action by The Company, up to and including termination of employment. You should contact your direct Supervisor if you have any questions about the laws, regulations and policies that apply to you.

The diversity of The Company's employees is a tremendous asset. The Company is firmly committed to providing equal opportunity in all aspects of employment. The Company does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition, family care leave status, veteran status or marital status. The Company will not tolerate harassment or discrimination of employees by management, your direct Supervisor, co-workers or non-employees (vendors or customers). Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive or hostile working environment, or that unreasonably interferes with work

performance.

If you have any complaints about discrimination or harassment, report such conduct to your direct Supervisor. All complaints will be treated with sensitivity and discretion. Your direct Supervisor and The Company will protect your confidentiality to the extent possible, consistent with applicable law and The Company's need to investigate your concern. Where our investigation uncovers harassment or discrimination, we will take prompt corrective action, which may include disciplinary action by The Company, up to and including termination of employment. The Company strictly prohibits retaliation against an employee who, in good faith, files a complaint.

Any member of management who has reason to believe that an employee has been the victim of harassment or discrimination or who receives a report of alleged harassment or discrimination is required to report it to your direct Supervisor immediately.

The Company is committed to maintaining a drug-free workplace. All Company employees must comply strictly with Company policies regarding the abuse of alcohol and the possession, sale and use of illegal substances. Drinking alcoholic beverages is prohibited while conducting Company business, except at specified Company-sanctioned events. Possessing, using, selling or offering illegal drugs and other controlled substances is prohibited under all circumstances while conducting Company business or on the premises of the Company. Likewise, you are prohibited from reporting for work or driving a Company vehicle or any other vehicle on Company business while under the influence of alcohol or any illegal drug or controlled substance.

The safety and security of Company employees is vitally important. The Company will not tolerate violence or threats of violence in, or related to, the workplace. Employees who experience, witness or otherwise become aware of a violent or potentially violent situation that occurs on The Company's property or affects The Company's business must immediately report the situation to your direct Supervisor.

The Company does not permit any individual to have weapons of any kind on Company property or in Company vehicles, on the job or off-site while on Company business. This is true even if you have obtained legal permits to carry weapons. The only exception to this policy applies to security personnel who are specifically authorized by Company management to carry weapons.

Procedures:

The Company administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement "We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law."
- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.

- Requires employees to report to a member of management, an HR representative or the general counsel any apparent discrimination or harassment. The report should be made within 48 hours of the incident.
- Promptly notifies the general counsel of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

Performance Evaluations:

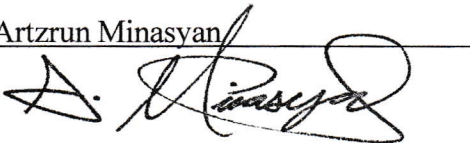
The Company will evaluate the performance of managers, supervisors and others based on the success of this EEO Program in the same manner that the Company evaluates their performance in other company programs

Our policies and practices, as well as our physical premises, have been reviewed and adjusted to ensure compliance with the provisions of the Americans with Disabilities Act. If you find yourself faced with an obstacle that places you at a disadvantage, please request assistance; we will actively explore and implement reasonable accommodations.

If you believe that this policy has been violated in any aspect of your employment, you may follow the Complaint Procedure set forth in the Handbook or in Code of Business Conduct and Ethics, or you may contact your direct Supervisor.

EEO Officer: Henry Beausejour
Phone Number: (661) 479-0724
Email: hbeausejour@avtsca.com

Artzrun Minasyan



Date 01/05/2025



DATE: January 28, 2025

TO: BOARD OF DIRECTORS

SUBJECT: Proposed AVTA Legislative Principles for 2025

RECOMMENDATION

Approve the Proposed AVTA Legislative Principles for 2025 as outlined in Attachment A.

FISCAL IMPACT

This program has no direct budgetary impact.

BACKGROUND

The proposed 2025 Legislative Principles outlined in Attachment A include broad guidelines to help focus AVTA's legislative proposals and strategies. It is designed to provide flexibility, which will guide staff in responding to legislative issues that may arise during the year, such as legislation that potentially has a detrimental effect on transit funds and responses to proposed legislative requirements.

The proposed Principles outline efforts to strengthen AVTA's relationships with State and Federal representatives in Sacramento and Washington, D.C., as well as relationships with their staff members and various committees impacting AVTA. The primary focus will be the development and reauthorization of the federal Surface Transportation Bill to protect flexibility for the use of federal funds for operating purposes, to secure adequate funding for necessary improvements, and build support for AVTA and its programs.

Updates include information on the development of individual bills and policies that affect AVTA's interests.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Chief Financial Officer

Martin J. Tompkins
Executive Director/CEO

Attachment: A – Proposed AVTA Legislative Principles for 2025

**ANTELOPE VALLEY TRANSIT AUTHORITY
2025 LEGISLATIVE PRINCIPLES**

GOAL	ACTIONS
<p>Ensure that policy decisions made by regional planning and programming entities recognize issues important to AVTA.</p>	<ul style="list-style-type: none"> • Actively participate in the North County Transportation Coalition (NCTC) to promote AVTA’s interests at the County and regional levels. • Work through the Los Angeles County Metropolitan Transportation Authority’s (LACMTA) Bus Operators’ Subcommittee (BOS) and Technical Advisory Committee, and the Los Angeles County Municipal Operators’ Association (LACMOA) to craft solutions to potential areas of concern. • Provide position briefings to Metro Board members, AVTA Board members, and SCAG personnel on issues that may affect operations, planning, and funding.
<p>Establish and maintain strong relationships with elected officials and staff in member cities as well as with staff and General Managers of other municipal operators.</p>	<ul style="list-style-type: none"> • Regularly participate in meetings of the Los Angeles County General Managers, Bus Operators’ Subcommittee (BOS), and regional Transportation Summits. • Coordinate on a regular basis with Access Services and participate in Advisory committees to enhance service provided to mobility-challenged members of the community. • Stay abreast of transit issues agendized at the Los Angeles County Board of Supervisors and local city council meetings, social media outlets, and news reports to ensure common transportation needs are addressed. • Treat local officials as “constituents” and respond in a timely manner to their concerns about AVTA’s policies and service. • Regularly participate in meetings of the AV EDGE Transportation and Legislative Committees.

2025 STATE LEGISLATIVE PRINCIPLES

GOAL	ACTIONS
<p>Ensure that state policy decisions are beneficial to Antelope Valley Transit Authority’s operations or funding.</p>	<ul style="list-style-type: none"> • Meet with AVTA’s Assembly and Senate representatives to request support for specific transit programs and policies. • Cap and Trade: Participate in workshops and webinars to remain abreast of all developing information related to Cap-and-Trade funding. • Monthly Updates: Provide updates to the Board of Directors on significant legislation and initiatives. • State Advocacy: Support full allocation of sales tax and bond proceeds dedicated to transit. Ensure connection between transit operations funding and climate change policies. • California Transit Association (CTA): Actively participate in CTA activities and committees. Work to make certain CTA’s positions reflect AVTA’s positions. • California Association of Community Transportation (CalACT): Actively participate in CalACT activities and committees. Work to make sure CalACT’s positions reflect AVTA positions.
<p>Establish a strong presence with AVTA’s state legislative delegation and their staff.</p>	<ul style="list-style-type: none"> • AVTA staff will contact local representatives and/or key staff on a regular basis to improve relations and discuss issues of concern to AVTA both locally and in Sacramento. Staff will extend invitations to elected officials to familiarize them with AVTA capital projects, facility improvements, and program operations. • AVTA staff will disseminate AVTA news items as well as invitations to AVTA events to local representatives and their staff. • AVTA staff will participate in and attend the CTA Spring and Fall Legislative Conferences, and other state legislative events to promote relations with elected officials at the leadership and transportation committee levels. • AVTA staff will attend appropriate legislative events in the state.
<p>Support legislation that:</p>	<ul style="list-style-type: none"> • Enhances AVTA’s ability to deliver effective and efficient transportation services. • Increases funding for transit operations and capital. • Encourages transit-oriented development in California; and • Provides relief from excessive taxes.
<p>Oppose legislation that:</p>	<ul style="list-style-type: none"> • Inhibits AVTA’s ability to deliver effective and efficient transportation services; and • Diverts current funding or ignores the need for increased transit funding.

2025 FEDERAL LEGISLATIVE PRINCIPLES

GOAL	ACTIONS
Ensure that federal policy decisions benefit AVTA operations and/or funding.	<ul style="list-style-type: none"> • Meet with AVTA’s House and Senate representatives to request support for specific transit programs and policies. • AVTA staff will actively participate in the Bus Coalition, American Public Transportation Association (APTA), Community Transportation Association of America (CTAA), and California Transit Association (CTA) legislative committee to ensure AVTA’s interests are represented at the federal level. • Support expanded funding opportunities.
Represent regional interests.	<ul style="list-style-type: none"> • Participate in advocacy efforts through Access Services Inc. (ASI), Antelope Valley Air Quality Management District (AVAQMD), Antelope Valley Economic Development Growth Enterprise (AV EDGE), and North County Transportation Coalition (NCTC).
Support legislation that:	<ul style="list-style-type: none"> • Enhances AVTA’s ability to deliver efficient and effective transit service. • Increases funding for transit operations and capital. • Supports transit-oriented development. • Allows maximum flexibility in the use of federal funding for both operating and capital purposes.
Oppose legislation that:	<ul style="list-style-type: none"> • Inhibits AVTA’s ability to deliver effective and efficient transportation services. • Diverts current funding or ignores the need for increased transit funding.



DATE: January 28, 2025

TO: BOARD OF DIRECTORS

SUBJECT: Fourth Amendment to Executive Director/CEO Employment Agreement

RECOMMENDATION

Approve the Fourth Amendment to Executive Director/CEO Martin Tompkins' Employment Agreement.

FISCAL IMPACT

Funding for this item will be included in future Budgets.

BACKGROUND

The Executive Director/CEO's employment agreement was originally executed effective January 1, 2022, through December 31, 2022, which the term was extended to June 30, 2027, by prior amendments. The Board has conducted the annual review of the Executive Director/CEO and directed the preparation of an amendment with (i) a salary increase of 5% and a one-time incentive payment of \$10,997.44; and (ii) an extension of the term of the agreement to June 30, 2029. With the exception of conforming changes reflecting the new term of the agreement, the remaining terms and conditions of the employment agreement will remain the same. A copy of the Fourth Amendment to the Executive Director/CEO Employment Agreement is available upon request to the board clerk.

Prepared and Submitted by:

Allison E. Burns
General Counsel, AVTA