

# GENERAL GOVERNMENT AND HEALTH AND HUMAN SERVICES COMMITTEE

## AGENDA

November 4, 2019

7:30 PM

304 E. Grand River, Board Chambers, Howell MI 48843

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## GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

### MEETING MINUTES

October 7, 2019, 7:30 p.m.

304 E. Grand River, Board Chambers, Howell MI 48843

Members Present: Robert Bezotte, William Green, Gary Childs, Wes Nakagiri

#### 1. CALL TO ORDER

The meeting was called to order by Commissioner Bezotte at 7:30 p.m.

#### 2. APPROVAL OF MINUTES

Minutes of Meeting Dated: September 9, 2019

Motion to approve the minutes as presented.

**Moved by:** W. Green

**Seconded by:** G. Childs

Yes (4): R. Bezotte, W. Green, G. Childs, and W. Nakagiri

**Motion Carried (4-0-0)**

#### 3. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

**Moved by:** G. Childs

**Seconded by:** W. Nakagiri

Yes (4): R. Bezotte, W. Green, G. Childs, and W. Nakagiri

**Motion Carried (4-0-0)**

#### 4. REPORTS

##### 4.1 Health Department Update

Elaine Brown, Deputy Health Officer/Personal & Preventive Health Services Director, provided an update on the WIC review/audit, a 4 day process that occurs every 2 years. A couple of indicators were not met that were minor, the first was documentation related and has been corrected. The Coordinator was taking on too many tasks, this is being corrected as well. Also, some equipment for breastfeeding moms needs to be better secured for storage. Special recognition was received for excellent customer service, the quality assurance program, and for collaboration initiatives; overall it was an excellent review.

Dianne McCormick, Director/Health Officer, reported regarding Dr. Lawrenchuk's succession plan. The Department met with Washtenaw to develop a job description for a shared Medical Director. An agreement should be brought for approval in November or December and interviews should take place in January.

Dianne McCormick also reported on the aerial spraying for mosquitos that took place on Saturday evening; information was distributed by email to the Commissioners. Dianne explained the history of EEE outbreaks and answered questions from the Committee.

5. **CALL TO THE PUBLIC**

None.

6. **RESOLUTIONS FOR CONSIDERATION**

6.1 **Information Technology**

Resolution Authorizing the Purchase of a Dell Storage Area Network (SAN) Maintenance Contract from CDW-G

Rich Malewicz presented the resolution.

Recommend Motion to the Finance Committee.

**Moved by:** W. Nakagiri

**Seconded by:** G. Childs

Yes (4): R. Bezotte, W. Green , G. Childs, and W. Nakagiri

**Motion Carried (4-0-0)**

6.2 **Veterans' Services**

Resolution Authorizing a Donation not to exceed \$2,500 to Organizations Providing Free Meals to Veterans on Veterans Day

Recommend Motion to the Finance Committee.

**Moved by:** W. Green

**Seconded by:** G. Childs

Yes (4): R. Bezotte, W. Green , G. Childs, and W. Nakagiri

**Motion Carried (4-0-0)**

6.3 **Facility Services**

Resolution Authorizing Granting Consent to the State of Michigan for the Construction of Sidewalks

Chris Folts presented the resolution.

Recommend Motion to the Finance Committee.

**Moved by:** W. Nakagiri

**Seconded by:** W. Green

Yes (4): R. Bezotte, W. Green , G. Childs, and W. Nakagiri

**Motion Carried (4-0-0)**

6.4 **Airport**

Resolution to Accept the Donation of Two Ford De-Icing Trucks from Anglin Civil, LLC

Mark Johnson presented the resolution.

Recommend Motion to the Finance Committee.

**Moved by:** G. Childs  
**Seconded by:** W. Nakagiri

Yes (4): R. Bezotte, W. Green , G. Childs, and W. Nakagiri

**Motion Carried (4-0-0)**

#### **6.5 Airport**

Resolution to Concur with the Livingston County Aeronautical Facilities Board to Enter Into a Ground Lease Agreement with Common Sail Storage, LLC for Airport Property North and East of the Airport Terminal Building

Mark Johnson presented the resolution.

Recommend Motion to the Finance Committee.

**Moved by:** G. Childs  
**Seconded by:** W. Nakagiri

Yes (4): R. Bezotte, W. Green , G. Childs, and W. Nakagiri

**Motion Carried (4-0-0)**

#### **6.6 Health Department**

Resolution Authorizing a Supplemental Appropriation and to Enter into an Agreement with Patagonia, Inc. to provide Electronic Health Record Software for the Livingston County Health Department

Elaine Brown presented the resolution.

Recommend Motion to the Finance Committee.

**Moved by:** W. Green  
**Seconded by:** G. Childs

Yes (4): R. Bezotte, W. Green , G. Childs, and W. Nakagiri

**Motion Carried (4-0-0)**

#### **6.7 Fiscal Services**

Resolution Authorizing an Agreement with Galls, LLC. to Provide Uniform Outfitting Services for New Personnel or Replacements for Various Countywide Departments

Elizabeth Young presented the resolution.

Recommend Motion to the Finance Committee.

**Moved by:** G. Childs  
**Seconded by:** W. Nakagiri

Yes (4): R. Bezotte, W. Green , G. Childs, and W. Nakagiri

**Motion Carried (4-0-0)**

**6.8 Board of Commissioners**

Resolution Dissolving the Livingston County Building Authority

Recommend Motion to the Finance Committee.

**Moved by:** W. Green

**Seconded by:** W. Nakagiri

Yes (4): R. Bezotte, W. Green , G. Childs, and W. Nakagiri

**Motion Carried (4-0-0)**

**7. CALL TO THE PUBLIC**

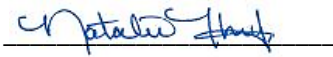
None.

**8. ADJOURNMENT**

Motion to adjourn the meeting at 8:13 p.m.

**Moved by:** W. Nakagiri

**Seconded by:** W. Green



Natalie Hunt, Recording Secretary

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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**Resolution Authorizing Updated LETS Drug and Alcohol Policy – LETS**

**WHEREAS,** the Federal Transit Administration (FTA) requires all transit systems to maintain a Drug and Alcohol Policy consistent with 49 CFR Part 655, as amended, as a condition of receiving Federal funding; and

**WHEREAS,** the policy must be updated periodically to reflect changes in Federal rules and best practices and approved by the agency's governing board when substantive changes are made; and

**WHEREAS,** LETS has maintained a Drug and Alcohol Policy since 1996 with the last major update occurring in December 2015 per resolution 2015-12-240; and

**WHEREAS,** significant changes in Federal rules and best practices have occurred since the last update and the LETS Drug and Alcohol policy has been revised to remain in compliance; and

**WHEREAS,** the updated policy will be distributed to all LETS employees and will take effect on December 1, 2019.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby adopts the updated LETS Drug and Alcohol Policy with an effective date of December 1, 2019.

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**MOVED:**

**SECONDED:**

**CARRIED:**

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Drug and Alcohol Policy  
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- 3) Supplemental Medical Examination Report
- 4) Safety-Sensitive Employee Guidelines for Use  
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**Bold = FTA Requirements**  
*Italics = Drug Free Workplace Act of 1988 Requirements*  
Standard Print = L.E.T.S. Requirements

The Livingston Essential Transportation Service (L.E.T.S.) implemented a Drug & Alcohol Program in 1996 as an essential element of its commitment to provide safe and reliable transit service and to maintain a safe and healthy work environment for its employees.

The Department of Transportation (DOT) is required by the Omnibus Transportation Employees Testing Act (Omnibus Act) to follow the Health and Human Services requirements for the testing procedures/protocols and drugs for which L.E.T.S. may test. Therefore, the Federal Transit Administration (FTA) – as a DOT agency – requires all transit systems to adopt a Drug and Alcohol Policy that is consistent with 49 CFR Part 40, as amended.

While the FTA Drug and Alcohol Program is applicable only to “safety-sensitive employees”, the L.E.T.S. Drug and Alcohol Policy applies to all L.E.T.S. employees. The L.E.T.S. Drug and Alcohol Policy provides for additional grounds under which L.E.T.S. may order a NON-DOT. test of safety-sensitive employees on its own authority. Any testing ordered under L.E.T.S. Authority will be conducted using non-Federal forms. A list of safety-sensitive job classifications is included in Attachment 3.

The Drug and Alcohol Policy of L.E.T.S., as required by the FTA and 49 CFR Part 40, as amended, is hereby adopted and confirmed as the Drug and Alcohol Policy of L.E.T.S.

### **Illegal Drug Policy**

The Drug Policy of L.E.T.S. shall be as follows:

1. Statement of Policy

The use of illegal drugs is prohibited.

2. Application of Policy

This policy applies to all L.E.T.S. employees and includes additional requirements for those employees employed in safety-sensitive positions as defined by FTA.

3. Definition of Illegal Drug

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An “illegal drug” is any drug which is not legally obtainable, or which is legally obtainable but has not been legally obtained, or is not being used for its prescribed purposes.

4. Use of an Illegal Drug(s) by an Employee is Prohibited and will Result in Termination

The use of any illegal drug or substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), as amended, as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times. This includes, but is not limited to, marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any substance which causes the presence of these drugs or drug metabolites such as hemp-related products, coca leaves or any substance not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration.

**FTA 655.21(c) provides that consumption of marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine is prohibited at all times.**

Applicants and employees are prohibited from using marijuana, including use pursuant to medical marijuana laws. Marijuana is a Schedule 1 drug and its use is not an acceptable legitimate medical explanation for a positive drug test result in the L.E.T.S. drug and alcohol testing program even when such use is pursuant to a physician’s recommendation under a state law that authorizes such a recommendation under “medical marijuana” laws that some states, including the State of Michigan, have adopted.

Illegal use, includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. The “use” of drugs means presence in the body system while an employee is on duty. A positive test is sufficient to support a finding of “use.”

**FTA Rule Section 655.45(i) states a covered employee may be randomly tested for prohibited drug use anytime while on duty.**

5. Testing for Illegal Drugs

While on duty, if an employee performs an unusual act, or has unusual behavior, which may suggest drug use, or has been off duty for an extended period of time, or has an attendance problem, or has an on-the-job injury which requires medical attention, the employee may be tested for Drugs and/or Alcohol on L.E.T.S. authority.

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**Applicants for safety-sensitive positions will be tested before they are hired. FTA 655.45(i) provides that a covered employee may be randomly tested for prohibited drug use anytime while on duty.**

6. Refusal to be Tested

A refusal to be tested will result in termination.

7. Positive Tests

If the initial drug screen is positive, the split specimen may be tested at the request of the employee by a HHS-certified laboratory. If the HHS-certified laboratory confirms the positive test, the employee will be terminated. It is not necessary that the employee be under the influence of the drug(s).

8. Disclosure of a Drug Problem

If an employee has a drug problem and voluntarily discloses it to L.E.T.S. before a disciplinary matter develops and before being selected for testing, L.E.T.S. will refer the employee to a substance abuse or chemical dependency program or other Employee Assistance Program.

9. Prescriptions and Over-the-Counter Medications

Prescription and over-the-counter medications can significantly affect the performance of people taking them. Many such medications can make the patient drowsy or dizzy, affect vision or hearing, or bring about other physical conditions that could reduce the effectiveness of an employee. An employee is permitted to use such medications, as determined by a physician or treating medical practitioner, if the use of the substance by the employee at the prescribed or authorized dosage level is consistent with the safe performance of the employee's duties. L.E.T.S. employees are required to notify their supervisor of all prescription and over-the-counter medications by completing and submitting a Supplemental Medical Examination Report (see Form # 4 and attachments) so that the Employer can allow qualified medical personnel to determine the medication's potential effects on employee performance. Failure to notify the supervisor of all prescription and over-the-counter medications will result in discipline, up to and including discharge.

10. Possession of Drugs

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Consistent with the *Drug-free Workplace Act of 1988*, all employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the workplace including L.E.T.S. premises, L.E.T.S. vehicles, while in uniform, or while on L.E.T.S. business.

Employees violating this policy are subject to appropriate personnel/disciplinary action, up to and including termination for the first offense.

In addition, all employees are required to notify the Drug and Alcohol Program Manager at L.E.T.S. of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction.  
Failure to report such conviction will result in termination.

Within ten (10) calendar days of receiving notice that an employee has been convicted of a criminal drug offense occurring in the workplace, L.E.T.S. must provide written notice of the conviction to the FTA.

11. **Application of FTA Drug and Alcohol Policy**

**This applies to employees who perform or are called upon to perform or may be called upon to perform a safety-sensitive function. Such employees shall be referred to as “safety-sensitive employees.”**

12. **Definition of Safety-Sensitive Employees**

**A safety-sensitive employee is any employee whose duties relate to the safe operation of transportation services including: (a) operating a revenue vehicle, whether or not the vehicle is in service, (b) operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver’s License (CDL), (c) controlling the dispatch or movement of a revenue service vehicle, (d) maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service (excluding contractors for Section 5311 systems), (e) armed security personnel, or (f) supervisors who perform safety-sensitive duties.**

13. **Testing of Safety-Sensitive Employees**

**A safety-sensitive employee shall be tested for drugs as follows: (a) before an applicant or a non safety-sensitive employee is allowed to perform a safety-sensitive function for the first time, (b) post accident, (c) when there is**

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reasonable suspicion to believe a test is necessary, (d) on a random unannounced basis, and (e) for return-to-duty and follow-up purposes.

**FTA 655.45(i) provides that a covered employee may be randomly tested for prohibited drug use anytime while on duty.**

**Safety-sensitive employee will be tested for marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any substance which causes the presence of these drugs or drug metabolites, such as hemp-related products, coca leaves or any substance not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration.**

**FTA 655.21(c) provides that consumption of marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine is prohibited at all times.**

**Illegal use includes the use of any illegal drug, misuse of legal prescribed drugs, and use of illegally obtained prescription drugs in accordance with DOT and FTA regulations and 49 CFR Part 40, as amended.**

14. Termination

A verified positive urine test for prohibited drugs shall result in termination. A refusal to be tested shall result in termination.

A confirmed breath alcohol test of 0.04 or greater is a “positive test.” A positive test will result in termination. A refusal to be tested shall result in termination.

15. Use of Alcohol

L.E.T.S. policy prohibits the consumption of alcohol by any safety-sensitive employee eight (8) hours prior to performing safety-sensitive functions. A safety sensitive-employee is prohibited from reporting for duty or remaining on duty if they have consumed alcoholic beverages within eight hours prior to the start of their shift.

**Performing safety-sensitive duties with an alcohol concentration of 0.02 or greater is prohibited. If the alcohol concentration is 0.02 or greater, as evidenced by an evidential breath-testing device, a confirmation test will be performed. A confirmation test result equal to or greater than 0.02 but less than 0.04 will result in immediate removal of the employee from safety-sensitive functions for a period of eight hours or until a later re-test shows a concentration of less than 0.02.**

Employees will be subject to disciplinary action, up to and including termination.

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**A test result of less than 0.02, as evidenced by a breath-testing device shall be considered a “negative” test.**

**The “use” of alcohol by a safety-sensitive employee is defined as having an alcohol test result of 0.04 or greater while on duty, subject to duty, or just after performing a safety-sensitive function, as confirmed by an evidential breath testing device. A confirmed alcohol test of 0.04 or greater is a “positive test.”**

A positive test will result in termination.

16. Testing

The provisions of Section 5 and 15 relating to testing for drugs shall also apply to testing for alcohol.

17. Testing Results

**Performing safety-sensitive duties with an alcohol concentration of 0.02 or greater is prohibited. A test result of less than 0.02, as evidenced by a breath-testing device shall be considered a “negative” test.**

**If the alcohol concentration is 0.02 or greater, as evidenced by an evidential breath-testing device, a confirmation test will be performed. A confirmation test result equal to or greater than 0.02 but less than 0.04 will result in immediate removal of the employee from safety-sensitive functions for a period of eight hours or until a later re-test shows a concentration of less than 0.02.**

Employees will be subject to disciplinary action, up to and including termination.

**A confirmed alcohol test of 0.04 or greater is a “positive test.”**

A positive test will result in termination.

18. Refusal to be Tested for Alcohol

A refusal to be tested for alcohol will result in termination.

19. Possession of Alcohol

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Consistent with the *Drug-Free Workplace Act of 1988*, the possession, purchase, sale, distribution, or consumption of alcohol while on duty, or while on L.E.T.S. premises, in a L.E.T.S. uniform, or in a L.E.T.S. vehicle is prohibited. Violation of this provision will result in termination.

20. Alcohol Consumption

**FTA Rule Section 655.33(a) - Each employer shall prohibit a covered employee from using alcohol within 4 hours prior to performing safety-sensitive functions. No employer having actual knowledge that a covered employee has used alcohol within 4 hours of performing a safety-sensitive function shall permit the employee to perform or continue to perform safety-sensitive functions. FTA Rule Section 655.33(b) – An employer shall prohibit the consumption of alcohol for the specified on-call hours of each covered employee who is on-call. The procedure shall include: (1)The opportunity for the covered employee to acknowledge the use of alcohol at the time he or she is called to report to duty and the inability to perform his or her safety-sensitive function [and] (2) The requirement that the covered employee take an alcohol test, if the covered employee has acknowledged the use of alcohol, but claims ability to perform his or her safety-sensitive function.**

L.E.T.S. prohibits the consumption of alcohol by an employee while on duty or within eight hours prior to reporting for duty.

All L.E.T.S. employees involved in an accident must refrain from alcohol consumption until a determination is made that a post-accident alcohol test is – or is not - necessary.

**L.E.T.S. / FTA DRUG AND ALCOHOL PROGRAM GUIDELINES**



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**I. Introduction**

L.E.T.S. is dedicated to providing safe, dependable, and economical transportation services to Livingston County residents. L.E.T.S. is also dedicated to providing a healthy, satisfying drug and alcohol free work environment for its employees. These obligations are severely jeopardized by an employee who is unfit for duty due to drug or alcohol usage. Both employees and customers have a right to expect a drug and alcohol free workplace. In 1991, the United States Congress passed the Omnibus Transportation Employee Testing Act, which requires drug and alcohol testing of safety-sensitive employees in the transit industry. In February 1994, the Department of Transportation published rules requiring agencies such as L.E.T.S. to implement specific drug and alcohol testing programs beginning January 1, 1996.

**In response to these Federal requirements, and as a means of continuing our commitment to maintaining a safe and productive work environment, L.E.T.S. has revised its policies regarding drugs and alcohol to be in compliance with the Federal Transit Administration (FTA) rules on the Prevention of Prohibited Drug Use and Alcohol Misuse (49 CFR Part 655), and Procedures for Transportation Workplace Drug and Alcohol Testing Programs (49 CFR Part 40), as amended.**

It is the goal of L.E.T.S. to establish a work environment that is free of drugs and alcohol, and to foster a sober and drug-free work force. To achieve the drug-free environment that every transit rider, community member, and employees of L.E.T.S. is entitled to will require the best efforts of employees and management.

The following Guidelines have been developed as help in administering L.E.T.S.'s Drug and Alcohol Policy. As guidelines, they are not intended to be all-inclusive, nor are they intended to be used as hard fast rules regarding the application of L.E.T.S.'s Drug and Alcohol Policy in any particular case. Cases where substance abuse is at issue may be evaluated on the circumstances of that case and the Drug and Alcohol Policy applied as warranted by those circumstances.

**In those situations governed by regulations promulgated under federal authority, such as the U.S. Department of Transportation, Federal Transit Administration (49 CFR Part 40), as amended, or as required by state or local law, the applicable law will govern.**

**II. Contact Person**

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Questions regarding the Drug and Alcohol Policy or these guidelines should be referred to the L.E.T.S. Operations Manager at (517) 546-6600.

**III. Affected Employees**

All L.E.T.S. employees are subject to the Drug and Alcohol Policy, including drug and alcohol testing. The only exceptions are the random testing and certain alcohol provisions that apply only to safety-sensitive employees.

**A safety-sensitive employee is any employee whose duties relate to the safe operation of transportation services including: (a) operating a revenue vehicle, whether or not the vehicle is in service, (b) operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License (CDL), (c) controlling the dispatch or movement of a revenue service vehicle, (d) maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service (excluding contractors for Section 5311 systems), (e) armed security personnel, or (f) supervisors who perform safety-sensitive duties.**

**IV. Definitions**

**For purposes of these Guidelines, the following definitions of terms apply. The definitions are written for explanatory purposes to help in working with this document.**

**Adulterated Specimen – A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.**

**Alcohol Concentration – The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under this part.**

**Alcohol Confirmation Test – A subsequent test using an EBT, following a screening test with a result of 0.02 or greater that provides quantitative data about the alcohol concentration.**

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**Alcohol Use** – The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

**Breath Alcohol Technician (BAT)** – A person who instructs and assists employees in the alcohol testing process and operates an evidential breath testing device.

**Cancelled Test** – A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which this part otherwise requires to be cancelled. A cancelled test is neither a positive nor a negative test.

**Chain of Custody** – The procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF).

**Confirmatory Drug Test** – A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

**Confirmatory Validity Test** – A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

**Confirmed Drug Test** – A confirmation test result received by an MRO from a laboratory.

**Designated Employer Representative (DER)** – An employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer, consistent with the requirements of this part. Service agents cannot act as DERs.

**Dilute Specimen** – A urine specimen with creatinine and specific gravity values that is lower than expected for human urine.

**DOT, The Department, DOT Agency** – These terms encompass all DOT agencies, including, but not limited to, the United States Coast Guard (USCG), the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials

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Safety Administration (PHMSA), and the Office of the Secretary (OST). These terms include any designee of a DOT agency.

**Drugs** – The drugs for which tests are required under this part and DOT agency regulations are marijuana, cocaine, amphetamines, phencyclidine (PCP), and opioids.

**Evidential Breath Testing Device (EBT)** – A device approved by NHTSA for the evidential testing of breath at the .02 and .04 alcohol concentrations, placed on NHTSA’s Conforming Products List (CPL) for “Evidential Breath Measurement Devices” and identified on the CPL as conforming with the model specifications available from NHTSA’s Traffic Safety Program.

**EMIT** – An immunoassay test used as the initial drug screening technique to eliminate “negative” urine specimens from further testing. Federally Mandated Controlled Substance Testing – is a test, mandated by schedules I through V of section 202 of the Controlled Substance Act (21 USC 812), as amended, as further defined by 21 CFR 1300.11 through 1300.15 that determines the use of any illegal drug or substance as defined by the ACT.

**Illegal Drugs** – Any drug which is not legally obtainable, or which is legally obtainable but has not been legally obtained, or is not being used for its prescribed purpose or in the prescribed manner (this includes prescription drugs prescribed to someone else).

**Initial Drug Test (also known as a “Screening drug test”)** – The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

**Initial Specimen Validity Test** – The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

**Invalid Drug Test** – The result reported by an HHS-certified laboratory in accordance with the criteria established by HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

**Laboratory** – Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

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**Legal Drugs** – Legally obtained drugs (prescription and non-prescription remedies) used according to directions to alleviate a specific condition.

**Limit of Detection (LOD)** – The lowest concentration at which a measurane can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

**Limit of Quantitation** – For quantitative assays, the lowest concentration at which the identity and concentration of the measured can be accurately established.

**Medical Review Officer (MRO)** – A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

**Metabolite** – The specific substance produced when the human body metabolizes a given prohibited drug as it passes through the body and is excreted in urine.

**Negative Dilute**: A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.

**Negative Result** – The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.

**Non-Negative Specimen** – A urine specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite(s)), and/or invalid.

**Positive Alcohol Test** – The confirmed presence of alcohol in the body system at a concentration of 0.04 or greater as measured by an Evidential Breath Testing (EBT) device. Refusal to take a breath test constitutes a positive alcohol test.

**Positive Dilute Specimen** – A specimen with creatinine and specific gravity values that are lower than expected for human urine but which tested positive for the presence of a prohibited substance.

**Positive Result** – The result reported by an HHS-certified laboratory when a specimen contains a drug metabolite equal to or greater than the cutoff concentrations.

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**Primary Specimen** – In drug testing, the urine specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of validity testing. The primary specimen is distinguished from the split specimen, defined in this section.

**Reconfirmed** – The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

**Rejected for Testing** – The result reported by an HHS-certified laboratory when no tests are performed for a specimen because of a fatal flaw or a correctable flaw that is not corrected.

**Safety-Sensitive Employee** – A safety-sensitive employee is any employee whose duties relate to the safe operation of transportation services including: (a) operating a revenue vehicle, whether or not the vehicle is in service, (b) operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License (CDL), (c) controlling the dispatch or movement of a revenue service vehicle, (d) maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service (excluding contractors of Section 5311 systems), (e) armed security personnel, or (f) supervisors who perform safety-sensitive duties.

**Screening Drug Test** – See Initial Drug Test definition above.

**Service Agent** – Any person or entity, other than an employee of the employer, who provides services specified under this part to employers and/or employees in connection with DOT drug and alcohol testing requirements. This includes, but is not limited to, collectors, BATs and STTs, laboratories, MROs, substance abuse professionals, and C/TPAs. To act as service agents, persons and organizations must meet the qualifications set forth in applicable sections of this part. Service agents are not employers for purposes of this part.

**Split Specimen Collection** – A collection in which the urine collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

**Substance Abuse Professional (SAP)** – A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

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**Super Dilute** – Is an MRO reference for a specimen with extremely low creatinine and specific gravity values that are considerably lower than expected for human beings, but which cannot be positively identified as substituted or adulterated.

**Substituted Specimen** – A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

**Use** – Presence of a prohibited substance in the body.

**Validity Testing** – The evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

**V. Employee Education and Training**

L.E.T.S. believes that the education and training of all employees in the effects and treatment of substance abuse will contribute to a safer and more efficient workplace for everyone. Therefore, continuing education, and providing information to employees about the dangers of drug abuse or alcohol misuse and the possible penalties for violation of the Drug and Alcohol Policy are essential components of this program.

**VI. Responsibilities**

**A. Employer**

L.E.T.S. is responsible for developing and implementing substance abuse policies and programs that include drug and alcohol testing of employees and applicants for employment. The goals of these activities are to enhance productivity and safety for L.E.T.S. employees and L.E.T.S. customers, and to foster a sober and drug-free workforce.

**B. Employee**

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Employees are required to indicate in writing that they have received a copy of the L.E.T.S. Drug and Alcohol Policy and that they have had time to read the policy, ask questions and understand the policy.

C. Managers and Supervisors

Managers, Maintenance Trainer and Supervisors will be held accountable for the consistent application and enforcement of the policy.

D. Union

Not applicable at this time.

**VII. Enforcement**

For any program to be effective, enforcement of policies is essential. L.E.T.S. will rigorously enforce its Drug and Alcohol Policy in order to protect the safety of our employees and customers, as well as to protect the efficiency of our operation. It is the responsibility of all employees to ensure that the standards of performance contained in the Drug and Alcohol Policy are met. **Violations of the policy will result in removal from safety-sensitive duty** and discipline up to and including discharge.

**A. Consequences for Policy Violation**

**1. Alcohol**

**Alcohol testing will be done by a National Highway Traffic Safety Administration (NHTSA) approved Evidential Breath Testing Device (EBT), which measures Breath Alcohol Concentration.**

**If a safety-sensitive employee's test result is equal to or greater than 0.02 but less than 0.04, the employee will immediately be removed from performing safety-sensitive duties for at least eight (8) hours or until another breath test is administered, and the result is less than 0.02, and will subject the employee to disciplinary action, up to and including termination.**

**If a safety-sensitive employee's confirmed alcohol test result is equal to or greater than 0.04, the employee will be removed from duty, are referred to a**



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**Substance Abuse Professional as required by 49 CFR Part 40 as amended, Subpart Q.**

A confirmed alcohol test result equal to or greater than 0.04 will result in termination.

**2. Illegal Drug**

The presence of illegal drugs, as defined in the Policy Section and Section IV of the Guidelines, in the body system, while an employee is on duty is prohibited.

**A positive urine test in accordance with 49 CFR Part 40, as amended is sufficient to support a finding of “use” for safety-sensitive employees for the following substances:**

- **Marijuana (THC) and metabolites**
- **Cocaine and metabolites**
- **Amphetamines and metabolites (Amphetamine, Methamphetamine, MDMA, MDA, MDDA)**
- **Opioids and metabolites (Codeine, Morphine, 6-AM ( Heroin))**
- **Phencyclidine (PCP)**

If test results are verified positive, the employee will be terminated. A positive dilute test result will be considered a positive test and the employee will be terminated.

**3. Refusal to be tested**

**For pre-employment purposes (applying to new hires only) the following do not constitute a refusal:**

- 1. Failure to appear.**
- 2. Failure to remain at the collection site prior to the commencement of the test.**
- 3. Aborting the collection before the test commences.**

**For DOT purposes, a refusal to take a company NON-DOT test does not constitute a refusal to DOT test.**

L.E.T.S. employees who refuse to be tested will be terminated.

**The following actions constitute a refusal to be tested by a safety-sensitive employee:**

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- **Failure to appear for any test within a reasonable time, as determined by L.E.T.S., after being directed to do so by L.E.T.S.**
- **Failure to remain at the testing site until the testing process is complete, excluding pre-employment prior to commencement of the test.**
- **Failure to provide a urine or breath specimen for any drug or alcohol test required by DOT or FTA regulations.**
- **In the case of a directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of your provision of a specimen.**
- **Failure to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.**
- **Failure or decline to take a second test L.E.T.S. or collector has directed you to take.**
- **Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by L.E.T.S. as part of the “shy bladder” or “shy Lung” procedures.**
- **Failure to cooperate with any part of the testing process (e.g., refusal to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process) or verbal or written refusal to provide a required urine specimen.**
- **For an observed collection, failure to follow the observer’s instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if there is any type of prosthetic or other device that could be used to interfere with the collection process.**
- **Possess or wear a prosthetic or other device that could be used to interfere with the collection process.**
- **Admit to the collector or MRO that you have adulterated or substituted the specimen.**
- **Failure to remain at the scene of an accident prior to submission to drug and alcohol tests without a legitimate explanation.**

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- **If the MRO reports a verified adulterated or substituted test result, that is a refusal to take a drug test.**
- **Failure or refusal to sign Step 2 of the Alcohol Testing Form.**

**B. Disputes**

L.E.T.S. will work cooperatively to resolve issues relating to the application, and enforcement of the Drug and Alcohol Policy. Nothing in this program shall be interpreted so as to limit L.E.T.S.'s right to assess disciplinary action, including termination, under the terms of the policy.

**VIII. Circumstances Requiring Testing**

**A. Pre-Employment**

A drug test will be performed as part of the medical examination of all selected applicants. An individual will not be hired if they fail to pass a Federally Mandated Controlled Substance Test. Individuals who apply for a position with L.E.T.S. will be notified of this requirement at the time of an interview. All offers of employment for safety-sensitive positions shall be extended conditional upon the applicant passing a drug test. If an applicant fails a pre-employment drug test, no employment shall be offered.

**All applicants for safety-sensitive positions shall undergo urine drug testing prior to hire or transfer into a safety-sensitive position.**

**An applicant shall not be hired into a safety-sensitive position unless the applicant takes a drug test with verified negative result.**

**A non-safety-sensitive employee shall not be placed, transferred or promoted into a covered position unless the employee takes a drug test with verified negative results.**

**If an employee being placed, transferred, or promoted from a non-safety-sensitive position to a safety-sensitive position has a confirmed positive drug test result, the employee will be terminated. (Refer to Section VII, Enforcement).**

**If a test is cancelled, the applicant/employee will be required to re-test with a negative test result. A negative dilute test result on a pre-employment test may require a re-test. If the MRO does order a re-test, the MRO may require an observed collection.**

**For pre-employment purposes, applicants are required to report the name and contact information for all DOT covered employers for the previous two years.**

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**The applicant is required to provide a consent statement permitting the previous DOT covered employers to release drug and alcohol test results to L.E.T.S.**

**Section 655.41(a)(2) requires a covered employee or applicant who has previously failed or refused a pre-employment drug test administered under this part, the employee must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in Section 655.62.**

**Failure to provide information or provision of inaccurate or misleading information will result in immediate termination and/or rescission of employment offer. The outcome of the investigation may also result in termination and/or rescission of employment.**

**If more than 90 days have elapsed between the time of successfully completing pre-employment tests and the assignment of safety-sensitive duties, another pre-employment test will be required prior to the individual being assigned safety-sensitive duties.**

**Safety-sensitive employees who have been off duty for 90 days or more for any reason, and have been out of the random pool, must successfully pass a pre-employment drug test prior to the performance of a safety-sensitive function.**

**B. Reasonable Suspicion Testing**

**A safety-sensitive employee may be required to submit to a drug and/or alcohol test, when one trained Supervisor, Trainer or Manager reasonably suspects the employee has used a prohibited drug or has misused alcohol. The request to undergo a reasonable suspicion test will be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odor of the employee. A reasonable suspicion drug test can be performed any time the covered employee is on duty. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function.**

**If an alcohol test required by this section is not administered within two (2) hours following the reasonable suspicion determination, a record of the reasons the alcohol test was not promptly administered must be prepared and maintained on file. If the alcohol test is not administered within eight (8) hours following the reasonable suspicion determination, then attempts to administer an**

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**alcohol test must cease and the reasons for not administering the test must be included in the record.**

**Examples of reasonable suspicion include but are not limited to:**

**Physical Indicators**

- ☐ Observable physical evidence (drugs and/or paraphernalia)
- ☐ Bloodshot or watery eyes
- ☐ Flushed or very pale complexion
- ☐ Extensive sweating/skin clamminess
- ☐ Dilated or constricted pupils
- ☐ Disheveled clothing/unkempt grooming
- ☐ Unfocused, blank stare
- ☐ Runny or bleeding nose
- ☐ Puncture marks
- ☐ Jerky eye movement
- ☐ Body odor

**Behavioral Indicators**

- ☐ Fidgety/agitated
- ☐ Irregular breathing
- ☐ Nausea/vomiting
- ☐ Slow reactions
- ☐ Unstable walking
- ☐ Poor coordination
- ☐ Hand tremors
- ☐ Suspicious, paranoid
- ☐ Depressed, withdrawn
- ☐ Lackadaisical attitude
- ☐ Irritable, moody
- ☐ Extreme fatigue

**Speech Indicators**

- ☐ Slurred or slowed speech
- ☐ Loud, boisterous
- ☐ Incoherent, nonsensical
- ☐ Repetitious, rambling
- ☐ Rapid, pressured
- ☐ Excessive talkativeness
- ☐ Exaggerated enunciation
- ☐ Cursing, inappropriate speech
- ☐ Inability to concentrate
- ☐ Impulsive, unusual risk-taking
- ☐ Delayed decision-making
- ☐ Reduced alertness

**Altercations (either physical or verbal) with others, or erratic or violent behavior will lead to an interview with a trained Supervisor, Manager or Trainer who will determine if there are specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odor of the employee.**

**Other unusual acts or unusual behavior that may suggest drug use or alcohol misuse will lead to an interview with a trained Supervisor, Manager or Trainer who will determine if there are specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odor of the employee.**

**In these cases, the trained Supervisor, Manager or Trainer will determine if a DOT Test, a NON-DOT Test, or NO Test is required.**

Notwithstanding the above, under L.E.T.S. authority, all L.E.T.S. employees are subject to reasonable suspicion testing. Reasonable suspicion testing is designed to provide a tool to identify employees who may pose a danger to themselves and others in the performance of their job duties. Employees may be at work in a condition that raises concern regarding their safety or productivity. A trained Supervisor, Trainer or Manager, trained in the detection of drug and alcohol misuse must then make a decision as to whether reasonable suspicion exists to conclude that substance abuse may be causing the behavior

**C. Post-Accident Testing**

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**1. Definition of Accident**

**Testing for prohibited drugs and alcohol will be conducted in the case of certain transit accidents. An accident as defined by the FTA is an occurrence associated with the operation of a Vehicle in which:**

- **An individual dies, or**
- **An individual receives injuries requiring immediate transport to a medical treatment facility, or**
- **Any time one or more vehicles (Revenue Service or not) receives disabling damage. “Disabling damage” does not include damage to headlights, taillights, turn signals, horn, windshield wipers, and tires or other damage that could be remedied temporarily at the scene of the occurrence if special tools or parts were available.**

**This definition is not directed at vehicle collisions exclusively; it also included incidents such as passenger or pedestrian injuries when the individual requires immediate transport to a medical treatment facility.**

L.E.T.S. may send an employee for a NON-DOT drug and alcohol test following any incident or accident, which does not meet the above thresholds if the supervisor makes a determination that a test is necessary.

**2. Fatal Accident**

**Whenever there is a loss of human life, the surviving safety-sensitive employee operating the Revenue Service Vehicle at the time of the accident must be tested. Safety-sensitive employees not on the vehicle (e.g., maintenance personnel, dispatcher) whose performance could have contributed to the accident (using the best information available at the time of the accident) must be tested.**

**3. Non-Fatal Accident**

**Following non-fatal accidents, the vehicle operator will be tested if one or more individuals receive injuries requiring immediate transport to a medical treatment facility or any time one or more vehicles including Revenue Service Vehicles receive disabling damage.**

**For non-fatal accidents, any other safety-sensitive employee whose performance could have contributed to the accident (as determined using**

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**the best information available at the time of the accident) will also be tested. However, if an employee's performance can be completely discounted as a contributing factor, then he or she must not be tested under FTA authority.**

**4. Testing Guidelines**

**FTA post-accident drug and alcohol tests will be performed as soon as possible. Drug tests will be performed within 32 hours following the accident. Alcohol tests will be performed within 8 hours.**

**If an alcohol test is not administered within 2 hours following the accident, L.E.T.S. must document the reason the test was not performed and still attempt to administer the test. If an alcohol test is not administered within 8 hours following the accident, attempts to administer an alcohol test will be ended and a record will be filed explaining the circumstances surrounding the missed test.**

**The requirement to test for drugs and alcohol following an accident will in no way delay necessary medical attention for injured people or prohibit an employee from leaving the scene of an accident to obtain assistance in responding to the accident or to obtain necessary emergency medical care.**

Notwithstanding the above, under L.E.T.S. authority, all L.E.T.S. employees must remain readily available, which means that L.E.T.S. knows the location of the employee. Failure to remain readily available will be considered a refusal to test. A refusal to test will result in termination.

**A safety-sensitive employee involved in an accident must refrain from alcohol consumption for eight (8) hours following the accident or until a post-accident alcohol test can be administered.**

Notwithstanding the above, under L.E.T.S. authority, all L.E.T.S. employees are subject to refrain from alcohol consumption for eight (8) hours following the accident or until a post-accident alcohol test can be administered. A violation of this policy will result in termination.

When L.E.T.S. is unable to perform a post-accident test in accordance with FTA regulations, it will use the results of Post-Accident drug and alcohol tests administered by State or local law enforcement personnel under their independent authority. This is acceptable only under limited circumstances, and the test results must be obtained in conformance with State and local law.

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**D. Random Testing**

**1. Requirement for Random Testing**

FTA regulations require random testing of drugs and alcohol for all safety-sensitive employees. Random testing identifies employees who are using drugs or misusing alcohol but are able to use the predictability of other testing methods to escape detection. More importantly, it is widely believed that random testing serves as a strong deterrent against employees beginning or continuing prohibited drug use and misuse of alcohol.

**2. Methodology for Random Testing**

A scientifically valid random-number selection method to select safety-sensitive employees will be used. L.E.T.S. currently uses Allied Substance Abuse Professionals as their Drug and Alcohol Testing Review and Consulting Services. There is no discretion on the part of management or operations in the selection and notification of individuals for random testing.

The number of employees randomly selected for drug/alcohol testing during the calendar year shall be in accordance with FTA regulations. Random testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA Administrator.

Section 655.45(g) requires each employer to ensure that random tests are spread reasonably throughout the calendar year. Random testing shall be conducted at all times of day whenever safety-sensitive functions are performed. Employees will have a reasonable expectation that they might be called for a test on any day and at any time they are at work.

All safety-sensitive employees in the random pool will have an equal chance of being selected for testing and will remain in the pool, even after being tested. It is possible for some employees to be tested several times in one year, and other employees not to be tested for several years.

The process for testing will be unannounced and unpredictable as well as random. Once the employee has been notified that he or she has been selected for testing, he or she must then report immediately to the collection site.



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**E. Voluntary Disclosure, Return-to-Duty and Follow-up Testing**

Under L.E.T.S. authority, an employee who voluntarily discloses a substance abuse problem, before a disciplinary matter develops and before being selected for a test, will be subject to return-to-duty and follow-up testing by L.E.T.S. The employee must be evaluated by a Drug and Alcohol Counselor, and pass a return-to-duty test. The purpose of this procedure is to provide some degree of assurance that the individual is presently free of alcohol and/or any prohibited drugs and is able to return to work without undue concern about continued substance abuse.

A return-to-duty test will include testing for both prohibited drugs and alcohol. The employee must have a negative drug test result and an alcohol test result of less than 0.02 to return to a safety-sensitive function. In addition, the employee must complete all return-to-duty requirements of L.E.T.S.

Once allowed to return to duty, an employee will be subject to unannounced follow-up testing for at least 12 but not more than 60 months. The frequency and duration of the follow-up testing will be recommended by a Counselor, but L.E.T.S. will require a minimum of six tests be performed during the first twelve months after the employee has returned to duty.

Follow-up testing is separate from and in addition to the regular random testing program. Employees subject to follow-up testing will remain in the standard random pool and must be tested whenever their names come up for random testing.

Any testing done under L.E.T.S. authority will be done using non-DOT forms.

**IX. Drug Testing Procedures**

It is not the intent of these guidelines to specify the requirements and protocol of the collection site personnel. These guidelines do, however, provide information about the requirements for employees and job applicants.

**Drug and Alcohol testing under this policy will be performed in accordance with Federal Transit Administration (FTA) rules on the Prevention of Prohibited Drug Use and Alcohol Misuse 49 CFR Part 655, and Procedures for Transportation Workplace Drug and Alcohol Testing Programs 49 CFR Part 40, as amended.**

**FTA Part 655.51 the Drug and Alcohol testing procedures in 49 CFR Part 40 apply to employers covered by this part, and must be read together with this Part, unless expressly provided otherwise in this Part.**

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**FTA Part 655, Part III, Subpart B, Section A states FTA also believes that it is reasonable for employers to incorporate by reference 49 CFR Part 40, as amended, in the Drug and Alcohol Policy statement and make it available for review by employees when requested.**

L.E.T.S. will make 49 CFR Part 40 as amended available to employees upon request.

**In the following circumstances, the collection personnel must directly observe a second collection in compliance with FTA regulations:**

- 1. The individual has presented a urine sample that falls outside the normal temperature range.**
- 2. The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g. substitutes urine in plain view, blue dye in specimen presented, etc.).**
- 3. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to L.E.T.S. that there was not an adequate medical explanation for the result.**
- 4. The MRO reports to L.E.T.S. that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed.**
- 5. The collector observes materials brought to the collection site, or the employees conduct clearly indicates an attempt to tamper with the specimen.**
- 6. All return to duty tests. – New Federal Requirement – Effective 8/31/2009 Return-to-duty and follow-up testing will be conducted in accordance with 49 CFR part 40 (as amended), subpart O including requiring an observed specimen collection.**
- 7. All follow-up tests. - New Federal Requirement – Effective 8/31/2009 Return-to-duty and follow-up testing will be conducted in accordance with 49 CFR part 40 (as amended), subpart O including requiring an observed specimen collection.**
- 8. Any time the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.**

**Procedures for collecting urine specimens shall allow individual privacy unless there is a reason to believe that a particular individual may alter or substitute the specimen to be provided. In an observed collection the donor will be**

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required to raise clothing above the waist, lower clothing and underpants, and turn around to permit the observer to determine if any type of prosthetic or other device could be used to interfere with the collection process. In addition, the observer must view the urine stream from the donor to the collection container. The direct observation must be by a collection site person of the same gender as the donor being tested.

An employee has 72 hours after being informed by the MRO of a verified positive test to request a test of the split sample. All requests for a split specimen analysis will be processed by the MRO, and sent to a second HHS-certified laboratory.

Should the result of the second test be positive, L.E.T.S. will require the employee to reimburse L.E.T.S. for the cost of the test. Employees are directly responsible for the cost of split sample testing under this provision, if they choose to exercise it.

**X. Alcohol Testing**

**A. Alcohol Testing Methodology**

FTA regulations prohibit an employer from allowing an employee with an alcohol concentration of 0.04 or greater to perform any safety-sensitive duties. A confirmed alcohol test of 0.04 or greater is a “positive test.”

A positive test will result in termination.

An employee with an alcohol concentration of 0.02 or greater, but less than 0.04, must be removed from duty for eight (8) hours or until a re-test shows an alcohol concentration of less than 0.02.

An employee removed from work based on a violation of these conduct standards will not be paid for time missed.

Section 655.45(i) requires that a covered employee shall only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions. A safety-sensitive employee will be tested using an evidential breath-testing device (EBT).

**B. Breath Alcohol Technician**

Alcohol screening testing may be performed by any screening test device and testing methodology approved and authorized under 49 CFR Part 40, as

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amended, however alcohol confirmation tests must be performed by a Breath Alcohol Technician (BAT) who is trained to proficiency in the operation of the DOT approved EBT device being used and in the alcohol testing procedures specified in the Federal Regulations.

**C. Incomplete Tests**

If a screening or confirmatory test cannot be completed, the BAT must, if practicable, begin a new test using a new alcohol test form and a new sequential test number.

Refusal by an employee to complete and sign the alcohol testing form (at step 2), to provide breath, to provide an adequate amount of breath, or otherwise to cooperate with the collection process, will be noted on the form. The employee will be terminated.

If an employee attempts and fails to provide an adequate amount of breath, the BAT must note this on the form and immediately contact the employer. If no valid medical reason can be determined, the inadequate amount of breath will be considered a refusal to test.

Refusal to be tested will result in employee termination.

**XI. Medical Review Officer**

A qualified Medical Review Officer (MRO) will review FTA drug testing laboratory results. The purpose of this review is to verify and validate test results. The MRO is a licensed physician responsible for receiving laboratory results generated by an HHS-certified laboratory. The MRO has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with the individual's medical history and any other relevant biomedical information.

The MRO will perform various functions, including but not limited to the following:

1. Receive the results of drug tests.
2. Review and interpret an individual's confirmed non-negative test by: a) reviewing the individual's medical history, including any medical records and biomedical information provided; b) affording the individual an opportunity to discuss the test results; and c) deciding whether there is a

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**legitimate medical explanation for the result, including legally prescribed medication.**

- 3. Notify each employee who has a verified positive test that the employee has 72 hours in which to request a test of the split specimen.**
- 4. If, after the MRO makes all reasonable efforts, the MRO is unable to reach the individual directly, the MRO will contact the Designated Employer Representative who will direct the individual to contact the MRO as soon as possible. If after making all reasonable efforts, the Designated Employer Representative is unable to contact the employee, the Designated Employer Representative may place the employee on mandatory leave status.**
- 5. Report each verified test result to the Drug and Alcohol Program Manager or Designated Employer Representative authorized to receive results.**
- 6. Maintain all necessary records and send test results to the employer's Drug and Alcohol Program Manager.**
- 7. Protect the employees' privacy and testing program confidentiality.**

**XII. Substance Abuse Professional (SAP)**

**A SAP is required to recommend a course of education and/or treatment with which the employee must demonstrate successful compliance prior to returning to DOT safety-sensitive duty.**

**A safety-sensitive employee who has a verified positive drug and/or confirmed alcohol test result of 0.04 or greater will be immediately removed from his or her safety-sensitive job duties. In addition, he or she will be advised of the resources available to evaluate and resolve problems associated with drug abuse and/or alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.**

Referral to a SAP does not shield a safety-sensitive employee from disciplinary action or guarantee employment or reinstatement with L.E.T.S. Appropriate disciplinary action will be taken for all policy violations.

Employees will be referred to an Employee Assistance Program (EAP) after voluntarily disclosing a substance abuse problem prior to being selected for testing.

**XIII. Rehabilitation**

Livingston Essential Transportation Service  
Drug and Alcohol Policy  
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Drug and alcohol abusers must be encouraged to make every effort to overcome the abuse and addiction that comes from use. Successful rehabilitation hinges upon users voluntarily rehabilitating themselves, with the assistance of outside professionals.

Employees of L.E.T.S. who have problems with drugs or alcohol misuse are strongly encouraged to seek help voluntarily. In addition, all employees are encouraged to make use of other available resources for treatment of substance abuse problems.

Voluntary enrollment in a rehabilitation program does not excuse or exempt an employee from discipline if he or she tests positive for drugs while on duty or for alcohol just before, during, or following the performance of a safety-sensitive function.

**XIV. Confidentiality**

**Laboratory reports or test results for FTA testing will not appear in a safety-sensitive employee's personnel file. Information of this nature, however, will be included in a separate confidential medical folder maintained in a confidential manner. The reports or test results may be disclosed to L.E.T.S. management on a strictly need-to-know basis and to the tested employee upon request by a written signed release. Disclosure, without employee consent, may also occur when:**

- **The disclosure is compelled by legal proceedings, (civil or criminal). These proceedings include a lawsuit (e.g., a wrongful discharge action), grievance (e.g., an arbitration concerning disciplinary action taken by the employer), or administrative proceeding (e.g., an unemployment compensation hearing) brought by, or on behalf of, an employee and resulting from a positive DOT drug or alcohol test or a refusal to test (including, but not limited to, adulterated, or substituted test results). These proceedings also include a criminal or civil action resulting from an employee's performance of safety-sensitive duties. In such a proceeding, the release of information to the decision maker in the proceeding (e.g., the court in a lawsuit) will only be released with a binding stipulation that the decision maker to whom it is released will make it available only to parties to the proceeding.**
- **The DOT, FTA or any DOT agency, or federal, state, or local safety agency requests the information with regulatory authority over L.E.T.S. or any of its employees.**

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- **The information is requested by a subsequent employer (if the employee has expressly authorized the particular records be transmitted to that employer).**
- **The information has been placed at issue in a formal dispute between the tested employee or applicant and L.E.T.S.**
- **Medical personnel for the diagnosis or treatment of the employee or applicant who is unable to authorize disclosure need the information.**
- **The information is requested by the National Transportation Safety Board during an accident investigation; or**
- **In cases of a contractor or sub-recipient or a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.**

**Attachment 1**

**Drug and Alcohol Abuse Information Helplines**

Brighton Center for Recovery  
12851 E. Grand River

Livingston Essential Transportation Service  
Drug and Alcohol Policy  
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Brighton, MI 48116  
(810) 227-1211

Alcohol and Drug Referral Hotline  
(800) 252-6465

St Joseph Behavioral Services  
(810) 844.7300

Al-Anon & Alateen  
(800) 344-2666

Al-Anon & Alateen of Livingston County  
(517) 546-9350

Center for Substance Abuse Treatment  
(800) 662-4357

Mothers against Drunk Driving (MADD)  
(800) 438-6233

National Institute on Drug Abuse Hotline  
(800) 662-HELP (4357)

**Attachment 2**

**Health and Safety Issues  
Related to Drug Abuse and Alcohol Misuse**

Substance abuse, the misuse of drugs and alcohol, is not a new issue, but it is one of growing concern to employers. Substance abuse is a problem in the workplace. Research has shown that substance abuse affects organizations, as evidenced by increased medical benefit claims,



Livingston Essential Transportation Service  
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increased absenteeism, increased worker's compensation claims, and decreased productivity. Substance abuse poses serious safety and health risks not only to the users, but also to those who work with or come into contact with the user. As a result, employers have become even more concerned about the misuse of drugs and alcohol by employees who perform safety-sensitive functions in the organization, and in functions involving direct contact with the public.

**Alcohol Facts**

Alcohol, when consumed primarily for its physical and mood-altering effects, is a substance of abuse. As a depressant it slows down physical responses and progressively impairs mental functions. Signs and symptoms of use include dulled mental processes, lack of coordination, odor of alcohol on the breath, slowed reaction rate, and slurred speech. The chronic consumption of alcohol over time may result in decreased sexual functioning, dependency, fatal liver disease, kidney disease, and birth defects.

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

**Amphetamine Facts**

Amphetamines are central nervous system stimulants that speed up the mind and body. Signs and symptoms of use include hyper excitability, restlessness, confusion, panic, talkativeness, inability to concentrate, and heightened aggressive behavior. Regular use produces strong psychological dependence and increasing tolerance to the drug.

Low-dose amphetamine use will cause short-term improvement in mental and physical functioning. With greater use, however, the effect reverses and has an impairing effect. Hangover effect is characterized by physical fatigue and depression, which may make operation of equipment or vehicles dangerous.

**Cocaine Facts**

Cocaine is abused as a powerful physical and mental stimulant; the entire central nervous system is energized. Signs and symptoms of use include financial problems, increased physical activity and fatigue, isolation and withdrawal from friends and normal activities, unusual defensiveness, anxiety, agitation, and wide mood swings. Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. Cocaine causes spasms of blood vessels in the brain and heart and can lead to ruptured vessels causing strokes or heart attacks. Extreme mood and energy swings create instability. Work performance is characterized by forgetfulness, absenteeism, tardiness, and missed assignments.

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**Marijuana**

People use marijuana for the mildly tranquilizing, mood altering and perception altering effects it produces. Signs and symptoms of use include reddened eyes, slowed speech, chronic fatigue, and lack of motivation. Chronic smoking of marijuana causes emphysema-like conditions. Regular use can cause diminished concentration, impaired short-term memory, impaired signal detection, and impaired tracking (the ability to follow a moving object with the eye).

Marijuana smoking has a long-term effect on performance. Combining alcohol and other depressant drugs and marijuana can produce a multiplied effect, increasing the impairing effect of both the depressant and marijuana.

**Opioids(Narcotics) Facts**

Opioids(also called narcotics) are drugs that alleviate pain, depress body functions, and when taken in large doses, cause a strong euphoric feeling. Signs and symptoms of use include mood change, impaired mental functioning, depression and apathy, impaired coordination, and physical fatigue and drowsiness. IV needle users have a high risk for contracting hepatitis and AIDS due to sharing of needles.

Unwanted side effects of opioidssuch as nausea, vomiting, dizziness, mental clouding, and drowsiness place the legitimate user and abuser at higher risk for an accident. Workplace use may cause impairment of physical and mental functions.

**Phencyclidine (PCP) Facts**

Phencyclidine acts as both a depressant and a hallucinogen, and sometimes a stimulant. Signs and symptoms of use include impaired coordination, severe confusion and agitation, extreme mood shifts, rapid heartbeat, and dizziness. The potential for accidents and overdose is high due to the extreme mental effects combined with the anesthetic effect on the body. PCP use can cause irreversible memory loss, personality changes, and thought disorders.

**Attachment 3**

**List of Safety-Sensitive Employee Job Classifications**

- Vehicle Operators

Livingston Essential Transportation Service  
Drug and Alcohol Policy  
Amended October 2019

- Trainer
- Dispatchers / Drivers
- Utility Workers / Driver
- ~~Operations Manager~~
- ~~Administrative Aide~~

**Attachment 4**

**Minimum Thresholds  
Drug Screen Cutoff Levels**

Livingston Essential Transportation Service  
Drug and Alcohol Policy  
Amended October 2019

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

<sup>1</sup> For grouped analytes (i.e., two or more analytes that are in the same drug class and have the same initial test cutoff):  
*Immunoassay:* The test must be calibrated with one analyte from the group identified as the target analyte. The cross-reactivity of the immunoassay to the other analyte(s) within the group must be 80 percent or greater; if not, separate immunoassays must be used for the analytes within the group.  
*Alternate technology:* Either one analyte or all analytes from the group must be used for calibration, depending on the technology. At least one analyte within the group must have a concentration equal to or greater than the initial test cutoff or, alternatively, the sum of the analytes present (i.e., equal to or greater than the laboratory's validated limit of quantification) must be equal to or greater than the initial test cutoff.  
<sup>2</sup> An immunoassay must be calibrated with the target analyte, Δ-9-tetrahydrocannabinol-9-carboxylic acid (THCA).  
<sup>3</sup> *Alternate technology (THCA and Benzoylecgonine):* When using an alternate technology initial test for the specific target analytes of THCA and Benzoylecgonine, the laboratory must use the same cutoff for the initial and confirmatory tests (i.e., 15 ng/mL for THCA and 100ng/mL for Benzoylecgonine).  
<sup>4</sup> Methylenedioxymethamphetamine (MDMA).  
<sup>5</sup> Methylenedioxyamphetamine (MDA).

**Table Source:** Federal Register / Vol. 82, No. 217 / Monday, November 13, 2017 / Rules and Regulations

Employees should note that thresholds are subject to change due to DOT requirements. Efforts will be made to keep employees abreast of changes; however, it is the employee's responsibility to keep abreast of changes. Information regarding the thresholds may be obtained by reviewing the drug and alcohol regulations available at most public libraries or on the Internet at: <https://transit-safety.fta.dot.gov/DrugAndAlcohol/Default.aspx>

## Attachment 5

### List of Contacts

Livingston Essential Transportation Service  
Drug and Alcohol Policy  
Amended October 2019

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s):

**Drug and Alcohol Program Administrator**

Name: Trisha Reed  
Title: Operations Manager  
Address: L.E.T.S. Transportation  
3950 W. Grand River Ave.  
Howell, MI 48855  
Telephone No: 517-546-6600 Ext #7848  
Direct Line: 517-540-7848  
Cellular No: 517-295-8003

**Medical Review Officer**

Name: Martin Duke, MD  
Title: Medical Review Officer  
Address: Integrity Testing  
6015 19 Mile Road  
Sterling Heights, MI 48314  
Telephone No: 586-991-0000  
Fax: 586.991.0004

**Substance Abuse Professional (SAP)**

Name: William Livingston  
Telephone No: 248-345-3977

Confirmed D.O.T. Credentials

**Drug and Alcohol Testing Facility**

Name: Ascension Medical Center, Howell  
Address: 1225 S. Latson Rd.  
Howell, MI 48843  
Medical Director:  
Telephone No: (866) 501-3627 Fax:

**Attachment 6**

**Forms**

Livingston Essential Transportation Service  
Drug and Alcohol Policy  
Amended October 2019

1. Certificate of Receipt
2. Reasonable Suspicion Determination Report
3. Supplemental Medical Examination Report
4. Safety-Sensitive Employee Guidelines for Use  
of Rx and Over-the-Counter Medication

**Form #1**  
**Certificate of Receipt**

I hereby acknowledge receipt of the “L.E.T.S. / FTA Drug and Alcohol Program Guidelines” revised 2011, which contains the following employee awareness topics required by the Department of Transportation (DOT) (49 CFR Part 40), as amended:

- Illegal Drug Policy
- Drug Policy Required by the FTA
- Alcohol Policy of L.E.T.S. or as required by FTA
- L.E.T.S. / FTA Drug and Alcohol Program Guidelines
  - I. Introduction
  - II. Contact Person
  - III. Affected Employees
  - IV. Definitions
  - V. Employee Education and Training
  - VI. Responsibilities
  - VII. Enforcement
  - VIII. Circumstances Requiring Testing
  - IX. Drug Testing Procedures
  - X. Alcohol Testing
  - XI. Medical Review Officer
  - XII. Substance Abuse Professional
  - XIII. Rehabilitation
  - XIV. Confidentiality
  - XV. Effective Date
- Attachments
  - 1. Drug and Alcohol Abuse Information Helplines
  - 2. Health and Safety Issues Related to Drug Abuse and Alcohol Misuse
  - 3. List of Safety-Sensitive Employees
  - 4. Minimum Thresholds
  - 5. List of Contacts
  - 6. Forms

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date

Program Administrator: This Certificate of Receipt should be signed by both the employee and supervisor and permanently retained in the employee’s medical file.

**Form #2**  
**Reasonable Suspicion Determination Report**

**Livingston Essential Transportation Service (L.E.T.S.)**

Employee Name: \_\_\_\_\_ Employee ID/SSN: \_\_\_\_\_

Date of Observation: \_\_\_\_\_ Time of Observation: \_\_\_\_\_ AM/PM

**Observed Indicators of Prohibited Drug Use/Alcohol Misuse**

*Reasonable Suspicion determinations must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odor of the safety-sensitive employee.*

*Check all indicators observed:*

**Physical Indicators**

- ☐ Observable physical evidence (drugs and/or paraphernalia)
- ☐ Bloodshot or watery eyes
- ☐ Flushed or very pale complexion
- ☐ Extensive sweating/skin clamminess
- ☐ Dilated or constricted pupils
- ☐ Disheveled clothing/unkempt grooming
- ☐ Unfocused, blank stare
- ☐ Runny or bleeding nose
- ☐ Puncture marks
- ☐ Jerky eye movement
- ☐ Body odor

**Behavioral Indicators**

- ☐ Fidgety/agitated
- ☐ Irregular breathing
- ☐ Nausea/vomiting
- ☐ Slow reactions
- ☐ Unstable walking
- ☐ Poor coordination
- ☐ Hand tremors
- ☐ Suspicious, paranoid
- ☐ Depressed, withdrawn
- ☐ Lackadaisical attitude
- ☐ Irritable, moody
- ☐ Extreme fatigue

**Speech Indicators**

- ☐ Slurred or slowed speech
- ☐ Loud, boisterous
- ☐ Incoherent, nonsensical
- ☐ Repetitious, rambling
- ☐ Rapid, pressured
- ☐ Excessive talkativeness
- ☐ Exaggerated enunciation
- ☐ Cursing, inappropriate speech
- ☐ Inability to concentrate
- ☐ Impulsive, unusual risk-taking
- ☐ Delayed decision-making
- ☐ Reduced alertness

**Written Summary**

*Summarize the facts and circumstances surrounding the incident. Attach additional sheets as needed.*

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**Testing Information:**

Collection Site Location: \_\_\_\_\_ Time Arrived: \_\_\_\_\_AM/PM

1. Was the **alcohol** test performed within **2** hours of the time of the observations that led to the reasonable suspicion determination?

\_\_\_\_\_ YES

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

2. Was the **alcohol** test performed within **8** hours of the time of the observations that led to the reasonable suspicion determination?

\_\_\_\_\_ YES

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

**If the alcohol test is not conducted within 8 hours cease all efforts to administer the test.**

*The above documentation of the observed physical, behavioral, and performance indicators of the named employee was provided by:*

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

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

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

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

## Form #3 - Supplemental Medical Examination Report

For Livingston Essential Transportation Service (L.E.T.S.)

### 1. DRIVER'S INFORMATION

\_\_\_\_\_  
Driver's Name (Last, First, Middle)

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Birth date

\_\_\_\_\_  
Age

\_\_\_\_\_  
Sex (M, F)

\_\_\_\_\_  
Date of Exam

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Work Tel.

\_\_\_\_\_  
Driver License No.

### 2. MEDICATION CHANGES

List all medications (including over-the-counter medications) used regularly or recently.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the above information is complete and true. I understand that inaccurate, false or missing information may invalidate the examination and my Medical Examiner's Certificate.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

I hereby authorize LETS (Livingston Essential Transportation Service) to forward and release this Supplemental Medical Examination Report and any related medical record(s) to CONCENTRA for the purpose of medical evaluation to determine the medication's potential effects on my job performance.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

I hereby authorize CONCENTRA to release this Supplemental Medical Examination Report and related medical record(s) to LETS (Livingston Essential Transportation Service) for the purpose of conveying the status of my Medical Examiner's Certificate.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

### MEDICAL EXAMINER'S COMMENTS ON MEDICATIONS:

\_\_\_\_\_ Medications are acceptable; continue with your current Medical Examiner's Certificate.

\_\_\_\_\_ Medications are not acceptable; please report to the medical examiner's office for reevaluation and for re-issuance of your Medical Examiner's Certificate.

Medical Examiner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Address: \_\_\_\_\_

Medical Examiner's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

## Form #4

### Safety-Sensitive Employee Guidelines for Use of Rx and Over-the-Counter Medication

- 1. Be cautious.** All medications, prescriptions (Rx) and over-the-counter (OTC) medications have the potential to be dangerous. Use medications cautiously and always in accordance with your physician's directions. Do not perform any safety-sensitive function if you are impaired by any medication. However, this caution should not be construed to require any FTA covered employee to delay or deny any necessary medical treatment.
- 2. Inform your prescribing physician, dentist or other medical professional.** It is your responsibility, before accepting a prescription, inform your physician of your safety-sensitive position and explain your job duties. Do not assume he/she will remember your explanation from one visit to the next. Remind him/her of any other medications you might be taking; make sure to include those medications prescribed by other physicians. Make sure the physician has your complete medical history. Ask if you will be able to perform your duties safely on these medications. If not, ask if there is an alternative. Follow your employer's policy and procedures for documenting the physician's assessment and release to work statement, if applicable. If you have a doubt you may contact L.E.T.S. medical review officer to assist in your decision.
- 3. Solicit information from your pharmacist.** Anytime you need additional information about an Rx or OTC, ask your pharmacist. A pharmacist will be very knowledgeable about the medication ingredients, side effects, precautions, drug interactions, and effects when combined with other drugs. Even if you have already obtained information from your prescribing physician, your pharmacist may be more knowledgeable and be able to provide additional information and insight. Read warning labels and side effects provided on information summaries provided with Rx and OTCs.
- 4. Do not over-medicate.** Always follow the prescription directly as written. Never increase the dosage or frequency of use without explicit directions from your doctor. Not only is this practice medically risky, but also increased doses of a medication may cause impairment when the same medication used as recommended may not.
- 5. Check the strength of the prescription.** Sometimes medicines are prescribed in different strengths (i.e., 500 vs. 250 MG). Do not take a pill without first checking the dosage and comparing it to the prescription, even if you have taken this medication before or this is a refill.

6. **Never take someone else's medication.** Even if you have taken this medication or one like it before. This is illegal, dangerous, and it may cause impairment.
7. **Always monitor your reaction.** Anytime you take any medication (Rx or OTC) watch for any side effects, which could impact your ability to perform your job safely including drowsiness, dizziness, confusion, etc. Try to get used to the medication first before reporting for work. The same applies even if you have taken this medication in the past with no previous side effects. An individual's reaction to a medication may vary with each treatment, the nature of the illness and other medications taken.
8. **Avoid Rx/OTCs that have been problems in the past.** If you have taken medications in the past that have caused negative side effects, make a note of the active ingredients and avoid these in the future. Inform your prescribing physician of your problem with the previous medication and ask for alternative medications that do not have this ingredient. For OTCs, read the ingredient portion of the label and ask the pharmacist for assistance.
9. **Ask for alternative treatments or dosage schedule.** If you notice side effects that could pose a safety risk, consult your prescribing physician (or pharmacist in the case of an OTC) about an alternative treatments, medications, dosages, or schedule of use. You may be able to avoid the negative side effects by simply shifting the dosage schedule to take your medications following your shift rather than before.
10. **Do not perform safety-sensitive duties while impaired.** In instances where no alternative is available, you must inform your supervisor and follow your employers Rx/OTC procedures for removal from safety-sensitive duty. Do not perform any safety-sensitive duty while you are impaired by any medication.



**3950 W. Grand River Ave., Howell, MI 48855**  
**Phone (517) 540-7847 Fax (517) 546-5088**

# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Trisha Reed, LETS Operations Manager**  
**Date: October 29, 2019**  
**Re: Resolution Authorizing Updated LETS Drug and Alcohol Policy – General Government/ Finance/ Board**

The Federal Transit Administration (FTA) requires all transit systems to maintain a Drug and Alcohol Policy consistent with 49 CFR Part 655, as amended, as a condition of receiving Federal funding. The policy must be updated periodically to reflect changes in Federal regulations and best practices and approved by the agency's governing board when substantive changes are made.

The LETS Operations Manager serves as the primary Drug and Alcohol Program manager. It is my responsibility as such to ensure that the LETS Drug and Alcohol policy is in compliance with the latest Federal rules and best practices and to keep employees informed of updates to the policy. To stay abreast of those changes I regularly review FTA newsletters and attend the annual FTA Drug and Alcohol Conference.

LETS has maintained a Drug and Alcohol Policy since 1996 with the last major update occurring in December 2015 per resolution 2015-12-240. Significant changes in Federal rules and best practices have occurred since the last update and the LETS Drug and Alcohol policy has been revised to remain in compliance. Significant changes include:

- The term "opiates" has been changed to "opioids" to reflect the addition of semi-synthetic opioids to the DOT 5-panel drug test.
- The Methodology for Random Testing has been revised to reflect an increase in the minimum annual testing rate from 25% to 50% of all covered employees.
- The Operation Manager has been removed from the List of Safety Sensitive Employee Job Classifications to prevent dilution of the random pool.

The updated policy will be distributed to all LETS employees and will take effect on December 1, 2019.

Please contact me with any questions or to review the Federal guidance on the above changes at x7848.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing Livingston County Heath Department to Enter into an Agreement with Washtenaw County Public Health to Share Medical Director Services– Health Department**

**WHEREAS,** Livingston County’s current Medical Director is planning on retiring in early 2020; and

**WHEREAS,** It has been determined that shared Medical Director services would be mutually beneficial for Washtenaw and Livingston County Health Departments; and

**WHEREAS,** Michigan Public Health Code (Act 368 of 1978) states a Medical Director working in multiple counties may divide their time among the counties as necessary but must be full time (32 plus hours per week); and

**WHEREAS,** expanding the responsibilities of Medical Director services to include both Livingston and Washtenaw Counties will result in a savings of overall expense for both counties, without sacrificing quality of service for either county; and

**WHEREAS,** Livingston County is entering into an agreement to reimburse Washtenaw County our portion of the costs including salary and fringes; and

**WHEREAS,** Expenses for the Medical Director services for Livingston County Health Department will not exceed the proposed 2020 budgeted amount of \$85,360.

**WHEREAS,** this Resolution has been recommended for adoption by the Health & Human Services, and Finance Committees.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering in to a contract for shared Medical Director services between Livingston and Washtenaw Counties contingent upon an acceptable agreement which demonstrates Livingston County’s expenses will not exceed fiscal year 2020 budgeted amounts;

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes any future budget amendments necessary to effectuate this agreement.

**BE IT STILL FURTHER RESOLVED** that the Chair of the Board of Commissioners be authorized to sign the above referenced contract upon review and approval by Civil Counsel.

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**MOVED:**  
**SECONDED:**  
**CARRIED:**



## LIVINGSTON COUNTY HEALTH DEPARTMENT

2300 East Grand River Avenue, Suite 102  
Howell, Michigan 48843-7578

[www.lchd.org](http://www.lchd.org)

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### PERSONAL/PREVENTIVE HEALTH SERVICES

P: (517) 546-9850

F: (517) 546-6995

### ENVIRONMENTAL HEALTH SERVICES

P: (517) 546-9858

F: (517) 546-9853

To: Livingston County Board of Commissioners

From: Dianne McCormick

Re: Resolution to Enter into Agreement for Medical Direction Services with Washtenaw County Health Department

Dear Board Members,

Please see the attached Resolution which allows Livingston County Health Department to enter into shared Medical Director Services with the Washtenaw County Health Department. As previously discussed, our current Medical Director provided notification that he wishes to retire in 2020, giving ample time to find his replacement.

I have had discussions with Washtenaw County Health Department. They too are interested in sharing a Medical Director and we have had similar agreements in the past. Washtenaw currently has an interim Medical Director, so timing for both agencies to combine medical direction oversight is ideal. Washtenaw County will be the employer and we will contract with Washtenaw for these services. If the Resolution is approved, Washtenaw County will advertise the position in the next few weeks, with interviews starting in early January. Expenses for shared services will not exceed fiscal year 2020 budgeted amounts, and we will most likely see a cost savings as a result of this agreement.

Please let me know if you have any questions.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing Millage Election for the Funding of Public Transportation Services and Resources and Certifying Ballot Language – Board of Commissioners**

**WHEREAS,** the Livingston County Board of Commissioners commissioned a major study to create a Livingston County Transportation Master Plan (Master Plan) which was developed with extensive public and stakeholder input to respond to the changing transportation needs of Livingston County residents, businesses and visitors; and

**WHEREAS,** the Board of Commissioners ratified the findings of the study through their unanimous acceptance, and committed to be guided by, the Master Plan; and

**WHEREAS,** the Board of Commissioners has, within the current budget, supported implementation of several important recommendations of the Master Plan, including diversified fleet, express airport service, computerized system for trip management/rider interface, and expanded weekend service; and

**WHEREAS,** services called for under the Master Plan will provide significant benefit to all County residents, including increased efficiencies of the Livingston Essential Transportation Services (LETS), expansion of both dial-a-ride and scheduled services, to move residents to medical care, jobs, education, recreation and shopping, attraction of more young residents, stimulation of economic development and business tax revenues, support for seniors to age-in-place, reduction of congestion and, in general, enhancement of the vitality and livability of Livingston County; and

**WHEREAS,** the full implementation of the Master Plan has received widespread public support; and

**WHEREAS,** current budget constraints will not allow adequate funding for full implementation of the Master Plan; and

**WHEREAS,** a levy of 0.23 mills will be required in order to adequately fund the transportation services and resources called for under the Master Plan; and

**WHEREAS,** the Livingston County Board of Commissioners has determined that it is appropriate to submit a special millage proposition to the electors of the County at the election to be held on Tuesday, August 4, 2020.

**THEREFORE BE IT RESOLVED** that the following question be submitted to a vote of the electorate of Livingston County at the election to be held on Tuesday, August 4, 2020:



**COUNTY OF LIVINGSTON  
PUBLIC TRANSPORTATION IMPROVEMENT PROPOSAL**

For the sole purpose of funding the development and operation of public transportation services and resources in Livingston County, including the implementation of the Livingston County Transportation Master Plan, shall the constitutional limitation on general ad valorem taxes which may be assessed in any one year upon all property within the County of Livingston, Michigan, be increased by up to a maximum of an additional 0.23 mills (\$0.23per \$1,000.00 of taxable value) for the period of ten (10) years from 2020 through 2029, inclusive?

If approved and levied in full, this millage will raise an estimated \$2,151,821 for County public transportation purposes in the first calendar year of the levy. As required by law, a portion of the millage may also be disbursed to the Downtown Development Authorities of the Cities of Brighton and Howell, and the Villages of Fowlerville and Pinckney; the Tax Increment Finance Authority of the City of Howell; and the Local Development Finance Authorities of the City of Brighton and the Village of Fowlerville.

[ ] Yes

[ ] No

**BE IT FURTHER RESOLVED** that this question is hereby certified to the County Clerk.

**BE IT FURTHER RESOLVED** that the County Clerk is hereby directed to cause the proposed ballot proposition to be stated on the Tuesday, August 4, 2020, election ballot, and to be prepared and distributed in the manner required by law.

Ayes  
Nays  
Absent

**CERTIFICATION**

I CERTIFY THAT I am the County Clerk of Livingston County and that the foregoing is a correct copy of the Resolution passed as therein set forth on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by the Livingston County Board of Commissioners, and that the same is now in full force.

Dated: \_\_\_\_\_, 20\_\_\_\_\_ Elizabeth  
Hundley, Livingston County Clerk

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**MOVED:  
SECONDED:  
CARRIED:**

## Livingston TMP - Plan Cost & Funding Analysis

				Short-Term (Years 1-2)				Mid-Term (Years 3-5)					Long-Term (Years 5+ )						TOTAL (Years 1-5)	TOTAL (Years 5-10)
Projected Costs		Current Year (2018)	Budget Year (2020)	Airport Service	Add Saturday	Add Sunday	Short-Term Subtotal (added cost)	Add Weekday (25%)	Expand Weekend	Grand River Bus (hourly)	New Ops Center	A2 Commuter (13 RTs)	Mid-Term Subtotal (added cost)	Add Weekday (50%)	Grand River Bus (30 min)	Passenger Hub	Community Shuttles	Subtotal		
(Annual)	Operating Cost	\$2,647,814	\$2,874,087	\$2,330,000	\$31,000	\$31,000	\$2,392,000	\$634,000	\$125,000	\$308,000	\$0	\$165,000	\$1,232,000	\$634,000	\$308,000	\$0	\$741,000	\$1,683,000	\$6,498,087	\$8,181,087
(Annual)	Maintenance Cost	\$435,563	\$450,000	\$0	\$5,000	\$5,000	\$10,000	\$109,000	\$21,000	\$51,000	\$69,740	\$0	\$250,740	\$109,000	\$51,000	\$20,940	\$122,000	\$302,940	\$710,740	\$1,013,680
(One-Time)	Capital Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$260,000	\$0	\$510,000	\$6,974,000	\$0	\$7,744,000	\$260,000	\$300,000	\$2,094,000	\$160,000	\$2,814,000	\$7,744,000	\$10,558,000
Projected Funding Sources																				
(Annual)	Ops Funding Sources (total)																			
	Local Contributions*	\$44,220	\$73,705	\$ -	\$12,710	\$12,710	\$25,420	\$329,680	\$51,250	\$160,160	\$0	\$54,450	\$595,540	\$329,680	\$160,160	\$0	\$385,320	\$875,160	\$694,665	\$1,569,825
	Fares / Service Contracts**	\$327,316	\$356,432	\$ 985,500	\$1,860	\$1,860	\$989,220	\$50,720	\$7,500	\$24,640	\$0	\$0	\$82,860	\$50,720	\$24,640	\$0	\$59,280	\$134,640	\$1,428,512	\$1,563,152
	State Funding	\$1,086,554	\$1,176,244	\$ 815,556	\$10,850	\$10,850	\$837,256	\$221,900	\$43,750	\$107,800	\$0	\$0	\$373,450	\$221,900	\$107,800	\$0	\$259,350	\$589,050	\$2,386,950	\$2,976,000
	Federal Funding	\$1,125,280	\$1,237,957	\$ -	\$5,580	\$5,580	\$11,160	\$31,700	\$22,500	\$15,400	\$0	\$0	\$69,600	\$31,700	\$15,400	\$0	\$37,050	\$84,150	\$1,318,717	\$1,402,867
	Other	\$64,444	\$29,749	\$ 528,592	\$0	\$0	\$528,592	\$0	\$0	\$0	\$0	\$110,550	\$110,550	\$0	\$0	\$0	\$0	\$0	\$668,891	\$668,891
(Annual)	Ops Funding Sources (%)																			
	Local Contributions*	1.7%	2.6%	0.0%	41.0%	41.0%	1.1%	52.0%	41.0%	52.0%	0.0%	33.0%	48.3%	52.0%	52.0%	0.0%	52.0%	52.0%	10.7%	19.2%
	Fares / Service Contracts**	12.4%	12.4%	42.3%	6.0%	6.0%	41.4%	8.0%	6.0%	8.0%	0.0%	0.0%	6.7%	8.0%	8.0%	0.0%	8.0%	8.0%	22.0%	19.1%
	State Funding	41.0%	40.9%	35.0%	35.0%	35.0%	35.0%	35.0%	35.0%	35.0%	0.0%	0.0%	30.3%	35.0%	35.0%	0.0%	35.0%	35.0%	36.7%	36.4%
	Federal Funding	42.5%	43.1%	0.0%	18.0%	18.0%	0.5%	5.0%	18.0%	5.0%	0.0%	0.0%	5.6%	5.0%	5.0%	0.0%	5.0%	5.0%	20.3%	17.1%
	Other	2.4%	1.0%	22.7%	0.0%	0.0%	22.1%	0.0%	0.0%	0.0%	0.0%	67.0%	9.0%	0.0%	0.0%	0.0%	0.0%	0.0%	10.3%	8.2%
(Annual)	Maint. Funding Sources (total)																			
	Local Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$87,200	\$16,800	\$40,800	\$55,792	\$0	\$200,592	\$87,200	\$40,800	\$16,752	\$97,600	\$242,352	\$200,592	\$442,944
	State Funding	\$87,113	\$90,000	\$0	\$1,000	\$1,000	\$2,000	\$21,800	\$4,200	\$10,200	\$13,948	\$0	\$50,148	\$21,800	\$10,200	\$4,188	\$24,400	\$60,588	\$142,148	\$202,736
	Federal Funding	\$348,450	\$360,000	\$0	\$4,000	\$4,000	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$368,000	\$368,000
(Annual)	Maint. Funding Sources (%)																			
	Local Funding	0.0%		0.0%	0.0%	0.0%	0.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	28.2%	43.7%
	State Funding	20.0%		20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%
	Federal Funding	80.0%		80.0%	80.0%	80.0%	80.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	51.8%	36.3%
(One-Time)	Capital Funding Sources (total)																			
	Local Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$0	\$0
	State Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$0	\$52,000	\$0	\$102,000	\$1,394,800	\$0	\$1,548,800	\$52,000	\$60,000	\$418,800	\$32,000	\$562,800	\$1,548,800	\$2,111,600
	Federal Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$0	\$208,000	\$0	\$408,000	\$5,579,200	\$0	\$6,195,200	\$208,000	\$240,000	\$1,675,200	\$128,000	\$2,251,200	\$6,195,200	\$8,446,400
(One-Time)	Capital Funding Sources (%)																			
	Local Funding	\$ -		0.0%	0.0%	0.0%	#DIV/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%	0.0%
	State Funding	\$ -		0.0%	0.0%	0.0%	#DIV/0!	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%
	Federal Funding	\$ -		0.0%	0.0%	0.0%	#DIV/0!	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%

\*Includes County GF contribution, Hamburg Twp contribution, Sales of Local Assets

\*\*Includes passenger fares, service contracts, healthcare system contribution

## Funding Assumptions (for needed local match)

Service/Capital Investment Type	Assumptions	Assumed Local Funding Split (minus fares)		
		Operations	Ongoing / Preventative Maint.	Capital
<b>Added off-peak / weekend service</b>	<ul style="list-style-type: none"> <li>- Could be funded at similar proportions to existing service.</li> <li>- State operations funding would assume at least 35% of costs.</li> <li>- Passenger fares will remain similar due to level of demand for trips.</li> <li>- Federal (5311) funding could be more fully leveraged to support (assumed 18% of funding).</li> </ul>	41.0%	0.0%	n/a
<b>Airport Service</b>	<ul style="list-style-type: none"> <li>- Accomplished through partnership with contractor (same as AirRide/Michigan Flyer service model).</li> <li>- State operations funding would assume at least 35% of costs.</li> <li>- No additional local match required based on proposal from Indian Trails.</li> <li>- Fares would cover or exceed 40% of service cost.</li> <li>- County would advance passenger hub to serve as park and ride location</li> </ul>	0.0%	0.0%	n/a
<b>A2 Commuter Service</b>	<ul style="list-style-type: none"> <li>- Accomplished through partnership with AAATA (current proposal to link to AirRide service)</li> <li>- Fares would cover or exceed 50% of service cost (lower proportion than existing AAATA commuter services)</li> <li>- State operations funding would assume at least 30% of costs.</li> <li>- Livingston County assumed to fund 33% of local match needed (AAATA to provide remainder).</li> <li>- Due to limited federal formula funding, only small amount (5%) of growth in federal funding assumed.</li> </ul>	33% (of local match, split with AAATA)	0.0%	n/a
<b>Add Core Service (includes Weekday Service Capacity, Grand River Bus Route, Community Shuttles)</b>	<ul style="list-style-type: none"> <li>- State operations funding would assume at least 35% of costs.</li> <li>- Passenger fares priced to cover 8% of operations funds.</li> <li>- Capital investment in additional rolling stock and bus stop infrastructure would come via federal and state grants, with potential support from local jurisdictions.</li> <li>- Ongoing preventative maintenance costs would be funded primarily through County.</li> <li>- Primarily funded through state and federal capital grant opportunities (FTA bus/passenger facility grants, CMAQ, etc.)</li> </ul>	52.0%	80.0%	0.0%
<b>Capital Investments (New Ops Center, Passenger Hub)</b>	<ul style="list-style-type: none"> <li>- Livingston County would need to budget for bulk of ongoing maintenance activity with some State support available (20%).</li> </ul>	n/a	80.0%	0.0%

### Millage Rate Analysis (to satisfy annual local match estimate)

Scenario 1 - Five Communities		Taxable Value
Howell City	\$	311,354,374
Brighton City	\$	438,187,085
Genoa Twp	\$	1,149,351,505
Hamburg Twp	\$	1,034,513,499
Green Oak Twp	\$	986,443,495
<b>Five Communities</b>	<b>\$</b>	<b>3,919,849,958</b>
<i>Mill Rate for Mid-Range</i>		<i>0.23</i>
<i>Mill Rate for Long-Range</i>		<i>0.51</i>

Scenario 2 - Livingston County		Taxable Value
<b>Full County</b>	<b>\$</b>	<b>8,878,491,771</b>
<i>Mill Rate for Mid-Range</i>		<i>0.10</i>
<i>Mill Rate for Long-Range</i>		<i>0.23</i>

## Brighton/DTW Service-14 trips/day

Assumes Brighton pickup off Grand River Ave. exit  
Assumes 14 Round Trips/day  
Assumes Brighton-Mac-North - 96 Round Trip miles  
Includes DTW Access Fees  
Includes use of all MDOT eligible subsidies @ 35%

<u>Item</u>	<u>Amount</u>	<u>Explanation</u>
Gross Cost	\$2,330,160	14 round trips/day X 96 RT miles X 365 days/year X \$4.75/mile
minus eligible MDOT subsidy	(815,556)	35% subsidy of gross cost
	1,514,604	
minus projected tix revenues	(985,500)	Year 1 - Projected 150 riders/day X \$18/ticket X 365 days/year
	529,104	
minus Mich. Flyer contribution	(269,808)	14 round trips/day X 96 RT miles X 365 days/year X .55/mile
<b>NET COST YEAR 1*</b>	<b>\$259,296</b>	

### Proposal Details

Michigan Flyer will agree to cover the \$259,296 deficit with the understanding that 100% of all ticket revenues up to \$2,060,352 will be contributed towards the cost of operation.

Any revenues over \$2,060,352 will be split 50/50 with half going to LETS and half to Michigan Flyer.

### Billing Details

LETS would be billed monthly for the monthly gross cost minus ticket revenues minus Flyer contributions (including deficit amount) to arrive at the net cost equal to MDOT 35% subsidy for monthly miles operated. Once YTD revenues hit \$2,060,352, invoice would reflect 50/50 split of those revenues off the net cost.

Invoice to be structured like AAATA / AirRide for LETS to capture gross cost and subsidy.

## Increase LETS Saturday & Sunday Service

Weekday Operations	2018	Short-Term Saturday	Sat. Service (6 vehicles)	Short-Term Sunday	Sunday Service (2 vehicles)	Ph. 2 Sat. + Sun. Exp
Vehicle Rev. Hours	1,018	1,527	3,054	509	1,018	4,072
Vehicle Rev. Miles	19,344	29,016	58,032	9,672	19,344	77,376
Unlinked Pass. Trips	3,737	5,606	11,211	1,869	3,737	14,948
# of Days	51	51	51	26	51	102
VRH / Day	20.0	29.9	59.9	20.0	20.0	39.9
VRM / Day	379.3	568.9	1,137.9	379.3	379.3	758.6
Trips / VRH	3.67	3.67	3.67	3.67	3.67	3.67
Trips / VRM	0.19	0.19	0.19	0.19	0.19	0.19
Trips / Day	73.3	109.9	219.8	73.3	73.3	146.5
Trips / Year	3,737	5,606	11,211	1,869	3,737	14,948
Peak Vehicles	2	3	6	1	2	6
<b>Annual Operating Cost</b>	<b>\$ 62,000</b>	<b>\$ 93,000</b>	<b>\$ 187,000</b>	<b>\$ 31,000</b>	<b>\$ 62,000</b>	<b>\$ 249,000</b>
<b>Added Annual Cost</b>	<b>\$</b>	<b>\$ 31,000</b>	<b>\$ 125,000</b>	<b>\$ 31,000</b>	<b>\$ 62,000</b>	<b>\$ 125,000</b>
<b>Capital Cost</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>
<b>Added Annual Maintenance</b>	<b>\$</b>	<b>\$ 5,000</b>	<b>\$ 21,000</b>	<b>\$ 5,000</b>	<b>\$ 10,000</b>	<b>\$ 21,000</b>

## Increase LETS Weekday Capacity

<b>Weekday Operations</b>	<b>2018</b>	<b>Add 25%</b>	<b>Add 50%</b>
Vehicle Rev. Hours	42,119	52,649	63,179
Vehicle Rev. Miles	826,144	1,032,680	1,239,216
Unlinked Pass. Trips	139,511	174,389	209,267
# of Days	252	252	252
VRH / Day	167.1	208.9	250.7
VRM / Day	3,278.3	4,097.9	4,917.5
Trips / VRH	3.31	3.31	3.31
Trips / VRM	0.17	0.17	0.17
Trips / Day	553.6	692.0	830.4
Trips / Year	139,511	174,389	209,267
Peak Vehicles	26	33	41
<b>Annual Operating Cost</b>	<b>\$ 2,585,000</b>	<b>\$ 3,219,000</b>	<b>\$ 3,863,000</b>
<b><i>Added Annual Cost</i></b>	<b><i>0</i></b>	<b><i>\$ 634,000</i></b>	<b><i>\$ 1,278,000</i></b>
<b>Added Capital Cost (New Vehicles)</b>	<b>n/a</b>	<b>\$ 260,000</b>	<b>\$ 585,000</b>
<b>Annual Maintenance Cost</b>	<b>\$ 435,563</b>	<b>\$ 544,454</b>	<b>\$ 653,345</b>
<b><i>Added Annual Cost</i></b>	<b><i>0</i></b>	<b><i>\$ 108,891</i></b>	<b><i>\$ 217,782</i></b>

## Add Grand River Bus Route Connecting Howell & Brighton

*Assumed operating 8 am - 6 pm Monday through Friday*

		Service Every 60 Minutes	Service Every 30 Minutes
Corridor Length (miles)		15	15
Time per Stop (seconds)		90	90
Travel Time (minutes)		52	52
Number of Vehicles		2	4
Vehicle Revenue Hours		20	40
Days of Service		252	252
<b>Annual VRH</b>		5,040	10,080
<b>Annual Operating Cost</b>	<b>\$</b>	<b>308,196</b>	<b>\$ 616,392</b>
<b>Capital Cost (New Small Buses with spares)</b>	<b>\$</b>	<b>300,000</b>	<b>\$ 600,000</b>
<b>Capital Cost (Bus Stops Infra)</b>	<b>\$</b>	<b>210,000</b>	<b>\$ 210,000</b>
<b>Added Maintenance Cost</b>	<b>\$</b>	<b>51,000</b>	<b>\$ 102,000</b>



## Create New Operations Center

*Located in Eastern portion of Livingston County*

	Area or Quantity	\$/SF	Cost
Garage for Buses - Full fleet = 24 vehicles: mostly 16-seat light duty cutaways, some 28- 32-seat medium duty buses and vans	9,000	\$300.00	\$2,700,000
Dispatch, Driver Support, Traini	750	\$350.00	\$262,500
Toilet Rooms / Locker Rm	400	\$350.00	\$140,000
Break Area / Conf. Space	550	\$350.00	\$192,500
Propane Fueling Allowance	1	\$35,000.00	\$35,000
Site Lighting	14	\$3,500.00	\$49,000
Site Cost			\$2,200,000
<b>Total</b>			<b>\$5,579,000</b>
Contingency (25%)			\$1,394,750
<b>Total w/ Contingency</b>			<b>\$6,973,750</b>

## Ann Arbor Commuter Service

*Assumed operates 13 trips per day from Livingston County to Ann Arbor (M-F)*

13 Round Trips		
Route Length (miles)		20
Round Trip (hours)		2.5
Cost / Mile *		\$4.62
RTs per Day		13
Annual Cost	\$	2,236,034
Assumed Fares	\$	1,291,094
Assumed State Support	\$	670,810
Other Contribution	\$	109,610
<b>Annual Cost</b>	<b>\$</b>	<b>164,520</b>

*\*Based on costs of contracted AAATA Commuter Bus Service*

## Passenger Hub

*Located along Grand River near I-96*

	Area or Quantity	\$/SF	Cost
Bus Shelters	4	\$40,000.00	\$160,000
Site Improvement Allowance	1	\$30,000.00	\$30,000
Landscape Allowance	1	\$50,000.00	\$50,000
Parking / Site Circulation			\$1,000,000
Site Lighting	10	\$3,500.00	\$35,000
Facility - Restrooms	1,000	\$400.00	\$400,000
<b>sub total</b>			<b>\$1,675,000</b>
Contingency (25%)			\$418,750
<b>Total w/ Contingency</b>			<b>\$2,093,750</b>

## Add On-Demand Community Shuttle Serving Trips within Brighton & Howell

*Assumed operating 8 am - 6 pm Monday through Saturday*

	<b>Brighton</b>		<b>Howell</b>		<b>Both Shuttles</b>	
Number of Vehicles		2		2		4
Vehicle Revenue Hours		20		20		40
Days of Service		303		303		303
<b>Annual VRH</b>		6,060		6,060		12,120
<b>Annual Operating Cost</b>	<b>\$</b>	<b>370,569</b>	<b>\$</b>	<b>370,569</b>	<b>\$</b>	<b>741,138</b>
<b>Capital Cost (New Vans)</b>	<b>\$</b>	<b>80,000</b>	<b>\$</b>	<b>80,000</b>	<b>\$</b>	<b>160,000</b>
<b>Added Maintenance Cost</b>	<b>\$</b>	<b>61,000</b>	<b>\$</b>	<b>61,000</b>	<b>\$</b>	<b>122,000</b>

	2017		2018		
	Weekday	Saturday	Weekday	Saturday	
Vehicle Rev. Hours	39,773	763	42,119	1,018	
Vehicle Rev. Miles	739,777	14,485	826,144	19,344	
Unlinked Pass. Trips	140,744	3,149	139,511	3,737	
# of Days	251	53	252	51	
VRH / Day	158.5	14.4	167.1	20.0	
VRM / Day	2,947.3	273.3	3,278.3	379.3	
Trips / VRH	3.54	4.13	3.31	3.67	
Trips / VRM	0.19	0.22	0.17	0.19	
Trips / Day	560.7	59.4	553.6	73.3	
Ops Cost	\$ 2,280,954	\$ 42,268	\$ 2,587,214	\$ 60,600	
<i>per rev. hour</i>	\$ 57.35	\$ 55.40	\$ 61.43	\$ 59.53	\$ 61.38
Maintenance	\$ 381,184		\$ 435,563		
<i>per veh.</i>	\$ 16,573		\$ 18,938		
<i>per rev. hour</i>	\$ 9.40		\$ 10.10		

## ENHANCEMENTS

	Weekend Service		Weekday Service		Trip Management Software	
	Total Cost	Additional Cost	Total Cost	Additional Cost	Total Cost	Additional Cost
Annual Operating/Maintenance	Current (2018)		Current (2018)		Current (2018)	
Capital	\$62,000 -		\$2,569,000 -		\$12,000 -	
	n/a	-	n/a	-	n/a	-
Annual Operating/Maintenance	Saturday (6 vehicles)		25% More Capacity		New Software (based on RouteMatch)	
Capital	\$186,000	\$124,000	\$3,212,000	\$643,000	\$1,500	-\$10,500
	n/a	n/a	\$260,000	\$260,000	\$50,000	\$50,000
Annual Operating/Maintenance	Sunday (2 vehicles)		50% More Capacity			
Capital	\$62,000	\$62,000	\$3,854,000	\$1,285,000		
	n/a	n/a	\$585,000	\$585,000		
Annual Operating/Maintenance	Sun & Sat					
Capital	\$248,000	\$186,000				
	n/a	n/a				

## NEW

	Grand River Bus Route	Community Shuttles	Airport Service	Commuter Service to Ann Arbor	Grand River Sidewalks	Trail Connections	New Operations Center	Passenger Hub
Annual Operating/Maintenance	Every 60 mins	Brighton OR Howell						
Capital	\$307,440	\$369,660	\$2,330,160				n/a	n/a
	\$200,000	\$80,000	n/a					
Annual Operating/Maintenance	Every 30 mins	Brighton & Howell						
Capital	\$614,880	\$739,320						
	\$400,000	\$160,000						