

EQUAL EMPLOYMENT POLICY

March 9, 2022

Adopted by Jaunt, Inc. Board of Directors

Next Review: June 2024



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POLICY STATEMENT

Jaunt Inc. has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Jaunt's Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, treatment of employees, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay, or other forms of compensation.

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

Jaunt is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As Jaunt's Chief Executive Officer, I maintain overall responsibility and accountability for Jaunt's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Alex Arce, Human Resource Generalist, as Jaunt's EEO Officer. Mr. Arce will report directly to me and acts with my authority with all levels of management and employees. Mr. Arce's email is alex@ridejaunt.org and his direct extension is (434) 296-3184 x107

All Jaunt executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring Jaunt's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. Jaunt will evaluate its managers' and supervisors' performance on their successful implementation of Jaunt's policies and procedures, in the same way Jaunt assesses their performance regarding other agency's goals.

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



Ted Rieck
Chief Executive Officer
Jaunt, Inc.

GUIDING LEGISLATION:

- Equal Pay Act of 1963, 29 U.S.C. 201
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d
- Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e
- Age Discrimination in Employment Act of 1967, 29 U.S.C. 633a
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794
- 28 CFR Part 42, Subpart F, "Coordination of Enforcement of Nondiscrimination in Federally Assisted Programs"
- 29 CFR Part 1605, "Guidelines on Discrimination Because of Religion"
- 29 CFR Part 1606, "Guidelines on Discrimination Because of National Origin"
- 29 CFR Part 1607, "Uniform Guidelines on Employee Selection Procedures"
- 29 CFR Part 1620, "The Equal Pay Act"
- 29 CFR Part 1625, "Age Discrimination in Employment Act"
- 49 CFR Part 21, "Nondiscrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964"
- 49 CFR Part 27, "Nondiscrimination on the Basis of Handicap in Financial Assistance Programs"
- Part II, Section 110(a) of the FTA Standard Grant Contract, dated 9-87

DISSEMINATION

According to the U.S. Department of Transportation's FTA C 4704.1A circular dated October 31, 2016 and revised April 1, 2017, public transit agencies receiving Federal funding assistance in excess of \$1 million in the previous Federal Fiscal Year and employing 50 or more transit-related employees must prepare, implement, and evaluate a formalized EEO Program (EEOP) plan. Formalized communication mechanisms have been established to publicize and disseminate Jaunt policies to its employees, applicants, and the general public.

Formalized communication mechanisms are divided into two categories: External Dissemination and Internal Dissemination.

EXTERNAL DISSEMINATION

The EEO Plan will be disseminated under the guidance of the Jaunt Chief Executive Officer. The general guidelines for external dissemination shall be:

- All advertisements for employment will contain the following statement, "Equal Employment Opportunity Employer" at the bottom of the advertisement.
- The Equal Employment Opportunity Program (EEOP) is posted on Jaunt's website as an employee and applicant resource.
- Any employee involved in organizations and/or community groups which have special contacts with minorities and women's groups are encouraged to report to the Chief Executive Officer about the existence of such groups. Jaunt will provide a copy of its EEO policy to these entities. As of the publication of this document, such entities identified and provided a copy of Jaunt EEO policy include [Creciendo Juntos](#).

INTERNAL DISSEMINATION

- All new employees, both supervisory and non-supervisory, are informed of the EEO policy and program during the on-boarding process.
- All employees will undergo EEO retraining. This training will be conducted annually.
- The EEO Program, including all policies and procedures, is incorporated into the Personnel Policies.
- The Chief Executive Officer will conduct a semiannual meeting (February and August) with Senior Staff. These meetings provide a forum to discuss the EEO Program and its implementation.
- Meet with employees and affinity groups to seek input on the program implementation
- EEO-related posters and/or policy statements will be posted near employee time clocks, break rooms, and the HR office.
- The Equal Employment Opportunity Program (EEOP) is posted on Jaunt's website and included in the personnel/employee handbook as an employee and applicant resource.

DESIGNATION OF RESPONSIBILITY

The Chief Executive Officer is recognized as the point of final authority and responsibility for Jaunt's EEO Program. The Human Resource Generalist will serve as the EEO Officer and has immediate and continuing administrative responsibility and authority, which is delegated by the Chief Executive Officer, in matters related to Jaunt's total equal employment affirmative action obligations. Each Jaunt Senior Staff team member will be responsible within his/her respective duties for EEO program implementation and progress.

The EEO Officer will coordinate and administer the day-to-day operation of the EEO Program. The responsibilities of the EEO Officer include, but are not limited to, the following:

- Developing the EEO policy statement and a written EEO Program
- Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals
- Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed
- Reviewing the agency's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood
- Concurring in the hiring and promotion process
- In conjunction with the Chief Financial Officer, periodically reviewing employment practices policies (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, and grievance procedures
- Reporting at least semiannually to the Chief Executive Officer on progress in relation to the agency's goals and on contractor and vendor compliance
- Serving as liaison between the agency; Federal, state, county, and local governments; regulatory agencies; and community groups representing minorities, women, and persons with disabilities, and others
- Maintaining awareness of current EEO laws and regulations, and ensuring the laws and regulations affecting nondiscrimination are disseminated to responsible officials
- Investigating complaints of EEO discrimination
- Providing EEO training for all employees
- In conjunction with human resources, advising employees and applicants of available training programs and professional development opportunities and the entrance requirements
- Conducting EEO training for all new supervisors or managers within 90 days of their appointment
- Maintaining agendas and sign-in sheets for meetings conducted when the EEO policy and its implementation are explained
- Auditing postings of the EEO policy statement to ensure compliance information is posted and up to date
- EEO Officer and all individuals investigating EEO complaints must have EEO investigative training provided by a qualified instructor

SENIOR STAFF (AS DEFINED BY THE CHIEF EXECUTIVE OFFICER)

- Ensuring that hiring, training, promotion, and development opportunities at all levels of his or her area of responsibility are made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class
- Assisting in identifying problem areas
- Reviewing qualifications of employees in areas of responsibility to ensure minorities and women are given full opportunity for transfers and promotions.
- Participating in periodic audits to ensure that each agency unit is in compliance.
- Taking action to prevent discriminatory behavior in their areas of responsibility, including, but not limited to, sexual harassment.
- Ensuring that posters and notices are properly displayed in areas of responsibility.
- Ensuring that management and supervisory personnel in their areas of responsibility comply with the spirit and policies of the EEO.
- Reporting any claim of discrimination to the Human Resource Generalist.
- Cooperating with compliance reviews, government funding agencies, government investigation agencies, and/or the Office of Civil Rights and Labor Relations relative to the discharge of their duties.
- In conjunction with the EEO Officer, maintaining and updating the personnel database for generating reports required for the nondiscrimination program
- Holding regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed

ALL STAFF

- Cooperating with the EEO Officer in review of information and investigation of complaints.
- Participating actively in periodic audits of all aspects of employment to identify and remove barriers obstructing the achievement of specified goals and objectives.
- Being actively involved with local minority organizations, women's groups, community action organizations, and community service programs designed to promote EEO.
- Encouraging employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring)

UTILIZATION ANALYSIS

As part of the EEO Program, Jaunt will complete a utilization analysis. The utilization analysis identifies job categories that have an underutilization or concentration of minorities and women in relation to their availability in the relevant labor market. The analysis also helps establish the framework for goals and timetables to correct employment practices that contributed to any identified underutilization or concentration.

EEO Job Categories:

| JOB GROUP | CATEGORY | NUMBER OF JAUNT EMPLOYEES |
|-----------|--------------------------------|---------------------------|
| 1 | Officials and Administrators | 2 |
| 2 | Professionals | 14 |
| 3 | Technicians | 1 |
| 6 | Administrative Support Workers | 21 |
| 7 | Skilled Craft Workers | 4 |
| 8 | Service-Maintenance Workers | 72 |

Definitions of categories found in Appendix A

Jaunt's full utilization analysis worksheet is a separate attachment to this document. According to the utilization analysis worksheet, Jaunt needs to make the following hiring goals to meet existing availability in the surrounding population:

- Job Group 2 – increase by two Hispanic male, six Hispanic/Latina females
- Job Group 6 – increase by three Hispanic/Latino males and ten Hispanic/Latino females
- Job Group 8 – increase by two American Indian/Alaska Native males, nineteen Hispanic or Latino males, one American Indian/Alaska Native female, and sixteen Hispanic or Latina females.

The utilization analysis worksheet includes the timeline goals to reach existing availability in the surrounding population for each of these areas.

Availability Percentage and Underutilization Percentage per Job Category

| Job Category | | Male | | | | | | | Female | | | | | | |
|--------------|---------------|-------|-----------|-------|------------|------|-------|-------|--------|-----------|------|------------|------|-------|-------|
| | | W | AI/AN | B | H/L | A | NHOPI | MULTI | W | AI/AN | B | H/L | A | NHOPI | MULTI |
| 1 | Availability | 13% | 0.6% | 3.9% | 38.8% | 0.9% | 0.2% | 0% | 0.1% | 0.1% | 5.1% | 38.2% | 0.9% | 0.3% | 0% |
| | Underutilized | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 2 | Availability | 14.8% | 0.4% | 1.6% | 24.1% | 2.9% | 0.4% | 1% | 0.1% | 0.6% | 2.1% | 43.9% | 2.5% | 0.5% | 1.5% |
| | Underutilized | 0% | 0% | 0% | 17% | 0% | 0% | 0% | 0% | 0% | 0% | 44% | 0% | 0% | 0% |
| 3 | Availability | 10% | 0.9% | 3.4% | 25% | 0.8% | 0.3% | 0.5% | 0% | 0% | 9.6% | 33.5% | 3.6% | 0.6% | 1% |
| | Underutilized | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 6 | Availability | 8% | 0.4% | 4.6% | 18.8% | 0.8% | 0.4% | 0.5% | 0.2% | 1.1% | 9.7% | 50.1% | 1.6% | 0.7% | 0% |
| | Underutilized | 0% | 0% | 0% | 19% | 0% | 0% | 0% | 0% | 0% | 0% | 50% | 0% | 0% | 0% |
| 7 | Availability | 16.7% | 6.7% | 8.9% | 61.6% | 0.2% | 1.1% | 1% | 0% | 0% | 0.5% | 3.9% | 0.1% | 0% | 0% |
| | Underutilized | 0% | 0% | 0% | 62% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 8 | Availability | 10.5% | 3.4% | 12.9% | 28.1% | 0.7% | 1.1% | 0.5% | 0% | 2.3% | 9.6% | 26.5% | 0.8% | 0.4% | 0% |
| | Underutilized | 0% | 3% | 0% | 27% | 0% | 0% | 0% | 0% | 2% | 0% | 27% | 0% | 0% | 0% |

W - White

AI/AN - American Indian/Alaska Native

B - Black or African American

H/L - Hispanic or Latino

A - Asian American

NHOPI - Native Hawaiian and Other Pacific Islander

Multi - Multiracial

*Percent of Availability was provided by DRPT Consultant

GOALS AND TIMETABLES

Jaunt's Equal Employment Opportunity Program has been established to ensure a diverse workforce. As of June 2021, Jaunt employed a total of 114 employees. Of the 114 employees, 51 are female, which is 44% of the workforce. Of the 114 employees that opted to self-identify ethnic origin, 72 identified as a minority, which is 63% of the workforce.

Jaunt employs workers in six of the eight job group categories. Using data based on the U.S. Census provided by the Virginia Department of Rail and Public Transportation, Jaunt has met or exceeded the availability of females in job group one.

Due to the underutilization of females and minorities, Jaunt has set the following goals:

Goal 1: Jaunt's goal is to increase the number of Hispanic/Latino males employed in the Job Group 2 workforce by 17% (2 employees) and females by 44% (6 employees) by year 2024.

This job group includes mid-level positions, such as operations supervisor, road supervisor, and call center supervisor. Due to the low turnover rate for these positions, a long-term goal of 2024 was set.

Goal 2: Jaunt's goal is to increase the number of Hispanic/Latino males employed in the Job Group 6 workforce by 19% (3 employees) and females by 50% (10 employees) by year 2024.

This job group includes the bookkeeper reservationists, and dispatchers. Jaunt has seen a very low turnover rate for these positions. Due to the low turnover rate for these positions, a long-term goal of 2024 was set.

Goal 3: Jaunt's goal is to increase the number of females and minorities employed in the Job Group 8 workforce by 3% American Indian/Alaska Native males (3 employees), 27% Hispanic/Latino males (19 employees), 2% American Indian/Alaska Native females (1 employee) and 19% Hispanic/Latino females (19 employees) by year 2024.

This job group includes bus operators and custodian. We anticipate that we will be able to make these changes slowly each year given the high turnover rate for these positions.

Jaunt's previous EEO program identified three goals; Jaunt fully achieved two and partially achieved one. Jaunt successfully achieved the goal for Job Group 2 and 6. The goal for Job Group 8 was partially achieved by hiring females into this category and reducing the underutilization level. The Job Group 8 goal from the previous EEO program and the new program are similar. Job Group 8, which includes bus operators, has very high turnover. A renewed partnership with Creciendo Juntos, a Latino organization, will hopefully increase the number of minority applicants.

ASSESSMENT OF EMPLOYMENT PRACTICES

Jaunt is fully committed to a workforce that reflects the community we serve. Jaunt will not tolerate any person being unlawfully excluded from employment or promotion opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Jaunt's commitment to EEO compliance is demonstrated in the success the organization has achieved in meeting or exceeding the availability of females in five of the seven job categories and six of the seven job categories for minorities. To continue Jaunt's successes and meet the goals previously stated, Jaunt will:

- Post jobs on minority-focused websites such as:
 - Conference of Minority Transportation Officials (COMTO)
 - Creciendo Juntos-Growing Together
- Work with area Chambers of Commerce to reach female and minority groups through:
 - The Business Diversity Council
 - Business Women's Roundtable

TESTING:

Potential bus driver candidates must pass a pre-employment drug test and a physical exam at a third-party facility, MedExpress prior to training. After completing training, bus driver candidates complete a written test to ensure knowledge of Jaunt policies, rules, regulations, and information.

The determination of a bus driver candidate passing physical exam is pass / fail. MedExpress conducts a urine drug test, a general eye exam (determining vision is at least 20/40, with or without corrective lenses, general health history, ability to lift at least 70 pounds, vital signs, and body systems check. If there are any abnormalities (ie. High blood pressure, diabetes, etc.), they either conduct more tests, or refer the driver back to their Primary Care Physician. If they deem that it is unsafe for the individual to drive a commercial vehicle, the candidate will fail the exam.

Bus driver trainees complete a 40-question written test to ensure knowledge of Jaunt policies, rules, regulations, and information. Each question has a 2.5-point value with a passing score of 80 or better needed. If a trainee does not achieve the minimum score, they will go through a remediation lesson/class to ensure understanding prior to a retest.

PROMOTIONS AND TRANSFERS:

Jaunt encourages its current employees to advance within the organization. As stated in Jaunt's Personnel Policy, job openings are posted internally for qualified candidates to apply. Additionally, bus operators are encouraged to learn, and offered training, to work in the office. This cross training increases the employee's skills and makes them more marketable and competitive for promotions and transfer opportunities. Jaunt also uses seniority to determine work assignments and vacation selection for all employees.

Additionally, leadership training is scheduled for employees with identified talent. Such training is provided through Piedmont Virginia Community College, Community Transportation Association of America, National Transit Institute, or other recognized training programs.

TRAINING:

Beyond mandatory training to perform the duties required of each position, Jaunt works within its budget to offer additional training opportunities. Bus operators are encouraged to learn, and offered training, to work in the office. This cross training increases the employee's skills and makes them more marketable and competitive for future opportunities as they become available. Office staff identified for increased responsibilities are offered to attend formal supervisory training based on their existing skills and abilities. Through outreach efforts Jaunt works with female and minority groups to identify skills needed to fill vacancies and options to gain those skills.

COMPENSATION AND BENEFITS:

It is Jaunt’s policy to administer wages and salaries based on the duties of the job performed and the individual’s prior work experience, education, performance, and training. Jaunt request salary market surveys yearly. These surveys ensure each person is paid a competitive salary compared to similar jobs in the area.

The Chief Executive Officer shall, prior to the preparation of yearly budget estimates, make an analysis and recommendation on the pay plan. This analysis may include such items as changes in prevailing rates of pay in comparable positions in the public sector, and in the local private sector; recruitment and retention experience; and internal pay relationships among classes.

DISCIPLINARY PROCEDURES AND TERMINATION PRACTICES

Jaunt recognizes the need for clearly defined disciplinary procedures and termination practices. Therefore, these procedures and practices are defined in Jaunt’s personnel handbook.

STATISTICAL DATA

Number of applicants for employment in each job category and the number hired, cross-referenced by sex and race:

| Job Category | W | | AI/AN | | B | | H/L | | A | | NHOPI | | MULTI | | |
|--------------|------------|-----|-------|---|---|-----|-----|-----|---|----|-------|----|-------|----|----|
| | M | F | M | F | M | F | M | F | M | F | M | F | M | F | |
| 1 | Applicants | 106 | 41 | 3 | 0 | 12 | 7 | 7 | 4 | 17 | 3 | 1 | 0 | 3 | 0 |
| | Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2 | Applicants | 116 | 15 | 0 | 1 | 45 | 55 | 13 | 4 | 9 | 2 | 0 | 0 | 2 | 0 |
| | Hired | 3 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | Applicants | 109 | 317 | 2 | 0 | 0 | 68 | 234 | 8 | 14 | 23 | 16 | 0 | 0 | 14 |
| | Hired | 6 | 9 | 0 | 0 | 0 | 0 | 5 | 0 | 1 | 1 | 0 | 0 | 0 | 2 |
| 8 | Applicants | 77 | 58 | 2 | 0 | 121 | 87 | 6 | 1 | 10 | 1 | 0 | 0 | 10 | 7 |
| | Hired | 19 | 8 | 1 | 0 | 23 | 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

W - White

AI/AN - American Indian/Alaska Native

B - Black or African American

H/L - Hispanic or Latino

A - Asian American

NHOPI - Native Hawaiian and Other Pacific Islander

Multi - Multiracial

Number of employees in each job category who applied for promotion or transfer, cross-referenced by sex and race:

| Job Category | W | | AI/AN | | B | | H/L | | A | | NHOPI | | MULTI | | |
|--------------|------------|-----|-------|---|---|----|-----|----|---|---|-------|---|-------|---|---|
| | M | F | M | F | M | F | M | F | M | F | M | F | M | F | |
| 2 | Applicants | 116 | 15 | 0 | 1 | 45 | 55 | 13 | 4 | 9 | 2 | 0 | 0 | 2 | 0 |
| | Hired | 3 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

W - White

AI/AN - American Indian/Alaska Native

B - Black or African American

H/L - Hispanic or Latino

A - Asian American

NHOPI - Native Hawaiian and Other Pacific Islander

Multi - Multiracial

Number and types of disciplinary actions (e.g., indefinite suspension, loss of pay, demotion), cross-referenced by sex and race:

| Job Category | | W | | AI/AN | | B | | H/L | | A | | NHOPI | | MULTI | |
|--------------|----------------|---|---|-------|---|---|---|-----|---|---|---|-------|---|-------|---|
| | | M | F | M | F | M | F | M | F | M | F | M | F | M | F |
| 6 | Verbal | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Written | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1st Suspension | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2nd Suspension | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | Verbal | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Written | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1st Suspension | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2nd Suspension | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | Verbal | 1 | 1 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Written | 1 | 3 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1st Suspension | 4 | 1 | 0 | 0 | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2nd Suspension | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

W - White
AI/AN - American Indian/Alaska Native
B - Black or African American
H/L - Hispanic or Latino
A - Asian American
NHOPI - Native Hawaiian and Other Pacific Islander
Multi - Multiracial

Number of voluntary/involuntary terminations, cross-referenced by sex and race:

| Job Category | W | | AI/AN | | B | | H/L | | A | | NHOPI | | MULTI | |
|--------------|---|---|-------|---|----|----|-----|---|---|---|-------|---|-------|---|
| | M | F | M | F | M | F | M | F | M | F | M | F | M | F |
| 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | 1 | 6 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | 7 | 8 | 0 | 0 | 18 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

W - White
AI/AN - American Indian/Alaska Native
B - Black or African American
H/L - Hispanic or Latino
A - Asian American
NHOPI - Native Hawaiian and Other Pacific Islander
Multi - Multiracial

Number of individuals training that fosters promotion potential, cross-referenced by sex and race:

| Job Category | W | | AI/AN | | B | | H/L | | A | | NHOPI | | MULTI | |
|--------------|---|---|-------|---|----|---|-----|---|---|---|-------|---|-------|---|
| | M | F | M | F | M | F | M | F | M | F | M | F | M | F |
| 1 | 2 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2 | 9 | 6 | 0 | 0 | 1 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 3 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | 3 | 9 | 0 | 0 | 3 | 5 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| 7 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | 8 | 5 | 1 | 0 | 15 | 8 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

W - White
AI/AN - American Indian/Alaska Native
B - Black or African American
H/L - Hispanic or Latino
A - Asian American
NHOPI - Native Hawaiian and Other Pacific Islander
Multi - Multiracial

Individuals with Disabilities and Veterans

Number of applicants and hired for employment and promotions cross-referenced by sex and race:

| Persons with Disabilities | W | | AI/AN | | B | | H/L | | A | | NHOPI | | MULTI | |
|---------------------------|----|----|-------|---|----|----|-----|---|---|---|-------|---|-------|---|
| | M | F | M | F | M | F | M | F | M | F | M | F | M | F |
| Number Applied | 39 | 41 | 1 | 1 | 22 | 23 | 1 | 2 | 0 | 0 | 0 | 0 | 1 | 4 |
| Total Hires | 1 | 3 | 0 | 0 | 4 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Veterans | W | | AI/AN | | B | | H/L | | A | | NHOPI | | MULTI | |
|----------------|----|---|-------|---|---|---|-----|---|---|---|-------|---|-------|---|
| | M | F | M | F | M | F | M | F | M | F | M | F | M | F |
| Number Applied | 37 | 4 | 1 | 0 | 8 | 4 | 3 | 2 | 0 | 0 | 0 | 0 | 3 | 0 |
| Total Hires | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

MONITORING AND REPORTING

An important part of any successful EEO program is the establishment of an effective and workable internal monitoring and reporting system. The EEO Officer is responsible for establishing systems for reporting, monitoring and evaluating improvements in hiring, training, transfer and promotions in areas of underutilization.

The Chief Executive Officer will conduct a semiannual meeting (May and November) with senior staff. These meetings serve to evaluate the EEO Program, the EEO Program implementation, and take any necessary corrective action regarding the development and execution of programs, goals, and timetables. Prior to each semiannual meeting with the CEO, the EEO Officer should prepare the statistical data as mentioned in Section 6: Assessment of Employment Practices. The CEO, EEO Officer, and senior staff will review the data and determine if any changes to the program or goals needs to be made. Following the conclusion of these semiannual meetings, the EEO Officer will report the outcomes to the Jaunt Board of Directors.

Jaunt maintains a complaint log. Upon receipt of an EEO complaint the EEO Officer will complete the log providing the complainant's name, basis of the complaint, protected group, date of initial contact, date of resolution, resolution reached, and the name of the investigator. The EEO Officer will provide a letter within three (3) business days of receipt to the complainant acknowledging receipt of the complaint. The EEO Officer will then investigate the complaint and provide the results to the complainant and CEO.

EEO COMPLAINT PROCESS

Any employee or applicant alleging to be subjected to discrimination, unfair practice, or retaliation on the basis of any of the protected classifications noted in the EEO Policy Statement may file a written complaint within 180 days of the alleged violation to the EEO Officer located at 104 Keystone Place, Charlottesville, VA 22902, or by telephone at 434-296-3184. Upon filing the complaint of alleged discrimination, the EEO Officer will proceed with an investigation to determine if there has been a violation of this Policy.

If for some reason an employee or applicant does not want to bring a complaint to the EEO Officer, then the employee or applicant should contact the Executive Director concerning the complaint. The Executive Director can be contacted by writing to 104 Keystone Place, Charlottesville, VA 22902, or by telephone at 434-296-3184. The Executive Director will communicate and provide the results of his or her investigation to the EEO Officer.

Confidentiality will be maintained to the extent practical to conduct a full investigation to make a determination. All employees are required to fully cooperate during the course of an investigation.

If it is determined that a violation of this Policy has occurred, Jaunt will take immediate action to remedy the situation. Any employee who is found to have violated this Policy may be subject to disciplinary action, up to and including termination.

POLICY EXECUTION

This Equal Employment Opportunity policy has been executed this day, January 14, 2022.

APPENDIX A

DESCRIPTION OF JOB CATEGORIES

Source: www.eeoc.gov

Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent and housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

Protective Service Workers: Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

Paraprofessionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

Administrative Support (Including Clerical and Sales): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

Service-Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry-cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and ground keepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

APPENDIX B

EEO JOB CATEGORIES AT JAUNT

Job Group 1 - Officials and Managers

- Chief Executive Officer
- Deputy Chief Executive Officer
- Chief Financial Officer
- Director of Transit Logistics
- Director of Public Relations
- Director of Planning and Process

Job Group 2 - Professionals

- Transit Planner
- Call Center Supervisor
- Training Manager
- Road Supervisor
- Office Administrator
- Human Resource Generalist
- Safety Manager
- Procurement Specialist
- Mobility Manager

Job Group 3 - Technicians

- Information Technology Specialist

Job Group 6 - Administrative Support Workers

- Receptionist
- Bookkeeper
- Reservationists
- Dispatchers
- Schedulers
- Customer Service Representative
- Administrative/Operations Assistant

Job Group 7 - Skilled Craft Workers

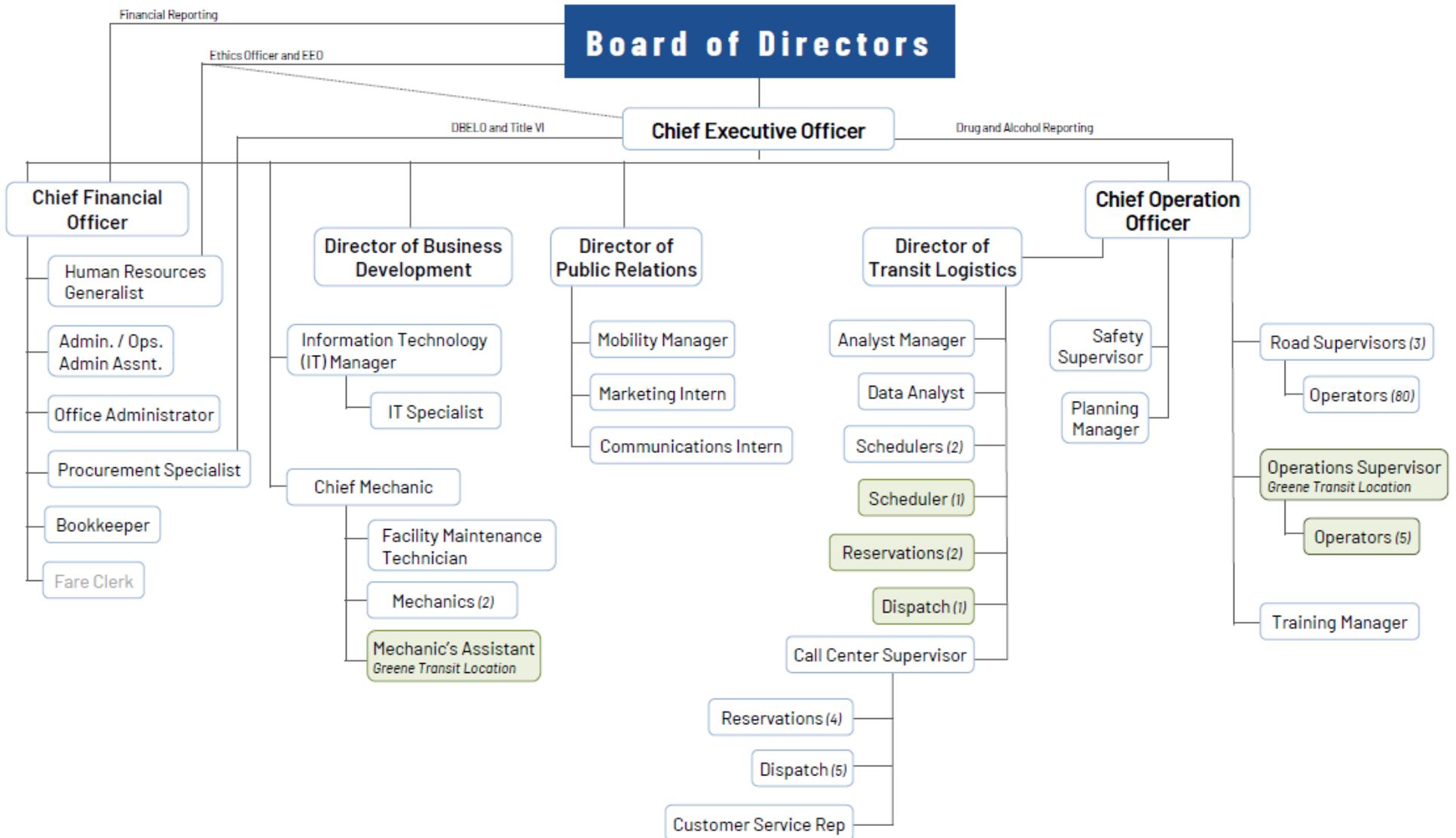
- Mechanics

Job Group 8 - Service-Maintenance Workers

- Bus Operators
- Custodian

APPENDIX C

ORGANIZATIONAL CHART



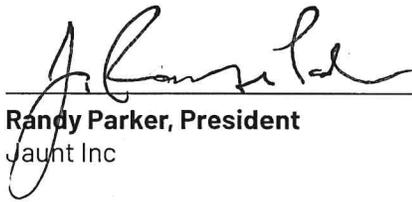
* Please note that some of the positions were vacant at the time the policy was updated.

APPENDIX D

JAUNT BOARD OF DIRECTORS ACKNOWLEDGMENT

I hereby acknowledge the receipt of the Jaunt Inc. EEO Policy and Program. The Jaunt Board of Directors has reviewed and approved the EEO Policy and Program. We are committed to ensuring that no person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Signature of Authorizing Official:



Randy Parker, President
Jaunt Inc

3/9/22

Date

APPENDIX E

DRIVER TRAINING FINAL EXAM

Name: _____

1. When was Jaunt founded? _____
2. Jaunt services which of the following counties/areas?
 A. CHARLOTTESVILLE CITY & ALBEMARLE CO. B. NELSON CO & BUCKINGHAM CO
 C. FLUVANNA CO & LOUISA CO D. ALL OF THE ABOVE
3. What types of behaviors are inappropriate at Jaunt?
 A. CONVERSATIONS ABOUT RELIGION, POLITICS, SEX, OR MORALITY
 B. BECOMING SOCIALLY INVOLVED WITH PASSENGERS
 C. SHARING CONFIDENTIAL INFORMATION ABOUT PASSENGERS WITH NON-JAUNT STAFF
 D. COMMENTS OR STATEMENTS OF A SEXUAL NATURE
 E. ALL OF THE ABOVE
4. Which of the following is NOT an appropriate maneuver at railroad crossings?
 A. ROLL DOWN DRIVER WINDOW, TURN ON 4-WAY FLASHERS, AND OPEN PASSENGER DOOR TO
 LISTEN FOR TRAIN SOUNDS OR ACTIVITY
 B. STOP NO CLOSER THAN FIFTEEN (15) FEET FROM THE CROSSING
 C. STOP ON THE TRACKS TO GET A BETTER VIEW
 D. WATCH OUT FOR SECOND TRAIN
5. Which of the following is NOT a Jaunt value?
 A. RESPECT B. PROFESSIONALISM
 C. RESPECT THE ENVIRONMENT D. POSITIVE ATTITUDE
6. At the end of your shift, what is the minimum amount of fuel you should leave in the bus?
 A. TANK B. FULL TANK
 C. TANK D. ANY AMOUNT THAT WILL GET YOU TO A FUEL STATION
7. When using a fire extinguisher, what does acronym P.A.S.S. stand for?

P: _____

A: _____

S: _____

S: _____

8. Which of the following is NOT a concept of safe (3-D) driving?
 A. BE DEFENSIVE B. BE CONSERVATIVE C. BE DECISIVE D. BE DEPENDABLE
9. Why should you back to the driver's side?
 A. BACKING TO THE RIGHT SIDE IS DANGEROUS B. SO YOU SEE BETTER C. BOTH A AND B
10. Hydroplaning is:
 A. WHEN A THIN LAYER OF WATER SEPARATES YOUR VEHICLE'S TIRES FROM THE ROAD SURFACE
 B. FROZEN MOISTURE ON THE ROAD THAT IS AN ALMOST TRANSPARENT LAYER OF ICE
 C. SLIDING SIDEWAYS ON AN ICY ROAD
 D. SUDDEN OR VIOLENT BUMPS TO THE VEHICLE CAUSING THE VEHICLE TO SWERVE
11. When backing, why is it important to use a spotter?
 A. IT MAKES PEOPLE THINK YOU ARE A BETTER DRIVER
 B. THERE ARE BLIND SPOTS THAT YOU CANNOT SEE
 C. IT'S MORE FUN WHEN YOU HAVE HELP
12. The first step in accident and/or emergency procedure is:
 A. CALL 911 IMMEDIATELY
 B. PHOTOGRAPH THE DAMAGE TO THE VEHICLE
 C. REMAIN CALM
 D. FILL OUT AN ACCIDENT/INCIDENT REPORT
13. What's the most important hand signal that you and a spotter should agree on?
 A. STOP B. GO C. RIGHT D. LEFT
14. The Americans with Disabilities Act requires:
 A. PEOPLE WITH DISABILITIES ENJOY THE SAME OPPORTUNITIES AS PERSONS WITHOUT DISABILITIES
 B. ALL BUSES TRANSPORTING DISABLED PERSONS BE EQUIPPED WITH WHEELCHAIR LIFTS
 C. SERVICE ANIMALS BE PERMITTED ON VEHICLE
 D. ALL OF THE ABOVE
15. Which of the following are examples of mobility devices?
 A. CANE B. WALKER C. WHEELCHAIR D. ALL OF THE ABOVE
16. The 15-minute rule applies to both pick-up from a residence AND the return trip.
 True False
17. Drivers do not have to report a passenger incident if the passenger is not injured or if it did not happen on the bus.
 True False
18. Drivers who call out of work, for any reason, are required to speak with a Supervisor.
 True False

19. Identification badges are part of the uniform and must be clearly visible at all times.
 True False
20. Jaunt must permit all passengers to use the vehicle lift.
 True False
21. Passengers with the same disability need the same type and level of assistance.
 True False
22. All passengers must wear a seat belt. (Exception: 29 Express Passengers)
 True False
23. Jaunt drivers can operate a motorized wheelchair or scooter for a passenger if they are unable to operate the device themselves.
 True False
24. In referring to the vehicle tablet or computer, drivers should hit the "Arrive" key when they get to a pick-up or drop-off, and the "Perform" key when they are ready to leave a pick-up or drop-off.
 True False
25. Night driving is more challenging than driving in daylight.
 True False
26. Although roadways are susceptible to "Black Ice", bridges rarely are.
 True False
27. Reducing your speed and significantly increasing your following distance are the best techniques to maintain safe vehicle control while driving in the snow.
 True False
28. Once you check your paper Manifest the night before your shift, there is no need to check it again the next day.
 True False
29. List three (3) tips for communicating with passengers:
1. _____
2. _____
3. _____
30. What should Jaunt drivers do if they need to use their cell phones while on the road?
- _____
- _____
- _____

31. How much clearance room should you leave when passing a bicyclist: ____ feet
32. What is the most important reason for doing a vehicle inspection?
- A. To save you money by preventing costly repairs
 - B. Safety for yourself and other road users
 - C. Federal and state laws require you to inspect your vehicle
 - D. To insure that you will achieve the best gas mileage
33. List three (3) factors that affect/determine your stopping distance?
-
-
-
34. Which of the following types of emergency equipment must you have on your bus?
- A. REFLECTORS, FIRE EXTINGUISHER, AND ACCIDENT REPORTING KIT
 - B. SPARE ELECTRIC FUSES, FIRE EXTINGUISHER, AND ACCIDENT REPORTING KIT
 - C. HYDRAULIC JACK, FIRE EXTINGUISHER, AND SIGNAL FLARES
 - D. FIRE EXTINGUISHER, SPARE ELECTRIC FUSES, AND REFLECTORS
35. When dealing with an unruly or disruptive passenger, you should:
- A. ATTEMPT TO PHYSICALLY FORCE THE PASSENGER OFF THE BUS
 - B. IGNORE THE SITUATION AND HOPE IT RESOLVES ITSELF
 - C. USE THE BUS RADIO TO REQUEST ASSISTANCE
 - D. SHOUT LOUDER THAN THE PASSENGER TO MAKE YOURSELF HEARD
36. When collecting a fare from a passenger who owes \$2.50, he/she indicates that they would like to purchase a book of \$2.50 tickets. They give you \$2.50 in cash but want to pay for the book with a check. What is the total correct amount that you would collect from that passenger?
- A. \$27.50
 - B. \$25.00
 - C. \$17.50
 - D. \$2.50
37. Which of the following is NOT required for the driver to have on his/her person or in vehicle at all times while operating a commercial vehicle?
- A. DRIVER'S LICENSE
 - B. MEDICAL EXAMINER'S CERTIFICATE
 - C. VEHICLE REGISTRATION
 - D. CELL PHONE
38. How long must you wait for a passenger/client on a residential pick-up?
- A. 15 MINUTES
 - B. 5 MINUTES
 - C. 10 MINUTES
 - D. 3 MINUTES

39. The Americans with Disabilities Act:

- A. REQUIRES THAT ALL BUSES BE BUILT WITH WHEELCHAIR LIFTS, SECUREMENT AREAS, AND SECUREMENT SYSTEMS.
- B. REMOVES BARRIERS THAT PREVENT INDIVIDUALS WITH DISABILITIES FROM ENJOYING THE SAME OPPORTUNITIES THAT ARE AVAILABLE TO PERSONS WITHOUT DISABILITIES.
- C. PREVENTS PUBLIC ENTITIES FROM DENYING INDIVIDUALS WITH DISABILITIES THE OPPORTUNITY TO USE TRANSPORTATION SERVICES
- D. ALL OF THE ABOVE

40. What is the "No-Zone"?

- A. THE LIST OF PLACES YOU CANNOT GO WHILE ON DUTY.
- B. THE HEIGHT RESTRICTION ON YOUR VEHICLE
- C. THE AREA AROUND A FUEL SPILL.
- D. THE BLIND SPOTS AROUND YOUR VEHICLE WHERE CARS CAN "DISAPPEAR" FROM VIEW

41. It takes the body about ____ hours to get rid of the alcohol in four drinks.

- A. 6
- B. 2
- C. 4
- D. 8

42. Which of the following are the best strategies for avoiding hydroplaning?

- A. REDUCING YOUR SPEED
- B. DRIVING IN THE TRACKS OF VEHICLES DIRECTLY AHEAD OF YOU
- C. BOTH A & B
- D. NEITHER A NOR B

43. At what speed can your vehicle Hydroplane: _____

44. What does LLLC mean?

- A. Look Ahead
- B. Look Around
- C. Leave Room
- D. Communicate
- E. All of the above

45. Off-Tracking refers to the rear wheels following a shorter distance than the front wheels when making a turn.

- True
- False

46. Which of the following is NOT a recommended action to take when confronted by an aggressive driver?

- A. Ignore them and refuse to react to any of their gestures
- B. Make eye contact and motion to them that you are calling the authorities
- C. Make every attempt to get out of their way
- D. Do not let your pride and ego affect your actions

47. When dealing with a railroad crossing, you should

- A. Stop 100 feet before the crossing
- B. Open your forward door to look and listen for approaching train
- C. Downshift while crossing the tracks

EXTRA CREDIT:

1. What do the following symbols mean on your manifest, regarding your passengers?

CC _____

WC _____

WLK _____

2. What are the two questions you may ask a passenger with a service animal?

1. _____

2. _____

3. What improvements, suggestions, etc. would you make to improve the Jaunt Training Process?

APPENDIX F

2018 EEO PROGRAM GOALS

Goal 1: Jaunt's goal is to increase the number of females employed in the Job Group 2 workforce by 35% (2 employees) by year 2022.

This job group includes mid-level positions, such as operations supervisor, road supervisor, and marketing manager. Due to the low turnover rate for these positions a long-term goal of 2022 was set.

Goal 2: Jaunt's goal is to increase the number of females employed in the Job Group 6 workforce by 19% (2 employees) by year 2021.

This job group includes the receptionist, bookkeeper, fare clerk, reservationists, and dispatchers. JAUNT has seen a very low turnover rate for these positions. Due to the low turnover rate for these positions, a longterm goal of 2021 was set.

Goal 3: Jaunt's goal is to increase the number of females and minorities employed in the Job Group 8 workforce by 7% minority (6 employees) and 15% female (14 employees) by year 2022.

This job group includes bus operators and custodian. We anticipate that we will be able to make these changes slowly each year given the high turnover rate for these positions.

APPENDIX G

ACKNOWLEDGMENT LETTER OF RECEIPT OF EEO POLICY

Equal Opportunity Employment Policy Employee Acknowledgment I, (print name) _____ hereby acknowledge that I have read and understood Jaunt's Equal Opportunity Employment Policy, and hereby agree to abide by this policy.

Jaunt Inc. is an Equal Opportunity Employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. Our policy reflects and affirms the Jaunt's commitment to the principles of fair employment and the elimination of all discriminatory practices.

Jaunt Inc. will not tolerate any form of discrimination.

All employees are expected to cooperate fully in implementing this policy.

Jaunt Inc. is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at Jaunt for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis

Print Name: _____ Signature: _____

Signature of Supervisor or Witness: _____ Date: _____

APPENDIX H

DATES OF EMPLOYEE TRAINING

- February 2019 – Jaunt Roadeo included ADA, EEO, and Title VI training for all employees
- February 2020 – Jaunt Roadeo included ADA, EEO, and Title VI training for all employees
- October 2021 – Jaunt Roadeo included ADA, EEO, and Title VI training for all employees

