



AGENDA

Meeting of the Board of Directors

February 9, 2022 at 10:00 A.M. EST

PUBLIC ARE ENCOURAGED TO ATTEND REMOTELY USING THE BELOW LINKS

- ⇒ Webinar: <https://us02web.zoom.us/j/83790994684>
- ⇒ Or One tap mobile: +13017158592,,83790994684#
- ⇒ Or Telephone Only: +1 301 715 8592
- ⇒ Webinar ID: 837 9099 4684

Do not use both computer and phone audio together: use one only to avoid audio distortion

-
- I. **Call to Order** – *Randy Parker, President*
 - II. **Roll Call** – *Christine Appert, Secretary & Mariah Powell, Board Assistant*
 - III. **Introductions** – *Randy Parker, President*
 - IV. **Public Comments** – *Randy Parker, President*
The public may address the board by first making a contacting Mariah Powell prior to the start of the meeting. Comments are limited to three minutes at the discretion of the board president. Contact Mariah Powell at mariahp@ridejaunt.org or (434) 296-3184, extension 115.
 - V. **Action Items**
 - i. January 12, 2022 Board of Directors Meeting Minutes – *Christine Appert, Secretary (pg. 2)*
 - ii. Equal Employment Opportunity (EEO) Plan – *Alex Arce, HR Generalist (pg. 7)*
 - iii. Re-formation of Finance Committee – *Ted Rieck, CEO (pg. 38)*
 - VI. **Standing Committee Reports**
 - A. Finance Report – *Ray East, Treasurer & Robin Munson, CFO (pg. 39)*
 - i. Financial report (pg. 39)
 - ii. CEO's submitted expenses (pg. 40)
 - B. Operations and Safety Reports – *Karen Davis (pg. 41)*
 - C. Regional Transit Partnership Update – *Hal Morgan/Lucas Ames*
 - D. Executive Report – *Ted Rieck (pg. 44)*
 - i. Use of Surplus Funds (pg. 45)
 - ii. Parking Lot Workflow study (pg. 51)
 - iii. Board talking points (pg. 56)
 - VII. **New Business** – *Randy Parker, President*
 - VIII. **Announcements and Board Member comments**
 - IX. **Adjourn to next meeting:** *March 9, 2022 AT 10:00 AM EST*



MINUTES

Meeting of the Board of Directors

January 12, 2022 at 10:00 A.M. EST

Voting Member	Present In person	Present virtual	Absent
Randy Parker [President], Louisa	X		
Hal Morgan [Vice President], Fluvanna		X	
Christine Appert [Secretary], Charlottesville		X	
Raymond East [Treasurer], Albemarle		X	
Jacob Sumner, Albemarle		X	
Fran Hooper, Albemarle	X		
William Wuensch, Albemarle		X	
Lucas Ames, Charlottesville		X	
Erik Larson, Charlottesville		X	
Ray Heron, Charlottesville	X	X	
Pamela Blevins, Fluvanna			X
Willie Gentry, Louisa	X		
Brad Burdette, Nelson			X
Dian McNaught, Nelson		X	
Non-voting Members			
Christine Jacobs, TJPDC		X	
Kevin Hickman, Buckingham		X	
Garland Williams, CAT		X	
Michael Mucha, DRPT		X	
Staff			
Ted Rieck, CEO	X		
Karen Davis, Deputy CEO	X		
Robin Munson, CFO	X		
Mike Mills, Procurement Specialist		X	
Jody Saunders, Director of Public Relations	X		
Stephen Johnson, Planning Director		X	
Kyle Trissel, Transportation Safety Manager		X	
Matt Anderson, Information Technology Manager		X	
Mariah Powell, Administrative Assistant	X		
Phyliss Williams, Road Supervisor		X	
Kelly Forloines, Mobility Manager		X	
Kelly Fomenko, Transit Planner		X	
Public			
None			

-
- I. Call to Order—Randy Parker, President
A. Randy calls to order at 10:00 AM
- II. Roll Call—Christine Appert, Secretary/Mariah Powell, Board Assistant
A. Christine calls roll; Mariah confirms quorum.
- III. Introductions— Randy Parker, President
A. Jacob Sumner, replacing Lori Allshouse on the Albemarle County board, is formally introduced to board members and staff
- IV. Public Comments—Randy Parker, President
A. None.
- V. Action Items
- i. December 8, 2021 Board of Directors Meeting Minutes— Christine Appert, Secretary
- Erik would like the December 8th minutes to reflect his request regarding changes in the safety report.
- Motion by Dian, seconded by Willie. Passed unanimously, with no abstentions.
- ii. 2022 Board Regular Meeting Dates – Randy Parker
- Established 2022 calendar meetings were approved.
- Motion by Ray Heron, seconded by Ray East. Passed unanimously, with no abstentions.
- iii. Formation of Operations and Safety Committee— Kyle Trissel/Ted Rieck/Erik Larson/Hal Morgan/Lucas Ames/Ray Heron
- A Jaunt operation and safety committee will be formed to review safety metrics, improve transparency with the board, and help Jaunt staff with policy related issues. The committee will meet with Jaunt staff quarterly. Metrics and concerns will be passed on to board members for opinions and evaluations. Erik and Hal volunteered to serve on this committee due to their expertise on this topic.
- Motion by Randy, seconded by Hal. Passed unanimously, with no abstentions
- Ray Heron would like to start seeing a trendline on accidents. Lucas, in agreement, wants the project prioritized. To ease a concern brought up about an accident negatively skewing data, Ted suggested creating a linear trendline in Excel composed of accident measurements per one hundred thousand miles, and a Jaunt standard line to normalize it. Ray Heron, Randy, and Willie decided that Ted’s idea and spanning the trendline over five years was the best way to provide an accurate reflection to the board members. Kelly Fomenko/Stephen Johnson were delegated to task. *
- * This comment was not officially voted on, but was unanimously agreed upon as a necessary project.*
- VI. Standing Reports
- A. Finance Report—Ray East/Randy/Robin Munson
- Robin highlighted the financial report in the packet, reviewing Jaunt’s current fiscal

year expenses, revenue, budgets, and capital spending. Three unanticipated expenses she noted were consultant fees for budget model, the fare free survey, and the CEO search. Although placed this year, bus orders cannot be reflected in finance report due to the length of time they take to come in. Marketing has risen to target, and there was also a sizeable one-time refund from the health insurance company for good experience. There was a loss of \$131,000 for in agency services. A suggestion was made to review contracts with agencies. Jaunt Admin are already in process of rectifying this; Karen is meeting with PACE this month to discuss new charges.

- Randy would like staff's ideas regarding surplus stakeholder monies to be discussed in next month's meeting. Jacob, in support of this idea, agreed that board and staff should have a plan, with options, in place before reaching out to stakeholders.
- Ray East wants Jaunt to consider banking with a local community bank instead of SunTrust. Staff indicated that changing banks would need to be formally solicited.

B. Operations and Safety Reports—Karen Davis/Erik Larson/Hal Morgan

- Karen listed Jaunt's current operational challenges to the board. One of the major challenges is a driver shortage, which will hopefully be corrected by the 4 new individuals in the driving class, wage increases, recruitment bonuses, and sign on bonuses. Another challenge is a decline in ridership due to: holidays, hazardous weather, and COVID. Jaunt's mask policy for staff and passengers is still strictly in place. Bids have been placed for N-95 masks in the wake of the new COVID variant, Omicron.
- Dian would like staff to have a long-term plan in place for COVID resurgences.
- Erik would like appendixes added on the back of board packets to provide the members with data contexts (terms, definitions, compliance measures). Ray Heron suggested that a reference point for standard Jaunt policies also be added in.
- Operations and Safety Committee Meeting—Erik Larson/Hal Morgan

C. Regional Transit Partnership Update—Hal Morgan/Lucas Ames/Christine Jacobs

- TJPD is working through its regional transit vision plan. Their consultants have met with the city, county, and transit providers to build various scenarios into their vision plan. A community engagement, in partnership with DRPT, around strategies brought forward is planned for late spring. Blacksburg Transit has joined DRPT meetings in the first of a series of peer city visits to other regions.
- The TJPD is also applying to DRPT for a technical assistance grant for a transit governance study which will provide preparation for having a governmental structure that will support implementing recommendations that come from the transit vision plan. TJPD had been advised to apply promptly. Christine also said TJPD is asking the consultants for that to do a deep dive into the governments of both of the two transit agencies, people transit in the city and the county, and to

make recommendations on appropriate government structures that would help with vision plan implementation. This month TJPD plans to garner support from DRPT in addition to their local letters of support from city/county officials and support with local matching for that plan.

D. Executive Report—Ted Rieck

- Ted began by commending Jaunt staff on how they handled the recent winter storm and hazardous conditions.
- Jaunt will be issuing a solicitation for legal services, anticipating 1-2 attorneys for corporate and government legal issues to be brought to board for contracting by March 2022.
- A grant application for microtransit service was given to CAT, but this service is still a possibility in the future for Jaunt.
- Ted has been meeting with the board members, community stakeholders, and Mayor Snook to talk about transit. He will also be a guest on a live stream about public transportation and affordable housing on January 14th 2022.

VII. Other Business—Randy Parker, President

A. None.

VIII. New Business—Randy Parker, President

A. Email and FOIA for Board—Ted Rieck

- Ted provided a mini presentation on email etiquette, complying with public agency regulations, and avoiding FOIA violations.

B. Concerns about Performance Reporting—Ted Rieck/Karen Davis/Kyle Trissel

- Ted summarized Erik's operation and safety metric concerns which, besides the safety committee and safety plan metrics missing in January board packet, also included accident trends, a mis-identified ADA report, and a lack of county specific reports.
- Karen apprised the board members of the new agency safety plan she worked on with Erik; he wants demand response related metrics. The plan was accepted by Wood Hudson, the DRPT manager, to use after the discussed updates and edits are applied. She also reviewed Jaunt's safety goals/targets with the board.
- Kyle and Karen walked board members through Jaunt's new safety incident prevention procedures, which include implementing a link in the monthly newspaper for staff to anonymously report safety concerns, utilizing incident report Google forms, ride-a-longs with drivers, hard drive reviews, sitting in on training sessions to spot opportunities for improvements, and initiating a consultant search to create a safer parking lot (redoing the current layout) for staff and visitors.
- Serious accidents will be delegated to closed session meetings, instead of public board meetings.

- Jaunt data will be utilized to a greater degree – a dashboard is being constructed by Stephen Johnson to manage statistical information (e.g. call volumes, complaints, denials) and will be regularly reviewed with staff.
- A consultant has been hired for a community cost allocation model, and a new software for micro and para transit service.

IX. Board Member comments

- Dian commended Jaunt for working on building back trust with board.
- Randy asked about banquet plans in lieu of new COVID variant; Jody invited the board members to attend the banquet that will now be held in the bus garage.
- Fran would like to see more board participation in Jaunt events.

Randy asked for a motion to adjourn, Ray East moved, Ray Heron seconded at 11:47 AM.

ADJOURNED: NEXT MEETING: 10:00 AM, FEBRUARY 9, 2022

ACTION: Approval of Equal Employment Policy

SUMMARY:

This item seeks board approval and adoption of Jaunt's Equal Employment Policy, attached.

BACKGROUND:

Jaunt's Equal Employment Policy is updated every three years as required by the US Department of Transportation. The policy affirms Jaunt's strong commitment to building and maintaining a workforce reflecting the community it serves. The policy governs, among other things, activities related to hiring, promotion, and compensation of employees.

EQUAL EMPLOYMENT POLICY

February 9, 2022

Adopted by Jaunt, Inc. Board of Directors

Next Review: June 2024



CONTENTS

POLICY STATEMENT	3
DISSEMINATION	5
DESIGNATION OF RESPONSIBILITY.....	6
UTILIZATION ANALYSIS.....	8
GOALS AND TIMETABLES	10
ASSESSMENT OF EMPLOYMENT PRACTICES	11
MONITORING AND REPORTING	15
EEO COMPLAINT PROCESS	15
POLICY EXECUTION	15
APPENDIX A: Description of Job Categories	16
APPENDIX B: EEO Job Categories at Jaunt.....	18
APPENDIX C: Organizational Chart.....	19
APPENDIX D: Jaunt Board of Directors Acknowledgment	20
APPENDIX E: Driver Training Final Exam	21
APPENDIX F: 2018 EEO Program Goals	27
APPENDIX G: Acknowledgment Letter of Receipt of EEO Policy.....	28
APPENDIX H: Dates of Employee Training.....	29
APPENDIX I: Signed Statement of Annual Policy Update.....	30

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 human resources, 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

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 (February and August) 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

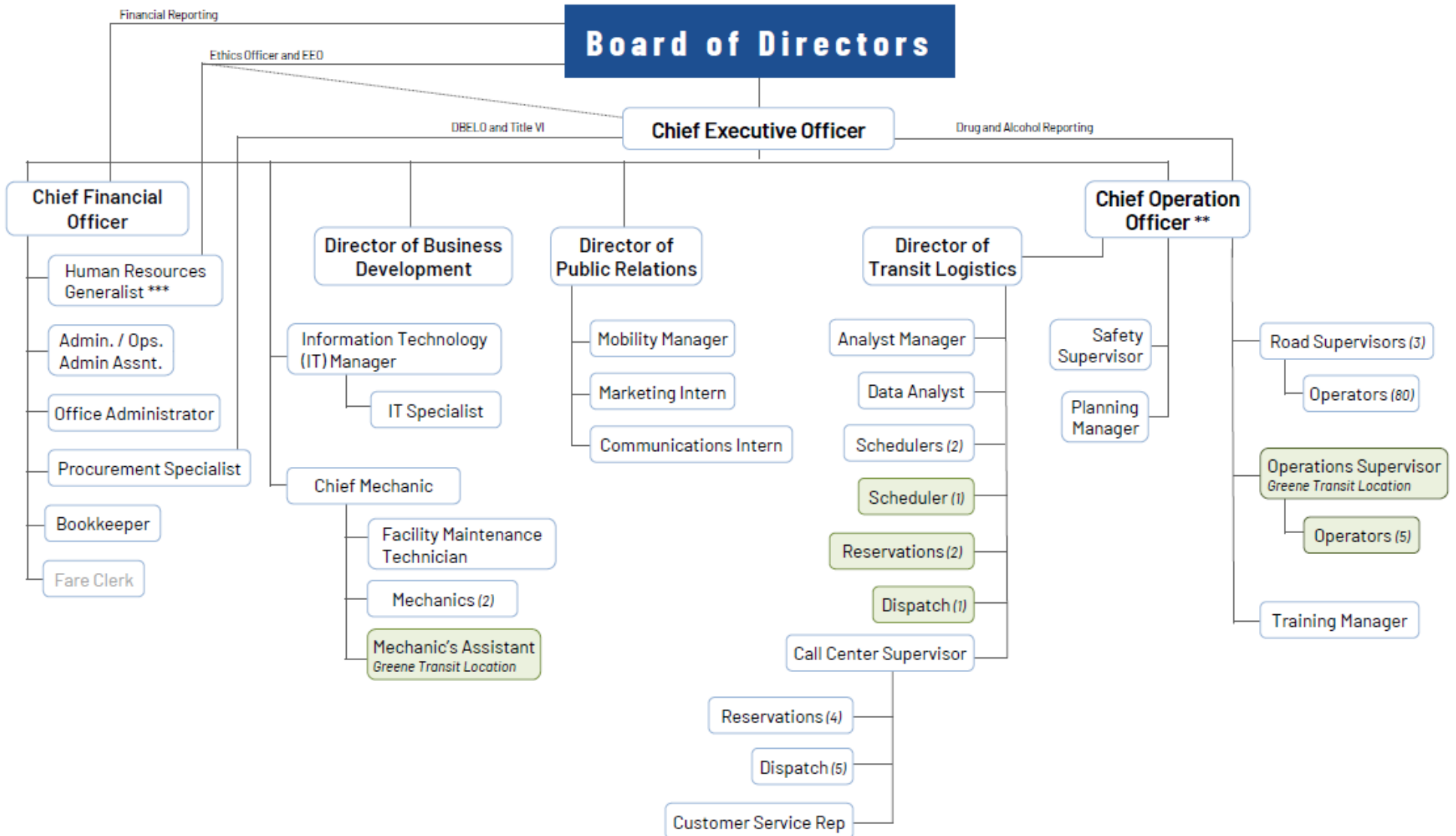
- Mechanics

Job Group 8 - Service-Maintenance Workers

- Bus Drivers
- 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

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. 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 unlawful 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

APPENDIX I

SIGNED STATEMENT OF ANNUAL POLICY UPDATE

Below is the annual statement from the Human Resource Generalist attesting to the accuracy of this document, that Jaunt is considered in compliance with all stated regulations, and that all aspects have been reviewed and updated.

In accordance with Jaunt's EEO Policy and Procedures, I certify the policy was reviewed and update.

Name: Alex Arce

Title: Human Resource Generalist

Signature: _____

ACTION: Re-Formation of Board Finance Committee

SUMMARY:

This item re-formats the Finance Committee from three board members to two board members as well as appoints Ray East, Treasurer and Jacob Sumner to the committee.

BACKGROUND:

In the last 12 to 18 months, Jaunt has been challenged to get our financial recordkeeping and management in a better place. While we have made progress, we are under close scrutiny by our funding partners including, but not limited to, Albemarle, Charlottesville, and the state. More work needs to be done.

With the expertise of our newest member Jacob Sumner, we have an opportunity to improve board oversight of Jaunt's finances. Jacob is a well-qualified financial accounting professional who works with Albemarle County finance and budget department. With Jacob we get both expertise and a direct connection to the County which is our biggest funding partner.

To make the work of the committee efficient, it would also be best for only two board members to be members instead of the current three. Two members allows us to avoid open meeting missteps when the committee needs to meet. As we will have formidable financial issues in the near future, premature public discussion could be counterproductive.

Staff recommends the appointment of Ray East due to his role as Treasurer and Jacob Sumner because of his extraordinary expertise.

JAUNT, INC. 2022 MONTHLY FINANCIAL SUMMARY

December 2021									
Sources of Financial Resources	Total Budgeted	Budget Variance	Total Actual	Admin (011)	Operations (012, 050)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)
Fee Revenue:									
Farebox Fee	\$ -	\$ -	\$ -	\$ -	\$ -				
Contract Revenue	\$ 31,083	\$ (6,704)	\$ 24,379	\$ -	\$ -	\$ -	\$ 24,379	\$ -	\$ -
Governmental Revenue:									
Federal Grants	\$ 702,806	\$ (235,875)	\$ 466,931	\$ 153,274	\$ 313,656	\$ -			\$ -
Virginia DRPT	\$ 129,428	\$ (4,960)	\$ 124,468	\$ 40,858	\$ 83,610	\$ -			\$ -
Local Government	\$ 380,990	\$ 0	\$ 380,990	\$ 124,016	\$ 253,783	\$ 3,190			\$ -
In Lieu of Local	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
Other Revenue	\$ -	\$ (4,474)	\$ (4,474)				\$ (4,474)	\$ -	
Total Revenue	\$ 1,244,308	\$ (252,014)	\$ 992,294	\$ 318,148	\$ 651,050	\$ 3,190	\$ 19,905	\$ -	\$ -
Uses of Financial Resources	Total Budgeted		Total Actual	Admin (011)	Operations (012, 050)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)
Salaries & Wages	\$ 524,982	\$ (94,564)	\$ 430,418	\$ 103,543	\$ 324,504	\$ 2,370	\$ -	\$ -	\$ -
Fringe Benefits/Staff Development	\$ 208,484	\$ (56,993)	\$ 151,491	\$ 25,996	\$ 124,675	\$ 820	\$ -	\$ -	\$ -
Travel/Business Meals/Meetings	\$ 1,750	\$ (1,750)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facility/Equipment Maintenance/Utilities	\$ 17,146	\$ (4,813)	\$ 12,333	\$ 7,259	\$ 5,074	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 67,852	\$ (9,048)	\$ 58,804	\$ 5,120	\$ 53,684	\$ -	\$ -	\$ -	\$ -
Marketing & Advertising	\$ 5,583	\$ 20,773	\$ 26,356	\$ 26,340	\$ 16	\$ -	\$ -	\$ -	\$ -
Insurance & Bonding	\$ 31,690	\$ (819)	\$ 30,871	\$ 26,912	\$ 3,960	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ 23,004	\$ 33,361	\$ 56,365	\$ 55,082	\$ 1,283	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 3,042	\$ (2,067)	\$ 974	\$ 848	\$ -	\$ -	\$ 127	\$ -	\$ -
Equipment (Capital)	\$ 305,032	\$ (305,032)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reconciliation - Agency Transit Operating				\$ (20,246)	\$ (40,781)	\$ -	\$ 61,028	\$ -	\$ -
Total Expenditure	\$ 1,188,565	\$ (420,952)	\$ 767,613	\$ 230,854	\$ 472,414	\$ 3,190	\$ 61,155	\$ -	\$ -
Net change in fund balance	\$ 55,743	\$ 168,938	\$ 224,681	\$ 87,294	\$ 178,636	\$ -	\$ (41,249)	\$ -	\$ -

JAUNT INC, MONTHLY FINANCIAL SUMMARY

December 2021 Year To Date									
Sources of Financial Resources	YTD Budgeted	Budget Variance	YTD Actual	Admin (011)	Operations (012, 050)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)
Fee Revenue:									
Farebox Fee	\$ -	\$ -	\$ -	\$ -	\$ -				
Contract Revenue	\$ 186,500	\$ (14,009)	\$ 172,491	\$ -	\$ -	\$ -	\$ 172,129	\$ 363	\$ -
Governmental Revenue:									
Federal Grants	\$ 4,216,838	\$ (1,542,841)	\$ 2,673,997	\$ 718,388	\$ 1,955,586	\$ 23			\$ -
Virginia DRPT	\$ 776,570	\$ (29,762)	\$ 746,808	\$ 200,637	\$ 546,171	\$ -			\$ -
Local Government	\$ 2,285,939	\$ 0	\$ 2,285,939	\$ 611,262	\$ 1,663,968	\$ 10,709			\$ -
In Lieu of Local	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
Other Revenue	\$ -	\$ 50,959	\$ 50,959				\$ 49,690	\$ 1,270	
Total Revenue	\$ 7,465,846	\$ (1,535,652)	\$ 5,930,194	\$ 1,530,287	\$ 4,165,725	\$ 10,733	\$ 221,818	\$ 1,632	\$ -
Uses of Financial Resources	YTD Budgeted		YTD Actual	Admin (011)	Operations (012, 050)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)
Salaries & Wages	\$ 3,149,895	\$ (706,145)	\$ 2,443,750	\$ 466,789	\$ 1,970,556	\$ 6,405	\$ -	\$ -	\$ -
Fringe Benefits/Staff Development	\$ 1,250,901	\$ (362,051)	\$ 888,850	\$ 142,071	\$ 738,469	\$ 4,327	\$ 3,983	\$ -	\$ -
Travel/Business Meals/Meetings	\$ 10,500	\$ (7,367)	\$ 3,133	\$ 3,133	\$ -	\$ -	\$ -	\$ -	\$ -
Facility/Equipment Maintenance/Utilities	\$ 102,878	\$ (14,168)	\$ 88,710	\$ 59,473	\$ 29,237	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 407,111	\$ (30,087)	\$ 377,024	\$ 25,278	\$ 350,041	\$ -	\$ 72	\$ 1,632	\$ -
Marketing & Advertising	\$ 33,500	\$ 20,220	\$ 53,720	\$ 51,386	\$ 96	\$ -	\$ 2,238	\$ -	\$ -
Insurance & Bonding	\$ 190,138	\$ (4,919)	\$ 185,219	\$ 161,462	\$ 23,757	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ 138,025	\$ 173,409	\$ 311,434	\$ 251,202	\$ 52,411	\$ -	\$ 7,821	\$ -	\$ -
Miscellaneous	\$ 18,250	\$ (8,123)	\$ 10,127	\$ 5,825	\$ -	\$ -	\$ 4,302	\$ -	\$ -
Equipment (Capital)	\$ 1,830,191	\$ (1,830,191)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reconciliation - Agency Transit Operating				\$ (96,722)	\$ (252,113)	\$ -	\$ 348,835	\$ -	\$ -
Total Expenditure	\$ 7,131,389	\$ (2,769,422)	\$ 4,361,967	\$ 1,069,896	\$ 2,912,455	\$ 10,733	\$ 367,251	\$ 1,632	\$ -
Net change in fund balance	\$ 334,457	\$ 1,233,770	\$ 1,568,227	\$ 460,391	\$ 1,253,269	\$ -	\$ (145,433)	\$ -	\$ -

STATEMENT OF CASH FLOWS FOR PERIOD ENDED DECEMBER 31, 2021

Cash flows from Operations	
Local Match	\$ -
DRPT / CAT	\$124,468
Agency	\$61,705
Other	\$ -
Payroll	(\$508,695)
Capital Payments	\$ -
Other Payments	(\$386,795)
Total cash flows from Operations	(\$709,318)
Cash flows from Investing	
Interest	\$ 44
Total cash flows from Investing	\$ 44
Net Change in Cash (12/31/2021)	(\$709,274)
Beginning Cash Balance (12/31/2021)	\$4,209,677
Ending Cash Balance (12/31/2021)	\$3,500,403
Days of Cash-on-Hand	135.77
Months of Cash-on-Hand	4.53

CEO'S SUBMITTED EXPENSES

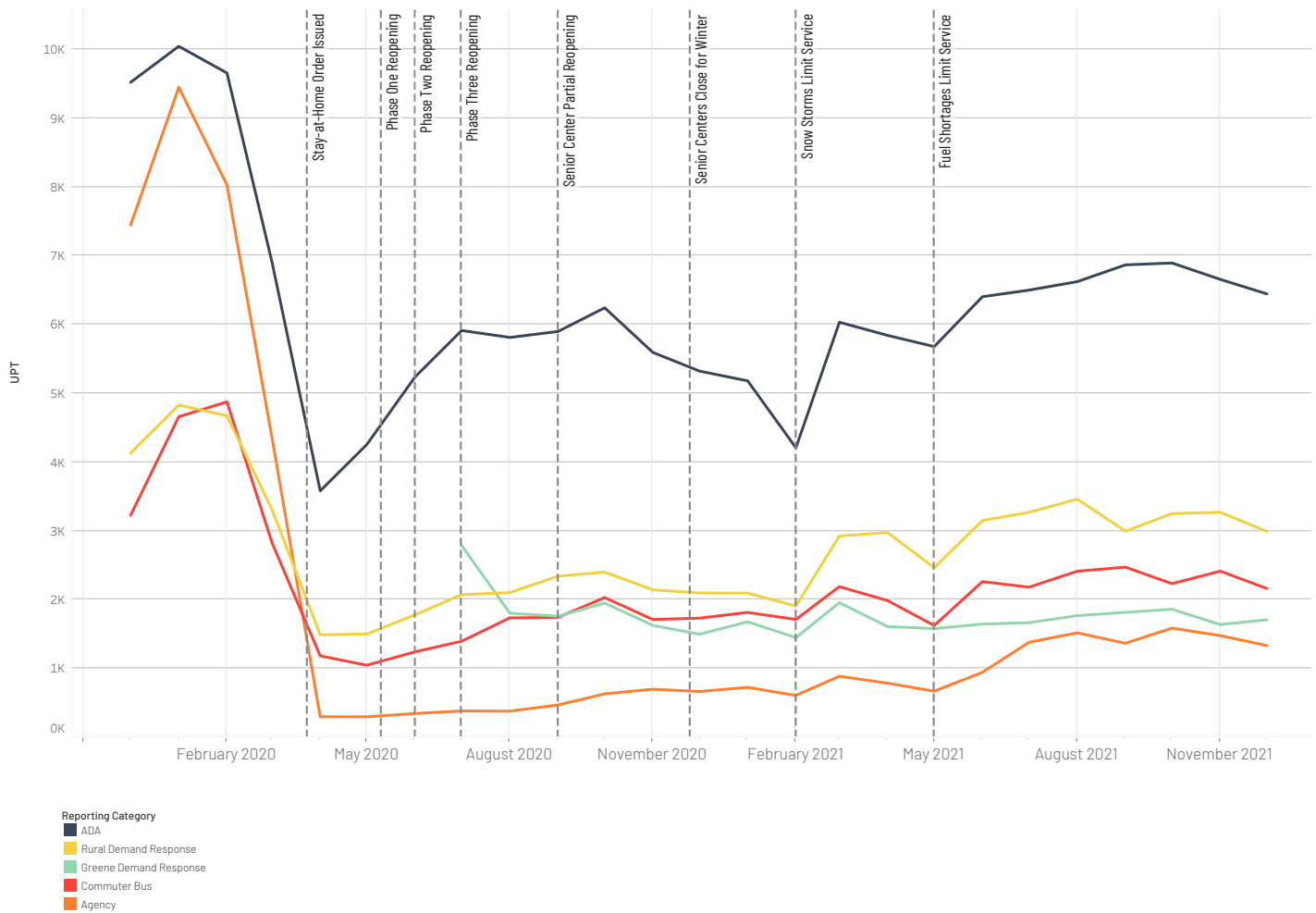
Direct Reimbursement			
Date	Check #	Amount	Purpose
None			
Credit Card Charges			
Date	Amount	Purpose	
None			

OPERATIONS AND SAFETY REPORT

COVID-19 hit Central Virginia in March 2020, resulting in the closure of many human service agencies and businesses which in turn caused a dramatic decrease in public transit ridership. Jaunt’s agency services were hardest hit by this impact, with a 90-95% reduction in service. Public services fared better, with only a 50-75% reduction in service.

Jaunt passenger counts have slowly increased over the summer of 2021. ADA ridership has climbed back to ~70% of pre-COVID levels, while Greene County and other Rural Demand Response services have been hovering around 50-60%. As expected, services have shown a normal seasonal decrease during the months of January and February. Depending on the Omicron COVID variant’s impact on travel patterns, we may or may not see the usual January increase in service levels. The long-term effect of remote work on commuting patterns after COVID-19 is still unknown.

JAUNT COVID-19 RECOVERY TIMELINE



AMERICANS WITH DISABILITIES COMPLIANCE REPORT – PROVIDED BY JAUNT

	FY 2021							FY 2022							
	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY21 Year End	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	FY22 YTD
ADA Unlinked Passenger Trips	5,322	5,180	4,213	6,067	5,914	5,715	6,403	68,270	6,499	6,622	6,866	6,893	6,655	6,444	39,979
All Demand Response UPT	11,320	11,515	9,819	13,999	13,209	12,027	14,430	148,097	15,021	15,816	15,625	15,937	13,040	12,550	87,989
ADA Revenue Miles	24,861	23,554	20,795	28,832	27,665	27,552	29,740	313,512	29,754	30,545	32,431	31,982	30,667	29,629	185,008
All Demand Response Revenue Miles	85,749	85,950	74,182	105,863	98,515	88,733	101,791	1,074,934	104,109	112,298	112,435	113,377	90,135	87,437	619,791
ADA Revenue Hours	2,407	2,174	2,011	2,607	2,561	2,610	2,783	29,180	2,679	2,921	3,132	2,897	2,755	2,627	17,011
All Demand Response Revenue Hours	5,380	5,273	4,686	6,337	6,019	5,723	6,368	69,455	6,357	6,925	7,121	6,939	5,953	5,666	38,961
ADA No Shows	143	130	113	158	144	133	141	1,744	137	137	166	191	166	188	985
All Demand Responses No Shows	272	262	258	338	228	202	322	3,123	338	369	357	411	361	397	2,233
ADA Missed Trips	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Demand Responses Missed Trips	1	0	0	1	0	0	0	7	0	0	0	0	0	0	0
ADA Denials	0	0	0	19	12	16	19	67	37	22	18	43	29	71	220
All Demand Responses Denials	2	0	0	56	48	27	78	236	132	184	90	122	92	121	741
ADA On Time Performance	93%	94%	92%	89%	89%	92%	94%	92%	90%	92%	92%	90%	93%	92%	91%
All Demand Responses OTP	92%	93%	92%	89%	89%	92%	94%	92%	90%	92%	93%	91%	93%	92%	92%
ADA Passenger Complaints	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADA Lifts Determined Inoperable	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
ADA Passenger Incidents/Accidents	0	0	0	0	1	0	1	2	0	0	0	0	0	0	0
ADA Vehicle Accidents	0	0	0	0	0	0	0	1	0	0*	0	0	0	0	0
Excessively Long ADA Trips	4	3	2	3	2	3	9	79	7	7	9	13	5	9	50
Demand Response Call Hold Times	1:59	1:38	1:46	2:14	2:39	2:36	2:27	1:44	2:03	2:13	2:11	2:24	2:23	2:12	2:14

SAFETY REPORT

Summary / Highlights:

During the month of December 2021:

- There were two preventable vehicle accidents
 - Both accidents: Backing while parking in Jaunt lot
- There were zero non-preventable accidents
- There were zero customer related incidents
- There were zero staff related incidents

Jaunt traveled 106,118 revenue miles and had two preventable accidents from December 1, 2021 to December 31, 2021. Jaunt has a goal of less than 1 preventable accident every 100,000 revenue miles driven. Jaunt has had 13 preventable accidents since July 1, 2021 and recorded 653,615 revenue miles travelled. Jaunt is currently trailing the goal. The following corrective actions have been taken to help recover from a few rough months of data.

- A parking lot study has been bid out given the overwhelming amount of backing accidents in our lot
- Extra supervisor presence has been added when shift changes occur to aide in spotting
- Training overhaul is being conducted

Safety Concerns Shared and Investigated

Jaunt is responsive to safety concerns brought forth by staff and members of the community. During the month of December 2021, the Safety Manager had two safety concerns to address.

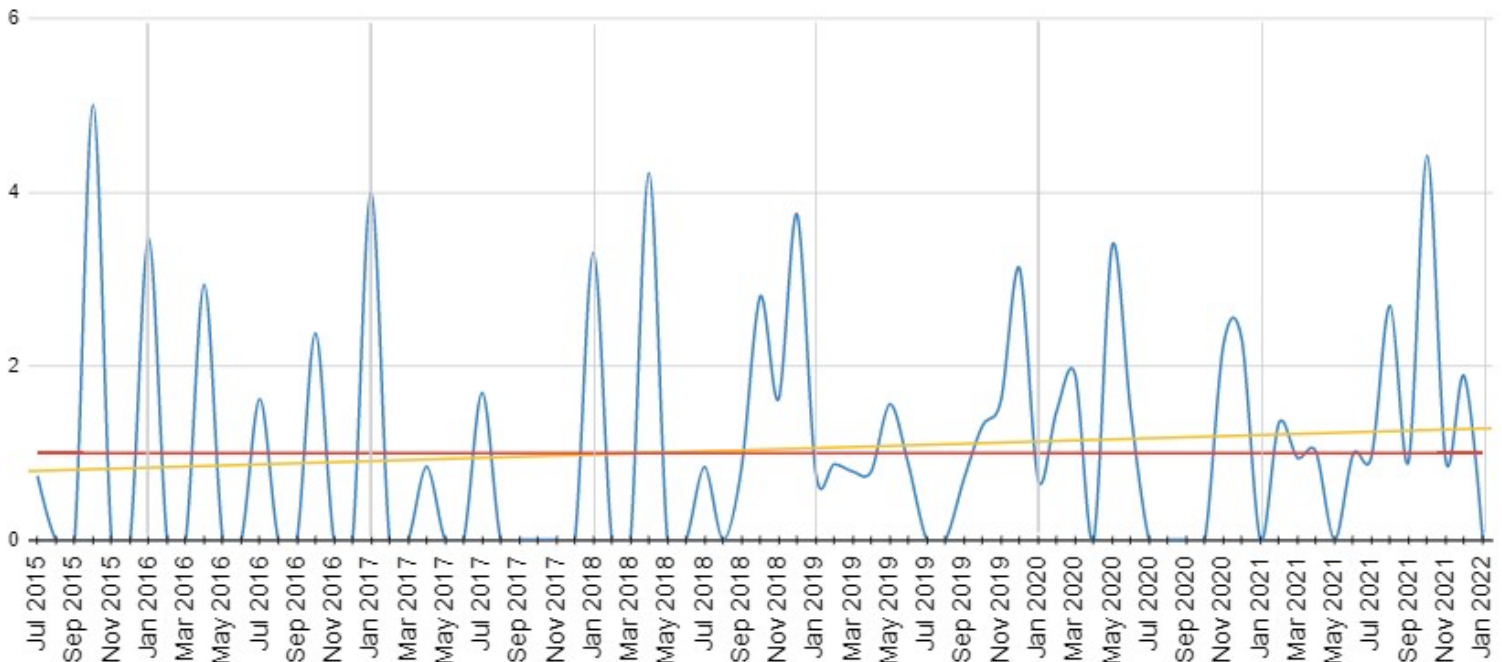
- An address in Charlottesville was reported as unsafe due to an old and worn-down ramp. Jaunt's investigation found this report to be credible. Albemarle Housing Improvement Program is in the process of installing a new ramp. A temporary ramp has been erected in place for the time being.
- A residence in Gordonsville was investigated due to low clearance for Jaunt vehicles. The problem has since been resolved and service was reinstated.

Safety Reporting

Jaunt had zero NTD reportable safety events for the month of December 2021

Jaunt Preventable Accidents

— Preventable Accidents/100,000m — Trendline — Goal



EXECUTIVE REPORT

1. On January 14th from 10:00 AM to 11:30 AM, Ted participated with Diantha McKeel on the live stream Real Talk (Coffee With...) the Traffic experts! which was hosted by Keith Smith and Jerry Miller to discuss affordable housing and public transit.
2. Ted presented the Jaunt budget to the Fluvanna Board of Supervisors on January 19th. Hal Morgan also attended.
3. Ted met City Councilor Juan Wade, former Jaunt board member on January 19th.
4. Ted rode along with one of Jaunt's most senior drivers on January 20th in Louisa County.
5. Staff released an RFP to acquire legal services for Jaunt. We expect to bring a recommendation to the Board in March.
6. We are working the Virginia Department of Rail and Public Transit (DRPT) staff in selecting a consultant for a new Transit Development Plan (TDP).
7. Ted visited with Jen Debruhl of DRPT in Richmond on January 21st.
8. Ted attended the TJPDC Policy Committee meeting on January 26th.
9. Ted attended the Regional Transportation Partnership meeting on January 27th.
10. Jaunt staff had a conference call with the Dallas Area Rapid Transit (DART) paratransit group to determine opportunities to improve Jaunt's scheduling processes.
11. Ted is working with the University Transit System (UTS), CAT, and Albemarle Public Schools to meet with their transportation directors to determine opportunities for mutual cooperation. A meeting is set for February 22nd at Jaunt.
12. Staff is working on preparing a solicitation for banking services.
13. Ted is working with a consultant on developing a tech development roadmap for Jaunt. More details will be provided at a future meeting.
14. Presentation on Surplus Funds.
15. Presentation on Parking Lot Work Flow Study
16. Board Jaunt Talking Points—Draft

OPERATIONS BUDGET SURPLUSES: *Options*

February 9, 2022

1

OVERVIEW: FY2022 Surplus

- Projecting to end FY2022 with just over \$1.7 million surplus

2

OVERVIEW:
FY2022
Surplus

Reasons:

1. Lower demand for operations
2. Driver shortage
3. Special, one-time funding
4. Other

3

OVERVIEW:
FY2022
Surplus

Jurisdiction	YTD 12/31/2021	Projected 6/30/2022
Core Operations		
Albemarle	\$ 758,758	\$ 1,021,250
Buckingham	46,685	35,189
Charlottesville	404,797	695,784
Fluvanna	62,367	83,006
Greene	81,044	-
Louisa	280,740	265,614
Nelson	53,605	49,098
Jurisdiction Totals	\$ 1,687,996	\$ 2,149,942
Other		
RTAP	\$ (7,447)	\$ (15,639)
Accidents	(363)	(2,158)
Agency	(145,070)	(391,584)
Other Totals	\$ (152,880)	\$ (409,381)
Grand Totals	\$ 1,535,116	\$ 1,740,561

4

OVERVIEW: FY2022 Surplus

Jurisdiction	YTD 12/31/2021	Projected 6/30/2022
Core Operations		
Albemarle	\$ 758,758	\$ 1,021,250
Buckingham	46,685	35,189
Charlottesville	404,797	695,784
Fluvanna	62,367	83,006
Greene	81,044	-
Louisa	280,740	265,614
Nelson	53,605	49,098
Jurisdiction Totals	\$ 1,687,996	\$ 2,149,942
Other		
RTAP	\$ (7,447)	\$ (15,639)
Accidents	(363)	(2,158)
Agency	(145,070)	(391,584)
Other Totals	\$ (152,880)	\$ (409,381)
Grand Totals	\$ 1,535,116	\$ 1,740,561

Using CARES funds

RTAP will be zero

Addressing under payment but will need to support

5

OPTIONS

1. Return to jurisdictions
 - Credit for FY2023
 - Cash payment
2. Re-invest
 - Capital investments
 - Corporate development
 - Staff development
 - Pilot new services
 - Other
3. Reserve: "rainy day fund," capital match, working capital
 - Address any penalties related to misapplication of funding
4. Combination of the above

6

OPTION 1: Return to jurisdictions

Option	Advantages	Disadvantages
Credit against FY2023 contract—reduces outlay for the year	<ul style="list-style-type: none"> • Immediate benefit to jurisdictions 	<ul style="list-style-type: none"> • Will create a unusually high increase for FY2024
Write check	<ul style="list-style-type: none"> • Immediate benefit to jurisdictions 	<ul style="list-style-type: none"> • Avoids increase for FY2024 • Jaunt has less reserves

7

OPTION 2: Reinvest – One time / limited duration

Examples/ Options	Advantages	Disadvantages
Capital investments Corp. Development Staff development Pilot new services	<ul style="list-style-type: none"> • Provides longer term benefits to agency and shareholders • Potentially generates new services and delivery methods which might otherwise would be difficult to fund. • Better ensures compliance with regulations 	<ul style="list-style-type: none"> • Initiatives might not yield improvements as hoped. • Initiatives might require on-going support. • Staff turnover might take away newly acquired knowledge
Staff bonuses	<ul style="list-style-type: none"> • Boost morale 	<ul style="list-style-type: none"> • Short term effect

8

OPTION 3:
Reserve –
rainy day
fund, capital
match

Examples/ Options	Advantages	Disadvantages
Rainy Day Fund	<ul style="list-style-type: none"> • Provide Jaunt financial stability 	<ul style="list-style-type: none"> • Diverts from present investment needs
Capital match		
Working capital		

9

OPTIONS:
Discussion

1. Return to jurisdictions
 - Credit for FY2023
 - Cash payment
2. Re-invest
 - Capital investments
 - Corporate development
 - Staff development
 - Pilot new services
 - Other/ Staff Bonuses
3. Reserve: "rainy day fund," capital match, working capital
 - Address any penalties related to misapplication of funding
4. Combination of the above

10

QUESTIONS?



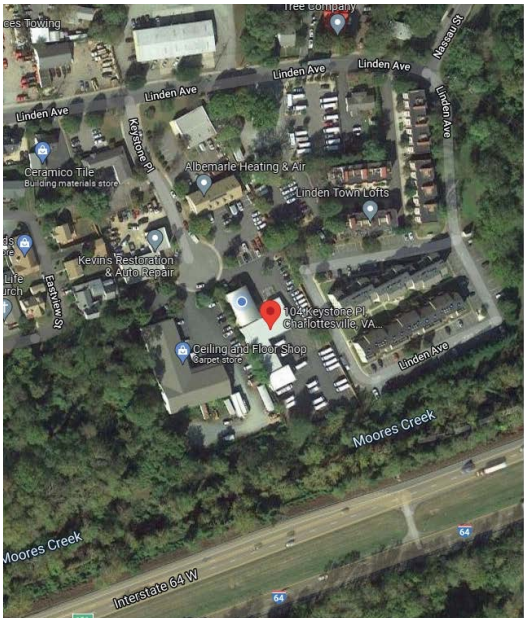
PARKING LOT WORKFLOW STUDY: Information

February 9, 2022



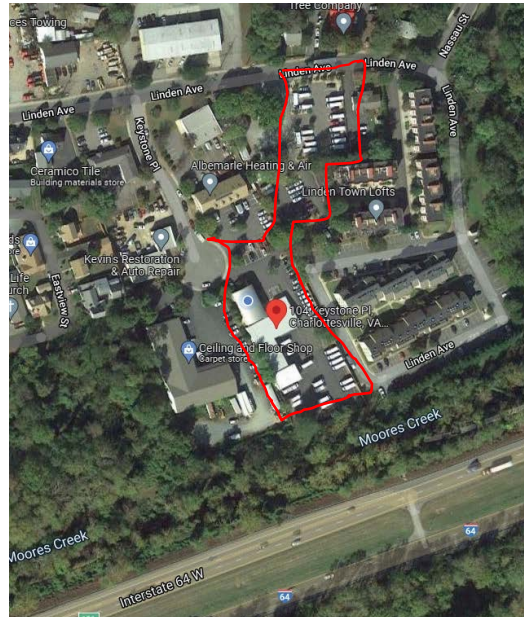
1

Situation



2

Situation



3

Situation



4

Situation



5

Situation



6

Situation



7

Situation



8

Parking Lot Workflow Study: Overview & Schedule

- **Existing Conditions**
 - Existing layout
 - Interview staff
 - Observations
- **Recommendations**
 - Alternatives
- **Schedule:** 3 to 6 months



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)



9

QUESTIONS?



10

WHY JAUNT? WHY PUBLIC TRANSIT?

Mission: Safely delivering caring, attentive, and inclusive service through convenient, innovative, sustainable transit solutions.

Vision: Driving independence, opportunity, and empowerment

We are experienced transit professionals

- Jaunt has been in operation since 1975.
- Our bus operators have 565 years of combined service to Jaunt, and they all receive a minimum of 12 hours of training every year.
- Our customers know us for our convenient and reliable service, and our customer-first attitude.
- We provide demand-response service in a 2,752 square mile region, covering urban and rural terrain.

Jaunt supports independent living/Aging In Place

- We take people to work, school, medical appointments, shopping, senior centers, and social activities.
- The seniors that Jaunt serves are empowered to age in place – they can be less dependent on adult children to care for them, and reduce the burden on government services.
- Seniors and those with physical and developmental disabilities can live their lives with dignity, knowing that Jaunt will be there to take them wherever they need to go, whenever they need to get there.

Jaunt contributes to healthy outcomes

- We make medical care and human service agencies accessible.
- Jaunt empowers our clients to connect to friends, family, and social activities, combating the profound influence that loneliness and social isolation can have on people.
 - When people are spared the expense of automobile maintenance, they have the opportunity to accumulate wealth and health by freeing up their budgets for investments in housing and healthier food options.
- Provides socialization to people who might otherwise be homebound.

Jaunt is an investment with great returns

- Local investments in Jaunt are multiplied by drawing down state and federal contributions. Jaunt returns 3 dollars of service for every 1 dollar in local contribution.
- Transit Investment turns over 7 times in the economy.
- We help the local economy by safeguarding jobs and helping riders keep their money in the bank. We've been fare-free since March 2020.
- Helping community members get around increases revenue for local businesses and enhances property values in rural areas.
- It also expands the available workforce for employers and creates jobs for those seeking employment.
- And it reduces the burden/reliance on government.
- Jaunt is a low-cost alternative to emergency transportation for people who would otherwise be unable to access medical service.

Public transportation is a cornerstone of a healthy community

- The more people who use public transportation, the fewer cars the road. That means improved air quality, reduced carbon emissions, less traffic, and safer roads.
- Connects people to affordable housing and jobs

Jaunt is an investment in equity

- Jaunt supports everyday life without having to rely on a personal vehicle, helping our clients save money on automobile maintenance, insurance, fuel and parking.
- We enable people to support themselves and rely less on others.

How We Serve

THE BROWNS

Cindy and Gerald Brown live on Dogleg Road in Fluvanna. Mr. Brown has late-stage Alzheimer’s. His symptoms include “sundowning” which makes him restless, agitated, irritable, and confused as daylight begins to fade—often just when tired caregivers need a break. Mrs. Brown was experiencing very serious sleep-deprivation and she couldn’t work while she cared for her husband.

When a neighbor reminded Mrs. Brown about Jaunt, it couldn’t have come at a better time. We were able to take Mr. Brown to JABA facilities where he could be looked after during the day, allowing Mrs. Brown the chance to work (earn an income), take care of things around the house, and take care of herself. In one trip, Jaunt provided a critical service to both Mr. and Mrs. Brown.

“When he drove off, it was peace coming over me that I wasn’t going to have to worry about him for the next several hours,” Said Mrs. Brown. “I could go to the grocery store... I could do anything!”



NELSON EMERGENCY CARE PACKETS

In the wake of the January 3, 2022 storm, many of our clients were stranded in their homes without power, hot water, or even food. Amanda Snead, one of our operators who serves Nelson County, was losing sleep worrying about the residents in her community. Resourceful problem-solver that she is, it didn’t take long for her to come up with an idea: emergency care packages delivered to home-bound people in the Jaunt bus.

Amanda worked with the Monticello Area Community Action Agency (MACAA), the Jefferson Area Board for Aging (JABA), and the Blue Ridge Food Bank to identify need and compile the packets. The packages included shelf-stable food, flashlights, fresh water, and information on what to do in an emergency. In all, 18 packages were delivered to people who sorely needed them.

It’s people like Amanda who take our Mission and Vision to heart. Her attentive, caring nature made sure that the most vulnerable in her community were cared for in the aftermath of the storm. She embodies the spirit of Jaunt’s staff with her helpful, can-do attitude.

The Central Virginian

Since 1912

Serving Louisa County and Lake Anna

75¢

How they survived the storm

Stories from a few Louisians on a week that will be long remembered



At left, Joanne Tegreeny (Ozga), clinic manager at Fresenius Kidney Care, with Jaunt drivers James Shelton, Joyce Morris and Mark Shelton. The clinic coordinated with Jaunt and emergency services staff to make sure dialysis patients could get treatment even during the extended power outage after last week's snowstorm. At right, Dylan Schulz, a volunteer with The Point Church, hands a hot lunch to a sheriff's deputy in line at Triangle Plaza Shopping Center on Tuesday. The church organized a free meal to thank electric company, snow removal, public safety and other workers who spent long hours helping people get by after the storm. Submitted photo (at left) and photo by Joseph Haney

We received this note from Joanne Tegreeny (Ozga), clinic manager at Fresenius Kidney Care in the town of Louisa, about how her patients made it through the storm and power outage with a lot of help:

"My name is Joanne and I am the clinic manager for Fresenius Kidney Care, the dialysis clinic here in Louisa.

I wanted to reach out to share some of the heartwarming [stories] and sense of community we have felt in the last few days through this storm.

On Monday [Jan. 3] as the storm hit, we had patients who were stranded here. Jaunt was unable to take some of them home due to the buses getting stuck. The drivers pulled together and aided in organizing and ensuring those Jaunt passengers got home safely. We even had some plow truck drivers who took some patients home, whose family were unable to reach the clinic because they were trapped in other areas from the storm.

Tuesday, we had to close the clinic. We could not safely get staff or patients to the clinic.

We had been running on a generator since Monday morning. Wednesday, we opened on time. Our staff helped each other get into the unit. None of us had power, running water, heat, and we all lacked food.

Still running on a generator at the clinic, we had no internet and were unable to get in contact with a lot of our patients.

The local emergency services were outstanding. They graciously performed wellness checks on any patient we had not heard from. We had some patients who had not had a treatment since Friday. We knew getting these patients to and from treatment was going to be a task, and if we did not get them to treatments, they would end up in the hospital.

On Wednesday, it felt like we had the whole town chipping in to aid in getting these patients to treatment. We had the sheriff bringing patients, EMS, ambulances, SUVs, Jaunt drivers. We organized with them to get some of the patients over to the warming shelter.

Some of these patients have no one else to help them. So, when they made it in on Wednesday, they were so overwhelmed with emotions. Some of these patients thought they were going to die.

Thursday morning, at the dialysis clinic Jaunt had a bus ready to go to pick up whoever we needed to get to and from treatment that day. If the bus wouldn't make it to them, they had SUVs to get to them. If the patients needed help, they sent more than one person to assist.

On Friday, we had the assistance of the Jaunt team again. They not only helped get our patients safely to and from treatment, they helped some of the elderly patients clear

off ramps and pathways that were coated with ice. They transported home dialysis patients that normally do not come in to the center because they did not have the electricity to dialyze at home.

There were so many acts of kindness, and such an overwhelming sense of community that I have seen over the last few days. From people pushing strangers out of a ditch to charging someone's cell phone so that they could let their loved ones know they were ok. Or even opening your home up to others and their families and animals.

We cannot thank the local emergency services and Jaunt enough. Without them, the number of missed treatments and hospitalizations that would have resulted from this storm would have been horrific.

I really just wanted to share what an amazing job these folks did for our clinic and our patients. At Fresenius we like to say that we set the standard. I really feel like Louisa has demonstrated that through this storm."