



AGENDA

Meeting of the Board of Directors

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

PUBLIC ARE ENCOURAGED TO ATTEND REMOTELY USING THE BELOW LINKS

Webinar: <https://us02web.zoom.us/j/85869234258>

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- 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**
 - A. February 9, 2022 Board of Directors Meeting Minutes– Christine Appert, Secretary (pg. 2)
 - B. Equal Employment Opportunity (EEO) Plan–Alex Arce, HR Generalist (pg. 10)
 - C. Frontline Employee pay raise–Market adjustment–Ted Rieck, CEO (pg. 41)
- VI. **Standing Committee Reports**
 - A. Finance Committee--Robin Munson
 - a. Financial report (pg. 43)
 - b. Ted's submitted expenses (pg. 47)
 - c. Reserve Fund Draft Policy Update
 - B. Operations and Safety Reports--Karen Davis (pg. 48)
 - C. Regional Transit Partnership Update--Hal Morgan/Lucas Ames
 - D. Executive Report--Ted Rieck (pg. 51)
- VII. **New Business** – Randy Parker, President
- VIII. **Announcements and Board Member comments**
- IX. **Adjourn to next meeting:** April 13, 2022 at 10AM EST

MINUTES

Meeting of the Board of Directors
February 9 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	
Pamela Blevins, Fluvanna		X	
Willie Gentry, Louisa	X		
Brad Burdette, Nelson		X	
Dian McNaught, Nelson		X	
Non-voting Members			
Kevin Hickman, Buckingham		X	
Garland Williams, CAT		X	
Michael Mucha, DRPT		X	
Christine Jacobs, TJPD		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	
Alex Arce, Human Resources		X	
Ben Nemec, Chief Mechanic		X	
Mariah Powell, Administrative Assistant	X		
Public			
None			

- I. Call to Order—Randy Parker, President
 - A. Randy calls to order at 10:01 AM.
- II. Roll Call—Christine Appert, Secretary | Mariah Powell, Board Assistant
 - A. Christine calls roll and Mariah confirms a quorum is made.
- III. Introductions—Randy Parker, President
 - A. None.
- IV. Public Comments—Randy Parker, President
 - A. None.
- V. Action Items
 - i. January 12, 2022 Board of Directors Meeting Minutes Adoption—Randy Parker, President
 - No additions or corrections needed.

Motion by Jacob, seconded by Willie. Passed unanimously, with no abstentions.
 - ii. Equal Employment Opportunity Plan—Alex Arce, Human Resources
 - Alex noted that the reason why the EEO policy was not presented in June 2021 at the typical 3-year mark, was because a DRPT consultant assisted on the revision and had only recently gotten back in touch with Jaunt to proceed. The updated EEO policy was introduced as one with a purpose of having a workforce that reflects the community it serves. Per the policy statement: *"No person is unlawfully excluded from employment...based on race, color, religion...sexual orientation, age..."* Alex then highlighted important components in the EEO program:
 - a. A utilization analysis conducted using an EEO census based on the counties Jaunt provides service to which is subsequently compared to Jaunt's current employee population.
 - b. The policy's goals, to be fulfilled by 2024, that resulted from the utilization analysis –
 1. Augmenting the Job Group 2 workforce by 2 Hispanic/Latino males and 6 Hispanic/Latino females.
 2. Augmenting the Job Group 6 workforce by 3

Hispanic/Latino males and 10 Hispanic/Latino females.

3. Augmenting the Job Group 8 workforce by 3 American Indian/Alaska Native males, 19 Hispanic/Latino males, 1 American Indian/Alaska Native female, and 19 Hispanic/Latino females.

- Erik was appreciative of the in-depth data. He had several commentaries he felt more appropriate to bring forth within a smaller group setting, thus recommending tabling the adoption until March 9, 2022. Mike Mucha was asked for his input on this recommendation – he informed board members and staff that since the current plan was adopted in 2018, and lasts 4 years, tabling adoption of the updated one was fine. Upon receiving no objections from the board, Randy agreed to table the EEO plan until March 9, 2022. Erik will work with Ted and Karen to schedule said discussion; Randy welcomed anyone else who was also interested in joining to notify Ted or Karen.

iii. Reformation of Finance Committee— Ted Rieck, CEO

- Ted complimented Robin, Karen, and Stephen on their involvement in improving Jaunt's service and financial record keeping.
- Reformatting the finance committee will provide closer board oversight of Jaunt finances. Ted proposed the committee have a 2-board member limit (previous was 3), meet monthly with senior staff, and appoint Ray East and Jacob Sumner. Ray East thought a committee would save future board meeting time, as their recommendations would be in presentation form. Jacob voiced his support to happily serve on it.
- Ray Heron was concerned about finance committee meetings appearing dishonest to the public. Erik, concurring with Ray Heron, thought the public could misconstrue "*premature public discussion could be counterproductive*" (Meeting of the Board of Directors February 9, 2022, pg. 38). Randy thought putting public meeting requirements – such as minute taking – on the committee would be cumbersome and atypical. He acknowledged that he was aware of the possibility of negative perceptions, but assured board members the committee's duty is to report to the board, and no actions would be taken during their meetings. Ray Heron thought minutes should be taken during finance committee meetings to demonstrate transparency. Ted also reassured board members that the goal of the finance committee is to create a more efficient process to consider financial issues, and in addition to the CFO's report the committee would be another channel of communication to the board. Lucas

Ames thought the committee could help supplement monthly board financial reporting with its overview/notes and is worth trying.

Motion by Erik, seconded by Hal. Passed unanimously, with no abstentions.

VI. Standing Committee Reports

A. Finance Report—Ray East, Treasurer | Robin Munson, CFO

i. Financial Reporting

- Robin summarized the December finance report:
 - a. Expenses in total continue to be lower than income.
 - b. Contract (agency) revenue income is approximately 7% underbudget.
 - c. Federal grants are significantly underbudget (due to federal income being reimbursement based).
 - d. Spending has slightly risen in January (due to technological capital awards) which will be reflected in next month's (March 9, 2022) agenda.
 - e. Vehicle orders will be placed in March 2022 for 20 buses. Anticipated to be received in a year.
- Erik asked about a budget for training and a budget for safety. Robin let him know training is under staff development in fringe benefits. Karen and Kyle said although there is no safety specific budget, safety is factored in as is drug and alcohol testing
 - f. Commonwealth Transportation board has approved additional FY22 funding; \$684,000.00 granted to Jaunt - available in April 2022.
 - g. Local government income on target.
 - h. Salaries and fringe are under budget (due to driver shortage, unfulfilled positions, and eliminated positions).
 - i. Travel and meetings are limited due to COVID.
 - j. Facilities, supplies, and materials are under budget.
 - k. Marketing expense is over budget (due to Jaunt's website getting redesigned); complexity of services increased complexity of website, therefore causing additional charges.
 - l. Insurance and bonding on target.
 - m. Professional services are over budget (due to yearly audit).
 - n. Capital is 0.
 - o. Agency net loss is \$145,000.

ii. CEO's Submitted Expenses

- This is a new feature in the Jaunt board packet that will be reported on every month. It is for any expenses submitted by Ted. Activities seen will be incurred via Ted's Jaunt issued credit card or from a Jaunt reimbursement check. All travel by CEO and senior staff will require pre-approval from the board president.
- After speaking with Jacob, Ted has decided to include a balance sheet in the finance report and modify the budget presentation to include annualized budget totals.
- Randy would like future statement cash flow reports altered to read "month ending".
- Willie would like more Jaunt public relations outreach in Louisa.
- Ray East would like a fiscal year bar graph to monitor budget spending for simplification purposes. Robin and Ted will investigate this.

B. Operations and Safety Reports—Karen Davis, Deputy CEO | Kyle Trissel, Safety Manager

- Karen opened the operations and safety report by giving the board a review of the productivities that resulted from the first operations and safety meeting:
 - a. Staff assembled a first draft of the glossary of Jaunt terminology that was requested in last month's (January 12, 2022) meeting.
 - b. ADA compliance report is underway.
 - c. A COVID recovery timeline, which showed a gradual increase in public and agency ridership aside from the usual seasonal decrease in January and February.
 - e. Inclusion of an accident trendline in the board agenda that was requested in last month's (January 12, 2022) meeting. Kyle addressed the accident spike in October. The board was also informed that the parking lot study had been bid out.
- Erik thanked Kyle and Karen for the safety meeting. He asked for additional information on the month of December 2021; he thought the decrease in transportation metrics (passenger trips, revenue miles, revenue hours) were incongruous to the increased amount of ADA no shows, denials, and extended trip lengths. Karen explained that inclement weather was a factor in trips declining, ADA denials were a result of driver shortages, and ADA no shows were a combination of diligent data tracking and short notice cancellations. Christine Appert speculated holidays and last-minute trip requests

from clients were key influences in Jaunt denials and decreased trips. Karen predicted ADA denials should go dramatically down in February, as resources are being reallocated to ADA trips with the intention of bringing the denial number to 0. Stephen added that during his investigation of December he discovered holiday and vacation rates for drivers were higher – at 17% of payroll hours – during that month. He concluded December to truly be an anomaly after comparing it to preceding and succeeding months' data. Erik said he understood these challenges, but emphasized the importance of meeting contractual requirements to keep CAT in accordance of ADA regulations. Ted assured board members of Jaunt's dedication to diminish denials to 0. Ray Heron asked what a reasonable number of denials per the legislation numerically looks like. Erik said the legislation requirements were recommendation based, whilst acknowledging the reasonability of the ADA denials, given the driver shortage and current pandemic. Randy, in respect for the rest of presentations, assigned Karen as a contact point for further questions.

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

- Hal reported an RTP meeting was held on January 27. A resolution was made to support a grant for reasonable transit governance study. This will start in FY23.
- Christine Jacobs reported consultants will be presenting their Albemarle Transit Expansion study in the next February meeting. It will contain their final recommendations and their final report.

D. Executive Report— Ted Rieck, CEO

- A meeting is in place for February 22, 2022 with the directors of CAT, UTS, and Albemarle Public Schools. Ted and the directors will strategize means of joint collaborations. Ted recognized Garland for being a valuable resource during scheduling this.
- i. Use of Surplus Funds Presentation
- The presentation detailed distribution ideas regarding Jaunt's budget surplus. Jaunt is projecting to end FY22 with a \$1.7 million surplus. The surplus resulted mainly from a lower demand for operations, driver shortage, and COVID funding that has allowed Jaunt to avoid spending local monies. Ted broke the surplus down by service provided to jurisdictions and noted deficits. A possibility of federal funding being available for agency travel is being analyzed. Options to dispense surplus included:
 - a. Returning to jurisdictions (in a cash payment, or credit for FY23)
 - b. Reinvesting (capital investments, corporate or staff development, to pilot new service(s))
 - c. Rainy day fund (a reserve for future financial problems)

d. A combination of above.

- Ray Heron apprised staff that in the past Jaunt had offered surplus monies back to localities and had been turned down. Jacob Sumner liked the idea of using a combination to set up a reserve fund and create finance and reserve policies to dictate how funds can be used. Willie Gentry liked the idea of using a combination to set up a reserve fund and investing in Jaunt projects, such as an express route between the town of Louisa and Zion's Crossroads.
- Garland inquired if Jaunt's employee bonus amounts matched the cities'. Ted/Robin will look into this and will get amount to him.
- Randy wants the amount in Jaunt's fund balance account, including amounts from previous years, addressed. Jacob thought having a fund balance policy would provide clarity, with plans to bring to attention in the next Jaunt finance committee meeting. Ted suggested coming back to the board next month (March 9, 2022) with ideas for feasible projects and an amount to be placed in a reserve fund. When asked by Ted on their opinion regarding offering the surplus back to jurisdictions, Randy thought the surplus should be offered back with a meaningful alternative, Willie thought timing was not ideal at the moment. Randy asked Ray East and Jacob to explore aforementioned meaningful alternative option. Bill Wuensch, Garland, Hal, and Erik would like the bonus option kept in mind particularly for drivers. Hal would also like Jaunt to provide a balance sheet to understand pieces (such as accounts receivable) of Jaunt funds. Karen will bring her wage increase proposal for staff to the board for consideration next month (March 9, 2022).

ii. Parking Lot Workflow Study

- Ted's parking lot presentation consisted of an aerial of Jaunt's facility – circling its shape, photographs of the narrow lots within it which attested to the several parking lot accidents. In order to make the workflow pattern more efficient, Ted plans to engage an architect/engineer consultant that specializes in transportation facilities to give observations and repave the parking lot. Erik suggested surplus funds go towards purchasing additional land. As a short-term solution, Lucas suggested sharing parking space in localities. Garland thought having a parking lot study done is a good precautionary measure, before looking into purchasing land.

iii. Board Talking Points

- Jody's presentation consisted of listing the positive impacts Jaunt delivers to the community, a testimonial from a client's spouse, a spotlight on operator Amanda Snead for compiling emergency care packages for Nelson residents after the January blizzard, and a recognition piece in *The Central Virginian* for James Shelton, Joyce Morris, and Mark Shelton for providing extraordinary service to

Louisa dialysis patients after the January blizzard. Willie and Erik will share these pieces in their respective local meetings.

VII. New Business—Randy Parker, President

- Erik would like bylaws for the board; Lucas emailed him the most up to date bylaws during the meeting, as Randy was still waiting on bylaw revisions from the attorney.

VIII. Announcements and Board Member Comments

- Hal asked Jody to review banquet plans with the board. After Jody reviewed Dian asked about the feasibility of board members attending via Zoom. Jody said she will look into virtual participation with IT Manager, Matt Anderson.

Ray East moved and Dian seconded. The meeting was adjourned at 11:59 AM.

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

Action: Approval of Equal Employment Policy

Summary

This item seeks board approval and adoption of Jaunt's Equal Employment Policy, attached. This is an item tabled at the February meeting.

Background

Jaunt's Equal Employment Policy is updated every four 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.

At the February meeting, this item was tabled at the request of Director Erik Larson who said he had concerns about the document. Following the meeting, Director Larson transmitted to staff written comments which were primarily editorial in nature. Staff reviewed the comments and responded to them and sent to Director Larson. Some of the comments were incorporated into the revised document while others were noted but unable to be fitted into the document at this time. Comments that could be included in the revised document were made while others were noted for possible future consideration.



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 alexar@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

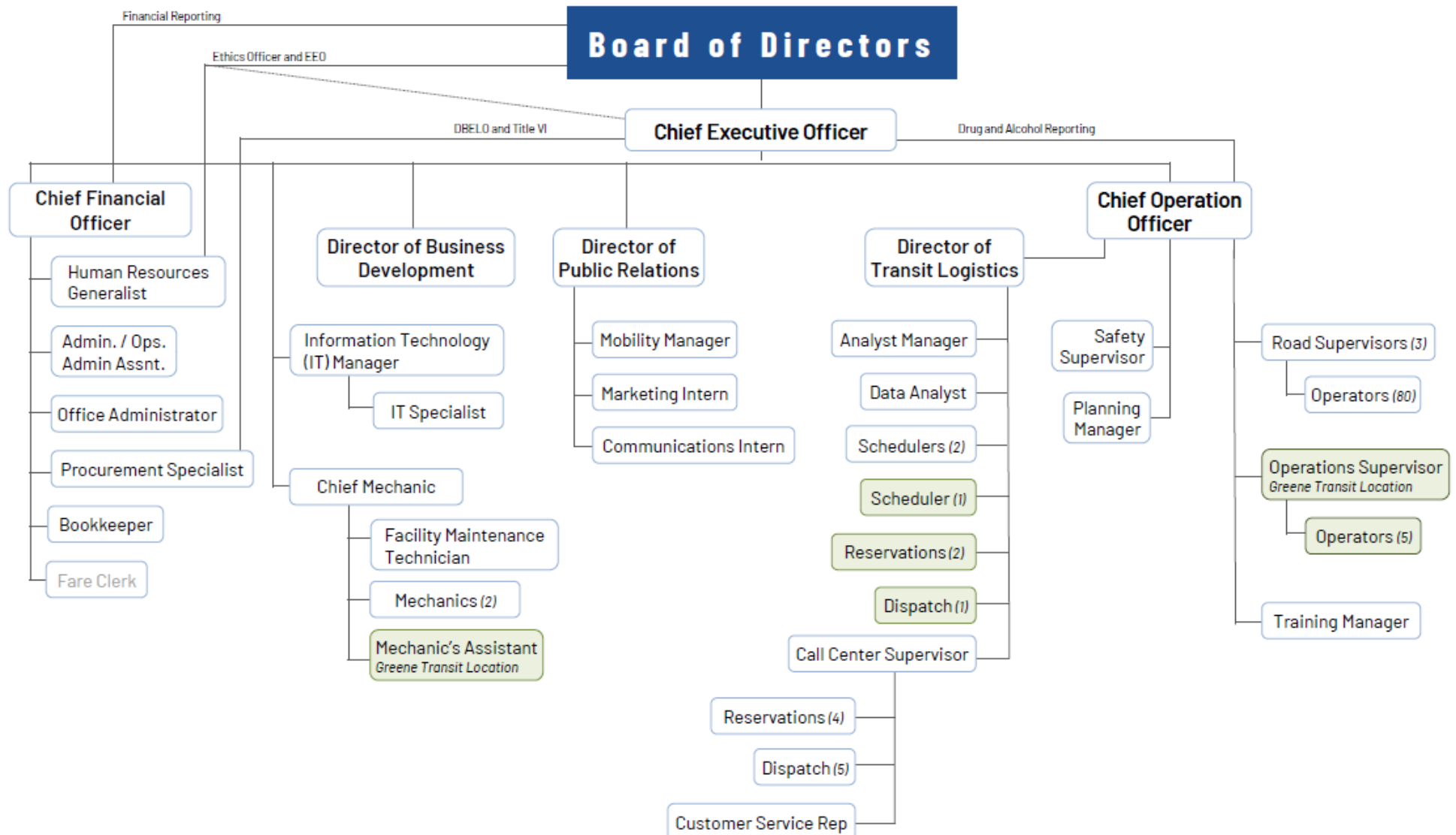
- Mechanics

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

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

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: Approval of Frontline Employee Pay Market Adjustment

Summary

This seeks approval for market adjusted pay raises for frontline employees including bus operators, reservationists, dispatchers, road supervisors, and mechanics. The purpose is to keep Jaunt wages competitive with the local market for similar employees.

Background

Jaunt, as others, feels the impact of a shortage of bus operators and other staff. Jaunt has been operating at reduced service for over a year and, consequently, sees denials of trips for some of its services. The shortage of bus operator personnel also impacts local providers such as Charlottesville Area Transit (CAT), Albemarle County Public Schools (ACPS), and the University Transit Service (UTS). All have or will increase wages for their operators. To stay competitive (or risk losing personnel), staff is proposing an aggressive increase in Jaunt bus operators. In addition, staff proposes proportionate increases for frontline support personnel including reservationists, dispatchers, mechanics, and road supervisors.

In addition to raising pay for bus operators, staff is seeking to create a progressive wage scale that recognizes longevity at Jaunt as well as creating a "non-CDL" track to attract applicants without that licensing. We hope that this will enlarge the potential labor pool for Jaunt.

In 2021, staff conducted a broad wage survey that included all staff as well as bus operators. The table below summarizes and compares Jaunt's current rates, the market survey, and our proposed change. Bus operators will realize an average of \$3.37 increase in hourly wages before taxes. Currently all Jaunt bus operators have CDLs.

Table 1: Jaunt Current and Proposed Bus Operator Pay Scale

Experience (years)	Jaunt Current		Market		Jaunt Proposed	
	Low	High	50%	90%	Non-CDL	CDL
1	\$ 16.00	\$ 17.00	\$ 17.33	\$ 19.96	\$ 18.00	\$ 19.00
3	\$ 16.00	\$ 17.00	\$ 18.89	\$ 21.67	\$ 19.00	\$ 20.00
6	\$ 17.00	\$ 18.00	\$ 20.89	\$ 24.00	\$ 20.00	\$ 21.00
9	\$ 17.00	\$ 20.00	\$ 22.56	\$ 26.00	\$ 20.00	\$ 21.00
12	\$ 19.00	\$ 25.00	\$ 24.11	\$ 27.87	\$ 20.00	\$ 21.00
			grandfathered >>>>		\$ 23.00	\$ 28.00
			Low	High		
Area Providers (July 1, 2022)			\$ 17.64	\$ 19.00		

Source: Market Survey, July 1, 2021, Economic Research Institute

The new pay scale for bus operators is shown in table 2.



Table 2: Proposed Bus Operator Pay Scale

Jaunt Tenure	Rate per Hour	
	non CDL	CDL
Less than 1 year	\$18.00	\$19.00
1 to 2 years	\$18.50	\$19.50
2 to 3 years	\$19.00	\$20.00
3 to 4 years	\$19.50	\$20.50
4 to 5 years	\$20.00	\$21.00

Maintain top rate after 5 years

All subject to annual pay raises as budgeted

In addition to providing market adjustments for bus operators, we also need adjustments for other frontline staff directly supporting street operations. These positions include reservationists, dispatchers, road supervisors, and mechanics. The details on how the adjustments would be determined later as that analysis is underway. The wage survey performed for the bus operators indicates varied adjustments. More details will be provided at the board meeting.

The estimated cost of these raises is shown in table 3.

Table 3: Financial Impact of Pay Market Adjustment

Position	Annual
Bus Operators	\$ 670,000
Reservationists/Disp/Supers	160,000
Mechanics	15,000
Contingency	15,000
Total	\$ 860,000
Less FY2023 raise cost	201,305
Net FY2023 Impact	\$ 658,695
FY2022 impact (3 months)	\$ 215,000

Both FY2022 and FY2023 (totaling about \$874,000 over both years) raises will be funded from Jaunt's budgetary surpluses. FY2023 raises budgeted for the affected positions would also help finance an earlier increase.

If approved, the market adjustments would be implemented April 1, 2022 with the first paycheck issued the week of April 18th. Adjustments for mechanics may occur later as we are looking at creating a skills classification system where pay rates are tied to mechanical ability. That system is in development and may not be ready by April 1.

Jaunt, Inc. FY2022 Monthly Financial Summary

	January 2022									
Sources of Financial Resources	Total Budgeted	Total Actual	Budget Variance	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	\$ 10,312	\$ (20,771)	\$ -	\$ -	\$ -	\$ 10,312	\$ -	\$ -	
Governmental Revenue:										
Federal Grants	\$ 702,806	\$ 420,145	\$ (282,661)	\$ 111,252	\$ 258,469	\$ 12,715			\$ 37,709	
Virginia DRPT	\$ 129,428	\$ 99,828	\$ (29,600)	\$ 29,722	\$ 69,053	\$ 1,053			\$ -	
Local Government	\$ 380,990	\$ 380,990	\$ 0	\$ 114,643	\$ 266,347	\$ -			\$ -	
In Lieu of Local	\$ -	\$ -	\$ -	\$ -	\$ -					
Other Revenue	\$ -	\$ 14,814	\$ 14,814				\$ 432	\$ 14,382		
Total Revenue	\$ 1,244,308	\$ 926,089	\$ (318,219)	\$ 255,618	\$ 593,868	\$ 13,768	\$ 10,744	\$ 14,382	\$ 37,709	

Uses of Financial Resources	Total Budgeted	Total Actual	Budget Variance	Admin (011)	Operations (012, 050)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)	
Salaries & Wages	\$ 524,982	\$ 399,797	\$ (125,185)	\$ 87,803	\$ 307,200	\$ 4,795	\$ -	\$ -	\$ -	
Fringe Benefits/Staff Development	\$ 208,484	\$ 155,546	\$ (52,938)	\$ 32,043	\$ 121,714	\$ 1,789	\$ -	\$ -	\$ -	
Travel/Business Meals/Meetings	\$ 1,750	\$ 110	\$ (1,640)	\$ 19	\$ -	\$ -	\$ 91	\$ -	\$ -	
Facility/Equipment Maintenance/Utilities	\$ 17,146	\$ 18,260	\$ 1,113	\$ 12,767	\$ 5,492	\$ -	\$ -	\$ -	\$ -	
Supplies & Materials	\$ 67,852	\$ 46,477	\$ (21,375)	\$ 10,875	\$ 34,821	\$ -	\$ 781	\$ -	\$ -	
Marketing & Advertising	\$ 5,583	\$ 13,872	\$ 8,288	\$ 13,856	\$ 16	\$ -	\$ -	\$ -	\$ -	
Insurance & Bonding	\$ 31,690	\$ 30,871	\$ (819)	\$ 26,912	\$ 3,960	\$ -	\$ -	\$ -	\$ -	
Professional Services	\$ 23,004	\$ 27,568	\$ 4,564	\$ 19,761	\$ 6,672	\$ -	\$ 1,135	\$ -	\$ -	
Miscellaneous	\$ 3,042	\$ 3,242	\$ 200	\$ 3,077	\$ -	\$ -	\$ 165	\$ -	\$ -	
Equipment (Capital)	\$ 305,032	\$ 37,709	\$ (267,323)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,709	
Total Expenditure	\$ 1,188,565	\$ 733,450	\$ (455,115)	\$ 193,817	\$ 450,289	\$ 6,584	\$ 45,051	\$ -	\$ 37,709	

Net change in fund balance	\$ 55,743	\$ 192,639	\$ 136,896	\$ 61,800	\$ 143,579	\$ 7,184	\$ (34,307)	\$ 14,382	\$ 0	
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Jaunt, Inc. FY2022 Monthly Financial Summary

	January 2022 Year To Date						
Sources of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Realized		Comments
Fee Revenue:							
Farebox Fee	\$ -	\$ -	\$ -	\$ -	100%		
Contract Revenue	\$ 217,583	\$ 182,804	\$ (34,780)	\$ 373,000	49%		Ridership lower than expected
Governmental Revenue:							
Federal Grants	\$ 4,919,644	\$ 3,103,997	\$ (1,815,647)	\$ 8,433,676	37%		Reimbursable: expenses lower
Virginia DRPT	\$ 905,998	\$ 847,158	\$ (58,840)	\$ 1,553,140	55%		No capital expenses - reimbursable
Local Government	\$ 2,666,928	\$ 2,666,928	\$ 0	\$ 4,571,877	58%		
In Lieu of Local	\$ -	\$ -	\$ -	\$ -	100%		
Other Revenue	\$ -	\$ 65,773	\$ 65,773	\$ -	200%		Insurance refund; accident proceeds
Total Revenue	\$ 8,710,154	\$ 6,866,660	\$ (1,843,494)	\$ 14,931,693	46%		
Uses of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Used		Comments
Salaries & Wages	\$ 3,674,877	\$ 2,843,547	\$ (831,330)	\$ 6,299,789	45%		Not at full staffing level
Fringe Benefits/Staff Development	\$ 1,459,385	\$ 1,044,396	\$ (414,989)	\$ 2,501,802	42%		Not at full staffing level
Travel/Business Meals/Meetings	\$ 12,250	\$ 3,242	\$ (9,008)	\$ 21,000	15%		Limited due to COVID-19 pandemic
Facility/Equipment Maintenance/Utilities	\$ 120,024	\$ 106,969	\$ (13,055)	\$ 205,756	52%		Lower COVID exp than expected
Supplies & Materials	\$ 474,963	\$ 423,501	\$ (51,462)	\$ 814,222	52%		Lower COVID exp than expected
Marketing & Advertising	\$ 39,083	\$ 67,592	\$ 28,508	\$ 67,000	101%		Website, commercials
Insurance & Bonding	\$ 221,828	\$ 216,091	\$ (5,737)	\$ 380,276	57%		
Professional Services	\$ 161,029	\$ 339,002	\$ 177,973	\$ 276,050	123%		2 Studies, Exec Recruit, Bus Wraps
Miscellaneous	\$ 21,292	\$ 13,369	\$ (7,923)	\$ 36,500	37%		lower DOT, memb dues, help wanted
Equipment (Capital)	\$ 2,135,223	\$ 37,709	\$ (2,097,514)	\$ 3,660,382	1%		Delay on availability, no rev vehicles
Total Expenditure	\$ 8,319,954	\$ 5,095,417	\$ (3,224,536)	\$ 14,262,778	36%		
Net change in fund balance	\$ 390,200	\$ 1,771,243	\$ 1,381,043	\$ 668,915			

JAUNT, Inc.
Balance Sheet
Detailed

1 of 1
3/2/2022
5:39 PM

	<u>1/31/2022</u>	<u>1/31/2021</u>
Assets		
Cash and Cash Equivalents	\$3,485,713.94	\$1,239,828.76
Receivables, Net of Allowances	42,853.68	50,166.59
Due From Other Governmental Units	3,847,834.71	3,594,926.79
Prepaid Items	152,193.65	179,761.14
Capital Assets	7,237,496.74	7,798,552.62
Total Assets	<u>14,766,092.72</u>	<u>12,863,235.90</u>
Accounts Payable	85,719.79	(108,153.61)
Accrued Payroll & Related Liabilities	382,788.19	383,138.80
Deferred Revenue	355,921.12	-
Total Liabilities	<u>824,429.10</u>	<u>274,985.19</u>
Fund Balance/Net Position		
JAUNT Inc. Stock	16.00	16.00
Fund Balance:		
Nonspendable:		
Prepaid Items	152,193.65	179,761.14
Committed:		
Board Designation	531,000.00	531,000.00
Assigned:		
Board Designation	450,600.00	450,600.00
Unassigned	5,727,359.48	3,804,428.80
Total Fund Balance	<u>6,861,153.13</u>	<u>4,965,789.94</u>
Total Equity	<u>6,861,169.13</u>	<u>4,965,805.94</u>
Total Liabilities and Equity	<u>7,685,598.23</u>	<u>5,240,791.13</u>
Net Position:		
Investment in Capital Assets	7,237,496.74	7,798,552.62
Unrestricted	6,704,134.88	4,789,666.09
Total Net Position	<u>13,941,631.62</u>	<u>12,588,218.71</u>
Total Net Position and Equity	<u>13,941,631.62</u>	<u>12,588,218.71</u>
Total Liabilities and Net Position	<u>14,766,092.72</u>	<u>12,863,235.90</u>

Jaunt, Inc.

Statement of Cash Flows for month ended January 31, 2022

Cash flows from Operations for January 2022

Local Match	\$ 566,783
DRPT/CAT	98,798
Agency	40,009
Other	23,019
Payroll	(417,203)
Capital Payments	(21,227)
Other Payments	<u>(315,969)</u>
Total cash flows from Operations	(25,790)

Cash flows from Investing for January 2022

Interest	<u>54</u>
Total cash flows from Investing	54

Net change in cash (25,736)

Beginning cash balance 1/1/2022 3,500,403

Ending cash balance 1/31/2022 \$ 3,474,667

Days of cash on hand 134.77

Months of cash on hand 4.49

Ted Rieck Monthly Expenses
Paid between 1/1/22 - 1/31/22

Direct Reimbursement

Date	Check #	Amount	Purpose
1/20/2022	51978	3.34	Meeting Diantha McKeel
		6.40	Meeting Ray East
		9.74	Total Reimbursement

Credit Card
Charges

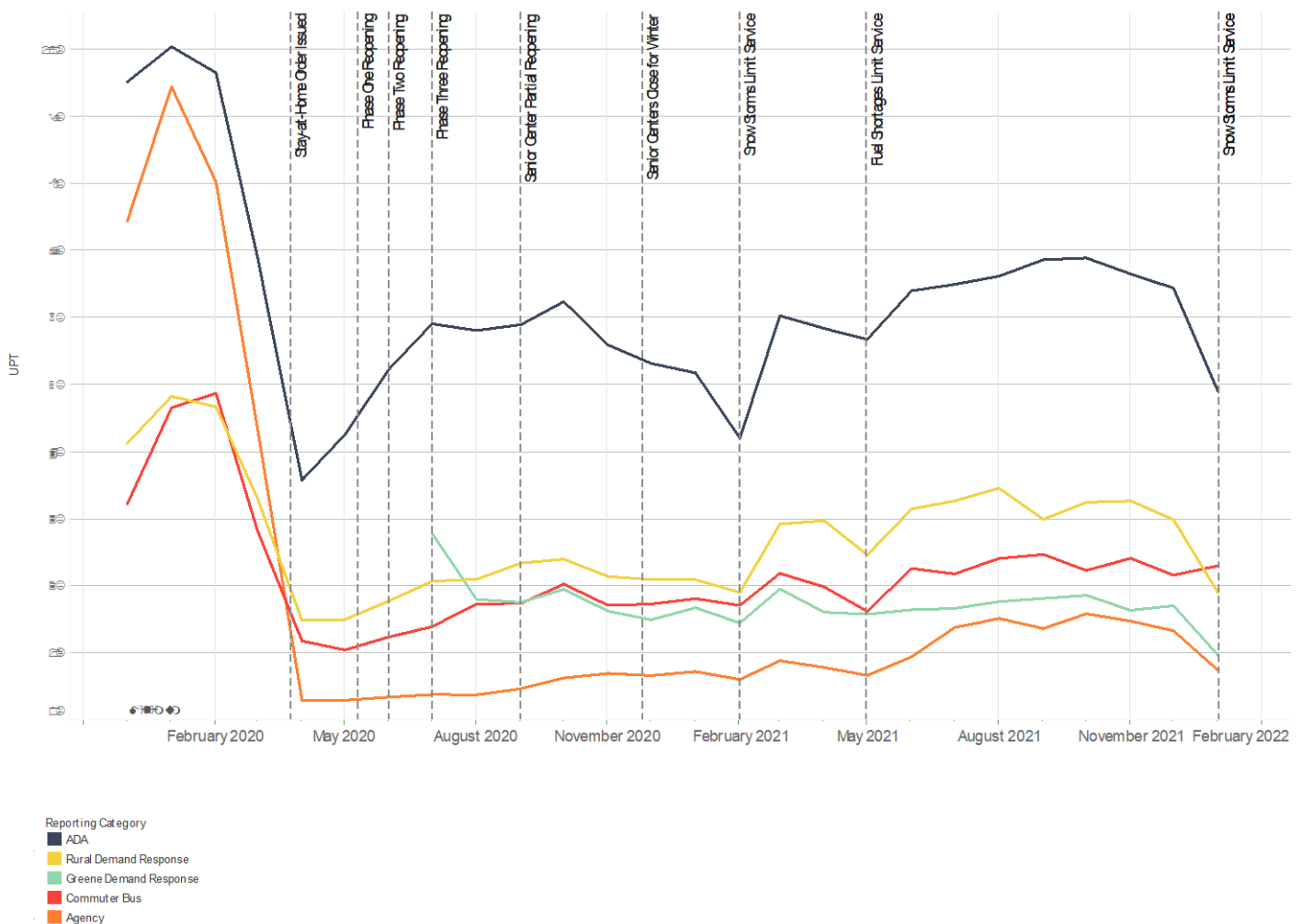
Date	Check #	Amount	Purpose
None			

OPERATIONS 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%. Jaunt staff had anticipated an increase in January ridership after the holiday slump. Unfortunately, because of inclement weather, Jaunt had to operate reduced service for approximately seven days in the month of January, which cut significantly into our monthly total ridership. 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							
	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	Jan-22	FY22 YTD
ADA Unlinked Passenger Trips	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	4,904	44,883
All Demand Response UPT	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	8,522	96,511
ADA Revenue Miles	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	24,319	209,327
All Demand Response Revenue Miles	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	62,284	682,075
ADA Revenue Hours	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	2,287	19,298
All Demand Response Revenue Hours	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	4,390	43,351
ADA No Shows	130	113	158	144	133	141	1,744	137	137	166	191	166	188	152	1,137
All Demand Responses No Shows	262	258	338	228	202	322	3,123	338	369	357	411	361	397	314	2,547
ADA Missed Trips	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Demand Responses Missed Trips	0	0	1	0	0	0	7	0	0	0	0	0	0	0	0
ADA Denials	0	0	19	12	16	19	67	37	22	18	43	29	71	26	246
All Demand Responses Denials	0	0	56	48	27	78	236	132	184	90	122	92	121	67	808
ADA On Time Performance	94%	92%	89%	89%	92%	94%	92%	90%	92%	92%	90%	93%	92%	94%	92%
All Demand Responses OTP	93%	92%	89%	89%	92%	94%	92%	90%	92%	93%	91%	93%	92%	95%	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	1	0	0	0	1
ADA Passenger Incidents/Accidents	0	0	0	1	0	1	2	0	0	0	0	0	0	0	0
ADA Vehicle Accidents	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Excessively Long ADA Trips	3	2	3	2	3	9	79	7	7	9	13	5	9	6	56
Demand Response Call Hold Times	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	2:40	2:18

SAFETY REPORT

Summary / Highlights:

During the month of January 2022:

- There were 0 preventable vehicle accidents
- There were 5 non-preventable accidents
 - All 5 accidents were weather related and considered very minor.
- There were 0 customer related incidents
- There were 0 staff related incidents

Jaunt traveled 78,429 revenue miles and had 0 preventable accidents from 1/1/22 to 1/31/22. Jaunt has a goal of less than 1 preventable accident every 100,000 revenue miles driven. Jaunt has had 13 preventable accidents since 7/1/21 and recorded 732,044 revenue miles travelled. Jaunt is currently trailing the goal.

Safety Concerns Shared and Investigated:

Jaunt is responsive to safety concerns brought forth by staff and members of the community. During the month of January

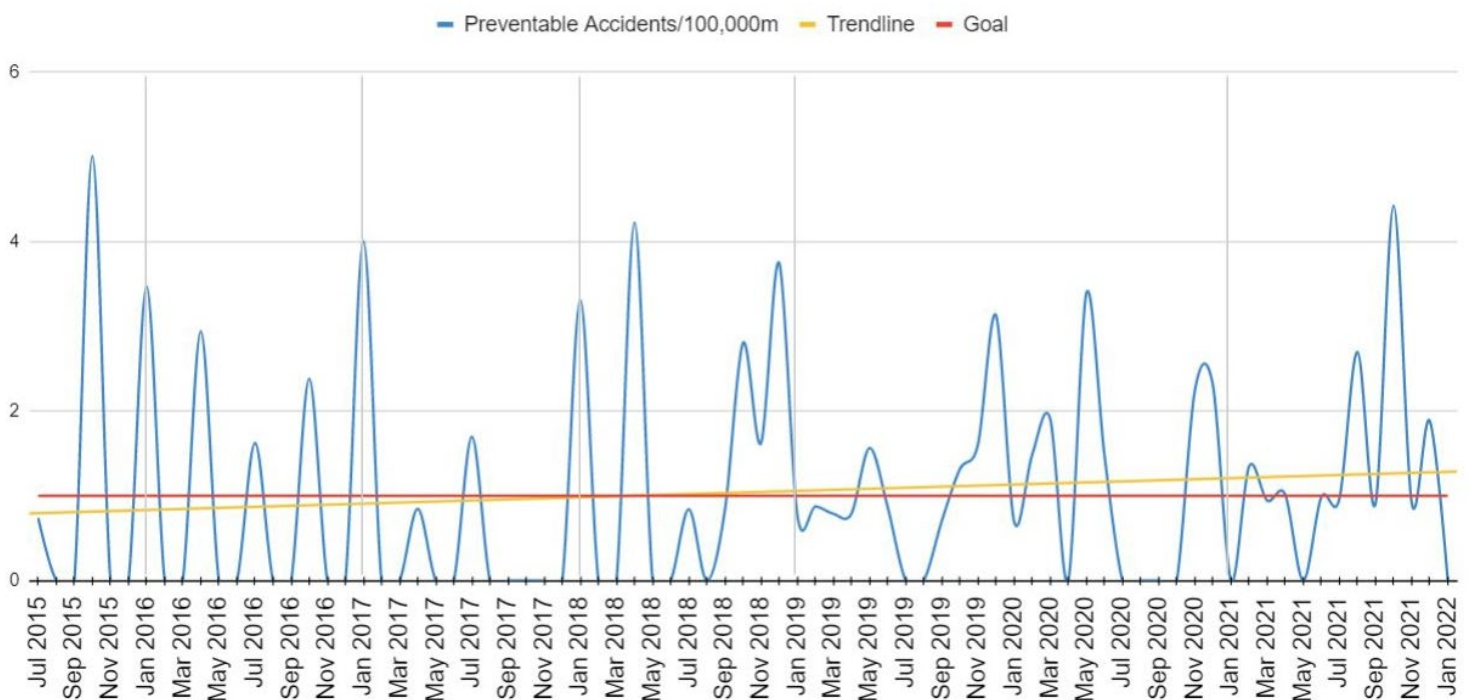
2022, the Safety Manager had 3 safety concerns to address.

- 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. AHIP completed this project during this month.
- A residence in Esmont was investigated due to low clearance. Since our investigation, trees and brushes have been trimmed back to allow buses to travel without disruption.
- A residence in Albemarle County was investigated for safe travel during inclement weather. An alternative pickup solution was proposed for inclement weather scenarios.

Safety Reporting:

Jaunt had 0 NTD reportable safety events for the month of January 2022.

Jaunt Preventable Accidents



Executive Director Report

1. Staff held awards ceremonies for bus operators and other staff on February 15, 16, and 17 in recognition of longevity, safety, attendance, and other achievements. We also discussed operator recruitment, company news, as well as distributed new uniforms (polo shirts and weatherproof jackets).
2. February 18th, met with Buckingham County Executive Karl Carter and CFO Kevin Hickman to discuss Jaunt's FY2023 budget request.
3. Staff received 9 proposals for legal services. We expect to select one or more firms for services sometime in March.
4. Staff is continuing to work on preparing a solicitation for banking services.
5. Jaunt hosted a transit provider meeting on February 22nd which included the University Transit System (UTS), CAT, and Albemarle County Public Schools. The meeting focused on mutual problems in attracting and retaining bus operators. We discussed reviewing overlapping services as well as creating a "bus operator institute."
6. Ted attended the Regional Transportation Partnership meeting on February 24th.
7. On February 28th, Staff hosted a meeting with budget staff of the City of Charlottesville and Albemarle County to discuss Jaunt's FY2023 request. Both staffs had expressed interest in obtaining background information and an in-person meeting was held to provide context to the request.
8. Ted is scheduled to participate with Garland Williams of CAT in a joint meeting of the Albemarle County Executive and the Charlottesville City Manager on March 22. The meeting was called by the County Executive to discuss coordination of the systems in the context of the transit planning activities occurring in the region.

