



**Connect
Transit.**

AGENDA

GCTD Board of Directors Meeting

The meeting will be in-person 2:00 pm

July 18, 2023, at 1415 33rd St N, Texas City, Tx

1. Call to order.....Presiding Officer
2. Citizens Comments.....(3Min Max) Presiding Officer
3. Executive Director's Report.....Sean Middleton
 - a. Update on Board Approved Activities.....Sean Middleton
 - b. Operations Report.....Ted Ross
 - c. Finance Report.....Worth Ferguson
4. Discussion items.....Sean Middleton
 - a. SpareLabs Update..... Ross, Middleton, Ferguson
5. Consent Agenda.....Presiding Officer
Consideration and approval of recommendations and acceptance of consent for individual action items (Consent Agenda items may be pulled from form this consideration for individual action or presentation.)
 - a. Review and approval of the May 2023 Board Minutes.
 - b. Review and approval of the May and June 2023 Check Register.

6. Action Items.....Presiding Officer

- a. Lease of space – Consider authorization and approval for the Executive Director to proceed with termination of the lease, with the City of Texas City’s lease of space at the GCTD Administration facility.
- b. Consider approval to purchase a bus shelter for use by UTMB and to be reimbursed for the cost by UTMB in an amount not to exceed \$15,000.
- c. Consider approval of the District Drug & Alcohol Policy as amended July 7, 2023.

7. Next Meeting:

September 19, 2023, 2:00 pm at 101 Canna Ln, Lake Jackson

8. AdjournmentPresiding Officer

I hereby certify posting this Notice and Agenda at 12:00 pm. on July 13 ,2023

At Galveston County Court House and Brazoria County Courthouse.



Lisa Womack, Board secretary

“Pursuant to the Texas Government Code, Section 551.127, on a regular non-emergency basis members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members will be physically present at the location noted above on the agenda.”

OPERATIONS REPORT

TED ROSS, DIRECTOR OF OPERATIONS
July 18, 2023

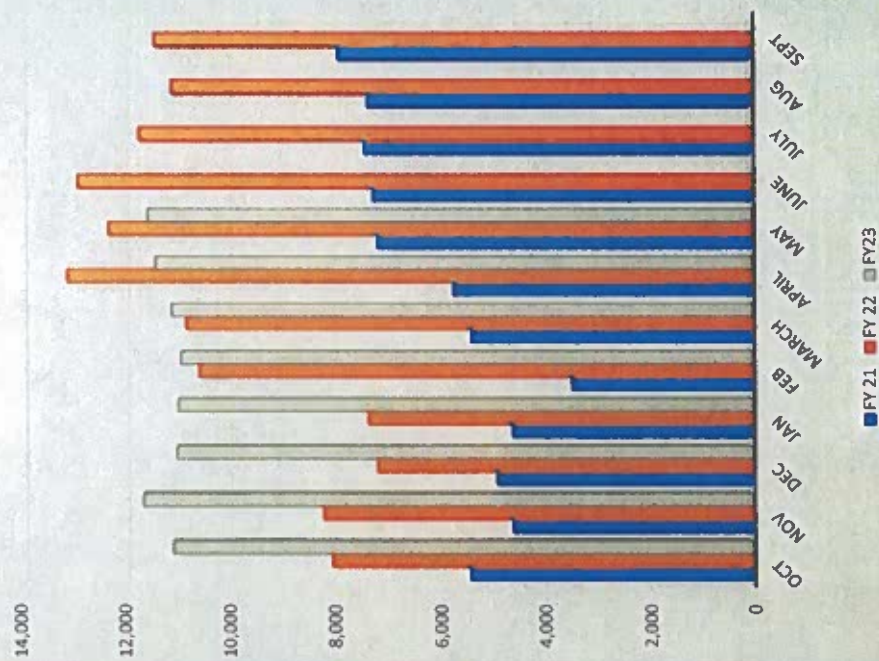
BRAZORIA AND GALVESTON COUNTY

PARA-TRANSIT
FIXED ROUTE
PARK AND RIDE





Galveston County Fixed Route

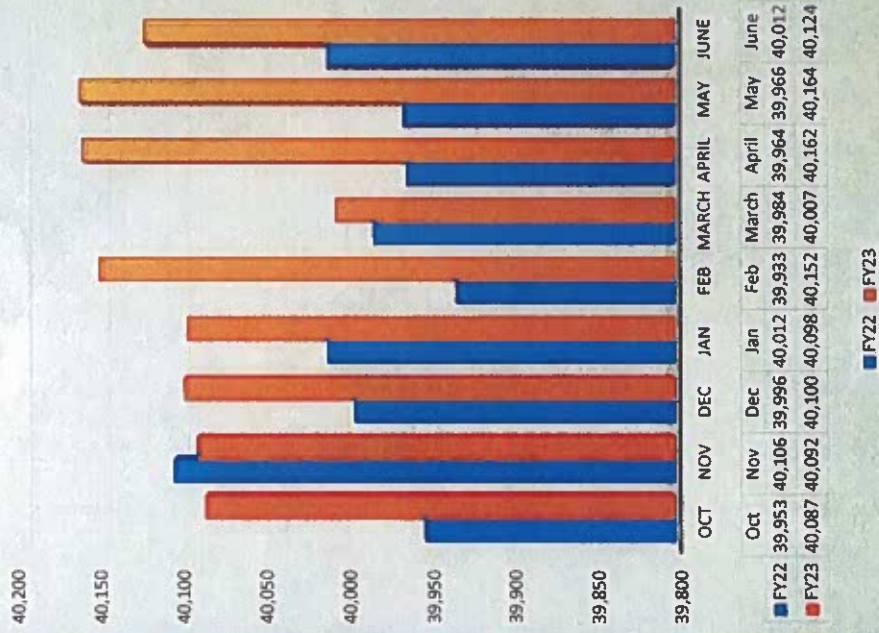


FIXED ROUTE:

	FY21	FY22	FY23
OCT.	5,401	8,022	11,087
NOV.	4,558	8,190	11,659
DEC.	4,868	7,174	11,010
JAN.	4,559	7,340	10,980
FEB.	3,429	10,577	10,930
MAR.	5,370	10,823	11,101
APRIL	5,713	13,115	11,408
MAY	7,169	12,319	11,469
JUNE	7,249	12,916	11,552
JULY	7,413	11,722	
AUG.	7,350	11,097	
SEPT.	7,901	11,427	

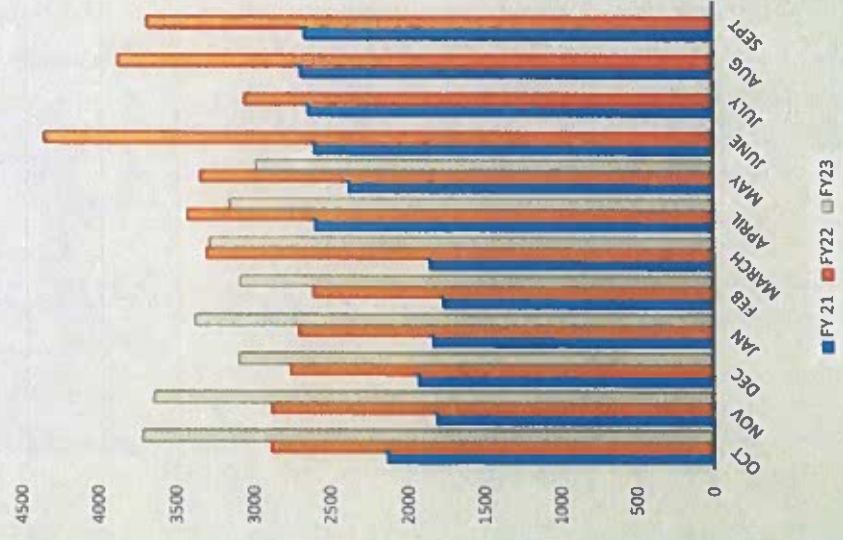
TOTAL 70,980 124,722 101,196

Total Miles





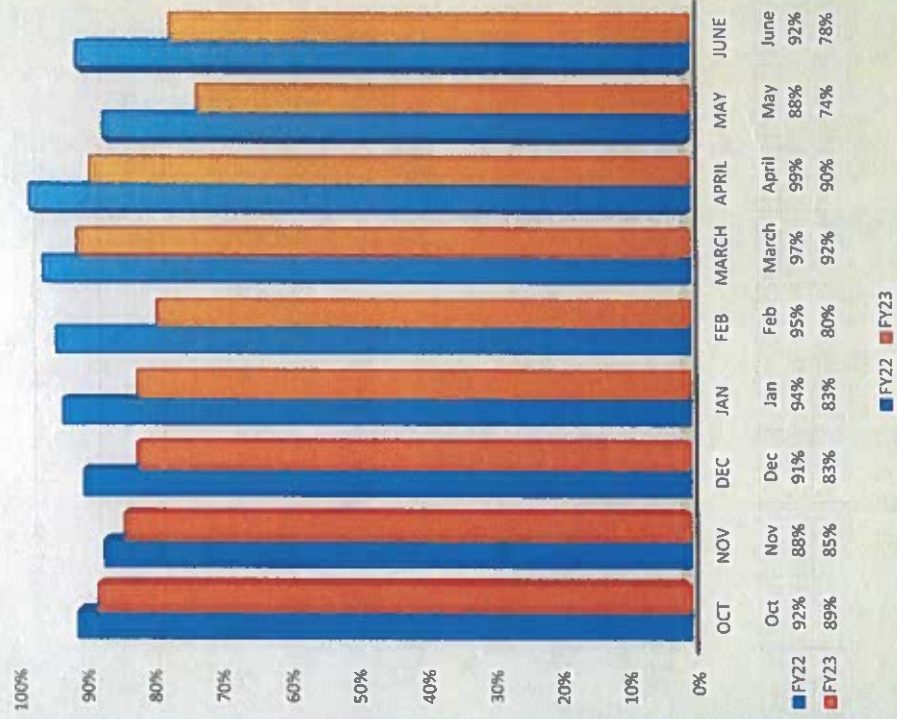
Galveston County Para Transit



Para-Transit:

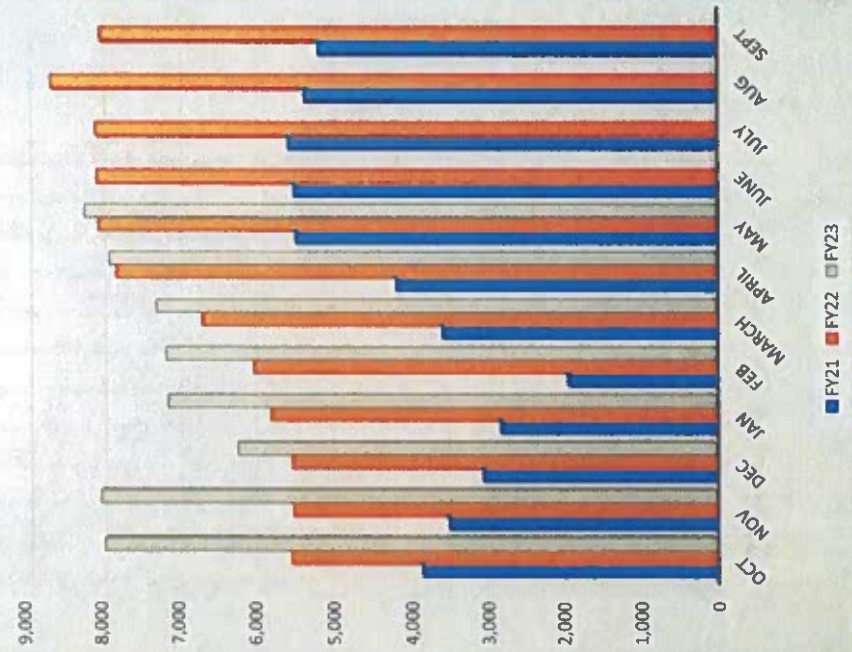
	FY21	FY22	FY23
Oct	2,124	2,882	3,722
Nov	1,795	2,878	3,648
Dec	1,918	2,758	3,094
Jan	1,818	2,701	3,379
Feb	1,750	2,603	3,084
March	1,839	3,303	3,281
April	2,587	3,427	3,151
May	2,369	3,342	4,388
June	2,594	4,357	2,976
July	2,635	3,054	
Aug	2,683	3,873	
Sept	2,658	3,686	
Total	26,770	38,864	30,723

ADA On Time Performance



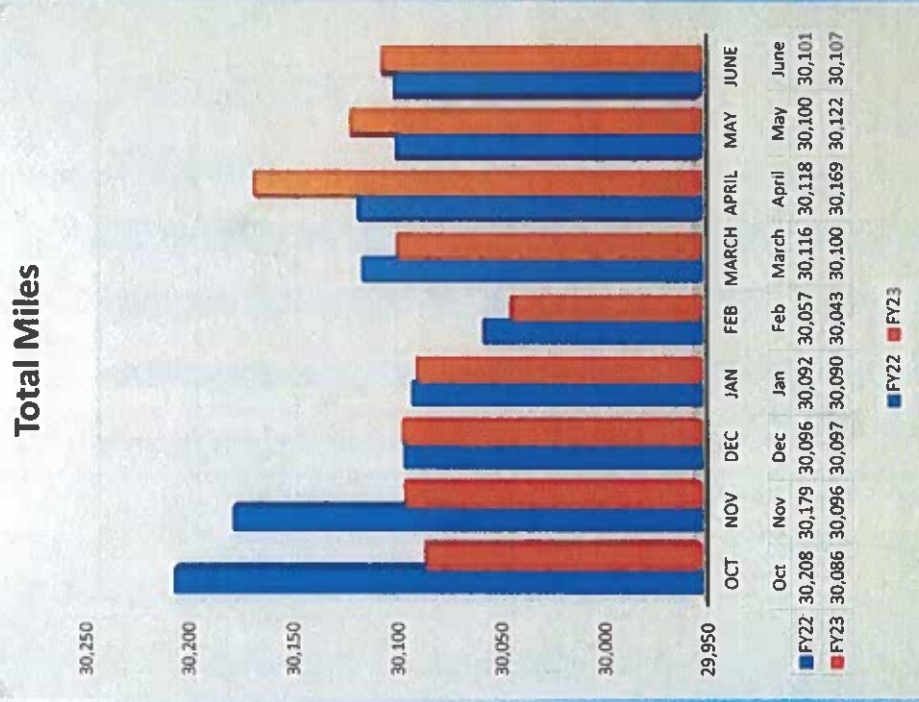


Brazoria County Fixed Route



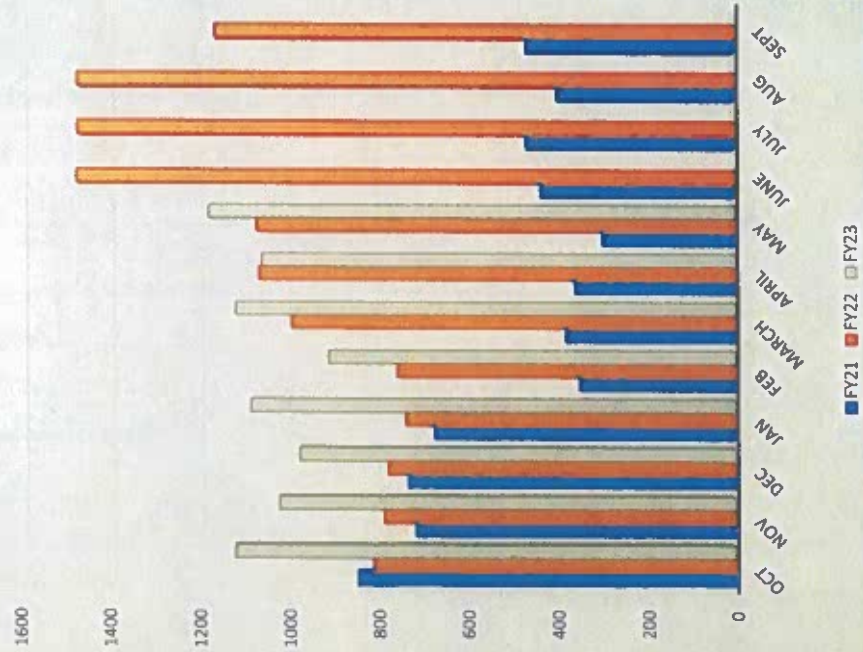
Fixed Route:

	FY21	FY22	FY23
Oct	3,830	5,526	7,957
Nov	3,474	5,500	8,010
Dec	3,022	5,513	6,227
Jan	2,790	5,787	7,131
Feb	1,905	6,012	7,159
March	3,553	6,686	7,279
April	4,167	7,803	7,892
May	5,458	8,034	8,176
June	5,487	8,061	8,216
July	5,560	8,075	8,047
Aug	5,347	8,661	8,013
Sept	5,173	8,013	8,013
Total	49,766	83,671	68,047





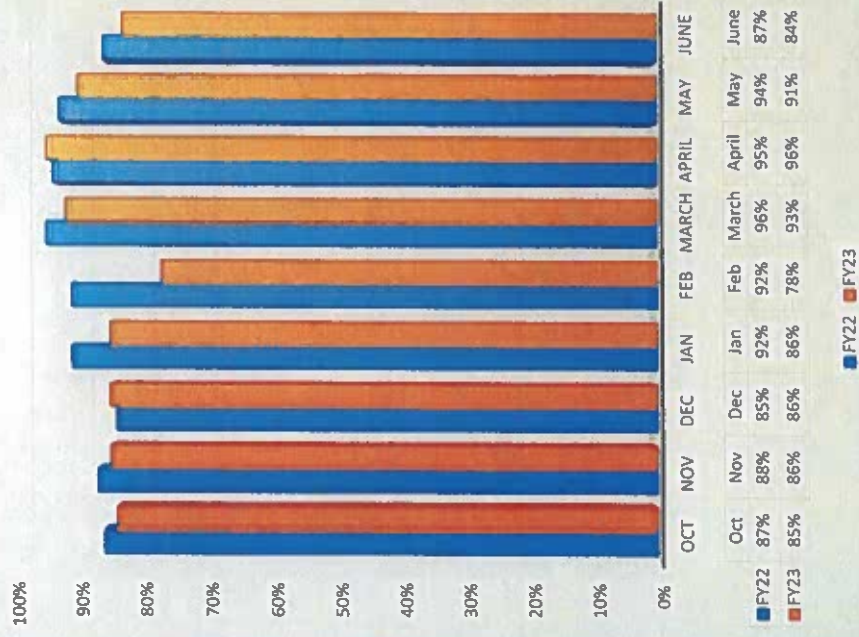
Brazoria County Para Transit



Para-Transit:

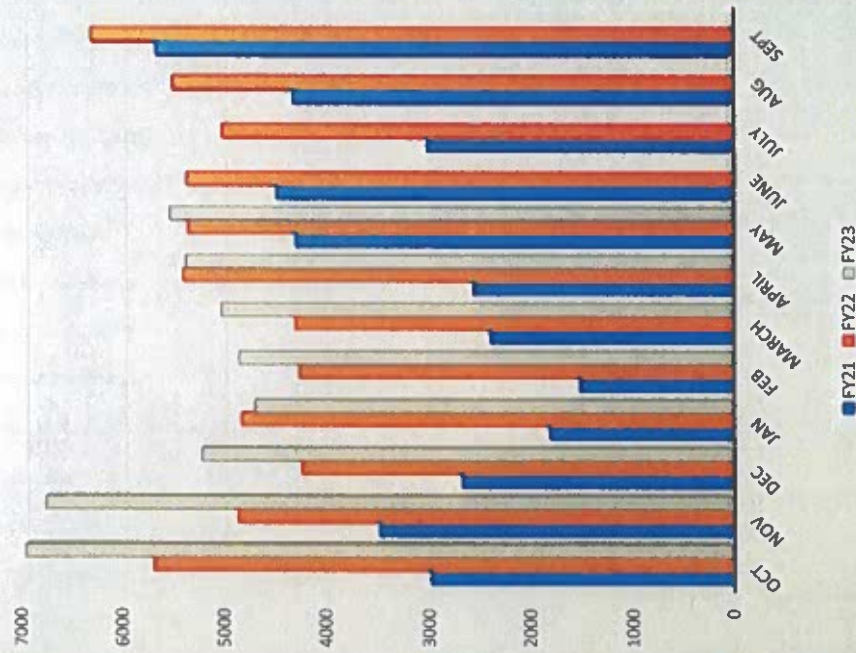
	FY21	FY22	FY23
Oct	848	814	1,123
Nov	717	789	1,025
Dec	735	780	979
Jan	674	739	1,088
Feb	345	760	914
March	375	995	1,122
April	355	1,069	1,063
May	291	1,074	1,589
June	432	1,475	1,180
July	321	1,168	
Aug	394	1,473	
Sept	465	1,165	
Total	5,952	12,301	10,083

ADA On Time Performance





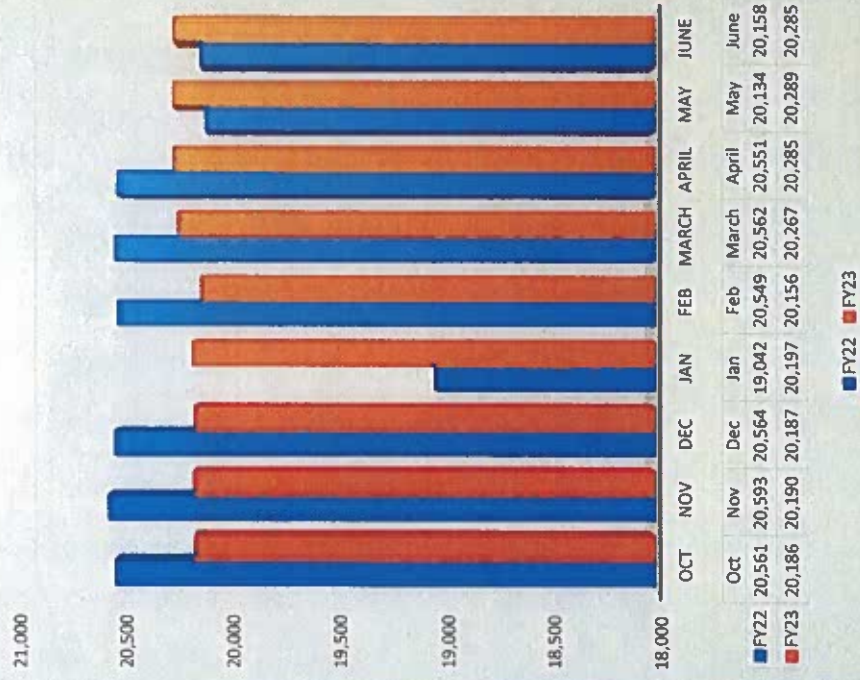
Commuter Service



Park and Ride

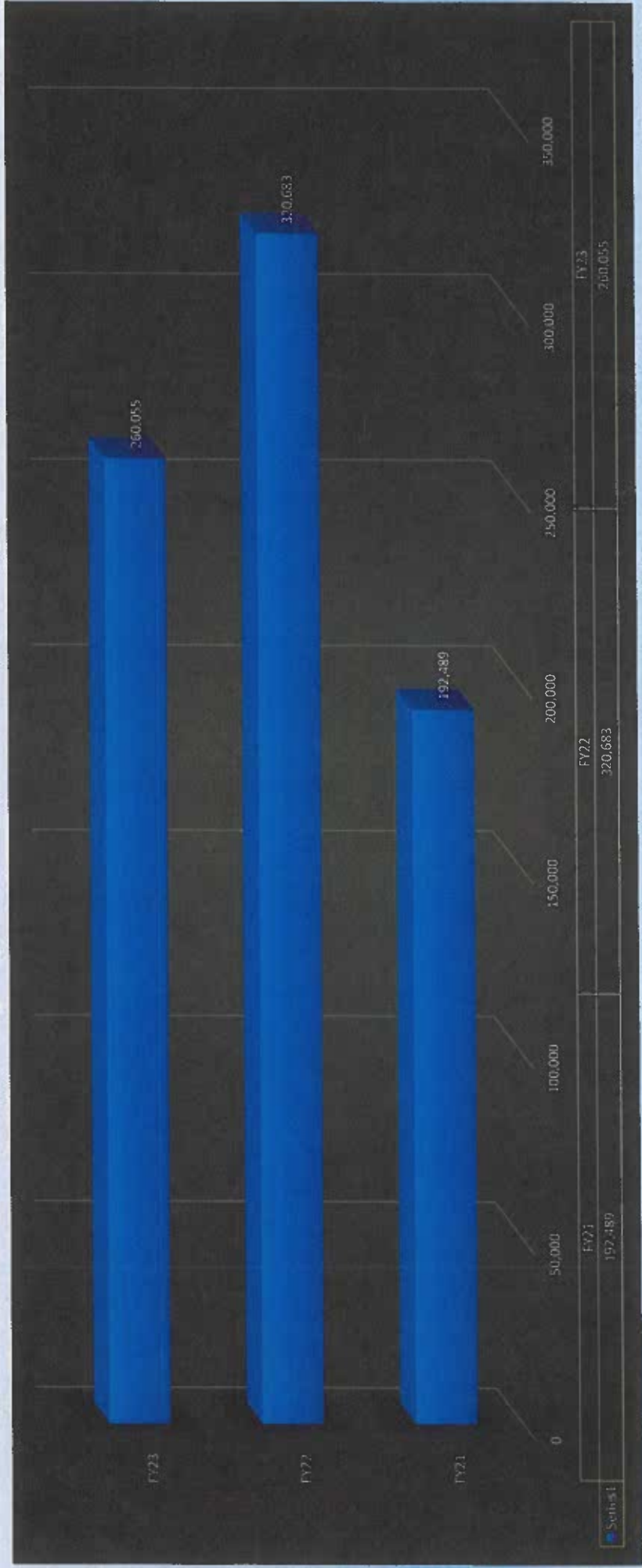
	FY21	FY22	FY23
Oct	2,972	5,693	6,968
Nov	3,474	4,868	6,767
Dec	2,653	4,228	5,220
Jan	1,777	4,828	4,699
Feb	1,478	4,254	4,855
March	2,377	4,298	5,030
April	2,541	5,403	5,373
May	4,284	5,355	5,562
June	4,476	5,368	5,532
July	3,005	5,020	
Aug	4,314	5,506	
Sept	5,670	6,304	
Total	39,021	61,125	50,006

Total Miles





Total Ridership For all Modes of Transportation



Staffing Report

- Brazoria County:
 - 0 – CDL Positions Open
 - 2 – Non CDL Position Open
 - 2 – Part Time Position Open
 - 0 – Porter Position Open
 - 0 – Mechanic Position Open
- Galveston County:
 - 3 – CDL Position Open
 - 2 – Park and Ride Position Open
 - 3 – Non CDL Position Open
 - 0 – Porter Position Open
 - 0 – Mechanic Position Open
 - 0 – Dispatcher Position Open



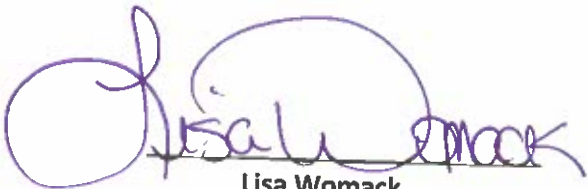
**Connect
Transit.**

May 16, 2023

Board Meeting Minutes

1. **Call to order:** Quorum was established at 2:07 pm Vice Chairman Payne opened the meeting. The following Board Members were present: Dude Payne, Chris Whittaker, Tim Kelty, Neal Cooper, David Jordan, Amy Skicki, Rick Elizondo, Gerald Roznovsky Joined Zoom Paula Alexander Guest Lanny Brown
2. **Citizens Comments:** none
3. **Presentation:** Spare labs gave a presentation to the Board members about a new service GCTD is looking into.
 - ❖ **Operations Report:** Ted spoke about the increase in ridership in Paratransit. In both Brazoria and Galveston County, Ted showed the new Operations report he has created there was a slight increase in fixed routes, and an increase in Paratransit. Brazoria has 4 part time positions open Galveston County has no vacant positions open with one open position in Park and Ride.
 - ❖ **Budget and Finance Report:** Worth spoke to the FY 2023 Budget spoke on funding sources and upcoming grant funding
4. **Consent Agenda:**
 - a. Review and approval of March Board minutes on motion by Amy Skicki, seconded by Rick Elizondo the board voted to approve March Board minutes the motion carried with all members voting in favor approved.
 - b. Review and approval of March and April check register: on motion by Amy Skicki, seconded by Rick Elizondo, the board voted to approve the March and April check register the motion carried with all members voting in favor.
6. **Action Items:**
 - a. Consider approval to purchase one Lone Star Promaster 3500 and 4 Braun Side Entry 3.6 ADA Compliant light duty vans using awarded State and Federal grant funds- Solicitation No.2023-002 on motion by Chris Whittaker, seconded by Tim Kelty, the board voted to approve approval to purchase one Lone Star Promaster 3500 and 4 Braun Side Entry 3.6 ADA Compliant light duty vans using awarded State and Federal grant funds- Solicitation No.2023-002 the motion carried with all members voting in favor.

- b. Consider approval to purchase 2 heavy duty facility maintenance trucks using awarded State and Federal grants on motion by Chris Whittaker, seconded by Amy Skicki, the board voted to approval to approve approval to purchase 2 heavy duty facility maintenance trucks using awarded State and Federal grants the motion carried with all member voting in favor.
7. Next Board of Directors meeting will be in-person July 18,2023 2:00 PM at Texas City Admin building
8. **Adjournment:** There being no further business to bring before the Board of Directors the meeting was adjourned at 3:19 pm.



Lisa Womack
Secretary to the Board of Directors



~~Stephen Holmes~~
Chairman to the board of directors

May 2023 Check Register

Check #	Vendor	Amount	Date
3244	A-1 Fire Equipment	\$ 276.00	5/1/2023
3245	Alert Alarms	\$ 1,065.00	5/1/2023
3246	Amazon Capital	\$ 447.11	5/1/2023
3247	Avis Rent A Car	\$ 9,521.00	5/1/2023
3248	Brazosport Tire	\$ 250.00	5/1/2023
3249	Centerpoint Energy	\$ 43.10	5/1/2023
3250	City of League City	\$ 311.22	5/1/2023
3251	Datis HR	\$ 8,875.00	5/1/2023
3252	DISA Global Solutions	\$ 2,385.76	5/1/2023
3253	Gass Automotive	\$ 582.00	5/1/2023
3254	GB Tech	\$ 2,826.94	5/1/2023
3255	Glass & Glazing, Inc.	\$ 229.00	5/1/2023
3256	Gulf Coast Center	\$ 3,510.52	5/1/2023
3257	Hatch Electric, Inc.	\$ 1,150.00	5/1/2023
3258	Kleen Supply Company	\$ 154.40	5/1/2023
3259	Kyle Porter-Autrey	\$ 45.50	5/1/2023
3260	Matthews Inc	\$ 2,769.50	5/1/2023
3261	The Aftermarket Parts Company LLC	\$ 1,133.79	5/1/2023
3262	The Goodman Corporation	\$ 36,951.73	5/1/2023
3263	Tire Rack	\$ 3,850.87	5/1/2023
3264	Amazon Capital Services	\$ 695.06	5/1/2023
3265	Avis Rent A Car	\$ 5,718.07	5/1/2023
3266	City of League City	\$ 7.71	5/1/2023
3267	Datis HR	\$ 8,225.00	5/1/2023
3268	Avis Rent A Car	\$ 9,100.86	5/1/2023
3269	N-Stitches Embroidery	\$ 490.00	5/4/2023
3270	Alert Alarms	\$ 405.00	5/10/2023
3271	Allen & Kerber	\$ 1,817.06	5/10/2023
3272	Alsco	\$ 282.16	5/10/2023
3273	Amazon Capital Services	\$ 1,725.00	5/10/2023
3274	Centerpoint Energy	\$ 35.01	5/10/2023
3275	Cintas	\$ 533.67	5/10/2023
3276	VOID - Misprint 546.12	\$ -	5/10/2023
3277	Comcast Business	\$ 738.22	5/10/2023
3278	Engie Resources LLC	\$ 1,469.81	5/10/2023
3279	Full Source	\$ 1,189.44	5/10/2023
3280	GB Tech	\$ 5,680.00	5/10/2023
3281	Kaye Starustka	\$ 3,699.00	5/10/2023
3282	Leo Martin Chevrolet	\$ 260.80	5/10/2023
3283	O'Reilly	\$ 887.41	5/10/2023
3284	Olson & Olson	\$ 288.00	5/10/2023
3285	Pitney Bowes, Inc.	\$ 176.70	5/10/2023
3286	Relias LLC	\$ 7,934.18	5/10/2023
3287	Uline	\$ 1,163.77	5/10/2023
3288	Waste Connections	\$ 185.35	5/10/2023

3289 Amazon Capital Sevices	\$	779.95	5/10/2023
3290 Cintas	\$	386.86	5/10/2023
3291 City of Lake Jackson	\$	152.50	5/10/2023
3292 City of Lake Jackson - IRR	\$	31.00	5/10/2023
3293 Engie Resources LLC	\$	362.62	5/10/2023
3294 O'Reilly	\$	1,137.14	5/10/2023
3295 Ronald Bryant	\$	515.00	5/10/2023
3296 O'Reilly	\$	1,910.33	5/10/2023
3297 TML Intergovernmental Risk Pool	\$	1,000.00	5/10/2023
3298 O'Reilly	\$	829.13	5/10/2023
3299 O'Reilly	\$	31.36	5/10/2023
3300 A-1 Fire Equipment	\$	240.00	5/22/2023
3301 Adrian Moore	\$	18.00	5/22/2023
3302 AFCO Insurance	\$	3,512.79	5/22/2023
3303 Amazon	\$	811.80	5/22/2023
3304 City of Texas City	\$	36.55	5/22/2023
3305 Dell Business Credit	\$	2,421.65	5/22/2023
3306 DISA Global Solutions	\$	665.42	5/22/2023
3307 Full Source	\$	224.90	5/22/2023
3308 Gass Automotive	\$	180.00	5/22/2023
3309 Kleen Supply Company	\$	114.12	5/22/2023
3310 Leo Martin Chevrolet	\$	6,195.00	5/22/2023
3311 Lone Star Oil Recovery	\$	155.00	5/22/2023
3312 MSC Industrial	\$	355.44	5/22/2023
3313 Pitstop Express #15	\$	92.28	5/22/2023
3314 Sandra Sabatier	\$	352.49	5/22/2023
3315 Transfor Corporation	\$	919.00	5/22/2023
3316 Wage Works, Inc - VOID	\$	50.00	5/22/2023
3317 Wright National Flood Ins Company	\$	3,420.00	5/22/2023
3318 Xerox Financial Services	\$	295.90	5/22/2023
3319 Amazon	\$	437.16	5/22/2023
3320 Xerox Financial Services	\$	292.77	5/22/2023
3321 AT&T	\$	45.15	5/26/2023
3322 Cathy Scott	\$	100.00	5/26/2023
3323 Charles Fullen	\$	100.00	5/26/2023
3324 City of League City	\$	318.99	5/26/2023
3325 Gay Walker	\$	364.99	5/26/2023
3326 Lisa Womack	\$	100.00	5/26/2023
3327 TNT Signs	\$	1,987.50	5/26/2023

June 2023 Check Register

Check #	Vendor	Amount	Date
3328	N-Stiches Embroidery	\$ 630.00	6/1/2023
3329	T & C Cleaners	\$ 108.70	6/1/2023
3330	Allen & Kerber	\$ 833.61	6/2/2023
3331	Alsco	\$ 387.94	6/2/2023
3332	Amazon Capital	\$ 61.73	6/2/2023
3333	Avis Rent A Car	\$ 4,002.95	6/2/2023
3334	BlueTriton Brands	\$ 145.62	6/2/2023
3335	Centerpoint Energy	\$ 28.40	6/2/2023
3336	Cintas	\$ 272.36	6/2/2023
3337	Engie Resources LLC	\$ 1,561.77	6/2/2023
3338	Full Source	\$ 1,376.60	6/2/2023
3339	Gass Automotive	\$ 462.00	6/2/2023
3340	GB Tech	\$ 4,680.00	6/2/2023
3341	HiTouch	\$ 143.58	6/2/2023
3342	Kaye Starustka	\$ 4,305.00	6/2/2023
3343	Kleen Supply Company	\$ 76.55	6/2/2023
3344	O'Reilly	\$ 304.07	6/2/2023
3345	Samantha Hill	\$ 12.00	6/2/2023
3346	Spherion Staffing LLC	\$ 17,000.00	6/2/2023
3347	The Hurt Company	\$ 864.64	6/2/2023
3348	TNT Signs	\$ 368.00	6/2/2023
3349	Yaklin Ford	\$ 1,486.67	6/2/2023
3350	Centerpoint Energy	\$ 33.10	6/2/2023
3351	Engie Resources LLC	\$ 400.11	6/2/2023
3352	Engie Resources LLC	\$ 496.59	6/2/2023
3353	Allen & Kerber	\$ 893.96	6/2/2023
3354	Avis Rent A Car	\$ 7,904.00	6/2/2023
3355	Cintas	\$ 596.30	6/2/2023
3356	DISA Global Solutions	\$ 1,353.78	6/2/2023
3357	O'Reilly	\$ 1,786.74	6/2/2023
3358	Yaklin Ford	\$ 244.98	6/2/2023
3359	Amazon	\$ 439.15	6/2/2023
3360	Auto Plus Auto Parts	\$ 14.50	6/2/2023
3361	Avis Rent A Car	\$ 8,832.15	6/2/2023
3362	O'Reilly	\$ 996.93	6/2/2023
3363	Olson & Olson	\$ 1,032.00	6/2/2023
3364	O'Reilly	\$ 1,377.54	6/2/2023
3365	O'Reilly	\$ 1,828.94	6/2/2023
3366	O'Reilly	\$ 1,734.73	6/2/2023
3367	O'Reilly	\$ 532.17	6/2/2023
3368	City of Lake Jackson	\$ 185.89	6/2/2023
3369	City of Lake Jackson - IRR	\$ 31.00	6/2/2023
3370	Comcast Business	\$ 788.29	6/2/2023
3371	Language Line Services	\$ 5.22	6/2/2023
3372	A-Line Auto Parts	\$ 121.60	6/21/2023

3373 AFCO Insurance	\$ 3,512.79	6/21/2023
3374 Alert Alarms	\$ 415.00	6/21/2023
3375 Amazon	\$ 485.70	6/21/2023
3376 AutoZone	\$ 24.74	6/21/2023
3377 Avis Rent A Car	\$ 439.00	6/21/2023
3378 Blender Direct	\$ 508.30	6/21/2023
3379 BlueTriton Brands	\$ 127.65	6/21/2023
3380 Brazosport Tire	\$ 125.00	6/21/2023
3381 BTG	\$ 24.69	6/21/2023
3382 City of Texas City	\$ 571.91	6/21/2023
3383 David Mcginnes	\$ 25.00	6/21/2023
3384 DISA Global Solutions	\$ 1,132.98	6/21/2023
3385 Engie Resources LLC	\$ 786.33	6/21/2023
3386 Gass Automotive	\$ 924.00	6/21/2023
3387 Harris County Accounts Reveivable	\$ 185.30	6/21/2023
3388 Harris County Toll Road Authority	\$ 10.14	6/21/2023
3389 Herman Ardoin	\$ 90.00	6/21/2023
3390 Hunton Services	\$ 587.00	6/21/2023
3391 Kleen Supply Company	\$ 712.72	6/21/2023
3392 Liftnow Automotive	\$ 15,237.83	6/21/2023
3393 Lisa Womack	\$ 120.00	6/21/2023
3394 Pitney Bowes, Inc.	\$ 130.37	6/21/2023
3395 Pitstop Express #15	\$ 151.01	6/21/2023
3396 Sean Middleton	\$ 120.00	6/21/2023
3397 Thermo King of Houston	\$ 11.22	6/21/2023
3398 Tire Rack	\$ 2,855.86	6/21/2023
3399 TNT Signs	\$ 125.00	6/21/2023
3400 Uline	\$ 367.36	6/21/2023
3401 Waste Connections	\$ 89.69	6/21/2023
3402 Xerox Financial Services	\$ 292.77	6/21/2023
3403 Alert Alarms	\$ 420.00	6/21/2023
3404 Waste Connections	\$ 89.69	6/21/2023
3405 Xerox Financial Services	\$ 295.90	6/21/2023
3406 Goodyear Commercial Tire	\$ 12,223.16	6/21/2023
3407 McRee Ford	\$ 47,841.84	6/21/2023
3408 N-Stiches Embroidery	\$ 290.00	6/23/2023
3409 T & C Cleaners	\$ 114.25	6/23/2023
3410 A-1 Fire Equipment	\$ 240.00	6/28/2023
3411 A-Line Auto Parts	\$ 10.34	6/28/2023
3412 AT&T	\$ 45.15	6/28/2023
3413 Bevis Pest Control	\$ 355.00	6/28/2023
3414 BTG	\$ 14.66	6/28/2023
3415 Centerpoint Energy	\$ 31.83	6/28/2023
3416 City of League City	\$ 327.34	6/28/2023
3417 DISA Global Solutions	\$ 1,295.62	6/28/2023
3418 Engie Resources LLC	\$ 1,823.86	6/28/2023
3419 Full Source	\$ 194.90	6/28/2023

3420 Leo Martin Chevrolet	\$	53.13	6/28/2023
3421 Ricardo Villanueva	\$	111.92	6/28/2023
3422 State Chemical Solutions	\$	441.17	6/28/2023
3423 Thermo King of Houston	\$	72.61	6/28/2023
3424 Transfor Corporation	\$	499.00	6/28/2023
3425 AT&T	\$	251.97	6/28/2023

c. Except as disclosed to Tenant, Landlord has not executed any lease covering the Premises that has not been terminated or the term of which has not expired.

18. EXPIRATION; TERMINATION

18.01. Tenant's Duty to Surrender. At the expiration or earlier termination of this Lease, Tenant shall surrender to Landlord possession of the Premises and all portions of the Project located on or over the Premises, together with all fixtures, trade fixtures, equipment, and personal property located on the portions of the Premises owned by Landlord and used in connection with the operation of the Project, but specifically excluding Tenant's inventory, computers, maintenance equipment, furniture, furnishings, and other office equipment, all of which Tenant shall have the right and option to remove. Tenant shall leave the surrendered Premises, improvements, and any other property reasonably necessary to operate the Premises and portions of the Project located on or over the Premises in good condition. All property that Tenant is required to surrender shall become Landlord's property at the expiration or earlier termination of this Lease without compensation to Tenant. All property that Tenant is not required to surrender but that remains on the Premises for thirty (30) days following the expiration or earlier termination of this Lease shall, at Landlord's election, become Landlord's property at the expiration or earlier termination of this Lease without compensation to Tenant.

If Tenant fails to surrender as aforesaid at the expiration or sooner termination of this Lease, Tenant shall, to the extent permitted by law, defend and indemnify Landlord from all liability and expense resulting from the delay or failure to surrender, including, without limitation, claims made by any succeeding Tenant founded on or resulting from Tenant's failure to surrender.

18.02. Holding Over. This Lease shall terminate without further notice at the expiration of the Term. Any holding over by Tenant after expiration shall not constitute a renewal or extension or give Tenant any rights in or to the Premises and/or the improvements located on or over either, except as otherwise expressly provided in this Lease, and Tenant shall pay, as liquidated damages, the then current fair market rental value of the Premises and the improvements located on or over both, calculated on a per diem basis, multiplied by two (2) for the period during which Tenant possesses such property beyond the expiration hereof.

18.03. Transit Need. The Landlord reserves the right to terminate this agreement if use of the leased space is necessary for a public transportation purpose which cannot otherwise be accommodated within the remainder of the facility. This request shall be made in writing by the Landlord to the Tenant in a manner which describes the transit need and how the space shall be utilized. The Tenant shall be given the opportunity, via a 180-day cure period, to provide for an alternate arrangement to accommodate the need of the Landlord. If the alternate arrangement is

not acceptable to the Landlord, the Tenant will be given up to 365 days to vacate the premises and to find other accommodations.

19. GENERAL CONDITIONS; MISCELLANEOUS PROVISIONS

19.01. Transactions Between Parties.

a. Approval of Ancillary Agreements. Tenant agrees that if it becomes necessary or desirable for Landlord to approve in writing any ancillary agreements or documents concerning the Premises or concerning the construction, operation, or maintenance of the Project Improvements or to alter or amend any such ancillary agreements between Tenant and Landlord or to give any approval or consent of Landlord required under the terms of this Lease, Tenant hereby authorizes, designates, and empowers the Mayor of the City of Texas City or successors in function, as empowered to execute such documents; however, any approval of "ancillary agreements" may require the City of Texas City Commission and Gulf Coast Center Board of Trustees approval.

b. Notice. As used in this Lease, notice includes but is not limited to the communication of notice, request, demand, approval, statement, report, acceptance, consent, waiver, and appointment. No notice of the exercise of any option or election is required unless the provision giving the election or option expressly requires notice. All notices must be in writing. Notice is considered given either (a) when delivered in person or by facsimile transmission (however, if a facsimile transmission is received after 5:00 p.m. Central Time, it shall be deemed received the following business day) to the recipient named as below, or (b) three (3) days after deposit in the United States mail in a sealed envelope, wrapper, or container, either registered or certified mail, return receipt requested, postage and postal charges prepaid, addressed by name and address to the party or person intended as follows:

Notice to Tenant:

Mayor
City of Texas City
1801 9th Avenue North
City of Texas City, Texas 77592

Notice to Landlord:
Chief Executive Officer
Gulf Coast Center
Administrative Office
10000 Emmett F Lowry, Suite 1220
Texas City, Texas 77591



Purchase Order

Dispatch via Print

Univ of Texas Medical Branch

University of Texas Medical Branch
301 University Blvd
Galveston TX 77555
United States

Purchase Order UTMBG-0000900607	Date 06/02/2023	Revision	Page 1
Payment Terms Net 30	Freight Terms FOB Dest, Frt Prepaid & Added		Ship Via Best Way
Buyer Grant, Denise	Email Address cagrant@utmb.edu	Phone/Email Currency 409/747-0689 USD	

Supplier:0000177258
GULF COAST TRANSIT DISTRICT
GULF COAST TRANSIT DISTRICT
1415 33RD STREET
TEXAS CITY TX 77591

Ship To: MC120
MC120
UTMB HEALTH ANGLETON DANBURY CAMPUS
132 EAST HOSPITAL DRIVE
RECEIVING DEPT
ANGLETON TX 77515
United States

Attention:ED HINTON

Bill To: Utmb.Payables@utmb.edu or mail:
ACCOUNTS PAYABLE - 0907
THE UNIVERSITY OF TEXAS MEDICAL BRANCH
301 UNIVERSITY BLVD
GALVESTON TX 77555-0907
United States

Tax Exempt? Y **Tax Exempt ID:** 74-6000949

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	QUOTE NUMBER: 052423LS01 M700 EH GULF COAST DISTRICT BUS SHELTER INSTALLATION		1.00	LOT	13,250.000	13,250.00	06/02/2023

Schedule Total 13,250.00

Item Total 13,250.00

THE ABOVE MENTIONED ITEMS ON THIS PURCHASE ORDER WILL BE UTILIZED IN THE FOLLOWING DEPARTMENT/AREA:
BOF ANGLETON DANBURY CAMPUS

PO PRICING PER ESTIMATE # 052423LS01, DATED 05/24/23

UTMB CONTACT:
EDWARD HINTON, (281) 382-0606, edhinton@utmb.edu
Maria Sieck, masieck@utmb.edu

Vendor Contact:
TED ROSS, 409-359-7887, tross@gulfcoasttransitdistrict.com

PLEASE SEND ALL INVOICES TO ALL THREE EMAILS: utmb.payables@utmb.edu , edhinton@utmb.edu, and masieck@utmb.edu

Slimline Series Shelters

TERMS & CONDITIONS: This purchase order is subject to UTMB's General Terms and Conditions which are hereby incorporated and made a part of this purchase order. By acceptance of this purchase order you agree to the UTMB General Terms and Conditions applicable to all purchases located at:

<https://liveutmb.sharepoint.com/sites/collaboration/webfiles/Shared Documents/Forms/AllItems.aspx?id=%2Fsites%2Fcollaboration%2Fwebfiles%2FShared Documents%2FSupply Chain Web%2FProcurement%2FForms%2FGeneral Terms and Conditions%2Epdf&parent=%2Fsites%2Fcollaboration%2Fwebfiles%2FShared Documents%2FSupply Chain Web%2FProcurement%2FForms&p=true>

By acceptance of this purchase order, Seller hereby certifies that neither Seller nor the Firm, Corporation, Partnership or Institution represented by Seller, or anyone acting for such Firm, Corporation, or Institution is currently on hold, suspended or debarred by any State of Texas or Federal Agency, or has been excluded from participation in any Federal reimbursement program.

IF SHIPPING CHARGES CONTRACTUALLY APPLY:

Ship bill-third party via FedEx # 766797954 using the service level required to meet our delivery date. Type our PO # in Recipient Address Line 2.

For non-small packages or LTL shipments call 844-875-7444 or email LTL@vantagepointlogistics.com for delivery instructions.

Authorized Signature



Purchase Order

Dispatch via Print

Univ of Texas Medical Branch

University of Texas Medical Branch
301 University Blvd
Galveston TX 77555
United States

Supplier:0000177258
GULF COAST TRANSIT DISTRICT
GULF COAST TRANSIT DISTRICT
1415 33RD STREET
TEXAS CITY TX 77591

Purchase Order UTMBG-0000900607	Date 06/02/2023	Revision	Page 2
Payment Terms Net 30	Freight Terms FOB Dest, Frt Prepaid & Added	Ship Via Best Way	
Buyer Grant, Denise	Email Address cagrants@utmb.edu	Phone/Ema	Currency 409/747-0689 USD

Ship To: MC120
MC120
UTMB HEALTH ANGLETON DANBURY CAMPUS
132 EAST HOSPITAL DRIVE
RECEIVING DEPT
ANGLETON TX 77515
United States

Attention:ED HINTON

Bill To: Utmb Payables@utmb.edu or mail:
ACCOUNTS PAYABLE - 0907
THE UNIVERSITY OF TEXAS MEDICAL BRANCH
301 UNIVERSITY BLVD
GALVESTON TX 77555-0907
United States

Tax Exempt? Y Tax Exempt ID: 74-6000949

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	------------------	--------	----------	-----	----------	--------------	----------

The purchase order number MUST be referenced on ALL documents, invoices, packing lists and OUTSIDE shipping labels. Failure to do so may result in the shipment being rejected and/or a delay in payment.

INVOICING

Recent changes to the Texas Prompt Pay law require UTMB to inform suppliers, within 21 days, if UTMB disputes any portion of an invoice submitted for payment. The change also requires UTMB to pay the amount not disputed by UTMB within 30 days. To meet these requirements, UTMB will start notifying suppliers, via email, when UTMB disputes a portion of an invoice. If the issue has not been resolved by the time a payment must be made, UTMB will pay the amount indicated on the invoice less those amounts disputed by UTMB.

Please email all invoices to Accounts Payable at Utmb.Payables@utmb.edu. All invoices submitted must have a valid PO # in order to be processed. NOTE: If you are already set up to submit invoices through EDI (GHX, Jaggaer etc.), please continue submitting them there.

Total PO Amount

13,250.00

Authorized Signature

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy



DRUG AND ALCOHOL TESTING POLICY (SECOND CHANCE) Gulf Coast Transit District (GCTD) Amended July 7, 2023 Adopted as of July 18, 2023

A. PURPOSE

- 1) The Gulf Coast Transit District (GCTD) provides public transit and paratransit services for the residents of Galveston and Brazoria Counties. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, GCTD declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.
- 3) Any provisions set forth in this policy that are included under the sole authority of GCTD and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of GCTD will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons controlling the movement of revenue service vehicles and any transit employee who operates a non-revenue service vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

C. DEFINITIONS

Accident An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

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

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

Aliquot: A fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

Canceled Test A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

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

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

Covered Employee Under FTA Authority: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

DOT, The Department, DOT Agency: These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

Dilute specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Evidentiary Breath Testing Device (EBT): A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

Initial Drug Test: (Screening Drug Test) The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial Specimen Validity Test: The first test used to determine if a urine specimen is

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

adulterated, diluted, substituted, or invalid

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

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

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

Limit of Quantitation: For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has creatinine and specific gravity values that are lower than expected for human urine.

Negative result: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

Non-negative test result: A urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

Oxidizing Adulterant: A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

Performing (a safety-sensitive function): A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive result: The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

Prohibited drug: Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine as specified in 49 CFR Part 40, as amended.

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

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

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

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service.

Safety-sensitive functions: Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Driver's License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling the movement of a revenue service vehicle; and
- (5) Carrying a firearm for security purposes.

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

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

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

Test Refusal: The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection
- (11) process.
- (12) Admit to the adulteration or substitution of a specimen to the collector or MRO.

- (13) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (14) Fail to remain readily available following an accident.
- (15) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

Vehicle: A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

Verified negative test: A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use at or above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use at or above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing: The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

D. EDUCATION AND TRAINING

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance Indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

E. PROHIBITED SUBSTANCES

- 1) Prohibited substances addressed by this policy include the following.
 - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained

prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in Section H of this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. **Legal Drugs:** The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a Gulf Coast Transit District supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
- c. **Alcohol:** The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

F. PROHIBITED CONDUCT

- 1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty if they have used a prohibited drug as defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
 - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
 - i. The employee's alcohol concentration measures less than 0.02; or
 - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) GCTD, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all GCTD employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the GCTD management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.

H. TESTING REQUIREMENTS

- 1) Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under GCTD authority, a non-DOT alcohol test can be performed any time a covered employee is

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

on duty.

- 3) All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with GCTD. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.

I. DRUG TESTING PROCEDURES

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry (LC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS or LC/MS test are at or above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the GCTD Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative.
- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. GCTD will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however Gulf Coast Transit District (GCTD) will seek reimbursement for the split sample test

from the employee.

- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
- 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.
- 8) Observed collections
 - a. Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
 - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to GCTD that there was not an adequate medical explanation for the result;
 - ii. The MRO reports to GCTD that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
 - iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dl but less than or equal to 5 mg/dl, and the MRO reported the specimen as negative dilute and that a second collection must take place under direct observation (see §40.197(b)(1));
 - iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
 - v. The temperature on the original specimen was out of range;
 - vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with;
 - vii. All follow-up-tests; or
 - viii. All return-to-duty tests

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

J. ALCOHOL TESTING PROCEDURES

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm

the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) GCTD affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

K. PRE-EMPLOYMENT TESTING

- 1) All applicants for covered transit positions shall undergo alcohol and urine drug testing prior to performance of a safety-sensitive function.
 - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug and alcohol test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

test with verified negative results and an alcohol test with results below 0.02 BAC.

- b. Pre-employment alcohol tests are conducted after making a contingent offer of employment or transfer. All pre-employment alcohol tests will be conducted using the procedures set forth in 49 CFR Part 40.
- c. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results and an alcohol test with results below 0.02 BAC.
- d. If an applicant fails a pre-employment drug/alcohol test, the conditional offer of employment shall be rescinded, and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a

pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.

- e. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, and/or an alcohol test with results of 0.02 BAC or above, the employee shall be subject to disciplinary action in accordance with Section Q herein.
- f. If a pre-employment test is canceled, GCTD will require the applicant to take and pass another pre-employment drug/alcohol test.
- g. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- h. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- i. Applicants are required (even if ultimately not hired) to provide GCTD with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. GCTD is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide GCTD proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

- 1) All GCTD FTA covered employees will be subject to a reasonable suspicion drug

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under GCTD's authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered

employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

- 2) GCTD shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.
- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the GCTD
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. GCTD shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of the GCTD Connect Transit program. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

M. POST-ACCIDENT TESTING

- 1) FATAL ACCIDENTS - A covered employee will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.

2) NON-FATAL ACCIDENTS - A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:

- a. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
- b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident. In addition, any other covered employee whose performance could have

contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that GCTD is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), GCTD may use drug and alcohol post-accident test results

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Employees who may be covered under company authority will be selected from a pool of non-DOT-covered employees.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under GCTD authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under GCTD authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

O. RETURN-TO-DUTY TESTING

All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

employee returning to duty will require a return-to-duty drug test, alcohol test, or both.

P. FOLLOW-UP TESTING

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return -to- duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a

positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, referred to a Substance Abuse Professional (SAP) for assessment. No employee will be allowed to return to duty requiring the performance of safety-sensitive job functions without the approval of the SAP and the employer.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal is defined as any of the following circumstances:
 - a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
 - b. Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
 - c. Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
 - d. In the case of a directly observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

- e. Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
 - f. Fail or decline to take a second test as directed by the collector or the employer for drug testing.
 - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
 - h. Fail to cooperate with any part of the testing process.
 - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly observed test.
 - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
 - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
 - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
 - m. Fail to remain readily available following an accident.
 - n. As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.
- 4) For the first instance of a verified positive test from a sample submitted as the result of a random drug/alcohol test, disciplinary action against the employee shall include:
- a. Mandatory referral to Substance Abuse Professional for assessment, formulation of a treatment plan, and execution of a return to duty agreement;
 - b. Failure to execute, or remain compliant with the return-to-duty agreement shall result in termination from GCTD employment.
 - i. Compliance with the return-to-duty agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy.
 - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.
 - d. A periodic unannounced follow-up drug/alcohol test which results in a verified positive shall result in termination from GCTD employment.
- 5) The first instance of a verified positive post-accident or reasonable suspicion drug and/or alcohol test shall result in termination.
- 6) The second instance of a verified positive drug or alcohol test result for any category of testing shall result in termination from GCTD employment.
- 7) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder of the workday whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NON-DOT alcohol test with a result of less than 0.02 BAC.
- 8) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

- a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return to work agreement;
 - b. Failure to execute or remain compliant with the return-to-work agreement shall result in termination from the Gulf Coast Transit District's (GCTD) employment.
 - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the sole authority of GCTD and will be performed using non-DOT testing forms.
 - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. All tests conducted as part of the return to work agreement will be
conducted under company authority and will be performed using non-
DOT testing forms.
 - d. A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.
 - e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.
 - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with GCTD.
 - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 9) Failure of an employee to report within five days a criminal drug statute conviction or alcohol conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

S. PROPER APPLICATION OF THE POLICY

GCTD is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

subordinates, shall be subject to disciplinary action, up to and including termination.

T. INFORMATION DISCLOSURE

- 1) Drug/alcohol testing records shall be maintained by the GCTD Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need to know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over GCTD or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken.
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

Attachment A Safety Sensitive Positions

Job Title	Job Duties	Testing Authority
Operator	To provide transportation for the public transit program. Responsible for the safe and efficient operation of transportation vehicles.	FTA
Lead Operator	Direct line supervisor to the Operators. Provides transportation for the public transit program. Responsible for the safe and efficient operation of transportation vehicles.	FTA
Porter	Cleaning and maintaining transit fleet. Conducting minor repairs Transporting vehicles to repair shop.	FTA
Transit Manager	Provides general administrative duties for transit department. Assists the Operations Manager and Transportation Director in coordinating all aspects of the Center's Transit program.	FTA
Fleet Manager	Conducts minor vehicle inspections (interior/exterior). Keeps accurate records for vehicle maintenance and vehicle problems. Reports all major repairs and accidents to the Operations manager.	FTA
Scheduler / Dispatcher	Schedules passenger trips. Prepares Dispatcher and Operations manager.	FTA

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

Attachment B Contacts

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

Gulf Coast Transit District (GCTD) Drug and Alcohol Program Manager

Name: Lisa Womack

Drug and Alcohol Program Manager, Designated Employer Representative

Address: 1415 33rd St N, Texas City, TX
77590 Telephone Number: 409-996-0767

Medical Review Officer

Name: Terri Hellings, MD

Title: Medical Review Officer

Address: 2800 Black Lake Place, Suite A, Philadelphia, PA
19154 Telephone Number: 215-637-6995

Substance Abuse

Professional Name: Delpha

Price

Title: LCDC, SAP

Address: Ace Drug and Alcohol Services, 1227 Hwy 332, Suite 2, Clute,
TX 77531

Telephone Number: 979-265-1200

Substance Abuse

Professional Name: Tammy

Sammour

Title: M.S., LPC, NCC, LCDC, SAP

Address: 1120 E. Nasa Pkwy, Suite 300-A, Houston, TX
77058 Telephone Number: 281-971-1969

Substance Abuse

Professional Name: Hilaine

Rogers

Title: LCDC, DOT Qualified SAP

Address: 825 E. Southmore, Pasadena, TX
77502 Telephone Number: 713-828-0830

HHS Certified Laboratory Primary Specimen

Name: Alere Toxicology

Address: 1111 Newton, Gretna, LA. 70053

Telephone Number: 800-433-3823

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

HHS Certified Laboratory Split Specimen

Name: Alere Toxicology
Address: 1111 Newton, Gretna, LA 70053
Telephone Number: 800-443-3823

Item 7: Connect Drug and Alcohol Monitoring and Testing Policy

This Policy was adopted by the Gulf Coast Transit District's Board of Director's on July 18, 2023..

Chairman of the Board
Gulf Coast Transit District



Date

05/17/2023

Executive Director
Gulf Coast Transit District

Date

Affirmed:



Secretary of the Board
Gulf Coast Transit District