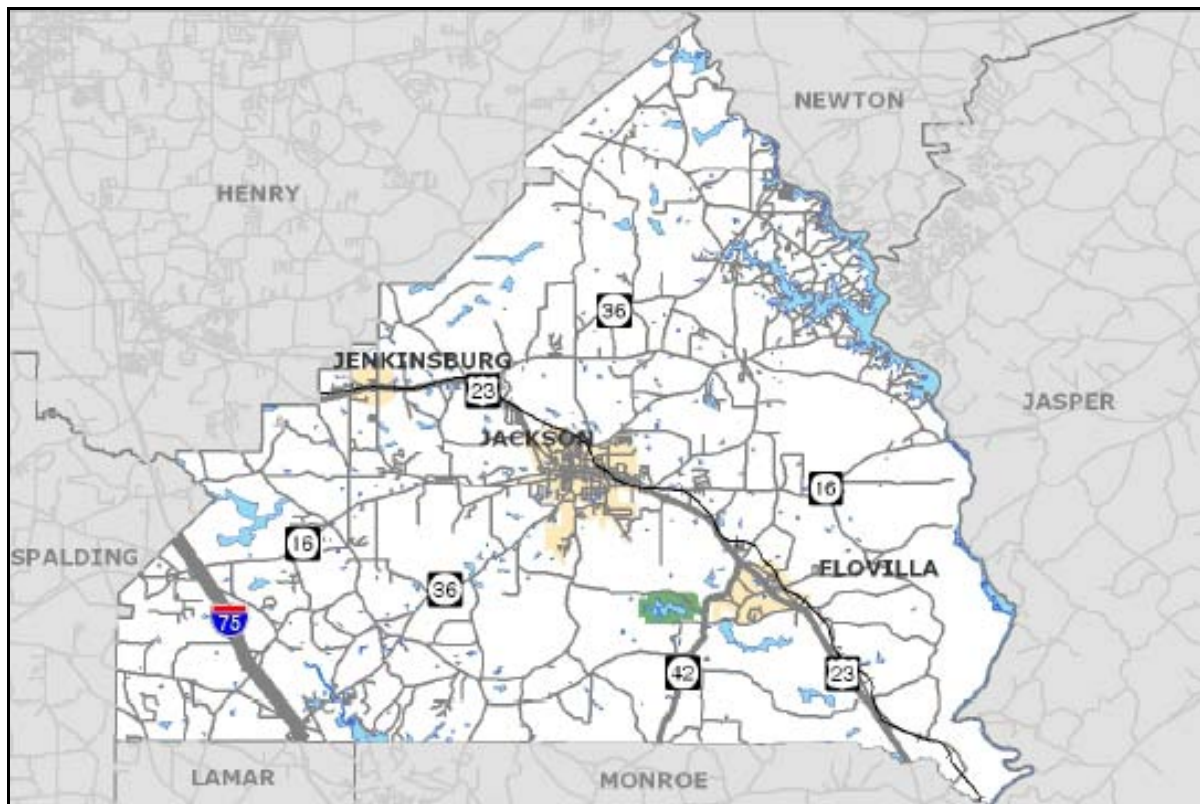


BUTTS COUNTY RURAL TRANSIT DEVELOPMENT PLAN



DEVELOPED BY:

**Three Rivers Regional Commission
June 2015**

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EXECUTIVE SUMMARY

1. Introduction

The Section 5311 Program provides member governments with an opportunity to provide transit services for improving access to business, commercial and activity centers. Section 5311 is the name of the Federal funding program administered by the Federal Transit Administration (FTA) to provide assistance for rural public transportation. Federal transit funds are allocated to the states on a formula basis, and can be used for capital assistance, operating assistance, planning, and program administration. The Georgia Department of Transportation (GDOT) is responsible for administering the program.

Member governments that make up the Three Rivers Regional Commission (TRRC) participate in a regional public transportation service area that includes Butts, Lamar, Pike, Spalding, and Upson Counties.

The regional public transportation program is administered by the TRRC on behalf of the member governments, and was the first regional rural/suburban public transit service area established within the state. The regional approach has proved to be a cost effective way to provide public transportation within the service area. The system is most heavily used by the senior citizens, local workforce, and disabled populations within the service area.



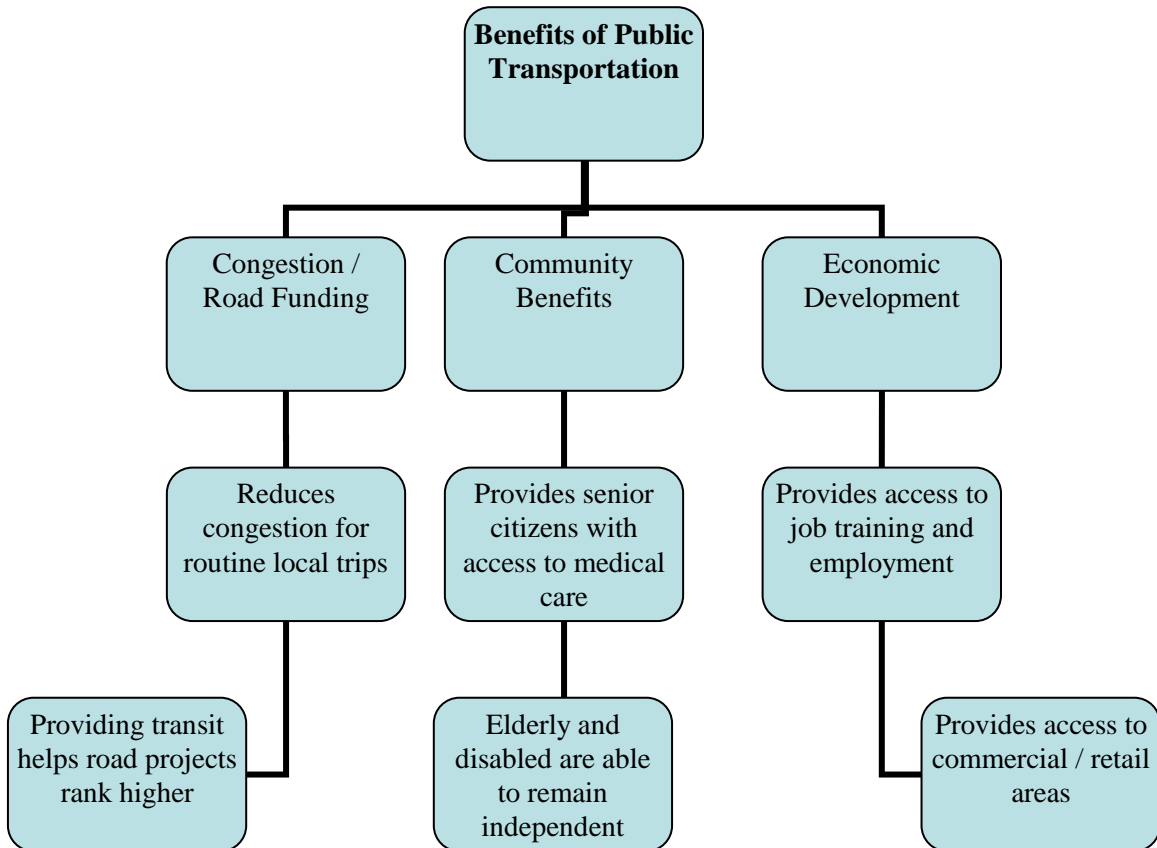
2. The Transit System

Three Rivers Regional Commission Management Team:

Lanier Boatwright, Executive Director
Robert Hiatt, Governmental Services Director
Peggi Tingle, Administrative Services Director
Amanda Turner, Governmental Services Coordinator
Mamie Tomys, Transit Contracts Administrator

The program has been operating throughout the four of the five counties since September 8, 1999. The five counties that make up the Three Rivers Transit System in 2012 are Butts, Lamar, Pike, Spalding, and Upson Counties. Public transportation is used to assist people to obtain and retain employment, receive regular medical attention, provide access to job training, provide access to commercial zones, and quality of life enhancement purposes.

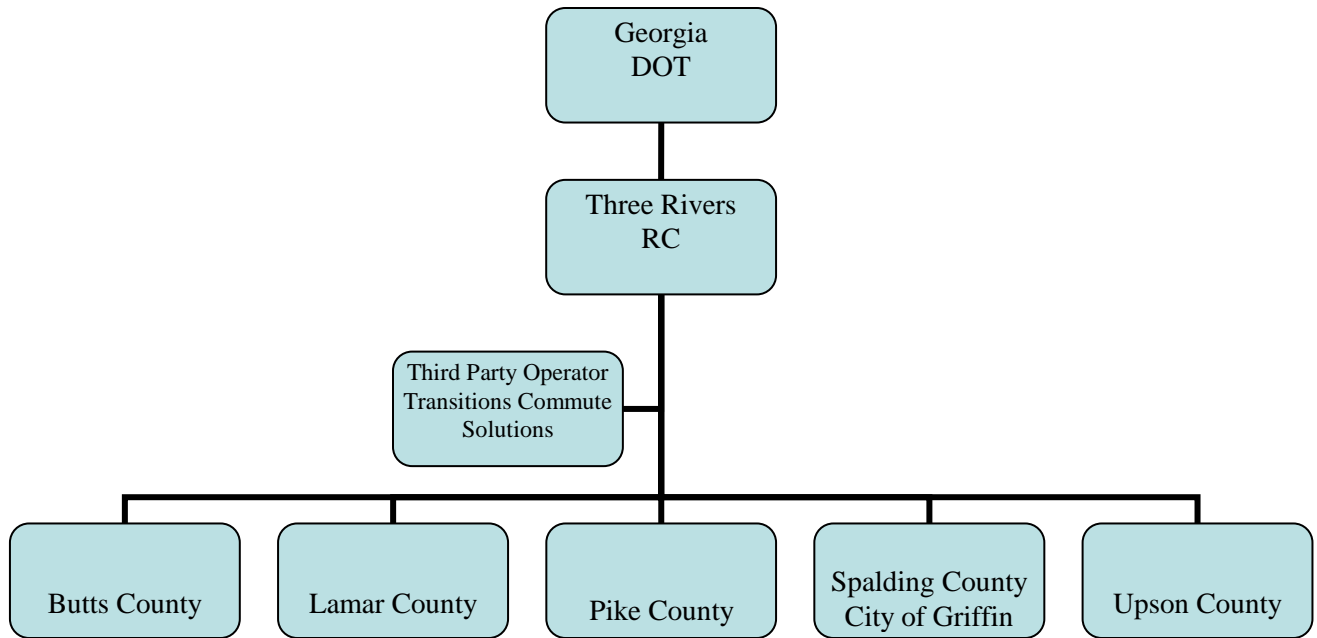
CHART 1 - Public Transportation Benefits



Contract Administration

The TRRC functions as central contractor and administrator for the regional transit program. By contract, the TRRC is responsible to each County for completing the monthly reports to the Georgia Department of Transportation (GDOT), and ensuring that compliance with state and federal regulations are implemented and ongoing. Each participating county within the Three Rivers Transit System enters into a yearly agreement with the RC, and pays their share of projected transportation funding. The TRRC monitors all work done by the Third Party Operator (TPO) and will review all monthly reports and records prior to submission to GDOT. The TRRC will work with the TPO regarding problems or issues involving transportation. Most problems and issues can be dealt with administratively; but if needed, the TRRC will bring them before the regional Technical Coordinating Committee. A county's representative on the Technical Coordinating Committee has decision making authority and if warranted, will take the problem or issue back to the respective County Commission.

CHART 2 - Contractual Relationships



3. Regional Technical Coordinating Committee

The Regional Technical Coordinating Committee (RTCC) for the public transportation system is comprised of individual TRRC board members that are also county commissioners, and the current county commission chairman for counties that do not have an active county commissioner on the TRRC board. The RTCC meetings are called when an issue or policy needs to be discussed prior to being changed and implemented.

Butts County:	Roger McDaniel
Lamar County:	Charles Glass
Pike County:	Briar Johnson
Spalding County:	Raymond Ray
Upson County:	Steve Hudson
Three Rivers RC:	Lanier Boatwright
Three Rivers RC:	Robert Hiatt

4. Services Provided

Demand Response

The Three Rivers Transit System uses a demand response service model where passengers must call in to schedule a trip. Van routes and capacity are checked versus the time of day of the desired trip and new passengers are added if there is capacity to accommodate the trip. Non-subscription passengers are required to call 24 hours in advance to schedule a trip.

Purchase of Service (POS) / Subscription Trips

Any government agency or local business group can buy trips on the rural public transportation system, and this is commonly referred to as being a “purchase of service” (POS) type trip. POS trips bring in additional revenues, and help to buy down the local government’s cost to provide public transportation.

Funds are provided to local human service agencies such as senior centers, labor departments, and agencies that deal with the disabled. The funding is provided through a coordinated transportation program administered by the Department of Human Resources, and human service trips are then purchased on the public transportation system. A more detailed description of the most common types of human service trips can be found next.

Senior Centers

DHR’s Aging Division administers a statewide system of services for older Georgians. Most of these services are administered at the regional level by Area Agencies on Aging (AAA), and delivered by local senior centers.

Type(s) of Service: Provide transportation of eligible persons to and from community facilities and resources applying for and receiving services, reducing isolation, or otherwise promoting independent living. Subscription Services are ordered by participating agencies. Trips may be provided on the basis of Subscription Service, Scheduled Response, Demand Response and Group Trips. Door-to-Door Service is necessary.

Points of Origins and Destinations:

- From senior adults' homes to Senior Centers and return.
- From Senior Centers or residences to field trip locations in and out of the county of residence and return.
- From Senior Centers or residences to shopping districts and return.
- From Senior Centers or residences to service access points (social service agencies) in the community.
- From Senior Centers or residences to health services and return.

Department of Family and Children Services

County offices of the Division of Family and Children Services (DFCS) administer social service programs, support services for employment and financial assistance to families with problems caused by poverty, neglect or lack of education. Transportation is among one of the support services provided to help families become self-sufficient. Transportation is of particular importance under the Temporary Assistance to Needy Families Program (TANF). Transportation is often a barrier to accessing and maintaining training and employment.

Type(s) of Service: Scheduled Demand Response, Demand Response, and Subscription Service. Curb to Curb.

Points of Origins and Destinations: Points of Origins and Destinations vary between participants. From residential addresses throughout the region such as day care providers, education and training activities, work sites, work experience locations, job search activities, and return trips.

Department of Labor – Vocational Rehabilitation Services (VRS)

The Department of Labor administers rehabilitation services, including providing physical rehabilitation, job training and job placement of people with disabilities. Vocational Rehabilitation Services (VRS) provides opportunities for work and personal independence for people with disabilities. Local offices throughout Georgia coordinate employment readiness and other services for people with physical mental or emotional disabilities. Services include: job analysis; accessibility surveys; work and job readiness; work adjustment; job coaching; and supportive employment

Type(s) of Service: Door-to-Door, Subscription and Demand Response Services.

Points of Origins and Destinations: Origins and destinations vary between consumers. Examples of destinations include colleges, vocational schools, medical appointments, work /training sites, etc.

Division of Mental Health, Developmental Disabilities and Addictive Diseases (MHDDAD)

The Division of MHDDAD serves people of all ages and those with the most severe problems. Services are provided across the state through seven state hospitals, one mental retardation institution, and through contracts with 26 community service boards, boards of health and various private providers. In addition to providing treatment, support and prevention services, contracted community

programs screen people for admission to state hospitals and give follow-up care when they are discharged. Transportation to and from services is among the many support services provided by MHDDAD.

Type(s) of Service: Door-to-Door, Subscription Services.

Points of Origins and Destinations: From residences to and from day rehabilitation, training sites, work sites, medical appointments, and day treatment, etc.

5. Vehicle Fleet Information

The vehicle fleet is comprised of Goshen shuttle vans that can accommodate up to fourteen passengers. These vans cost between \$43,500 (without lift) and \$47,500 (with lift), and do not require a CDL license to operate. Prior to 2003, the regional transit system did use CDL vehicles but those vehicles were cycled out due to cost concerns and the inability to retain CDL qualified drivers.

Listed below are the vehicles that are used in the regional transit system, and information about the types of vehicles that are used.

GDOT Fleet Number		Type	Year	Make	Seats	WC Lift
2885	Butts	Mini Bus	2010	Elkhart	11	Y
3313	Lamar	Mini Bus	2013	Elkhart	14	N
3510	Lamar	Mini Bus	2015	Elkhart	11	Y
2886	Pike	Shuttle Bus	2009	Elkhart	11	Y
2887	Upson	Mini Bus	2010	Elkhart	14	N
2888	Upson	Mini Bus	2010	Elkhart	14	N
3577	Upson	Mini Bus	2015	Elkhart	17	Y
3314	Upson	Mini Bus	2013	Elkhart	13	N
3065	Spalding	Mini Bus	2010	Ford	11	Y
3066	Spalding	Mini Bus	2010	Ford	11	Y
3067	Spalding	Mini Bus	2010	Ford	14	N
3068	Spalding	Mini Bus	2010	Ford	14	N
3069	Spalding	Mini Bus	2010	Ford	14	N
3501	Meriwether	Mini Bus	2015	Elkhart	14	N
3502	Meriwether	Mini Bus	2015	Elkhart	11	Y

CHART 3 - Pacer II Goshen Shuttle Van Public Transit Vehicle Example:

Exterior View



Interior View



CHART 4 - Interior Vehicle Layouts

EC-I STANDARDS & OPTIONS

STANDARD CHASSIS FEATURES

- Ford E-350 DRW Cut-Away Chassis
- Electronic 5-Speed Automatic Transmission
- 37-Gallon Fuel Tank
- Ford V-8 5.4L Gas EFI Engine
- OEM Installed Dash Air Conditioning and Heat
- 130 Amp Alternator
- 158" Wheelbase
- Heavy Duty Engine Cooling Package
- Chrome Front Bumper and Grill
- 11,500 GVWR
- Dual Electric Horns
- Driver Air Bag
- Heavy Duty Suspension
- Power Steering/Brakes
- LT225/75RX16E Tires
- Dual 650 CCA Batteries
- Tilt Steering Wheel/Cruise Control
- Dual Beam Headlights

STANDARD BODY FEATURES

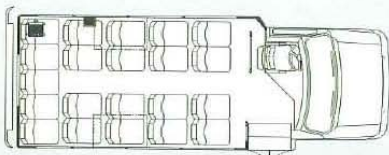
- FMVSS Certified
- STURAA Tested for 7 Years/200,000 Miles
- Insulated Roof and Exterior Walls
- Mar-View Right Side Cab Window
- Smooth Rubber Floor with Ribbed-Rubber Aisles
- Rear ABS Fender Flares
- Powder Coated Rear Steel Bumper
- Rear Mud Flaps

- Entrance Door and Driver Modesty Panels
- All Aluminum Sidewalls and Skirts
- Dual Drive Shaft Guards
- Entry Door Assist Hand Rails
- Fully Welded Unitized Steel Cage Body Structure
- Undercoating
- Swing-A-Way Exterior Flat Mirrors with Integrated Convex Panels
- Drip Rail Over Passenger Windows and Entry Doors
- White Step Nosing – All Entry Steps
- Color/Function Coded Wiring Harness
- Laminated Steel Reinforced Composite Construction
- Master Electronic Printed Circuit Control Panel
- Side and Rear Emergency Egress Windows
- Stylized ABS Rear Trim
- 91" Interior Width and 77" Headroom
- Large 36" x 36" Upper T-Slider Windows
- Single Piece Seamless FRP Roof
- Smooth FRP Interior Walls
- FRP Ceiling

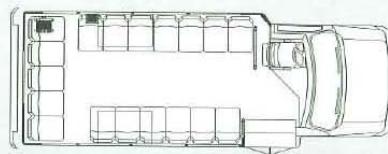
POPULAR OPTIONS

- Ford V-10 6.8L Gas EFI Engine
- Ford V-8 6.0L Diesel EFI Engine
- Rear Heat System
- Front and Side Destination Signs
- Mar/Ryde Suspension

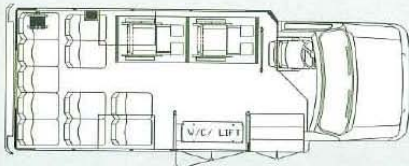
- Individual Reading Lights
- Spare Tire and Wheel
- Interior Luggage Rack
- Interior Convex Mirror
- Back-Up Alarm
- Overhead Luggage Racks
- Exterior Rear Center Mounted Brake Light
- Upgraded Dual Alternators (Diesel Only)
- Rear Luggage Compartment
- Ceiling Grab Rails
- AM/FM Radio with CD Player
- "Flat Floor" (No Wheel Well Risers)
- DVD Player with Flip Down Monitor
- Heated/Remote Exterior Mirrors
- High-Back or Mid-High Seats with Armrests
- Front Mud Flaps
- Ground Plane For Two-Way Radio Installation
- Paging System
- Rear Emergency Door with Ajar Package
- LED Exterior Lighting
- Rear A/C System
- Roof Escape Hatch
- Stainless Steel Wheel Inserts
- ADA Mobility Compliance Package
- All FRP Exterior
- Driver Running Board
- Electric Entry Door



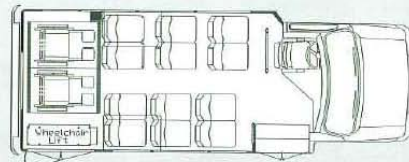
21 Passenger - Forward Facing Seating



18 Passenger - Perimeter Seating



11 Passenger - 2 Wheelchairs - Front Lift



12 Passenger - 2 Wheelchairs - Rear Lift

Insurance

Program contractors must maintain a minimum liability coverage in an amount of \$100,000 for death or injury of one (1) person, \$300,000 in the event of injury or death of two (2) or more persons in a single accident including liability to and employees engaged in the operation of the vehicles, and \$50,000 for property damage. Vehicles with capacity over 15 passengers must maintain minimum liability coverage in an amount of

\$100,000 for the death or injury of one(1) person, \$500,000 in the event of injury or death of two (2) or more persons in a single accident including liability to any employees engaged in the operation of the vehicles, and \$50,000 for property damage.

Since the counties maintain the titles to the vehicles while they are in service, the TRRC recommended that participating local governments place the vehicles on their fleet policy rather than having private operators insuring the vehicles.

Accident Reporting

The TPO will report any accident to the TRRC within one (1) hour of the occurrence, or if the offices are closed, by 9:00 a.m. the next business day, unless otherwise mutually agreed. An initial written incident/accident report, completed by the TPO, will be forwarded to the TRRC by the next business day. The TRRC will then send all relevant information to the appropriate local government so they can begin to process an insurance claim.

The TPO must provide a copy of the investigating officer's accident report within five (5) business days from the date of the accident, and the TRRC will forward that information to the county. The TPO will maintain copies of each accident report in the files of both the vehicle and the driver.

Drug and Alcohol Testing

As a condition of FTA funding, the Act requires recipients to establish alcohol and drug testing programs (POLICY). The Drug/Alcohol Testing Policy must be approved by GDOT prior to execution of new contracts or the selection of new TPO's. The Act mandates four types of testing:

(1) Pre-Employment (2) Random (3) Reasonable Suspicion (4) Post Accident. In addition, the Act permits return- to- duty and follow-up testing under specific circumstances. The Act requires that recipients follow the testing procedures set out by the Department of Health and Human Services (DHHS). The Act does not require recipients to follow a particular course of action when they learn that a safety-sensitive employee has violated a law or Federal regulation concerning alcohol or drug use. Rather, the Act directs FTA to issue regulations establishing consequences for the use or abuse of alcohol or drugs in violation of FTA regulations. Possible consequences include Education, Counseling, Rehabilitation programs and Suspension or Termination from employment.

6. Quality Control

Any comments or complaints regarding the quality of service provided by the system or the performance of any system employee will be handled routinely by the Authorized Representative at the TRRC and the TPO. If warranted, the Authorized Representative may recommend to the Technical Coordinating Committee that official action be taken to address any problems that have been identified in the course of

investigating a customer complaint. Receipts and expenditures will be monitored by the TRRC on a monthly basis. The driver will maintain daily passenger trip logs and vehicle service logs which will be consolidated by the TPO and transferred to monthly reporting forms. These will be forwarded to the TRRC.

Program Reporting

From TPO to TRRC (Monthly)

- Program data by vehicle characterizing origin, number and type of one way passenger trips (OWPT's), Rural Transportation Monthly Reporting Form: pages 1-2, revenues and expenditures, maintenance records, and customer complaints.
- TPO monthly bills for services rendered.

From TRRC to County (Monthly)

- Programmatic monitoring reports (these are done quarterly)
- Request for funds (as needed)

From County to TRRC (Monthly or as Requested)

- Funds to cover the cost remaining after subtracting the POS and Farebox revenues from the monthly operating budget multiplied by the County's percentage share of total ridership for the month (as needed)

From TRRC to TPO (Monthly or as Requested)

- Payment for services rendered.
- Info regarding upcoming training opportunities
- Info regarding regulatory changes.

From TRRC to GDOT (Monthly or as Requested)

- Requests for County reimbursements on the Section 5311 Operating Assistance Reimbursement Form.

From GDOT to TRRC (Monthly or as Requested)

- Reimbursements of federal matching funds.

Corrective Actions

Throughout the term of the contract, the TRRC will work with the TPO to review the performance measures as prescribed in GDOT administrative guide. If the TPO is failing to adequately meet these measures, the TRRC will meet with the TPO in an attempt to resolve the issues. If the TPO still fails to perform according to the specified measures, the TRRC may take actions, including but not limited to, the actions described in this section.

In relation to taking corrective actions, the TPO shall:

1. Agree that the TRRC has the sole authority to determine whether the TPO has met, exceeded, or failed to meet any requirements or standards;

2. Within three (3) business days of the date that the TRRC notifies the TPO in writing that it has failed to meet a requirement or performance standard, submit a corrective action plan to the TRRC for its review and approval. The corrective action plan shall include:
 - A description of the problem including the administrative guide performance standard, if applicable
 - The reason(s) the problem occurred
 - A description of what steps will be taken to prevent the problem from recurring
 - A listing of the organizations or staff functions impacted by the problem's resolution
 - A timeline for implementing the resolutions(s)
3. Implement the corrective action plan within ten (10) business days of receiving the TRRC approval of the plan or longer if so stated in the TRRC's approval.

Pick Up and Delivery Standards

The TPO must assure that transportation services are provided which comply with the following minimum pickup and delivery service requirements and which shall be delineated in any applicable transportation service agreements:

- a. The TPO being on time shall be a standard practice. The vehicles must be on time for pickup and delivery, unless there are extenuating circumstances beyond the TPO's or driver's control. **A 95% on-time performance rate is required.** A 20-minute pickup and delivery window period will be allowed (10 minutes before pick up time and 10 minutes past pick up time). Notification must be given by the TPO to the consumer in the event of unavoidable delays.
- b. The driver may arrive up to ten (10) minutes before the scheduled pick-up time; however, a consumer shall not be required to board the vehicle before the scheduled pick-up time for return trips. The Provider(s) is not required to wait more than five (5) minutes after the scheduled pick-up time.
- c. The TPO must ensure that consumers are transported to and from appointments on time.
- d. The TPO must ensure that no consumer served is forced to remain in the vehicle more than one (1) hour longer than the average travel time for direct transport from point of pick-up to destination.
- e. The TPO will monitor trips to ensure that consumers are picked-up and delivered timely.

7. Third Party Operator

The current third party operator is Transitions Commute Solutions. The TPO will be responsible for handling the day-to-day operation and maintenance of the system. The TPO will be responsible for registering calls for service, route management, driver supervision and training, submission of monthly

service reports, and general bookkeeping. The drivers will be hired by the TPO and the TPO will be expected to enforce compliance with all federal regulations applicable to the program.

8. Public Involvement

During the creation of this Rural Transit Development Plan for Butts County, the TRRC involved several governmental and public citizen groups. The primary focus group involved in the creation of this plan was a steering committee comprised of members who participated in the Butts County Long Range Transportation Plan. This is an advisory committee made up of private citizens, business, and governmental officials within Butts County. The TRRC also solicited feedback from the Butts County Chamber of Commerce, and the Department of Human Services Regional Transportation Office.



DEMOGRAPHIC ANALYSIS

Butts County Profile

Based on the 2010 census and research data the total population is: 23,655 people, 7,881 households, and 5,834 families reside in Butts County. The land mass per square mile is 184.39 which yields a population density of ± 128.3 persons per square mile. The racial makeup of the county is: 69.9% White, 27.3% Black or African American, 0.2% Native American, 0.5% Asian, 0.0% Pacific Islander, 0.7% from other races and 1.3% from two or more races. From this population 2.5% is Hispanic or Latino. The 2008-2012 population projection for Butts County was 23,671 with 21% of the population living in urban areas, and 79% of the population living in rural areas and for the state of Georgia the 2013 population estimate was 9,992,167 and it was at 9,687,653 from the 2010 census data.

The current data identify 7,881 households out of which 37.8% had children under the age of 18 living with them, 50.4% were married couples living together, 13.9% had a female householder with no husband present, and 24.6% were non-families. The data reflects that 20.9% of all households were made up of individuals, and 8% had someone living alone who was 65 years or older. The median age within the County was 36 years.

The median income within the county was \$39,879 for a household and \$44,937 for a family. Males had a median income of \$33,155 in comparison with \$21,869 for females. The per capita income for the county was \$17,016. Eight point six percent (8.6%) of families and 11.5% of the population were living below the poverty line, which include 15% of those under the age of 18 and 16.7% of those 65 years or over. **Source: U.S. Census Bureau, Census 2010 Summary File 1, Esri Business Analyst Online, American Fact Finder, U.S. Census Bureau, 3-Year American Community Survey**

Butts County Activity Centers – 2015

Butts County consists of urban clusters which include Sub-county governments of: the City of Jackson (population 4,045), the City of Flovilla (population 653), and the City of Jenkinsburg (population 370). The City of Jackson is the central location within the county where major activity centers can be found, which include: hospitals, major medical facilities, and work sites for individuals with developmental disabilities. These are common locations to which low income workers or people who use specialized transportation services may travel.

Under the present conditions, it is more likely that the common destination for most public transit trips will be inside Butts County's limits. However, it is noteworthy that the Three Rivers Transit System does perform occasional out of county trips a few days a week. The central location for these trips is the City of Griffin which is located within Spalding County and to the west of Butts County.

Map 1 provides a view of Butts County location.

MAP 1

Location Map

Butts County, GA



Recreational Transit Activity Centers

Some transit trips performed each year fall into the “other” category and generally include those trips that are recreational in nature. Senior citizens or the local senior centers may order trips to visit old historical sites, parks, or other types of recreational facilities.

Maps 2 and 3 provide the Activity Centers that are located throughout Butts County as well as display other possible destinations within the county for trips of this nature.

MAP 2

Cultural Activity Centers

Map 7.4



Source: State Basemap of Georgia (2000); Georgia DOT (1996-2001); U.S. Census Bureau (2000); MTRDC (1998-2002); Butts County GIS (1998)



MAP 3

Historic Sites

Map 4.7



Source: State Basemap of Georgia (2000); Georgia DOT (1996); U.S. Census Bureau (2000); MTRDC (1998-2002)



Transit Dependent Population – 2015

Overall, on average the residents in Butts County have more vehicles than that rest of the state with a larger percent of the population owning three or more vehicles. Also, a greater percentage of the population travel sixty or more minutes to work than the rest of the state. Lengthy travel times may indicate a greater dependency on household vehicles. **Source: Georgia Tech Enterprise Innovation Institute, Butts County Community Needs Data Fact Sheet dated August 4, 2010.**

However, there are several characteristics that could identify individual dependency on public transit which may include; families with low incomes, individuals with disabilities and individuals over 65. Financial constraints may make it difficult for low income populations to purchase and maintain an automobile. Individuals with temporary or permanent disabilities that limit their ability to drive can be served by the local transportation services. Older adults are faced with the decision whether to curtail driving due to frailty and / or age related physical impediments such as reduced vision or dexterity.

The Three Rivers Transit System caters heavily to these transit dependent populations in Butts County. The Transit System for the County currently performs between 5,000 and 8,000 trips per year. While the percentages fluctuate from year to year, the two primary uses for transit in Butts County are related to senior citizen activities and employment based activities. Individuals within these two population groups greatly benefit from the transit program. This is especially true with the senior citizens, as it affords them the ability to continue to contribute to the community. Some of the general benefits of access to public transportation include the following:

- Provide access to employment.
- Access to routine medical care, which reduces emergency room visits and associated costs.
- Continued participation in the local economy. Public Transportation advocates cite that \$4 in economic activity is generated for every \$1 spent in supporting transit services.
- Increased quality of life and mobility options for people of all ages, especially for senior citizens.

Findings

The Butts County Long Range Transportation Plan dated August 2008 and prepared by HNTB and GDOT (Georgia Department of Transportation) studied the horizon to the year 2035. Typically, a Long Range Transportation Plan (LRTP) is required to have a planning horizon of ± 20 years. This time frame provides a basic structure and overall goals for meeting long-term transportation needs. Particular in the case of Butts County, these needs are very hard to predict since they are driven by several influencing factors, changes in the job and housing market as well as Butts County's own policies on transportation. Butts County's Updated Comprehensive Plan 2005 – 2030, dated December 2007, prepared by Robert and Company and Jerry Weitz & Associates, Inc., and states that since 1995, Three Rivers Regional Commission (TRRC), formerly known as McIntosh Trail RDC has managed a Unified Transportation System funded by the Georgia General Assembly and the State Department of Transportation. TRRC, UTS specifically provides transportation to the elderly, disabled, Medicaid recipients, and job training program for low-income areas. This regional system serves as the monitor for any future upgrades for traditional public transit services in the region.

Generally, the development and implementation of Long Range Transportation Plans are also often influenced by demographics, forecast of revenue, project cost, policy changes and political sphere of influence. Therefore, it is recommended that a general standard practice be adopted and that such document be updated at least every five years.

On a countywide level, approximately 44.2% of the County's population can be classified as meeting the transit-dependent criteria to be considered. This is due to the high number of senior citizens who make-up the County's population. In fact, data from the 2010 Census summary indicates that the County's population comprise the following; 54.9% in the labor force with 48.4% employed (16 years and over), 52.9% male, 47.1% female, 39.8% (21.4% & 18.4%) in the labor force with 37.5% (21.4% & 16.1%) employed (ages 65 to 74 and 75+) 12.6% of senior citizens (age 65+), 12.2% of low income, 20% below poverty level and 31.1% of disabled adults between the ages of 21-64. There are a number of people from each of these groups which are already commuters of the local transit system. Those not currently using the public transit system are assumed to have access through other modes of transportation, or are not in need of public transit services at their time of commute. The performance and demand analysis outlined in later sections of this study demonstrate that the existing transit fleet is sufficient to handle the current demand. If demand from the transit dependent population group were to increase above current levels, additional vehicles would be needed to add to the fleet to accommodate the increased demand.

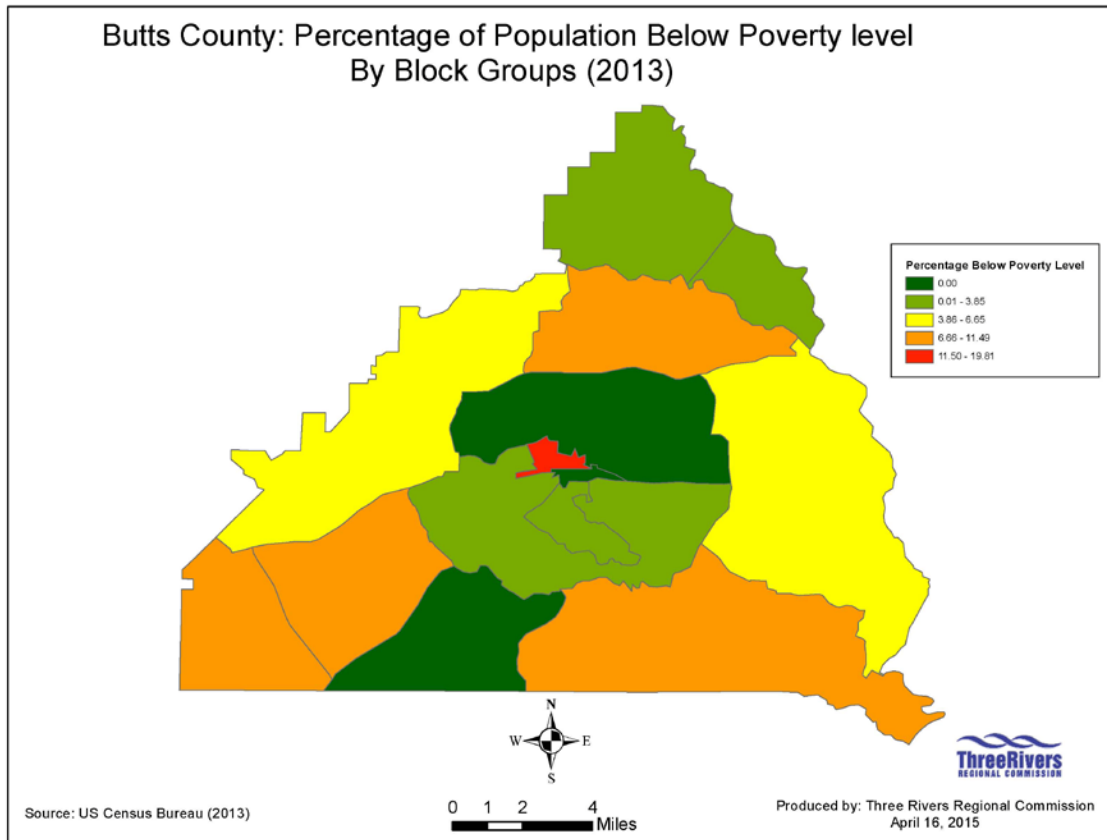
The 2010 Census Summary also revealed the following; 79.9% drove alone, 13.5% carpoled and 0.3% used public transportation (excluding taxicab). The remaining percentage of the demographic analysis will cover the existing conditions for each specific group that could be part of the traditional transit dependent population. Comments related to demand from these groups will be in the demand analysis portion of this transit development plan.

Poverty

The poverty level for a family of 4 in Georgia has grown from \$12,674 in 1989 to over \$15,000 in 1995. The number of persons below the poverty level in Butts County (2009-2013) is 14.5%, a drop from 16.7%. According to the last study and data on the state level in Georgia it is 18.2% and the median household income in Butts County (2009-2013) is \$49,754 and the state is \$49,179. The per capita income (2009-2013) is \$20,363 compared with the state's \$25,182.

For purpose of illustration, map 4 depicts the percentage of the population below the poverty level in Butts County.

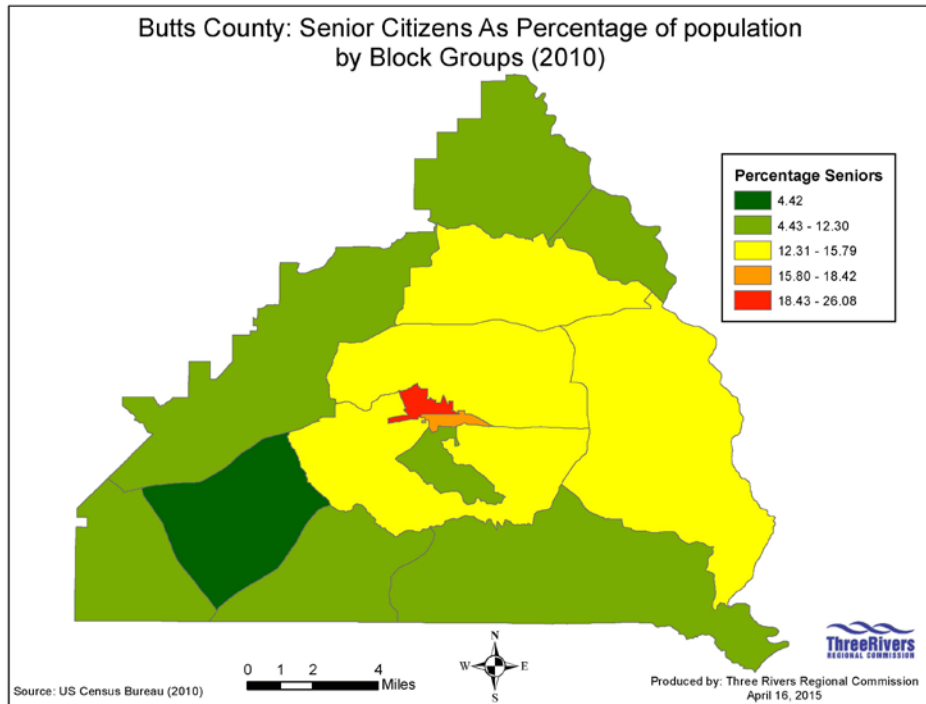
MAP 4



Disability

The demographic data revealed that 2,423 out of a household of 7,796 (2008-2012) (1+ person) with disability in Butts County, which represents 31.1%. Persons under the age of 65 years account for 9.9% with disability in the county and statewide average is 8.6 percent. The U.S. Census Bureau defines disability as: “A long-lasting physical, mental, or emotional condition. This condition can make it difficult for a person to do activities such as; walking, climbing stairs, dressing, bathing, learning, or remembering. This condition can also impede a person from being able to go outside the home alone or to work at a job or business.” According to the Multi-Model Transportation Study prepared by GDOT and HNTB, dated August 2008, dialogue with the stakeholders revealed that the study areas’ populations were beginning to attract an older population.

MAP 5



TRRC performed a census block analysis of the three main population types that are considered to be the primary “transit-dependent population”. One of those populations is senior citizens, and 2010 census information placed seniors in Butts County at 12.6% (age 65+) of the total population. In Map 5 above, above the TRRC has identified the areas of highest concentration for the senior population. Most of the senior population is located in areas served by a major road connection, which allows for more efficient route scheduling.

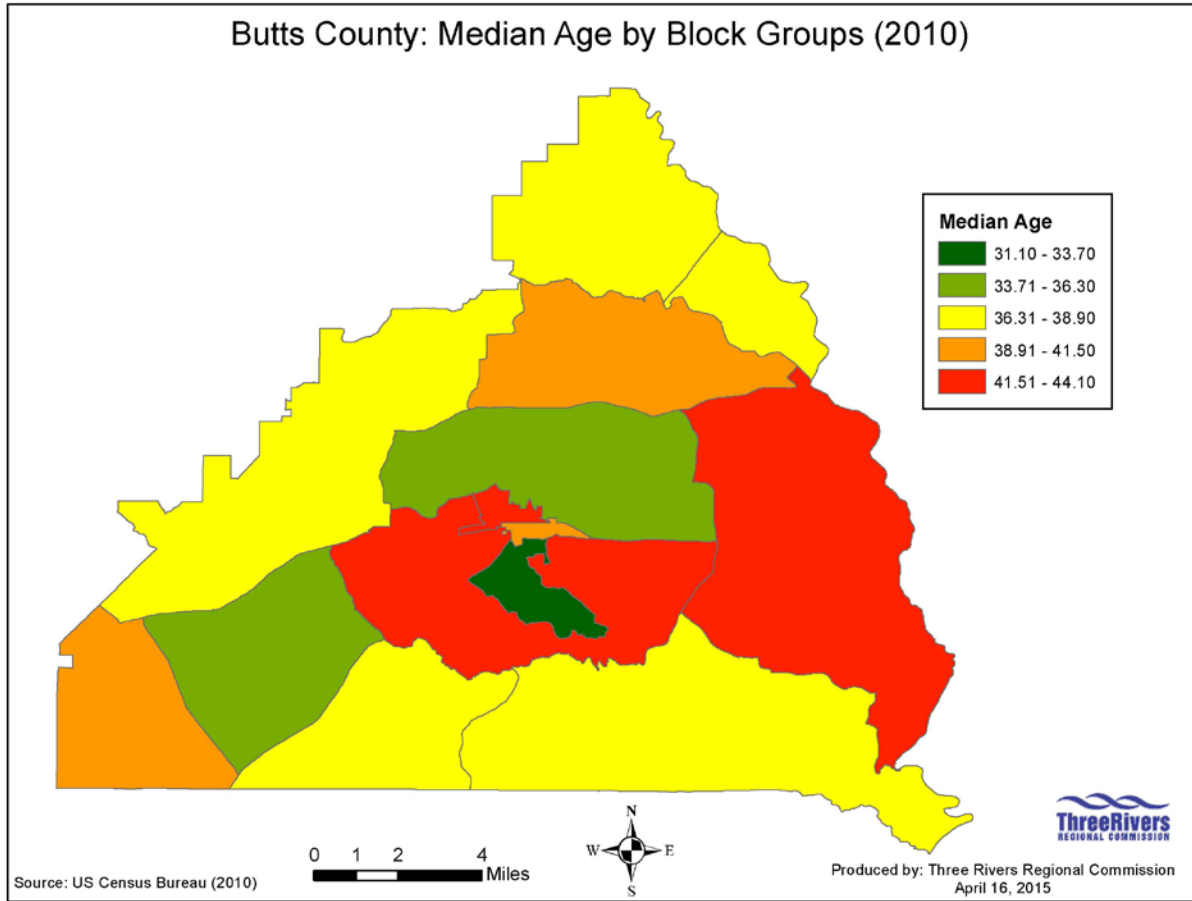
Senior citizens on fixed incomes are more likely to become users of transit when it is available. According to official figures from Three Rivers Area Agency on Aging for the FY-14 (July 1, 2013 to June 30, 2014) there were a total of 4,938 trips for senior citizens only. The figures for FY-15 are beginning to reflect an increase in senior citizen ridership. As of January, 2015 there were 3,168 trips just over a six month period. Providing seniors with access to transit allows them to live independently for longer periods of time, continue to contribute to the local economy, and help to provide access to routine medical care.

Butts County Median Age

Using GIS analysis, TRRC has identified the areas of the county that should undergo the most rapid growth of the senior citizen population. The median age map identifies the western central portion of Butts County as having the highest median age. The two highest areas of median age concentration to consider for future planning are the western part of the City of Jackson, and the northeastern portion of the county between state routes 36 and 16.

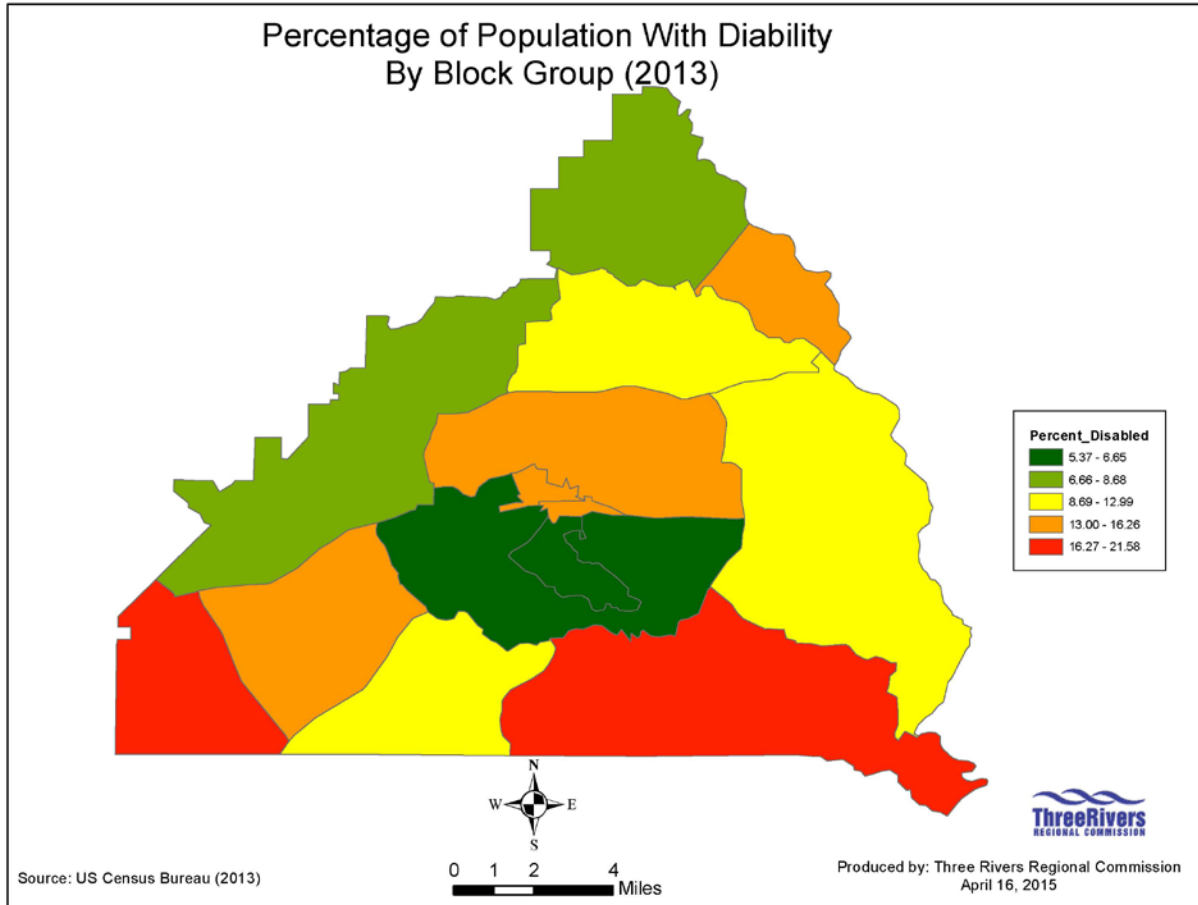
The remaining parts of the county include areas that have younger populations, and those areas should not have a greater need for transit services until 2020. Map 6 below provides a view of the median age distribution for Butts County as of 2010.

MAP 6



MAP 7

Butts County Disabled Population (Ages 18-64)



TRRC conducted an analysis of the disabled population based on 2010 census block group updated figures, and limited the analysis to the 18-64 age group. Persons aged 65 and over would have already been identified in the senior citizens analysis and were not included in this particular analysis. The 18 to 64 year old disabled population represents approximately 32.1% of the total population for Butts County. There are approximately 1,645 persons within this age group who are disabled but also employed. While transit ridership statistics are not kept for disabled passengers, the current fleet for the Butts County portion of the regional transit does include one (1) vehicle that is wheelchair lift equipped.

TABLE 1
Disability Population - 2010

	Total	M	F
Population 18 to 64 years	13,964	8,185	6,528
With a disability	2,303	1,032	1,271
Employed	665	362	303
No disability	11,661	7,153	4,508
Percent employed	58.1	55.7	60.9

Source: U.S. Census Bureau, Disability Housing Statistics

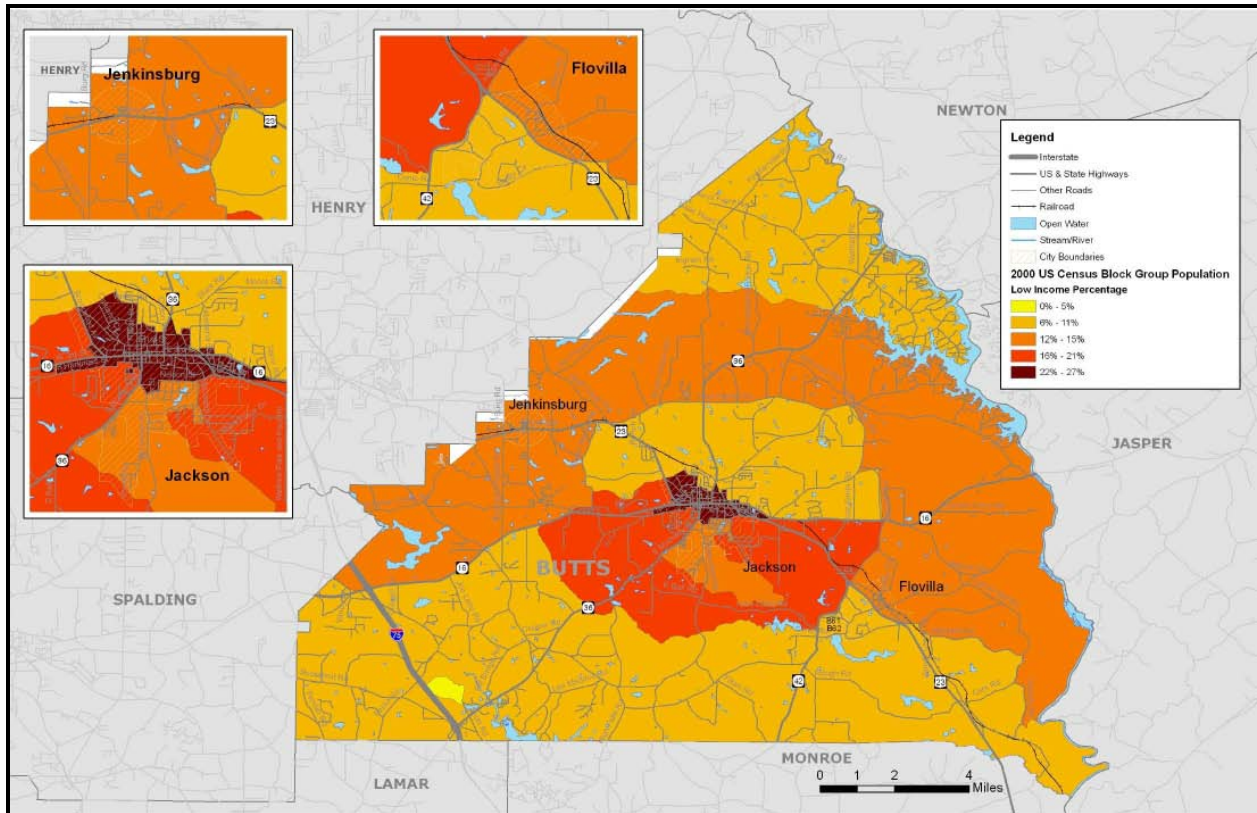
TABLE 2
Area Population - 2010

County	City	Population
Butts	Flovilla	653
	Jenkinsburg	370
	Jackson	4,045
	Unincorporated	18,587
Total		23,655

Source: U.S. Census Bureau

MAP 8

Potential Ridership Based On Income



Source: U.S. Census Bureau Low Income Statistics, Butts County LRTP

Over the years studies conducted on the national level on public transit, have revealed that low to moderate income workers are the ones more likely to use public transits in areas where such services are readily available. Generally, the income threshold used to estimate potential riderships are based on an income of approximately \$25,000 per year. Given the fluctuations in fuel prices it is possible that the demand for transit can increase beyond the senior and disability groups.

TRRC used the information for Butts County, from the Butts County Multi-Modal Transportation Plan prepared by HNTB and GDOT (August 2008) from its census data to identify geographic areas of potential ridership based on income levels. Based on the income analysis, the largest concentrations of low income households are in the central portions of Butts County. The City of Jackson and the areas south of the city appear to have the highest percentages of the low income population. The areas with smaller percentages of low income populations are least likely to use public transit, but would likely use available carpools, vanpool programs, or a commute alternative with a destination outside of the county.

PROGRAM GOALS AND OBJECTIVES

The main program objective of the Three Rivers Regional Transit System for the Butts County area is to provide cost effective and affordable public transportation to all citizens within Butts County through participation in the regional public transportation program administered by the TRRC.

Short Term Goals and Objectives: 2005 – 2019

The Short-term Goals and Objectives of the Three Rivers Transit System for the period 2015 through 2019 are as follows:

- Provide public transportation to residents of Butts, Lamar, Pike, Spalding, and Upson Counties.
- Contract with the Department of Human Resources and other interested local groups to provide purchase of service trips in order to reduce the operating cost required by local governments.
- Expand the regional transit program to include neighboring Counties that have no local transit, and are seeking to participate in a cost effective regional transit system that serves local needs.
- Develop and implement an effective marketing campaign.
- Offer technical assistance to TPO regarding bookkeeping, transit system operations enhancement recommendations, and identifying training opportunities.
- Achieve or exceed all Section 5311 service criteria as outlined in the GDOT administrative guide.
- Evaluate scheduling and trip routing options to identify the most effective way to operate the system.
- Ensure that the TPO is complying with all federal and state guidelines for operating the transportation program.

SYSTEM PERFORMANCE

The Three Rivers Regional Transit System adheres to the GDOT performance standards outlined in its administrative guide. The performance standards involve meeting any combination of performing 500 trips per month, meeting or exceeding 120 service hours, meeting or exceeding 1,000 service miles, and meeting or exceeding 10% in fare collections. Butts County is a participant in this regional program; and based upon the statistical demographics for the County, it does meet the GDOT criteria for performance requirements.

TABLE 3

GDOT System Performance Measures (Monthly Averages)

Participation Based Upon any Combination of the Following	Exceeded Standards	Meets Standards	Did Not Meet Standards
350 to 500 Trips Per Month		X	
120 Service Hours		X	
1,000 Vehicle Miles	X		
10% Farebox Target		X	

General Transit System Information for Butts County:

General statistical and financial information relating to the transit system in Butts County is provided below:

Public Fare Cost: \$2.00 per one way trip
Trip Types - Senior Trips: **64%**
 Employment: **30%**
 Other: **6%**

System Usage (July 20013 – June 2014)

1. Total Trips: **4,698**
2. Average Trips Per Month: **392**
3. Total Miles Traveled: **42,672**
4. Average Distance Per trip: **9 Miles**
5. Peak Usage Times: **6 to 9:30 AM & 3 to 5:30 PM**

Performance Evaluation Findings:

Based on GDOT performance measures for a rural transit system, the Butts County portion of the Three Rivers Regional Transit System currently meets or exceeds most program performance requirements.

Trips Per Month Standard

The vehicle utilized for the transit system serving Butts County typically averages between 400 and 500 trips per month. During peak travel hours, which are from 6:00 a.m. to 9:30 a.m. and 3:00 p.m. to 5:30 p.m., the vehicle is currently operating near full capacity. During off peak travel hours, the vehicle still has the capacity to increase its performance to accommodate more trip requests.

DEMAND EVALUATION

The Butts County component of the Three Rivers Regional Transit System is a consistent trip generator within the regional system. Local surveys indicate that in 2008 30% of transit ridership in Butts County is employment related, 6% for recreational purposes, and 64% of transit trips are for senior citizens. It is logical to assume that the availability of local transit greatly assists citizens with obtaining and retaining employment, and provides the senior citizens with a way to continue to live independently. Transit demand will continue to grow in the coming years as more commercial development occurs, and as the senior population grows.

Current Demand

As previously indicated, Butts County currently has one (1) vehicle in operation in the Three Rivers Regional Transit System. This vehicle is able to meet the current local demand for transit service. The TPO has registered no complaints of having to deny requests for public trips. Trip volume has been relatively stable, even as marketing efforts have been underway. If trip volumes were to increase to the point to where the Butts County vehicle was averaging at least 600 trips per month on a consistent basis, then a request to add more vehicles should be considered.

Public Involvement: Community Survey

Recently a comprehensive transportation plan was completed for the three county area of Butts, Jones and Monroe Counties. As one of the components of the plan, an intensive public survey was conducted to obtain input from the citizens on what they felt were the top transportation priorities facing the county. At the time of the study, transit did not make the list of top concerns but the study did yield some transit related information such as the journey to work data for the county.

Journey and Mode to Work

As part of the Butts, Jones, and Monroe Transportation study, Journey to Work and Mode to Work data were analyzed using census 2000 information. The table below refers to how many people worked in or out of the county, and provide a census block and county wide analysis of the mode of transportation the citizens used at that time.

TABLE 2
Journey to Work Data

Work Commute	Butts County	Percentage	Statewide	
			Total	Percentage
Total Workers (Age 16+)	7,924	100%	3,832,803	100%
Drove Alone	6,374	80.4%	2,968,910	78%
Carpooled	1,271	16.0%	557,062	15%
Transit/Taxi	8	0.1%	90,030	2%
Biked or Walked	36	0.5%	65,776	2%
Motorcycle or Other Means	54	0.7%	42,039	1%
Worked at Home	181	2.3%	108,986	3%
Mean Travel Time to Work (min.)	31		27.7	

Source: 2000 US Census
Butts County CTP

The Butts County journey to work data is nearly identical to the statewide averages for the modes of travel reviewed. In 2006, the percent of employed Butts County residents traveling to Atlanta area counties was:

- Henry - 18 percent
- Fulton - 9 percent
- Clayton - 8 percent
- DeKalb - 4 percent

The I-75 corridor is attracting industrial and commercial employment centers that will provide additional jobs to Butts County, and will increase demand for transportation facilities, including transit, to the area. It should be noted that new census data will be available by the time the Butts County transit plan will need a new update. The new data may show more use of transit as a travel alternative in light of expansions by GRTA vanpools, GRTA express bus, and increased local transit ridership.

Future Transit Needs

The Butts County transportation study did go on to comment that the county would see a significant increase, and that many of them would likely need access to public transit services. In the demographic analysis portion of this plan, Maps 4 & 5 show the locations of the current senior citizen population as well as the areas of the county where more seniors are likely to live over the next twenty years.

Over the next five years the most likely transit needs of Butts County citizens will continue to be to assist with mobility for senior citizens, to help local citizens gain and retain employment, and to provide access to social, recreational, and medical types of services. If the current vehicle averages were to approach 650 trips per month, then the County would need to consider whether or not to add additional capacity to service all of the transit needs.

Human Service Transportation Needs

DHS provides transportation funds for local citizens who are enrolled in its various programs. Where possible, DHS purchases trips on local transit systems, and the additional revenue generated helps to keep the annual operating cost low to local governments that provide public transit.

DHS conducted a needs assessment survey of their clients, and had the following findings:

FIGURE 2
Unmet Travel Needs by Age Group

Need Categories	Under 16	17-54	55-59	Over 60
Going to Work	2%	81%	14%	3%
Grocery Shopping	0%	44%	11%	45%
Social Services	0%	55%	20%	26%
Finding a Job	2%	86%	8%	4%
Pharmacy and Drug Store	0%	26%	12%	62%
Medical Care/Dr. Visits	0%	39%	11%	49%

If these needs are broken down into age groups, the following issues are of the most importance:

1. 17 to 54 Year Olds: Going to work and finding work
2. 55 to 59 Year Olds: Obtaining social services and going to work
3. 60+ Year Olds: Pharmacy and medical service visits

The results of this survey indicate that these age groups need transportation that is not currently being provided by DHS. If state funding was available to meet these needs, it would likely increase the amount of ridership on Butts County vehicles and bring in more revenue to help cover daily transit operating expenses. Or the additional revenues would help to fund a possible expansion to grow the Butts County fleet to two vehicles.

Demand Evaluation Summary

The TRRC is involved in regular marketing and public awareness efforts during each year. These marketing efforts have helped to keep the ridership on the system stable for several years, but both agencies have found it very challenging to maintain a sustained level of public awareness about the system. In 2016 the TRRC plans to continue marketing efforts that involve using a combination of one page handouts, distributing transit system information to major activity centers, and to utilize existing media outlets when opportunities arise.

Based on available program data the Butts County component of the Three Rivers Regional Transit System is capable of handling existing demand. Based on reviews of trip denial logs, no trip requests are being regularly denied due to availability or capacity issues. Therefore, unless trip volume increases or demand for additional service is requested by the citizens of the County, it may be assumed that the current fleet of one (1) vehicle is sufficient for the next 3-5 years.

Transit Alternatives

Fixed Route Services

There is currently no fixed route transit services offered within Butts County. In regards to any Section 5311 funds being used to provide fixed route service, the GDOT administrative guide has issued the following guidance.

Fixed-route, fixed schedule service may also be appropriate in areas of sufficient population density. Fixed-route services operate along a prescribed path on a fixed schedule, serving pre-established stops and sometimes flag stops. However, such service usually requires the provision of separate complementary paratransit service under the provisions of the Americans with Disabilities Act (ADA) (described later in this section). In most rural areas and small communities, route deviation service will be the appropriate and cost-effective way to implement scheduled services that comply with the ADA requirements. Implementation of fixed-route, fixed-schedule service with ADA complementary paratransit should only be considered after planning efforts have determined that the projected demand will support such service, and that ADA requirements can be met in a cost-effective manner.

Commuter Rail

Commuter rail has been studied extensively in the Spalding and Lamar County areas for over the last fifteen years. Commuter rail would benefit Butts County and the rest of the TRRC region by providing a direct connection to downtown Atlanta. If commuter rail were to become a reality, the Three Rivers Regional Transit System would likely expand its capacity to become a feeder system to the commuter rail service.

**MAP 9
Commuter Rail Line**



FIGURE 3

Station	Fares to MMPT (one-way / monthly)	Running time to MMPT *
Forest Park	\$4.10 / \$3.30	25 min
Morrow	\$4.60 / \$3.70	29 min
Jonesboro	\$5.50 / \$4.50	36 min
Lovejoy	\$6.30 / \$5.00	46 min
Hampton	\$7.30 / \$5.80	55 min
Griffin	\$8.20 / \$6.60	1 hr 7 min
Barnesville	\$9.10 / \$7.30	1 hr 28 min
Forsyth	\$10.10 / \$8.10	1 hr 48 min
Bolingbroke	\$11.00 / \$8.80	2 hr 01 min
Macon local	\$11.90 / \$9.50	2 hr 23 min
Potential future Macon 2-stop express		1 hr 45 min

Source: Georgia Passenger Rail Authority 2003

For residents of Butts County, the likely train terminal destination would be in Griffin, Georgia with alternate entry points at the Barnesville terminal or the Macon terminal. With fuel costs fluctuating between \$2.00 to \$4.00 per gallon, the cost of taking public transit to link to the train terminals is more feasible than it was at the time of the last Atlanta to Macon rail corridor study.

In 2008, the commuter rail concept was presented to the Georgia General Assembly for funding for operations and maintenance. The Georgia General Assembly passed a resolution of support for the commuter rail line, and urged GDOT to implement the service. However, uncertainties related to state and federal funding for rail operations, as well as state political support, have stalled progress on the Atlanta to Macon rail line.

In 2015, the Georgia General Assembly authorized a local transportation sales tax for all 159 counties within the state, and bus and rail projects were included on the list of eligible projects. Counties cannot initiate a county level transportation sales tax until 2017, but the tax could provide a funding mechanism to move forward with local rail service.

Georgia Regional Transportation Authority (GRTA)

GRTA Vanpool Service

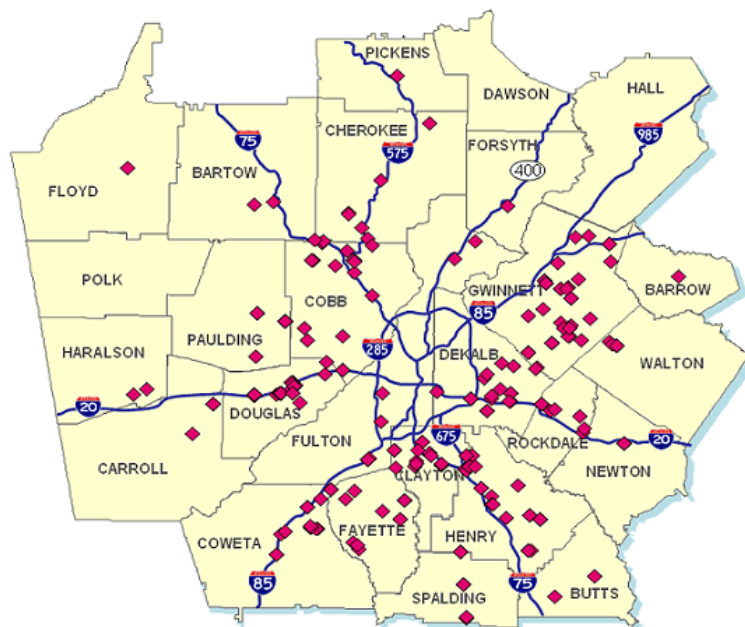
A vanpool is a group of 7-15 people who have a similar commute pattern and agree to commute together in a van while sharing the costs of the commute. Vanpools are a flexible form of transit, allowing the occupants to choose whether to pick up participants from a park-and-ride lot, personal residences, a common meeting point or a combination. Vanpools are typically organized with a volunteer driver operating the vanpool and receiving a free commute. The fares paid by the riders normally covers depreciation of the van, vehicle maintenance and insurance. Generally, a driver makes a month-to-month commitment to participate in the vanpool.

Vanpool programs are used widely throughout the Atlanta area as an alternative means of transportation, and can carry as many as 15 commuters on each one way trip. Vanpools can help an area reduce the amount of cars on the road each day, and provide a cost effective means of providing some type of mass transportation to commutes between Butts County and downtown Atlanta.

Currently, there are two GRTA vans that are driven by citizens that commute from Butts County to downtown Atlanta. Since there is no park and ride in Butts County for citizens to use, at least one of the vanpools is using the Ingles parking lot as a place to meet up to carpool while others use areas around 3rd street.

Vanpool Service Map

Map 10
GRTA Express Bus Service Area



Georgia Commute Options

The regional ride matching service for the vanpool and carpool program maintains a database of individuals who work in the region, and who have expressed a desire to commute to work via carpool or vanpool. More information can be found at the Georgia Commute Options website (<http://gacommuteoptions.com/>)

Express Bus Service

Butts County does have an established commuting pattern towards the Atlanta Area, and citizens who are able to drive to the park and ride lot could participate in the GRTA express bus service. The closest GRTA express bus service to citizens in Butts County is located north in Henry County at Exit 218. At the present time GRTA has stated that the express bus service in Henry County is standing room only, and GRTA is working with Henry County to try to expand the service.

Private Transportation Solutions:

There are a variety of local taxi companies that provide transportation within the Butts County area. These services charge rates much higher than the fee charged by the public transit system, but they also have a greater ability to accommodate nearly any trip request at any time.

Capital and Operating Plan

Since Butts County is part of the Three Rivers Regional Transit System, its operating budget is combined with the operating budgets from Lamar, Pike, Spalding, and Upson Counties. In order to help with planning and programming, GDOT moved from a calendar year funding cycle to a fiscal year funding cycle. The budget reflected below is a 12 month budget for Three Rivers Regional Transit System from July 1, 2014 to June 30, 2015.

2015 SECTION 5311 APPLICATION BUDGET	
EXHIBIT 3	
Operating Period: 7-1-14 to 6-30-15	
County/City: Three Rivers Regional Commission (Butts, Lamar, Pike, Spalding, Upson)	
Part A: Expenditures Estimate	
Line Item Description	TOTAL BUDGET
ADMINISTRATIVE BUDGET	
1. Director Salary	60,000
2. Supervisory Salary	27,452
3. Bookkeeper Salary	2,723
4. Secretary Salary	1,904
5. Training	1,200
6. Marketing	400
7. Telephone	1,464
8. Office Supplies	2,642
9. Facilities/Rental	4,618
10. Computer Software Maintenance	100
11. Audit	3,250
12. Other	-
SUM OF LINES 1-12 = ADMIN BUDGET	105,752
13. Driver Salary	315,355
14. Dispatcher Salary	23,289
15. Mechanic Salary	
16. Fuel	241,314
17. Oil	
18. Tires	
19. Parts	-
20. Maintenance and Repair	37,500
21. Vehicle Insurance	2,294

22. Drug and Alcohol Testing	400
23. License	
24. Uniforms	
25. Other (Communications)	26,069
26. EXPENSE TOTAL (sum of lines 1-25)	751,974

NET OPERATING DEFICIT SUMMARY	
27. Less Purchase of Service Revenue	-
28. Net Operating Expense (Line 26 minus 27)	751,974
29. Less Fare Revenue (10% of line 28)	75,197
30. Net Operating Deficit (line 28 minus 29)	676,776

NET DEFICIT FINANCIAL SUMMARY	
31. Purchase of Service Income	0
32. Net Local Match (50% of line 30)	338,388
33. Excess Purchase of Service Income Above Local Match (line 31 minus 32)	0

5311 Application Budget
Page 2 of 2

Part B: Net Operating Budget			
Line Item Description	Total Budgeted Costs	Federal Share (50%)	Local Share (50%)
34. Net Operating Deficit (line 30)	676,776	338,388	338,388
35. Less Excess Purchase of Service Income above Local Match (line 33)	0	0	0
36. OPERATING BUDGET TOTAL (line 34 minus 35)	676,776	338,388	338,388

**Section 5311 CY 2015 Budget Methodology
 12 Month Ridership Projection**

Contract Year	Ridership	Active Vehicles
2015	78,000	13

FAC (Cost Per Trip)

Total CY2015 Expenses:	676,776
Total CY 2015 Trips:	78,000
FAC:	\$8.68

Budget Summary

The Section 5311 program budget is created by determining the operating cost for the year, deducting a farebox revenue goal from the total operating cost, and then assessing the difference between the state and local governments. Local purchase of service contracts and farebox collections generate revenue for the transit system and **buy down** the local match obligation. If enough farebox or purchase of service revenue is generated, it can buy down the entire local obligation.

As the state contractor for both DHR Human Service Transportation and GDOT Rural Public Transportation, the TRRC ensures that its transit operators coordinate trips between systems to maintain a certain level of purchase of service revenue to keep the costs low to participating local governments.

Local Match Requirements 2015 to 2019

The TRRC pro-rates the amount of local match for each participating local government based on the percentage of the vehicle fleet. Butts County has one (1) vehicle, and is approximately 8% of the regional system. Therefore once the TRRC calculates the local match required for a contract year, Butts County is asked to provide 8% of the total matching funds. The local operational match expenses will assume that the fleet size remains at one (1) vehicle through the year 2019. The TRRC will use the FY 2014 required match as a baseline funding level, and adjust 2% per year for inflation.

A capital acquisition cost will be programmed in 2016 as old the vehicle is replaced due to expected wear and tear. The capital costs also assume the local governments will be required to provide a 10% replacement cost match.

Capital replacements and expansions for this scenario are programmed as follows:

- FY 2016:
- 1 Wheelchair Lift Shuttle Bus

Local Operating and Capital Match Based On One Vehicle (Existing Fleet)

Year	2015	2016	2017	2018	2019
Operating	\$2,491	\$2,540	\$2,591	\$2,642	\$2,694
Capital	\$0.00	\$4,721	\$0.00	\$0.00	\$0.00
Total	\$2,491	\$7,261	\$2,591	\$2,642	\$2,694

**** These figures only represent the Butts County local match, not the GDOT match for the regional system.**

GDOT requires a five year capital and operations estimate for all rural transit development plans, and the full Three Rivers Regional Transit System operating and capital costs can be found in Appendix E.

Appendix A: Sample County Authorizing Resolution

AUTHORIZING RESOLUTION
BETWEEN
_____ BOARD OF COMMISSIONERS
AND
THREE RIVERS REGIONAL COMMISSION

WHEREAS, the Georgia Department of Transportation in cooperation with the Three Rivers Regional Commission has agreed to participate in the formation of a Regional 5311 Transportation System; and

WHEREAS, _____ County has agreed to participate in this regional transportation program lead by the Three Rivers Regional Commission; and

THEREFORE, the parties agree as follows:

Article I.

The Three Rivers Regional Commission will act as the designated agency for the receipt of funds from the Georgia Department of Transportation for the purpose of operating the Three Rivers Transit System.

Meriwether County will participate in a regional transportation program, as of July 1, 2015, by entering into an agreement with the Three Rivers Regional Commission, appropriating annual transportation funds as requested, insuring public transportation vehicles assigned to the county, and appropriating funds for vehicle replacement when needed. The Three Rivers Regional Commission will utilize such funds in a manner consistent with state/federal laws and regulations, and existing agreements, for the operation and administration of the Three Rivers Transit System.

Article II.

In the event either party wishes to terminate this understanding, the terminating party will give sixty (60) days written notice to the other party.

This resolution shall become effective upon the adoption of such resolution by the governing body of _____ County

_____, Chairman

Date

Appendix B: Sample County Contract

SECTION 5311 PUBLIC TRANSPORTATION SERVICE AGREEMENT

FOR OPERATION OF THREE RIVERS REGIONAL TRANSIT SYSTEM BETWEEN THE BOARD OF COMMISSIONERS OF BUTTS COUNTY AND THREE RIVERS REGIONAL COMMISSION

PREAMBLE

This Agreement is made and entered into this ____ day of _____, 2015 by and between the Board of Commissioners of BUTTS County hereinafter referred to collectively as the "COUNTY"; and THREE RIVERS REGIONAL COMMISSION, hereinafter referred to as "TRRC"; and shall terminate on the 30th day of June, 2015, unless terminated earlier under other provisions of this agreement.

WHEREAS, the Georgia Department of Transportation (GDOT) in cooperation with the McIntosh Trail Regional Development Center has agreed to participate in the formation of a Regional 5311 Public Transportation System; and

WHEREAS, BUTTS County has agreed to participate in this regional transportation system administered by the Three Rivers Regional Commission; and

NOW, THEREFORE, the parties agree as follows:

ARTICLE I

TERM OF AGREEMENT TERMINATION PROVISIONS AND ATTACHED DOCUMENTS

1. **Engagement**: The TRRC is retained and engaged by the counties for the purpose of operating a 49 U.S.C. 5311 public transportation program.
2. **Term of Agreement**: The term of Agreement shall be from July 1, 2015 through June 30, 2016.
3. **Termination of Agreement**: The COUNTY or TRRC reserves the right to terminate this Agreement for just cause upon 60 (sixty) days written notice to the other party.
4. **Attachments**:
 - a. **Attachment A: Immigration Affidavit**

ARTICLE II

SCOPE OF WORK COUNTY RESPONSIBILITIES

1. The COUNTY will appropriate funds to operate the Section 5311 Rural Public Transportation Program for the stated contract year.
2. The COUNTY shall procure a Commercial General Liability Insurance Policy for all DOT assigned vehicles including personal and advertising liability (or Comprehensive General Liability Policy with endorsement to insure contractual liability, broad from property damage, personal injury, personal and advertising liability), and other insurance policies.

TRRC RESPONSIBILITIES

1. The TRRC will manage the day-to-day operation of the Regional 5311 Public Transportation program. The TRRC will retain and monitor a third party operator for compliance with local, state, and federal regulations.
2. The TRRC will manage the financial reporting and statistical analysis for the program, and request the appropriated funds from each participating COUNTY no more than monthly and no less than once a year.

ADDITIONAL RESPONSIBILITIES

1. The TRRC and the third party operator shall defend all lawsuits, not related to insurance claims, brought upon the FTA Section 5311 regional public transportation program (commonly known as the Three Rivers Regional Transit System), or any claim related to the aforementioned public transportation program. The TRRC agrees to pay in full all costs and expenses incidental thereto; however, a COUNTY may have the right, at its own expense, to participate in the defense of any suit, without relieving TRRC of any obligation.
2. All wages, salaries, fringe benefits, other employee costs, services, fuels, lubricants, parts, materials, taxes and the expenses required for the performance of this contract shall be supplied and paid for by the third party operator retained by the TRRC. Payment from the COUNTY to the TRRC for all expenses incurred in fulfilling the intent of this contract shall be the fund amount listed in Article IV.
3. TRRC shall operate the FTA Section 5311 Regional Public Transportation program services in accordance with the guidelines and policies set by GDOT. TRRC further agrees to maintain appropriate books, records, documents, papers, and other evidence pertaining to public transportation operations for the period of this Agreement and for three years beyond the period of this Agreement and to make such materials available for inspection, upon request by the Authorized Representative or his designee, any COUNTY, and the GDOT or their representatives.

4. Service expansions or improvements may be recommended by TRRC to the participating COUNTY. It is agreed that the TRRC must have approval and additional funds (if applicable) from the COUNTY before implementation of expansions or improvements.

ARTICLE III

SCOPE OF SERVICES SERVICES TO BE OFFERED

Services to be offered under this Agreement will be based on response to specific requests (hereinafter “demand response transportation”), within the following parameters:

1. This service (demand response transportation) will be offered only under the terms of this agreement.
2. Demand response service constitutes service with at least 24-hour advance notice. Any advance notice less than 24-hours should be worked into the regular schedule when feasible. Demand response service is either subscription service (prearranged to meet the repetitive travel needs of riders) or random service (scheduled sporadically by riders).
3. Service is available to passengers a minimum of 8 (eight) hours a day, Monday through Friday excluding holidays.
4. Passenger constitutes any resident of Butts, Lamar, Meriwether, Pike, Spalding, and Upson COUNTIES, and a passenger trip constitutes transporting one passenger one-way between two locations.

REVENUE AND EXPENSE REPORTING AND INVOICING

Fare Box Revenue: There is a fare box structure established for the transit system. The fare amount is between \$2.00 and \$2.50 per one-way passenger trip. The fare structure shall remain in force until the TRRC has sufficient data to justify a change.

ACCIDENT REPORTING

A written report must be filed with the TRRC by the TPO within 24 hours after an accident. This accident report shall describe the nature of the accident, the findings as to cause, personal injury sustained, property damage and information, and if a drug and alcohol test was administered. The TRRC will notify the COUNTY so that an insurance claim can be prepared, and an accident report will be forwarded to the COUNTY once it is received.

FEDERAL COMPLIANCE

The COUNTY and TRRC must agree as a condition of participating in the Section 5311 Rural Transportation Program, that:

1. No persons shall on the grounds of race, color, religion, creed, national origin, sex, age, or handicap be excluded from participation in, or denied the benefits of, or be subject to discrimination under any project, program, or activity for which this recipient receives federal financial assistance from the Federal Transit Act;
2. TRRC or its third party operator shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin, and shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, or national origin;
3. TRRC or its third party operator will conduct any program or operate any facility that receives or benefits from federal financial assistance administered by the Department of Transportation in compliance with all requirements imposed by or pursuant to 49 CFR, Part 27, Non-discrimination on the Basis of Handicap in Federally Assisted Programs and Activities received or benefiting from Federal Financial Assistance.

ARTICLE IV

COMPENSATION

<u>Operating & Program Administration</u>	\$2,800
<u>Capital Vehicle Replacement</u>	\$4,722

The COUNTY's maximum obligation to the TRRC shall not exceed \$7,522 (Seven thousand five hundred twenty two dollars) for transit operating and administrative services rendered between July 1, 2015 and June 30, 2016. Compensation will be requested no more than monthly and no less than once a year.

**On behalf of the Board of Commissioners
of Butts County**

Board of Commissioners

ATTEST:

Clerk, Board of Commissioners of
Butts County

Three Rivers Regional Commission

Lanier E. Boatwright, Executive Director

Witness

Hays Arnold, TRRC Chairman

Notary Public (Seal)

TERMS OF USAGE

An Attachment to the Service Agreement Between
The Boards of Commissioners of BUTTS County
AND
THREE RIVERS REGIONAL COMMISSION

WHEREAS, the Boards of Commissioners for the aforementioned COUNTY have indicated a desire to contract with THREE RIVERS REGIONAL COMMISSION to provide public transportation services within their county area, located in the Three Rivers transit region; and

WHEREAS, the aforementioned COUNTY has supplied at least one vehicle for operation of a public transportation system in the Three Rivers transit region.

THEREFORE, the parties agree to the following, as an Attachment to their Service Agreement as referenced above:

1. THREE RIVERS REGIONAL COMMISSION and its TPO will have the right to operate and manage vehicles placed by the above named COUNTY into the Three Rivers Regional Transit System, an FTA Section 5311 program.
2. THREE RIVERS REGIONAL COMMISSION will follow all state and federal laws regarding the safe operation of any vehicle placed in the Three Rivers Regional Transit System.
3. THREE RIVERS REGIONAL COMMISSION recognizes that program vehicles are the property of the respective COUNTY, and will treat said property with proper care and attention. Nothing in the “Terms of Usage” shall constrain the COUNTY from its rights of ownership and supervision over respective program vehicles.
4. THREE RIVERS REGIONAL COMMISSION acknowledges the following: Should the COUNTY withdraw from the service agreement, program vehicle(s) must be returned to the county.

This “Terms of Usage” agreement is effective only upon execution of the main agreement between the COUNTIES and THREE RIVERS REGIONAL COMMISSION. Termination of the main agreement automatically eliminates any claim the TRRC may have pertaining to rights of operation for said program vehicles.

Appendix C: Sample Press Release

Three Rivers Regional Commission

Post Office Box 818
Griffin, Georgia 30224

DATE: June 29, 2015
CONTACT: Robert Hiatt
TITLE: Governmental Services Division Director
PHONE: (678) 692-0510

PRESS RELEASE FOR IMMEDIATE DISTRIBUTION

PUBLIC TRANSPORTATION IN BUTTS, LAMAR, MERIWETHER, PIKE, SPALDING, AND UPSON COUNTIES



The regional public transportation program provides public transportation for residents of Butts, Lamar, Meriwether, Pike, Spalding, and Upson Counties, and has operated in the region since 1999. The regional public transportation program is administered by the Three Rivers Regional Commission on behalf of its participating governments.

The regional public transportation program operates under a “demand response” model which means that there are no fixed routes, bus stops, or pick up times. With a demand response model residents call in and order a trip 24 hours in advance, and daily routes are generated based on the destinations requested. The transportation operator will attempt to accommodate all callers for the times they request. During peak times **(8:00 am to 10:00 am and 2:00 pm to 5:00 pm)** the system may be at or near full capacity, and trips scheduled during off peak times **(10:00 am to 1:30 pm)** have the most seating capacity available.

In order to schedule a trip on the public transportation system, **please call 1-855-407-RIDE (7433)**. The fee is \$2.00 per one way trip (\$3.00 in Meriwether County only), and the service is offered Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.

Appendix D: Sample Advertisement

**When you need
Transportation
to or from:**

*Medical Appointment
Hospital (non-emergency)
Employment (Limited)
Senior Center
Bank
Educational Facilities
Shopping
Social Outings
and many other places..*

**You can count on
Three Rivers Transit!**

**Call Toll Free:
(855) 407-7433
RIDE**

Call us today!

It is the policy of Three Rivers Transit that no individual shall solely by reason of race, age, sex, color, religion, national origin, political affiliation, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program receiving federal funds.



For additional information regarding the discrimination policies and/or procedures in filing a complaint:

Regional Contact:

**Mamie Tomys, Transit Administrator
Phone: (678) 692-0510**



DIAL A RIDE —

Toll Free:



*"When you need
transportation...."*

Proudly serving the counties of:

**Butts, Lamar, Meriwether, Pike,
Spalding and Upson**

Hours of Operation

Monday-Friday—8:00 am—5:00 pm
(Excluding Holidays)

Cost of Rides

\$2.00 for each stop in Butts, Lamar, Pike,
Spalding, and Upson Counties

\$3.00 for each stop in Meriwether County

Fares must be paid at time of boarding
or prior to pick up.

Drivers cannot make change or extend credit.

Scheduling Your Ride

Transit operates on a “first come, first serve”
basis and requires at least a 24-hour notice to
schedule a trip. All stops must be scheduled
when appointment is made.

What do I do if the transit vehicle is late?

Call the Transit office at (855) 407-7433, and
we will check the status of the vehicle’s
arrival time.

What if I have questions?

If you have a question, complaint, compliment
or simply a suggestion, please call: (855) 407-
7433.

Passenger Rules

- ❑ Safety is our first priority; therefore, seat belts are to be used at ALL times.
- ❑ Children under the age of 16 must be accompanied by a parent or guardian.
- ❑ Child care seats are required for children ages 5 and under. Parents are responsible for providing and securing the car seat prior to the trip.
- ❑ No school bus service is provided.
- ❑ Animals, other than “Service Animals” are not allowed.
- ❑ Limit packages to no more than what the passenger can carry. Packages must be stowed under the seats or in the back of the vehicle to avoid any unsafe hazardous exiting or entering by others. Aisle must remain clear at all times.
- ❑ No smoking/eating/drinking allowed in vehicles.
- ❑ Absolutely no alcohol, illegal drugs or weapons allowed. Riders who appear to be under the influence of alcohol or illegal drugs may be denied transportation service.
- ❑ No hazardous, combustible, or flammable chemicals allowed at any time.
- ❑ Inappropriate behavior which presents a danger or nuisance to other passengers or transit staff will not be tolerated; this includes, but is not limited to, verbal or physical violence, offensive language, gestures or threats.
- ❑ Drivers will wait at the scheduled pick up point five (5) minutes. Riders should make every effort to be ready and waiting at the scheduled pick up time. (Note: Driver will not be sent back once vehicle is in route after the five (5) minute wait time has lapsed. This holds true for forgotten items.)
- ❑ Riders with two (2) no shows without prior notice or cancellation will be suspended from ridership for a two (2) week period and may result in the denial of future public transportation services.
- ❑ Demand response public transit cannot guarantee “daily” transport for work or school commutes.

Thank you for riding with us!

Appendix E:
TRRC Regional Transit Capital and Operating Projections
2015 to 2019

TRRC Regional Transit - 5 Year Capital and Operating Projection

	2015	2016	2017	2018	2019
Operating Cost					
Total Expenses	\$1,009,217	\$1,031,420	\$1,054,111	\$1,077,301	\$1,101,002
Revenues	-	-	-	-	-
Net Operating Expense	\$1,009,217	\$1,031,420	\$1,054,111	\$1,077,301	\$1,101,002
Farebox	\$100,922	\$103,142	\$105,411	\$107,730	\$110,100
Deficit	\$908,295	\$928,278	\$948,700	\$969,571	\$990,902
Local Operating Match	\$454,148	\$464,139	\$474,350	\$484,786	\$495,451
GDOT Operating Match	\$454,148	\$464,139	\$474,350	\$484,786	\$495,451

Capital Budget Projection

Total Capital Cost

	2015	2016	2017	2018	2019
	\$229,900	\$324,700	\$0	\$100,852	\$52,764

GDOT Match

	2015	2016	2017	2018	2019
	\$22,990	\$32,470	\$0	\$10,085	\$5,276

Local Match

	2015	2016	2017	2018	2019
	\$22,990	\$32,470	\$0	\$10,085	\$5,276

References

1. Georgia DOT Section 5311 Administrative Guide
2. U.S. Census Bureau – Butts County & Related Statistics
3. Butts County Comprehensive Transportation Plan - 2008
4. Butts County Comprehensive Plan 2008
5. Three Rivers Mobility Management Data 2014

Websites

1. Georgia Department of Transportation – Intermodal Department
2. Georgia Regional Transportation Authority & Ride Find Home Page
3. Georgia Rail Passenger Authority
4. Community Transportation Association of America
5. Transportation Research Board & Transit Cooperative Research Program