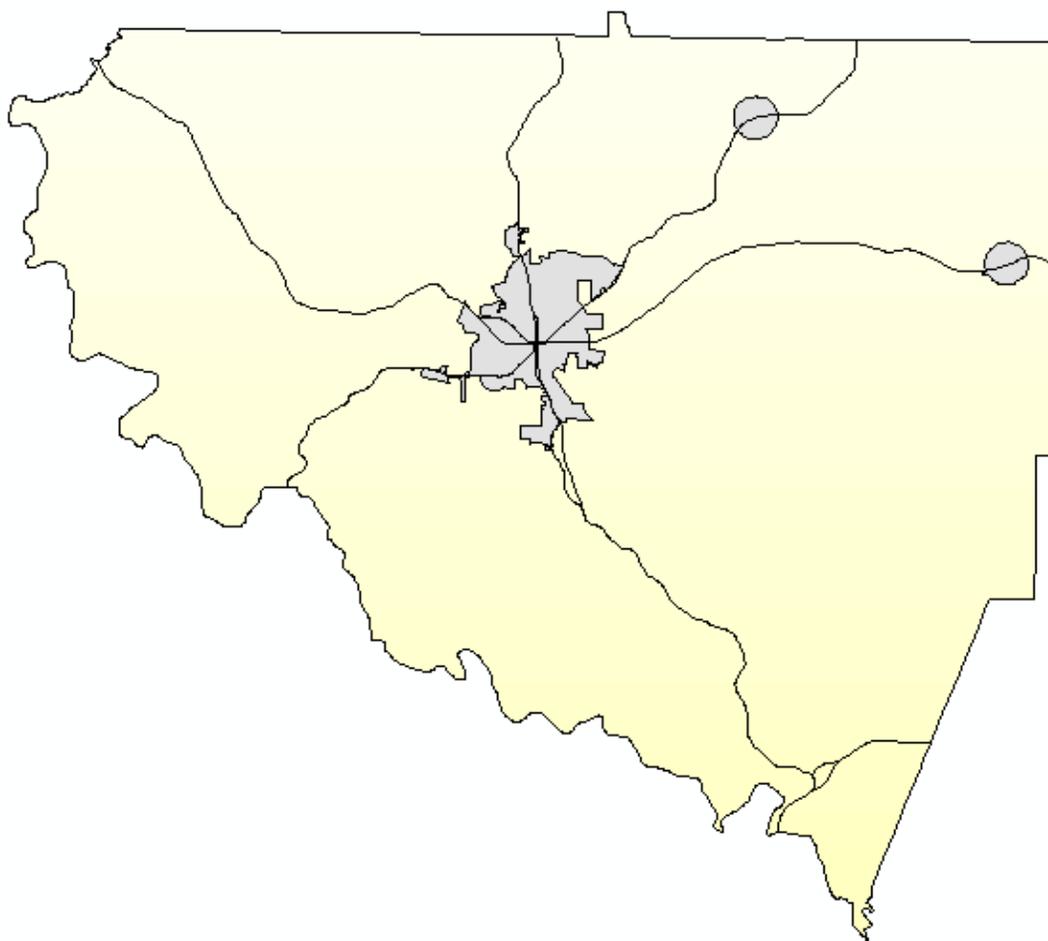


**-DRAFT-
UPSON COUNTY RURAL TRANSIT
DEVELOPMENT PLAN**

JUNE 2008



DEVELOPED BY:

McIntosh Trail Regional Development Center

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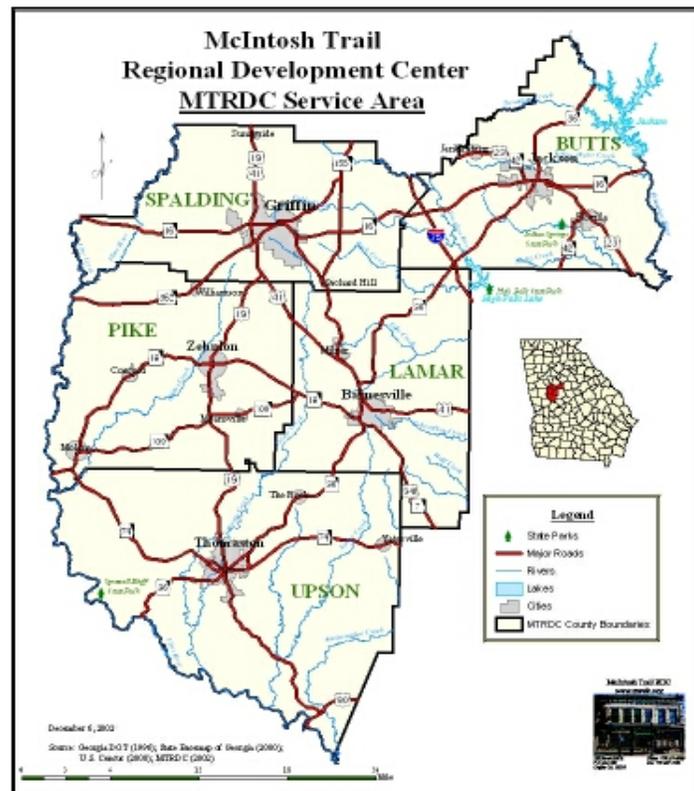
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EXECUTIVE SUMMARY

1. Introduction

Upson County participates in a regional rural public transportation service area that includes other counties such as Butts, Lamar, Pike, and Spalding. The service area is collectively known as the McIntosh Trail Transit System, and it is administered by the McIntosh Trail Regional Development Center (MTRDC) on behalf of its member governments. The McIntosh Trail Transit System 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.

The Section 5311 Program offers Upson County the 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.



2. The Transit System

The five counties that make up the McIntosh Trail Transit System, as of 2007, are Butts, Lamar, Pike, Spalding, and Upson Counties. The transit system, however, has been operating throughout four of these five counties since September 8, 1999. 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.

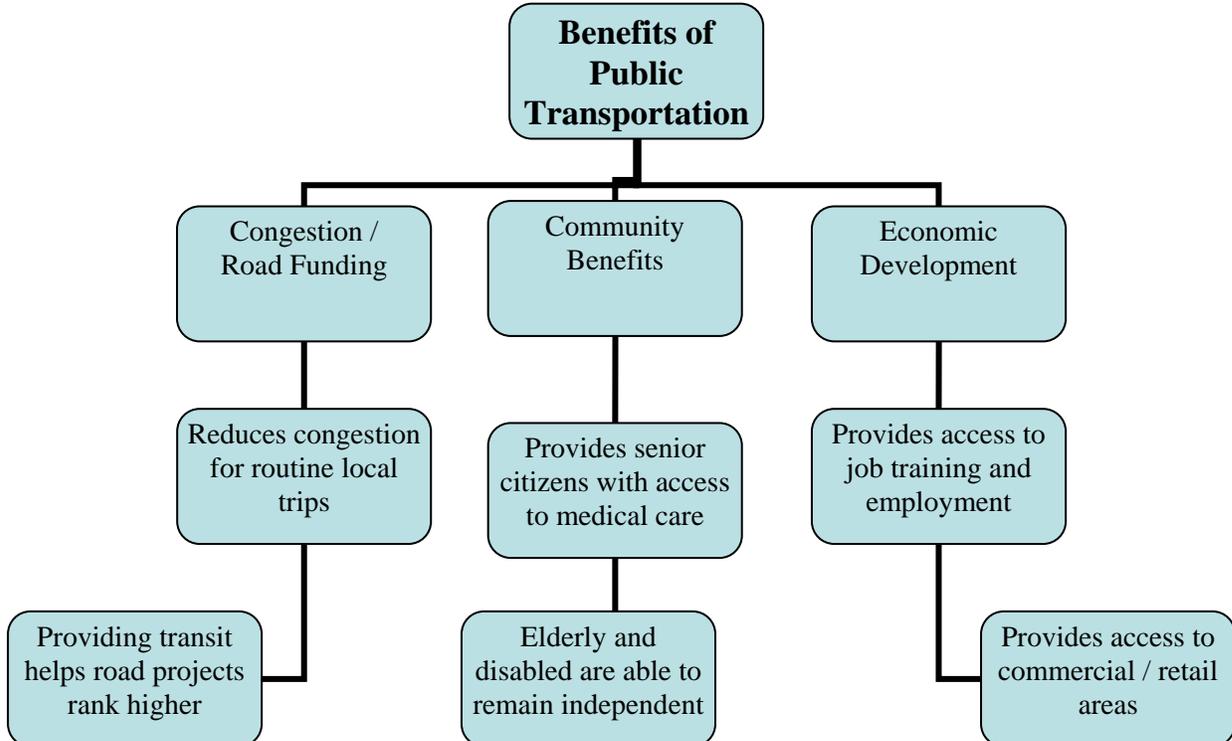
The public transportation system functions under the guidance of a management team comprised of key staff members of the MTRDC who include the following:

McIntosh Trail RDC Management Team:

Lanier Boatwright, Executive Director
Robert Hiatt, Governmental Services Director
Peggi Tingle, Administrative Assistant
Amanda Turner, Governmental Services Coordinator

There are many benefits of having a public transportation service available to local communities. Some of these benefits are displayed Chart 1 below:

CHART 1 - Public Transportation Benefits



Contract Administration

The MTRDC functions as central contractor and administrator for the McIntosh Trail Transit System. By contract, the MTRDC has a responsibility to each County which includes the completion and submission of monthly progress and expenditure reports to the Georgia Department of Transportation (GDOT), and to ensure that compliance with state and federal regulations are implemented and ongoing. Each participating county within the McIntosh Trail Transit System enters into a yearly agreement with the MTRDC, and pays their share of projected transportation funding.

Third Party Operator

The Third Party Operator (TPO) manages the day-to-day operation and maintenance of the system Regional Transit Program. The TPO is responsible for registering calls for service, route management, driver supervision and training, submission of monthly service reports, and general bookkeeping. The drivers are hired by the TPO; and the TPO is expected to enforce compliance with all federal regulations applicable to the program. The current TPO for the transit program is the Council on Aging for McIntosh Trail, Inc.

The MTRDC monitors all work done by the Third Party Operator (TPO) and will review all monthly reports and records prior to submission to GDOT. The MTRDC will work with the TPO regarding problems or issues involving transportation. Most problems and issues can be dealt with administratively; but if needed, the MTRDC 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 for further discussion and/or resolution.

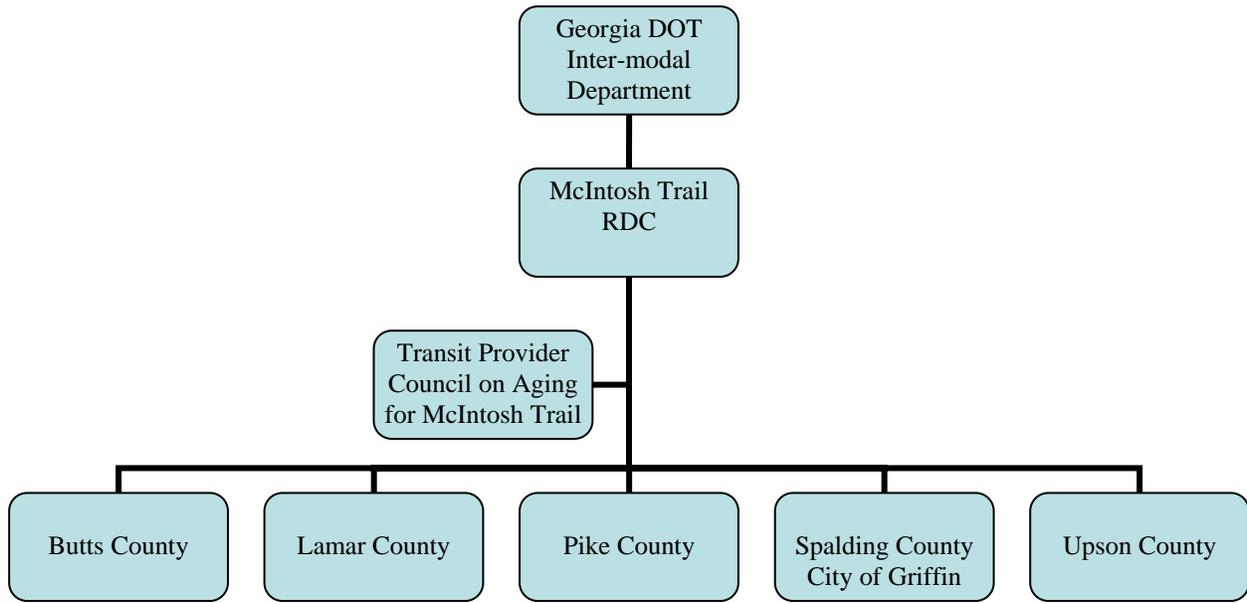
Regional Technical Coordinating Committee

The Regional Technical Coordinating Committee (RTCC) for the McIntosh Trail Transit System is comprised of individual MTRDC 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 MTRDC board. The RTCC meetings are called when an issue or policy needs to be discussed prior to being changed and implemented.

Butts County:	Gerald Kersey
Lamar County:	Ray Brinkley
Pike County:	Steve Fry
Spalding County:	Eddie Goss
Upton County:	Glenn Collins
McIntosh Trail RDC:	Lanier Boatwright

Chart 2 below provides a visual as to how the contractual relationship for the McIntosh Trail Transit System functions.

CHART 2 - Contractual Relationships



2. Services Provided

Demand Response

The McIntosh Trail 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

The Purchase of Service/Subscription Trips are designed to allow any government agency or local business group can buy trips on the rural public transportation system. POS create additional revenues for the Transit System and assist in reducing 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 below:

Senior Centers

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

Type(s) of Service: The types of services that are provided to Senior Centers include the transport 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 a requirement due to the various age and mobility status of the participants.

Points of Origins and Destinations: Descriptions of the various types of trips offered to Senior Center participants are provided below.

- 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. This service is of particular importance under the Temporary Assistance to Needy Families Program (TANF), as transportation is often a barrier to accessing and maintaining training and employment.

Type(s) of Service: The types of services that are provided to DFCS participants are curb to curb and include Scheduled Demand Response, Demand Response, and Subscription Service.

Points of Origins and Destinations: Points of Origins and Destinations vary between participants. The origination of trips initiate from residential addresses throughout the region and involve destination points to day care providers, education and training activities, work sites, work experience locations, and job search activities. Return trips from each of these destination points are also provided.

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) provide 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: The types of services that are provided to VRS participants include 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: The types of services that are provided to VRS participants include Door-to-Door, Subscription Services.

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

3. Vehicle Fleet Information

The vehicle fleet is comprised of fourteen passenger Goshen shuttle vans. These vans cost between \$34,500 (without lift) and \$38,800 (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 descriptions of the vehicles that are utilized in the delivery of transportation services in Upson County.

GDOT Fleet Number	County	VIN	Type	Year	Seats	WC Lift	Tag
2410	UPSON	1FDXE45S24HA17452	Shuttle Bus	2004	Goshen	17	Y
2409	UPSON	1FDWE45SX4HA08174	Shuttle Bus	2004	Goshen	20	N
2313	UPSON	1FDWE35SX3HB94657	Shuttle Bus	2004	Ford	13	N
2743	UPSON	1FD3E35S58DA18407	Shuttle Bus	2007	Ford	13	N

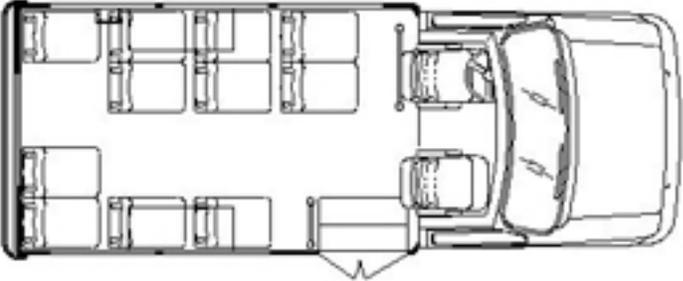
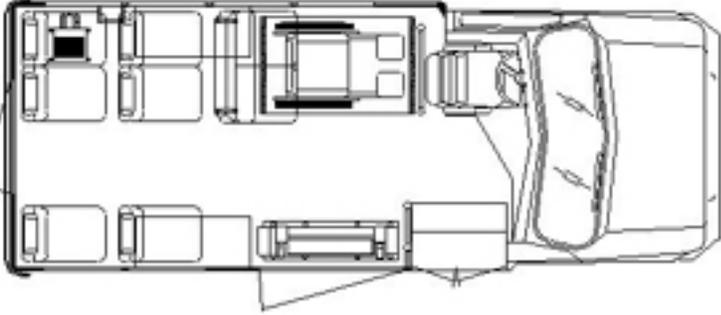
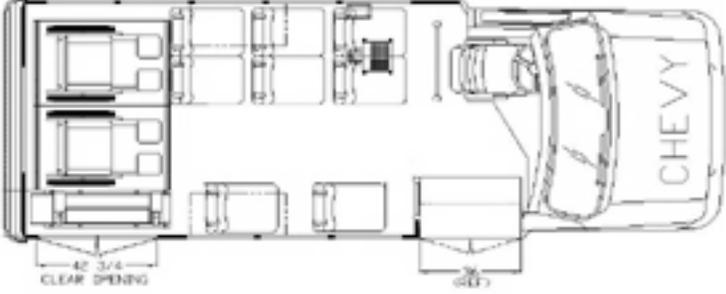
CHART 3 - Pacer II Goshen Shuttle Van



Non-CDL Shuttle Van
84" Width, Wide Aisle, 6' Headroom
Excellent Turning Radius & Maneuverability

Passengers (Adult)	14
Headroom	74"
Audio	AM/FM/CD Stereo or PA
Video	6" Flip down or 32" LCD
Heat & A/C	Rear & A/C Available
Rear Luggage	Available in 36" or 40"
Overhead Luggage	Available with/out reading lights
Wheelchair Lift	Braun or Rico
Seats	Standard, Recliner, or 3PT
Chassis	Ford E-350, E-450, or Chevrolet
Transmission	Automatic
Exterior	Aluminum or High Gloss Fiberglass
Structure	Fully Welded Steel Cage
Engine	5.4L, or 6.8L Gas / 6.0L Diesel
Weight	10,700# GVWR

CHART 4 - Interior Vehicle Layouts

Overall Height	113"
Overall Width	84"
Overall Length	230", 250", or 255"
Wheel Base	138" or 158"
	
	
	

Insurance

Insurance is a requirement of the McIntosh Trail Transit System. Contractors must maintain minimum liability coverage in the amount of \$100,000 for the 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 MTRDC recommends that participating local governments place the vehicles on their fleet policy rather than having private operators insuring the vehicles.

Accident Reporting

In the general course of business, it is conceivable that accidents may and will occur. It is the responsibility of the TPO to report any accident to the MTRDC 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, is forwarded to the MTRDC on the next business day. The MTRDC then send all relevant information to the appropriate local government, so they can begin to process an insurance claim.

The TPO provides a copy of the investigating officer's accident report within five (5) business days from the date of the accident, and the MTRDC forwards that information to the county. The TPO maintains 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; and (4) Post Accident. In addition, the Act permits return-to-duty and follow-up testing under specific circumstances. It is also a requirement that recipients follow the testing procedures as designed 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.

4. Quality Control

Quality Control helps to assure that transportation services are being provided to the program participants in the most professional and most proficient manner possible. However, the MTRDC is aware that problems will and can occur in the delivery of program services. Therefore, 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 MTRDC 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 MTRDC 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 MTRDC.

Program Reporting

The McIntosh Trail Transit System has an extensive reporting requirement that was put in place to assure that it meets the standards of both GDOT and DHR. The information below provides an overview of the program reporting system necessary for the functioning of the transit system.

Reports from the TPO to MTRDC (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.

Reports from MTRDC to the County (Monthly)

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

Reports from the County to MTRDC (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)

Reports from MTRDC to TPO (Monthly or as Requested)

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

Reports from MTRDC to GDOT (Monthly or as Requested)

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

Reports from GDOT to RDC (Monthly or as Requested)

- Reimbursements of federal matching funds.

Corrective Actions

Throughout the term of the contract, the MTRDC will work with the TPO to review the performance measures as prescribed in GDOT administrative guide. If the TPO should fail to adequately meet these measures, the MTRDC 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 MTRDC 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 MTRDC 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 MTRDC notifies the TPO in writing that it has failed to meet a requirement or performance standard, submit a corrective action plan to the MTRDC 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; and
 - A timeline for implementing the resolutions(s).
3. Implement the corrective action plan within ten (10) business days of receiving the MTRDC approval of the plan or longer if so stated in the MTRDC's approval.

Pick Up and Delivery Standards

The TPO must assure that transportation services are provided which comply with the following minimum pick up 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 pick up 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 pick up 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.

6. Public Involvement

During the creation of this Rural Transit Development Plan for Upson County, the MTRDC involved several governmental and public citizen groups. The primary focus group involved in the creation of this plan was the Upson/Thomaston Area Transportation Committee (UTATC). This is an advisory committee made up of private citizens, business, and governmental officials within Thomaston and Upson County. While their decisions are not binding, the UTATC transportation recommendations are often passed by both the City and County Commissioners. The MTRDC also solicited feedback from the Upson/Thomaston Chamber of Commerce Transportation Committee Members, and the Department of Human Resources Regional Transportation Office.



DEMOGRAPHIC ANALYSIS

Upson County Profile

According to 2006 Population Estimates from the U.S. Census Bureau, there were 27,676 people residing in Upson County. The census estimate of 2000 projected the county population density at 85 persons per square mile. The racial makeup of the County was 70.7% White, 27.8% Black or African American, and 1.5% from other races.

The 2000 Census also revealed that there were 10,722 households out of which 24.6% had children under the age of 18 living with them; 50.70% were married couples living together; 16.90% had a female householder with no husband present; and 28.30% were non-families. A total of 25.20% of all households were made up of single individuals and 11.60% were comprised of households where the individuals live alone and was age 65 years or older. The average household size was 2.53; and the average family size was 3.01.

A further breakdown of the population reveals that 25.50% of Upson County's residents were under the age of 18; 8.30% were from 18 to 24 years of age; 27.80% were from 25 to 44 years of age; 23.50% were from 45 to 64 years of age; and 14.90% were 65 years of age or older. The median age was 37 years. For every 100 females, there were 90.40 males; and for every 100 females age 18 and over, there were 85.30 males.

The census estimate from 2004 placed the median income for a household in the county at \$30,946. Males had a median income of \$30,484 versus \$20,520 for females. The per capita income for the county was \$17,053. In relation to poverty, approximately 11.20% of families and 14.70% of the entire population were below the poverty level. This latter figure includes 21.70% of those under age 18 and 11.70% of those age 65 or over.

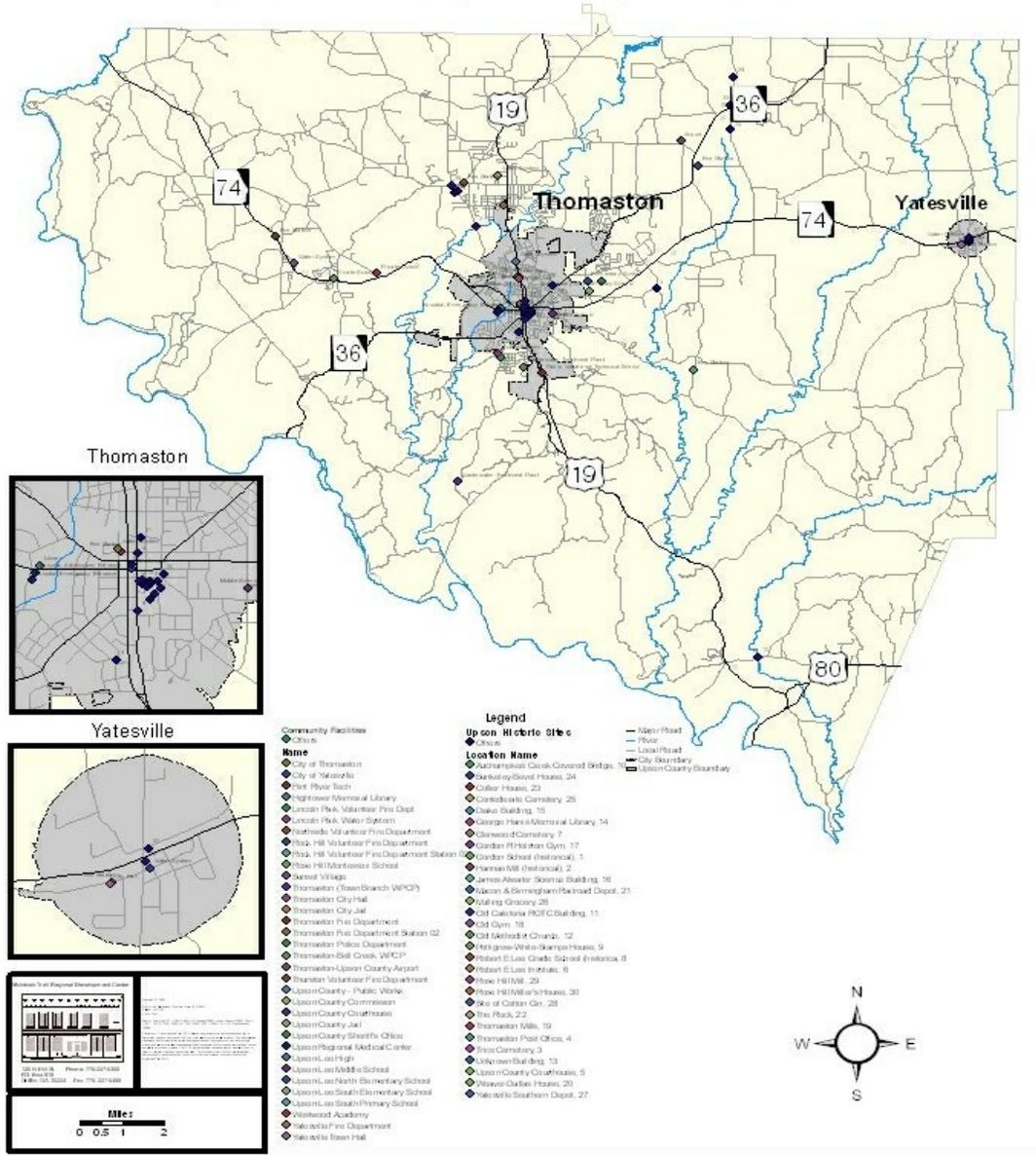
Upson County Activity Centers – 2008

Upson County is inclusive of urban clusters which include the City of Thomaston and the Town of Yatesville, The City of Thomaston is the central location within the county where major activity centers can be found, including hospitals and major medical facilities, colleges and training centers, 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 present conditions, it is more likely that the common destination for most public transit trips will be inside the City of Thomaston's limits. However, it is worthy to note that the McIntosh Trail Transit System does perform occasional out of county trips a few days per week. The central location for these trips is the City of Griffin which is located within Spalding County and to the northeast of Upson County. Map 1 below provides a view of the Activity Centers that are located throughout Upson County.

MAP 1

Upson County Activity Centers

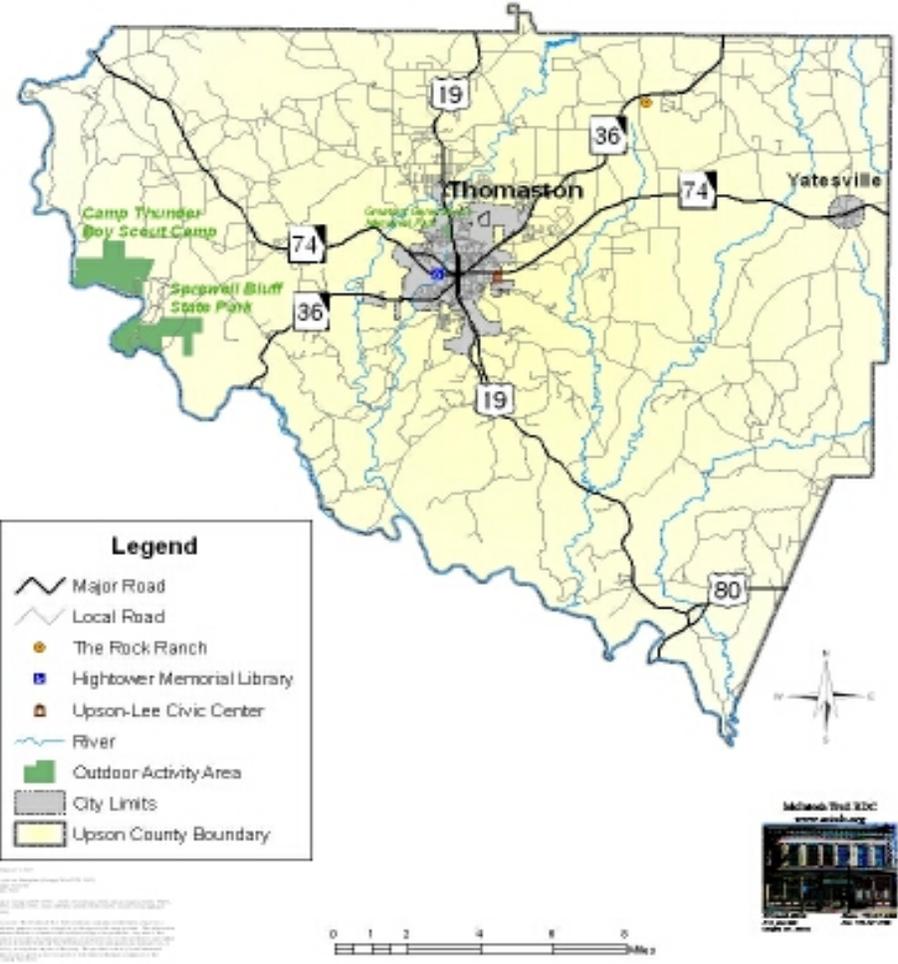


Recreational Transit Activity Centers

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 below displays other possible destinations within the county for trips of this nature.

MAP 2

Cultural Activity Centers



The transit system for the County currently performs approximately 24,000 trips per year. While the percentages fluctuate from year to year, the two primary uses for transit in Upson 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:

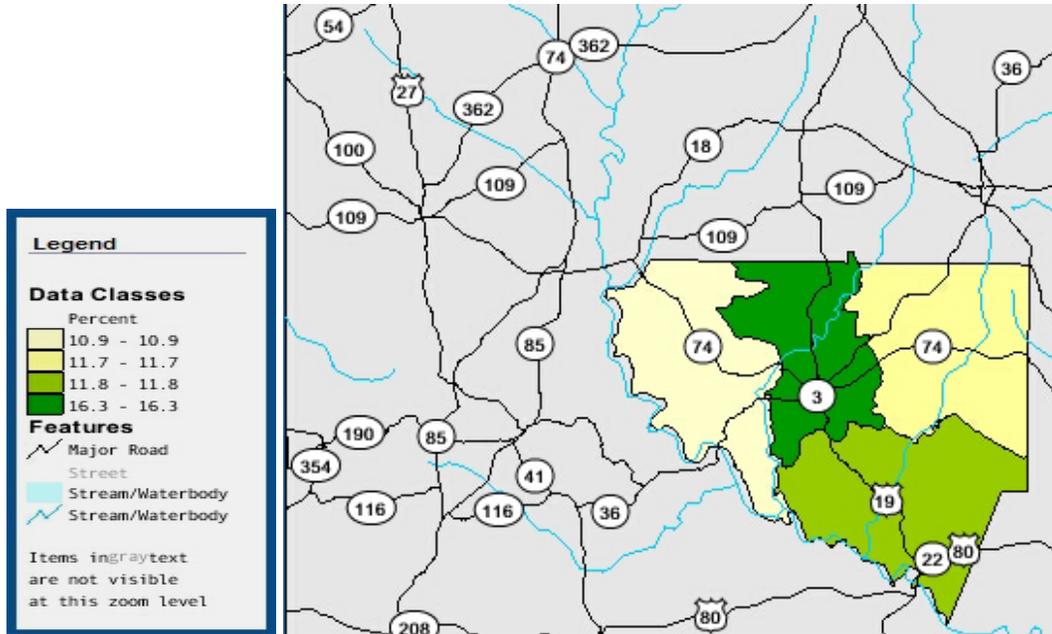
- Providing access to employment.
- Access to routine medical care, which reduces emergency room visits and associated costs.
- Continued participation in the local economy. Public Transportation advocates cite that \$4 in economic activity is generated for every \$1 spent supporting transit services.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

Findings

On a county wide level, approximately 43.6% of the county's population meets the criteria to be considered transit dependent. This is due to the high number of senior citizens who make-up the County's population. In fact, data from the 2000 Census indicates that the County's population is comprised of 14.9% of senior citizens, 14.7% of low income, and 14% of disabled adults between the ages of 21-64. There are portions of people from each of these groups that are already riders of the local transit system. Those not currently using the public transit system are assumed to have access to other modes of transportation, or are not in need of public transit services at this time. The performance and demand analysis outlined in later sections of this study demonstrate that the existing transit fleet size 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 accommodate these individuals.

The remaining sections of the demographic analysis will cover the existing conditions for each specific group that could be part of the traditional transit dependent population and conclude with information about future growth patterns that are projected for the county.

MAP 4 Upson County Senior Citizen Population Centers – 2008



The MTRDC 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 2000 census information placed seniors in Upson County as 14.9% of the total population. In Map 4 above, above the MTRDC 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. In Upson County, senior citizens accounted for 31% of the total trips performed during the 2008 service year. Providing seniors with access to transit allows them to live independently for longer periods of time, continue to contribute to the local economy, and helps to provide access to routine medical care.

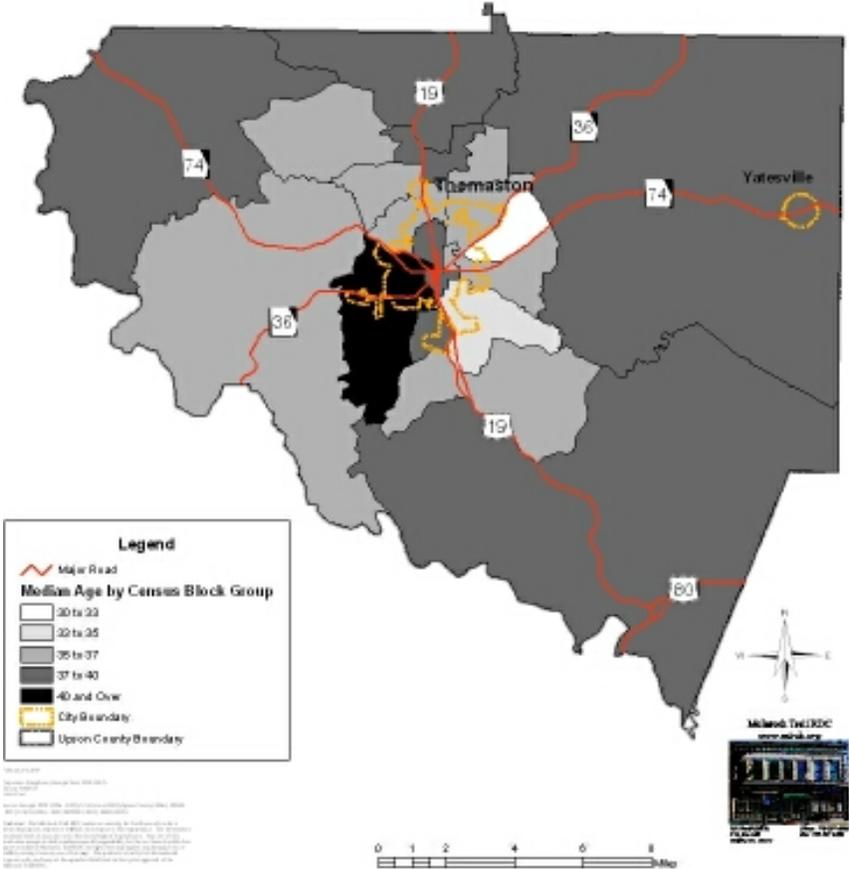
Upson County Median Age

Using GIS analysis, the MTRDC 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 the county as having the highest median age. For future transit planning, the west central portion of the county should be one of the primary service locations.

Most of the central portions of the county, in or around the City of Thomaston, include areas having younger populations than the outer portions of the county. If these older population areas continue to have a high concentration of individuals, then the present transit fleet have only four (4) vehicles may face some difficult challenges in meeting the demands of the transit system. If these population groups

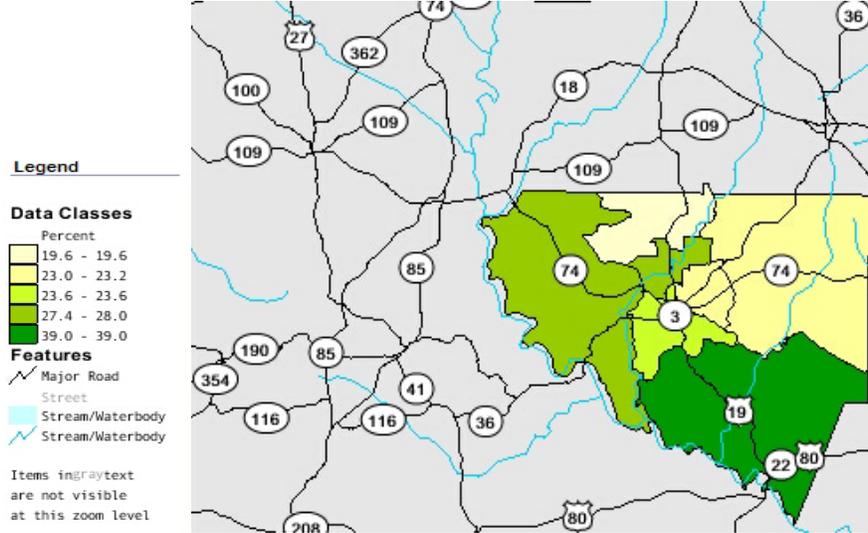
move towards the city for greater access to social services as they age, then the existing fleet size would likely be sufficient. Map 5 below provides an view of the median age distribution for Upson County as of 2000.

MAP 5
Median Age (2000)



MAP 6

Upson County Disabled Population (Ages 21-64)



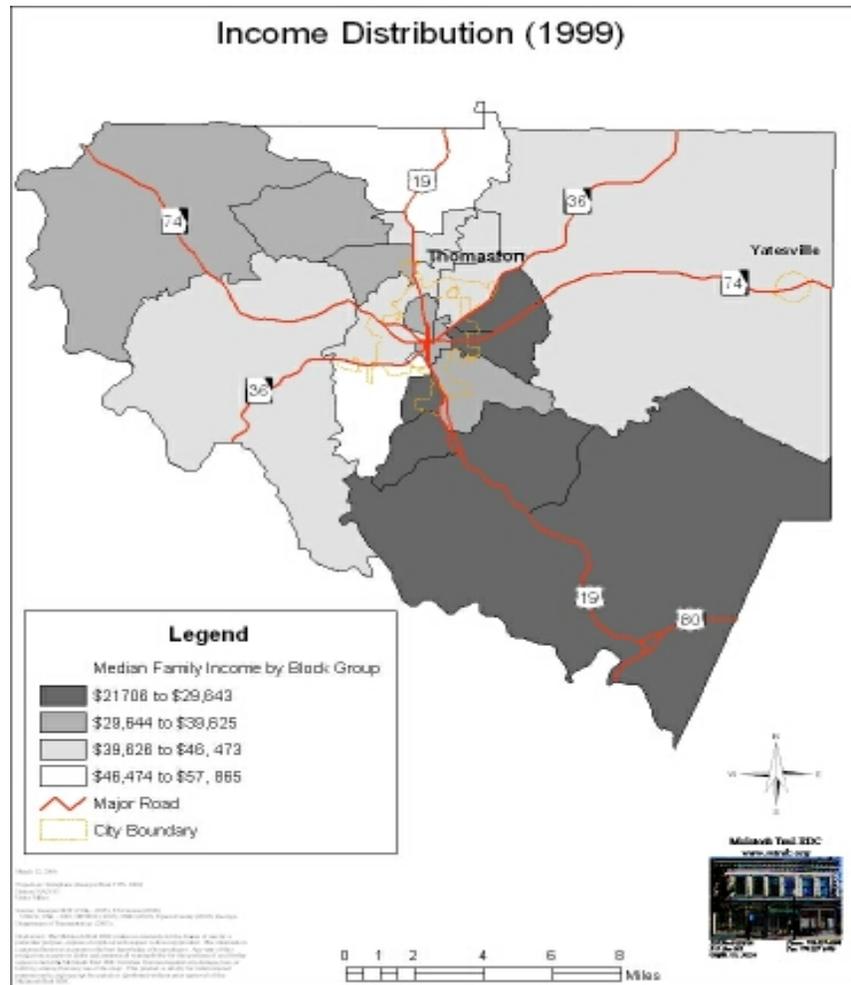
The MTRDC conducted an analysis of the disabled population based on 2000 census update figures, and limited the analysis to the 21-64 age group. Persons aged 65+ would already be identified in the senior citizens analysis and were not included in this particular analysis. The 21 to 64 year old disabled population represents approximately 14% of the total population for Upson County. There are approximately 1,775 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 Upson County portion of the regional transit does include two vehicles that are wheelchair lift equipped.

TABLE 1
Disability Population - 2000

Population 21 to 64 years	Total 15,454	Male 7,387	Female 8,067
With a disability	3,860	1,877	1,983
Percent employed	45.6	52.3	39.2
No disability	11,594	5,510	6,084
Percent employed	74.9	83.2	67.4

MAP 7

Potential Ridership Based On Income



National studies of public transit over the years have continuously shown that low to moderate income workers are most likely to use public transit where the service is available. A common income threshold that is used to estimate potential ridership based on income is approximately \$25,000 per year. However, with fuel prices rising in an unpredictable manner, it is possible that local demand for transit could increase across several income groups.

In Upson County, the MTRDC has used the 2000 census data to identify geographic areas of potential ridership based on income levels. Based on our income analysis, the highest concentrations of low to moderate income households are in the central and southeastern parts of Upson County. The areas that fall above the \$30,000 range 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 McIntosh Trail Transit System for the Upson County area is to provide cost effective and affordable public transportation to all citizens within Upson County through participation in the regional public transportation program administered by the MTRDC.

Short Term Goals and Objectives: 2009 – 2014

The Short-term Goals and Objectives of the McIntosh Trail Transit System for the period 2009 through 2014 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 McIntosh Trail 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. Upson 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 2

GDOT System Performance Measures (Monthly Averages)

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

General Transit System Information for Upson County:

General statistical and financial information relating to the Transit System in existence in Upson County is provided below:

Public Fare Cost: \$2.00 per one way trip

Trip Types - Senior Trips: **31%**

Employment: **63%**

Other: **.06%**

System Usage (July 2007 – Dec 2007)

1. Total Trips: **11,156**
2. Avg Trips Per Month: **478**
3. Total Miles Traveled: **80,060**
4. Average Distance Per trip: **7.2 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 Upson County portion of the McIntosh Trail Transit System currently meets or exceeds most program performance requirements.

Trips Per Month Standard

The vehicles utilized for the transit system serving Upson County typically average approximately 500 trips per month. During the six month period from July 2007 through December 2007, only one vehicle was down for an extended time. It only operated for 64 service hours over the course of one month while it was down for maintenance.

During peak travel hours, which is the time from 6:00 a.m. to 9:30 a.m. and 3:00 p.m. to 5:30 p.m., the system is currently operating at full capacity. During off peak travel hours, the system still has the capacity to increase its performance to accommodate more trip requests.

DEMAND EVALUATION

The Upson County component of the McIntosh Trail Transit System is one of the highest trip generators in the entire system. Local surveys indicate that in 2007 63% of transit ridership in Upson County is employment related, and 31% 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, Upson County currently has four (4) vehicles in operation in the McIntosh Trail Transit System. This fleet of vehicles is able to meet the current local demand for transit service. The TPO has registered not 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 all Upson vehicles were averaging at least 550 trips per month or more on a consistent basis, then a request to add more vehicles would be considered.

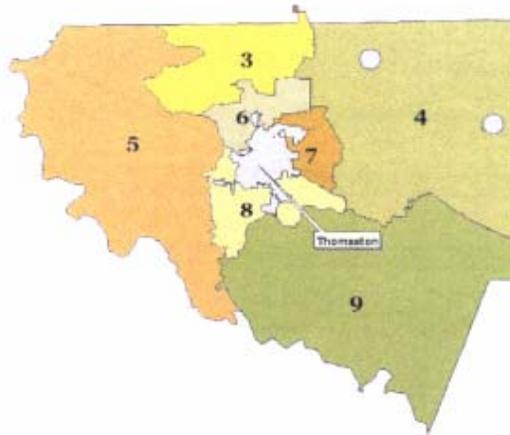
Public Involvement: Community Survey

Recently, Comprehensive Transportation Plan was completed for the three county area of Lamar, Pike and Upson 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 Lamar, Pike, and Upson Transportation study, Journey to Work and Mode to Work data were analyzed using census 2000 information. The maps and tables below refer 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.

**MAP 8
Journey to Work Data by Census Tract**

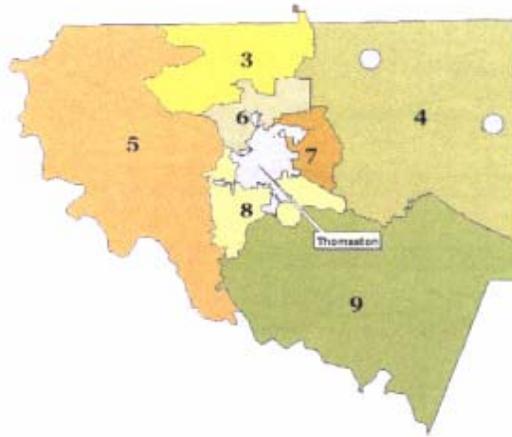


Census Tract	Worked in Upson Co.	Worked Outside Co.	Worked Outside State	Total	Percent Working in Co.
3	880	431	0	1311	67%
4	811	530	14	1355	60%
5	1169	406	0	1575	74%
6	1351	369	9	1729	78%
7	1470	531	12	2013	73%
8	2210	503	23	2736	81%
9	338	190	5	533	63%
Total	8229	2960	63	11252	73%

Source: Lamar, Pike and Upson County Transportation Study.

MAP 9

Transportation Mode to Work Data by Census Tract

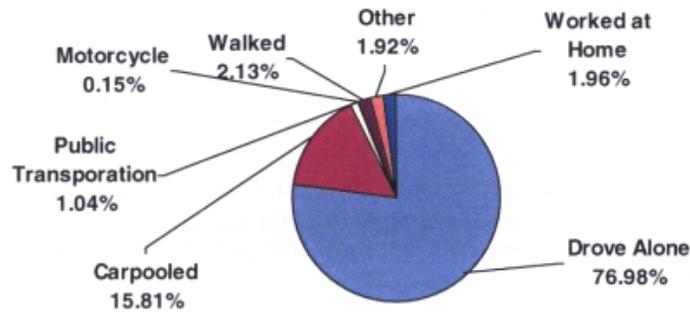


Census Tract	Drove Alone	%	Carpooled	%	Public Transportation	%	Walked	%	Other Means	%	Worked at Home	%	Total
3	1026	78%	224	17%	0	0%	0	0%	45	3%	16	1%	1311
4	1086	80%	153	11%	5	0%	32	2%	33	2%	46	3%	1355
5	1220	77%	305	19%	0	0%	5	0%	25	2%	20	1%	1575
6	1387	80%	241	14%	0	0%	84	5%	17	1%	0	0%	1729
7	1487	74%	352	17%	28	1%	84	4%	41	2%	21	1%	2013
8	2029	74%	424	15%	84	3%	27	1%	51	2%	111	4%	2736
9	427	80%	80	15%	0	0%	8	2%	11	2%	7	1%	533
Total	8662	77%	1779	16%	117	1%	240	2%	223	2%	221	2%	11252

Source: Lamar, Pike and Upson County Transportation Study.

MAP 10

Upson County - Transportation Mode to Work



Source: 2000 Census

At the time the 2000 census data was taken, the McIntosh Trail Transit System had just gotten under way. Since then the ridership has grown and the latest MTRDC survey shows that the transit program is performing approximately 2,000 trips per month, that 63% of transit ridership on Upson County vehicles is employment related, and 31% of transit trips are senior citizens.

Future Transit Needs

The Upson County transportation study did go on to comment that the county would see a significant rise in the senior citizen population, and that many of them would likely need access to public transit services. Figure 1 and Map 11 below outline the transit comments made by the study along with the areas of Upson County that had heavy senior citizen populations.

FIGURE 1

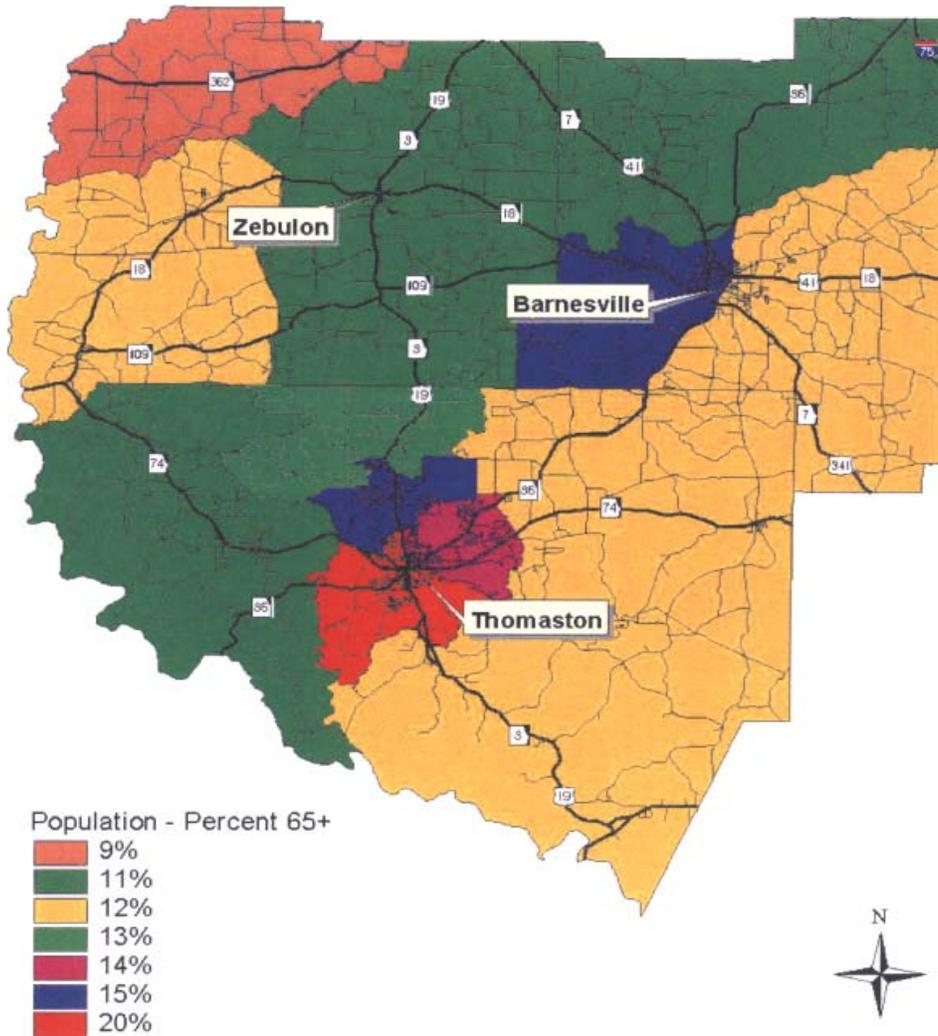
Excerpt from the Lamar, Pike, and Upson Counties' Transportation Study

Elderly Population Percentage Expected to Grow

Future public transit needs in Pike, Lamar and Upson Counties are expected to increase proportionately with the growth of retired and senior populations. As the Baby-Boom generation reaches retirement age, the size of the elderly population is projected by the U.S. Census Bureau to increase substantially nationwide. Between the years 2005 and 2025, the population of persons over 65 years of age in Georgia is projected to almost double. In 2000, Pike, Lamar and Upson Counties all exceeded the Georgia statewide average of 9.6% of residents 65 years and older and are anticipated to include a larger share of the elderly population in future years. Increased demand will be felt on the regional rural transit system as this population continues to grow. Figure 24 shows a map of the study area highlighting the percent of the population 65 years of age or older in the year 2000.

Source: Upson County Transportation Study

MAP 11
Tri-County Senior Citizen Population Ages 65+



Source: Lamar, Pike and Upson Counties' Transportation Study

Human Service Transportation Needs

DHR provides transportation funds for local citizens who are enrolled in its various programs. Where possible, DHR 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.

In FY'2007, DHR 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 DHR. If state funding was available to meet these needs, it would likely increase the amount of ridership on Upson County vehicles and bring in more revenue to help cover daily transit operating expenses.

Demand Evaluation Summary

The Council on Aging for McIntosh Trail and the MTRDC are both 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 2008 the Council on Aging for McIntosh Trail and the MTRDC plan 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 Upson County component of the McIntosh Trail Transit System is capable of handling existing demand. Based on reviews of trip denial logs at the McIntosh Trail Council on Aging, no trip requests are being regularly denied due to availability or capacity issues. Therefore it should be assumed that the current fleet of four (4) vehicles is sufficient for the next 3-5 years unless trip volume increases or demand for additional service is requested by the citizens of the County.

Transit Alternatives

Fixed Route Services

There is currently no fixed route transit services offered within Upson 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 Upson County and the rest of the MTRDC region by providing a direct connection to downtown Atlanta. If commuter rail were to become a reality, McIntosh Trail Transit System would likely expand its capacity to become a feeder system to the commuter rail service.

**MAP 12
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 Upson 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 at an excess of \$3.80 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.

Currently, the commuter rail concept has gained momentum and a project approval was voted for by the GDOT Board of Directors in the Fall of 2007. 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. As of June 2008, GDOT is in the implementation planning phase to begin operations, and the first phase of the project will provide service from Atlanta to Griffin.

Georgia Regional Transportation Authority (GRTA) Express Bus

GRTA Vanpool Service

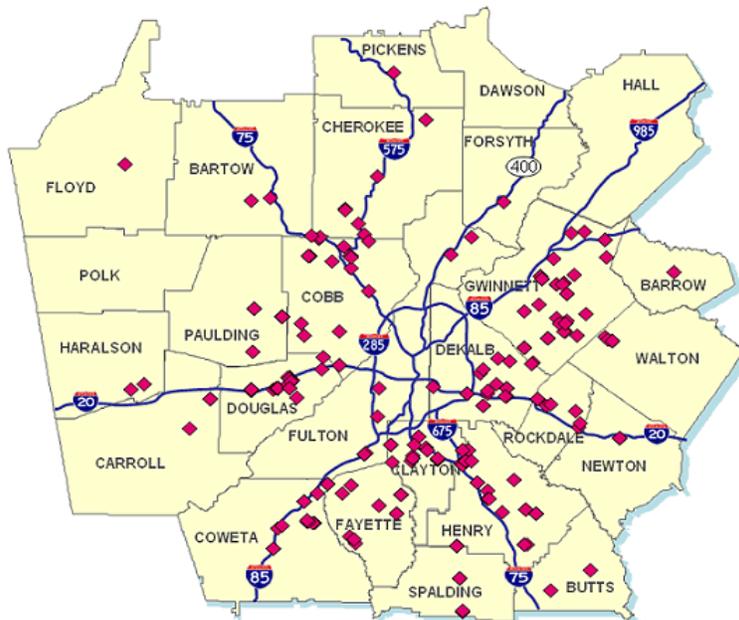
A vanpool is a group of 7-15 people who have a similar commute pattern and agree to commute together in a van while sharing the costs of the commute. Vanpools are a flexible form of transit, allowing the occupants to choose whether to pick up participants from a park-and-ride lot, personal residences, 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 carrying 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 Upson County and downtown Atlanta.

Currently, there are no GRTA vans that are driven by citizens that commute from Upson County to downtown Atlanta. However, a vanpool program can exist in any county that has an origin or destination in the Metro Atlanta region. It is possible, therefore, that a GRTA vanpool program could be established if there was sufficient interest from citizens.

Vanpool Service Map

**Map 13
GRTA Express Bus Service Area**



Ridefind:

The regional ride matching service for the vanpool 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. This commuter database uses a person's home address, work address and work hours to find others who live and work near them and who have similar schedules. Information on Ridefind and the vanpool program can be found by utilizing the following link: www.187ridefind.com.

Private Transportation Solutions:

There are a variety of local taxi companies that provide transportation within the Thomaston/Upson County area. These services charge rates much higher than the fare fee charged by the public transit system.

There is one private transportation provider, Groome's Transportation, which provides trips from the County to Atlanta on a regular basis. Their website can be located at www.groometransportatio.com. Their one way fare to Atlanta's Hartsfield International Airport from the Macon area is approximately \$58.00.

Capital and Operating Plan

Since Upson County is part of the McIntosh Trail Transit System, its operating budget is combined with the operating budgets from Butts, Lamar, Pike, and Spalding 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 the McIntosh Trail Transit System from July 1, 2008 to June 30, 2009.

Transit Development Plan Budget Worksheet	
Operating Period:	From: 7-1-08 To: 6-30-08
County/City: MTRDC / Upson County	
Part A: Expenditures Estimate	
Line Item Description	TOTAL BUDGET
ADMINISTRATIVE BUDGET	
1. Director Salary	30,000
2. Supervisory Salary	22,958
3. Bookkeeper Salary	12,402
4. Secretary Salary	10,200
5. Training	1,500
6. Marketing	250
7. Telephone	1,800
8. Office Supplies	2,569
9. Facilities/Rental	6,000
10. Computer Software Maintenance	-
11. Audit	2,250
12. Other	
SUM OF LINES 1-12 = ADMIN BUDGET	89,929
13. Driver Salary	339,161
14. Dispatcher Salary	19,998
15. Mechanic Salary	-
16. Fuel	175,063
20. Maintenance and Repair	35,000
21. Vehicle Insurance	-
22. Drug and Alcohol Testing	1,250
23. License	-
24. Uniforms	-
25. Other	7,800
26. EXPENSE TOTAL (sum of lines 1-25)	668,201
NET OPERATING DEFICIT SUMMARY	
27. Less Purchase of Service Revenue	536,718
28. Net Operating Expense (Line 26 minus 27)	131,483

29. Less Fare Revenue (10% of line 28)	13,148
30. Net Operating Deficit (line 28 minus 29)	118,335

NET DEFICIT FINANCIAL SUMMARY	
31. Purchase of Service Income	
32. Net Local Match (50% of line 30)	59,167
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	GDOT Share (50%)	Local Share (50%)
34. Net Operating Deficit (line 30)	118,335	59,167	59,167
35. Less Excess Purchase of Service Income above Local Match (line 33)	0	0	0
36. OPERATING BUDGET TOTAL (line 34 minus 35)	118,335	59,167	59,167

Part C: Capital Expenditures Estimate (15% State Match is for vehicles only)						
CAPITAL BUDGET	A	B	C	D	E	F
Equipment Description	Unit Cost	No. of Units	Total Costs	Federal (80%)	State (15%)	Local (5%)
37. Standard Van	35,500	0		0	0	0
38. Modified Van	25,500	0		0	0	0
39. Conversion Van	39,500	0		0	0	0
40. Conversion Van/Lift	41,500	0		0	0	0
41. Shuttle Van	41,300	2	82,600	66,080	12,390	4,130
42. Shuttle Van /Lift	44,500	0	0	0	0	0
43. Shuttle Bus	45,000	0	0	0	0	0
44. Shuttle Bus/Lift	50,800	1	50,800	40,640	7,620	2,540
45. Mobile Radio Unit	1,800	0	0	0	0	0
46. Base Station	6,600	0	0	0	0	0
47. Computer, Printer, Software	3,300	0	0	0	0	0
48. Computer & Dispatching Software	20,500	0	0	0	0	0
49. Other		0		0	0	0
50. Other		0		0	0	0
51. Capital Budget Total (sum of lines 37 thru 50)			133,400	106,720	20,010	6,670

Part D: BUDGET SUMMARY				
	A	B	C	D
Budget Totals	Total	Federal	State	Local

52. Operating Budget Total (line 36)	118,335	59,167		59,167
53. Capital Budget Total (line 51)	133,400	106,720	20,010	6,670
Grand Total (sum of lines 52 and 53)	251,735	165,887	20,010	65,837

**Section 5311 CY 09 Budget Methodology
12 Month Ridership Projection**

Contract Year	Ridership	Active Vehicles
2009	68,000	13

FAC (Cost Per Trip)

Total CY2009 Expenses:	668,201
Total CY 2009 Trips:	68,000
FAC:	\$9.83

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 MTRDC 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 2009 to 2013

The MTRDC pro-rates the amount of local match for each participating local government based on the percentage of the vehicle fleet. Upson County has four (4) vehicles, and is approximately 31% of the regional system. Therefore once the MTRDC calculates the local match required for a contract year, Upson County is asked to provide 31% of the total matching funds. The local operational match expenses will assume that the fleet size remains at four (4) vehicles through the year 2013. The MTRDC will use the FY 2009 required match as a baseline funding level, and adjust 5% per year for inflation.

A capital acquisition cost will be programmed in 2013 as old vehicles are replaced due to expected wear and tear. The capital costs also assume the local governments will only be required to provide a 5% replacement cost match.

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

FY 2009:

- 2 Shuttle Buses
- 1 Wheelchair Lift Shuttle Buses

FY 2012

- 1 Shuttle Bus

FY 2013

- 2 Shuttle Buses
- 1 Wheelchair Lift Shuttle Buses

Scenario 1: Local Operating Match Based On Four Vehicles (Existing Fleet)

Year	2009	2010	2011	2012	2013
Operating	\$18,342	\$19,259	\$20,222	\$21,233	\$22,295
Capital	\$6,670	\$0.00	\$0.00	\$2,165	\$6,990
Total	\$25,012	\$19,259	\$20,222	\$23,398	\$29,285

**** These figures only represent the Upson 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 McIntosh Trail Transit System operating and capital costs can be found in Appendix E.

Appendix A: Sample County Authorizing Resolution

AUTHORIZING RESOLUTION
BETWEEN
UPSON COUNTY
AND
MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER
(MTRDC)

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

WHEREAS, Upson County has agreed to participate in this regional transportation program lead by the McIntosh Trail Regional Development Center; and

THEREFORE, the parties agree as follows:

Article I.

The McIntosh Regional Development Center will act as the designated agency for the receipt of funds from the Georgia Department of Transportation for the purpose of operating the McIntosh Trail Regional Transit System.

Spalding County will participate in a regional transportation program by entering into an agreement with the McIntosh Trail Regional Development Center, appropriating annual transportation funds as requested, insuring public transportation vehicles assigned to the city, and appropriating funds for vehicle replacement when needed. The McIntosh Trail Regional Development Center will utilize such funds in a manner consistent with state/federal laws and regulations, and existing agreements, for the operation and administration of the McIntosh Trail Regional 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 Upson County.

Chairman, Upson County

Date

Appendix B: Sample County Contract

**SECTION 5311 PUBLIC TRANSPORTATION
SERVICE AGREEMENT FOR OPERATION OF
MCINTOSH TRAIL REGIONAL TRANSIT SYSTEM
BETWEEN THE
BOARD OF COMMISSIONERS OF UPSON COUNTY
AND
MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER**

PREAMBLE

This Agreement is made and entered into this 1st day of July, 2008 by and between the Board of Commissioners of UPSON County hereinafter referred to collectively as the "COUNTY"; and MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER, hereinafter referred to as "MTRDC"; and shall terminate on the 30th day of June, 2009 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, UPSON County has agreed to participate in this regional transportation system administered by the McIntosh Trail Regional Development Center; and

NOW, THEREFORE, the parties agree as follows:

ARTICLE I

**TERM OF AGREEMENT
TERMINATION PROVISIONS
AND ATTACHED DOCUMENTS**

1. **Engagement**: The MTRDC 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, 2008 through June 30, 2009.
3. **Termination of Agreement**: The COUNTY or MTRDC reserves the right to terminate this Agreement for just cause upon 60 (sixty) days written notice to the other party.

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.

MTRDC RESPONSIBILITIES

1. The MTRDC will manage the day-to-day operation of the Regional 5311 Public Transportation program. The MTRDC will retain and monitor a third party operator for compliance with local, state, and federal regulations.
2. The MTRDC 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 MTRDC 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 McIntosh Trail Regional Transit System), or any claim related to the aforementioned public transportation program. The MTRDC 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 MTRDC 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 MTRDC. Payment from the COUNTY to the MTRDC for all expenses incurred in fulfilling the intent of this contract shall be the fund amount listed in Article IV.
3. MTRDC shall operate the FTA Section 5311 Regional Public Transportation program services in accordance with the guidelines and policies set by GDOT. MTRDC 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 MTRDC to the participating COUNTY. It is agreed that the MTRDC 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, 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 \$2.00 - \$2.50 per one-way passenger trip. The fare structure shall remain in force until the MTRDC has sufficient data to justify a change.

ACCIDENT REPORTING

A written report must be filed with the McIntosh Trail RDC 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 MTRDC 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 MTRDC 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. MTRDC 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. MTRDC 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

The COUNTY's maximum obligation to the MTRDC shall not exceed \$_____ for services rendered between July 1, 2008 and June 30, 2009. This maximum amount will be requested no more than monthly and no less than once a year, and the amount requested can be less than the maximum amount if the transit system exceeds its yearly ridership goals.

On behalf of the Board of Commissioners
of UPSON County

Board of Commissioners

ATTEST:

Clerk, Board of Commissioners of
UPSON County

McINTOSH TRAIL REGIONAL
DEVELOPMENT CENTER

Witness

Notary Public (Seal)

TERMS OF USAGE

*An Attachment to the Third Party Operator Agreement Between
The Boards of Commissioners of UPSON County
AND
MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER*

WHEREAS, the Boards of Commissioners for the aforementioned COUNTY have indicated a desire to contract with MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER to provide public transportation services within their county area, located in the McIntosh Trail region; and

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

THEREFORE, the parties agree to the following, as an Attachment to their Third Party Operator agreement as referenced above:

1. MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER will have the right to operate and manage vehicles placed by the above named COUNTY into the McIntosh Trail Regional Transit System, an FTA Section 5311 program.
2. MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER will follow all state and federal laws regarding the safe operation of any vehicle placed in the McIntosh Trail Regional Transit System.
3. MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER 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. MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER acknowledges the following:
Should the COUNTY withdraw from the main Third Party Operator 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 MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER. Termination of the main agreement automatically eliminates any claim the MTRDC may have pertaining to rights of operation for said program vehicles.

Appendix C: Sample Press Release

McIntosh Trail Regional Development Center

Post Office Box 818
Griffin, Georgia 30224

DATE: July 1, 2008
CONTACT: Robert Hiatt
TITLE: Governmental Services Director
PHONE: (770) 227-6300

PRESS RELEASE

FOR IMMEDIATE DISTRIBUTION

PUBLIC TRANSPORTATION IN SPALDING COUNTY



The regional public transportation program provides public transportation for residents of Butts, Lamar, Pike, Spalding, and Upson Counties, and has operated in the region since 1999. The regional public transportation program is administered by the McIntosh Trail Regional Development Center, and is one of two suburban regional public transportation systems approved by the Georgia Department of Transportation.

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 770-229-4885 or in Upson County you can call 1-800-906-3257. The fee is \$2.00 per one way trip, 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

RURAL PUBLIC TRANSPORTATION
IS AVAILABLE TO ALL LOCAL
RESIDENTS.
IT SERVES EVERYONE ON A REGULAR
BASIS AND HAS
AFFORDABLE RATES WITH FRIENDLY
WELL-TRAINED DRIVERS.

IT IS SAFE, CLEAN, DEPENDABLE AND
PROVIDES SERVICE FOR:
EDUCATION • SHOPPING • MEDICAL
RECREATION • EMPLOYMENT

THE LACK OF TRANSPORTATION
PRESENTS A MAJOR PROBLEM FOR
SOME RESIDENTS.

IN THE EFFORT TO ALLEVIATE
SUCH PROBLEMS, THE COUNTY
COMMISSIONERS SECURED FUNDS
TO OPERATE RURAL PUBLIC
TRANSPORTATION VANS.

THE NEXT TIME YOU NEED A RIDE
YOU CAN COUNT ON US.

TO INSURE A RESERVATION FOR A
SPECIFIC DATE AND TIME.

CONTACT 770-229-4885

**Council on Aging Transportation
Service**

**Serving
Butts • Lamar • Pike
Spalding • Upson**

PO Box 169
Griffin Ga 30224
770-229-4885



Public Transportation

Council on Aging
Transportation Service

**Serving
Butts • Lamar • Pike
Spalding • Upson**



\$2.00
per one way trip

770-229-4885

Appendix E:
MTRDC Regional Transit Capital and Operating Projections
2009 to 2013

	CY 09	CY10	CY11	CY12	CY13
Operating Cost					
Total Expenses	\$668,201	\$701,611	\$736,692	\$773,526	\$812,202
Revenues	\$536,718	\$563,554	\$591,732	\$621,318	\$652,384
Net Operating Expense	\$131,483	\$138,057	\$144,960	\$152,208	\$159,818
Farebox	\$13,148	\$13,805	\$14,496	\$15,220	\$15,981
Deficit	\$118,335	\$124,252	\$130,464	\$136,988	\$143,837
Local Operating Match	\$59,167	\$62,125	\$65,232	\$68,493	\$71,918
GDOT Operating Match	\$59,167	\$62,125	\$65,232	\$68,493	\$71,918
Capital Cost					
Total	\$ 222,400	\$216,400	\$ -	\$133,300	\$233,200
GDOT Match	\$ 33,360	\$ 32,460	\$ -	\$ 19,995	\$ 34,980
Local Match	\$ 11,120	\$ 10,820	\$ -	\$ 6,665	\$ 11,660

References

1. Georgia DOT Section 5311 Administrative Guide
2. U.S. Census Bureau – Upson County & Related Statistics
3. Upson County Comprehensive Transportation Plan - 2003
4. Upson County Comprehensive Plan 2008

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