2023 Spring Workshop

Opening Remarks

Mark Nelson | Office Director

Please share your…

1. Name
2. Transit System or Employer and Location
3. How far you traveled to get her today? (in hours)
4. How many years in transit?
5. What do you hope to get out of this Spring Workshop?

There may be prizes!

Session Expectations:
To introduce the leadership and organizational structure of the Office of Transit and Active Transportation and to clarify the different work and work flows of the office.

OTAT 101

OTAT 101

May 1, 2023

DEPARTMENT OF TRANSPORTATION
TRANSIT AND ACTIVE TRANSPORTATION

Office of Transit and Active Transportation

Mission: Provide our partners and communities with leadership, tools, and resources that support access to high-quality biking, walking, and transit options that enable people to live independently, engaged, and connected.

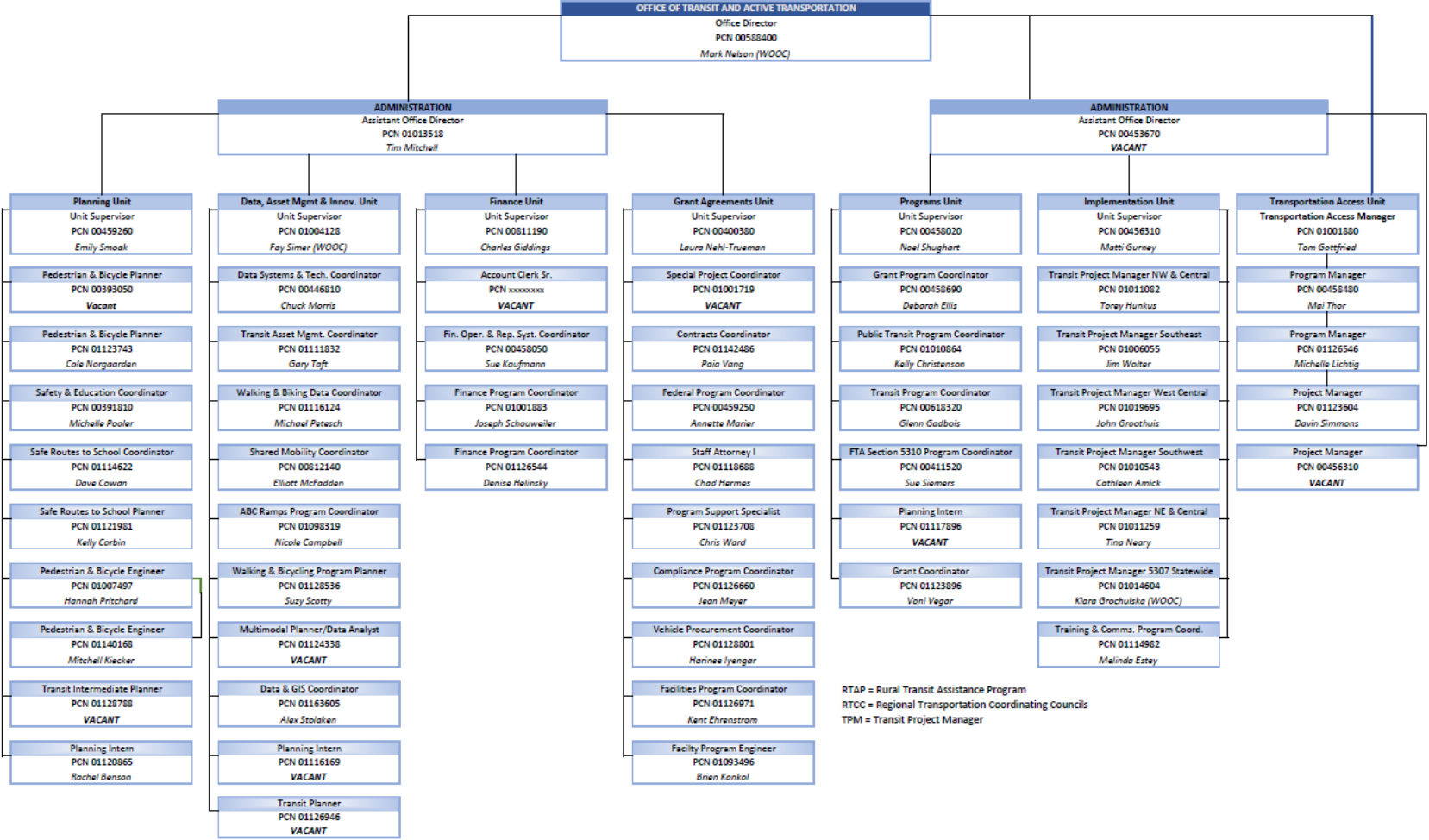**Vision:** Connecting Minnesota one ride, stride, and pedal at a time

RIDE   **STRIDE**   **PEDAL**

Organization Chart

Office of Transit and Active Transportation

OFFICE OF TRANSIT AND ACTIVE TRANSPORTATION
Office Director
PCN 00588400
Mark Nelson (WOOC)

ADMINISTRATION
Assistant Office Director
PCN 01013518
Tim Mitchell

ADMINISTRATION
Assistant Office Director
PCN 00453670
VACANT

Planning Unit
Unit Supervisor
PCN 00459260
Emily Smoak

Pedestrian & Bicycle Planner
PCN 00393050
Vacant

Pedestrian & Bicycle Planner
PCN 01123743
Cole Norgaarden

Safety & Education Coordinator
PCN 00391810
Michelle Pooler

Safe Routes to School Coordinator
PCN 01114622
Dave Cowan

Safe Routes to School Planner
PCN 01121981
Kelly Corbin

Pedestrian & Bicycle Engineer
PCN 01007497
Hannah Pritchard

Pedestrian & Bicycle Engineer
PCN 01140168
Mitchell Kiecker

Transit Intermediate Planner
PCN 01128788
VACANT

Planning Intern
PCN 01120865
Rachel Benson

Data, Asset Mgmt & Innov. Unit
Unit Supervisor
PCN 01004128
Fay Simer (WOOC)

Data Systems & Tech. Coordinator
PCN 00446810
Chuck Morris

Transit Asset Mgmt. Coordinator
PCN 01111832
Gary Taft

Walking & Biking Data Coordinator
PCN 01116124
Michael Petesch

Shared Mobility Coordinator
PCN 00812140
Elliott McFadden

ABC Ramps Program Coordinator
PCN 01098319
Nicole Campbell

Walking & Bicycling Program Planner
PCN 01128536
Suzy Scotty

Multimodal Planner/Data Analyst
PCN 01124338
VACANT

Data & GIS Coordinator
PCN 01163605
Alex Stoiaken

Planning Intern
PCN 01116169
VACANT

Transit Planner
PCN 01126946
VACANT

Finance Unit
Unit Supervisor
PCN 00811190
Charles Giddings

Account Clerk Sr.
PCN xxxxxxxx
VACANT

Fin. Oper. & Rep. Syst. Coordinator
PCN 00458050
Sue Kaufmann

Finance Program Coordinator
PCN 01001883
Joseph Schouweiler

Finance Program Coordinator
PCN 01126544
Denise Helinsky

Grant Agreements Unit
Unit Supervisor
PCN 00400380
Laura Nehl-Trueman

Special Project Coordinator
PCN 01001719
VACANT

Contracts Coordinator
PCN 01142486
Paia Vang

Federal Program Coordinator
PCN 01019250
Annette Marier

Staff Attorney I
PCN 01118688
Chad Hermes

Program Support Specialist
PCN 01123708
Chris Ward

Compliance Program Coordinator
PCN 01126660
Jean Meyer

Vehicle Procurement Coordinator
PCN 01128801
Harinee Iyengar

Facilities Program Coordinator
PCN 01126971
Kent Ehrenstrom

Facilty Program Engineer
PCN 01093496
Brian Konkol

Programs Unit
Unit Supervisor
PCN 00458020
Noel Shughart

Grant Program Coordinator
PCN 00458690
Deborah Ellis

Public Transit Program Coordinator
PCN 01010864
Kelly Christenson

Transit Program Coordinator
PCN 00618320
Glenn Gadbois

FTA Section 5310 Program Coordinator
PCN 00411520
Sue Siemers

Planning Intern
PCN 01117896
VACANT

Grant Coordinator
PCN 01123896
Voni Vegar

Implementation Unit
Unit Supervisor
PCN 00456310
Matti Gurney

Transit Project Manager NW & Central
PCN 01011082
Torey Hunkus

Transit Project Manager Southeast
PCN 01006055
Jim Wolter

Transit Project Manager West Central
PCN 01019695
John Groothuis

Transit Project Manager Southwest
PCN 01010543
Cathleen Amick

Transit Project Manager NE & Central
PCN 01011259
Tina Neary

Transit Project Manager 5307 Statewide
PCN 01014604
Klara Grochulska (WOOC)

Training & Comms. Program Coord.
PCN 01114982
Melinda Estey

Transportation Access Unit
Transportation Access Manager
PCN 01001880
Tom Gottfried

Program Manager
PCN 00458480
Mai Thor

Program Manager
PCN 01126546
Michelle Lichtig

Project Manager
PCN 01123604
Davin Simmons

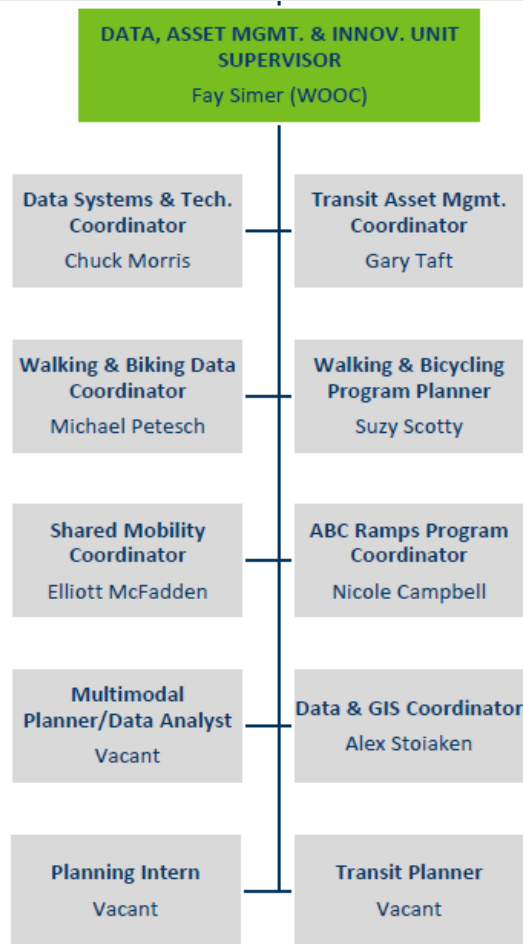Project Manager
PCN 00456310
VACANT

RTAP = Rural Transit Assistance Program
RTCC = Regional Transportation Coordinating Councils
TPM = Transit Project Manager

Planning Unit

- The Walking, Bicycling and Transit Planning Unit leads and coordinates planning, research, partnerships, training, policies, guidance, communications and education that connect people in Minnesota one ride, stride, and pedal at a time.

- Provide partners and communities with leadership, tools, and resources that support access to high-quality (safe, convenient, & comfortable) walking, bicycling, and transit options that allow people to live independently, engaged, and connected.

- Work from this group includes: Greater Minnesota Transit Investment Plan, Safe Routes To School planning assistance and grants, Active Transportation planning grants/assistance/guidance, and more!

Innovation, Data Evaluation, and Asset Management Unit

DATA, ASSET MGMT. & INNOV. UNIT SUPERVISOR
Fay Simer (WOOC)

Data Systems & Tech. Coordinator Chuck Morris	**Transit Asset Mgmt. Coordinator** Gary Taft
Walking & Biking Data Coordinator Michael Petesch	**Walking & Bicycling Program Planner** Suzy Scotty
Shared Mobility Coordinator Elliott McFadden	**ABC Ramps Program Coordinator** Nicole Campbell
Multimodal Planner/Data Analyst Vacant	**Data & GIS Coordinator** Alex Stoiaken
Planning Intern Vacant	**Transit Planner** Vacant

The Innovation, Data Evaluation and Asset Management (IDEA) Unit designs, implements and improves data and asset management procedures for the Office of Transit and Active Transportation, ensures accurate and timely reporting of transit system performance data, and leads on innovation to ensure that travel needs of our citizens are being met in the most modern, efficient, and cost-effective way possible.

- Work from this group includes: BlackCat grant reporting system management, Transit Asset Management planning and support, National Transit Database reporting, statewide bicycle map, ABC Ramps program, Greater Minnesota Shared Mobility, and more!

Finance Unit

FINANCE UNIT SUPERVISOR
Charles Giddings

Account Clerk Sr.
Vacant

Fin. Oper. & Rep. Syst.
Coordinato
Sue Kaufmann

Finance Program
Coordinator
Joseph Schouweiler

Finance Program
Coordinator
Denise Helinsky
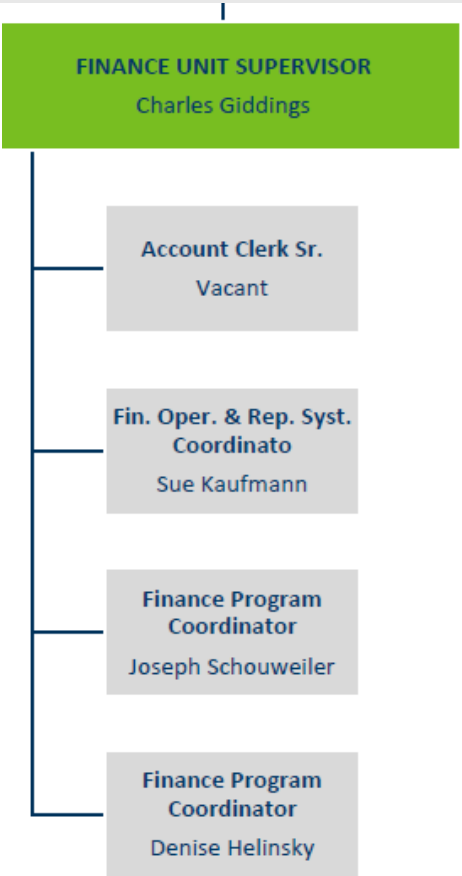
The Office of Transit and Active Transportation – Financial Administration Unit oversees the administration of all financial and formula grant activities.

- Work from this group includes: administrative budgets, contract payments, federal reimbursement request processing, financial reconciliations, final billing and audit requests, and more!

Grant Agreements Unit

GRANT AGREEMENTS UNIT SUPERVISOR
Laura Nehl-Trueman

Special Project Coordinator
Vacant

Staff Attorney I
Chad Hermes

Contracts Coordinator
Paia Vang

Federal Program Coordinator
Annette Marier

Program Support Specialist
Chris Ward

Compliance Program Coordinator
Jean Meyer

Vehicle Procurement Coordinator
Harinee Iyengar

Facilities Program Coordinator
Kent Ehrenstrom

Facility Program Engineer
Brien Konkol

OTAT's Grant Agreements Unit provides a variety of duties for the office, including the following:

- Develop and execute grant agreements, perform legal research and analysis
- Manage vehicle procurement for the transit systems
- Ensure subrecipients comply with fiscal and financial reconciliation requirements
- Lead monitoring and reporting for DOT drug and alcohol program compliance
- Provide project assistance to OTAT units as necessary
- Lead compliance measures for transit, working with OTAT staff to ensure compliance is obtained.
- Lead statewide transit capital facilities program
- And more!

Programs Unit
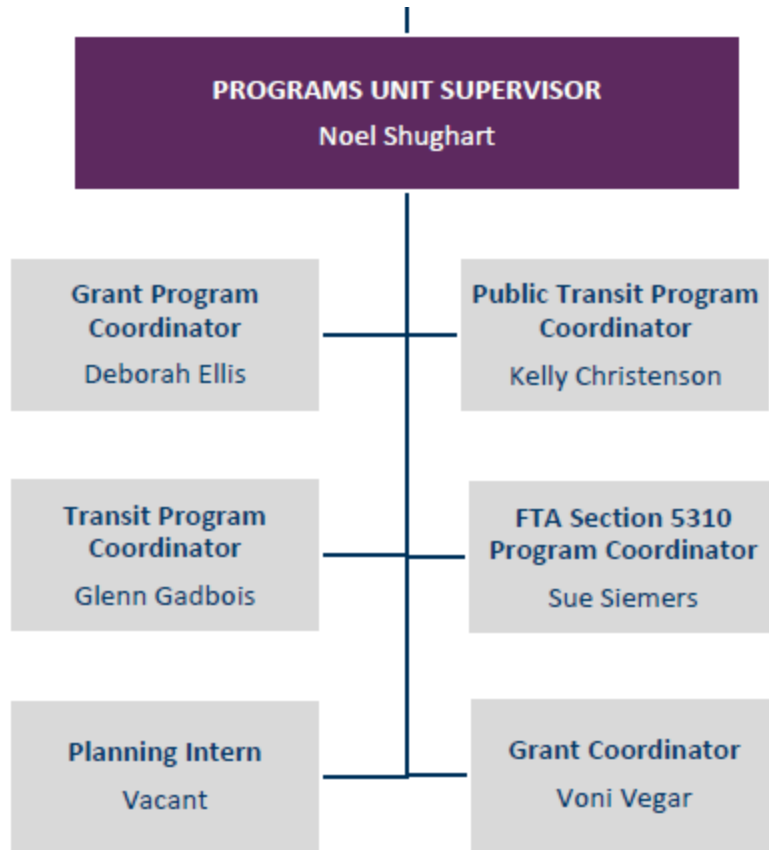
The Programs Unit of the Office of Transit and Active Transportation develops and implements public transit program objectives and activities in order to provide alternatives to driving alone and allow people to reduce their energy consumption, live independently and participate fully in Minnesota's communities and economy.

- Programs Unit staff lead statewide strategic and long-range planning, program delivery, and administration of state and Federal Transit Administration (FTA) financial assistance
- are responsible for the development of policies for the administration of public transit programs, managing solicitation, application and project selection processes, coordinating and communicating federal grant and project selection information
- manage the Enhanced Mobility of Seniors and Individuals with Disabilities Program, and the Intercity Bus Program

Implementation Unit
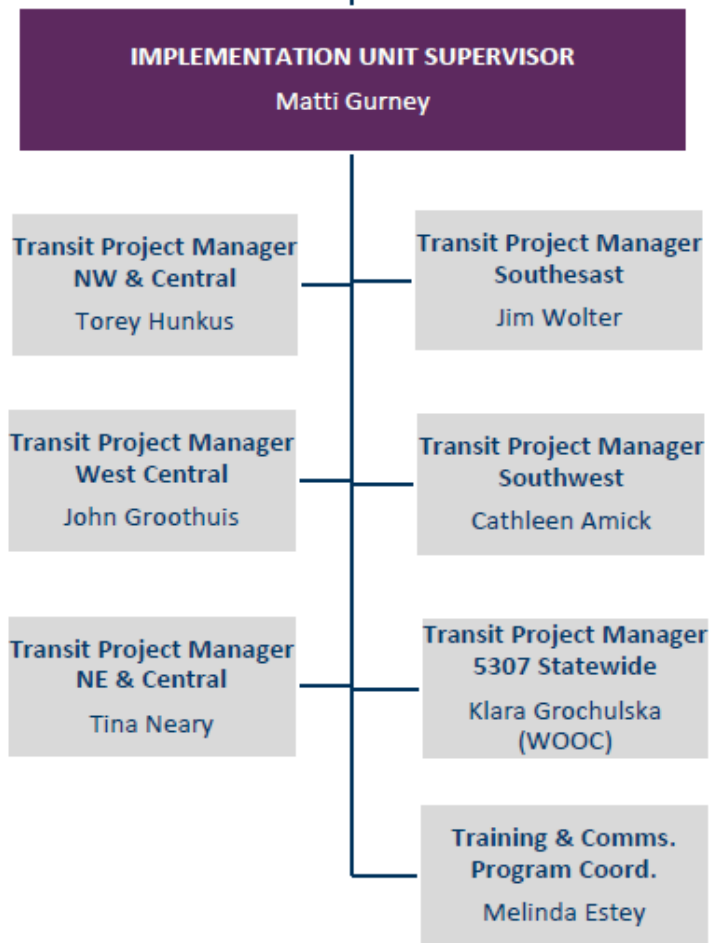
The Implementation Unit seeks to:
- maintain accessibility to transit services and get people where they want to go through cooperation and collaboration within regions and statewide amongst all stakeholders
- foster relationships and build public transit operations by offering funding, guidance, and oversight
- work with transit providers in identifying strategies to meet community needs and collaborate across modes and regions
- create and implement communication strategies to streamline and strengthen internal and external information sharing and engagement
- strengthen efficiencies with strategic planning, continuous improvement, training and development including the management of the Rural Transit Assistance Program

Transportation Access Unit

TRANSPORTATION ACCESS UNIT SUPERVISOR
Tom Gottfried

Program Manager
Mai Thor

Program Manager
Michelle Lichtig

Program Manager
Davin Simmons

- The Mobility Management Unit works with very diverse transportation partners including Public Transit, Private-for-Profit, and Non-profit organizations that need and/or provide transportation. The primary populations are the most transportation-dependent such as people with disabilities, elderly, low income, minority groups, and recent migrants.

- Works to improve all forms of human service transportation for Minnesota by consistently implementing state and federal programs and policies to improve transportation accessibility effectiveness along with balancing efficiency.

- Primary objectives are to work with existing transportation systems and networks and to identify and address gaps in service through the various partnerships of existing state agency programs, seeking new innovative programs to address transportation access.

- More info: Home Page | Minnesota Council on Transportation Access (coordinatemntransit.org)

Thank You!

OTAT Leadership Team:

Mark Nelson, Tim Mitchell, Emily Smoak, Fay Simer, Charlie Giddings, Laura Nehl-Trueman, Noel Shughart, Matti Gurney, Tom Gottfried

MnDOT Office of Transit and Active Transportation: Continuous Improvement (CI) project

Abra Pollock, Senior Management Consultant, team leader

MAD team members: Kristina Krull, Senior Management Consultant

and Stephanie Heim, Senior Management Consultant

- OTAT collected and validated feedback from transit systems:

  - 2022 Spring Workshop

  - Listening sessions (fall 2022)

  - November 2022 Transit Advisory Committee (TAC) meeting

- Transit systems identified top issues, as well as opportunities to address them with OTAT:

  - Timeline and schedule

  - Communications

  - Streamline reporting and application processes

  - Working toward same end goal

- OTAT leadership reviewed issues to identify those that are both:

    - In OTAT's control, and

    - Would have the greatest positive impact on transit systems if addressed

- Four topics for process improvement selected (next slide)

    - Not all-inclusive of transit systems' challenges

Processes for OTAT continuous improvement project

- Procurement (non-vehicle)

- Solicitations/Applications – Operating

- Solicitations/Applications – Capital

- Reporting (including monthly operating budgets, ridership reports, progress reports, and RFFs, as well as budget adjustments)

mn.gov/mmb/mad

Process mapping:

- Visual representation of a process—similar to a flowchart

- Each individual step is depicted

- "Swim lanes" (rows) may display the steps for various actors (e.g., transit system and TPM)

Terms:

- *"As-is"* or *"current state:"* The way the process is happening right now

- *"To-be"* or *"future state:"* The way we envision the process happening after changes (improvements) are made

Consider:

- Are we on the right track with these four topics for process mapping (below)? Anything feel off-track?

- If you could choose one additional process for improvement, what would it be? Keep in mind:

  - Issues that that would fit well with process mapping

  - Processes that OTAT has control over/can influence

  - OTAT processes that have the biggest impact on transit systems

Topics: Procurement (non-vehicle), solicitations/applications (operating and capital), and reporting (including monthly budgets, ridership reports, progress reports, RFFs, and budget adjustments)

Phase 1

- One-on-one meetings with OTAT leaders: Processes, strategic priorities
- Summary report out to leaders
- Communications about CI project to OTAT staff, transit providers

Phase 2

- Process mapping with OTAT subject-matter experts for improvement of up to eight processes
  - Proposed topics (subject to change): *Procurement, solicitations/ applications (operating and capital), and reporting*

Phase 3

- Change management for OTAT to implement improved processes

Phase 1: One-on-one meetings with OTAT leaders

- Discuss process improvement needs in each of the four topics

- Identify subject matter experts for each process to map

- Confirm strategic priorities

OTAT Strategic Directions, 2020-2025

Elevate and support active transportation priorities	Optimize data and technology	Embrace and integrate continuous improvement and innovation	Improve OTAT culture	Strengthen partnerships

to achieve

OTAT's Practical Vision

Exceptional performance	Valued, engaged, skilled, and productive workforce	Culture of innovation	Efficient and effective processes	Advanced and integrated emerging technology
Data and information technology systems optimized	Shared and inclusive, viable mobility options	Supportive and visionary public policy	Expanded access to networks	Effective, efficient, and evolving partnerships

- Opportunity for transit systems to get involved by reviewing process map of "improved" processes and offering feedback

- Speak with Melinda or Abra/Kristina from MAD if interested (but no rush)

- MnDOT will circle back to transit systems about this opportunity in 1-2 months' time

Thank you!

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Break!

Regroup in 15 minutes

Incident/Accident Local Response and State Reporting

DEPARTMENT OF TRANSPORTATION

mndot.gov

Session Expectations:
1. Why report on Major and Non Major Events
2. What are Major and Non Major Events
3. When and How to report to the Office of Transit and Active Transportation (OTAT)
4. Local procedures for Transit Systems as Best Practices
    -- Scenarios

What are Major and Non Major Events and Why Report Them

Jean Meyer | Compliance Coordinator
Annette Marier | Federal Drug and Alcohol Compliance Program
Gary Taft | Asset Management Coordinator
Harinee Iyengar | Vehicle Procurement Coordinator

Why report Major and Non Major Events

When vehicles and facilities operated by transit agencies are publicly funded, MnDOT and/or FTA has an interest in their general state.

In accordance with FTA C 9040.1G, Title 49 U.S.C. 5329 provides FTA with the authority to provide a comprehensive framework to oversee the safety of public transportation throughout the United States. The law requires, among other things, that FTA issue a national public transportation safety plan, establish safety performance criteria for all modes of public transportation, define a "state of good repair," and establish minimum safety performance standards for public transportation vehicles.

In meeting this authority, FTA administers a national transit safety program and compliance oversight process to advance safe, reliable, and equitable transit service throughout the United States.

Why report when Major and Non Major Events Occur

Congress requires agencies to report to the NTD if they receive or benefit from Urbanized Area Formula Grants (§5307) or Formula Grants for Rural Areas (§5311). Section 5311 Formula Grants for Rural Areas recipients (State DOTs) report on behalf of their subrecipients. In addition to providing individual reports for each subrecipient, State DOTs file a Statewide Summary Report to the NTD.   The legislative requirement for the NTD can be found in Title 49 United States Code (U.S.C.) §5335(a)

Why report when Major and Non Major Events Occur

- Transit agencies reporting as Rural Reporters and Reduced Reporters must report total annual Reportable Events, as well as the total number of Fatalities and Injuries. Section 5311 funding recipients (State Departments of Transportation [DOTs]) report on behalf of their subrecipients

- Reportable Events include either planned or unplanned events. A reportable event does not include occupational safety events occurring in administrative buildings. Agencies may not report illnesses that require transport away from the scene for medical attention if the illness is unrelated to a Safety Event.

- A reportable event may involve a vehicle operated by a transit agency that is not providing revenue service. Any event meeting the thresholds for a reportable event and involving a transit revenue vehicle, regardless of whether that vehicle is in revenue service at the time of the event, is reportable.

What is Required?

Each recipient of a grant shall report to the Secretary, for inclusion in the National Transit Database (NTD), the following:

1) any information relating to a transit asset inventory or condition assessment conducted by the recipient;

2) any data on assaults on transit workers of the recipients; and

3) any data on fatalities that result from an impact with a bus.

What are Major (Accident) Events

FTA, U.S. Department of Transportation – Office of Budget and Policy – NTD Safety & Security Policy Manual defines a **Major Event (Accident)** is an event that involves any of the following:

- **A loss of Life:** the individual(s) die at the time of the event or within thirty days of the event.

- **Injury:** any damage or harm to 1 or more persons that requires immediate medical attention away from the scene because of a reportable event.

- **Property Damage:** resulting in estimated property damage equal to or exceeding $25,000, regardless of injuries or other thresholds.

- **Evacuation:** A reportable evacuation is a condition that occurs when persons depart from transit vehicles or facilities for life-safety reasons.

- **(NEW) Personal Security Events:** A personal security event occurs to or affects individuals on transit property.

What are Non Major (Incident) Events

FTA, U.S. Department of Transportation – Office of Budget and Policy – NTD Safety & Security Policy Manual defines a **Non-Major Event (Incident)** as an event that involves any of the following:

- **(NEW) Assaults on a Transit worker that occurred without injury:** with no transport away from the scene for medical attention

- **Other less severe single-injury safety events:** occurs on transit right-of-way or infrastructure (the underlying framework or structures that support a public transportation system), at a transit revenue facility, at a maintenance facility, during a transit-related maintenance activity, or involves a transit revenue vehicle.

- **Incidence of fires:** that require suppression but do not meet a major event reporting threshold.

- **Modes providing door-to-door service:** when an individual slips, trips, or falls walking to or from the transit vehicle and is injured (transported for medical attention), their injury is reportable as this is considered part of the boarding/ alighting process.

- Based on event; transit system's initiate the recording and response data;

- Transit Project Manager (TPM) receives notification from the transit system that an event has occurred,

- Based on event; may have continuing reporting updates that are reported to State.

How to report to the Office of Transit and Active Transportation (OTAT)

- **TPM collects basic information regarding the major event:**
  - ✓ event date,
  - ✓ event time,
  - ✓ approximate address of event,
  - ✓ event description,
  - ✓ were police notified and did they respond,
  - ✓ did an ambulance respond,
  - ✓ Injuries,
  - ✓ injuries requiring immediate transport for medical attention away from the scene,
  - ✓ Agency incident reporting form,
  - ✓ loss of life --- basic details for every loss of life and/or injured person, including their; gender, age, and "person type" (passenger, transit employee, cyclist, pedestrian, etc.).

How to report to the Office of Transit and Active Transportation (OTAT)

- **Use of a Checklist when reporting to OTAT may be helpful**

How to report to the Office of Transit and Active Transportation (OTAT)

Transit system uploads the following information into BlackCat under Organizations/ Reporting/ Passenger Statistic and Event Report and then going to Document tab to upload support documentation (police reports, agency report, pictures, etc). (All private data should be redacted when uploading documents).

- **Compliance Coordinator will:**

  - ✓ Coordinate with Vehicle Procurement Coordinator only when a funded vehicle needs to be disposed of by the transit agency (Section 5307, 5310 and 5311) and the vehicle:
    a) Was **<u>NOT</u>** a self-funded or a service vehicle;
    b) Was procured using the State Contract through Office of Transit & Active Transportation with Vehicle Procurement Coordinator's approval; or
    c) Has not met the Federal Useful Life Years and Miles.

  Transit System will be notified by the TPM when action is needed for the disposition of a vehicle.

Drug and Alcohol Program reporting on Major Events

TPM notifies Compliance Coordinator who notifies OTAT's Federal Drug and Alcohol Compliance Program Coordinator of the major event.

✓ Transit agency must follow their FTA Drug and Alcohol Policy

✓ Transit agency completes a Post-accident Testing Determination Form

➤ current version available on the OTAT Drug and Alcohol Compliance Program webpage

http://www.dot.state.mn.us/transit/drug-alcohol/index.html

Refer to Title 49 Code of Federal Regulations (CFR) Part 655.44 Post-accident Testing.

(d) The decision not to administer a drug and/or alcohol test under this section shall be based on the employer's determination, using the best available information at the time of the determination that the employee's performance could not have contributed to the accident. **Such a decision must be documented in detail, including the decision-making process used to reach the decision not to test.**

Drug and Alcohol Program reporting on Major Events

Considerations **not** applicable for post-accident drug and alcohol testing requirements:

- $$Dollar amount of damages

- Citations from law enforcement – issued or not issued

- "Fault"

Drug and Alcohol Program Reporting on Major Events

Drug and Alcohol Program Reporting on Major Events

POST-ACCIDENT TESTING DETERMINATION FORM

If YES checked for (b) or (c) above:

(d) Could the driver have been a contributing factor to the accident? _____ Yes _____ No

YES: If you determine the driver could have been a contributing factor to the accident, then testing is required under DOT-FTA authority.

NO: If you determine the driver was **not** a contributing factor to the accident, document in detail below.

_____

_____

(e) Could any other safety-sensitive employee (e.g., mechanics) have been a contributing factor to the accident (as determined using information available at the time of the accident)? _____ Yes _____ No

10) Was the driver or other covered employee sent for post-accident alcohol **and** drug testing? _____Yes _____No

    Was testing performed under DOT-FTA authority using DOT-Federal forms?   _____Yes _____No

    Was testing performed under independent Employer/Company Authority?   _____Yes _____No

      If YES, must use non-DOT/non-Federal testing forms and authorized in Employer's Drug & Alcohol Testing Policy

11) Supervisor Making Determination: _____ Date _____

12) Employee Notification of D&A Testing: Date: _____ Time: _____

13) Alcohol Test Conducted: Date: _____ Time: _____

14) Drug Test Conducted: Date: _____ Time: _____

15) Did the employee(s) refuse to test? _____Yes _____No

    If <u>Yes</u>, explain: _____

16) Did the employee leave the scene of the accident without just cause? _____Yes _____No

    If <u>Yes</u>, explain: _____

17) Did either the drug or alcohol test occur more than two hours from the time of the accident? ___Yes ___No

    If <u>Yes</u>, explain: _____

18) If an alcohol test was <u>not</u> conducted within 8 hours of the accident, explain below as required by Part 655.44:

_____

19) If a drug test was <u>not</u> conducted within 32 hours of the accident, explain below as required by Part 655.44:

_____

20) Is the employee involved currently taking any Prescribed or Over-the-Counter medicines? _____Yes _____No

To Be Completed By DAPM/DER   Alcohol Test Result: _____ **Drug** Test Result: _____

Attachments: _____Order for Testing   _____Accident Report   _____Test Result Summary

        _____ Alcohol Testing Form (ATF) _____Drug Testing Custody and Control Form (CCF)

Drug and Alcohol Program reporting on Major Events

Transit agency notifies OTAT's Federal Drug and Alcohol Compliance Program Coordinator:

✓ Via phone **and** email when drug and alcohol testing is completed or reason for inability to complete required testing.

✓ If Drug and Alcohol Program Coordinator is unavailable via phone, send email notification immediately.

Federal Drug and Alcohol Compliance Program Coordinator will follow-up with the Transit System directly to ensure compliance with FTA drug and alcohol testing regulations.

Best Practices for Incident/Accident Local Response

Presented by the Incident/Accident Response Local Best Practices Working Group: Cathleen Amick, Joanne Brackey, Melinda Estey, Torey Hunkus, Kirk Kuchera, Nick Leske, and Michelle Miranowski.

Best Practices for Incident/Accident Local Response

Background and Context

- Consistency across transit systems

- Start a statewide conversation and collaboration on best practices so we can learn from each other

- Assist with resource creation and usable tools (checklists, driver visor cards, packets)

- Support each agency's ongoing training with useful tools

Best Practices for Incident/Accident Local Response

Resources to Assist with Incident/Accident Response

- Incident/Accident Response Packet (includes all forms needed on your bus or with your on-scene response manager)

- Master Checklist

- Driver Visor Card

- Template for Employee Handbook

- Incident vs Accident/Crash

Posted and updated on the RTAP website at mnrtap.us/resources

All OTAT documents are linked to the original source on the OTAT website.

Bus driver A backs into a residential mailbox on their route. The mailbox is no longer standing. No one is injured. No other vehicles are involved. The bus is operational but has scuff marks on the area of impact.

Using the checklist and packet at your table, discuss with your table

- What should the driver do?
- What should the dispatcher do?
- What should the on-scene responding manager do?
- What should the transit director do?

Bus driver B is rear-ended on their route. There are 5 passengers on the bus. Two bus passengers and the driver from the other vehicle are transported for medical care from the scene. The bus driver is not injured. The bus did not sustain disabling damage.

Using the checklist and packet at your table, discuss with your table
- What should the driver do?
- What should the dispatcher do?
- What should the on-scene responding manager do? What questions should they ask at the scene?
- What should the transit director do?

Bus driver C is driving on a county road passing under a freeway overpass. A vehicle exits the freeway and does not stop at the stop sign at the end of the freeway exit ramp and hits the side of the bus. The passenger side of the bus is struck behind the wheels and is pushed to the side of the road. The driver of the other vehicle is killed on impact. The driver and bus passengers are not injured. The bus is not operational.

Using the checklist and packet at your table, discuss with your table

- What should the driver do?
- What should the dispatcher do?
- What should the on-scene responding manager do?
- What should the transit director do?

Thank You!

Jean Meyer, Compliance Coordinator, jean.meyer@state.mn.us

Annette Marier, Federal Drug and Alcohol Compliance Program Coordinator, 651-366-4172, annette.marier@state.mn.us

Lunch!

Regroup in 30 minutes

OTAT Spring Workshop

MAY 1, 2023

BUDGET SURPLUS

Historic Surplus - $17.5 Billion

2023 Legislative Update

Federal Funds – Big Impact for Transit

- COVID Funding from the federal government
- Additional funding from Infrastructure Bill (IIJA)

*Lack of spending in 2022

Federal COVID Relief Funds for Transportation

CARES Act

- $227M Metropolitan Area Transit
- $54M Greater MN Transit (5311 funds - $42M)
- $27M 5307federal transit funds

CRRSA

- $162M Highway Funds
- $185M Metropolitan Area Transit
- $14.6M Greater MN Transit
- $5M Duluth Transit Authority
- $2.2M St. Cloud Metro Bus

American Rescue Plan

- $313M Metropolitan Area Transit
- $10M Duluth
- $7.5M St. Cloud
- $11M 5311 Allocation
- Southwest Light Rail project will receive about $30 million of additional CIG funding

IIJA Transit Increases

❖The IIJA provides **$108.2 billion** for public transit over five years (FY 2022 through FY 2026), an increase of $42.4 billion **(64 percent**) from current levels. These historic increases in public transit investments include $91.2 billion of guaranteed funding and $17.0 billion of General Fund authorizations for CIG and other grants.

❖The legislation also provides $102.1 billion for passenger and freight rail over five years, an increase of $86.7 billion (561 percent) from current levels.

❖In the first 15 months since enactment of the legislation, DOT has advanced competitive grants totaling more than **$30 billion** that include public transit and passenger rail eligibility. DOT and its modal agencies have awarded $8.6 billion for Low and No Emission Bus grants, Buses and Bus Facilities grants, RAISE grants, and other programs.

2023 Legislature – Match IIJA

- **2023 Session Overview**

  - DFL Trifecta
  - Budget Year
  - Bonding bill not passed last year

  - Focus on matching federal funds in all areas
  - Of $17.5B surplus, $12B is one-time money
  - Spending increases and revenue increases

2023 Legislative Update

- No Surplus in Transportation Funds

  - MVST Revenue down
  - MVLST Revenue down
  - Fare Revenue continues to struggle

MVLST Revenues
Feb. 2023 vs. Nov. 2022 Forecast
($ in millions)
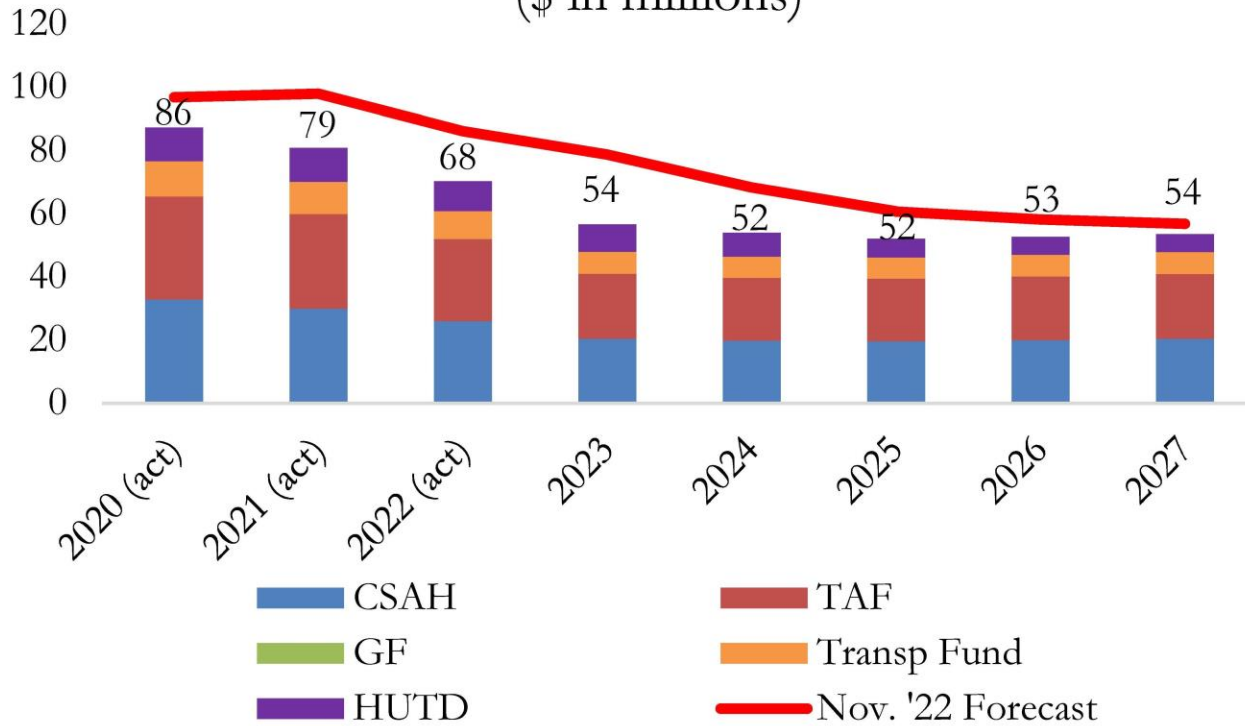
MVLST Revenues ($ in millions)				
FY	Feb. '23	Nov. '22	$ Change	% Change
2020 (act)	86	86	-	0.0%
2021 (act)	79	79	-	0.0%
2022 (act)	68	68	-	0.0%
2023	54	61	(6.9)	-11.4%
2024	52	58	(6.1)	-10.5%
2025	52	57	(5.0)	-8.8%
2026	53	57	(4.5)	-7.9%
2027	54	58	(4.0)	-6.9%

Transit Assistance Fund Revenue

The TAF receives revenue from MVST and MVLST. The MVST appropriation must constitute at least 40 percent of the total revenue according to the Minnesota Constitution The appropriation is currently set at 40 percent by statute (Minn. Stat. 297B.09). Of this revenue, 90 percent is allocated to metropolitan transit (36 percent of total MVST) and 10 percent is allocated to Greater Minnesota Transit (4 percent of total MVST). As of FY 2018, 38 percent of all MVLST revenue is allocated to the Transit Assistance Fund for Greater Minnesota Transit.

Transit Assistance Fund Sources of Revenue
FY 2022

```
   MVST              MVLST*
   $394.4M           $26.0M

        Transit Assistance Fund

   Met Council           MnDOT
   (90% of MVST)         (10% of MVST & 100% MVLST)
   $355.0M               $65.4M
```
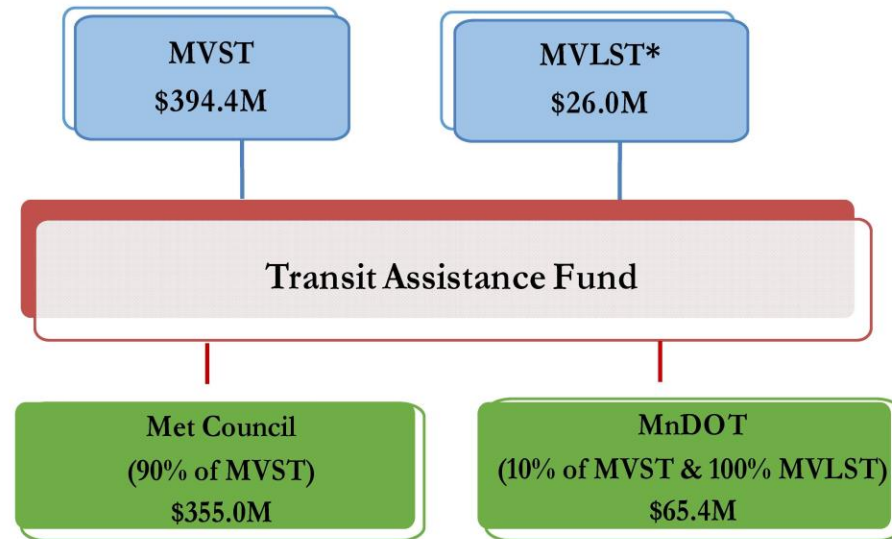
*38 percent of MVLST is allocated to TAF.

2023 Legislative Update

- Budget - Transportation

  - Target for General Fund - $1.075 Billion for FY24-25 Session.
  - Target for FY26-27 biennium - $130 Million

  - House - $194M for Northern Lights Express
  - Senate - $50M for NLX

2023 Omnibus Transportation Funding – New Revenue

- **Increase in MVST –** From 6.5% to 6.875%

- One-time General Fund dollars in Senate - $68M

- New Metropolitan Area Sales Tax – ½ cent

- Capital Bonding Bill - $ 3 Million GM Transit
                            - $72 Million Metro Transit

2023 Legislative Update

- Budget - Transportation

  - IIJA Matching Dollars
    - House - $214M for Local Governments + $1M technical assistance
    - Senate - $100M for Local Governments + $2M technical assistance

Competitive Programs

FHWA Competitive	FY22 Mil $	FTA Competitive	FY22 Mil $
INFRA	1,640	Regular Buses	447
Bridge	2,447	Zero Emission Buses	1,122
PROTECT (Resiliency)	250	CIG (IIJA BA only)	1,600
Congestion Relief	50	ASAP ADA Upgrades	350
Alt. Fuel/Charge Corridor	300	Low-Emission Ferries	50
Rural Surface Transpo.	300	Rural Ferries	200
Truck Emission Reduction	80	**Subtotal, FTA**	**3,769**
Wilkdlife Crossings Pilot	60	OST Competitive	FY22 Mil $
Reconnecting Communities Pilot	195	RAISE Grants (IIJA BA only)	1,500
Subtotal, FHWA	**5,322**	Megaprojects	1,000
		Safe Streets/Roads for All	1,000
		Culvert Removal/Replacement	200
FRA Competitive	FY22 Mil $	SMART Data grants	100
CRISI Grants (IIJA BA only)	1,000	**Subtotal, OST**	**3,800**
Grade Crossing Elimination	600	Other Competitive	FY22 Mil $
Interstate Passenger Rail	7,200	MARAD Port Grants (IIJA Only)	450
Subtotal, FRA	**8,800**	PHMSA Pipeline Grants	200
		Subtotal, Other	**650**

More Information and Assistance for IIJA

Transportation Alliance hosted event:

❑ June 25th – Minnesota Landscape Arboretum

   Networking Event bringing together consultants with local governments, tribes and transit systems

   Latest information on Discretionary Grant Opportunities through a number of agencies

Advocacy is Key!!!

State Funding is Critical!

- Without Increased State Funding, Greater MN Transit will struggle

- With the Senate level of funding – Much more stability and opportunity!

- Senate language limits local share to 5% for operating grants and 10% for Capital for two years

MPTA Will be Fighting, But We Need Your Help!

- Use Action Alerts – Contact Your Legislators!

- A quick email makes a big difference!

- Engage people on your board to contact legislators

- Let organizations in your community know how important new funding is for transportation.

- Legislators like to hear from riders about the importance of transit.

- Participate in Events – Washington, Fly-In and Transportation Day at the Capitol!

Thank you

MPTA
MINNESOTA PUBLIC TRANSIT ASSOCIATION

Margaret Donahoe
Advocacy Director
Minnesota Public Transit Assn

Margaret@transportationalliance.com

651-659-0804

Future of Funding

Noel Shughart | Program Unit Supervisor

Background

Need

The Seeds of a Solution

Discussion

Closing observations

- MnDOT authorized to distribute both state and federal fund.

  - FTA **program funding** is distributed to states via formulas and is relatively constant.

  - FTA **NEW priorities** is distributed competitively, requiring significant effort and focused pursuit.

  - Recently, State funds are allocated by a simple formula (Prior Operating Budget + x% adjustment = Allocation).

- Problems with the current approach

  - Combining Fed and State money into one contract limit flexibility.

  - A lot of money gets stuck in limbo (3-4 year) once unspent.

  - Isn't particularly sustainable, equitable, or adaptable to new challenges.

State Dedicated Funds

Legend: Greater MN Transit (purple), MVST (orange)
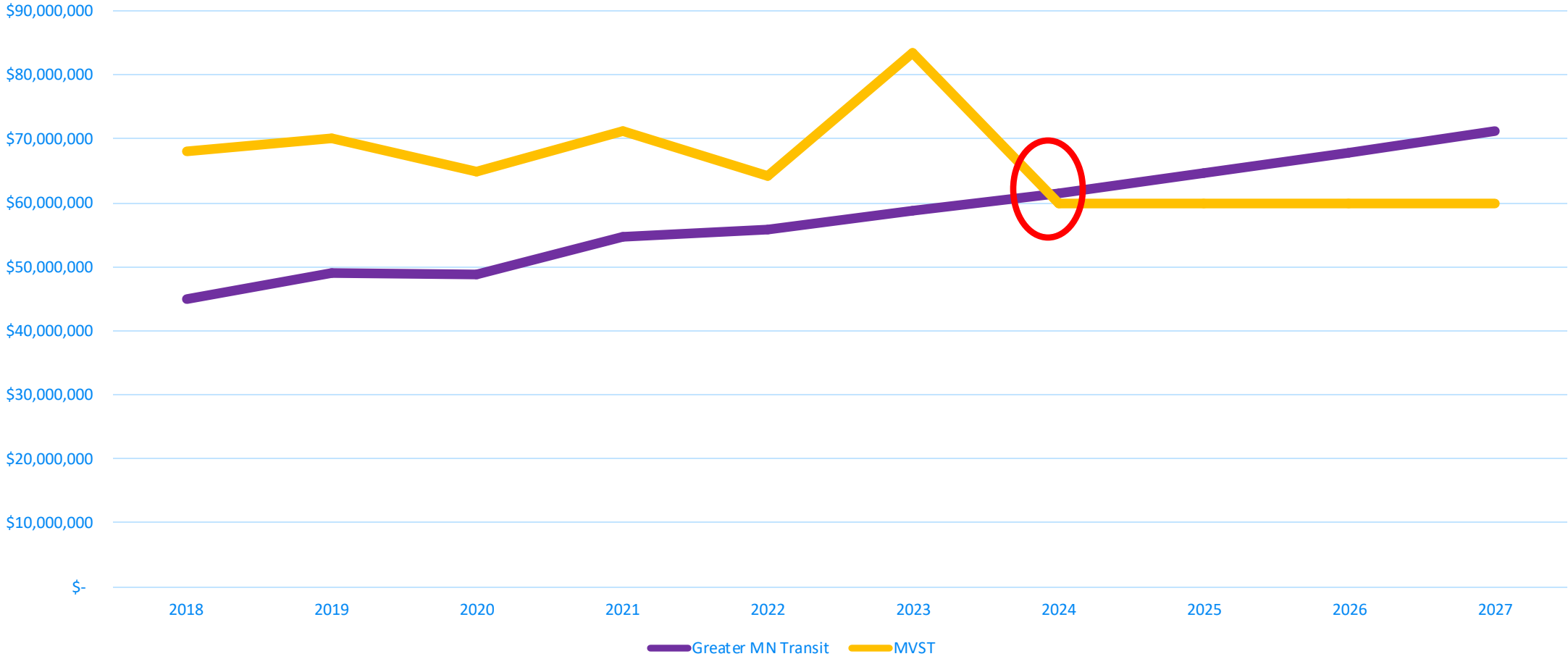
Do you leverage other people's money now?
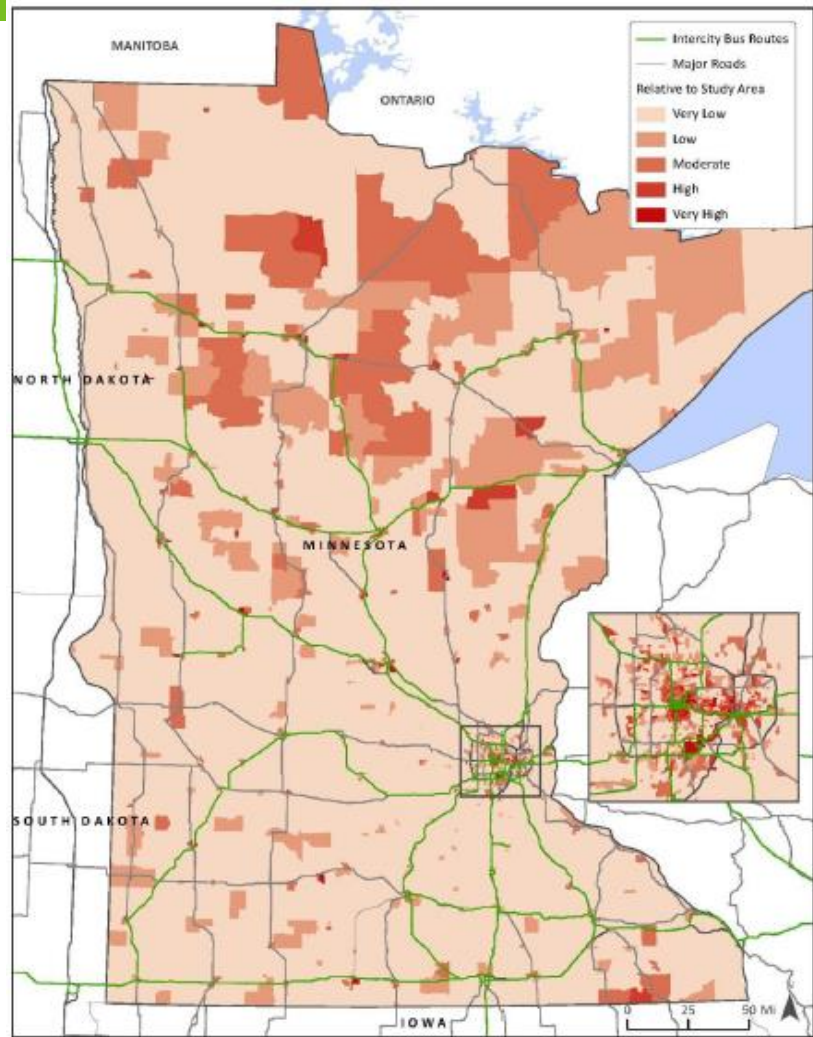
Demographics of Transportation Insecurity
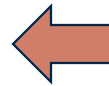
Ignoring Density

Considering Density
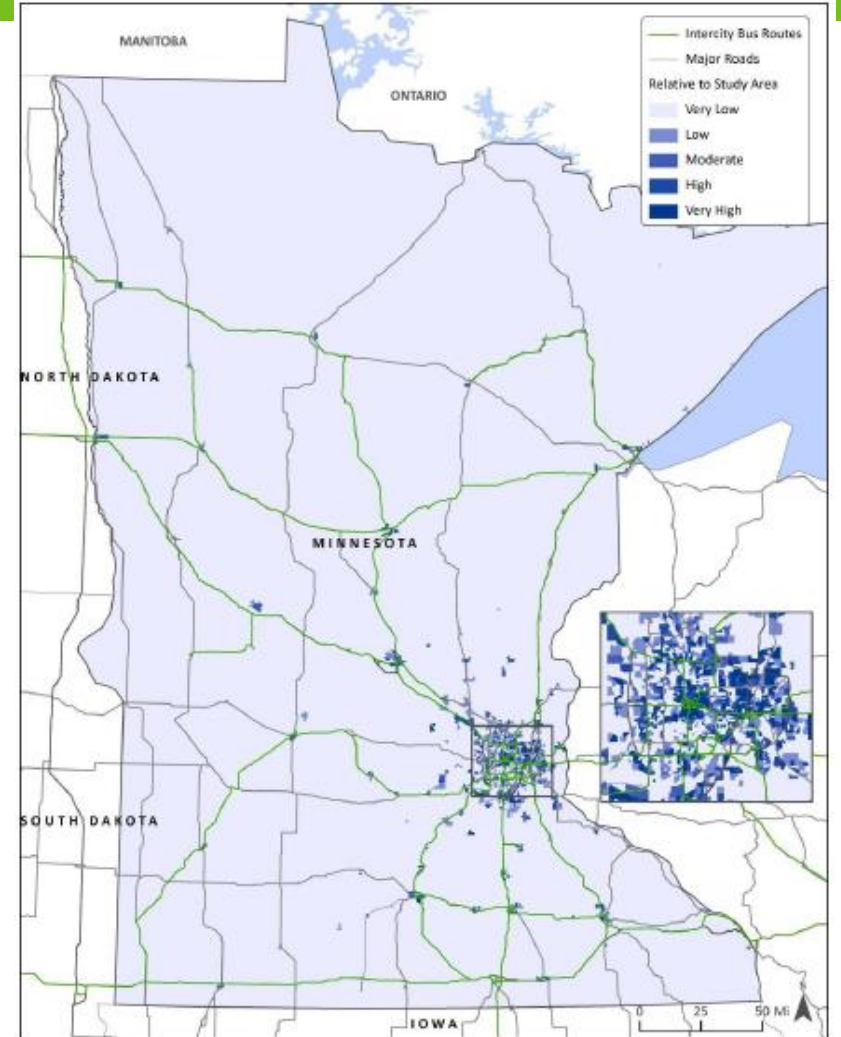
Has Equity come up as a concern for you … your board … your riders?

Mean Passengers per Rev Hour

(line chart — vertical axis 0.00 to 4.00, horizontal axis 1 to 5)
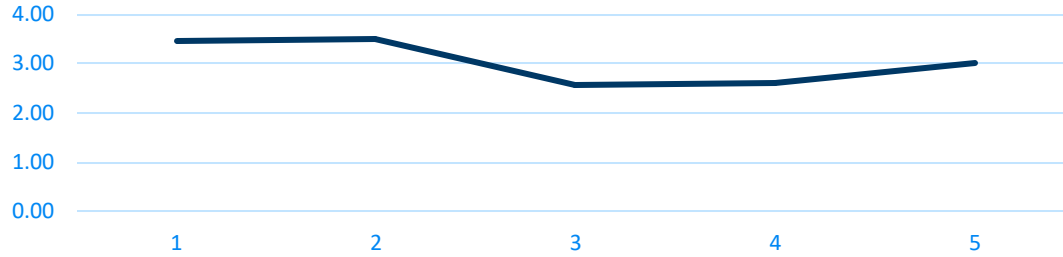
Down 15% and that's recovery

Up 22% (increase is a trend)

Mean Cost per Rev Hour

(line chart — vertical axis $- to $60.00, horizontal axis 1 to 5)

Mean Revenue to Expense

(line chart — vertical axis 0.00% to 15.00%, horizontal axis 1 to 5)
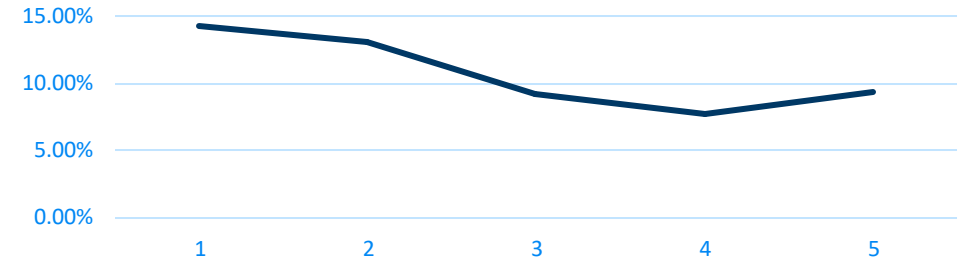
Down 5% with a slight recovery
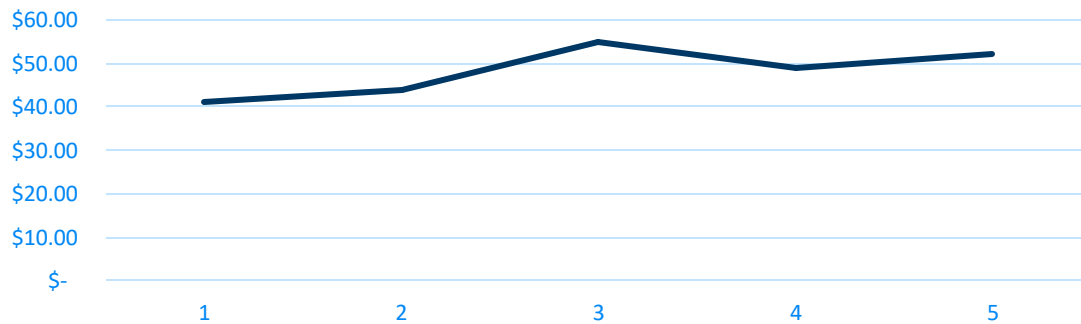
Up 22% (is slightly more that full recovery)

Passenger per R Mile

(line chart — vertical axis 0 to 0.5, horizontal axis 1 to 5)
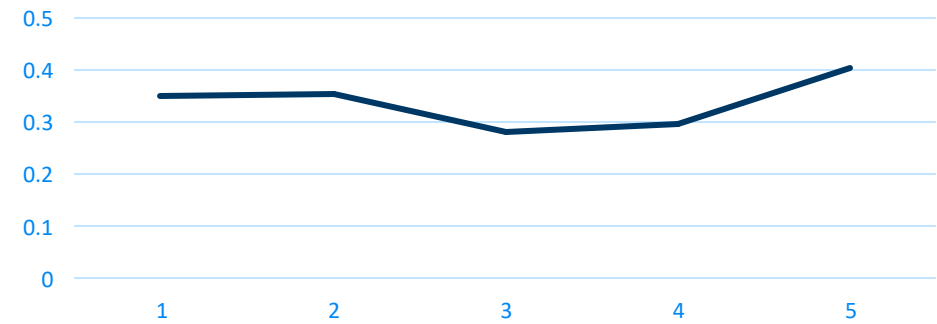
What are some Post-COVID steps you've initiated to up your game and performance?

- Transit systems need transparency, predictability, and reliability from MnDOT regarding financial contribution (or investment).

- OTAT needs to comply with State and Federal management requirements.

- Both partners (OTAT and Transit Agencies) need to look creatively at transit services after the recent disruptions:

  - Shifting ridership and rider expectations

  - Radical fluctuations in funding, costs, availability, etc.

  - Increasing trend away from stable and consistent toward competitive, performance-based, and priority focused.

Together we redesign our allocation approach to better meet <u>our</u> needs!

Competitive Grant　　　　　　　　**Performance**

Durability

Formula　　　　　　　　　　　　　**Equity**
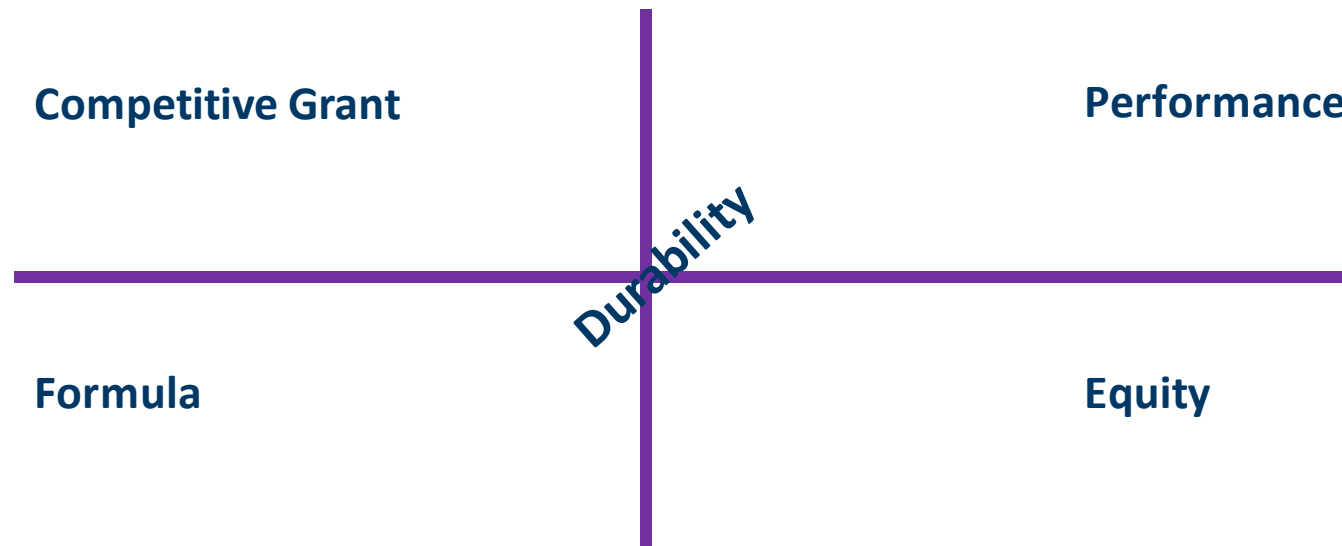
Where should we be on these key elements?

Do you have questions?

If not we definitely have some:

- What does Transparency look like?

- In times of rapidly changing circumstances and disruptions to business as usual, how can we help with predictability and reliability?

- Do you understand why we are worried about sustainability?

- What do you think about, when asked: "Is our transit investment equitable?"

- What are your biggest concerns regarding performance-based decisions?

Thank You!

Noel Shughart

Noel.Shughart@state.MN.us

Break Grab Snacks and Move to Breakouts! (Last Session of Today)

- **5307s** with Klara Grochulska → University A

- **Tribal Transit** with Mark Nelson and Matti Gurney → Board Room

- **Intercity Bus** with Voni Vegar and Noel Shughart → Poolside

- **5311s NE and Central** with Tina Neary → State (Left Side) Changed from Agenda

- **5311s SW** with Cathleen Amick → Sunwood

- **5311s SE** with Jim Wolter → Congress

- **5311s West Central** with John Groothuis → Senate

- **5311s NW and Central** with Torey Hunkus → State (Right Side)

2023 Spring Workshop Day 2

Any questions or thoughts from yesterday?

Group activity: BusGo!
Plan your route around the room, stopping to get to know your fellow transit professionals. Ask them to sign the square that describes them. One square per person. When you get 5 in a row, shout "BUS GO!" and bring your card to the front of the room to be entered in a drawing.

Good Morning, everyone!

A LITTLE PUSH TO HELP YOU WAKE UP

DEPARTMENT OF TRANSPORTATION

Harinee S Iyengar

Vehicle Procurement Coordinator, Office of Transit and Active Transportation (OTAT), MnDOT

<mark>2020-2021 Vehicle Order Updates, 2022 Order Status, & Changes in 2023 Vehicle Ordering Process.</mark>

DEPARTMENT OF TRANSPORTATION

2020-2021 Vehicle Order Updates.

Section 5310		20		(Class 300: 3, Class 400: 16, Class 500: 1)
Section 5311		56		(Class 300: 1, Class 400: 54, Class 500: 1)
Section 5307		8		(Class 400 LF: 8)
CY 2020 Total			84	
Section 5310		21		(Class 300: 1, Class 400: 20)
Section 5311 - regular funding	56			(Class 300: 1, Class 400: 55, Class 500: 2 got canceled by the agency)
Section 5311 - 5339 Funding	47	103		(Class 300: 1, Class 400: 37, Class 500: 9)
Section 5307		8		(Class 400: 2, Class 400 LF: 6)
CY 2021 Total			132	
Total number of buses ordered through the State Contract			216	

North Central Orders	CY 2020	69		(Class 300: 4, Class 400: 55, Class 400 LF: 8, Class 500: 2)
	CY 2021	109	178	(Class 300: 3, Class 400: 91, Class 400 LF: 6, Class 500: 9; 2 got canceled by the agency; 3 buses are reordered from Telin.)
Hoglund Orders	CY 2020	10		(All Class 400)
	CY 2021	17	27	(All Class 400)
Telin Orders	CY 2020	5		(All Class 400)
	CY 2021	2	7	(All Class 400; 3 buses are reordered with North Central)
United Bus Sales Orders	CY 2021	4	4	(All Class 400)
Total number of buses ordered through the State Contract			216	
Buses delivered already (Telin 1; North Central 21)			22	
In Backlog			**194**	

m DEPARTMENT OF TRANSPORTATION

2020-2021 Vehicle Order Updates as of October 24-26, 2022 (MPTA Fall conference).

North Central Orders	177	
Already delivered	10	Order price did not change.
Estimated to be delivered in 2023	40	North Central got in touch with the State to amend the prices for these buses. Both OTAT and OSP (Dept of Admin) met with North Central. Negotiation completed. Agencies who ordered these 40 buses will be contacted with the price change details and the difference in the local share. Agencies will be given options to either completely cancel the orders or revise their order to remove some of the optional equipment to balance out the price increase. Once the agencies reply back with their decisions, the State will proceed with the amendment. Contracts between OTAT and the agencies also need to be amended before these orders are revised & approved by me.
Estimated to be delivered in 2024 & beyond	127	The process for the above 40 buses will be repeated until all 127 buses are delivered. Prices of these buses are expected to be higher than the buses estimated be to be delivered in 2023.

Telin Orders	10	
Already delivered	1	Order price did not change.
Estimated to be delivered in 2023	7	Telin got in touch with the State to amend the prices for these buses. OTAT and OSP are looking into the options for negotiating the prices with Telin. Once a final price is agreed, agencies who ordered these 9 buses will be contacted with the price change details and the difference in the local share.
Estimated to be delivered in 2024 & beyond	2	

DEPARTMENT OF TRANSPORTATION

2020-2021 Vehicle Order Updates Continued.

North Central Orders	178	
Already delivered	21	11 buses delivered with original order price. 10 delivered with revised price.
Already amended for the revised price - waiting for delivery - Were in OTAT's Batch 1 & Batch 2 amendments.	30	OTAT agreements with these agencies have been amended already.
Currently in the amendment process - expected to start manufacturing from July 2023 - OTAT's Batch 3 amendments.	120	Revised prices have been shared with the agencies. Those who decided to proceed with the original orders & make changes to the orders have been contacted to amend the existing contract for revised contract max amount. Please sign the amendment and sent it back to Paia as soon as you can. After the amendments are executed, I'll approve the revised orders and send it to the agencies. If you have placed some of your bus orders with Hoglund for the same contract number, you'll be in Batch 4 amendments.
Estimated to be delivered in 2024 & beyond	7	All Class 300 buses - no information on them yet.

Telin Orders	7	
Already delivered	1	Order price did not change.
Already amended for the revised price - waiting for delivery - Were in OTAT's Batch 1 & Batch 2 amendments.	6	OTAT agreements with these agencies have been amended already.

m1 DEPARTMENT OF TRANSPORTATION

Is my screen too bright?

Or is that just the light at the end of the tunnel

We have placed a total of 69 bus orders for 2022:

- 16 Section 5310s; 46 Section 5311s, including 2 EVs and 7 Section 5307s.

- 2 Class 300s; 50 Class 400s, including 2 EVs; 7 Class 400 LFs; and 10 Class 500s.

- 65 orders with North Central and 4 orders with United Bus Sales, including 2 EVs.

- All orders have been placed and approved before the price extension expired on 02/28/2023.

- After all the 2020 & 2021 orders are delivered, 2022 orders go into manufacturing. (Remember? There's light at the end of the tunnel and it is NOT an oncoming train. ☺)

DEPARTMENT OF TRANSPORTATION

Changes in 2023 Vehicle Ordering Process.

- Until 2021, the Vehicle Ordering Process was complex & cumbersome with a lot of paperwork, involving using multiple systems – Black Cat, Email, Paper Print Outs etc.

- 2022 was a little easier – ICE and Price Analysis forms were removed. You still had to email the Vehicle Purchase Resolution with your order form and floor plan, which delayed placing orders for some of the agencies and their orders were placed after their deadline.

- 2023 is going to be way more easier than ever. Vehicle Purchase Resolution is not needed to place your order. **All we need is just your order form and a matching floor plan.** Your vehicle ordering process has been simplified to the max; no paper work for you to complete; all you do is verify your order, sign the order form and email it to me with a matching floor plan. (ICE and Price Analysis are still required; but not for you. I'll take care of completing them when I execute the contract & extension with Office of State Procurement, MN Department of Administration.)

This is the time for you to applaud, if you want.

- However, if your agency still requires to have a Board Resolution on file, you can still have them. We don't need it as a part of the Vehicle Ordering Process. (Please do not confuse this resolution with the resolution you submit with your solicitation or when executing the Capital Vehicle Agreement with OTAT. Those are still needed.)
- Price Extensions have been executed for all 4 vendors – (i) North Central, (ii) Istate (Previously called Telin), (iii) North Central of Monticello DBA Hoglund Bus Company, and (iv) United Bus Sales. **When your 2023 Capital Vehicle Agreements are executed, you'll receive a "Proceed to Order" email from me after which you can place your orders with any of these 4 vendors.**

DEPARTMENT OF TRANSPORTATION

Thank you! For questions – you can come talk to me or email Harinee.Iyengar@state.mn.us.

DEPARTMENT OF TRANSPORTATION

Minnesota cannot meet its strategic goals for transit without vehicles.

Challenges likely to persist throughout this decade.

- Falling further and further behind on deliveries

- Price inflation

- There are limits to temporary fixes (older and spare vehicles)

- This is a nationwide problem

This is a good time to try new approaches to help us arrive at new solutions.

- Diversify options (old and new)

- Small adjustments and pivots maybe faster and more effective.

- Let's reignite "American Ingenuity" and can do spirit.

Agile is a real-world tested approach that can help with all of the above.

Process for MN Transit

- Work with interested transit agencies and 5310 organizations to generate ideas (testable parts of a solution).

- Select the most viable first and quickly do research, design, and development of initial tests.

- We continue the loop for as long as project continues to improve performance.

- We decide how to scale up good ideas that demonstrate proof of concept.

- We discontinue concepts that don't show performance by agreed up time.

Advantages

- empowers innovations for a range of vehicle related challengers

- lower risk, faster deployment (lower costs of failure, finding solutions).

- real data to each decision in a chain of scale, adjust, or drop decisions.

DESIGN & DEVELOPMENT

AGILE PROCESS

CONTINUOS CYCLE OF IMPROVEMENT

IDEA CONCEPT

RELEASE

TESTING & FEEDBACK
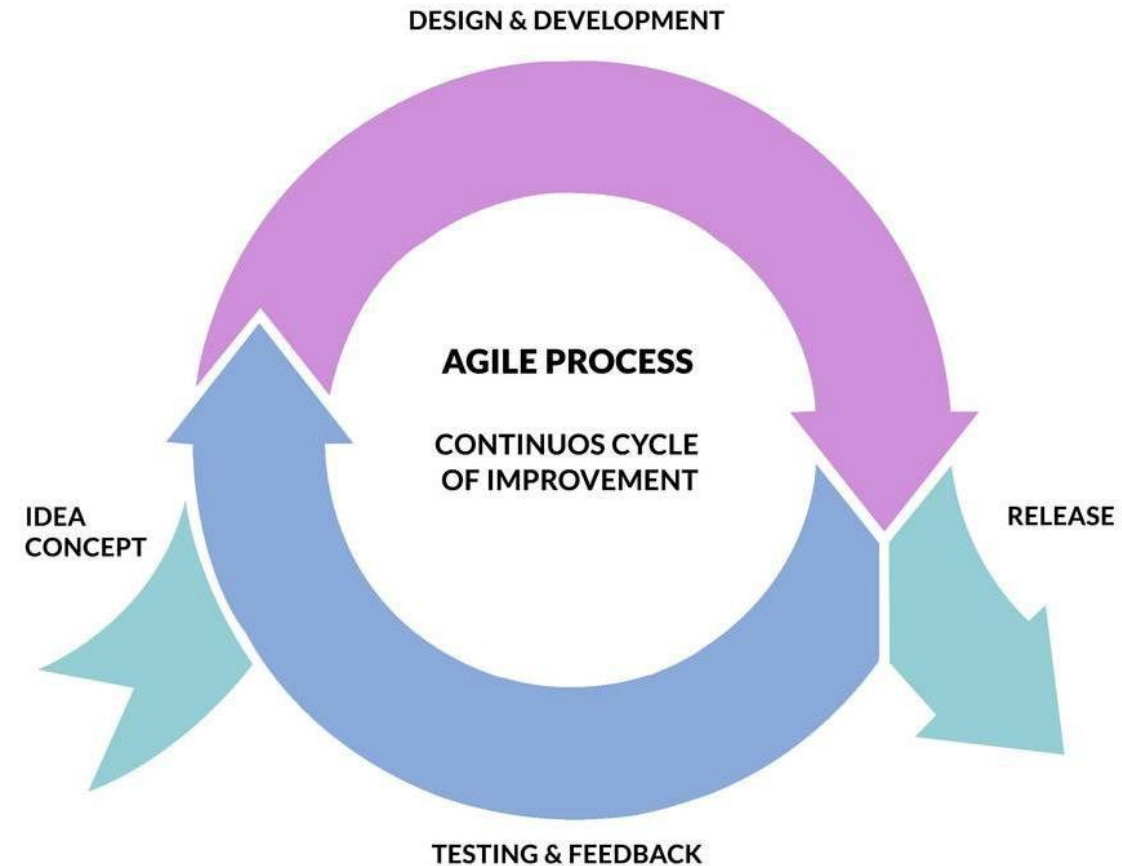
1. Can x transit operator match a specific vehicle (including no lift vans, including EV) to a specific ride request (route, service, trip) to improve passenger experience and cost efficiencies?

2. Can y transit operator hire and train more if they don't have to require a CDL?

3. Can MnDOT identify new purchase, lease, or procurement options to augment vehicle availability?

4. Can MnDOT use lease vehicles to temporary test new services (new routes, ridesharing model, etc) and build an expectation of performance before making long-term commitments to continue the new service?

5. Can Minnesotans receive the services they need and MnDOT allow transit agencies to decide the percentage of their fleet that must be ADA accessible?

6. Can MnDOT develop a vehicle lease or purchase program that is scalable?

Month 1: Recruit an external committee (Ext Com) of potentially affected stakeholders (TCAP, RTCC, Transit GM & Metro, E&D Metro & Rural). Recruit an internal review (Laura, Jean, Harinee, Matti, Noel, Sue, Tom, Melinda)

Month 2: Ext Com & staff begin generating initial test concepts (Design and Developments)

Month 3: Ext Com & staff research, review, and refine concepts into specific proof of concept tests

Month 3 & 4: Staff recruits local partners (transit agencies and 5310 organizations) to lead localized tests and initiates a rapid initial design / development process. Final vehicle leases.

Month 5 & 6: Finalize operational funding agreements and local partners begin tests.

Month 7 & 8: Ext Com & staff conduct monthly evaluations to determine adjustments and revise test timeline

Month 9 & 15: Determine schedule for next rounds of dispensation for tests underway Scale or Scrap: Begin R&D for new tests (twice a year)

Month 12 (then 6 and 12 month): Report lessons for initial rounds of testing to the internal review group for guidance on plan drafting and to identify regulatory or compliance issues to resolve. Begin Ext and Int Com discussions about if/how to scale pilots.

What's new here?

- Solicitation 4 yrs v. 6 months

- You fill a big application v. you help design a pilot

- We know what you need v. you help us design solutions

- Well planned process v. we test, learn, improve

As we discussed pilots did anything spark an idea with you?

Our contact information, if you have questions, awake from a dream with insights about a pilot, or anything other follow up.

Noel.Shughart@state.MN.us

Glenn.Gadbois@state.MN.us

Break!

Check out if you need to, grab a snack, and regroup in 15 minutes

Intercity bus 101

What is intercity Bus?

Intercity bus…

…is for the general public

Intercity bus connects communities

Intercity bus…
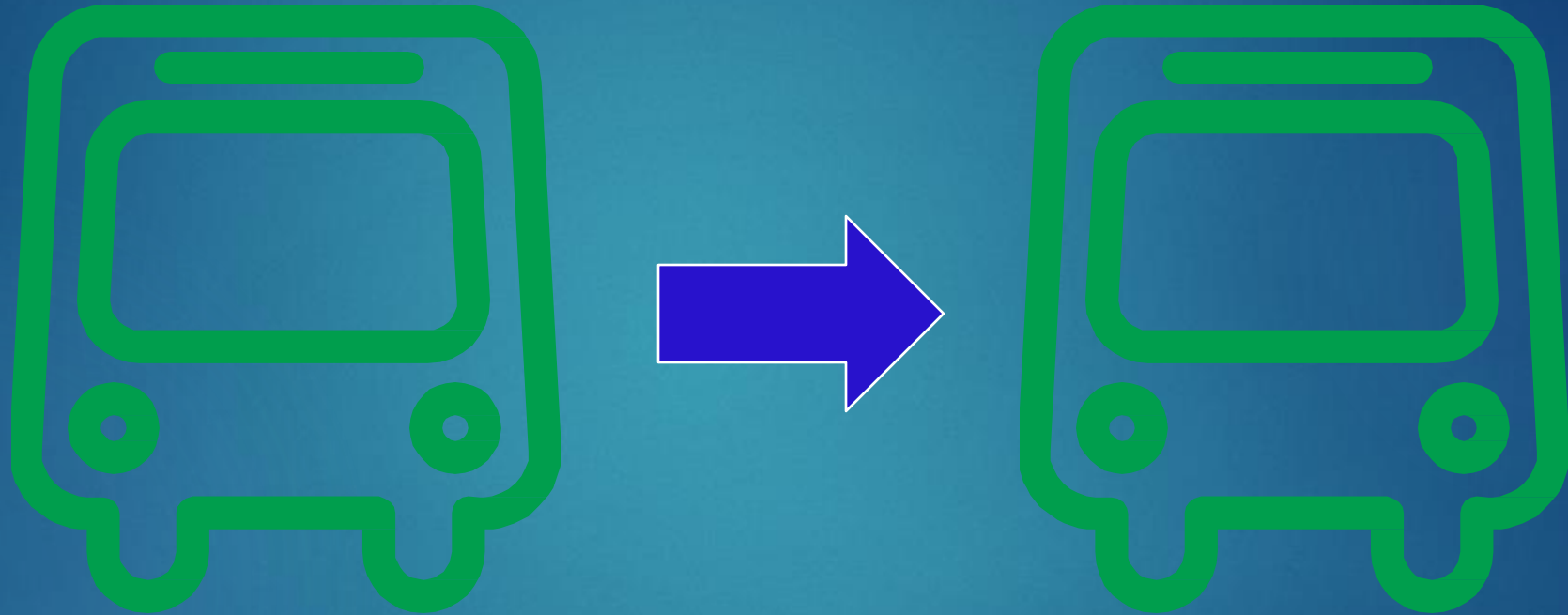
…is **meaningfully connected** with the larger network

The intercity bus network provides connections to communities across the USA
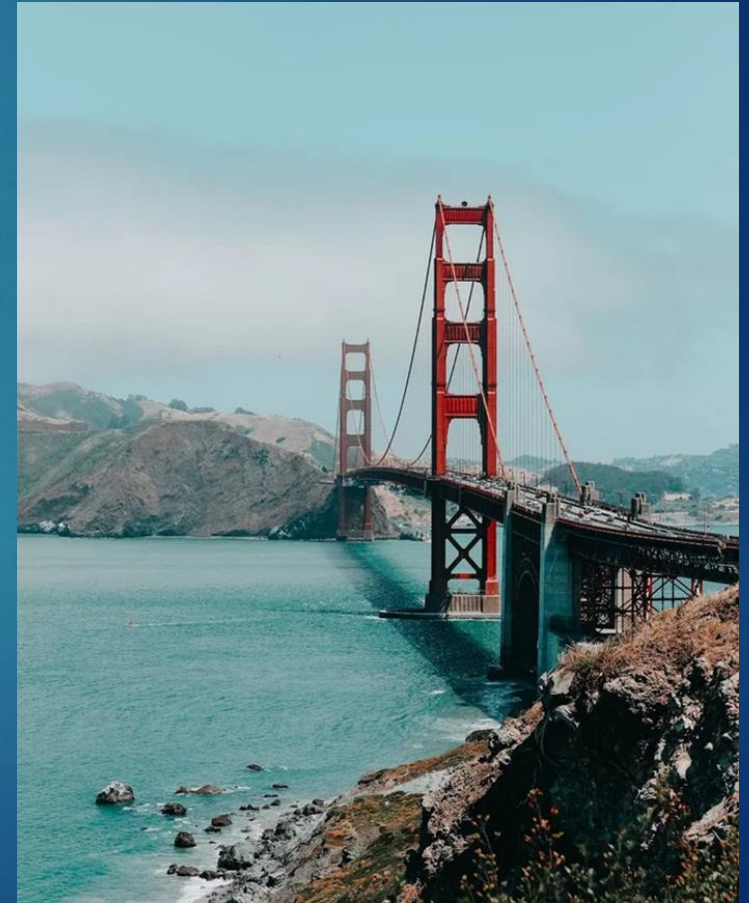
The FTA 5311(f) was created to provide funding for intercity bus service to rural communities

- ❑ Intercity bus service to communities with less than 50,000 population
- ❑ Develop, improve, maintain and operate intercity bus service that makes meaningful connections to the national network
- ❑ Open to the general public
- ❑ Operates with limited stops over fixed routes with scheduled service
- ❑ Has the capacity for transporting baggage carried by passengers

Serving Minnesota Communities since 1919
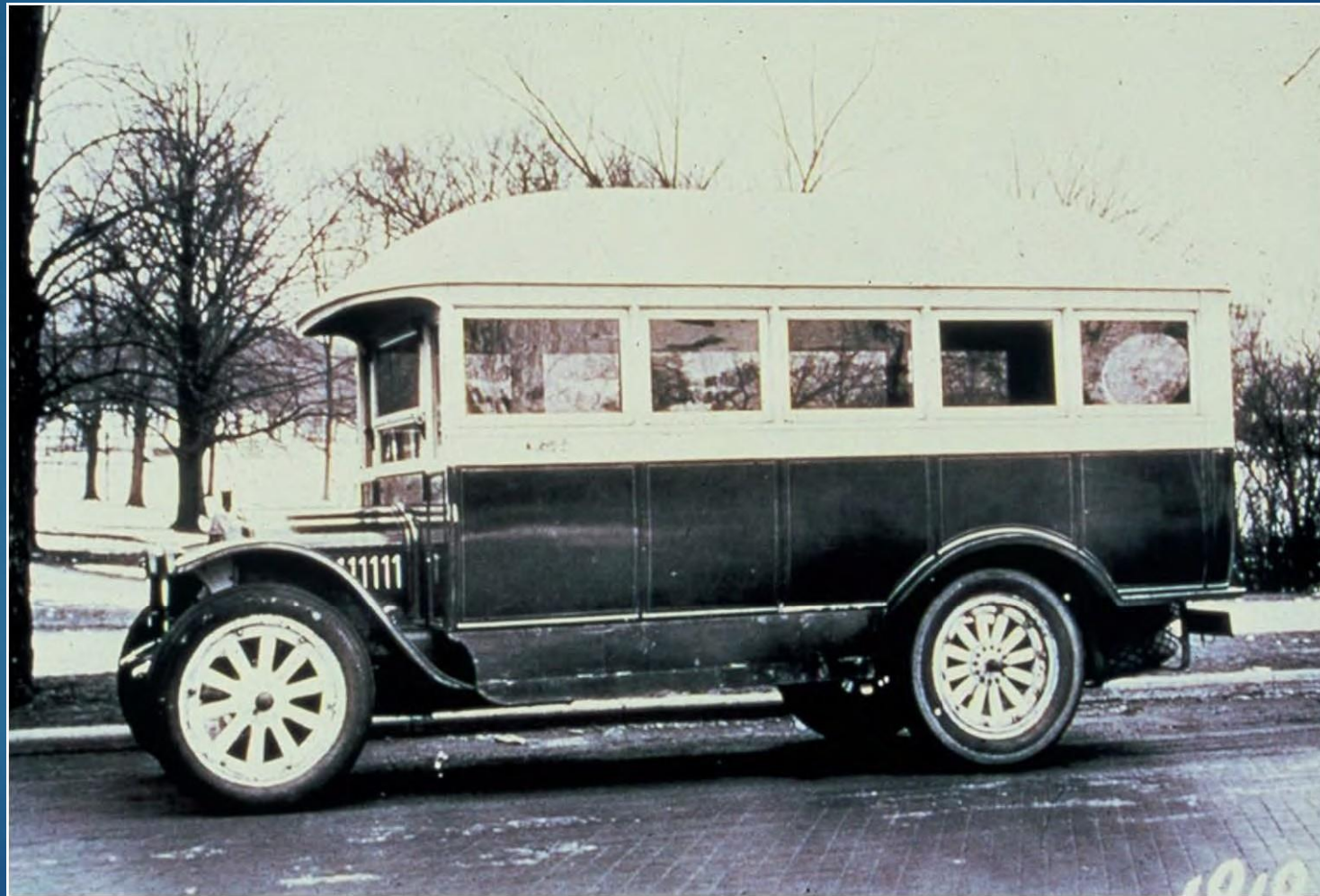
Early success
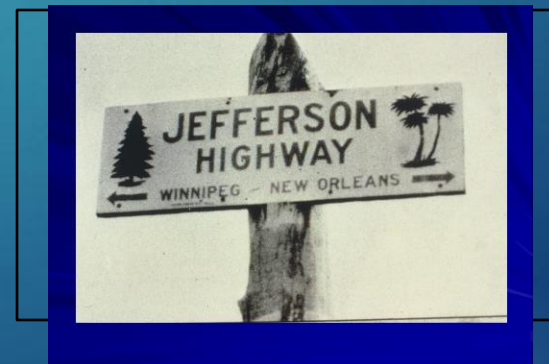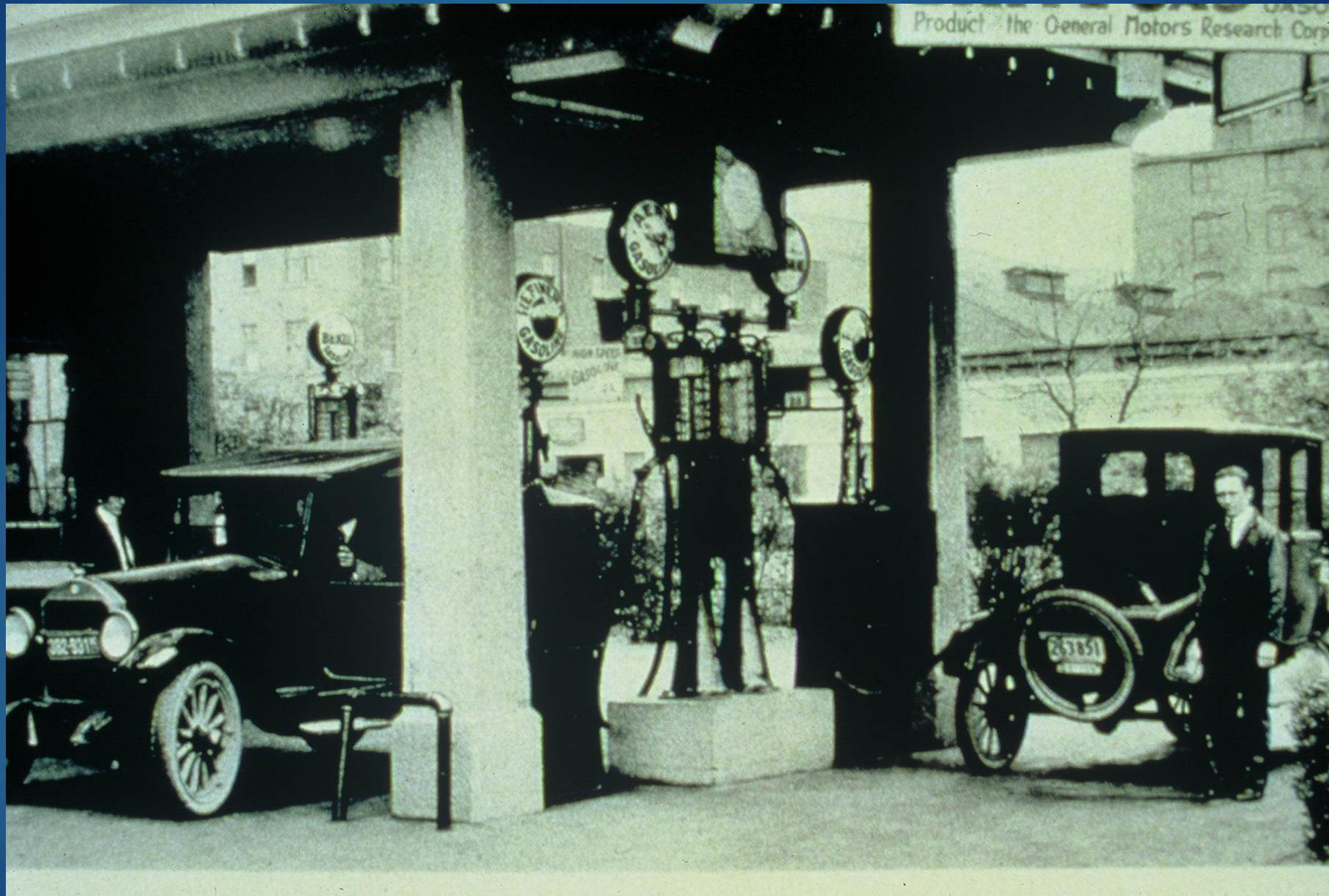
Jefferson Snow Plows

The Jefferson Airplane

Stay home! Save the bus seats for the Soldiers

The soldiers came home

Intercity Bus Service in the USA

1978

15,000 communities in the USA had intercity bus service

2023

2,300 communities in the USA have intercity bus service

Jefferson Lines Pioneered the Rural Feeder Concept in 1979 With Two Pilot Programs

- ▶ Public transit feeder routes operated from Creston and Chariton to the Jefferson connection in Osceola, Iowa

- ▶ Public Transit operated demand response service from 7 northern Iowa County's to Mason City

Regular Route and Demand Response

The transit operator provides regular scheduled service to the closest intercity connection point

- The transit operator provides regular scheduled service to one or more communities to the closest intercity connection point
- The passenger travels on one interline ticket
- The transit operator shares revenue on the interline ticket
- Transit operator has a sponsored membership in National Bus Traffic Association
- Transit operator meets interstate insurance requirements for their state

Example of seamless travel with Intercity bus…Pasco, WA to Aberdeen, SD

Greyhound

2:00PM Depart Pasco, WA

4:20PM Arrive Spokane, WA

Jefferson Lines

5:10PM Depart Spokane, WA

4:05AM Arrive Billings, MT

4:30AM Depart Billings, MT

3:40PM Arrive Fargo, ND

3:50PM Depart Fargo, ND

5:30PM Arrive Summit Corners

Aberdeen Ride Line

5:45PM Depart Summit Corners

7:20PM Arrive Aberdeen, ND

Aberdeen Ride Line

- Sells bus tickets and receives a commission
- Operates a bus terminal in Aberdeen
- Serves communities along the way
- Operates interline feeder service from Aberdeen to Summit Corners on I 29 – shares revenue
- Population 28,000
- 75 miles from the intercity connection point

The transit operator provides transportation to an intercity bus depot and charges the passenger the regular transit fare

- **Passenger travels on two tickets**

- **Works with Demand Response service**

- **This works well for small communities with limited potential**

- **Jefferson and transit cross market the information and Service**

- **Works best with passengers traveling from the service area rather than to the service area**

Jefferson pioneered the concept of working with rural public transit demand response

Jefferson Lines 2023

- Premium buses
- All buses are ADA equipped
- WiFi
- Bus tracker
- Paperless boarding
- OTP
- Customer surveys
- College connection
- Connections to 2,300 destinations
- Public - partnerships

Small Group Table Discussions

11:30

Topic	Location
Vehicle Ordering	Board Room
Planning Consultant Updates	Senate
OTAT Continuous Improvement Project	Congress
State Patrol	University B
Low No Emissions	University A

5 minute break

11:55

Topic	Location
Vehicle Ordering	Board Room
Planning Consultant Updates	Senate
OTAT Continuous Improvement Project	Congress
State Patrol	University B
Low No Emissions	University A

Working Lunch!

Grab food then return to your seat for the working session.

Tell us how you move around

...and how you *want* to move around

A Workshop Session with Sarah Petersen

MnDOT Sustainability & Public Health Fellow

mn DEPARTMENT OF TRANSPORTATION

Smart Growth America — Improving lives by improving communities

Transportation for America — A program of Smart Growth America

Welcome & Introductions @ Your Table (4 minutes)

- Name
- Role in the transportation sector
- Your favorite place to travel without a car
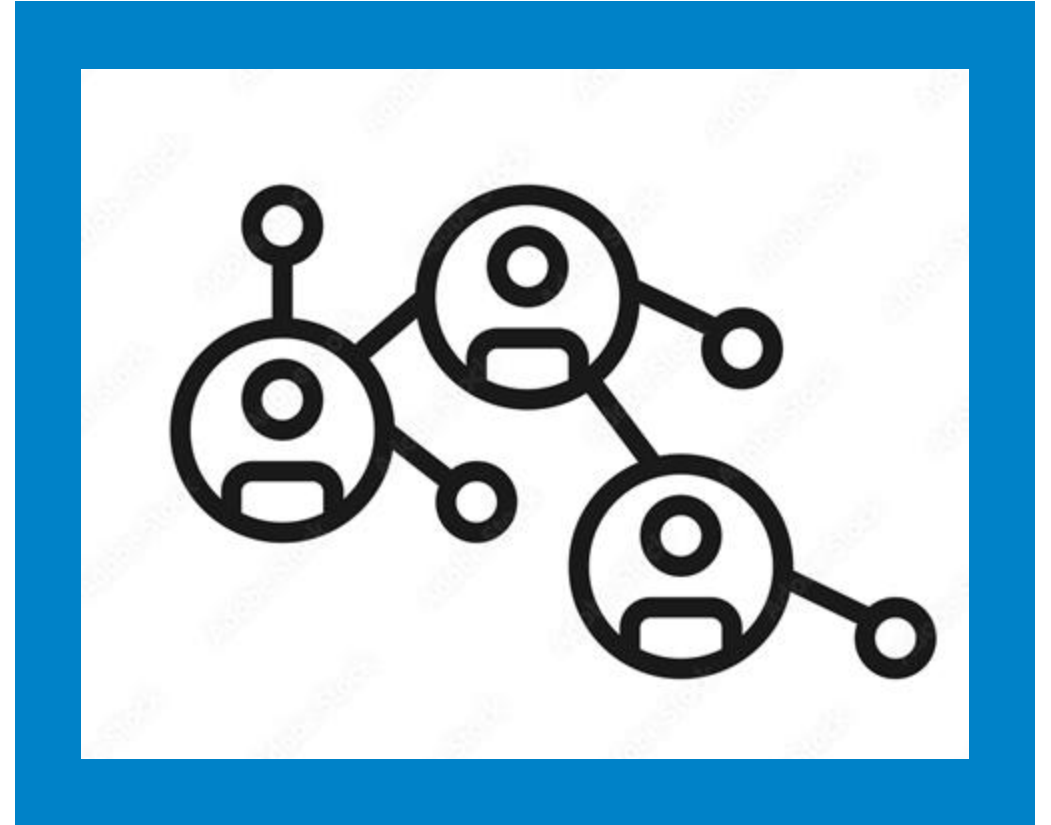
Who am I?

Sarah Petersen

2022-23 Sustainability & Public Health
Fellow/Artist-in-Residence @ MnDOT

- Artist
- Educator
- Organizer
- Background in Sustainability, primarily in higher education context
- Born/raised on Dakota land/MN (Minneapolis, then Bloomington)
- Experienced bike & transit commuter
- Degrees in Art (MFA - CalArts, BFA - UMN) and English (BA - UMN)

MnDOT's Sustainability and Public Health Fellowship

- In its third year, the MnDOT A.I.R. program partners with MN artists to help explore creative ways to approach transportation challenges and solve unique problems.
- Partnership with Smart Growth America
- Scenic Route Guide - transportation.art

Today's Workshop objective

- Examine your current transportation habits and options
- Analyze individual and system transportation options with other attendees
- Engage in interactive exercises to test new ways of moving around in your daily life

Reducing vehicle miles traveled in Minnesota

- MnDOT's target: reduce all miles traveled in a vehicle per person 20% by 2050.

- Strategies for achieving these goals (different for each context):

  - greater use of electric vehicles and low carbon fuels

  - increasing safe, convenient, and affordable transportation options (transit, biking, walking)

- 2022-23 MnDOT Fellowship - finding creative ways to meet VMT reduction targets by:

  - experimenting with artistic projects, tools, and strategies

  - centering community voices and experiences

  - exploring what MnDOT doesn't already know about transportation
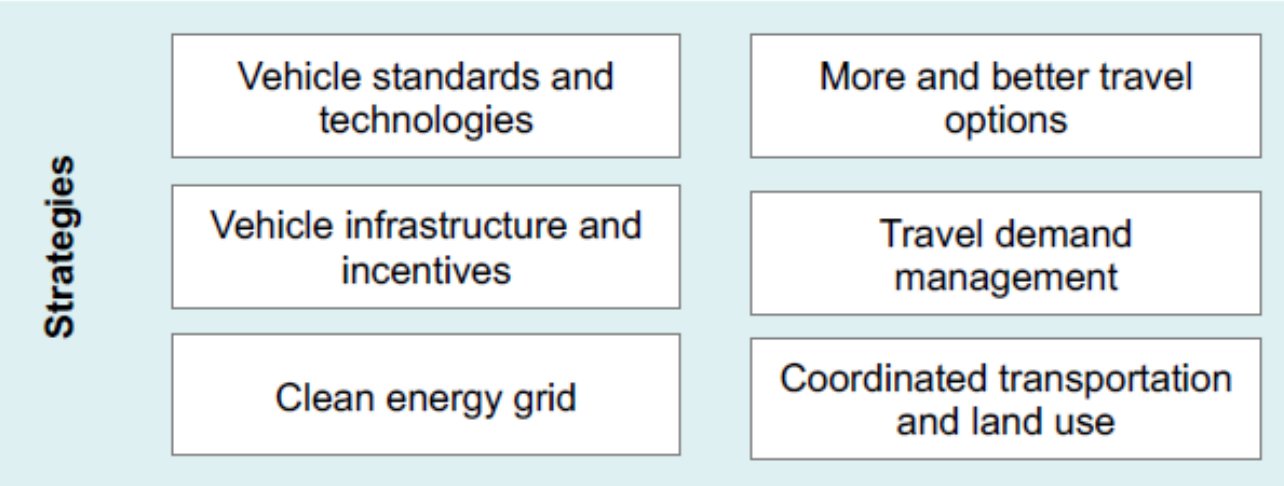
Image credit: SSTI

Tell Us How You Move Around (see bookmarks)

- The website "Tell Us How You Move Around" was designed to support MnDOT in exploring creative ways of achieving Minnesota's state greenhouse gas reduction goals.

- It is meant to help MnDOT shift transportation options away from people having to drive alone toward other means of getting where we want and need to go.

https://talk.dot.state.mn.us/tell-us-how-you-move-around

Website goals

Tell Us How You Move Around

(Facebook, Twitter, LinkedIn, Email icons)

... and tell us how you *want* to move around

Our systems and projects support so much more than driving.

As we invest in building more people-centered and sustainable transportation systems and communities, we want to know about your current experiences getting around in your daily life. What works? What doesn't? What's hard? What's easy? And - what do you want most from your transportation options?

What we will do with your feedback

This engagement effort helps us to understand Minnesotans' perspectives early, so that we can produce better strategies for implementation of Minnesota's transportation-related greenhouse gas reduction targets.

Sharing your perspective will help us create a transportation system that gets people where they want to go, how they want to get there.

Website goals

SURVEYS   ABOUT   MAP   **STORIES**   IDEAS   MORE ▾

Share your Transportation "Try-out" story

Ready for a challenge?

What different forms of transportation besides driving have you been meaning to try? What could you change right now about the way you travel? Try a new form of transportation or make changes to your transportation patterns and tell us your experience! This is your opportunity to try something new. Share your story and let us know how it goes!

Story guidelines:

1. Tell us what new modes or behaviors you're trying out: public transit, biking, rolling, walking, car sharing, trip chaining (running multiple errands in a row), telework, telehealth appointments, etc.
2. Tell us what you had to do differently to try these modes or make these changes, like mapping a different route, adding more time to your trip, wearing different shoes, etc.
3. Tell us approximately how many miles you traveled. Was it one way or round-trip?
4. Were there any safety issues or concerns that arose while trying out this mode?
5. Will you try this mode again?
6. You are encouraged to post a picture of yourself, your path, your mode of transit, and/or your destination for your story.

You need to be signed in to share your story.   Sign In   Register

"Biking makes me happier on a daily basis. It's done more to combat depression than anything else."

- Survey respondent

"I hate driving, but Mpls / StP are not public transportation and walking-friendly cities. Bikes are great in the summer and when you have nothing to carry. If, if, if, we were in London, a small Scots village, Lucca, or NY, I'd never get in a car again. But Lisa Bender is simply wrong that we can just force Granny onto a bike and make her walk on the frozen sidewalks."

- Survey respondent

"Biking gives me control over my schedule. Transit gives me an option when the streets are too icy to bike.

Transit also has Wifi! So I can work on the bus.

Both are cheap and low carbon, and keep me more fit than a car ever would.

I use Evie car share and Lyft occasionally when I have to go farther or go faster than transit or biking can take me."

- Survey respondent

...and tell us how you *want* to move around

Let's play the "Move-Around Map Game"

Find paper copies of the game at your tables!

You will need:

1. A paper copy of the game (at your table)
2. A 4-color ballpoint pen (at your table)

Instructions - Move-Around Map Game

1. Imagine the white space is a map of the destinations you usually travel to during an average week.

2. Write the names of the places you go in their approximate locations on your "weekly map."

3. Using your multicolored pen, either draw a **BLACK** line for any path you **drive** or a **BLUE** line for any trip you usually take using any other mode of transportation.

   a. Next to each line, **write down how long the trip takes beside it (20 minutes, etc).**

4. Consider all of the modes of transportation available to you (walking, public transport, biking, other). *Feel free to consult a mapping app on your phone that may tell you other transport options!*

5. In **RED**, draw a line beside your previous line for any route you have to drive.

6. In **GREEN**, draw a line beside your previous line for any route you could change sometimes to use other modes of travel that aren't driving alone. **Write the time that trip would take, and mode of travel**

7. Finally, write down "What could help you change how you move around?" Consider all the things that came up as factors in your choices while you filled out your map.

Participant Discussion & Q&A

Feel free to share:

- **Could you make a shift in one of your trips - under what conditions, to what mode, and how long would it take (longer/shorter/same time?)**

- **Are there systems changes that could help?**

- **Could trip-chaining or combining trips help?**

- **Etc!**

Participant Feedback

What did you enjoy about today's workshop?

Is there anything you would change?

How might you use elements of this workshop in your own transportation work?

Questions? Comments? Want to learn more?

Email sarah.petersen@state.mn.us for continued conversation and follow-up, or join Sarah's table at 1pm.

Thank you!

Break!

Regroup in 15 minutes

Motor Carrier Requirements
2023 Transit Spring Workshop

Michael McKay | Transportation Program Supervisor

Jeffry Cummins | Transportation Program Supervisor

Office of Freight and Commercial Vehicle Operations

Agenda

Who are we and who are the agencies that oversee the safety regulations

How do Transit Operators fall under the safety regulations

Driver Qualifications

Waivers related to medical certification

CDL versus Non-CDL

US DOT numbers – what are they and when must the information be updated

What is charter/for-hire and when can it be done

What about STS/NEMT

What are my resources for information and questions

Many agencies are involved in the regulatory oversight of commercial vehicle operations
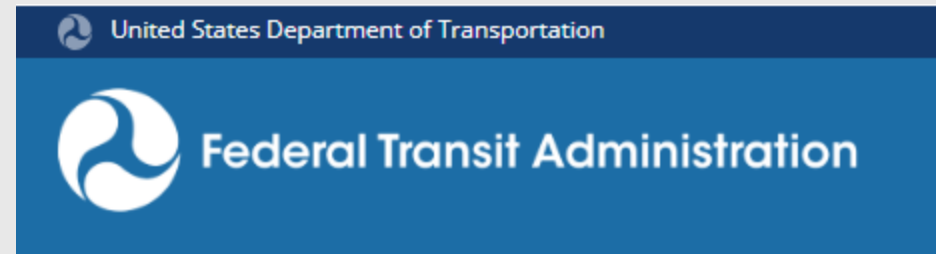
How do Transit Operators fall under those regulations

Contractor or recipient of transportation assistance

… ***providers*** of passenger transportation service under contract to and with operating assistance from the department or the metropolitan council must comply with rules for <u>driver qualifications</u>; <u>driving of motor vehicles</u>; <u>parts and accessories necessary for safe operation</u>; <u>hours of service of drivers</u>; <u>inspection, repair, and maintenance</u>; and the rules adopted in section 221.0314, subdivision 8, for <u>accident reporting</u>.

MS 221.031, subd 3a

Parts:

- 40/382/655-Drug/Alcohol

- 383-Commercial Drivers License (CDL)

- 387-Insurance Requirements

- 390-General

- 391-Qualifications of Drivers

- 392-Driving of Motor Vehicles

- 393- Parts and Accessories

- 395-Hours of Service

- 396-Maintenance of Vehicles

Copies of the regulations can be found at:
http://www.fmcsa.dot.gov/rules-regulations/rules-regulations.htm

Driver Qualifications

- Is at least 21 years old (18 years old for MN intrastate);

- Can read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records;

- Can, by reason of experience, training, or both, safely operate the type of commercial motor vehicle he/she drives;

- Is physically qualified to drive a commercial motor vehicle;

- Has a currently valid commercial motor vehicle operator's license issued only by one State or jurisdiction.

- Has prepared and furnished the motor carrier that employs him/her with the list of violations or the certificate as required by §391.27;

- Is not disqualified to drive a commercial motor vehicle under the rules in §391.15; and

- Has successfully completed a driver's road test and has been issued a certificate of driver's road test in accordance with §391.31, or has presented an operator's license or a certificate of road test which the motor carrier that employs him/her has accepted as equivalent to a road test in accordance with §391.33.

391.15 Disqualification of drivers

- Loss of driving privileges
- Criminal and other offenses
- Violation of Out of Service orders

383.51 Disqualification of CDL drivers

- Major offenses – CDL and non-CDL vehicles
  - DWIs, DUIs, operating while suspended…
- Serious Traffic violations – CDL and non-CDL vehicles
  - Excessive speeding, improper lane changes, etc.
  - Railroad-highway grade crossing offenses
- Violating Out of Service orders
- Texting & Cell Phone violations

- Have no loss or impairment of a foot, leg, hand or arm;
- Have no history of diabetes mellitus requiring insulin for control;
- Have no current diagnosis of heart disease;
- Have no respiratory dysfunction likely to interfere with controlling a CMV;
- Have no rheumatic, arthritic, orthopedic or muscular disease likely to interfere with controlling a CMV;
- Have no current clinical diagnosis of high blood pressure likely to interfere with controlling a CMV;
- Have no history of epilepsy or any other condition likely to cause unconsciousness;
- Have no muscular, neuromuscular, vascular, mental, or other organic or functional disease which would interfere with their ability to operate a CMV safely;

- Have a visual acuity of at least 20/40 in each eye, with or without corrective lenses, field of vision of at least 70° in the horizontal meridian and the ability to recognize the colors of traffic signals showing standard red, green and amber;
- Do not have hearing loss that prevents them from hearing a forced whisper from five feet or if tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500Hz, 1,000Hz and 2,000Hz;
- Do not use a Schedule 1 controlled substance, amphetamines, narcotics, or other habit-forming drugs; and
- Have no current clinical diagnosis of alcoholism.

Intrastate Waivers

– Physical, Hearing, Vision, Diabetic

- https://www.dot.state.mn.us/cvo/waivers.html

Interstate Waivers

– Skills Performance Evaluations (SPE)

- https://www.fmcsa.dot.gov/medical/driver-medical-requirements/skill-performance-evaluation-certificate-program

– Medical Exemptions

- https://www.fmcsa.dot.gov/medical/driver-medical-requirements/driver-exemption-programs

Diabetes and Vision exemptions

On September 19, 2018 FMCSA established a new program for insulin dependent drivers

Instead of a federal exemption the driver has their diabetic specialist complete MCS 5870 form prior to their medical examination. The examiner works with the specialist to determine if the driver is medically qualified under the new regulation (no exemption/waiver needed if meets the alternative standard)

See 49 CFR 391.46

On January 21, 2022 FMCSA created a similar program for drivers that would have formerly required a vision exemption.

Instead of a federal exemption the driver has their vision specialist complete MCS 5871 form prior to their medical examination. The examiner works with the specialist to determine if the driver is medically qualified under the new regulation (no exemption/waiver needed if meets the alternative standard)

See 49 CFR 391.44

For more information go to https://www.fmcsa.dot.gov/medical/driver-medical-requirements/driver-exemption-programs

Intrastate Medical Waivers

A person who has been granted a Federal Skills Performance Evaluation (SPE) Certificate or other Federal waivers/exemption does <u>not</u> need a Minnesota Medical Waiver to operate in intrastate commerce in MN.

MN Statutes 221.0314 Sub 3b

- Class A, B, C (CDL)

- Class D (Non-CDL)

- Endorsements/Restrictions

Endorsements:
(H) Hazardous Materials
(N) Tank Vehicle
(P) Passenger Transport
(S) School Bus
(T) Doubles/Triples
(X) Tanker and Hazardous Materials

Restrictions:
(E) Automatic Transmission CMV
(K) Intrastate only
(L) Vehicles without air brakes
(M) No Class A passenger bus
(N) No Class B passenger bus
(O) No Tractor-trailer CMV
(P) No passengers in CMV bus
(V) FMCSA waiver
(W) Buses less than 24 passenger capacity
(X) No cargo in CMV tank vehicle
(Z) Air over hydraulic brake system

Class A

Combination of vehicles with a GVW more than 26,000 lbs & a towed unit with a GVW greater than 10,000 lbs

Class B

Single vehicle with a GVW more than 26,000 lbs (restricted to a towed unit 10,000 lbs or less)

Class C

Single or combination unit 26,000 lbs. or less (GVW) when:

- Transporting Hazardous Materials requiring placards, or

- Vehicle designed to transport 16 or more passengers including the driver

Class D

- Single or combinations 26,000 lbs. or less GVW

- *Single vehicle 26,000 lbs or less with a towed unit 10,000 lbs or less*

- No Haz Mat requiring placarding

CDL Self Certification

- The driver must submit a completed Commercial Driver License Medical Self-certification form and their valid medical examiner's certificate from a certified medical examiner and/or medical waiver, if applicable, online at drive.mn.gov; by mailing to Driver and Vehicle Services Division, 445 Minnesota Street, Suite 175, St. Paul, MN 55101-5175; or in person at any driver exam station or driver license office that accepts applications.

- The form and certificate must be received on or before the expiration of the last medical examiner's certificate that is on file with the department to keep CDL driving privileges valid.

- If a driver does not pass the medical examination or submit the medical examiner's certificate within two years of the date of the last examination, the commissioner of public safety will notify the driver that their CDL privileges are no longer valid. If the CDL is downgraded because of failure to submit the required medical examiner's certificate, the driver may reinstate their CDL and endorsements within one year by submitting a valid medical examiner's certificate. If downgraded or voluntarily surrendered for more than one year, the driver must retake the applicable CDL knowledge and road tests and reapply for the CDL.

A US DOT number is a number the Federal Motor Carrier Safety Administration, or FMCSA, assigns to registered commercial vehicles.

MN Law requires that an owner of a truck or truck-tractor having a gross vehicle weight of more than 10,000 pounds, report to the commissioner at the time of registration its USDOT number.

In addition, all vehicles (subject to the safety regulations) must be properly marked with the carrier's name or trade name and U.S. DOT number on both sides of the vehicle.

Updates to the US DOT number

All interstate carriers are required to update their information every two years.

MN has not currently adopted the requirement for a biennial update of your information. So if you only operate in MN intrastate commerce, the every two year update is not required (it could change if the law changes to adopt the requirement).

Although not required, it is a good idea to keep your information as accurate and up to date as possible. This can be done by yourself. This is a link to a web page that describes the process
https://www.fmcsa.dot.gov/registration/updating-your-registration

What is charter/for-hire and when can it be done

FTA defines charter as:

- Transportation provided by a recipient at the request of a third party for the exclusive use of a bus or van for a negotiated price.

It does not does not include demand response service to individuals.

- The following features may be characteristic of charter service:

- (i) A third party pays the transit provider a negotiated price for the group;

- (ii) Any fares charged to individual members of the group are collected by a third party;

- (iii) The service is not part of the transit provider's regularly scheduled service, or is offered for a limited period of time; or

- (iv) A third party determines the origin and destination of the trip as well as scheduling; or

- (2) Transportation provided by a recipient to the public for events or functions that occur on an irregular basis or for a limited duration and:

- (i) A premium fare is charged that is greater than the usual or customary fixed route fare; or

- (ii) The service is paid for in whole or in part by a third party.

For-hire means "Remuneration or <u>compensation of any kind</u>…. for the transportation of persons or property on the highways and includes compensation…"

- No registered charter provider indicates an interest in providing the charter service (pursuant to the notice you sent);

- It is consistent with an agreement entered into with all registered charter providers in your geographic service area;

- Government officials on official government business; or

- Qualified human service organizations.

"A provider of passenger transportation service under contract to the department or the Metropolitan Council may not also provide service as a motor carrier of passengers without first having registered under section 221.0252."

MN Stat. §221.022

Special Transportation Service is defined as:

Motor vehicle transportation provided on a regular basis by a public or private entity or person that is designed exclusively or primarily to serve individuals who are elderly, handicapped, or disabled and who are unable to use regular means of transportation but do not require ambulance service, as defined in section 144E.001, subdivision 3. Special transportation service includes but is not limited to service provided by specially equipped buses, vans, taxis, and volunteers driving private automobiles. (Minn. Stat. 174.29, subd. 1)

a public transit provider receiving financial assistance under sections 174.24 (Public Transit Participation Program) or 473.371 to 473.449 (Met Council Transit)

What are my resources for information and questions

MnDOT - OFCVO http://www.dot.state.mn.us/cvo :

- Main line – 651-366-3700

- General Questions – 651-366-5234

- Intrastate Waivers – (651) 366-3717

MN Driver Vehicle Services https://dps.mn.gov/divisions/dvs/Pages/dvs-services.aspx :

    Vehicle Registration:

- General license plates - 651 297 2126

- Commercial license plates– 651-205-4141

    Driver License:

- Non-CDL – 651-297-3298

- CDL – 651-297-5029

MN State Patrol https://dps.mn.gov/divisions/msp/commercial-vehicles/Pages/default.aspx :

(651) 350-2000

FMCSA www.fmcsa.dot.gov :

(651) 291-6150

Michael McKay (651) 366-3674
Jeffry Cummins (651) 200-5611
Office of Freight and Commercial Vehicle Operations
395 John Ireland Blvd, MS 420
Saint Paul, MN 55115

Fay at the Fall Conference circa 2013.
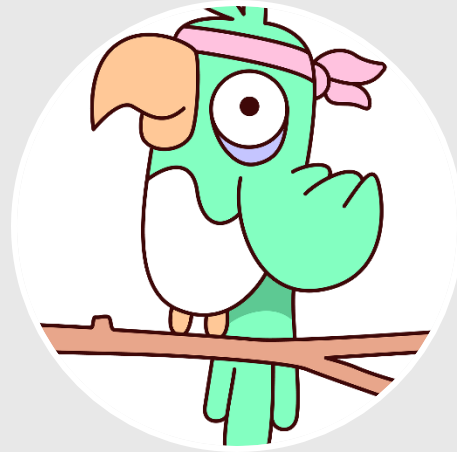Photo credit: Gary Ludwig

IDEA Unit Updates

Fay Simer| Acting Supervisor

DEPARTMENT OF TRANSPORTATION

mndot.gov

Our Team!

Fay Simer| Unit Supervisor

Gary Taft
Asset Management

Chuck Morris
Technology Planning

Alex Stoiaken
Mapping and Data

Elliott McFadden

Shared Mobility

Nicole Campbell

ABC Ramps

Michael Petesch

Bike & Ped Data

Suzy Scotty

Bike & Ped Data

Transit Asset Management Plan (TAM Plan)

Transit Technology

- Forthcoming 2024 Transit Technology Application

- Planning for transit technology

Shared Mobility

- Mobility as a Service launch update

  - Development of dashboard tools for data analysis

- Moving Greater Minnesota Forward program pilot

Black Cat technical assistance and troubleshooting

Transit route GIS mapping

Transit Asset Management Plan

In 2016 the Federal Transit Administration (FTA) published the TAM Final Rule – 49 CFR 625 establishing requirements for TAM planning. The purpose of the Final Rule is to **help achieve and maintain a state of good repair** for the nation's public transportation assets. These regulations **apply to all transit providers** that are recipients or subrecipients of federal financial assistance to own, operate, or manage, transit capital assets used **in the provision of public transportation**.

- Set targets for state of good repair of the transit fleet, facilities and equipment (aka replacement cycle in relation to useful life benchmarks)

- Report on progress annually to National Transit Database

The purpose of the group plan option is to reduce the planning and reporting burden on smaller transit agencies from having to develop individual plans and to report to FTA's National Transit Database (NTD) on their own. The group plan uses consolidated performance targets that apply to the group of participants as a whole, rather than to individual agencies.

- MnDOT sponsored group TAM plan in 2018, final update 2019

- All MN 5311s participated

- All 5307s opted out

- Required update every four years

- MnDOT reviewing 2019 plan in preparation for October 2023 submission.

- MnDOT updates key tables from 2018 TAM Plan to produce the 2023 TAM Plan

  - Accountable Executives for Group Plan participants

  - 2023 statewide asset inventory

    - Rolling stock

    - Facilities

    - Equipment over $50,000

  - 2023 vehicle condition ratings (excellent, good, moderate, marginal poor)

  - 2023 facilities condition ratings

  - Current benchmark: not more than 10% exceeding their useful life

- Do 5311s want to continue to participate in MnDOT's Group Plan?
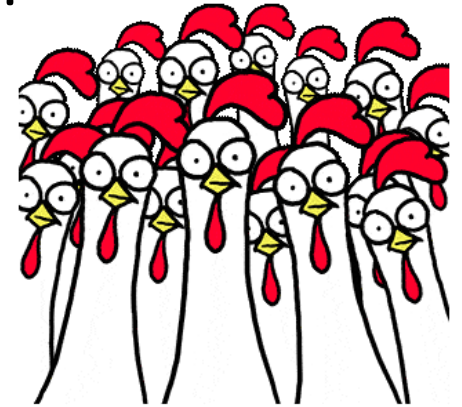
- Do 5307s want to continue to opt of MnDOT's Group Plan?

- Transit systems: Ensure NTD reporting up to date and accurate

- Discussion:

  - How have vehicle fleet ratings changed between 2018 TAM plan and 2023 plan? Where are we in meeting our target for state of good repair?

  - Analysis based on current investment levels and vehicle delivery timeline

  - Review plan before MnDOT submittal to FTA. Concurrence on state of good repair target.

    - Format? Summer webinar presenting new target

  - Plan posted to MnDOT's website for future access

Transit Technology Solicitation

- $1.5M programmed for 2024 application

- Different application than others- more detailed

  - Includes a research method to learn about technology options and assists in Independent cost estimate development

  - Research is critical to understand how technology fits with operations

- Previewed questions with Transit Technology Committee

- OTAT Programs Unit is revising solicitation process in order to support systems in preparing responses to detailed application questions

- Scheduling conversations on the 5yr project plan list updates.

  - Update realistic project dates, committed projects, and remove old requests.

- Transit technology planning

  - Includes needs analysis, over all agency technology analysis, and review full system life cycle.

  - Begin to work on assessment of technology for individual transit growth plans.

  - Creates list of technology needs so that transit systems understand how to sequence technology purchases and OTAT can foresee upcoming technology needs overall.

GOAL: Establish the first rural and small urban focused innovative mobility ecosystem in the nation.
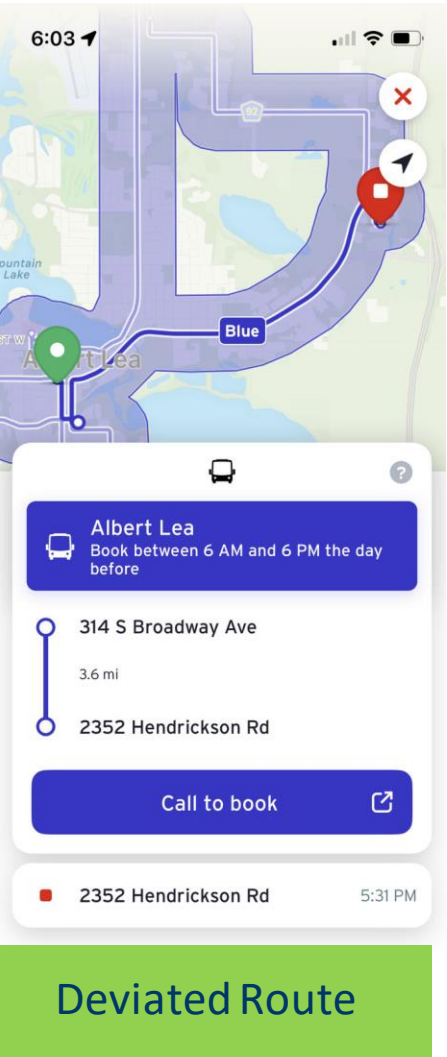
Three Phases

- Phase 1: Early idea development

- Phase 2: Real world test

- Phase 3: Scaling success

All stages focus on an all-sector collaboration to provide technical support and forward-looking road map to manage financing and growth
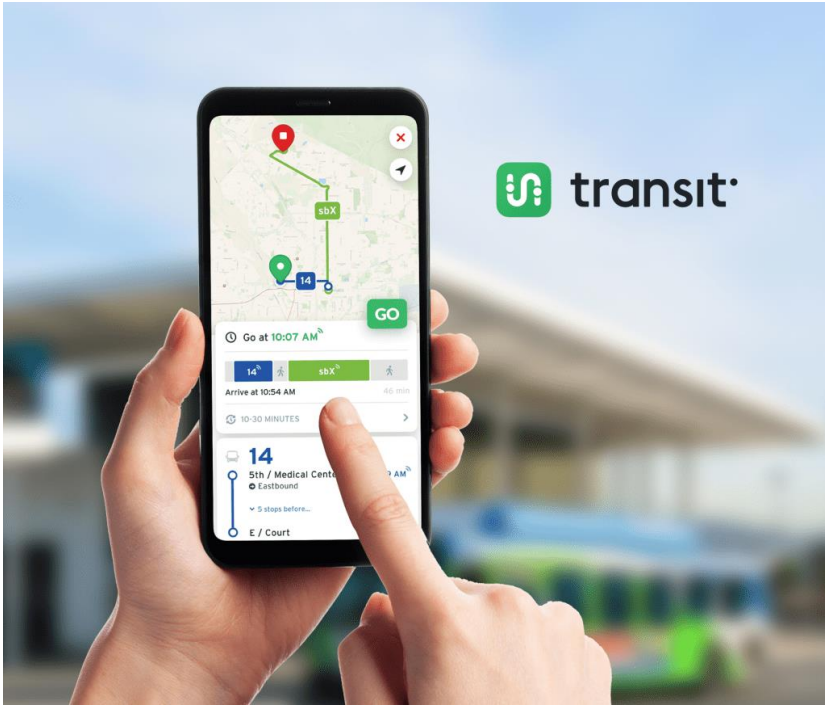
Coming Spring 2023

Mobility-as-a-Service Project

Deviated Route

Demand response

Multimodal trip planning, booking, and payment platform on the Transit app, partnering with 13 public transit agencies through April 2024.

- Idea: Open Office hours for BlackCat Q&A

  - Ongoing BlackCat training, problem resolution, review of functions and feedback on enhancements.

  - Frequency? Length of Time? Agenda or drop in? Other ideas? Communications?

  - This can develop over time to be the resource you need and open 2 way communication for BC improvements.

Transit GIS Mapping Projects Overview

- Updated transit service area static maps – discussed with TPMs

- Complete GIS dataset for all transit services

- Updated web map for transit services – coming soon

- MaaS Data Analytics Dashboard – coming soon

DEPARTMENT OF TRANSPORTATION

Thank You!

For a nice day, call Fay

If things run amok, call Chuck

If things get scary, call Gary

To make an elegant fit, call Elliott

For all tech specs, call Alex

Closing Remarks

Mark Nelson | Office Director

Celebrating Transit (Your!) Success!