

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION
BOARD MEETING NO. 695**

DATE: November 20, 2024

TIME: 5:00PM

PLACE: 1250 Canal Rd. Lafayette, IN. 47904 Conference Room

MEETING CHAIR: Ms. Julie Ginn

AGENDA

Item

1. Communications and Announcements
2. Public Comment
 - 2.1. Comments on the Agenda – 5 minutes
3. Review and Approval of Agenda Items and Minutes
 - 3.1. Review and Approval of Agenda of Meeting No.695 held on November 20, 2024 (pg.1)
 - 3.2. Review and Approval of Minutes of Meeting No.694 held on October 24, 2024 (pg.2)
4. Old Business
5. New Business
 - 5.1. Authorization for CEO Bryan Smith to execute contracts for the 2025 benefits (Exhibit 1 pg.5)
 - 5.2. Discussion of Officer Elections
 - 5.3. Approval of the 2025 Administrative Holiday Schedule (Exhibit 2 pg.6)
 - 5.4. Approval of the 2025 GLPTC Board Meeting Dates (Exhibit 3 pg.7)
 - 5.5. Approval of the updated GLPTC PTASP (Exhibit 4 pg.8)
 - 5.6. Approval of Retired Fleet Disposal List (Exhibit 5 pg.26)
 - 5.7. Authorization for CEO Bryan Smith to sign Amtrack Bus License Agreement (Exhibit 6 pg.27)
 - 5.8. Consideration of claims list numbering 40098 through 40168, in the amount of \$713,632.31 (pg.36)
 - 5.9. Consideration of payroll for October 1, 2024, through October 31, 2024, in the amount of \$963,542.60 (pg.38)
6. Board and Staff Reports
 - 6.1. Chief Executive Officer Report (pg.33)
7. Public Comments
 - 7.1. 3 minutes per speaker
8. Adjournment
 - 8.1. Next meeting is Wednesday, December 18, 2024

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION
BOARD MEETING NO. 694
MEETING MINUTES**

DATE: October 24, 2024
Present: Julie Ginn, Chair
Board Mike Gibson, Secretary
James Blanco
Tino Atisso
Ben Murray
Angel Valentin
Joel Wright

Present: Bryan D. Smith: Chief Executive Officer
Staff Joanne Zhang: Chief Financial Officer
Bryan Walck: Manager of Customer Experience
Ron Peters: Operations Manager
Shawn Coffman: Fleet Manager
Dusty Sturgeon, Human Resources Administrator
Randy Anderson: Information Technology Manager
Derek Streeter: Safety and Training Administrator
Shelby Yeaman: Executive Assistant & Project Manager
Brian Karle: Attorney

Chair, Julie Ginn, called the meeting No. to order at 12:22PM in the GLPTC Board Room, 1250 Canal Road.

COMMUNICATIONS & ANNOUNCEMENTS

1. Bryan Walck will be starting as our new Chief Operating Officer (COO) beginning October 28, 2024. Mr. Walck has been with CityBus for quite some time, and we are glad to have him on the team.

PUBLIC COMMENT

REVIEW AND APPROVAL OF AGENDA ITEMS AND MINUTES

1. Mr. Angel Valentin made the motion to approve the agenda of Meeting No.694 held on October 24, 2024. Mr. Tino Atisso seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.
2. Mr. James Blanco made the motion to approve the minutes of Meeting No.693 held on September 25, 2024. Mr. Joel Wright seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.

OLD BUSINESS

1. Mr. Bryan Smith spent two (2) days in Indianapolis with Barnes and Thornburg, meeting with Legislators discussing budget restraints and issues, fare studies and increases in fare, and much more. He was able to meet with multiple

representatives, thanks to Brandt with Barnes and Thornburg, and had some really great discussions on what can be done to further help our transit systems. One big thing that was discussed was the change in age to hold a CDL. This was something Legislators sounded interested in doing, and we are hopeful these meetings made a difference. Barnes and Thornburg will be doing all follow-ups to hopefully get all that was discussed moving. Mr. Bryan Smith also mentioned he has talked to a few Representatives on his own time as well and hopes to have more discussions in the near future.

NEW BUSINESS

1. Mr. Angel Valentin made the motion to approve authorization for CEO to execute a line of credit with Centier Bank. Mr. Joel Wright seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.

With budget restrictions, we have seen some cash flow issues and want to be proactive and make sure we can get our employees paid on time. Centier Bank offered the lowest rate, allowing us to pull from \$4M and CityBus will pay back as we can and as quickly as we can.

Ms. Julie Ginn inquired about the interest rate, which is based on a flat rate.

Mr. Angel Valentin inquired about reaching out to the city for cash flow borrowing. He was not positive how this worked but figured it could be a possibility and worth a conversation. Mr. Smith and Ms. Zhang, CityBus CFO, said they would be happy to talk to a few individuals at the city to see if this would be a potential possibility.

Mr. Benjamin Murray asked if we thought this line of credit would be an annual occurrence for us. Mr. Smith let the board know, depending on our financial situation, this will be an annual occurrence until further notice.

2. Mr. James Blanco made the motion to approve authorization for CEO to sign contract with new Auditor Firm. Mr. Joel Wright seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.

CityBus received four (4) responses to the Auditor RFP. Our selected firm was Forvis Mazars, who came in the least expensive. Forvis also has experience in transit and are located in Indiana.

3. Mr. Angel Valentin made the motion to approve accepting sponsorship for fares from both the Democrat and Republican parties, for the November 5, 2024, general election for regular route fares and ACCESS/FLEX rides to the poles. Mr. Benjamin Murray seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.

There were a few board members that were interested in reaching out to community members for service sponsorships for the day of the election. Mr. Mike Gibson had reached out to both the Democrat and Republican parties, who offered to split the cost for the day. This is common to do across the Nation and CityBus did not see a downside. Due to the popularity of this idea, there have been many agencies reaching out wanting to sponsor rides for days of elections, along with advertisement.

4. Mr. Angel Valentin made the motion to approve authorization for CEO to execute MOU Mentorship Program with ATU. Mr. James Blanco seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.

This MOU was drafted by Mr. Brian Karle, and verbally approved by the ATU. If approved, CityBus will get the MOU moving as soon as possible.

5. The Board considered approval of the claims list, with the added addendum, numbering 39982 through 40097, in the amount of \$675,667.39. Mr. Mike Gibson made the motion to approve the claims list. Mr. Benjamin Murray seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.

6. The Board considered approval of payroll for September 1, 2024, through September 30, 2024, in the amount of \$ 998,641.97. Mr. Mike Gibson made the motion to approve payroll. Mr. Joel Wright seconded the motion. The motion carried by a vote of 6 ayes and 0 nays.

BOARD AND STAFF REPORTS (CEO REPORT)

1. Mr. Joel Wright inquired about the CityBus Employee Appreciation Banquet. Mr. Smith mentioned it will be held on November 17, 2024, from 5:00pm – 9:00pm at the Stables Event Center. Board Members are invited and plus ones are welcome. An official invitation will be sent to emails.

PUBLIC COMMENTS

ADJOURNMENT

With there being no further business to be transacted, Mr. Angel Valentin made the motion to adjourn. Mr. James Blanco seconded the motion. The motion carried by a vote of 6 ayes and 0 nays. The next regular Board Meeting is scheduled for Wednesday, December 18, 2024, in the GLPTC Board Room, 1250 Canal Road Lafayette, IN. 47904. The Board Meeting adjourned at 12:58PM.



Mr. Mike Gibson, Secretary
CityBus Board of Directors

11/13/2024

Date:



CityBus
January 1, 2025
Full Financials



	Current	Renewal	Level-Funded Option
Contract Details			
Carrier	UHC- HDHP	UHC - HDHP	Virtue - PPO
Network	Choice Plus	Choice Plus	Valenz / Encore
Specific Deductible	NA	NA	\$50,000
Specific Contract Terms	Fully Insured	Fully Insured	12/15
Specific & Aggregate Covers	Medical & Rx	Medical & Rx	Medical & Rx
No New Laser - Rate Cap	NA	NA	Yes - 50%
Aggregate Contract Terms	Fully Insured	Fully Insured	12/15
Expected Rates			
Employee Only	58 \$ 916.37	58 \$ 1,144.55	58 \$ 1,021.83
Employee & Spouse	10 \$ 1,878.56	10 \$ 2,346.33	10 \$ 1,923.79
Employee & Child(ren)	14 \$ 1,521.19	14 \$ 1,899.90	14 \$ 1,715.58
Employee & Family	17 \$ 2,199.30	17 \$ 2,746.93	17 \$ 2,833.02
Combined Expected	99 \$ 1,567,438	99 \$ 1,957,723	99 \$ 1,808,206
% CHANGE		24.9%	15.4%
Combined Expected w SHARx Savings (\$148k)			\$ 1,660,206
% CHANGE			5.9%
Max Rates			
Employee Only	58 \$ 916.37	58 \$ 1,144.55	58 \$ 1,172.51
Employee & Spouse	10 \$ 1,878.56	10 \$ 2,346.33	10 \$ 2,223.94
Employee & Child(ren)	14 \$ 1,521.19	14 \$ 1,899.90	14 \$ 1,981.22
Employee & Family	17 \$ 2,199.30	17 \$ 2,746.93	17 \$ 3,283.85
Combined Max	99 \$ 1,567,438	99 \$ 1,957,723	99 \$ 2,085,690
% CHANGE		24.9%	33.1%
Estimated Max w SHARx Savings (\$148k)			\$ 1,937,690
% CHANGE			23.6%

* This is for illustration purposes only. Please refer the the quote for terms and conditions.

* Proposal is based on current plan designs, any changes in plan design will need to be evaluated by underwriting

Greater Lafayette Public Transportation Corporation – CityBus

Administrative Employee Holiday Schedule

The official holidays of CityBus Administrative Offices are listed here. If there is any change to this holiday schedule, you will be notified by Human Resources.

Calendar Year 2024

Monday, January 1, 2024	New Years Day	PAID-Observed on 01.01.2024
Monday, January 15, 2024	MLK Jr. Day	PAID
Monday, May 27, 2024	Memorial Day	PAID
Thursday, July 4, 2024	Fourth of July	PAID
Monday, September 2, 2024	Labor Day	PAID
Thursday, November 28, 2024	Thanksgiving Day	PAID
Friday, November 29, 2024	Unofficial Thanksgiving Holiday	UNPAID (using accrued leave)
Tuesday, December 24, 2024	Christmas Eve	PAID
Wednesday, December 25, 2024	Christmas	PAID
Tuesday, December 31, 2024	New Years Eve	PAID

Calendar Year 2025

Wednesday, January 1, 2025	New Years Day	PAID
Monday, January 20, 2025	MLK Jr. Day	PAID
Monday, May 26, 2025	Memorial Day	PAID
Friday, July 4, 2025	Fourth of July	PAID
Monday, September 1, 2025	Labor Day	PAID
Thursday, November 27, 2025	Thanksgiving Day	PAID
Friday, November 28, 2025	Unofficial Thanksgiving Holiday	UNPAID (using accrued leave)
Wednesday, December 24, 2025	Christmas Eve	PAID
Thursday, December 25, 2025	Christmas	PAID
Wednesday, December 31, 2025	New Years Eve	PAID

2025 GLPTC Board Meetings	
4th Wednesday 5:00PM	
January 22nd	
February 26th	
March 26th	
April 23rd	
May 28th	
June 25th	
July 23rd	
August 27th	
September 24th	
October 22nd	
November 19th	**
December 17th	**
** is the 3rd Wednesday due to holidays	

CityBus Public Transportation Agency Safety Plan

(Version 1.1, Issued October 26, 2022)

1. Transit Agency Information

Transit Agency Name	Greater Lafayette Public Transportation Corporation, CityBus
Transit Agency Address	1250 Canal Road Lafayette, IN 47902-0588
Accountable Executive	Bryan D. Smith, Chief Executive Officer
Chief Safety Officer/SMS Executive	Derek Streeter, Safety & Training Administrator
Modes of Services	Fixed Route Bus ADA Paratransit
Operated or Contracted Services	None

2. Plan Development, Approval, and Updates

Entity that Drafted this Plan	Greater Lafayette Public Transportation Corporation, CityBus
Signature of Accountable Executive	
Approval of Board of Directors (Date Adopted)	October 26, 2022 Meeting Agenda and Minutes Attached.
Certification of Compliance	To be determined,

Documentation of Plan Updates, Revisions

Version Number	Section/Pages Affected	Reason for Change	Date Issued
1.1	Sec 1, Pg 1/ Sec 2, Pg 2/ Sec 4 Pg 3/ Sec 4, Pg 4	Title Changes	10/26/2022
1.1	Sec 4, Pg 5/ Sec 5, Pg 8	Meeting Frequency Change	10/26/2022
2.1		First Major 49 CFR Part 673 Regulation Update	10/ /2024

Annual Review and Update of the Safety Plan

The Plan will be jointly reviewed and updated during the month of July of each year by the Chief Executive Officer, Executive Team, and Health and Safety Committee. All recommended changes and updates will be formalized and the General Manager (Accountable Executive), will approve the warranted changes, incorporating the changes to the new Agency Safety Plan (ASP). The updated ASP will then be forwarded to the CityBus Board of Directors for review and formal approval. Upon approval by the Board of Directors, the meeting date and resolution number shall be recorded and documented as forementioned.

3. Safety Performance Targets

The following safety performance measures have been established under the National Public Transportation Safety Plan. Safety performance measures help support CityBus' Safety Risk Management and Safety Assurance processes and provide the basis for continuous safety improvement. In addition to these safety performance measures, CityBus endeavors to, as much as practicable, incorporate into our transit operations and maintenance, the voluntary minimum safety standards and recommended practices as set forth in the National Public Transportation Safety Plan. Some of these voluntary safety standards include transit worker assault prevention, fatigue management, fitness for duty, driver distractions awareness, and pedestrian and bicycle safety to reduce collisions.

(Shading to the existing table is added to aid in easier visual access to the data. This comment is for clarification only and will be removed from the final draft.)

Mode	Fatalities Total	Fatality Rate	Injuries Total	Injuries Rate	Safety Events Total S&S40	Safety Events Rate S&S40	System Reliability (VRM Between Failures)
Fixed Route Motorbus (MB)	0	0	2	.11	3	.16	125,000
ADA Paratransit Demand Response (DR)	0	0	0	0	1	.09	40,000

Mode	Pedestrian Collision Rate	Collision Rate	Vehicular Collision Rate	Transit Worker Fatality Rate	Transit Worker Injury Rate	Assaults on Transit Workers	Rate of Assaults on Transit Workers	Vehicle Revenue Miles Total
Motorbus (MB)	0	.12	.12	0	.12	2	.12	1,683,000
Demand Response (DR)	0	.05	.05	0	0	1	.05	185,000

All rates calculated per 100,000 vehicle revenue miles (SPT/Total VRM x 100,000) for the Motorbus category and per 10,000 vehicle revenue miles (SPT/Total VRM x 10,000) for Demand Response.

Safety Performance Target Coordination

CityBus' General Manager, (Accountable Executive), will share the Agency Safety Plan, (ASP), including safety performance targets, with Metropolitan Planning Organization, (MPO), each year after it's formal adoption by the CityBus Board of Directors. Copies of the ASP will also be forwarded to INDOT for review and CityBus staff will coordinate with both the MPO and INDOT in the selection of future performance targets upon request. (Documentation of Target Transmissions)

Agency	Transmission Date	
Indiana Department of Transportation	October 15, 2023	
	October , 2024	
Area Plan Commission MPO	October 15, 2023	
	October ,2024	

4. Safety Management Policy

Safety is a core value at CityBus, and managing safety is an essential function. CityBus will develop, implement, maintain, and continuously improve processes to ensure the safety of our customers, employees, and the public. **All levels of management and all front line employees are accountable for the delivery of the highest level of safety performance.** CityBus is committed to the following safety objectives:

- Communicating the purpose and benefits of the Safety Management System (SMS) to all staff, managers, supervisors, and employees. **SMS is the formal, organization-wide approach to managing safety risk and assuring the effectiveness of our safety risk mitigations. SMS includes systematic procedures, practices, and policies for managing hazards and safety risk.**
- Providing a culture of open reporting of all safety concerns, **including assaults on transit workers, near-misses, and unsafe acts**, ensuring that no action will be taken against any employee who discloses a safety concern **or reports a safety event** through CityBus's' Employee Safety Reporting Program (ESRP), unless such disclosure indicates, **beyond any reasonable doubt**, an illegal act, gross **misconduct/negligence**, or a deliberate or willful disregard of **CityBus rules, policies, and procedures. regulations or procedures.**
- Providing appropriate management involvement and the necessary resources to establish an effective ESRP that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team.
- Identifying hazardous and unsafe work conditions and analyzing data from the ESRP. **(After thoroughly analyzing provided data, the CityBus ~~operations—division~~ Safety Department, supported by the Safety Committee, will develop processes and procedures to mitigate safety risk to an acceptable level.)**
- Establishing safety performance targets that are realistic, measurable, and data driven. Continually improving our safety performance through management processes that ensure appropriate safety management action is taken and is effective.

- Reviewing annual updates or proposed changes to the PTASP in cooperation with frontline transit worker representatives through safety committee representation and making a redline version available corporation-wide for an open review and comment period. Concerns and comments will be considered and evaluated.
- Maintaining a robust and continuously improving training program which includes initial and refresher training on de-escalation, as well as, safety concern identification and reporting, for all operations transit workers and transit workers directly responsible for safety within the organization.
- Deepening relationships and cooperative agreements with local emergency management and law enforcement agencies.

Bryan D. Smith,
Chief Executive Officer and Accountable Executive

Safety Management Policy Communication

The Chief Safety Officer, who leads CityBus's SMS activities, introduced our staff to SMS principles in June 2020, at a Staff Meeting. CityBus's Safety Management Policy Statement will also be distributed to each employee in the form of a handout during this year's Fall Safety Training Meetings. CityBus also posts copies of the Safety Management Policy Statement on bulletin boards at the Main Office and in the maintenance break areas of the maintenance division. CityBus has incorporated review and distribution of the Safety Management Policy Statement into new hire training and all-staff annual refresher training.

Authorities, Accountabilities, and Responsibilities

Accountable Executive:

The Chief Executive Officer serves as CityBus's Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan:

- Controls and directs human and capital resources needed to develop and maintain both the **CityBus the ASP and SMS. Public Transit Agency Agency Safety Plan and the Transit Asset Management Plan.**
- Designates an adequately trained Chief Safety Officer who is a direct report.
- Ensures that CityBus' SMS is effectively implemented.
- Ensures action is taken to address substandard performance in CityBus' SMS.
- Assumes ultimate responsibility for carrying out CityBus' ASP and SMS
- **Maintains responsibility for carrying out the agency's Transit Asset Management Plan.**

Chief Safety Officer / SMS Executive:

The Accountable Executive designates the Safety and Training Administrator as CityBus' Chief Safety Officer. The Chief Safety Officer **reports directly to the Accountable Executive and** has the following authorities, accountabilities, and responsibilities under this plan:

- Develops CityBus' ASP and SMS policies and procedures
- Ensures and oversees day-to-day implementation and operation of CityBus' SMS.
- Manages CityBus' ESRP.
- Chairs the CityBus Safety Committee and Coordinates the activities of the committee; Establishes and maintains CityBus' Safety Risk Register and Safety Event Log to monitor and analyze trends in hazards, occurrences, incidents, and accidents; and Maintains and distributes minutes of safety committee meetings.
- Advises the Accountable Executive on SMS progress and status.
- Identifies substandard performance in CityBus' SMS and develops action plans for approval by the Accountable Executive.
- Ensures CityBus policies are consistent with CityBus safety objectives.
- Provides Safety Risk Management (SRM) expertise and support for other CityBus personnel who conduct and oversee Safety Assurance activities.

Agency Leadership and Executive Management:

Agency Leadership and Executive Management also have authorities and responsibilities for day-to-day SMS implementation and operation of CityBus' SMS under this plan. The Manager of Operations will ensure that the Operations Safety Log is established and maintained. CityBus Agency Leadership and Executive Management include:

- Manager of Operations;
- Dispatchers;
- Fleet Manager and Manager of Vehicle Maintenance;
- Training personnel;
- Operations Street Supervisors.

CityBus Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities:

- Participate as members of CityBus' Safety Committee, **when called upon to do so by the Chief Executive Officer.**
- **Present subject matter expertise to the Safety Committee when requested by the Chief Executive Officer.**
- Complete training on SMS and CityBus' ASP elements.
- Oversee day-to-day operations of the SMS in their departments.
- Modify policies in their departments consistent with implementation of the SMS, as necessary.
- **Communicate, directly to the Chief Safety Officer, promptly and completely, all information regarding any part of the SMS related to their function and responsibilities.**

- Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer, including SRM activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness.

Key Staff:

CityBus ~~uses~~ utilizes the Safety Committee to support its SMS and safety programs:

- Any safety hazards reported will be jointly evaluated by the Safety Committee and the Chief Safety Officer. ~~during the monthly meeting. When time is of the essence, the Chief Safety Officer may act independently and provide a subsequent report to the Committee, describing the safety event and SMS actions taken, at the next Safety Committee meeting.~~ The Safety Committee members will include the Chief Safety Officer, who will act as Chair of the Committee; The Safety Committee may be comprised of Dispatchers/Scheduler of Operations, Supervisors, Fixed Route Transit Bus Operator representatives ~~two representative from fixed route, a representative from~~ Paratransit Bus Operator representatives, and ~~a~~ representatives from the Maintenance Department. Concerted efforts will be made to ensure representation across all departments. The Safety Committee will ~~may who~~ meet ~~once every six weeks monthly~~ to review issues, cooperate in assessing risk ratings, agree upon mitigation plans, and make health and safety recommendations to the Accountable Executive through the Chief Safety Officer. ~~to improve safety.~~
- Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting ~~will be~~ ~~are~~ encouraged. Information discussed in these meetings will be documented. ~~and the meeting minutes will be shared with all levels of the corporation.~~
- Special and limited Subcommittees may be formed when the need arises and will conduct business as a Subcommittee of the Safety Committee. The Chief Safety Officer will Chair all Subcommittees.

Employee Safety Reporting Program:

CityBus encourages employees who identify safety concerns in their day-to-day duties to report them to senior management in good faith without fear of retribution. There are many ways employees can report safety conditions:

- Report conditions directly to the dispatcher, who will add them to the daily Operations Log-
~~Safety Risk Register.~~
- Report conditions ~~using their name or~~ anonymously via ~~a~~ locked comment box's ~~in the driver area~~ which are accessible to all employees.
- Report conditions using their name or anonymously to safety@gocitybus.com
- Report conditions directly to any supervisor, or manager, ~~or director.~~
- Report conditions directly to the Chief Safety Officer, in person, by phone, or by email.

Examples of information typically reported include:

- Safety concerns in the operating environment (for example, county or city road conditions or the condition of facilities or vehicles);

- Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection);
- Events that senior managers might not otherwise know about (for example, near misses);
- Information about why a safety event occurred.

On a daily basis, the Chief Safety Officer reviews the dispatch daily Operations Log, checks the ~~comment~~ ESRP box and dedicated email address, and documents identified safety conditions in the Safety Risk Register. The CityBus' Chief Safety Officer, supported by the Safety Committee, as necessary, will review and address each employee report, ensuring that hazards and their consequences are appropriately identified and resolved through CityBus' SRM process and that reported deficiencies and non-compliance with rules or procedures are managed through CityBus' Safety Assurance process.

The Chief Safety Officer discusses actions taken to address reported safety conditions during the ~~quarterly Safety- bi-monthly~~ Staff Meetings. Additionally, if the reporting employee provided his or her name during the reporting process, the Chief Safety Officer or designee follows up directly with the employee when CityBus determines whether or not to take action and after any mitigations are implemented. ~~The Chief Safety Officer or designee will provide a written response to all good faith ESRP submissions.~~

CityBus encourages participation in the ESRP by protecting employees that report safety conditions in good faith. However, CityBus may take disciplinary action if the report involves any of the following:

- Willful participation in illegal activity, such as assault or theft;
- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended ~~such that , putting~~ people or property ~~are put~~ at risk; ~~or~~
- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances.

5. Safety Risk Management Process

CityBus uses the SRM process as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. ~~It SRM is a process whereby each hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to CityBus' leadership.~~ is identified and analyzed, assessed, and mitigated for the safety risk of its potential consequence. Hazards and potential consequences of the hazards will be addressed through SRM processes.

CityBus' SRM process allows us to carefully examine what could cause harm and determine whether we have taken sufficient precautions to minimize the harm, or if further mitigations are necessary. The Chief Safety Officer leads CityBus' SRM process, working with the Safety Committee to identify

hazards and consequences, assess safety risk of potential consequences, and mitigate safety risk. The results of CityBus' SRM process are documented in our Safety Risk Register and referenced materials.

SRM process applies to all elements of our system including our operations, and maintenance departments; facilities and vehicles, personnel recruitment, training, and supervision. In carrying out the SRM process, CityBus uses the following terms:

- **Safety Event** – ~~Any accident, incident, or occurrence.~~ An unexpected outcome resulting in injury or death, damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
- **Hazard** – Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure belonging to CityBus; or damage to the environment.
- **Safety Risk** – Composite of predicted severity and likelihood of ~~the a~~ potential **effect consequence** of a hazard.
- **Safety Risk Mitigation** – Method(s) to eliminate or reduce ~~the effects of hazards.~~ the severity and/or likelihood of a potential consequence of a hazard.
- **Potential Consequence** – ~~An~~ The effect of a hazard. ~~involving injury, illness, death, or damage to CityBus property or the environment.~~
- **Transit Worker** – Any employee, contractor, or volunteer working on behalf of the transit agency.
- **Transit Worker Assault** - A circumstance in which an individual knowingly, without lawful authority or permission, and with the intent to endanger the safety of any individual, or with reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.
- **Injury** – Any harm to persons as a result of an event that requires immediate medical attention away from the scene.
- **Investigation** – The process of determining the causal and contributing hazards of a safety event or hazard, for the purpose of preventing recurrence and mitigating safety risk.
- **National Public Transportation Safety Plan** – The plan to improve the safety of all public corporation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Safety Hazard Identification:

The safety hazard identification process offers CityBus the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- ESRP;
- Review of vehicle camera footage;
- Review of monthly performance data and safety performance targets

- Observations from supervisors
- Maintenance reports
- Comments from customers, passengers, and third parties, including CityBus' vendors
- Safety Committee, Drivers and Staff Member concerns
- Results of audits and inspections of vehicles and facilities
- Results of training assessments
- Investigations into safety events, incidents, and occurrences; and.
- Federal Transit Administration (FTA) and other oversight authorities (mandatory information source).

When a safety concern is observed by CityBus' management or supervisory personnel, whatever the source, it is reported to the Chief Safety Officer. Procedures for reporting hazards to the Chief Safety Officer are reviewed during Staff Meetings and in the Safety Committee.

The Chief Safety Officer also receives employee reports from the ESRP, customer comments related to safety, and the dispatch daily Operations Log. The Chief Safety Officer reviews these sources for hazards and documents them in Citybus' Safety Risk Register. The Chief Safety Officer also may enter hazards into the Safety Risk Register based on review of operations and maintenance activities, from the results of audits and observations, and from information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

CityBus is committed to minimizing the risk of exposure to infectious diseases and will:

- Comply with recommendations based on data and information provided by the Center for Disease Control (CDC) and Prevention of the United States Department of Health and Human Services (HHS) or the Indiana Department of Health.
- Consider guidance from the Tippecanoe County Health Department.
- Monitor communications from these agencies to stay informed of current warnings or recommendations.
- Take appropriate steps, such as regular bus cleaning and providing necessary personal protective equipment, preventing to the extent practicable, the spread of infectious diseases among our employees and the riding public. CityBus will work with vendors to provide on site vaccinations prior to predictable seasons of higher risk.
- Infectious disease risks will be addressed through SRM processes.
- The Contagious Virus Response Plan (CVRP) and Continuity of Operations Plan (COOP) are stand alone documents.

CityBus is committed to exploring and considering mitigations which will reduce the likelihood of assaults on our transit workers, bus to person collisions, and visual obstructions in the operator compartment. These risks will be addressed through SRM processes.

The Chief Safety Officer may conduct further analyses of hazards and events entered into the Safety Risk Register to collect information and identify additional consequences and to inform which hazards

should be prioritized for safety risk assessment. In following up on identified hazards, the Chief Safety Officer may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard;
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- Review any past reported hazards of a similar nature; ~~and~~
- Evaluate tasks and/or processes associated with the reported hazard.
- **Develop and implement communication and/or training, targeting education, mitigation, or elimination of the risk. This task may be delegated to other responsible parties. Oversight will remain with the Chief Safety Officer.**

The Chief Safety Officer will then prepare an agenda to discuss identified hazards and consequences with the Safety Committee during **monthly** meetings. This agenda may include additional background on the hazards and consequences, such as the results of trend analyses, vehicle camera footage, vendor documentation, reports and observations, or **hazard identification** information supplied **by FTA or other oversight authorities. oversight authorities, including, but not limited to, the Federal Transportation Administration (FTA) or the State of Indiana.** Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the SRM process (with or without the full Safety Committee) for safety risk assessment and mitigation. This means that the Chief Safety Officer believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of Environmental Protection Agency or State environmental protection standards. Otherwise, the Safety Committee will **support the Chief Safety Officer in prioritizing** hazards for further SRM activity.

Safety Risk Assessment:

CityBus assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood and severity of the **potential** consequences of **identified** hazards, **including taking into account** existing **safety risk** mitigations, **and to determine if safety risk mitigation is necessary and to inform** prioritization of **hazards based on** safety risk **mitigations**. The Chief Safety Officer and Safety Committee assess prioritized hazards using CityBus' Safety Risk Matrix. This matrix expresses assessed risk as a combination of one

severity category and likelihood level, also referred to as a hazard rating. For example, a risk may be assessed as “1A”, ~~or indicating the an assessed~~ combination of a Catastrophic (1) severity category and a Frequent (A) ~~probability likelihood~~ level. This matrix also categorizes combined risks into levels, High, ~~Serious~~, Medium, ~~or~~ Low, ~~or Eliminated~~, based on the likelihood of occurrence and severity of the outcome. For purposes of ~~accepting~~ assessing risk ratings the following matrix will be used:

CityBus Risk Assessment Matrix		SEVERITY			
		1.Catastrophic	2.Critical	3.Marginal	4.Negligible
LIKLIHOOD	a.Frequent	High (1a)	High (2a)	Serious (3a)	Medium (4a)
	b.Probable	HIGH (1b)	High (2b)	Serious (3b)	Medium (4b)
	c.Occasional	High (1c)	Serious (2c)	Medium (3c)	Low (4c)
	d.Remote	Serious (1d)	Medium (2d)	Medium (3d)	Low (4d)
	e.Improbable	Medium (1e)	Medium (2e)	Medium (3E)	Low (4e)
	f.Eliminated	ELIMINATED			

RESOLUTION REQUIREMENTS Based on Military Standard 882E

High		Unacceptable	Correction is required		
Serious		Undesirable	Correction may be required, decision by management		
Medium		Acceptable w/Review	With review and documentation by management		
Low		Acceptable	Without review		
Eliminated		Acceptable	No action needed		
Likelihood Level		Likelihood of event	Occurrence in time	Occurrence Description	
a	Frequent	Will occur frequently	1 per month	Continuously experienced	
b	Probable	Will occur several times	1 per year	Will likely occur	
c	Occasional	Likely to occur sometimes	1 per 2 years	Will occur several times	

d	Remote	Unlikely but possible to occur	1 per 5 years	Unlikely, but can be expected to occur	
e	Improbable	Very unlikely, occurrence may not be experienced	1 per 10 years	Unlikely to occur, but possible	
f	Eliminate	Risk removed	Never	Will not occur	

Severity Assessment	1.Catastrophic	2. Critical	3.Marginal	4.Negligible
People	Fatality or Severe Injury	Injury requiring transport from scene	Minor injury, no transport	Injury not likely
System Disruption	➤ 24 hours	12-24 Hours	4-12 Hours	< 4 hours
Service Operation	Substantial or total loss of operation	Partial shutdown of operation	Brief disruption of operation	No disruption
Environmental Impact	Permanent impact; affects the whole region, highly sensitive environment	Lasting months, impact on an extended area with some environmental sensitivity	Lasting weeks; reduced area, no environmentally sensitive surroundings	Lasting days or less; limited to small area, low significance/sensitivity
Social	Major; widespread social impact	Significant; ongoing social issues	Some impact on local population	Minor disturbance of culture/social structure
Reputation	Noticable reputational damage; national public attention and repercussions	Reputational damage very likely; local/regional public concern and reactions	Limited, local impact; concern or complaints likely from groups/organizations	Minor impact; awareness/concern from specific individuals
Legal and Regulatory	Significant breach of the law; Individual or corporation law suits	Breach of law; report/investigation by authorities. Attracts compensation/penalties/enforcement action	Breach of regulatory requirements; report/involvement of authority. Attracts administrative fine.	Technical non-compliance; No warning received/no regulatory reporting required

(The risk matrix replaces the previous matrix and makes unnecessary the following bullet-pointed section. This explanatory statement is for clarification only and will be removed on final draft.)

- ~~“High” hazard ratings will be considered unacceptable and require action from CityBus to mitigate the safety risk;~~
- ~~“Medium” hazard ratings will be considered undesirable and require CityBus’ Safety Committee to make a decision regarding their acceptability;~~
- ~~“Low” hazard ratings may be accepted by the Chief Safety Officer without additional review.~~

Using a categorization of High, **Serious**, Medium, ~~or~~ Low, **or Eliminated** allows for hazards to be prioritized for mitigation based on their associated safety risk. The Chief Safety Officer schedules safety risk assessment activities on the Safety Committee agenda and prepares a Safety Risk Assessment Package. This package is distributed at least one week in advance of the Safety Committee meeting. During the meeting, the Chief Safety Officer reviews the hazard and its consequence(s) and reviews available information distributed in the Safety Risk Assessment Package on severity and likelihood. The Chief Safety Officer may request support from members of the Safety Committee in obtaining additional information to support the safety risk assessment. Once sufficient information has been obtained, the Chief Safety Officer will facilitate completion of relevant sections of the Safety Risk Register, using the CityBus Safety Risk Assessment Matrix, with the Safety Committee.

The Chief Safety Officer will document the Safety Committee’s safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Safety Risk Register. The Chief Safety Officer will maintain on file Safety Committee agendas, Safety Risk Assessment Packages, additional information collection, and completed Safety Risk Register sections for a period of three years from the date of generation.

Safety Risk Mitigation:

CityBus’ Accountable Executive and Chief Safety Officer review current methods of safety risk mitigation and establish methods or procedures **to eliminate or reduce the severity and/or likelihood of a potential consequence of an identified hazard,** ~~to mitigate or eliminate safety risk associated with specific hazards based on recommendations from~~ in cooperation with the Safety Committee. CityBus can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. The Chief Safety Officer tracks and updates safety risk mitigation information in the Safety Risk Register and makes the Register available to the Safety Committee during **bimonthly** meetings and to CityBus staff upon request. In the Safety Risk Register, the Chief Safety Officer will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented.

6. Safety Assurance

CityBus has many processes in place to monitor its entire transit system for compliance with, **and sufficiency of**, operations and maintenance procedures, including:

- Safety audits;
- Informal inspections;
- Regular review of onboard camera footage to assess drivers and specific incidents;
- ESRP;
- Investigation of safety occurrences;
- Safety review prior to the launch or modification of any facet of service;
- Daily data gathering and monitoring of data related to the delivery of service, **and**;
- Regular vehicle inspections and preventative maintenance.

Results from the above processes are compared against recent **safety** performance **trends targets** quarterly and annually by the Chief Safety Officer to determine where action needs to be taken. The Chief Safety Officer enters any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation by the Safety Committee.

CityBus monitors safety risk mitigations, **identifying deficiencies**, to determine if they have been implemented and are effective, **and** appropriate, **and working** as intended. The Chief Safety Officer maintains a list of safety risk mitigations in the Safety Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation. The Chief Safety Officer establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate department head, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities.

The Chief Safety Officer will endeavor to make use of existing CityBus processes and activities before assigning new information collection activities. The Chief Safety Officer and Safety Committee review the performance of individual safety risk mitigations during **quarterly** Safety Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief Safety Officer will approve or modify this proposed course of action and oversee its execution. CityBus' Chief Safety Officer and Safety Committee also monitor CityBus's operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigations;
- Monitoring employee safety reporting;

- Reviewing results of internal safety audits and inspections;~~and~~
- Analyzing operational and safety data to identify emerging safety concerns.

The Chief Safety Officer works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

CityBus maintains documented procedures for conducting safety investigations of **safety** events ~~(accidents, incidents, and occurrences,~~ as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event (see CityBus Safety Event Investigation Procedures Manual for specific procedures for conducting safety investigations).

These procedures also reflect all traffic safety reporting and investigation requirements established by Indiana Department of Motor Vehicles. The Chief Safety Officer maintains all documentation of CityBus investigation policies, processes, forms, checklists, activities, and results. As detailed in CityBus' procedures, an investigation report is prepared and sent to the Accident/Incident Review Committee for integration into their analysis of the event. CityBus' Accident/Incident Review Committee consists of ~~operations supervisors, a safety committee member and a maintenance representative~~ the corresponding Department Manager and the Chief Safety Officer. ~~When the Committee members fail to reach consensus the Human Resources Administrator will determine the outcome, following a thorough review of all relevant information and after considering the findings of each Committee member.~~

The Chief Safety Officer chairs the board. CityBus' Accident/Incident Review Board determines whether:

- The accident was preventable or non-preventable;
- Personnel require discipline or retraining;
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event;~~and~~
- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

The Chief Safety Officer and Safety Committee routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer and Safety Committee ensure that the concerns are investigated or analyzed through CityBus' SRM process. The Chief Safety Officer and Safety Committee also conduct internal and external reviews, including audits and assessments, with findings concerning CityBus' safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

7. Safety Promotion

CityBus' comprehensive safety training program applies to all CityBus employees directly responsible for safety, including:

- Bus vehicle operators;
- Dispatchers;
- Maintenance technicians;
- Managers and supervisors;
- Agency Leadership and Executive Management;
- Chief Safety Officer, ~~and~~
- Accountable Executive

CityBus dedicates resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. The scope of the safety training, including annual refresher training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS. Basic training requirements for CityBus employees, including frequencies and refresher training, are documented in CityBus' Safety Training Matrix and the CityBus Employee Handbook.

Operations safety-related skill training includes, **but is not limited to**, the following:

- New-hire bus vehicle operator classroom and hands-on skill training;
- Bus vehicle operator refresher training;
- Bus vehicle operator retraining (recertification or return to work);
- Classroom and on-the-job training for dispatchers;
- Classroom and on-the-job training for operations supervisors and managers, ~~and~~
- Accident investigation training for operations supervisors and managers;
- **Post-accident training matrix with road test requirements**

Vehicle maintenance safety-related skill training includes, **but is not limited to**, the following:

- Ongoing vehicle maintenance technician skill training;
- Ongoing skill training for vehicle maintenance supervisors;
- Accident investigation training for vehicle maintenance supervisors;
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors, ~~and~~
- **Job specific training such as training related Industrial Power Truck Operation, Aerial Lift Operation, Fall Arrest Systems/Harness Fit, and Bloobborne Pathogen Cleanup.**
- Training provided by vendors;

CityBus' Accountable Executive and Agency Department Heads must complete FTA's SMS Awareness online training.

Safety Communication:

CityBus' Chief Safety Officer and Manager of Operations coordinate CityBus' safety communication activities for the SMS. CityBus' activities focus on the three categories of communication activity established in 49 CFR Part 673. ~~(Part 673):~~

- Communicating safety and safety performance information throughout the agency: CityBus communicates information on safety and safety performance in its quarterly newsletter and during ~~quarterly~~ Staff Meetings.
- Communicating by establishing a permanent agenda item in all weekly Staff Meetings dedicated to safety. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact CityBus' service or safety performance, and updates regarding SMS implementation.
- Communicating by soliciting information from drivers during training meetings.
- Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency: As part of new-hire training, CityBus distributes safety policies and procedures, included in the CityBus Employee Handbook, to all employees
- CityBus provides training on these policies and procedures and discusses them during safety talks between supervisors and bus operators and vehicle technicians. For newly emerging issues or safety events at the agency, CityBus Chief Safety Officer issues bulletins or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees.
- Informing employees of safety actions taken in response to reports submitted through the ESRP: CityBus provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, including handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between employees and supervisors.

Additional Information:

CityBus will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP; and the results from its SMS processes and activities for three years after creation. They will be available to the FTA or other Federal or oversight entity upon request.

TO: CityBus Board of Directors

FROM: Bryan D. Smith

DATE: 11/7/2024

RE: Retired Fleet Disposal

The list of vehicles below has exceeded their useful life as defined by FTA and are ready for disposal. Once approved, we will dispose of them in the most appropriate method for their condition, either by public auction or direct to scrap.

Revenue Buses:

Bus #: 1405	Year: 2005	Mileage: N/A
Bus #: 1406	Year: 2005	Mileage: N/A
Bus #: 1505	Year: 2006	Mileage: 503231
Bus #: 1601	Year: 2007	Mileage: 631653
Bus #: 1602	Year: 2007	Mileage: 604122
Bus #: 1703	Year: 2007	Mileage: 500237
Bus #: 1708	Year: 2007	Mileage: 371347
Bus #: 721	Year: 2003	Mileage: 403560
Bus #: 722	Year: 2003	Mileage: 488547

Access Vans:

Van # 444	Year: 2015	Mileage: 224567
Van #: 445	Year: 2015	Mileage: 243435
Van #: 446	Year: 2015	Mileage: 221212
Van #: 447	Year: 2015	Mileage: 229233
Van #: 448	Year: 2017	Mileage: 204890
Van #: 449	Year: 2019	Mileage: 146256

Service Truck:

111 Dodge Ram	Year: 2001	Mileage: 40654
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BUS LICENSE AGREEMENT
(Lafayette, IN)

This License Agreement (the "**License**") is made this ___ day of _____, 2024 ("**Effective Date**") between the Greater Lafayette Public Transportation Corporation, a/k/a CityBus ("**Licensor**"), an Indiana municipal corporation, and National Railroad Passenger Corporation ("**Licensee**"), a corporation organized under 49 U.S.C. §24101 *et seq* and the laws of the District of Columbia, each a "**Party**," and collectively the "**Parties**."

Recitals

A. Licensor is the owner of the land, building and improvements located at 316 North Third St, Lafayette, IN 47901, commonly known as CityBus Center (the "**Property**").

B. Licensor and Licensee desire and intend enter into this Agreement to permit Licensee and Licensee's bus service operator contractors ("**Licensee's Contractors**") to enter upon and use certain portions of the Property for passenger bus loading and unloading for Licensee's passenger bus service (the "**Bus Service**").

C. Licensor wishes to license to Licensee, and Licensee desires to license from Licensor, the use of a portion of Property consisting of a drive aisle south of the CityBus Center transfer facility (approximately 330 feet) as more particularly depicted in Exhibit A attached hereto and incorporated herein by this reference (the "**License Area**").

NOW, THEREFORE, in consideration of the foregoing recitals and the covenants and conditions contained in this License and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties, intending to be legally bound, agree as follows:

1. Grant of License and Use. Licensor hereby grants to Licensee a non-exclusive license for the use of the License Area for the Bus Service on the terms and conditions contained herein. Licensee is further permitted to use those common areas of the Property, including any sidewalks, driveways, drive aisles, turnaround areas, , and other public portions of the Property. Licensee's permitted use shall include any use of the License Area by a passenger bus service operated by Amtrak and all services relating thereto.
2. Term. The term of this License shall commence on the Effective Date and expire on the earlier to occur of either (i) Licensee discontinues its Bus Service to the Property, and (ii) the date which is thirty (30) days after either party provides written termination notice to the other party ("**Term**").
3. Fee. In consideration for use of the License Area during the Term, the Licensee shall pay to Licensor an annual fee of One Dollar (\$1.00) (the "**Fee**").
4. Rules and Regulations. Licensee's use of the License Area shall be subject to such written rules and regulations with respect to safety measures to be taken and observed in the use

of the License Area imposed upon the Property, which rules may be amended from time to time at Licensor's reasonable discretion and with written notice to Licensee a minimum of thirty (30) days prior to such amended rules taking effect, and provided to Licensee and Licensee's Contractors by Licensor. All such rules and regulations shall be applied to all users of the Property equally. Such rules and regulations may not conflict with the terms of this License.

5. No Interest in the Real Property. This License is non-exclusive and does not grant to Licensee any right, title, interest or estate in real property.
6. Maintenance. Licensor shall be responsible for the maintenance, repair, upkeep and snow removal of the License Area and the Property, including the maintenance, repair and replacement of paving, striping, and lighting. Except as provided in Section 9 below, the parties agree that Licensor shall not be subject to any liability for any failure or delay in performing maintenance, repairs, upkeep, or snow removal of the License Area and the Property. Notwithstanding the foregoing, in the event that Licensor fails in any of its obligations under this Section 6, Licensee may provide any such maintenance, repairs and services or arrange for the provision of such services and seek reimbursement from Licensor for such actual costs and expenses. Lessor agrees to reimburse Lessee for such costs and expenses within thirty (30) days of receipt of an invoice from Lessee.
7. Compliance. Licensor represents and warrants that the Property, License Area and all improvements located thereon comply with all applicable statutes, laws, rules, regulations, ordinances and codes, including without limitation, the Americans with Disabilities Act of 1990, as amended (42 USC 12101 et seq.) the Rehabilitation Act of 1973, as amended (29 USC 794 et seq.) (collectively, the "**Laws**"). Licensor shall be responsible for maintaining the Property and License Area in compliance with Laws during the Term.
8. Insurance. For Licensee's Contractors providing the Bus Service for Licensee's passengers at the License Area, Licensee agrees to require such contractors to furnish Licensor with procuring and maintaining the following insurance and providing a certificate(s) of insurance indicating proof of the same:
 - a. Commercial General Liability Insurance: An occurrence policy issued to and covering liability imposed upon Licensee's Contractor arising out of the contractor's bus service at the Property. Products/completed operations liability, independent contractors' liability, contractual liability, personal injury liability and advertising liability coverages are to be included. Coverage under this policy shall have the following minimum limits:
 - i. \$1,000,000 Each Occurrence
 - ii. \$1,000,000 General Aggregate
 - iii. \$1,000,000 Products and Completed Operations
 - b. Automobile Liability Insurance with a minimum limit of \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage

Liability. This insurance shall include Bodily Injury and Property Damage for the following coverage:

- i. Owned Vehicles
 - ii. Hired Vehicles
 - iii. Non-Owned Vehicles
- c. Such insurance shall include Licensor as an additional insured arising from the Licensee's Contractor's liability for its bus service operations at the Property. Licensee's Contractor will provide a thirty (30) day notice prior to cancellation or material policy change to such insurance to the Licensor.
- d. Licensee's contractor shall provide evidence, as necessary, of workers' compensation insurance, as required by state law.

9. Indemnification.

- a. Licensee shall indemnify, hold harmless, and defend Licensor, its officers, officials, and employees against any and all claims or liability for damage to person or property, including costs, damages, expenses, and reasonable attorney's fees ("**Liabilities**"), due to bodily injury, including death, to any person, or loss or damage (including loss of use) to any property, caused by the negligence or willful misconduct of Licensee, its employees, contractors (including the Licensee's Contractors) in connection with this License, Licensee's failure to comply with any of its obligations contained in this License, or arising out of Licensee's use of the License Area or that by its employees, contractors (including the Licensee's Contractors), except for any loss or damage or portion of loss or damage that is caused by the negligence or willful misconduct of Licensor, its officers, officials, agent and employees.
- b. Licensor shall indemnify, hold harmless, and defend Licensee, its officers, officials, and employees against any and all Liabilities due to bodily injury, including death, to any person, or loss or damage (including loss of use) to any property, caused by the negligence, or willful misconduct of Licensor its officers, officials, or employees in connection with this License, or Licensor 's failure to comply with any of its obligations contained in this License, or arising out of its ownership of the Property, except for any loss or damage or portion of loss or damage that is caused by the negligence or willful misconduct of Licensee, its officers, officials, and employees.

10. Notices. Notices given under the terms of this License must be in writing and shall be deemed properly served if such notice is hand delivered or mailed by certified mail, return receipt requested, or sent by an established overnight commercial courier for delivery on the next business day with delivery charges prepaid, addressed to the other party at the following address, or such other address as either party may, from time to time, designate in writing:

LICENSOR:

LICENSEE:

National Railroad Passenger Corporation
2955 Market Street, Box 25
Philadelphia, PA 19104
Attn: Senior Director, Real Estate
Development

Notice mailed in accordance with the provisions hereof shall be deemed to have been given as to the date of hand delivery or the third business day following the date of such mailing, whichever is earlier.

- 11. Non-assignability. Licensee shall not assign, transfer, convey, or encumber its interest in this License without first obtaining Licensor’s prior written consent, such consent not to be unreasonably withheld, delayed or conditioned.
- 12. Relationship of the Parties. Nothing contained in this License shall be deemed or construed by the Parties or by a third-party to create the relationship of principal and agent or of a partnership or of a joint venture or of any association whatsoever between Licensor and Licensee, it being expressly understood and agreed that neither any provision contained in this License nor any act or acts of the Parties shall be deemed to create any relationship between Licensor and Licensee.
- 13. Alteration. Any alteration, variation or modification of this License shall be valid only when reduced to writing and signed by both Licensor and Licensee.
- 14. Governing Law. This License shall be construed according to the laws of the District of Columbia, without giving effect to choice of law or conflicts of law principles and adjudicated exclusively in federal courts.
- 15. No Consequential Damages. In no event shall either Party be liable for any loss of profit, indirect, incidental, special, punitive, or consequential damages arising out of or relating to this License.
- 16. Entire Agreement. This License including, without limitation, the recitals and all exhibits, contains the entire and integrated understanding of the Parties and may not be modified, amended, supplemented, except in writing and signed by the Parties. The recitals and exhibits of this License are specifically incorporated by reference into this License as a specific contractual part of this License. This License contains the sole and only agreement of the Parties as to the License. Any prior agreements, promises, negotiations or representations relating to the subject matter herein, not expressly set forth in this License are of no force or effect.

- 17. Savings Clause. If any provision of this License or the application thereof to any persons or circumstances shall, to any extent, be invalid or unenforceable, then the remainder of this License or the application of such provision, or portion thereof, and each provision of this License shall be valid and enforceable to the fullest extent permitted by law.

- 18. Counterparts and Electronic Signatures. This License may be executed in multiple counterparts, each of which shall be deemed an original agreement and both of which shall constitute one and the same agreement. The counterparts of this Agreement may be executed and delivered by PDF, facsimile or other electronic signature by email transmission by the Parties. Receiving Party may rely on the receipt of such document so executed and delivered electronically or by facsimile as if the original has been received. No Party shall contest the admissibility or enforceability of the electronically signed copy of the Agreement in any proceeding arising out of the terms and conditions of this License.

WHEREFORE, the Parties have executed this License to be effective as of the Effective Date.

LICENSOR:

LICENSEE:

GREATER LAFAYETTE PUBLIC
TRANSPORTATION CORPORATION

NATIONAL RAILROAD PASSENGER
CORPORATION

By: _____

By: _____

Name: _____

Louis Wolfowitz

Title: _____

VP, Real Estate & Commercial Development

CEO REPORT TO GLPTC BOARD OF DIRECTORS

MEETING DATE: NOVEMBER 20, 2024

CEO

Unfortunately, this month has been marked with spikes in operator shortages, leading to unplanned service reductions. We have focused on routes with multiple buses, so that the route will run, but less frequently. We are finishing up with the most recent class, adding a total of four operators, and have started accepting applications for the next class. As a temporary measure, we will have administrative staff driving some routes as they are available, including myself before or after the normal business day). The goal is to have full service back by the winter break, and have enough staff trained and/or back to work for full service in the new year.

Purdue has published an RFP for transit services for the 2025-2026 academic year. We are reviewing it to determine if we are able meet the scope of work. We are also meeting regularly with Purdue representatives to discuss current service.

Renewal quotes for healthcare coverage are in. Henriott's received two quotes for a renewal of our existing plan, and one to convert to a self-funded PPO plan, all exceeding a 25% increase in premium. After extensive discussion, we are selecting the self-funded PPO plan, as it was the only one that allowed us options to control costs during the year with alternative surgery centers and prescription negotiations. The goal is to have overall lower out of pocket costs for employees, and easier access to care throughout the year. This will be a significant change to employees, and our broker will have staff on hand for open enrollment. This is within our budgeted number based upon current headcount and plan selection, which can change.

We had over 30 requests for the documents for our Build-Operate-Transfer project for the hydrogen fueling station. We will be reviewing the submissions (due November 14th) and will do interviews with a select number of companies before Thanksgiving.

FINANCE

- 2025 budget approved by the city.
- Last FFY grant reports including FFRs and MPRs have been submitted on time.
- Bank loan has been approved by Centier Bank. We are in the last step finalizing the documents.
- Newly selected auditor Forvis has started the on boarding process with us.
- Biennial physical inventory of fixed asset has started. Finance, Shop, and IT are working together to complete the inventory.
- The team has reviewed vehicle replacement strategy and will update the TIP for 2026-2030.
- DBE of 2024 submitted on time, and shortfall analysis done (lack of available DBE certified companies).
- Grant records of CARES and ARPA fund have been reviewed and corrected.

HUMAN RESOURCES

- Bryan Walck accepted the Chief Operating Officer position and officially assumed the role on October 28, 2024.
- Initiated the revision of all administrative position descriptions, including creating job ads, job descriptions, interview guides, and training checklists.
- Onboarded a new class of Fixed Route Bus Operators, with their training starting on October 22, 2024.
- Conducted interviews for the Dispatcher A Shift position.
- Opened applications for the Parts and Inventory Supervisor position and the upcoming Fixed Route Bus Operator class scheduled for January 6, 2025.
- Began reviewing potential options for the 2025 benefits plan.
- Attended PayCom training to enhance our understanding and utilization of the HRIS system.
- Met with the Ivy+ Career Link team from Ivy Tech Community College to explore future collaboration opportunities.
- Participated in the Workforce Development Training "Making Connections 2024" in Baltimore, Maryland.

MAINTENANCE

- 5007 Engine rebuild
- 2401 Engine warranty work
- 1902 Brake lines and rear brake chamber replacement
- 5001 Bodywork- repaint

OPERATIONS

- Operations has 2 new drivers starting this week running solo. We also have 2 more testing in Indianapolis with hope to start cadetting and then be by themselves in the next couple of weeks.
- While going through the shortage of drivers we are in, we put extra stress on the drivers and dispatchers we have. A large amount of praise and recognition goes out to the people who are doing the best they can to keep our routes running and our communities moving.

CUSTOMER EXPERIENCE

- The bus stop signage and poles project is underway. Materials have been sourced and installation will begin soon.
- The Comprehensive Operations Analysis (COA) with RLS & Associates, Inc. is ongoing. RLS is drafting options for future consideration now.
- Coordinating the implementation of both HopThru and Masabi contracts. Bringing these new technologies to our customers will improve overall experience as well as improve accuracy and efficiency for staff.
- Continuing to work with the Purdue Center for Regional Development through the Wabash Heartland College & Community Collaboration Initiative to bring vanpooling services that are to Tippecanoe County to surrounding counties.

SAFETY

- Completed OSHA Record Keeping and OSHA Hazardous Stored Energy classes with Eastern Michigan University.
- Completed Effectively Managing Transit Emergency class with the Transportation Safety Institute under the Department of Transportation (Federal Transit Administration.)
- Completed ADA Mobility Device Securement classes with Q-Straint.
- Attended the Tippecanoe County Local Emergency Planning Committee meeting to deepen relationships for local emergency responders.
- Continuing with the Subcommittee to Study Operator Assault. Will examine driver safety barriers at the next meeting.
- Complying with FTA's General directive 24-1 to assign a safety risk rating for the identified hazard and potential consequence of transit worker assault. This is a collaborative effort with the Subcommittee, the Safety Committee, and was done in concert with those directly responsible for safety in the organization.

TRAINING

- Drafting SOP's related to identified safety mitigations.
- Developing training related to mobility device securement safety.

INFORMATION TECHNOLOGY

- Working with maintenance to prepare three articulating buses for service.
- Continuing to work with staff on file and folder cleanup/organization.
- Completed work with Hoptaru for manual ridership count verification via video capture.

CITY BUS --- CLAIMS LISTING FOR
OCTOBER 25, 2024 THROUGH NOVEMBER 20, 2024

Claims UNDER \$20,000 (For Board to select 5 or more for audit)

CLAIM#	VENDOR NAME	CLAIM REASON	AMOUNT
40098	EVERSIDE	CONTRACTUAL SERVICE	\$9,642.58
40099	NULL TANK LINES	INVENTORY	\$17,929.45
40100	ADECCO	TEMP EMPLOYMENT	\$5,389.12
40101	NEORIDE	CONTRACTUAL SERVICE	\$1,905.96
40102	CTE	MEMBERSHIP DUES	\$3,500.00
40103	CINTAS	UNIFORMS	\$3,850.66
40104	STARR AUSTEN & MILLER	ATTORNEY FEES	\$581.00
40105	CUSTOM FORMS	PRINTED MATERIAL	\$1,729.00
40106	CITY OF LAFAYETTE	UTILITIES	\$386.25
40107	BARNEY, BRIAN	TOOL ALLOWANCE	\$60.78
40110	T-MOBILE	UTILITIES	\$748.50
40111	ADECCO	TEMP EMPLOYMENT	\$2,689.27
40112	CENTERPOINT ENERGY	UTILITIES	\$225.94
40113	CINTAS	UNIFORMS - LEASED	\$1,192.70
40114	DUKE ENERGY	UTILITIES	\$9,283.76
40115	ADVANCED MOBILITY	SUPPLIES	\$1,329.96
40116 **	A & R MECHANICAL	CAPITAL ITEMS	\$6,037.94
40117	BALL EGGLESTON	ATTORNEY FEES	\$3,921.50
40118	BALTUS	CONTRACTUAL SERVICE	\$1,770.00
40119 **	BEST ONE TIRE SERVICE	CAPITAL ITEMS	\$14,190.12
40120	BETTER MERCHANTS	ADVERTING/PROMOTIONAL	\$1,593.78
40121	CHOSNEK, ED	CHILD CARE	\$149.21
40122 **	DELL TECHNOLOGIES	CAPITAL ITEMS	\$749.21
40123	EJ WARD	INVENTORY	\$4,088.41
40124	FERRELLGAS	INVENTORY	\$61.73
40125 **	GILLIG	CAPITAL ITEMS	\$14,147.08
40126	GWYN NEWSOME	CONTRACTUAL SERVICE	\$6,787.50
40127	HUSTON ELECTRIC	CONTRACTUAL SERVICE	\$483.09
40128 **	KIRKS AUTOMOTIVE	CAPITAL ITEMS	\$4,949.48
40129	MAGIC GLASS	CONTRACTUAL SERVICE	\$576.32
40130	MULHAUPTS	CONTRACTUAL SERVICE	\$175.00
40131	NAPA	INVENTORY	\$2,141.21
40132 **	POWER GRID	CAPITAL ITEMS	\$2,133.67
40133 **	RELIABLE TRANSMISSION SVC	CAPITAL ITEMS	\$6,250.00
40134 **	ROWE TRUCK EQUIPMENT	CAPITAL ITEMS	\$8,855.00
40135	RLS ASSOCIATES	CONTRACTUAL SERVICE	\$12,076.60
40136 **	THE AFTERMARKET PARTS	CAPITAL ITEMS	\$6,669.89
40137 **	TRIPSPARK	CAPITAL ITEMS	\$2,286.00

40138	CUMMINS SALES & SERVICE	FREIGHT	\$175.47
40139	REVAS, ISAI	UNIFORM ALLOWANCE	\$100.00
40140	RAMP	CREDIT CARD	\$16,936.32
40141	STURGEON, DUSTY	TRAVEL REIMBURSEMENT	\$111.12
40142	SWITZER, SAMANTHA	TRAVEL REIMBURSEMENT	\$100.22
40143	CUSTOM FORMS	PRINTED MATERIAL	\$646.00
40144	STAPLES	MEMBERSHIP DUES	\$299.00
40145 **	Center for Transportation & Environment	CAPITAL ITEMS	\$19,500.00
40146	BARNES & THORNBURG	CONTRACTUAL SERVICE	\$6,500.00
40147	UNITED REFRIGERATION	SUPPLIES	\$79.48
40148	SAFE HIRING SOLUTIONS	CONTRACTUAL SERVICE	\$37.95
40149	MIDWEST TRANSIT EQUIPMENT	INVENTORY	\$14.34
40150	GRANT-IT	CONTRACTUAL SERVICE	\$375.00
40151	FRANKLIN PEST CONTROL	CONTRACTUAL SERVICE	\$170.00
40152 **	EMEDCO	CAPITAL ITEMS	\$13,468.93
40153 **	LINK MANAGEMENT	CAPITAL ITEMS	\$2,190.38
40154	SUPERFLEET	CREDIT CARD - GASOLINE	\$2,335.79
40155	CONSTELLATION	UTILITIES	\$19,050.55
40156	CITY OF LAFAYETTE	UTILITIES	\$1,703.65
40157	CITY OF LAFAYETTE	UTILITIES	\$212.59
40158	TRAVELERS	INSURANCE	\$9,288.55
40159	FRONTIER	UTILITIES	\$382.59
40160	LEVEL365	UTILITIES	\$1,011.66
40161	EVERSIDE	CONTRACTUAL SERVICE	\$8,246.26
40162	PLYMATE	CONTRACTUAL SERVICE	\$196.56
40163	CINTAS - LEASED UNIFORMS	CONTRACTUAL SERVICE	\$2,163.38
40164	UNITED HEALTHCARE	INSURANCE	\$9.60
40165	ACCIDENT FUND	INSURANCE	\$10,672.20
40166	GOOGLE	CONTRACTUAL SERVICE	\$1,237.52
40167	BARNEY, BRIAN	TOOL ALLOWANCE	\$7.52

TOTAL: 277,760.30

Claims OVER \$20,000 (For Board approval)

40108	PRINCIPAL	INSURANCE	\$20,537.40
40109	UNITED HEALTHCARE	INSURANCE	\$127,684.61
40168	BALLARD POWER SYSTEMS	CAPITAL ITEMS	\$287,650.00

TOTAL: \$435,872.01

CLAIMS TOTAL: \$713,632.31

Payroll Total for**Oct-24****\$****963,542.60**

Summary	Pay Date 10/4/2024	Pay Date 10/18/2024	Board Members	Grand Total
Gross Wages	\$359,986.47	\$351,900.63	\$200.00	\$712,087.10
Employer Taxes	\$26,719.72	\$25,986.83		\$52,706.55
Employer Fringe Benefits	\$100,675.39	\$98,073.56		\$198,748.95
Total Payroll	\$487,381.58	\$475,961.02	\$200.00	\$963,542.60

Employer Details	Pay Date 10/4/2024	Pay Date 10/18/2024	Total
Employer Taxes:			
FICA/Medicare	\$26,633.94	\$25,918.12	\$52,552.06
SUTA	\$85.78	\$68.71	\$154.49
	\$26,719.72	\$25,986.83	\$52,706.55
Employer Fringe Benefits:			
PERF Contributions	\$40,575.41	\$39,564.78	\$80,140.19
Health/Dental/Vision/Life	\$56,774.66	\$55,795.32	\$112,569.98
HSA Contributions			\$0.00
Other Fringes	\$3,325.32	\$2,713.46	\$6,038.78
	\$100,675.39	\$98,073.56	\$198,748.95

PROFIT AND LOSS STATEMENT
GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

OPERATING REVENUE	Oct-24	Oct-23	%DIFF/MO	YTD2024	YTD2023	%DIFF	BUDGETED
PASSENGER FARES	\$ 304,013.81	\$ 133,384.79	127.92%	\$ 3,101,653.14	\$ 2,162,890.86	43.40%	\$ 2,993,912
ADVERTISING INCOME	916.67	(1,229.33)	-174.57%	128,166.70	185,966.42	-31.08%	239,728
INTEREST INCOME	26,375.31	46,248.90	-42.97%	278,590.53	279,970.20	-0.49%	23,048
MISC. INCOME	25,822.70	6,391.71	304.00%	124,793.14	70,540.99	76.91%	200,000
	\$ 357,128.49	\$ 184,796.07	93.26%	\$ 3,633,203.51	\$ 2,699,368.47	34.59%	\$ 3,456,688

REVENUE MILES	171,243	176,073	-2.74%	1,547,385	1,515,692	2.09%
REVENUE HOURS	13,757	14,304	-3.82%	122,660	121,393	1.04%

OPERATING EXPENSE	Oct-24	Oct-23	%DIFF/MO	YTD2024	YTD2023	%DIFF	BUDGETED	BALANCE	CPM/M	CPM/Y
PERSONNEL										
OPERATOR WAGES	\$ 499,134.37	\$ 524,400.82	-4.82%	\$ 4,963,762.12	\$ 5,043,751.66	-1.59%	\$ 6,869,884	\$ (1,906,122)	2.91	3.21
ADMINISTRATIVE WAGES	139,117.72	130,862.15	6.31%	1,586,965.39	1,299,138.97	22.16%	2,099,054	(512,089)	0.81	1.03
MAINTENANCE WAGES	77,794.23	72,586.28	7.17%	748,195.50	651,730.17	14.80%	920,315	(172,119)	0.45	0.48
FICA TAX	52,918.66	53,986.23	-1.98%	547,222.74	517,721.33	5.70%	756,528	(209,305)	0.31	0.35
PERF	80,181.69	77,828.81	3.02%	825,415.32	749,055.73	10.19%	1,170,568	(345,153)	0.47	0.53
LIFE & HEALTH INSURANCE	119,721.74	110,732.28	8.12%	1,359,060.27	1,284,819.50	5.78%	2,330,241	(971,181)	0.70	0.88
UNEMPLOYMENT INSURANCE	186.28	536.12	-65.25%	20,190.77	24,214.91	-16.62%	70,000	(49,809)	0.00	0.01
WORK COMP INSURANCE	-	-	0.00%	80,563.20	77,683.00	3.71%	135,303	(54,740)	0.00	0.05
UNIFORMS	6,547.54	3,728.41	75.61%	41,111.74	27,698.42	48.43%	50,000	(8,888)	0.04	0.03
FRINGE BENEFITS	5,002.75	10,711.57	-53.30%	67,847.13	100,354.00	-32.39%	114,568	(46,721)	0.03	0.04
	980,604.98	985,372.67	-0.48%	10,240,334.18	9,776,167.69	4.75%	14,516,461	(4,276,127)		

COMMODITIES	Oct-24	Oct-23	%DIFF/MO	YTD2024	YTD2023	%DIFF	BUDGETED	BALANCE	CPM/M	CPM/Y
DIESEL FUEL	17,323.88	14,719.46	17.69%	126,370.44	147,237.56	-14.17%	310,492	(184,121)	0.10	0.08
CNG FUEL	24,048.45	31,568.10	-23.82%	290,378.10	348,959.89	-16.79%	570,738	(280,360)	0.14	0.19
GASOLINE	2,506.89	3,064.44	-18.19%	25,952.34	18,768.99	38.27%	22,953	2,999	0.01	0.02
LUBRICANTS	473.83	1,599.84	-70.38%	51,283.95	37,226.22	37.76%	43,886	7,398	0.00	0.03
REPAIR PARTS--STOCK	19,029.23	31,967.34	-40.47%	248,933.45	293,526.62	-15.19%	300,000	(51,067)	0.11	0.16
REPAIR PARTS--FIXED EQUIP	-	-	0.00%	-	154.59	-100.00%	10,000	(10,000)	0.00	0.00
TIRES & BATTERIES	210.78	583.36	-63.87%	32,569.73	14,346.56	127.02%	14,326	18,244	0.00	0.02
CLEANING SUPPLIES	1,857.11	2,648.86	-29.89%	31,287.81	19,494.69	60.49%	20,469	10,819	0.01	0.02
BUILDING MATERIALS	-	(329.18)	-100.00%	1,774.33	13,791.15	-87.13%	26,892	(25,117)	0.00	0.00
POSTAGE & FREIGHT	358.62	700.11	-48.78%	2,229.14	5,344.29	-58.29%	8,066	(5,837)	0.00	0.00
OFFICE SUPPLIES	4,348.01	2,243.73	93.78%	26,669.19	18,918.62	40.97%	22,469	4,201	0.03	0.02
MAT & SUPP--GENERAL	8,152.58	9,085.65	-10.27%	69,982.35	76,303.71	-8.28%	95,937	(25,955)	0.05	0.05
MAT & SUPPLIES--BILLABLE	-	67.42	-100.00%	0.12	832.96	-99.99%	320	(320)	0.00	0.00
MAT & SUPPLIES--VEHS	-	747.95	-100.00%	9,597.14	4,012.94	139.15%	2,437	7,160	0.00	0.01
	78,309.38	98,667.08	-20.63%	917,028.09	998,918.79	-8.20%	1,448,983	(531,955)		

SERVICES & CHARGES	Oct-24	Oct-23	%DIFF/MO	YTD2024	YTD2023	%DIFF	BUDGETED	BALANCE	CPM/M	CPM/Y
ATTORNEY & AUDIT FEES	3,921.50	920.50	326.02%	76,235.50	71,923.00	6.00%	150,000	(73,765)	0.02	0.05
CONTRACT MAINTENANCE	39,886.66	43,138.87	-7.54%	439,657.60	364,253.04	20.70%	531,762	(92,105)	0.23	0.28
CUSTODIAL SERVICES	4,784.00	-	0.00%	43,056.00	33,360.00	29.06%	69,885	(26,829)	0.03	0.03
CONTRACTUAL SERVICES	73,097.00	41,406.55	76.53%	436,592.93	338,769.41	28.88%	550,000	(113,407)	0.43	0.28
UTILITIES--TELEPHONE	1,380.35	1,415.28	-2.47%	13,995.14	7,308.49	91.49%	4,684	9,312	0.01	0.01
UTILITIES--ELECTRIC	5,605.49	4,970.04	12.79%	33,809.94	55,948.04	-39.57%	75,000	(41,190)	0.03	0.02
UTILITIES--WATER & SEWAGE	2,461.74	2,550.54	-3.48%	25,082.42	24,589.60	2.00%	35,219	(10,136)	0.01	0.02
UTILITIES--GAS HEAT	230.29	201.71	14.17%	21,051.99	37,858.03	-44.39%	68,372	(47,320)	0.00	0.01
ADVERTISING & PROMOTION	16,010.50	19,142.00	-16.36%	109,192.03	78,489.36	39.12%	150,000	(40,808)	0.09	0.07
EXTERIOR ADVERTISING	-	-	0.00%	-	9,029.58	-100.00%	10,000	(10,000)	0.00	0.00
PRINTING	4,589.14	152.98	2899.83%	42,312.48	2,238.52	1790.20%	30,000	12,312	0.03	0.03
ADVERTISING FEES	-	-	0.00%	8,001.86	348.03	2199.19%	3,000	5,002	0.00	0.01
DUES & SUBSCRIPTIONS	26,384.00	2,680.00	884.48%	38,088.20	31,469.71	21.03%	56,027	(17,939)	0.15	0.02
TRAVEL & MEETINGS	3,745.27	5,235.44	-28.46%	49,853.86	62,864.99	-20.70%	66,347	(16,493)	0.02	0.03
PREMIUM PL & PD INSURANCE	45,667.67	38,761.97	17.82%	474,271.36	388,325.45	22.13%	600,000	(125,729)	0.27	0.31
PAYOUTS--PL & PD INS.	12,000.00	12,000.00	0.00%	120,000.00	105,333.32	13.92%	150,000	(30,000)	0.07	0.08
RECOVERY/PHYSICAL DAMAGE	-	(10,763.64)	-100.00%	(24,608.57)	(112,567.19)	-78.14%	-	(24,609)	0.00	-0.02
OTHER CORPORATE INS.	-	-	0.00%	2,500.00	45,011.00	-94.45%	94,523	(92,023)	0.00	0.00
VEHICLE REGISTRATION	-	15.00	-100.00%	364.50	150.00	143.00%	1,000	(636)	0.00	0.00
INTEREST--SHORT TERM	-	-	0.00%	-	-	0.00%	-	-	0.00	0.00
BAD DEBT EXPENSE	-	-	0.00%	-	18,195.27	-100.00%	5,000	(5,000)	0.00	0.00
ACA TAXES & FEES	-	-	0.00%	-	-	0.00%	-	-	0.00	0.00
CASH (OVER)/SHORT	-	(20.00)	-100.00%	-	(20.00)	-100.00%	-	-	0.00	0.00
	239,763.61	161,827.24	48.16%	1,909,457.24	1,562,897.65	22.17%	2,650,819	(741,362)		

TOTAL EXPENSES	\$ 1,298,677.97	\$ 1,245,866.99	4.24%	\$ 13,066,819.51	\$ 12,337,984.13	5.91%	\$ 18,616,264	\$ (5,549,444)	7.58	8.44
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OTHER INCOME	Oct-24	Oct-23	%DIFF/MO	YTD2024	YTD2023	%DIFF	BUDGETED
COUNTY PROPERTY TAX	\$ 229,421.50	\$ 273,713.51	-16.18%	\$ 2,294,215.00	\$ 2,960,677.77	-22.51%	\$ 3,254,501
LOCAL INCOME TAX	67,915.58	64,385.17	5.48%	802,845.80	712,949.01	12.61%	772,697
STATE OPERATING GRANT	362,804.75	-	0.00%	3,628,047.50	4,353,657.00	-16.67%	4,353,657
FEDERAL OPERATING GRANT	-	-	0.00%	-	-	0.00%	5,302,721
CARES ACT OPERATING GRANT	-	-	0.00%	-	372,304.00	-100.00%	-
FAMILIES FIRST COVID-19 TAX CR	-	-	0.00%	-	-	0.00%	-
ALTERNATIVE FUEL TAX CREDIT	-	-	0.00%	-	195,028.50	-100.00%	-
FEDERAL CAPITAL GRANT	-	-	0.00%	2,676,094.00	1,626,461.00	64.53%	-
STATE/LOCAL CONTRIBUTION	-	-	0.00%	-	-	0.00%	-
TOTAL OTHER INCOME	\$ 660,141.83	\$ 338,098.68	95.25%	\$ 9,401,202.30	\$ 10,221,077.28	-8.02%	\$ 13,683,576

OTHER EXPENSES	Oct-24	Oct-23	YTD2024	YTD2023
(GAIN)/LOSS--ASSET DISPOSAL	\$ -	\$ -	\$ (517.92)	\$ -
INTERGOVERNMENTAL FUNDS XFE	\$ -	\$ -	\$ -	\$ -
DEPRECIATION EXPENSE	335,344.27	295,610.67	3,087,528.89	2,824,670.59
TOTAL OTHER EXPENSES	\$ 335,344.27	\$ 295,610.67	\$ 3,087,010.97	\$ 2,824,670.59

NET PROFIT/(LOSS)	Oct-24	Oct-23	YTD2024	YTD2023
	\$ (616,751.92)	\$ (1,018,582.91)	\$ (3,119,424.67)	\$ (2,242,208.97)

REVENUE COMPARISON

October 2024

	October 2024	October 2023	% DIFF	YTD2024	YTD2023	YTD2024
NON-CONTRACT REVENUE						
CASH FARES	\$ 19,452.68	\$ 18,986.25	2.46%	\$ 171,490.07	\$ 162,608.70	5.46%
TOKENS	2,677.50	2,115.00	26.60%	23,213.50	19,927.00	16.49%
REGULAR PASS	9,061.92	11,060.00	-18.07%	121,952.86	127,044.50	-4.01%
DAY PASS	8,340.50	4,375.00	90.64%	39,388.50	31,268.00	25.97%
ELDERLY/DISABLED	3,125.56	2,962.00	5.52%	27,895.54	22,962.00	21.49%
SEMESTER PASS	99.00	-	0.00%	367,955.00	-	0.00%
TOTAL NON-CONTRACT	\$ 42,757.16	\$ 39,498.25	8.25%	\$ 751,895.47	\$ 363,810.20	106.67%
TOTAL WITH ACCESS	\$ 48,864.01	\$ 47,868.79	2.08%	\$ 816,843.74	\$ 434,569.57	87.97%
CONTRACT REVENUE						
CAMPUS	\$ 170,151.80	\$ -	0.00%	\$ 1,361,214.40	\$ 1,007,806.94	35.07%
IVY TECH	-	-	0.00%	15,000.00	15,000.00	0.00%
WLSC	-	-	0.00%	-	-	0.00%
APARTMENTS	84,998.00	85,516.00	-0.61%	908,595.00	705,514.35	28.78%
WABASH NATIONAL	-	-	0.00%	-	-	0.00%
TRIPPERS	-	-	0.00%	-	-	0.00%
SUPPLEMENTAL SVC.	-	-	0.00%	-	-	0.00%
TOTAL CONTRACT	\$ 255,149.80	\$ 85,516.00	198.36%	\$ 2,284,809.40	\$ 1,728,321.29	32.20%
AUXILIARY REVENUE						
EXTERIOR ADVER.	\$ 916.67	\$ (1,229.33)	-174.57%	\$ 128,166.70	\$ 185,966.42	-31.08%
MISC / CONCESSIONS	25,822.70	6,391.71	304.00%	124,793.14	70,540.99	76.91%
TOTAL AUXILIARY	\$ 26,739.37	\$ 5,162.38	417.97%	\$ 252,959.84	\$ 256,507.41	-1.38%
INTEREST REVENUE						
INTEREST	\$ 26,375.31	\$ 46,248.90	-42.97%	\$ 278,590.53	\$ 279,970.20	-0.49%
	\$ 26,375.31	\$ 46,248.90	-42.97%	\$ 278,590.53	\$ 279,970.20	-0.49%
TOTAL REVENUE WITHOUT ACCESS						
	October 2024	October 2023	% DIFF	YTD2024	YTD2023	YTD2024
NON-CONTRACT	\$ 42,757.16	\$ 39,498.25	8.25%	\$ 751,895.47	\$ 363,810.20	106.67%
CONTRACT	255,149.80	85,516.00	198.36%	2,284,809.40	1,728,321.29	32.20%
AUXILIARY	26,739.37	5,162.38	417.97%	252,959.84	256,507.41	-1.38%
INTEREST	26,375.31	46,248.90	-42.97%	278,590.53	279,970.20	-0.49%
	\$ 351,021.64	\$ 176,425.53	98.96%	\$ 3,568,255.24	\$ 2,628,609.10	35.75%
TOTAL REVENUE WITH ACCESS						
	October 2024	October 2023	% DIFF	YTD2024	YTD2023	YTD2024
ALL SOURCES	\$ 351,021.64	\$ 176,425.53	98.96%	\$ 3,568,255.24	\$ 2,628,609.10	35.75%
ACCESS	6,106.85	8,370.54	-27.04%	64,948.27	70,759.37	-8.21%
TOTAL REVENUE	\$ 357,128.49	\$ 184,796.07	93.26%	\$ 3,633,203.51	\$ 2,699,368.47	34.59%

BALANCE SHEET

GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

A S S E T S	Dec-23		Current		L I A B I L I T I E S	Dec-23		Current	
CASH & CASH ITEMS					PAYABLES				
CASH IN BANK-GENERAL FUND	7,771,587.59	3,663,840.42			TRADE PAYABLES	-	-		
CASH IN PAYROLL ACCOUNT-GEN FD	520,769.33	152,036.66			ACCOUNTS PAYABLE	914,837.42	40,968.62		
LEVY EXCESS FUND	-	-			ACCOUNTS PAYABLE - CNG UTILITIES	177,610.05	220,239.74		
WORKING FUNDS	-	-			TOTAL PAYABLES	1,092,447.47	261,208.36		
UNITED HEALTHCARE HRA IMPREST-GEN FD	-	-			ACCRUED PAYROLL LIABILITIES				
HEALTHCARE IMPREST-GEN FD	-	-			ACCRUED WAGES PAYABLE	149,072.23	4,276.98		
RAINY DAY FUND	256,256.66	256,256.66			ACCR COMPENSATED ABSENCES PAYABLE	269,723.32	269,723.32		
TOTAL CASH & CASH ITEMS	8,548,613.58	4,072,133.74			DEDUCTIONS-AUTO	-	-		
RECEIVABLES					UNION DUES WITHHELD	1,872.70	7,878.07		
ACCOUNTS RECEIVABLE	133,289.70	552,026.85			DEDUCTION-FICA/MEDICARE EE	-	-		
SHOP INVENTORY	-	-			DEDUCTION-UNION DUES	-	-		
A/R - CITY OF LAFAYETTE	-	-			DEDUCTION-WELLNESS	336.81	524.31		
CONTRACT RECEIVABLE-PURDUE	897,995.02	1,510,615.44			DEDUCTION-HEALTH INSURANCE	11,414.68	(63,532.80)		
A/R-TICKET VENDING MACHINE COLLECTIONS	5,471.00	3,377.00			DEDUCTION-HEALTH INS - COBRA	-	-		
A/R - OFF-SITE PASS SALES COLLECTIONS	-	-			DEDUCTION - CHARITABLE DONATIONS	-	-		
ACCTS RECV-EMPLOYEE P/R WASH	-	-			DEDUCTION - LIBERTY NATIONAL	-	-		
A/R CAPITAL GRANTS-FTA	369,863.00	-			DEDUCTION-GARNISHMENTS	827.61	(4,276.98)		
A/R OPERATING ASSISTANCE-FTA	-	-			DEDUCTION-UNITED WAY	403.00	675.00		
A/R TAX DRAW-COUNTY/LOCAL	-	332,140.95			DEDUCTION-CABLE	-	-		
A/R GRANTS-STATE	-	(725,609.50)			DEDUCTION-PERF EE	3,026.00	9,945.35		
A/R PLANNING ASSISTANCE-FTA	-	-			DEDUCTION-SUPPORT	-	-		
A/R OPERATING ASSISTANCE-STATE	-	-			DEDUCTION-EE LOANS	350.08	842.33		
A/R FEDERAL TAX CREDITS	328,395.00	167,598.50			DEDUCTION-BOSTON MUTUAL	121.68	200.66		
PROPERTY TAX RECEIVABLE	3,128,409.00	3,275,322.00			DEFERRED COMPENSATION	1,302.11	4,205.45		
TOTAL RECEIVABLES	4,863,422.72	5,115,471.24			ACCRUED PERF PAYABLE ER	5,889.53	42,049.15		
MATERIALS & SUPPLIES INVENTORY					TOTAL PAYROLL LIABILITIES	444,339.75	272,510.84		
BUS PARTS INVENTORY	334,269.73	275,032.02			ACCRUED TAX LIABILITIES				
PARTS INVENTORY-CLEARING ACCT	-	-			FIT TAXES	40,556.32	-		
DIESEL & GASOLINE INVENTORY	17,151.23	20,032.66			FICA/MEDICARE	-	-		
OIL, LUBE, ANTIFREEZE INVENTORY	87,470.97	48,280.40			STATE TAX	-	-		
TIRES, TUBES, BATTERIES INVENTORY	2,564.86	6,909.74			STATE UNEMPLOYMENT TAX	-	-		
FACILITIES PARTS INVENTORY	29,997.08	28,970.05			COUNTY TAX	-	-		
TOTAL MATERIALS & SUPPLIES INVENTORY	471,453.87	379,224.87			TOTAL TAX LIABILITIES	40,556.32	-		
TANGIBLE PROPERTY TRANSIT OPS					SHORT TERM DEBT				
REVENUE EQUIPMENT	28,172,233.66	31,263,831.93			SHORT TERM DEBT	-	-		
SUPPORT VEHICLES	582,095.86	582,095.86			AUTO INSURANCE PAYOUT LIABILITY	-	102,426.36		
BUILDING & STRUCTURE	19,532,013.68	19,984,266.18			WORKERMAN COMP INSURANCE PAYOUT LIABILITY	-	-		
EQUIPMENT SHOP & GARAGE	442,572.16	462,173.03			INSURANCE PAYOUT LIABILITY	10,000.00	10,000.00		
REVENUE COLLECTION FAREBOX	1,729,463.34	1,729,463.34			ACCRUED INTEREST PAYABLE - BANK OF AMERICA-CNG	-	-		
COMMUNICATIONS EQUIPMENT	690,498.35	833,148.27			TOTAL SHORT TERM DEBT	10,000.00	112,426.36		
OFFICE EQUIPMENT & FURNISHINGS	391,044.90	463,268.82			OTHER CURRENT LIABILITIES				
CONSTR. IN PROGRESS-SHOP	32,539.95	41,348.49			UNREDEEMED TOKENS	-	-		
CONSTR. IN PROGRESS - HYDROGEN	39,500.00	214,000.00			UNREDEEMED REGULAR PASSES	-	-		
CONSTR. IN PROGRESS - PROJECTS	705,968.47	117,588.39			UNREDEEMED DAY PASSES	-	-		
CONSTR. IN PROGRESS - SHELTERS	308,105.14	420,594.21			UNREDEEMED E & D PASSES	-	-		
LAND	926,471.26	926,471.26			UNREDEEMED SEMESTER PASSES	-	-		
TOTAL PROPERTY COST	53,552,506.77	57,038,249.78			UNREDEEMED LOOP PASSES	-	-		
ACC DEPR-REVENUE EQUIPMENT	(15,324,585.92)	(17,443,410.61)			DEFERRED REVENUE-COUNTY/LOCAL	-	-		
ACC DEPR-SUPPORT VEHICLES	(464,998.58)	(494,371.66)			DEFERRED REVENUE-ADVERTISING & PAINTED TRANSIT	4,583.31	6,416.61		
ACC DEPR-BUILDING & STRUCTURE	(8,977,499.76)	(9,659,534.12)			FEDERAL TAX PAYABLE	-	-		
ACC DEPR-EQUIPMENT SHOP & GARAGE	(473,826.31)	(521,755.89)			UNREDEEMED 50 FARESAVERS	-	-		
ACC DEPR-REVENUE COLLECTION FAREBOX	(1,609,762.07)	(1,660,485.68)			UNREDEEMED PASS STUDENT	-	-		
ACC DEPR-COMMUNICATIONS EQUIPMENT	(137,275.11)	(249,657.96)			UNREDEEMED REVENUE	-	-		
ACC DEPR-OFFICE EQUIPMENT & FURNISHINGS	(223,722.56)	(269,465.36)			UNREDEEMED TVM CHG/STRD VALUE CARDS	8,358.00	8,727.00		
ACC DEPR-CONSTR IN PROGRESS-WLAF	-	-			NET PENSION LIABILITY	3,906,652.00	4,369,315.00		
ACC DEPR-CONSTR IN PROGRESS-LAF	-	-			TOTAL OTHER CURRENT LIABILITIES	3,919,593.31	4,384,458.61		
TOTAL ACCUMULATED DEPRECIATION	(27,211,670.31)	(30,298,681.28)			LONG-TERM DEBT				
TOTAL PROPERTY LESS DEPRECIATION	26,340,836.46	26,739,568.50			BANK OF AMERICA LONG-TERM PAYABLE-CNG	-	-		
SPECIAL FUNDS					TOTAL LONG-TERM DEBT	-	-		
SPECIAL FUNDS	-	-			ESTIMATED LIABILITIES				
BONDS & INTEREST CASH ACCT	-	-			FTA EST RES FOR ENCUMBRANCES	-	-		
INVESTMENTS-BON & INTEREST FUND	-	-			TOTAL ESTIMATED LIABILITIES	-	-		
ACA MLR PREMIUM REBATE	-	-			DEFERRED CREDITS				
BUS AUTO INS CASH FUND	400,000.00	400,000.00			DEFERRED CR - MYERS PED BRIDGE PROJECT	-	-		
PAYROLL ACCRUAL	-	-			TOTAL DEFERRED CREDITS	-	-		
DIRECTOR & OFFICERS SPEC CASH	74,870.36	74,870.36			DEFERRED INFLOWS				
ELTF DEDUCTIBLE FUNDS	15,000.00	15,000.00			DEFERRED INFLOW - EXPECTED AND ACTUAL EXPERIENCE	14,858.00	-		
INVESTMENTS	-	-			DEFERRED INFLOW - EXPECTED AND ACTUAL INV EARNINGS	-	-		
CUMULATIVE CAPITAL FUND	1,062,814.48	1,326,180.14			DEFERRED INFLOW - PROPORTIONATE SHARE	100,262.00	46,402.00		
CAPITAL IMPROV RESERVE FUND	-	-			DEFERRED INFLOW - ASSUMPTIONS	167,140.00	-		
CAPITAL IMPROV. INVESTMENTS	-	-			DEFERRED INFLOW FROM PROPERTY TAXES	3,128,409.00	3,275,322.00		
TOTAL SPECIAL FUNDS	1,552,684.84	1,816,050.50			TOTAL DEFERRED INFLOWS	3,410,669.00	3,321,724.00		
OTHER ASSETS					CONTRIBUTIONS				
PRE-PAID INSURANCE	44,559.33	(59,560.03)			INVESTMENTS IN TRANSIT SYS-LAF	24,682.75	24,682.75		
PRE-PAID EXPENSES	138,176.83	58,470.83			FED GOVERN CAP GRANT SEC 3 (5309)	23,056,883.82	23,056,883.82		
PRE-PAID HEALTH INSURANCE	-	-			FED GOVERN CAP GRANT SEC 5	2,633,996.56	2,633,996.56		
OTHER ACCRUALS	-	-			FED GOVERN CAP GRANT SEC 9 (5307)	43,879,641.65	43,879,641.65		
TOTAL OTHER ASSETS	182,736.16	(1,089.20)			STATE CAP GRANT CONTRIBUTION	788,343.85	788,343.85		
DEFERRED OUTFLOWS					STATE CAP GRANT SEC 9	657,682.35	657,682.35		
DEFERRED OUTFLOW - PERF EMPLOYER CONTRIBUTIONS	425,367.00	449,398.00			STATE CAP GRANT SEC 5	601,488.98	601,488.98		
DEFERRED OUTFLOW - PROPORTIONATE SHARE	185,471.00	130,443.00			CONTRIBUTIONS NON GOVERNMENTAL	-	-		
DEFERRED OUTFLOW - EXPECTED AND ACTUAL EXPERIENCE	84,242.00	89,395.00			ACCUMULATED EARNINGS/LOSSES	(36,894,240.18)	(39,964,726.48)		
DEFERRED OUTFLOW - EXPECTED AND ACTUAL INV EAR	482,122.00	1,001,459.00			TOTAL CONTRIBUTIONS	34,748,479.78	31,677,993.48		
DEFERRED OUTFLOW - CHANGE IN ASSUMPTION	529,136.00	238,267.00			TOTAL ASSETS	43,666,085.63	40,030,321.65		
TOTAL DEFERRED OUTFLOWS	1,706,338.00	1,908,962.00			TOTAL LIABILITIES & CONTRIBUTIONS	43,666,085.63	40,030,321.65		

Oct 2024

EXPENDITURES TO DATE AND REMAINING BUDGET
 GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

Budget to date 83.3%

	BUDGET FY2024	Budget to Date	Expenditures to Date	Expenditures to Date %	Remaining Budget
PERSONNEL					
Operator Wages	6,869,884	5,724,904	4,963,762	72.3%	1,906,122
Administrative Wages	2,099,054	1,749,212	1,586,965	75.6%	512,089
Maintenance Wages	920,315	766,929	748,196	81.3%	172,119
FICA	756,528	630,440	547,223	72.3%	209,305
PERF	1,170,568	975,473	825,415	70.5%	345,153
Life & Health Insurance	2,330,241	1,941,868	1,359,060	58.3%	971,181
Unemployment Insurance	70,000	58,333	20,191	28.8%	49,809
Work Comp Insurance	135,303	112,753	80,563	59.5%	54,740
Uniforms	50,000	41,667	41,112	82.2%	8,888
Tool Allowance/Fringe Benefits	114,568	95,473	67,847	59.2%	46,721
Affordable Care Act Fees	-	-	-	0.0%	-
	14,516,461	12,097,051	10,240,334	70.5%	4,276,127
COMMODITIES					
Diesel Fuel	310,492	258,743	126,370	40.7%	184,121
Natural Gas Fuel	570,738	475,615	290,378	50.9%	280,360
Gasoline	22,953	19,128	25,952	113.1%	(2,999)
Oil & Antifreeze	43,886	36,572	51,284	116.9%	(7,398)
Repair Parts, Revenue Vehicles	300,000	250,000	248,933	83.0%	51,067
Repair Parts, Fixed Equipment	10,000	8,333	-	0.0%	10,000
Tires and Batteries	14,326	11,938	32,570	227.4%	(18,244)
Cleaning Supplies	20,469	17,057	31,288	152.9%	(10,819)
Building Materials	26,892	22,410	1,774	6.6%	25,117
Postage & Freight	8,066	6,721	2,229	27.6%	5,837
Office Supplies	22,469	18,724	26,669	118.7%	(4,201)
Other Materials, General Business	95,937	79,948	69,982	72.9%	25,955
Other Materials, Billable	320	267	0	0.0%	320
Other Materials, Vehicles	2,437	2,031	9,597	393.8%	(7,160)
	1,448,983	1,207,486	917,028	63.3%	531,955
SERVICES & CHARGES					
Attorney & Audit	150,000	125,000	76,236	50.8%	73,765
Contract Maintenance	531,762	443,135	439,658	82.7%	92,105
Custodial Services	69,885	58,238	43,056	61.6%	26,829
Contractual Services	550,000	458,333	436,593	79.4%	113,407
Utilities, Telephone	4,684	3,903	13,995	298.8%	(9,312)
Utility Expense, Electric	75,000	62,500	33,810	45.1%	41,190
Utility Expense, Water & Sewage	35,219	29,349	25,082	71.2%	10,136
Utilities, Natural Gas Heat	68,372	56,977	21,052	30.8%	47,320
Advertising & Promotions	150,000	125,000	109,192	72.8%	40,808
Exterior Advertising	10,000	8,333	-	0.0%	10,000
Printing	30,000	25,000	42,312	141.0%	(12,312)
Advertising Fees (Legal Ads)	3,000	2,500	8,002	266.7%	(5,002)
Dues & Subscriptions	56,027	46,689	38,088	68.0%	17,939
Travel & Meeting Expenses	66,347	55,289	49,854	75.1%	16,493
Premium on PL & PD	600,000	500,000	474,271	79.0%	125,729
Payouts PL & PD	150,000	125,000	120,000	80.0%	30,000
Recovery/physical Damage		-	(24,609)	0.0%	24,609
Other Corporate Ins	94,523	78,769	2,500	2.6%	92,023
Vehicle Registration	1,000	833	365	36.5%	636
Interest - Short Term	-	-	-	0.0%	-
Bad Debt Expense	5,000	4,167	-	0.0%	5,000
Misc. Expense	7,292	6,077	-	0.0%	7,292
Cash (over)/short		-	-	0.0%	-
	2,658,111	2,215,093	1,909,457	71.8%	748,654
TOTAL OPERATING EXPENSES	18,623,556	15,519,630	13,066,820	70.2%	5,556,736

October 2024

Route	RouteName	Passengers	Total Miles	Total Hours	P/Mi	%DIFF FROM 23	P/Hrs	%DIFF FROM 23
1A	Market Square	23,251	14,288.48	1,113.71	1.63	9.20%	20.88	6.79%
1B	Salisbury	38,249	10,187.93	861.27	3.75	-5.54%	44.41	-5.21%
2A	Schuyler Ave	5,277	3,550.67	287.42	1.49	-43.27%	18.36	-43.87%
2B	Union St	6,009	3,556.93	316.17	1.69	2.39%	19.01	2.23%
3	Lafayette Square	12,869	10,929.25	786.93	1.18	5.21%	16.35	3.16%
4A	Tippecanoe Mall	12,789	6,515.95	587.90	1.96	5.90%	21.75	11.24%
4B	Purdue West	73,101	11,893.27	913.71	6.15	-26.42%	80.00	-26.75%
5	Happy Hollow	21,923	7,447.75	560.01	2.94	39.18%	39.15	31.56%
6A	Fourth St	20,883	11,555.25	724.03	1.81	33.91%	28.84	33.85%
6B	South 9th	5,953	4,554.79	339.11	1.31	20.57%	17.55	19.44%
7	South St	17,596	9,311.08	778.44	1.89	-3.80%	22.60	-5.59%
8	Sagamore West	10,639	7,431.79	501.73	1.43	-15.14%	21.20	-13.81%
9	Park East	2,521	4,792.38	325.71	0.53	-2.71%	7.74	-2.62%
10	Northwestern	29,896	7,744.41	633.20	3.86	-4.80%	47.21	-2.00%
23	Connector	23,605	7,535.18	639.31	3.13	22.50%	36.92	23.41%
98	Feast	6,476	895.41	63.22	7.23	16.45%	102.44	-4.32%
Others	Others	3,396	N/A	N/A	N/A	N/A	N/A	N/A
Sub Total:		347,298	122,190.52	9,431.87	2.84	7.12%	36.82	6.66%
13C	Silver Loop	35,269	4,652.98	615.54	7.58	-15.42%	57.30	-8.34%
14C	Black Loop	971	1,185.90	113.25	0.82	-33.67%	8.57	-21.50%
15C	Tower Acres	32,413	4,932.11	647.78	6.57	-3.67%	50.04	-6.87%
16C	Bronze Loop	5,048	3,313.70	390.31	1.52	N/A	12.93	N/A
Sub Total:		73,701	14,084.69	1,766.88	5.23	-14.67%	41.71	-45.72%
21E	Lark & Alight Express	27,638	6,532.31	483.02	4.23	2.10%	57.22	1.57%
24E	Redpoint Express	8,204	4,436.11	240.26	1.85	-8.94%	34.15	-8.16%
35E	Lindberg Express	36,261	7,551.70	628.60	4.80	0.70%	57.69	0.25%
Sub Total:		72,103	18,520.12	1,351.88	3.89	-0.09%	53.34	-0.25%
MB Total:		460,237	154,795	12,551	2.97	-5.43%	36.67	-4.63%
DR	Microtransit	20	130	29	0.15	N/A	0.69	N/A
DR	Paratransit	3,390	15,722	1,155	0.22	N/A	2.93	N/A
Demand Response Total:		3,410	15,874	1,186	0.21	2.51%	2.88	4.28%
VP	Vanpool							
Vanpool Total:								
Grand Total:		463,647	170,670	13,736	2.72	-5.56%	33.75	-4.67%

October 2024

Route	RouteName	Passengers
1A	Market Square	23,251
1B	Salisbury	38,249
2A	Schuyler Ave	5,277
2B	Union St	6,009
3	Lafayette Square	12,869
4A	Tippecanoe Mall	12,789
4B	Purdue West	73,101
5	Happy Hollow	21,923
6A	Fourth St	20,883
6B	South 9th	5,953
7	South St	17,596
8	Sagamore West	10,639
9	Park East	2,521
10	Northwestern	29,896
23	Connector	23,605
98	Feast	6,476
Others	Others	3,396
Sub Total:		347,298

13C	Silver Loop	35,269
14C	Black Loop	971
15C	Tower Acres	32,413
16C	Bronze Loop	5,048
Sub Total:		73,701

21E	Lark & Alight Express	27,638
24E	Redpoint Express	8,204
35E	Lindberg Express	36,261
Sub Total:		72,103

MB Total:		460,237
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DR	Microtransit	20
DR	Paratransit	3,390
Demand Response Total:		3,410

VP	Vanpool	
Vanpool Total:		-

Grand Total:		463,647
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October 2023

	RouteName	Passengers
1A	Market Square	21,291
1B	Salisbury	40,584
2A	Schuyler Ave	10,110
2B	Union St	6,364
3	Lafayette Square	12,718
4A	Tippecanoe Mall	12,118
4B	Purdue West	98,471
5	Happy Hollow	16,153
6A	Fourth St	16,276
6B	South 9th	5,036
7	South St	18,810
8	Klondike Express	12,382
9	Park East	2,578
10	Northwestern	29,246
23	Connector	24,089
98	Feast	7,465
Others	Others	-
Sub Total:		333,691

13	Silver Loop	41,152
14	Black Loop	1,260
15	Tower Acres	34,802
20	South Campus Loop	1,335
28	Gold Loop	19,985
Sub Total:		98,534

21A	Lark & Alight	26,305
24	Redpoint	8,826
35	Lindberg Express	35,758
Sub Total:		70,889

MB Total:		503,114
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DR	ACCESS/FLEX	3,362
Demand Response Total:		3,362

Grand Total:		506,476
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OPERATIONS REPORT

Oct-24

	2024 MONTH	2023 MONTH	2024 YTD	2023 YTD
MILES	170,670	176,073	1,543,020	1,534,229
PAID HOURS	16,584	17,926	170,801	157,285

	2024	2023	YTD 2024	YTD 2023	% DIFF MO	% DIFF YTD
ACCIDENTS	5	5	33	43	▼ 0.00%	▼ -23.26%
PER 100,000 MILES	2.93	2.84	2.14	2.80	▼ 3.17%	▼ -23.69%
PREVENTABLE	3	4	22	24	▼ -25.00%	▼ -8.33%
PER 100,000 MILES	1.76	2.27	1.43	1.56	▼ -22.63%	▼ -8.86%
NON-PREVENTABLE	2	1	11	19	▲ 100.00%	▼ -42.11%
PER 100,000 MILES	1.17	0.57	0.71	1.24	▲ 106.33%	▼ -42.44%
OVERTIME IN HOURS	3,197	3,773	23,058	26,379	▼ -15.26%	▼ -12.59%
% OF OVERTIME HOURS	19.3%	21.0%	13.5%	16.8%	▼ -8.41%	▼ -19.51%
SAFETY MEETINGS	1	1	10	10		

NO PAY HOURS: 640.01

**ROADCALLS
2024**

	Oct-24	Oct-23	% DIFF
MECHANICAL	5	2	▲ 125.00%
OTHER	0	0	#DIV/0!
DELAYS	0	0	#DIV/0!
TOTAL-MONTH	5	2	▲ 125.00%
TOTAL-YTD	38	40	▼ 2.38%

BUS#	LOCATION	PROBLEM	TIME	DATE	MECH OR OTHER
2401		Ignition Module		10/7/2024	M
6001		Air drier leak		10/10/2024	M
6004		overheat thermostat		10/14/2024	M
7004		EGR cooler hose		10/19/2024	M
4003		Transmission		10/31/2024	M

DIESEL COST COMPARISON FOR 2023 (CURRENT YEAR VS LAST YEAR)						
Month	Total Gallons 2024	Total Gallons 2023	% Difference	Avg Cost Gallon 2024	Avg Cost Gallon 2023	Different per Gallon
JAN	4,613	3,631	▼ 27.04%	\$2.4600	\$3.0300	▼-\$0.5700
FEB	5,749	5,094	▼ 12.86%	\$2.8200	\$2.9800	▼-\$0.1600
MAR	3,415	459	▲ 644.01%	\$2.7600	\$2.9800	▼-\$0.2200
APR	5,736	4,682	▼ 22.51%	\$2.8840	\$2.7600	▼\$0.1240
MAY	2,492	2,918	▼ -14.60%	\$2.8840	\$2.7600	▼\$0.1240
JUN	2,492	2,918	▼ -14.60%	\$2.8840	\$2.7600	▼\$0.1240
JUL	2,704	2,157	▼ 25.36%	\$2.3100	\$2.7600	▼-\$0.4500
AUG	4,060	2,777	▲ 46.20%	\$2.3300	\$2.7600	▼-\$0.4300
SEP	4,083	4,493	▼ -9.13%	\$2.3800	\$3.0200	▼-\$0.6400
OCT	4,369	3,745	▼ 16.66%	\$2.3800	\$3.0200	▼-\$0.6400
NOV			#DIV/0!			▼\$0.0000
DEC			#DIV/0!			▼\$0.0000
TOTAL	39,713	32,874	▼ 20.80%	\$26.0920	\$28.8300	▼-\$2.7380

CNG ACCESS BUSES			
Month	Total DGE Used 2024	Total DGE Used 2023	% Difference
JAN	980	1,200	▼ -18.3333%
FEB	1,167	1,265	▼ -7.7470%
MAR	1,738	2,311	▼ -24.7945%
APR	1,928	2,211	▼ -12.7996%
MAY	1,754	2,342	▼ -25.1067%
JUN	1,552	2,507	▼ -38.0933%
JUL	1,711	2,230	▼ -23.2735%
AUG	1,987	2,861	▼ -30.5488%
SEP	2,249	1,114	▲ 101.8851%
OCT	2,177	2,271	▼ -4.1391%
NOV			#DIV/0!
DEC			#DIV/0!
TOTAL	17,243	20,312	▼ -15.1093%

CNG Fixed Routes			
Month	Total DGE Used 2024	Total DGE Used 2023	% Difference
JAN	36,520	39,029	▼ -6.4286%
FEB	40,356	36,839	▲ 9.5469%
MAR	38,553	37,727	▼ 2.1894%
APR	39,537	39,888	▼ -0.8800%
MAY	33,336	34,780	▼ -4.1518%
JUN	32,867	28,740	▲ 14.3598%
JUL	30,754	28,201	▲ 9.0529%
AUG	36,767	39,158	▼ -6.1060%
SEP	39,928	30,114	▲ 32.5895%
OCT	40,003	40,268	▼ -0.6581%
NOV			#DIV/0!
DEC			#DIV/0!
TOTAL	368,621	354,744	▼ 3.9118%