Please provide the following documents and label as shown for **fixed route service only**. Information is strongly preferred in electronic format. Please indicate on the below checklist as to the status and availability of the information.

| **Requested Item** | ***Mark Form in which Data to Be Provided*** | | | |
| --- | --- | --- | --- | --- |
| **Electronic** | **On-Site Review** | **Not Available** | **Not Applicable** |
| **1.0 BACKGROUND** | | | | |
| * 1. Current Articles of Incorporation (if revised in last 5 years) |  |  |  |  |
| * 1. Current Strategic and/or Business Plan (including Mission, Vision, Strategic Goals and Objectives) |  |  |  |  |
| * 1. Current operating budget projections |  |  |  |  |
| * 1. Current 4-year and 12-year Capital Budget plan, and/or 12-year capital budget |  |  |  |  |
| **2.0 GOVERNANCE/GENERAL MANAGEMENT** | | | | |
| * 1. List of governing body members including terms and tenure of each member as well as contact information |  |  |  |  |
| * 1. Governing Board minutes and complete agenda packets (including all attachments) from the last 12 months |  |  |  |  |
| * 1. List of all committees of the Board with minutes and complete agenda packets from the last 12 months |  |  |  |  |
| * 1. Current Governing body bylaws (if revised in last 5 years) |  |  |  |  |
| * 1. Organization chart delineating decision authority by roles. |  |  |  |  |
| * 1. Formal succession plans for all key positions. |  |  |  |  |
| * 1. Performance evaluation process for the Executive Director by the Governing Body |  |  |  |  |
| * 1. Management agreements for any outsourced management functions |  |  |  |  |
| **3.0 OVERSIGHT AND REVIEWS** | | | | |
| * 1. Two most recent annual reports from chief executive officer to governing board |  |  |  |  |
| * 1. Most recent triennial review and any other applicable FTA reviews (i.e. FMO, Procurement) in the previous 3 years |  |  |  |  |
| * 1. Most recent Act 44 Transit Performance Review Action Plan update |  |  |  |  |
| **4.0 HUMAN RESOURCES** | | | | |
| * 1. All collective bargaining agreements as well as any related documents (e.g., letters or memoranda of understanding, letter agreements, side letters that clarify or modify the collective bargaining agreements, etc.) |  |  |  |  |
| * 1. Turnover rate by position for each of the last 5 years |  |  |  |  |
| * 1. Current Employee Form(s) used for Annual Job Evaluations |  |  |  |  |
| **5.0 FINANCE** | | | | |
| * 1. Accounts receivable (AR) and payable (AP) aging reports |  |  |  |  |
| * 1. Fixed-Route and Shared-Ride Cost Allocation Procedures / Data |  |  |  |  |
| * 1. Parent organization audit report if a component / enterprise unit of another organization (i.e., county, multi-function agency, etc.), (i.e., if not an independent authority) |  |  |  |  |
| * 1. P&L sheet as of 6/30/2017 where 2017 is the last fiscal year end |  |  |  |  |
| * 1. Balance sheet as of 6/30/2017 where 2017 is the last fiscal year end |  |  |  |  |
| * 1. Current Chart of Accounts |  |  |  |  |
| * 1. Current cost allocation plan |  |  |  |  |
| **6.0 CONTRACTING** | | | | |
| * 1. All contract agreements involving purchased transportation |  |  |  |  |
| * 1. Contracts for the provision of services or special operations agreements to specific agencies, localities, colleges, universities, or other entities (e.g. route guarantees, UPass) |  |  |  |  |
| * 1. Contracts for professional or other services over $100,000 |  |  |  |  |
| **7.0 OPERATIONS** | | | | |
| * 1. Operations Manual and/or Operators Handbook (if modified in the last 5 years) |  |  |  |  |
| * 1. New driver training handout materials |  |  |  |  |
| * 1. Driver retraining handout materials |  |  |  |  |
| * 1. Act 44 data verification documents and findings (12 months) |  |  |  |  |
| * 1. Current service and performance standards |  |  |  |  |
| **8.0 FARES AND FARE SECURITY** | | | | |
| * 1. Fare policy analyses and findings |  |  |  |  |
| **9.0 MAINTENANCE** | | | | |
| * 1. Vehicle maintenance plan, programs and procedures manual (including PM schedules) |  |  |  |  |
| * 1. Copies of PM records for randomly selected vehicles (to be reviewed on-site) |  |  |  |  |
| * 1. Facility maintenance plan, programs, and procedures manual (including PM schedules) |  |  |  |  |
| * 1. Asset management plan (if different from above) |  |  |  |  |
| * 1. Annual expenditure on parts and end of year inventory value of parts on hand for each of past 5 years |  |  |  |  |
| * 1. Building condition appraisals |  |  |  |  |
| * 1. End of Year Vehicle Odometer Readings (5 years) |  |  |  |  |
| **10.0 OPERATIONAL SCHEDULING/PLANNING** | | | | |
| * 1. Revenue miles, revenue hours & fares from any charter services provided in each of the last 6 years |  |  |  |  |
| * 1. Latest Transit Development Plan (TDP) |  |  |  |  |
| **11.0 SAFETY AND SECURITY** | | | | |
| * 1. Summary of Worker Compensation Claims, by year, for each of last 5 years |  |  |  |  |
| * 1. Description of accident/incident policy and definitions, including how they are recorded and monitored (separated by employee and patron) |  |  |  |  |
| * 1. Property collisions and other NTD reportable incidents for the past 5 years including dates and loss amounts |  |  |  |  |
| * 1. Safety training and collision reduction plan(s) |  |  |  |  |
| * 1. Emergency Preparedness /Continuity of Operations Plan (COOP) |  |  |  |  |
| * 1. Records of safety committee meetings for past 2 years |  |  |  |  |
| * 1. Fatigue awareness training materials and completion dates |  |  |  |  |
| **12.0 CUSTOMER SERVICE** | | | | |
| * 1. Complaint procedures manual/policy and 2 most recent reports |  |  |  |  |
| * 1. Other customer service metrics maintained by the agency |  |  |  |  |
| **13.0 INFORMATION TECHNOLOGY** | | | | |
| * 1. Computer disaster recovery plan if not part of a Continuity of Operations Plan (COOP) |  |  |  |  |
| * 1. List of software used for Accounting/Financial, Maintenance, Scheduling, Farebox and Data Collection (e.g. AVL, APC, Avail, etc.) |  |  |  |  |
| * 1. IT Strategic Plan |  |  |  |  |
| **14.0 CAPITAL PROGRAMMING** | | | | |
| * 1. Short and Long-term capital programs or plans including: * Transit component of TIP * Capital needs list (outside of the TIP) |  |  |  |  |
| * 1. Contact information for any assets owned, operated, or maintained by others |  |  |  |  |
| * 1. Listing of any real estate or other major assets not in the Capital Planning Tool (CPT) |  |  |  |  |
| **15.0 MARKETING AND PUBLIC RELATIONS** | | | | |
| * 1. Local news clippings from past 5 years (to be reviewed on-site, do not provide at this time) |  |  |  |  |
| * 1. Current year marketing plan, policies and performance metrics |  |  |  |  |
| * 1. Reports, input, recommendations, etc. from ridership committees and/or advocacy groups for the past 2 years |  |  |  |  |