

**THE CITY OF CLEBURNE
(CITY/COUNTY TRANSPORTATION)
Federal 5307**

**Project Description
Service Plan**

**Title VI
Civil Rights Act of 1964**

[Adopted: August 17,2010]

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Project Description – Service
Title VI Plan**

Introduction:

This document is intended to outline service standards that are offered by The City of Cleburne’s Transportation program, herein referred to as City/County Transportation.

The mission of City/County Transportation is to improve mobility by providing safe, efficient, customer-orientated transportation throughout Johnson County.

City/County Transportation, a rural transit district - Political Sub Division of the State provides seamless transportation service to the general public of Johnson County. Services under this agreement will be provided in the geographical service area of Johnson County. City/County Transportation provides demand response and a commuter bus route service. Services are provided for a fee; which is determined by the City of Cleburne’s City Council.

General Information:

City/County Transportation’s administrative office hours are Monday-Friday 7:00 a.m. – 4:30 p.m. and are located at 206 N. Border St., Cleburne, TX 76033.

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Persons with transportation needs outside the scheduled hours of operations may contact the agencies administrator to discuss extended service. Transportation is coordinated through the dispatch office located at 206 N. Border St., Cleburne, TX 76033.

The City/County Transportation fleet consists of handicapped accessible vehicles; which are available to the citizens of Johnson County. In addition, a successful *written* maintenance plan has been established to limit downtime and ensure dependable service. Back-up vehicles are maintained to reduce and/or eliminate service interruption.

Training/Screening Requirements:

The City/County Transportation drivers are trained and certified in the field of passenger assistance, defensive driving, and CPR/First Aid. Drivers have extensive training in wheelchair applications, as well as passenger loading and unloading.

City/County Transportation is a drug and alcohol free workplace. Employees and applicants are required to submit to pre-employment, random and reasonable suspicion drug/alcohol screening. City/County Transportation follows the City of Cleburne's drug and alcohol policy to include the federal guidelines in regards to any and all drug and alcohol screening procedures.

City/County Transportation, through the City of Cleburne, obtains Motor Vehicle Reports (MVR), on an annual basis, to ensure that clients are transported in a safe manner.

Services:

It is the intent of City/County Transportation to provide quality transportation service to the designated 5307-service area of the City of Burleson. City/County Transportation has two designated vehicles for the purpose of providing efficient transportation to the citizens of this area.

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Not less than fifty percent (50%) of the fleet; utilized in this area; shall be handicapped accessible. Backup vehicles will be made available to ensure on-time delivery/performance. Vehicles will be added, or existing vehicles will be replaced, as the allocation of Federal monies become available.

Service Description: The North Central Texas Council of Governments (NCTCOG) has been designated as the Metropolitan Planning Organization for the Dallas-Fort Worth Metropolitan area.

The inter-local agreement is made and entered into by and between the **North Central Texas Council of Governments, *acting as the Project Manager*** and **City/County Transportation (The City of Cleburne), *acting as the Service Provider***. The Project Manager and the Service Provider may each be referred to as a Party and may collectively be referred to as Parties to the 5307 contract agreement. Funding under this agreement shall provide transit options to the designated service area; in an amount proportional to the funding.

Service Area: The service area of this agreement shall be the area within Johnson County; designated by the U.S. Census Bureau as the Dallas-Fort Worth-Arlington urbanized area.

Effective Date of Contract: The term of this agreement shall take effect on the date executed by the parties and remain in effect until the service provider receives notice that the FTA has closed out all projects associated with this agreement or until the agreement is terminated.

Termination: Either party may terminate this agreement by giving 60 days written notice to the other party. After receiving funds under this agreement, the service provider may not terminate the agreement prior to providing policy and procedure compliance documentation to the project manager as outlined in the agreement.

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The parties may terminate this agreement at any time by mutual concurrence. Any and all of the terms of this agreement may be suspended or terminated in the event that the Federal government suspends or terminates the *Master Agreement*. Closeout of any or all projects under the agreement by the Federal Transit Administration does not invalidate any continuing obligations imposed by this agreement.

Amendments: The agreement embodies all parties relating to its subject matter, supersedes all prior understandings and may be amended, modified, or supplemented only by an instrument or instruments in writing executed by all of the parties.

Severability: In the event any one or more of the provisions contained in the agreement shall be, for any reason, held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision and this agreement shall be revised so as to cure such invalid, illegal, or unenforceable provision(s) to carry out as near as possible the original intent of the parties.

If future federal, State, or local statute, ordinance, regulation, rule, or action render this agreement, in whole or in part, are found to be illegal, invalid, unenforceable, or impractical, the parties agree to delete and/or modify such portions that are rendered invalid, unenforceable and/or impractical. The provisions of the agreement shall be considered severable, and if, for any reason, any provision is determined to be invalid under current or future law, regulations, or rule, such invalidity shall not impair the operations of or otherwise affect the valid portions of the instrument.

Budget: Grant funds will be utilized to support this project. City/County Transportation shall comply with the guidelines and requirements pertaining to local share, which is necessary to support this project.

Payments: City/County Transportation shall be reimbursed for eligible costs for projects included in the program of projects as identified by the FTA Master agreement.

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City/County Transportation shall match the total reimbursement with an approved local share in an amount that is identified in the program of projects. The local share shall be documented and submitted to the NCTCOG.

By the tenth (10) working day of each month, City/County Transportation shall provide to the NCTCOG a monthly invoice including a written progress report for the preceding calendar month's work. Each invoice must list total expenses by budget category and include supporting receipts, installation reports, monthly progress reports, and documentation of local share match, identification of security expenses, and other necessary documentation determined by the NCTCOG.

Insurance: City/County Transportation shall comply with the insurance requirements imposed by State and local laws, regulations and ordinances and as defined in the agreement.

Disputes and Remedies: City/County Transportation and the North Central Texas Council of Governments shall negotiate in good faith towards resolving any disputes that arise under the agreement. City/County Transportation policy shall be utilized to resolve any disputes that occur as a result of services provided.

Consent, approval, notice, requests, proposals, or demand from one party to another shall be in writing and shall be delivered to:

Project Manager: North Central Texas Council of Governments
Attention: Michelle Bloomer
616 Six Flags Drive
PO Box 5888
Arlington, Texas 76005-5888

Service Provider: City of Cleburne
City/County Transportation
Attn: Julie Floyd
10 N. Robinson
PO Box 677
Cleburne, Texas 76033

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Roles and responsibilities of those listed can be found in the agreement and Master Agreement between the North Central Texas Council of Governments and City/County Transportation, which is kept on file at the facility located at 206 N. Border, Cleburne, TX 76033.

The program of projects, included in the signed agreement, shall serve as the program scope of work and budget. There shall be one program of projects for each fiscal year for which funding is allocated. City/County Transportation shall submit a program of projects for each fiscal year, as requested.

Policies and Procedures: City/County Transportation policies and procedures, to include the agencies drug and alcohol policy, shall be utilized in the performance of service for the grant agreement. City/County Transportation shall comply with applicable federal requirements and the NCTCOG shall review current procedures and work cooperatively with City/County Transportation to modify these policies and procedures as needed to ensure compliance with the federal requirements.

City/County Transportation preventive maintenance policies and procedures will be utilized in the performance of this project. City/County Transportation shall comply with applicable federal requirements as they apply to the preventive maintenance program.

Public Involvement:

City/County Transportation has established policies regarding public participation. The general public may contact the City/County Transportation administrative office to discuss areas of interest. City/County Transportation utilizes outreach methods such as public notices and public meetings to ensure public participation. In addition, City/County Transportation conducts periodic customer surveys to ascertain public input.

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Contact Information: The following persons shall be involved in the program of projects for the urbanized area of Johnson County, as determined by the 2000 Urbanized Area; published by the United States Census Bureau.

Contact Names:

Julie Floyd
Transportation Manager
817-645-0924
Julie.Floyd@cleburne.net

Jo Harper
Transportation Supervisor
817-641-1800
Jo.Harper@cleburne.net

Mary Ann Jones
Dispatcher
817-641-1800
MaryAnn.Jones@cleburne.net

A copy of the agencies fare schedule and hours of operations are attached and shall be used as a reference guide. Additional documentation and policies; pertaining to this project shall be maintained and kept separate and/or highlighted for the purpose of identifying this project.

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Title VI Description and Program:

BACKGROUND:

- Title VI of the Civil Rights Act of 1964 requires transit providers to develop service standards to assure that service is provided in an equitable, nondiscriminatory manner. To address this requirement, the Federal Transit Administration [FTA] requests information on the system-wide service policies and standards used by the local transit system, which relate to the provision of service.

FEDERAL REQUIREMENTS:

FTA requires standards for service levels and quality. Transit providers must develop, implement and monitor their unique standards. This document describes City/County Transportation service standards.

Providers must submit an updated report every three (3) years. The guidelines for compliance with Title VI regulations are published in the Urban Mass Transportation Administration (UMTA, now FTA) Circular 4702.1.

CITY/COUNTY TRANSPORTATION SERVICE STANDARDS:

City/County Transportation:

- Serves an urbanized area of less than 200,000
- Employs less than 50
- Receives less than \$1,000,000 in operating assistance
- Receives less than \$1,000,000 in capital assistance
- Receives less than \$25,000 in planning assistance
- Does not operate a fixed route system
- Provides Demand Response Service
- Owns vehicles which are lift equipped and complies with ADA requirements

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City/County Transportation shall provide transportation services to the urbanized area of Johnson County. City/County Transportation provides demand response “curb-to-curb” services. Fix route service is not offered.

City/County Transportation; through its demand response and dispatch scheduling; provides full “*on demand transportation services*” as the agencies schedule allows. Trips are scheduled on a first call basis without discrimination to eligibility, race, color or national origin. City/County Transportation charges a fee for services. Fees are equal to all passengers and are based on the agencies established fare schedule; as it is approved by The City of Cleburne’s City Council.

City/County Transportation shall not deny, exclude and or discriminate against any individual on the grounds of race, color, or national origin. Individuals who believe they have been denied the benefits of, excluded from participation in, or subject to discrimination on the grounds of race, color, or national origin by City/County Transportation or a City/County Transportation employee can file a complaint with City/County Transportation under the Title VI of the Civil Rights Act of 1964. Policies and Procedures have been established to assist in resolving any such complaints.

A notice regarding the Civil Rights Act of 1964 shall be posted on City/County Transportation vehicles and at City/County Transportation facilities.


City Manager


Date

Hours of Operation:

City of Cleburne: Monday – Friday: 7:00 a.m. to 8:00 p.m.
Saturday: 8:00 a.m. to 5:00 p.m.
Sunday: Closed

City of Burleson: Monday – Friday: 8:00 a.m. to 5:00 p.m.
Saturday-Sunday: No service provided

County: Monday-Friday: 6:00 a.m. to 6:00 p.m.
Saturday-Sunday: No service provided

Fares:

Beginning November 1, 2008, the fares will be:

Cities of Cleburne & Burleson: \$3.00 per one way trip
County: \$3.00 every 5 miles (\$15 max one-way)
Interurban: \$3:00 per stop (\$9 max one-way)

Passes:

Beginning November 1, 2008, the passes will be:

Three types of passes are available for the cities of Cleburne & Burleson and County

- Regular Pass (\$60 value).....\$55
- Reduced Pass (\$60 value).....\$30
 - ◆ Students 18 or younger
 - ◆ Seniors 60 years of age or older
 - ◆ Disabled Individuals with a Doctor’s note

Two types of passes are available for the Interurban Route (these passes are also transferable to the Fort Worth T routes and the TRE)

- Monthly Regular Pass.....\$50
- Monthly Reduced Pass.....\$25
 - ◆ Students 18 or younger
 - ◆ Seniors 60 years of age or older
 - ◆ Disabled