



Board of Trustees

Mr. Christopher Lawson,
President
City of Hamilton

Mr. Perry Gordon,
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Police Department

Mr. Travis C. Bautz
MidPointe Library System

Ms. Jessica Chandler
Butler County ESC

Mr. David Fehr
Butler County Department
of Development

Mr. James A. Foster
City of Trenton

Nancy Schmitt
UC Health West Chester Hospital

Ms. Anita Scott Jones
Primary Health Solutions

Mr. Corey Watt
Resident

Executive Director

Mr. Matthew M. Dutkevicz

Legal Counsel

Mr. Gary Becker
Dinsmore & Shohl, LLP

* * * **PUBLIC MEETING NOTICE** * * *

Butler County Regional Transit Authority Board of Trustees

**The BCRTA Board of Trustees is scheduled to meet on
Wednesday, March 18, 2020 in the Board Room of the
Butler County Regional Transit Authority Main Offices at
3045 Moser Court, Hamilton, Ohio 45011 at 8:00 a.m.**

In accordance with the American Disabilities Act, if anyone has a disability and requires assistance or, in accordance with the Limited English Proficiency Executive Order, requires translation services, please call Ms. Vonda Partin at 513.785.5226 or 800.750.0750 (Ohio Relay Service).

For questions or more information regarding this meeting please call 513.785.5226 or e-mail partinv@butlercountyrta.com.

2020 Butler County RTA Board of Trustees Attendance

	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec
Bautz, Travis	X	X										
Chandler, Jessica	E	E										
Fehr, David	X	X										
Foster, Jim	E	X										
Gordon, Perry	X	X										
Lawson, Chris	X	X										
Schmitt, Nancy	X	E										
Scott Jones, Anita	A	E										
Watt, Corey	X	X										

X = Present

E = Excused

A = Absent

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

March 18, 2020, 8:00 AM

*Butler County Regional Transit Authority
3045 Moser Court • Hamilton • Ohio • 45011*

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Consideration of Absences
- III. Approval of the Agenda (Motion Requested)
- IV. Approval of the February 19, 2020 Meeting Minutes (Motion Requested)
- V. Comments from Citizens
- VI. Secretary/Treasurer's Report – January 2020 (Motion Requested)
- VII. Committee & Staff Reports
 - a. OKI
 - b. Metrics
- VIII. Director's Report
 - a. COVID19
 - b. 2019 Workplace Strength Results
- IX. Action Items
 - a. **Resolution 20-03-01:** Approval of the Butler County Regional Transit Authority 2020 Title VI Program
 - b. **Resolution 20-03-02:** Amendment of the Butler County Regional Transit Authority (BCRTA) 2017-2021 Equal Employment Opportunity Program and Policy 6-17 Equal Employment Opportunity (EEO) Statement of Policy
 - c. **Resolution 20-03-03:** Adoption of Project Objectives Aligned with BCRTA's Strategic Goals
- X. Adjourn (Motion Requested)

Next Meeting Date:

April 15, 2020 @ 8:00 AM

**Butler County Regional Transit Authority Board Room
3045 Moser Court, Hamilton, OH 45011**

VI. Secretary/Treasurer's Report

Ms. Weidner presented the treasurer's report for the month of December 2019. Ms. Weidner provided a year-end summary report which included all year-end adjusting entries including annual depreciation and net pension and OPEB adjustments. All revenues and expenses by type and percentage of section totals and overall totals were presented. The report was shown with and without the effect of the pension adjustments and BCRTA's obligations for the Net OPEB and Net Pension liabilities were discussed.

For the month of December, total revenues exceeded budget by approximately \$56 thousand dollars. This overage was primarily due to the operating match billed to ODOT for funds awarded under the Urban Transit Program. Expenses were shown as over budget by \$947 thousand dollars due to the inclusion of the pension adjustment of \$974 thousand. The under budget in services was primarily due to the capitalization of some of the website upgrade costs and lower than budgeted vehicle contract maintenance.

For year-end 2019, BCRTA had total revenues of \$6.39 million and expenses of \$6.64 million which includes the \$974 thousand dollar pension adjustment. BCRTA's share of annual depreciation was \$261 thousand dollars. Wages finished the year over budget due to the influx of trainees and overtime earned by drivers. Services were under budget due to contract maintenance on revenue vehicles and website expenses, as well as advertising expenses being charged to a different line in the income statement. Miscellaneous Items were over budget with the accrual of the potential ACA fine and advertising expenses.

The Transaction log was included in the packet presenting all cash transactions for the month of December. The Balance Sheet was presented with normal balances for Assets, as well as Liabilities and Equity. All Balance sheet accounts had been adjusted for year-end.

Total Available Funds of approximately \$2.15 million and Board Reserves of approximately \$1.78 million leave Non-restricted Funds of \$370 thousand dollars. Funds are available for the local share of all grant obligations, to cover working capital for 2 months, to cover all of 2020 and 2021's planned capital replacements. Non-restricted Funds are earmarked for potential future match requirements on the planned Chestnut Fields Facility.

Mr. Lawson requested a motion to approve the January 2020 Treasurer's Report. Mr. Foster made a motion to approve the January 2020 Treasurer's Report. Mr. Gordon seconded the motion. The report was approved.

VII. Committee & Staff Reports - December 2019

A. OKI

Mr. Dutkevicz went to the OKI meeting last week. Mr. Dutkevicz explained that TANK presented their updated service plan that will be implemented later this year. TANK has moved from a coverage model to a frequency model. Mr. Dutkevicz explained that BCRTA is a coverage model and will be interested in TANK's results. Mr. Gardocki is keeping in touch with TANK.

B. Metrics:

Mr. Morgan provided the December 2019 Metrics Report as follows: Updated plan on their total service re-do.

Passengers per Revenue Hour

BCRTA Fixed Route service passengers per revenue hour decreased by 49.3 percent over December 2018. This is due to the reclassification of the R1, R3, R4 and R6 from Commuter Routes to Fixed routes. We are now dividing the passenger counts by many more fixed route hours.

Commuter Route service decreased. Commuter Route service passengers per revenue hour decreased by 48 percent during the month of December.

DR productivity increased by 5.9 percent for passengers per revenue hour. BCRTA currently has 250 clients with the BCRTA BGo mobile application.

Cost per Passenger (Blended) total cost/ passengers.

The cost per passenger has decreased by \$0.22 or 1.7 percent comparing last December to this December.

Admin/ Overhead Cost per Revenue Hour.

Overhead cost has decreased by \$12.22 or 38 percent. BCRTA operated 6.5 percent more service hours in December 2019. In 2018 we accrued for the 2017 and 2018 ACA fine and in 2019 we did not accrue any funds for the ACA fine in December.

Butler County RTA Accidents/ Injuries

BCRTA accidents/injuries decreased by 28.6 percent this December. In December 2019 BCRTA had two non-reportable at fault accidents. Vehicle operators hit a fixed object. BCRTA also had a total of three no fault, non-reportable accidents. Three passengers fell entering or exiting the bus.

Average Fleet Age (in years)

In December you will notice a decrease in the average fleet age as compared to the prior year. BCRTA has disposed of vehicles that have met their useful life and added new vehicles since last November. The average age has dropped to 4 years, this is a decrease of 7.4%.

Road Calls

In December of 2019 BCRTA had three road calls, one for each service type. 1023 lost power to the vehicle, 1609 had a mirror clip accident, and 1521 had a brake issue. In December of 2018 BCRTA only had one road call for the fixed route system.

Park & Ride

This service reflects the ridership on the 42x. The 42x has experienced a 15.7% increase in ridership as compared to last December. The cost of fuel typically affects the ridership of the park and ride routes. Typically, when fuel costs are low, ridership decreases. The average retail price for gasoline in December of 2018 was \$2.33 according to the EIA. The average retail price for gasoline in December of 2019 was \$2.54.

**Refusals and Denials
October 2019**

All Trips

Total denials	48
Denials for same day trips	33
Denials for future trips	15
Denials with less than +/- 1 hour window	48
Denials for future trips with at least +/- 1 hour window	0
Denials for future trips with at least +/- 1 hour window and no completed trip for customer within 1 hour (promised time) of denied trips requested time	0
Denied but Provided	0
Total refusals	5

November 2019

All Trips

Total denials	16
Denials for same day trips	9
Denials for future trips	7
Denials with less than +/- 1 hour window	16
Denials for future trips with at least +/- 1 hour window	0
Denials for future trips with at least +/- 1 hour window and no completed trip for customer within 1 hour (promised time) of denied trips requested time	0
Denied but Provided	0
Total refusals	120

December 2019

All Trips

Total denials	14
Denials for same day trips	2
Denials for future trips	12
Denials with less than +/- 1 hour window	14
Denials for future trips with at least +/- 1 hour window	0
Denials for future trips with at least +/- 1 hour window and no completed trip for customer within 1 hour (promised time) of denied trips requested time	0
Denied but Provided	0
Total refusals	51

Noteworthy Updates

Current Demand Response Statistics for 2020, On Time Performance (OTP) 91% at 1.82 trips per hour. BCRTA is now utilizing both the TransitApp and the BCRTA BGo App. The BCRTA BGo App recently broke 250 active accounts and is being pushed to all callers. We have completed over 200 trips, year to date for trips booked utilizing the mobile app.

C. Nominating Committee:

The Nominating Committee (Mr. Gordon and Ms. Scott Jones) agree there aren't any performance issues with the current officers being Mr. Lawson as President and Mr. Gordon as Vice President. The Nominating Committee recommended the current slate be re-elected.

VIII. Governance

a. Election of officers

Mr. Bautz made a motion to accept the Nominating Committee's recommendation and re-elect the current officers. Mr. Fehr seconded the motion. The motion was approved.

IX. Director's Report

A. Metrics & Services

1. BGO Fare Change

Effective, January 2, 2020, BCRTA changed all in-county BGO rates to \$5.00 per trip. This was in response to BCRTA successful Job Shuttle program that was defunded in 2015 and to align more closely with the OKI Coordinated Human Service Transportation Plan and BCRTA updated vision created at the June 2019 board retreat. Both documents address reducing fares or eliminating barriers to transportation.

2. BCVSC

Butler County Veterans Service Commission has released an RFP for a new transportation service contract to begin in April 2020. UTS, Community First, and Poseidon were present at the bidders' conference in addition to BCRTA. No major changes to the scope of work are expected. BCVSC has signaled some interest in procuring brokerage services, however such services were not included in the original RFP scope.

In accordance with the directives of the BCRTA Board of Trustees following the May 2019 regular meeting, BCRTA staff has negotiated a 50% discount with BCVSC for fixed route bus fares not to exceed \$24,999, beginning in 2020.

3. Fixed Route Fares

Given a combination of factors including the national conversation, FTA's mandate the U & P routes be free, and total fare revenue, staff has been discussing the feasibility of

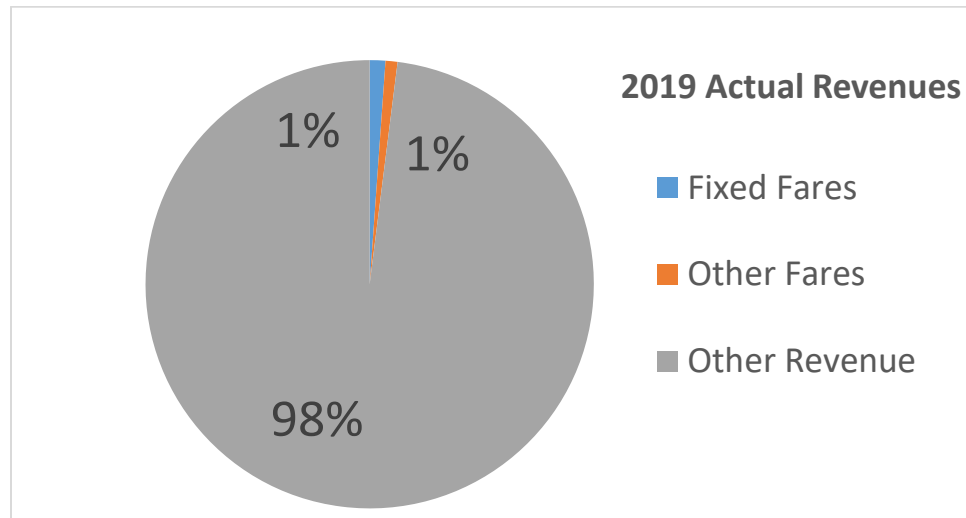
eliminating fixed route fares. This concept may also directly support several of the visioning benchmarks established at the June 2019 retreat. The idea is preliminary, and staff are still investigating with no solid conclusions at this time. For more reading:

<https://www.opb.org/news/article/northwest-transit-system-fareless-bus-olympia-intercity/>

<https://www.houstonpublicmedia.org/articles/news/in-depth/2020/01/06/355569/metro-is-gathering-input-on-whether-to-stop-collecting-fares/>

<https://www.citylab.com/transportation/2019/12/free-transit-how-much-cost-kansas-city-bus-streetcar-fare/603397/>

<https://www.cincinnati.com/story/news/2019/12/03/cincinnati-streetcar-city-moves-toward-eliminating-fares/2602233001/>



B. Staffing & Facility

1. Staffing

BCRTA is currently seeking CDL and non-CDL drivers, maintenance technicians. A biweekly email digest of open positions is available. Please contact Kristin Fryer, BCRTA HR Manager (fryerk@butlercountyrta.com) if you would like to be added to the mailing list.

BCRTA will begin utilizing a digital marketing firm with the new website and careers page to begin more targeted recruiting later this year. Look for a stronger and more data driven approach moving forward.

2. 10-09-01 VOIP Phones

Since September, staff has been working closely with legal counsel to negotiate an agreement pursuant to BCRTA Board Resolution 19-09-01. Although Ring Central was selected as the lowest cost and best product, we have been unable to negotiate an agreement satisfactory to both parties. Staff may try to negotiate with the next bidder or cancel this solicitation and rebid the project.

3. Customer Service Center

BCRTA has been working with the City of Middletown to leverage available space at the Middletown Transit Station as BCRTA grows. Beginning in March, Customer Service Representatives will begin moving into a newly refreshed office area at the Transit Station. The new space also includes an indoor customer service window and refreshed customer restrooms that have been unavailable for several years. This partnership will also allow BCRTA to better utilize space within the Hamilton office.

C. Planning

1. Chestnut Street Multimodal Station

BCRTA was awarded \$2.6M in 5339 funds in April 2018 and \$4.M5 in CMAQ funds in 2019 to be put toward the facility. CMAQ funds are programmed for FY 2024.

Information regarding conceptual plans and estimates on the Chestnut Street Multimodal Station is available at <http://www.butlercountyrta.com/oxfordfacility>.

BCRTA staff have been working closely with BCRTA legal counsel and Miami University to begin negotiating a land use/lease agreement and joint development agreement for the construction of the proposed facility.

BCRTA has drafted proposed documents and will begin meeting to negotiate in early February.

2. 42X

BCRTA renewed the 42X contract for 2020 with Cincinnati Metro. Staff recommend aggressive pursuit of a cost-sharing model in 2021 after SORTA has completed its ballot initiative. BCRTA is also investigating the availability of OTP2 funds that would allow BCRTA and MTS to operate Cincinnati commuter bus service at a lower cost with more control and flexibility.

D. Outreach & Communications

1. ODOT Director Marchbanks

Matt Dutkevicz attended an event at the Cleveland City Club in March on behalf of the Ohio Transit Risk Pool. ODOT Director Marchbanks was the keynote speaker. He clearly noted that the avenue to better public transit support would be paved through the legislature.

2. Ohio Loves Transit

A delegation of BCRTA staff and trustees visited Reps Carruthers, Lang, Keller and Sen Coley on February 12, 2020 as part of the Ohio Public Transit Association's Legislative Day event during Ohio Loves Transit Week.

Staff also rode buses and worked their social media magic on Friday the 14th.

3. I-75 WorkLink Corridor

Due to inefficient ridership and the projected loss of funding from Premier Health in Q1 2020, BCRTA has recommended a demand-response model to serve WorkLink constituents in the Middletown-Monroe-Dayton corridor. The partners are currently evaluating the plan. Some decisions remain uncertain as Doug Adkins and Jen Ekey, two major contributors to the plan, are recently no longer with the City of Middletown.

4. List of Influencers

As part of addressing BCRTA's newly proposed vision, I would like to gather a list of relationships and influencers that our organization and Board of Trustees believe they can leverage if needed. I am asking staff and trustees to share persons and position/title information so we may create a database that may be used to influence decisions and opinions regarding BCRTA and public transit in our area. Please email Vonda Partin with your information: partinv@butlercountyrta.com.

E. Funding & Discretionary Grant Availability

1. CMAQ/STP

BCRTA applied locally to OKI for the unfunded portion of the Chestnut Fields Multimodal Station & Shared Services Facility. OKI reports they received twenty-one applications totaling more than \$75M. On September 10, 2019 the OKI Prioritization Subcommittee scored BCRTA's application with 74 points, more than any other local project! BCRTA received an official award letter from OKI on December 19, 2019.

2. \$70M for Transit (HB 62) – Ohio Transit Partnership Program Grants

State funding awards were made October 25, 2019. BCRTA received \$305,653 in Urban Transit Program funds, \$3,611 in Elderly and Disabled Subsidies, and \$474,383 in discretionary Transit Partnership Program (OTP2) funds for operating assistance and bus replacement match.

3. 5339 Bus and Bus Facilities

Staff completed an application requesting the unfunded portion of the Chestnut Fields Multimodal Station & Shared Services Facility. Application were due June 21, 2019. Awards were announced in December 2019. BCRTA was not successful in this round of funding. John and Matt received a debrief from USDOT in Washington regarding weaknesses of the application.

F. On the Horizon ...

1. OPTA Conference

The Ohio Public Transit Association will hold the Annual Conference and Expo April 20-22, 2020 at the Greater Columbus Convention Center. Board members are invited. In addition to class sessions, there will also be tours of the autonomous Linden Leap service, COTA experience Center and CBUS. Matt Dutkevich is the 2020 Conference Program Chair.

2. City of Middletown

Middletown City Council has removed Doug Adkins as City Manager. BCRTA's main point of contact, Susan Cohen has been appointed Acting City Manager. No major changes are expected to BCRTA's relationship with the City at this time. However, several mutual arrangements with pending decisions may be delayed until after new leadership is appointed. This could include the City's pending transportation/transit study, WorkLink, and the transfer of potentially lapsing MTS 5307 funds to be used towards the Chestnut Fields project.

3. Accessible Meetings

BCRTA will seek to hold accessible meetings again in 2020. To better connect with consumers, staff is seeking volunteers to host meetings at facilities that are ADA accessible and located on transit lines. If you have a recommendation or would like to host, please contact Matt or Vonda.

4. Federal Transit Administration Triennial Review

2020 is BCRTA's year for another triennial review of compliance with the terms of FTA's master agreement for all grantees. Staff has been collecting data and answering questions for weeks. FTA will be onsite April 28 and 29, 2020. The Board will be apprised of FTA's actions. Trustees should also expect to take up some clean-up legislation before and after the review to bring any items into compliance that may need updating at the Board level. Title VI and EEO Programs are expected to be on the March Board agenda for review and approval.

Strategic Vision 2025

As Ohio's public transit innovator, BCRTA provides smart mobility options and infrastructure that seamlessly connect people to employers, educational, healthcare, and recreational destinations.

Leverage competitive federal funding and forge mutually beneficial partnerships with organizations, including incubators, chambers, universities, start-ups, economic development bodies, and planning professionals.

- Expand participation in NeoRide as appropriate to address needs and improve grant funding
- Sustain Miami University relationship, plan for future
- Retain BCVSC and BCDD contracts
- Leverage MTS transit plan and maintain relationship with City of Middletown
- Improve DBE access
- Keep finger on pulse of autonomous tech
- Examine Cincinnati commuter service for ways to reduce cost (42X)

Enhance connectivity with constituents by leading in the implementation of new transit tech (onboard Wi-Fi tools).

- Test and expand onboard WIFI where possible
- Implement onboard validation for EZfare
- Expand BGO app service
- Launch new & updated website
- Expand use of real-time info signs and kiosks

Improve mobility access and eliminate barriers to ridership, especially for riders who may be elderly or have disabilities.

- Reduce DR fares to \$5.00
- Make peak BGO service available
- Hire operators to address demand
- Relocate customer service closer to riders
- Pursue payment options for unbanked
- Consider free fixed route fares

Support employers with effective workforce transportation in at least 75% of Butler County's densest corridors.

- Evaluate existing R routes for effectiveness and reallocate to improved frequency or BGO as necessary
- Solicit BGO services in employer-dense areas.
- Evaluate options for Spooky Nook connectivity
- Address Butler/Warren connection in Monroe

Develop multimodal infrastructure and wayfinding to create seamless user experiences.

- Accelerate completion/progress for Oxford Multimodal facility
- Improve Hamilton/Warren County connectivity for fixed route and ADA
- Eliminate paper transfers
- Address Transit Center convenience and utility (Hamilton, Oxford, Middletown)
- Improve regional connections with commuter service, rail, interurban bus, rideshare, bikeshare, scooters

X. Action Items

a. Resolution No. 20-02-01: Updating Board Policy 6-10 Conflict of Interest.

Mr. Lawson requested a motion to accept Resolution No. 20-02-01. Mr. Foster made a motion to approve and Mr. Bautz seconded the motion.

Upon a call of the roll, the vote resulted as follows:

Mr. Bautz	YES
Ms. Chandler	ABSENT
Mr. Fehr	YES
Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Nancy Schmitt	ABSENT
Ms. Scott Jones	ABSENT
Mr. Watt	NO

The resolution was adopted.

b. Resolution No. 20-02-02: Updating Board Policy 6-03 Procurements.

Mr. Lawson requested a motion to accept Resolution 20-02-02. Mr. Watt made a motion to approve and Mr. Foster seconded the motion.

Upon a call of the roll, the vote resulted as follows:

Mr. Bautz	YES
Ms. Chandler	ABSENT
Mr. Fehr	YES
Mr. Foster	YES
Mr. Gordon	YES
Mr. Lawson	YES
Ms. Nancy Schmitt	ABSENT
Ms. Scott Jones	ABSENT
Mr. Watt	YES

The resolution was adopted.

IX. Adjourn

Mr. Bautz moved to adjourn, and Mr. Watt seconded. The motion carried. The meeting was adjourned at 9:16 AM.

Respectfully submitted,

Matthew M. Dutkevicz, Executive Director

Approved, Chris Lawson, President

BCRTA
Income Statement
January 2020

	Current Month Budget	Current Month Actual	Change	Last Year Current Month
Revenues				
Passenger Fares	11,196.00	14,314.00	3,118.00	10,091.12
Contract Service	14,577.00	17,283.36	2,706.36	14,533.69
Other Transit Rev.	100,000.00	112,545.03	12,545.03	100,228.68
Mgt./Cons. Services	10,220.00	10,220.00	-	10,220.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	2,414.33	1,805.03	(609.30)	3,112.83
Local Funding	195,441.84	193,150.85	(2,290.99)	170,964.38
State Funding	25,471.08	72,000.00	46,528.92	43,461.00
Federal Funding	149,183.00	143,669.00	(5,514.00)	117,128.00
In-Kind Items	-	-	-	-
Total Revenues	508,503.25	564,987.27	56,484.02	469,739.70
Expenses				
Wages	250,116.68	259,544.73	9,428.05	206,313.56
Fringes	75,720.34	80,689.83	4,969.49	65,724.74
Services	30,683.34	42,523.58	11,840.24	26,417.85
Materials & Supplies	47,565.67	40,355.99	(7,209.68)	55,132.77
Utilities	8,220.33	7,685.06	(535.27)	12,542.69
Insurance	19,462.33	16,524.98	(2,937.35)	16,960.54
Taxes	-	-	-	-
Purchased Transportation	45,449.17	45,449.16	(0.01)	42,052.38
Misc. Items	15,162.51	14,891.29	(271.22)	11,168.66
Leases & Rentals	-	-	-	-
Total Expenses	492,380.37	507,664.62	15,284.25	436,313.19
Gain / (Loss)	16,122.88	57,322.65	41,199.77	33,426.51
Local Share Depreciation		21,742.19		
Gain / (Loss) with Local Depr.		35,580.46		

BCRTA
Income Statement
January 2020

	Year to Date Budget	Year to Date Actual	Change	Year to Date Last Year
Revenues				
Passenger Fares	11,196.00	14,314.00	3,118.00	10,091.12
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Maintenance Services	-	-	-	-
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Local Funding	195,441.84	193,150.85	(2,290.99)	170,964.38
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Gain / (Loss)	16,122.88	57,322.65	41,199.77	33,426.51
Local Share Depreciation		21,742.19		
Gain / (Loss) with Local Depr.		35,580.46		

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
1/1/20			Beginning Balance			374,057.28
1/2/20	Cash 01/02/2020	CRJ	BCRTA Items	15.00		
1/2/20	41223969/5513	CRJ	BCRTA Items	100.00		
1/2/20	25554	CRJ	Ohio Transit Risk Pool	6,218.71		
1/2/20	25555	CRJ	Ohio Transit Risk Pool	2,624.85		
1/2/20	12/25-12/31/19	CRJ	Farebox Receipts	1,195.74		
1/8/20	199048	CRJ	Easter Seals TriState	70.00		
1/8/20	2124	CRJ	DeCoach Rehabilitation Centre	175.00		
1/8/20	CASH 12/31/19	CRJ	BCRTA Items	1,027.70		
1/8/20	01/01-01/07/2020	CRJ	Farebox Receipts	1,700.91		
1/8/20	Cash 01082020	CRJ	BCRTA Items	10.00		
1/9/20	8813	CDJ	Affordable Pest Control Inc.		48.00	
1/9/20	8814	CDJ	Association of Travel Instruct		50.00	
1/9/20	8815	CDJ	Alpine Valley Water		17.89	
1/9/20	8816	CDJ	BCRTA Petty Cash		684.33	
1/9/20	8817	CDJ	Cummins Bridgeway LLC		138.44	
1/9/20	8818	CDJ	Cornett's Pressure Cleaning		395.00	
1/9/20	8819	CDJ	Dinsmore & Shohl LLP		2,251.60	
1/9/20	8820	CDJ	Fastenal Company		26.81	
1/9/20	8821	CDJ	Fox Towing Inc.		95.00	
1/9/20	8822	CDJ	KOI Enterprises, Inc.		2,697.72	
1/9/20	8823	CDJ	Ohio Deferred Compensation		540.00	
1/9/20	8824	CDJ	Office Depot Inc.		54.99	
1/9/20	8825	CDJ	Tristate Cleaning		500.00	
1/9/20	8826	CDJ	Verizon Wireless		1,282.39	
1/9/20	8827	CDJ	Woodhull		164.84	
1/9/20	8828	CDJ	Gillig		144.56	
1/9/20	8829	CDJ	SuperFleet Mastercard Program		25,143.76	
1/9/20	PRWE 01/03/20	GENJ	1295		23.08	
1/9/20	PRWE 01/03/20	GENJ	1290		300.00	
1/9/20	PRWE 01/03/20	GENJ	1293		13.99	
1/9/20	PRWE 01/03/20	GENJ	1287		192.55	
1/9/20	PRWE 01/03/20	GENJ			14,251.21	
1/9/20	PRWE 01/03/20	GENJ	1292		26.95	
1/9/20	PRWE 01/03/20	GENJ	1291		9.00	
1/9/20	PRWE 01/03/20	GENJ			81,744.36	
1/9/20	PRWE 01/03/20	GENJ	1289		224.23	
1/9/20	PRWE 01/03/20	GENJ	1288		230.89	
1/9/20	PRWE 01/03/20	GENJ	1294		8.30	
1/9/20	AT 01/09/2020	CDJ	Paycom		976.24	
1/10/20	3476	CRJ	BCRTA Items	100.00		
1/13/20	20175	CRJ	Talawanda High School	120.00		
1/13/20	20175	CRJ	Ohio Transit Risk Pool	324.72		
1/15/20	1547	CRJ	Boys & Girls Club WC	1,320.00		
1/15/20	0041267537	CRJ	Ohio Dept of Medicaid	4,340.00		
1/15/20	CASH 01/15/2020	CRJ	BCRTA Items	10.00		
1/15/20	01/08-01/14/2020	CRJ	Farebox Receipts	2,172.84		
1/16/20	AT 01/16/2020	CRJ	BCRTA Items	150,000.00		
1/16/20	AT 01/16/2020	CDJ	BCRTA PNC Card Purchases		9,039.74	
1/17/20	8830	CDJ	BraunAbility: The Braun Corpor		181,900.00	
1/17/20	8831	CDJ	Bethesda Healthcare Inc.		221.40	
1/17/20	8832	CDJ	Cincinnati Bell Any Distance		1,581.50	
1/17/20	8833	CDJ	Cintas Corporation		1,130.90	
1/17/20	8834	CDJ	City of Hamilton - Utilities		3,964.81	
1/17/20	8835	CDJ	Fuller Ford		36.27	
1/17/20	8836	CDJ	GemCity Tires, Inc		1,681.80	
1/17/20	8837	CDJ	Graphic Village		2,618.30	
1/17/20	8838	CDJ	ODACS, Inc		460.00	
1/17/20	8839	CDJ	Office Depot Inc.		348.61	
1/17/20	8840	CDJ	Ohio Transit Risk Pool		102,170.00	

1/17/20	8841	CDJ	Talawanda School District		7,162.88
1/17/20	8842	CDJ	WNKN		1,500.00
1/17/20	CASH 01/17/2020	CRJ	BCRTA Items	721.15	
1/17/20	8837V	CDJ	Graphic Village	2,618.30	
1/20/20	6776V	CDJ	Butler County Veteran Services	50,000.00	
1/20/20	ACH 03/29/17	CDJ	Butler County Veteran Services		50,000.00
1/20/20	01202020	GENJ	To account for the voided BCVSC check fro	50,000.00	
1/22/20	A0761901	CRJ	Miami University	343,793.16	
1/22/20	A0761901	CRJ	Miami University - Accounts Pa	3,802.74	
1/22/20	A0762010	CRJ	Miami University Athletics	2,555.94	
1/22/20	5456356	CRJ	BCRTA Items	1,208.02	
1/22/20	0041272077	CRJ	BCRTA Items	100.00	
1/22/20	267470	CRJ	City of Middletown	107,796.93	
1/22/20	1/15-1/21/2020	CRJ	Farebox Receipts	2,021.66	
1/23/20	AT 01/23/2020	CDJ	Paycom		2,368.41
1/23/20	PRWE 01/17/2020	GENJ	#1302		109.39
1/23/20	PRWE 01/17/2020	GENJ	#1301		832.40
1/23/20	PRWE 01/17/2020	GENJ	#1297		306.25
1/23/20	PRWE 01/17/2020	GENJ			18,724.95
1/23/20	PRWE 01/17/2020	GENJ			97,110.54
1/23/20	PRWE 01/17/2020	GENJ	#1298		224.23
1/23/20	PRWE 01/17/2020	GENJ	#1296		274.95
1/23/20	PRWE 01/17/2020	GENJ	#1300		23.08
1/23/20	PRWE 01/17/2020	GENJ	#1299		300.00
1/23/20	8843	CDJ	ALLDATA		1,500.00
1/23/20	8844	CDJ	Alpine Valley Water		18.89
1/23/20	8845	CDJ	Bryce's Lawncare & Landscaping		115.00
1/23/20	8846	CDJ	Brighton Spring Service		100.00
1/23/20	8847	CDJ	CenterGrid, LLC		346.61
1/23/20	8848	CDJ	Euclid Products Co. Inc.		1,213.00
1/23/20	8849	CDJ	EasterSeals TriState LLC		1,417.72
1/23/20	8850	CDJ	Fox Towing Inc.		95.00
1/23/20	8851	CDJ	LaForce Inc		1,925.00
1/23/20	8852	CDJ	Millennium Business Systems		324.85
1/23/20	8853	CDJ	Mobilcomm		180.00
1/23/20	8854	CDJ	Minuteman Press - Fairfield		218.63
1/23/20	8855	CDJ	NEORide		2,000.00
1/23/20	8856	CDJ	Ohio Deferred Compensation		510.00
1/23/20	8857	CDJ	OOD - Oppt for Ohioans w Disab		50.00
1/23/20	8858	CDJ	Ohio Transit Risk Pool		6,704.13
1/23/20	8859	CDJ	Pixels and Dots		63.34
1/23/20	8860	CDJ	PERS		58,366.14
1/23/20	8861	CDJ	Planeteria Media		20,000.00
1/23/20	8862	CDJ	Port Technology LLC		4,749.11
1/23/20	8863	CDJ	RICOH USA, INC		20.21
1/23/20	8864	CDJ	Refitt's LLC		350.00
1/23/20	8865	CDJ	Rumpke Of Ohio Inc.		226.77
1/23/20	8866	CDJ	Tom Rehtin H&A		183.00
1/23/20	8867	CDJ	WilzDesign Inc		675.00
1/23/20	748032	CRJ	BCRTA Items	750,000.00	
1/23/20	8868	CDJ	Gillig		1,103,676.00
1/23/20	0872163796	CRJ	Federal Transit Administration	882,940.00	
1/23/20	0872162197	CRJ	Federal Transit Administration	21,400.00	
1/23/20	0872162572	CRJ	Federal Transit Administration	36,575.00	
1/23/20	0872162830	CRJ	Federal Transit Administration	58,502.00	
1/23/20	0872163395	CRJ	Federal Transit Administration	6,664.00	
1/24/20	2143	CRJ	DeCoach Rehabilitation Centre	215.00	
1/28/20	01/28/2020	CRJ	BCRTA Items		800,000.00
1/28/20	TXFR 01/28/2020	CRJ	BCRTA Items		100,000.00
1/29/20	8869	CDJ	A Catered Affair		3,840.00
1/29/20	8870	CDJ	Brighton Spring Service		14.70
1/29/20	8871	CDJ	Cincinnati Bell		141.81
1/29/20	8872	CDJ	Middletown Treasury Divison		278.50

1/29/20	8873	CDJ	Cox Media Group		61.05		
1/29/20	8874	CDJ	Cornett's Pressure Cleaning		1,768.00		
1/29/20	8875	CDJ	LaForce Inc		4,030.00		
1/29/20	8876	CDJ	M&M Cleaning		595.00		
1/29/20	8877	CDJ	ODACS, Inc		125.00		
1/29/20	8878	CDJ	Office Depot Inc.		695.60		
1/29/20	8879	CDJ	Port Technology LLC		15,047.00		
1/29/20	8880	CDJ	Refitt's LLC		350.00		
1/29/20	8881	CDJ	Tristate Cleaning		400.00		
1/29/20	8882	CDJ	Verizon Wireless		129.50		
1/29/20	0041305617	CRJ	BCRTA Items	50.00			
1/30/20	8883	CDJ	LaborLawCenter, Inc		160.62		
1/30/20	8884	CDJ	Ohio Dept. of Jobs & Family Se		3,126.43		
1/31/20	01/31/20	GENJ	Service Charge		3.00		
			Current Period Change		<u>2,492,489.37</u>	<u>2,752,121.15</u>	<u>-259,631.78</u>
1/31/20			Ending Balance				<u>114,425.50</u>

Savings - PNC (National City)

1/1/20			Beginning Balance				40,644.70
1/6/20	CC 12/31/19	CRJ	BCRTA Items	744.67			
1/10/20	ACH 01/10/2020	CRJ	BCRTA Items	2,478.28			
1/31/20	BT 1/1-1/31/2020	CRJ	Farebox Receipts	191.52			
1/31/20	01/31/20	GENJ	Interest Income	30.89			
1/31/20	01/31/20	GENJ	Service Charge			0.42	
			Current Period Change	<u>3,445.36</u>	<u>0.42</u>		<u>3,444.94</u>
1/31/20			Ending Balance				<u>44,089.64</u>

Savings - PNC Bank

1/1/20			Beginning Balance				923,548.83
1/16/20	AT 01/16/2020	CRJ	BCRTA Items - TXFR FROM SAVINGS		150,000.00		
1/23/20	748032	CRJ	BCRTA Items - TRANSFER FROM MONEY MARKET SAVINC		750,000.00		
1/28/20	01/28/2020	CRJ	BCRTA Items - TSFR TO SAVINGS	800,000.00			
1/28/20	TXFR 01/28/2020	CRJ	BCRTA Items - TXFR TO SAVINGS	100,000.00			
1/31/20	01/31/20	GENJ	Interest Income	534.12			
			Current Period Change	<u>900,534.12</u>	<u>900,000.00</u>		<u>534.12</u>
1/31/20			Ending Balance				<u>924,082.95</u>

**BCRTA
Balance Sheet
January 2020**

Assets

Current Assets		*Other Assets		
Checking - PNC	114,425.50	Net Pension Asset	13,997.00	
Savings - PNC	44,089.64	Deferred Outflows-Pensions	1,585,594.00	
Savings - PNC	924,082.95	Deferred Outflows-OPEB	200,220.00	
Bid Deposit	-			
M&S Inventory	27,662.23			
Petty Cash	1,000.00	Property & Equipment		
Accounts Receivable	1,320,245.40	Vehicles	9,904,483.26	
Prepays	143,077.75	Buildings & Land	2,744,020.53	
		Furniture & Equipment	901,305.81	
		Amenities & Misc.	67,877.96	
		WIP-35' Buses	1,103,676.00	
		WIP-Website	35,000.00	
		Accum. Depr.	(6,068,031.40)	
	<u>2,574,583.47</u>		<u>10,488,143.16</u>	Total Assets
				<u>13,062,726.63</u>

Liabilities & Equity

Current Liabilities		*Long-term Liabilities		
Accounts Payable	177,132.84	Net Pension Liability	4,962,975.00	
Payroll Payables	117,774.07	Net OPEB Liability	2,452,250.00	
Other Payables	-	Deferred Inflows-Pensions	72,903.00	
Accrued PTO	97,771.89	Deferred Inflows-OPEB	31,488.00	
Reserve ACA Fines	121,275.82			
FTA Vehicle Funds	68,131.00	Equity		
Future Match Funds	20,625.00	Balance Equity	2,861,645.23	
Unearned Tickets	27,070.00	Federal & State Capital	12,120,729.00	
Unearned MU Funds	-	Local Capital	305,776.00	
		Retained Earnings	(10,432,142.87)	
		Net Income	57,322.65	
	<u>629,780.62</u>		<u>12,432,946.01</u>	Total Liabilities and Capital
				<u>13,062,726.63</u>

*For fiscal year 2018, Bcrta adopted GASB Statement 75, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions," which significantly revises accounting for costs and liabilities related to other postemployment benefits (OPEB).

BCRTA**Cash Reserves**

January 2020

Current Assets	2,574,583.47
Current Liabilities	<u>(629,780.62)</u>
Available Funds	1,944,802.85

Board Reserves

Local Share Grant Obligations		
OH-2018-021-00	1,365,403.50	
FFY Pending Federal	91,610.50	
Oxford Facility Match Pledge	200,000.00	
Less VW & OTP2 Match Funds	(322,373.00)	
Less Projected Local Match	<u>(938,125.00)</u>	MU, MED, R6, VA
Match Required or (Overmatch)	396,516.00	
FTA Grants	396,516.00	Match Required
Working Capital Funds (2 Mths.)	929,124.50	
Capital Replacement Funds	321,777.80	2020 - 2021 Local Share of Projects Not Yet on Grants
Contingency Funds	<u>-</u>	
Total Board Reserves	1,647,418.30	
Non-Restricted Funds	297,384.55	

METRIC DASHBOARD

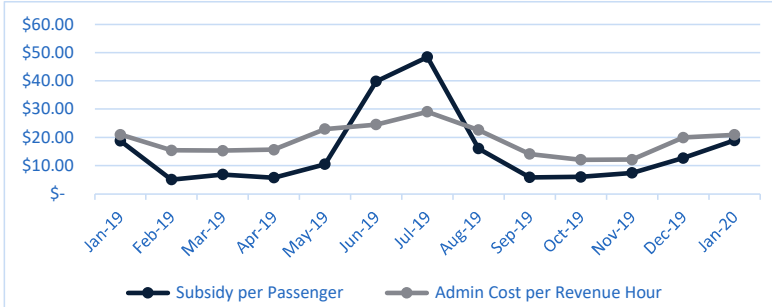
January 2020

Leveraging Competitive Funding & Partnerships

Average Fleet Age

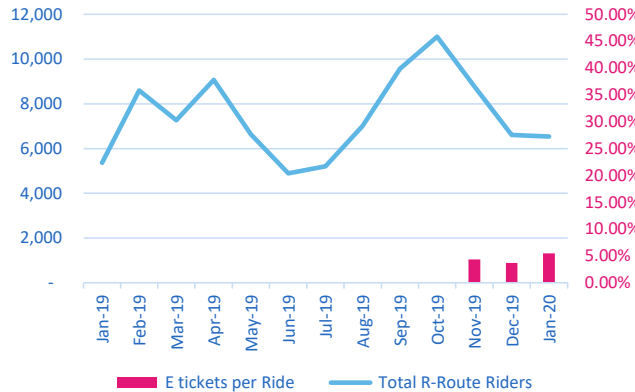
3.59

Since Last Month (0.41) -11.42%
Since Last Year (0.63) -17.55%



Enhancing Connectivity

Fixed Route EZfare Rides / Total Rides



BGO App Rides/Total BGO Rides

3.60%

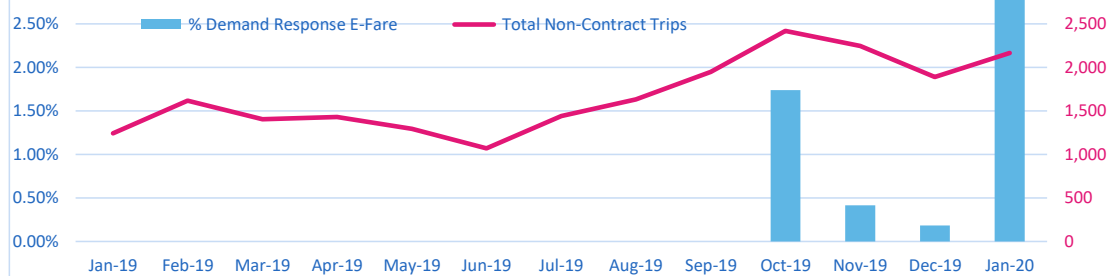
Since Last Month 2.76% 76.50%
Since Last Year 3.60% 100.00%

BGO App Downloads/Ride

1.62%

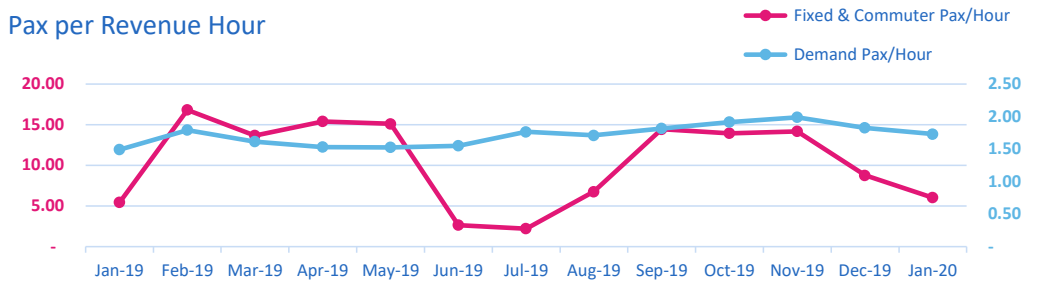
Since Last Month 0.88% 54.18%
Since Last Year 1.62% 100.00%

BGO Efare / Total BGO Fares

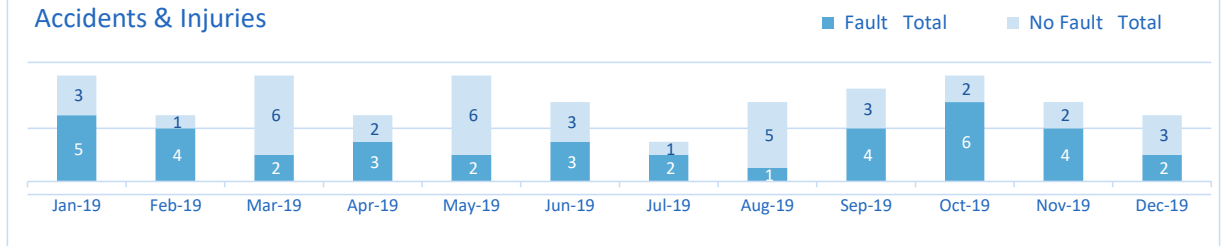


Improving Mobility & Eliminating Barriers

Pax per Revenue Hour



Accidents & Injuries



Operator Headcount/Revenue Hours

0.01468

Since Last Month 0% 4%
Since Last Year 0% 21%

Denials & Refusals/Total BGO

2.82%

Since -1% -22%
Since 1% 34%

Supporting Employers

42X Park & Ride Total Trips

9,839

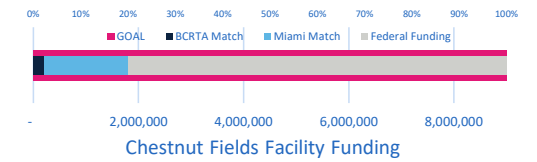
Since Last Month 2,475 25%
Since Last Year 1,040 11%

BGO Employment Trips

1,129

Since Last Month 227 20%
Since Last Year 463 41%

Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

TBD



Director's Notes – March 2020

A. Metrics & Service

1. BGO Fare Change

Effective, January 2, 2020, BCRTA changed all in-county BGO rates to \$5.00 per trip. This was in response to BCRTA successful Job Shuttle program that was defunded in 2015 and to align more closely with the OKI Coordinated Human Service Transportation Plan and BCRTA updated vision created at the June 2019 board retreat. Both documents address reducing fares or eliminating barriers to transportation.

2. Group Fare

Pursuant to the January 2020 BGo fare change, fares were dropped and requests have been increasing. As part of the fare change, BCRTA's "3x" group fare program was discontinued as it was not viable at the newly implemented \$5.00 rate. Several teen centers in the Liberty/West Chester area have expressed need for after school transportation services and expressed concern over the elimination of the group rate. BCRTA staff are examining ways to be responsive within budget and fiscal constraints.

3. BCVSC

BCRTA submitted a bid to continue providing transportation to BCVSC and possible brokerage services beginning April 1, 2020. BCVSC's Board will award the contract March 18.

In accordance with the directives of the BCRTA Board of Trustees following the May 2019 regular meeting, BCRTA staff has negotiated a 50% discount with BCVSC for fixed route bus fares not to exceed \$24,999, beginning in 2020.

4. Fixed Route Fares

Given a combination of factors including the national conversation, FTA's mandate the U & P routes be free, and total fare revenue, staff has been discussing the feasibility of eliminating fixed route fares. This concept may also directly support several of the visioning benchmarks established at the June 2019 retreat. The idea is preliminary, and staff are still investigating with no solid conclusions at this time.

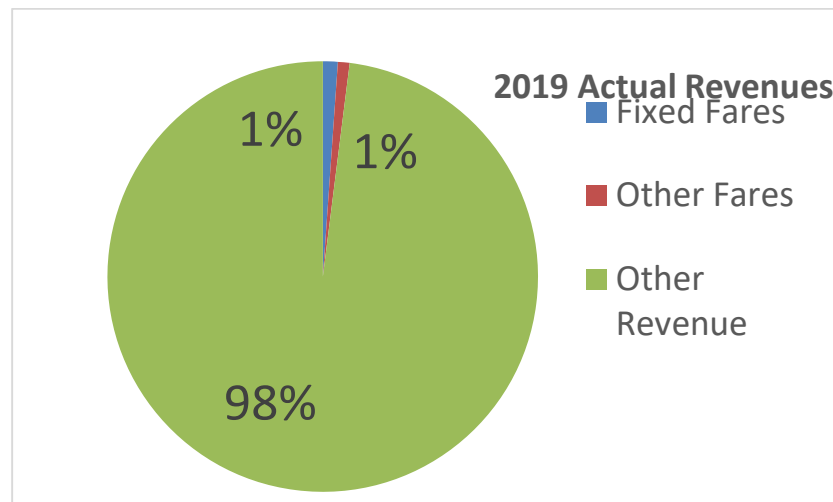
Staff is currently investigating the possibility of chambers or foundations covering any lost revenue if this strategy is pursued.

For more reading:

<https://www.opb.org/news/article/northwest-transit-system-fareless-bus-olympia-intercity/>

Director's Notes – March 2020

<https://www.houstonpublicmedia.org/articles/news/in-depth/2020/01/06/355569/metro-is-gathering-input-on-whether-to-stop-collecting-fares/>
<https://www.citylab.com/transportation/2019/12/free-transit-how-much-cost-kansas-city-bus-streetcar-fare/603397/>
<https://www.cincinnati.com/story/news/2019/12/03/cincinnati-streetcar-city-moves-toward-eliminating-fares/2602233001/>



B. Staffing & Facility

1. Staffing

BCRTA is currently seeking CDL and non-CDL drivers, maintenance technicians. A biweekly email digest of open positions is available. Please contact Kristin Fryer, BCRTA HR Manager (fryerk@butlercountyrta.com) if you would like to be added to the mailing list.

BCRTA will begin utilizing a digital marketing firm with the new website and careers page to begin more targeted recruiting in April.

2. Customer Service Center

BCRTA has been working with the City of Middletown to leverage available space at the Middletown Transit Station as BCRTA grows. Beginning in late March, Customer Service Representatives will begin moving into a newly refreshed office area at the Transit Station. The new space also includes an indoor customer service window and refreshed customer restrooms that have been unavailable for several years. This partnership will also allow BCRTA to better utilize space within the Hamilton office.

Director's Notes – March 2020

C. Planning

1. Hamilton Train Station?

BCRTA was recently mentioned in news coverage and ideas for plans to repurpose the old CSX station building located in Hamilton. The building would have to be moved and receive a major renovation. BCRTA is discussing its options and capabilities with City officials.

[Click here for Facebook video and post](#)

[Click here for WCPO Coverage](#)

2. Chestnut Street Multimodal Station

BCRTA was awarded \$2.6M in 5339 funds in April 2018 and \$4.M5 in CMAQ funds in 2019 to be put toward the facility. CMAQ funds are programmed for FY 2024.

Information regarding conceptual plans and estimates on the Chestnut Street Multimodal Station is available at

<http://www.butlercountyrta.com/oxfordfacility>.

BCRTA staff have been working closely with BCRTA legal counsel and Miami University to begin negotiating a land use/lease agreement and joint development agreement for the construction of the proposed facility.

BCRTA has drafted proposed documents and is continuing to negotiate with Miami.

3. 42X

BCRTA renewed the 42X contract for 2020 with Cincinnati Metro. Staff recommend aggressive pursuit of a cost-sharing model in 2021 after SORTA has completed its ballot initiative. BCRTA is also investigating the availability of OTP2 funds that would allow BCRTA and MTS to operate Cincinnati commuter bus service at a lower cost with more control and flexibility.

SORTA will be on the Hamilton County ballot March 17.

D. Outreach & Communications

1. COVID-19

BCRTA has been deeply involved in preparations for COVID-19 in March. A current draft of the proposed *BCRTA Contagious Virus Response Plan* is included with these notes. BCRTA is working closely with transit peers, local health departments, BCEMA, and Miami University to address any reasonable prevention measures.

Director's Notes – March 2020

2. Art OnBoard

BCRTA staff are having initial discussions with Fitton Center officials regarding opportunities to wrap artwork on BCRTA buses, similar to the StreetSpark program. Discussions are preliminary at this time.

3. I-75 WorkLink Corridor

Due to inefficient ridership and the loss of funding from Premier Health in Q1 2020, BCRTA has recommended a demand-response model to serve WorkLink constituents in the Middletown-Monroe-Dayton corridor. Current service will end March 21 and new demand-response style service will be available beginning March 23.

4. List of Influencers

As part of addressing BCRTA's newly proposed vision, I would like to gather a list of relationships and influencers that our organization and Board of Trustees believe they can leverage if needed. I am asking staff and trustees to share persons and position/title information so we may create a database that may be used to influence decisions and opinions regarding BCRTA and public transit in our area. Please email Vonda Partin with your information:

partinv@butlercountyrta.com.

E. Funding & Discretionary Grant Availability

1. Integrated Mobility Innovation Demonstration Research Program

Last week Stark Area Regional Transit Authority (SARTA) in partnership with committed partners, NEORide, CALSTART, Masabi and Cleveland State University (CSU), along with 9 additional transit agency stakeholders, including BCRTA were awarded \$2M to develop an innovative alternative payment system for mobility, business and personal applications targeted to significantly benefit unbanked, underbanked, low-income, disadvantaged, disabled, student, elderly and other underserved populations. SARTA and NEORide will be leading the project.

2. CMAQ/STP

BCRTA applied locally to OKI for the unfunded portion of the Chestnut Fields Multimodal Station & Shared Services Facility. OKI reports they received twenty-one applications totaling more than \$75M. On September 10, 2019 the OKI Prioritization Subcommittee scored BCRTA's application with 74 points, more than any other local project! BCRTA received an official award letter from OKI on December 19, 2019.

3. \$70M for Transit (HB 62) – Ohio Transit Partnership Program Grants

Director's Notes – March 2020

State funding awards were made October 25, 2019. BCRTA received \$305,653 in Urban Transit Program funds, \$3,611 in Elderly and Disabled Subsidies, and \$474,383 in discretionary Transit Partnership Program (OTP2) funds for operating assistance and bus replacement match.

F. On the Horizon ...

1. Accessible Meetings

In an effort to provide more accessible meetings to community members and disabled constituents, BCRTA will host the following Board of Trustees meetings this year in more convenient and accessible locations:

May 20, 2020

Community Room - MidPointe Library System
125 S. Broad Street, Middletown, OH 45044

September 16, 2020

City of Oxford Police Station
101 East High Street, Oxford, OH 45056

2. OPTA Conference

[cancellation expected] The Ohio Public Transit Association will hold the Annual Conference and Expo April 20-22, 2020 at the Greater Columbus Convention Center. Board members are invited. In addition to class sessions, there will also be tours of the autonomous Linden Leap service, COTA experience Center and CBUS. Matt Dutkevich is the 2020 Conference Program Chair.

3. Federal Transit Administration Triennial Review

2020 is BCRTA's year for another triennial review of compliance with the terms of FTA's master agreement for all grantees. Staff has been collecting data and answering questions for weeks. FTA will be onsite April 28 and 29, 2020. The Board will be apprised of FTA's actions. Trustees should also expect to take up some clean-up legislation before and after the review to bring any items into compliance that may need updating at the Board level. Title VI and EEO Programs are expected to be on the March Board agenda for review and approval.

4. Upcoming Procurements >\$25,000

- a. Moser Court Asphalt Maintenance
- b. Enhanced Gate Security
- c. Onboard Routers

Director's Notes – March 2020

Strategic Vision 2025

As Ohio's public transit innovator, BCRTA provides smart mobility options and infrastructure that seamlessly connect people to employers, educational, healthcare, and recreational destinations.

Leverage competitive federal funding and forge mutually beneficial partnerships with organizations, including incubators, chambers, universities, start-ups, economic development bodies, and planning professionals.

- Expand participation in NeoRide as appropriate to address needs and improve grant funding
- Sustain Miami University relationship, plan for future
- Retain BCVSC and BCDD contracts
- Leverage MTS transit plan and maintain relationship with City of Middletown
- Improve DBE access
- Keep finger on pulse of autonomous tech
- Examine Cincinnati commuter service for ways to reduce cost (42X)

Enhance connectivity with constituents by leading in the implementation of new transit tech (onboard Wi-Fi tools).

- Test and expand onboard WIFI where possible
- Implement onboard validation for EZfare
- Expand BGO app service
- Launch new & updated website
- Expand use of real-time info signs and kiosks

Improve mobility access and eliminate barriers to ridership, especially for riders who may be elderly or have disabilities.

- Reduce DR fares to \$5.00
- Make peak BGO service available
- Hire operators to address demand
- Relocate customer service closer to riders
- Pursue payment options for unbanked
- Consider free fixed route fares

Support employers with effective workforce transportation in at least 75% of Butler County's densest corridors.

- Evaluate existing R routes for effectiveness and reallocate to improved frequency or BGO as necessary
- Solicit BGO services in employer-dense areas.
- Evaluate options for Spooky Nook connectivity
- Address Butler/Warren connection in Monroe

Develop multimodal infrastructure and wayfinding to create seamless user experiences.

- Accelerate completion/progress for Oxford Multimodal facility
- Improve Hamilton/Warren County connectivity for fixed route and ADA
- Eliminate paper transfers
- Address Transit Center convenience and utility (Hamilton, Oxford, Middletown)
- Improve regional connections with commuter service, rail, interurban bus, rideshare, bikeshare, scooters

Contagious Virus Response Plan

March 2020

Date	Modified By	Modification Description	Approval
3/11/2020	M. Dutkevicz	NEW PLAN	

Contents

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 Reduction & Shutdown 7

 Remote Working 7

 Business Travel 8

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Approval of this Plan

This plan shall be approved by the Executive Director with notice to the Board of Trustees, Director of Operations, Director of Finance and Administration, Vehicle and Facility Maintenance Manager, Planning & Special Projects Manager, and the Mobility Manager.

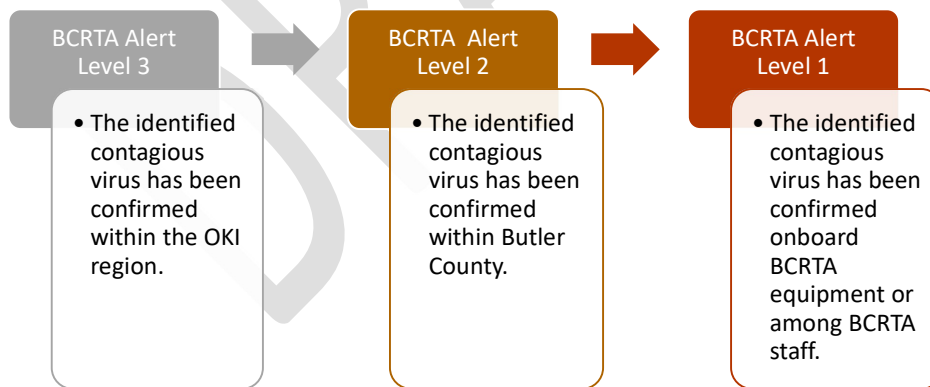
Overview

BCRTA has established this response plan as a tool to assist in preventing the spread of contagious viruses, including COVID19. BCRTA recognizes the need to transport passengers for essential lifecare services even in the event of a pandemic event. As such, this plan is intended to reduce non-essential contact and services so that staffing and resources can be preserved for those riders that most need services for essential life care services like dialysis and prescription services.

Measures in this plan shall be implemented only as necessary when effective prevention may reduce the threat of disease transmission. Many measures are detailed for implementation as cases of the virus are confirmed in BCRTA's geographic area.

Identification of Alert Phases

BCRTA shall monitor all threats as identified by the Centers for Disease Control and World Health Organization. Upon Phase 4 of the WHO Pandemic Alert System, BCRTA shall review this plan and prepare for implementation. Steps within this plan shall be implemented during WHO Pandemic Alert Phase 6 as follows:



Information & Education

Contacts for the implementation of this plan are listed herein. Contacts for partner agencies are also included for the benefit of information-sharing and consolidated communication.

Communication with Emergency Management Resources

The Director of Operations and Planning & Special Projects Manager shall work in connection with Butler County Emergency Management services to coordinate any required activities within the scope of EMA.

The Executive Director and Director of Operations shall also communicate and coordinate with local health departments for input and oversight of this plan.

Internal Communications

The Executive Director shall be responsible for initiating communication or delegating such a responsibility. In the absence of the Executive Director or as emergency may necessitate, the Director of Operations or Director of Finance & Administration shall be empowered to initiate communication.

All contagious virus response communications shall be printed and distributed by hand in addition to being distributed to applicable employees via BCRTA's HRIS system for faster and more thorough response.

Managers and supervisors shall take all reasonable measures to distribute information provided by the CDC or OSHA designed for the well-being and education of workplaces related to any contagious virus responses.

External Communications

The BCRTA Executive Director shall act as the primary contact and Public Information Officer for all purposes of this plan.

In the event that any portion of this plan is enacted, the Mobility Manager shall assume and prioritize external communication responsibilities for social media, email and other forms of public information sharing as delegated or directed by the Executive Director.

The Planning and Special Projects Manager shall be responsible for updating website information and providing updated service and schedule information as promptly as possible.

Notification Sources

BCRTA will announce any service suspensions via website announcements, service alerts via BuzTrackr and Transit mobile applications, social media (Facebook/Twitter), print media (Journal News/Cincinnati Enquirer), and TV news stations.

Support & Relationships

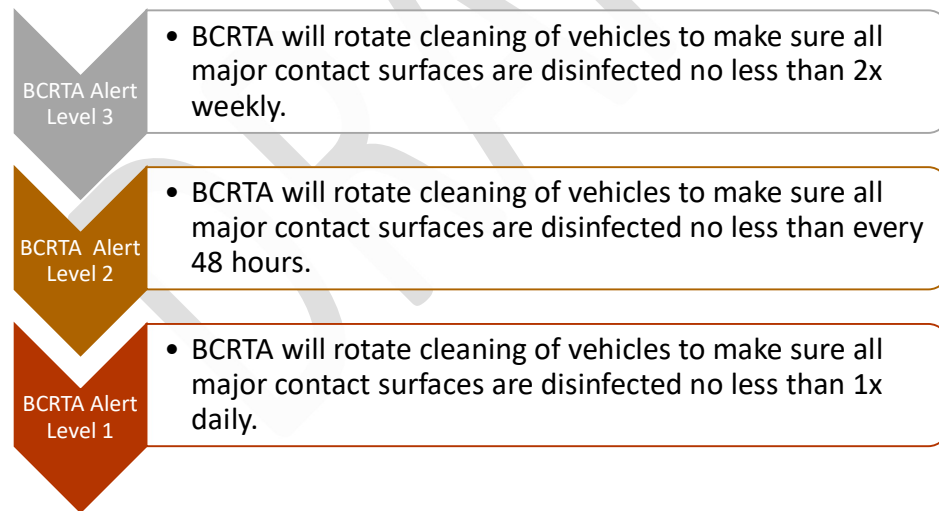
BCRTA strives to work closely with partners that can provide scientifically backed guidance and best practices for preventing the spread of any identified contagious virus threat. As such, BCRTA shall maintain close contact with the following agencies and organizations for support and coordination:

- Butler County Emergency Management Association (EMA)
- Butler County Health Department
- City of Middletown Health Department
- Miami University
- Ohio Public Transit Association
- Southwest Ohio Regional Transit Authority
- USDOT Federal Transit Administration

Disinfection

Cleaning Processes

BCRTA will make best efforts with reduced staffing to disinfectant high traffic surfaces that come in contact with passengers and employees. The Director of Operations and Maintenance Manager shall be responsible for the assignment and training of personnel to complete such activities based on the following guidance:



Supplies

Given that many disinfection supplies may be difficult to obtain given current demand, BCRTA will make best efforts to maintain current stock. This shall be done by:

- Securing unused supplies in locked areas.
- Enacting a zero-tolerance theft policy for employees that steal essential virus prevention supplies.
- Rationing “quick use” supplies by not using for regular cleaning.
- Maintaining onboard inventory procedures for “Quick Use Supplies.” “Quick use supplies” shall include:
 - Hand sanitizer, 16oz or less
 - Spray “Lysol” or other aerosol disinfectants
 - “Clorox Wipes” or other prepackaged disinfectant wipes

Major cleaning and disinfection in the facility and onboard vehicles shall be completed by employees with proper PPE and products still generally available through BCRTA suppliers and NOT “quick use supplies.”

“Quick use supplies” shall be maintained onboard vehicles for employees to use during the service day as necessary.

For major cleaning and disinfection, BCRTA will use bleach diluted according to manufacturer’s directions or CDC guidance. Porous fabrics shall be steam cleaned.

BCRTA shall follow guidance provided by the Center for Disease Control:

<https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>.

The Maintenance Manager and Director of Operations shall be responsible for identifying required materials and supplies. The Director of Finance and Administration shall be responsible for the procurement of any identified supplies consistent with BCRTA’s purchasing policies, including emergency protocols if deemed necessary.

Employee Hygiene

For all workers, regardless of specific exposure risks, it is always a good practice to:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.

In the event an IDENTIFIED CONTAGIOUS VIRUS is confirmed in the OKI region, vehicle operators, maintenance personnel and employees must use proper PPE and wash hands thoroughly after completing any potential hazard activities such as:

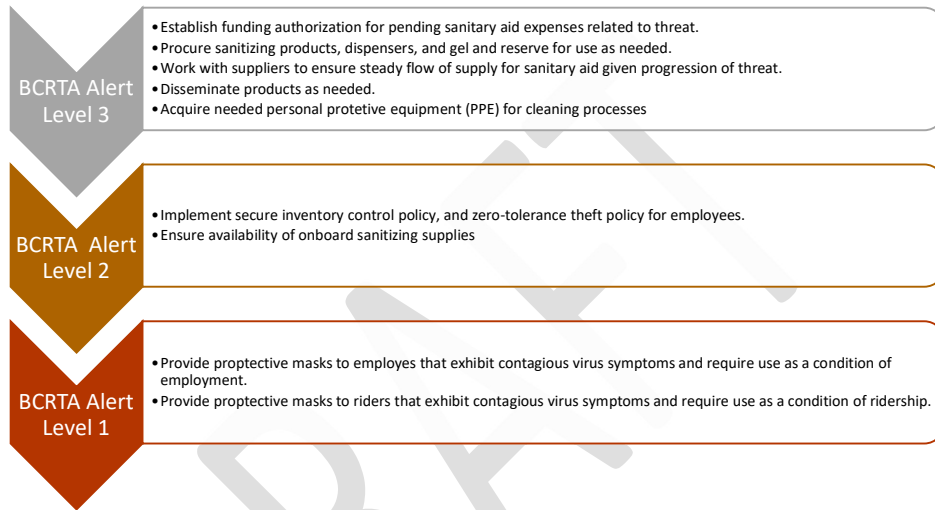
- Emptying trashcans
- Cleaning any high contact surfaces onboard vehicles

Normal policy and procedure should also be followed for the cleaning of any body fluids or other bloodborne pathogens.

Sanitary Aids to Limit Spread

Sanitary aids can assist significantly in limiting the spread of a virus. Additionally, sanitary aids can reassure transit employees and provide them with an added layer of protection in performing their daily functions.

BCRTA has identified the following tasks to implement the acquisition and distribution of sanitary aids as a function of the various alert levels.



Vaccine/Antiviral Medications

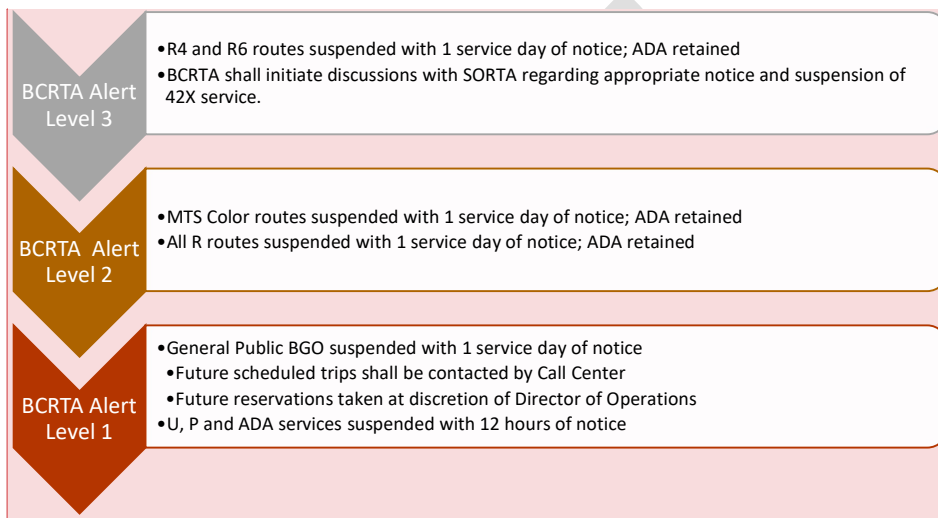
Given the spread of contagious virus, BCRTA shall work with local health authorities to make vaccinations and/or antiviral medications available for essential transit agency employees.

Essential Services

Reduction & Shutdown

In the event that an identified contagious virus threat is confirmed locally, BCRTA shall begin to take measures to reduce non-essential services that promote the congregation of people in vehicles. BCRTA may also choose to reduce or shutdown service due to recommendation of local health officials or limited staffing levels cause by a pandemic.

Reduction in service shall take place as follows:



Commented [MD1]: Pending ... need more review.

Reductions Due to Staffing Shortages

In the event that a pandemic or contagious virus reduces staffing below required levels, services shall be reduced or eliminated in the following order:

1. Commuter Fixed Route (non-contracted)
2. Local Fixed Route (non-contracted)
3. General Public BGo (non-medical)
4. ADA (non-medical, non-contracted)
5. Commuter Fixed Route (contracted)
6. Fixed Route (contracted)
7. BGo (medical)
8. ADA (medical)

Remote Working

Upon written authorization of the President of the BCRTA Board of Trustees, Executive Director, Director of Finance & Administration, or Director of Operations certain employees shall be asked to not report to work or may be equipped to work from home. This shall only be contemplated in the case of WHO

Page | 7

Phase 6. Special consideration may be granted for employees identified as especially vulnerable to the threat as suggested in guidance provided by local health departments or the Centers for Disease Control & Prevention.

- Essential Employees that may be equipped to work from home with authorization:
 - Director of Finance and Administration
 - Director of Operations
 - Executive Director
 - HR Manager
 - Mobility Manager
 - Operations Managers
 - Planning & Special Projects Manager

- Non-essential employees that may be asked not to report to work or may be asked to work from home:
 - Administrative Assistant
 - Customer Service Representative
 - Dispatcher
 - Finance Coordinator
 - Finance Data Specialist
 - Operations Supervisors
 - Transportation Coordinators
 - Trainers
 - Trainees

- Essential Employees that must report to work:
 - Vehicle & Facilities Maintenance Manager
 - Vehicle Operators
 - Vehicle Technicians

Employees that work from home must be equipped to log into all necessary systems as determined by his or her direct supervisor. Employees working from home must “report to work” as demonstrated by being available through BCRTA’s instant messaging and presence platform.

The Director of Finance and Administration shall work directly with hourly employees asked to work from home to address clock-in and clock-out procedures and other timekeeping needs.

Business Travel

Non-essential business travel for BCRTA employees shall be restricted from any geographic areas within fifty (50) miles of any confirmed cases of an identified contagious virus threat.

Meetings

BCRTA employees shall make all attempts to attend meetings electronically when possible during any alert phase.

Restoration of Service

The Executive Director and Director of Operations shall work with local emergency management and health officials to determine appropriate timing for restoring services.

Restoration of services shall be communicated by the Executive Director or his designee and communicated as outlined in this plan.

DRAFT

Contacts

Matthew Dutkevicz, Executive Director – media contact and primary public transit POC/PIO
513.785.5246 • dutkeviczmm@butlercountyrta.com

Dee Weidner, Director of Admin & Finance - remote working & purchasing contact
513.785.5029 • weidnerd@butlercountyrta.com

Luke Morgan, Director of Operations – service and operations staffing Contact
513.785.5033 • morganl@butlercountyrta.com

Ron Wogenstahl, Vehicle & Facility Maintenance Manager
513.785.5354 • 513.616.5736 • wogenstahlr@butlercountyrta.com

Shawn Cowan, Mobility Manager – Acting Contagious Disease Response Deputy PIO
513.785.5398 • cowans@butlercountyrta.com

Susan Cohen, Acting City Manager – City of Middletown transit oversight contact
513.425.7910 • susanc@cityofmiddletown.org

Shelby Quinlivan, Communication Manager – City of Middletown
513.425.1812 • shelbyq@cityofmiddletown.org

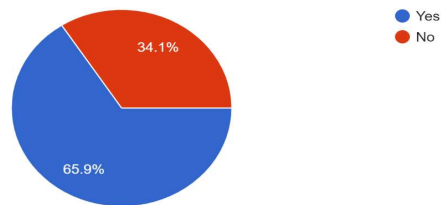
Jackie Philips, Health Commissioner – City of Middletown
513.425.7854 • jackiep@cityofmiddletown.org

Claire Wagner, Director of University News & Communication – Miami University media contact
513.529.7592 • 513.330.1145 • wagnercm@miamioh.edu

Chief John McCandless, Chief of Policy – Miami University transit oversight contact
513.529.2223 • mccandjm@miamioh.edu

Question	2018 Average Score 49 results	2019 Average Score 67 results		Difference	
I know what is expected of me.	4.27	4.06	↓	(0.21)	-4.94%
I have the training, materials and equipment I need to do my work correctly and safely.	4.02	4.07	→	0.05	1.34%
At BCRTA, I have the opportunity to do what I do best every day.	3.94	4.21	↑	0.27	6.89%
In the last seven (7) days, I have received recognition for doing a job well done.	3.00	3.00	→	0.00	0.00%
My supervisor seems to care about me as a person.	4.00	4.18	↑	0.18	4.48%
Someone at BCRTA encourages my professional development.	3.38	3.49	↗	0.11	3.24%
My opinions count at BCRTA.	3.02	3.16	↗	0.14	4.75%
The mission/purpose of BCRTA makes me feel that my job is important.	3.98	3.91	↘	(0.07)	-1.72%
My co-workers are committed to doing quality work.	3.69	3.87	↑	0.18	4.83%
I have a best friend at BCRTA.	2.81	2.99	↑	0.18	6.29%
In the last six months, someone from BCRTA has talked with me about my progress.	3.51	3.30	↓	(0.21)	-6.04%
This last year, I have had the opportunity to learn and grow at BCRTA.	3.51	3.48	↘	(0.03)	-0.94%

If you said "yes" or "maybe," would you be willing to pay 9.5% of your paycheck for those medical benefits?
41 responses



If BCRTA offered medical benefits, would you be interested in enrolling?
67 responses



BCRTA Resolution No. 20-03-01

Approval of the Butler County Regional Transit Authority 2020 Title VI Program

Whereas BCRTA is a Regional Transit Authority created by resolution of the Butler County Board of Commissioners; and

Whereas as a designated recipient of Federal Transit Administration (FTA) funds, BCRTA is required to comply with the Title VI regulations issued by the United States Department of Transportation (USDOT) as a condition of receiving federal funds; and

Whereas every three years BCRTA is required to submit a new Title VI program in accordance with USDOT's 49 CFR Part 21.7; and

Whereas in 2012 Federal Title VI requirements were updated by FTA and require that the Title VI program be approved by BCRTA's governing body; and

Whereas BCRTA's current Title VI Program will expire on March 31, 2020.

Now, therefore, be it resolved that the BCRTA Board of Trustees hereby approves the March 2020 Title VI Program and authorizes the BCRTA Executive Director to complete submission of the final program to FTA. Be it further resolved that the BCRTA Board of Trustees authorizes the BCRTA Executive Director to take any actions necessary to assure organizational compliance with the terms of this policy and regulation.

Approved: March 18, 2020

_ Chris Lawson
Board President, BCRTA

_ Matthew Dutkevicz
Executive Director, BCRTA



**Title VI Program
Butler County Regional Transit Authority (BCRTA)**

**January 2017
Revised March 2020**

**Submitted to:
Marjorie Hughes
Regional Civil Rights Officer
Federal Transit Administration
200 West Adams Street, Suite 320
Chicago, Illinois 60606**

**Butler County Regional Transit Authority (BCRTA)
Title VI Program, January 2017
Revised March 2020**

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Butler County Regional Transit Authority (BCRTA)
Title VI Program, February 2017
Revised March 2020

1 INTRODUCTION

1.1 Brief Description of BCRTA as Transit Provider Operating Fewer than 50 Fixed Route Vehicles and with No Subrecipients

Butler County RTA is an FTA designated recipient in Butler County, Ohio with no subrecipients. BCRTA operates 16 motor bus and 1 commuter bus vehicles in peak service and is a part of the Cincinnati Urbanized Area.

From 1999-2002, BCRTA operated countywide fixed route and demand response services. (In 2002, BCRTA shut down its directly-provided countywide public transit services due to the defeat of a countywide sales tax levy.) Since 2003, BCRTA has funded park-n-ride commuter bus services between Butler County and downtown Cincinnati through a contract with the Southwest Ohio Regional Transit Authority (SORTA). Since 2005, BCRTA has been reintroducing public transit services in Butler County with no major service reductions or fare changes since that time. Until 2009, BCRTA primarily offered general public, on demand, door-to-door services. In 2009, BCRTA began commuter bus services between Middletown and Hamilton. One (1) transit bus is used for this service during peak hours. In 2010, BCRTA introduced a Middletown-Oxford commuter bus service, using an additional peak bus. In 2012, BCRTA introduced a third commuter route between Oxford and Hamilton using two (2) peak buses. In August 2013, BCRTA began fixed route bus service in Oxford, Ohio using 10 peak buses. In April 2014, BCRTA began fixed route bus service from Hamilton to Tri-County Mall adding connections to the Cincinnati Metro system via the new R4 route. In 2016, BCRTA began fixed route bus service the R6 Job Connector to facilitate employment growth along a heavily distribution/manufacturing corridor in Butler County. In 2018, BCRTA started operating a new commuter route connecting Dayton and Butler County in a test trial with the City of Middletown, City of Monroe, and Premier Health. The trial will end March 21, 2020 and will now be offered as a curb-to-curb program under BCRTA's BGo service. In 2019, the National Transit Database worked with BCRTA to reclassify its routes based on current statistics. There are now ten fixed routes and one commuter route in the BCRTA system.

Current services are further summarized in Appendix A: Exhibit 1.

BCRTA projects almost 580,000 directly provided trips in 2019, has an annual operating budget of approximately \$5.0 million, a fleet of forty-eight (48) buses, employs nine (9) full time employees, three (3) part-time administrative staff, sixty-nine (70) part-time bus operators, fourteen (14) part-time supervisors/dispatchers/schedulers/reservationists, three (3) part-time mechanics, and uses one (1) central facility for administration, scheduling and dispatching, vehicle storage and maintenance, and other miscellaneous transit purposes.

The BCRTA Board of Trustees continues its leadership commitment in exploring transportation options for Butler County citizens and visitors through a strategy of

targeting identified needs through partnerships and coordination with other regional transportation providers.

1.2 BCRTA Title VI Plan Policy Statement

The BCRTA assures that no person shall on the grounds of race, color, sex, age, disability or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The BCRTA further assures every effort will be made to ensure nondiscrimination in all of its programs activities, whether those programs and activities are federally funded or not.

In the event that the BCRTA distributes federal aid funds to another entity, the BCRTA will include Title VI language in all written agreements and will monitor for compliance. The Manager of Administration serves as the Title VI Coordinator of the BCRTA and is responsible for initiating and monitoring Title VI activities, preparing required reports and other BCRTA responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21.

2 GENERAL REPORTING REQUIREMENTS

2.1 Title VI Notice to Public.

The following notice is posted on the BCRTA website at www.butlercountyrta.com, within BCRTA vehicles, in the BCRTA facility, and included in all public information materials such as service brochures, notices, etc.

**Title VI Notice of Public Rights
The Butler County Regional Transit Authority**

The Butler County Regional Transit Authority (BCRTA) operates all services, routes and accommodations without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under title VI may file a complaint with the BCRTA of Hamilton, Ohio and/or or the Federal Transit Administration (FTA).

For more information on the BCRTA civil rights program, and the procedures to file a complaint, contact 513-785-5022, visit the BCRTA administrative office at 3045 Moser Court, Hamilton, Ohio 45011, or visit www.butlercountyrta.com.

A complainant may file a complaint directly with the FTA by completing a Title VI Complaint Form and mailing it to the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590.

For information in another language, contact BCRTA at 513-785-5022.
Para obtener mas informacion llame a BCRTA at 513-785-5022.

2.2 Title VI Complaint Procedures.

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all related statutes, relating to any program or activity administered by BCRTA or its subrecipients, consultants, and/or contractors. Intimidation or retaliation of any kind is prohibited by law.

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the BCRTA may be utilized for resolution, at any stage of the process. The Title VI Coordinator will make every effort to pursue a resolution to the complaint. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited under Title VI and related statutes may file a written complaint to the following address:

Title VI Coordinator
Butler County Regional Transit Authority
3045 Moser Court
Hamilton, OH 45011

The following measures will be taken to resolve Title VI complaints:

- 1) A formal complaint must be filed within 180 days of the alleged occurrence. (See Appendix A, Exhibit 2 for BCRTA Title VI complaint form.) Complaints shall be in writing and signed by the individual or his/her representative, and will include the complainant's name, address and telephone number; name of alleged discriminating official, basis of complaint (race, color, national origin, sex, disability, age), and the date of alleged act(s). A statement detailing the facts and circumstances of the alleged discrimination must accompany all complaints.
- 2) In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the BCRTA Title VI Coordinator. Under these circumstances, the complainant will be interviewed, and the BCRTA Title VI Coordinator will assist the complainant in converting the verbal allegations to writing.
- 3) When a complaint is received, the Title VI Coordinator will provide written acknowledgment to the complainant, within ten (10) days by registered mail.
- 4) If a complaint is deemed incomplete, additional information will be requested, and the complainant will be provided 60 business days to submit the required

information. Failure to do so may be considered good cause for a determination of no investigative merit.

- 5) Within 15 business days from receipt of a complete complaint, the BCRTA will determine its jurisdiction in pursuing the matter and whether the complaint has sufficient merit to warrant investigation. Within five (5) days of this decision, the Executive Director or his/her authorized designee will notify the complainant and respondent, by registered mail, informing them of the disposition.
 - a. If the decision is not to investigate the complaint, the notification shall specifically state the reason for the decision.
 - b. If the complaint is to be investigated, the notification shall state the grounds of the BCRTA's jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
- 6) When the BCRTA does not have sufficient jurisdiction, the Executive Director or his/her authorized designee will refer the complaint to the appropriate State or Federal agency holding such jurisdiction.
- 7) If the complaint has investigative merit, the Executive Director or his/her authorized designee will assign an investigator. A complete investigation will be conducted, and an investigative report will be submitted to the Executive Director within 60 days from receipt of the complaint. The report will include a narrative description of the incident, summaries of all persons interviewed, and a finding with recommendations and conciliatory measures where appropriate. If the investigation is delayed for any reason, the investigator will notify the appropriate authorities, and an extension will be requested.
- 8) The Executive Director or his/her authorized designee will issue letters of finding to the Complainant and Respondent within 90 days from receipt of the complaint.
- 9) If the Complainant is dissatisfied with the BCRTA resolution of the complaint, he/she has the right to file a complaint with the:

Regional Civil Rights Officer
Federal Transit Administration
200 West Adams Street, Suite 320
Chicago, Illinois 60606
Phone: (312) 353-3770
Fax: (312) 886-0351

2.3 Title VI Complaint Form.

See Appendix A: Exhibit 2 for a copy of BCRTA Title VI Complaint Form. The complaint form can also be found on BCRTA website: www.butlercountyrta.com

2.4 Record of Title VI Investigations, Complaints, or Lawsuits.

None.

2.5 Public Participation Plan.

BCRTA operates according to the BCRTA Board of Trustee Policy shown in section 2.6 to 1) notify the public to changes in services and/or fares; 2) solicit public input when changes are made to transit service and/or fares; and 3) consider public's input when decision regards regarding changes to transit service and/or fares are made.

When soliciting public input BCRTA engages the practices outlined in FTA Circular 4703.1 "Environmental Justice Policy Guidance for Federal Transit Administration Recipients." In particular, when conducting traditional public meetings BCRTA carefully considers the following elements to ensure full community participation, including EJ populations:

- Convenient and accessible locations
- Visual description techniques
- Inclusion of electronically accessible formats
- Time limits for public speakers
- Time limits for BCRTA personnel
- Room arrangements adaptable to crowd size
- Dedicated personnel and resources for disabled or LEP participants
- Reading levels/literacy
- Description of acronyms
- Reducing content into manageable blocks

BCRTA will also make meaningful efforts to engage the public in non-traditional outreach methods such as partnerships with local community actions agencies, municipalities, informal group meetings and digital media. BCRTA currently maintains supportive engagement relationships with the City of Hamilton, the City of Middletown, and Supports to Encourage Low Income Families (SELF) for the purposes of obtaining public feedback to plans and service changes including those that do not meet the threshold for official comment. BCRTA provides information and communication via Facebook and Twitter:

- www.facebook.com/butlercountyrta
- www.twitter.com/BCRTA

Additionally, BCRTA participates in the local Metropolitan Planning Organization's (Ohio-Kentucky-Indiana Regional Council of Government (OKI)) planning and public participation processes, including the development and updates of the Locally Developed Coordinated Public Transit-Human Services Transportation Plan for the OKI region, a process that includes representative of public, private and nonprofit transportation and human services providers and participation by the public. BCRTA

participation is formalized through an annual Memorandum of Agreement (MOA) between OKI and BCRTA.

See Appendix C for a copy of the MOA and current OKI Public Participation Plan.

2.6 BCRTA POLICY AND PROCEDURE MANUAL

6-16 Public Comment on Fare and Service Changes

Effective Date: 06-15-2011

Reviewed Date: 05-17-2017

BCRTA will specifically seek public comment on fare and service changes under any of the following circumstances:

1. Any increase to the full adult fare,
2. Any decrease in service in which 25% or more of the total non-contracted system services (based on revenue service hours) are considered for elimination.

When circumstances dictate the solicitation of public comment, then open public meetings and public hearings will be held. The open public meetings may take the form of monthly regular or monthly special BCRTA Board of Trustee meetings. Citizens attending these public meetings where fare or service is considered will be afforded an opportunity to speak to the Board of Trustees. Letters written or referred to the BCRTA with respect to fare or service changes will also be considered at the public meetings.

Additionally, when the BCRTA proposes to increase the fares or decrease service per any of the above circumstances, at least one (1) public hearing will be held prior to the BCRTA Board of Trustee meeting that adopts the budget incorporating the subject fare or service changes.

The Public Hearing will meet the following criteria:

1. Published public notice will be given as to the date, time, location and purpose of the public hearing;
2. The notice will allow for mailed written public comment in lieu of attendance at the hearing;
3. The public notice will be printed at least 10 calendar days prior to the hearing;
4. The public hearing will be held in a location accessible to persons with mobility disabilities;
5. A record of the proceedings will be made. Transcripts of the proceedings may be obtained at the expense of those requesting such a transcript;
6. Comments from the public will be taken up to the closing time of the public hearing. The hearing shall have a duration of no less than one (1) hour for the collection of public comment, and no individual will take more than five (5) minutes to present a view point, and, or the moderator of the public hearing reserves the right to limit comments to five (5) minutes or less;

7. For the sake of the record, persons submitting comments at the hearing will be asked to provide their name and address.
8. BCRTA officials may make a presentation concerning a fare increase or service reduction;
9. The BCRTA Executive Director, the BCRTA Operations Manager, or the President of the BCRTA Board of Trustees will hold, chair, and moderate the public hearing proceedings.

After the Public Hearing, the BCRTA Executive Director will present a summary of the proceedings to the Board of Trustees. The summary will be communicated prior to the BCRTA Board of Trustee meeting that adopts the budget incorporating the subject fare or service changes.

2.7 Limited English Proficiency (LEP) Four Factor Analysis & Language Assistance Plan.

See Appendix B.

2.8 Membership of Non-Elected Committees and Councils

The BCRTA was created by the Butler County Commissioners in 1994 consistent with Ohio Revised Code 306.32. The originating resolution calls for a nine (9) member Board that serves three (3) year terms. Appointments are the responsibility of the Butler County Commissioners.

17.8% of Butler County 2017 population is considered minority (7.9% black or African American alone; 4.5% Hispanic or Latino alone; 2.9% Asian alone; and 2.5% two or more races).

The current makeup of the BCRTA Board of Trustees is as follows:

	Total	Minority
Male	6	0
Female	3	1 (14.3%)
Vacant	0	NA

2.9 BCRTA Monitoring of Subrecipients

BCRTA has no subrecipients.

2.10 Equity Analysis of Construction Projects.

During the reporting period, BCRTA has not undertaken any construction project that requires an environmental justice analysis.

2.11 Evidence of Board Review and Approval of Title VI Program and Policies.

Appendix A, Exhibit 3 contains the Board resolution indicating review and approval of BCRTA 2017 Title VI Program. The BCRTA Board of Trustees will approve updates to the 2020 plan on March 19, 2020.

3 Service Standards & Policies

BCRTA Board of Trustees continues its leadership commitment in exploring transportation options for Butler County citizens and visitors through a strategy of targeting identified needs through partnerships and coordination with other regional transportation providers. The BCRTA Board of Trustees adopted the following service standards and policies in March 2010 to guide service development:

3.1 Operating Mandates/Board Policy

1. BCRTA will operate with a balanced budget
2. BCRTA will grow its ridership through increased use of existing programs and implementation of new services.
3. BCRTA will leverage its capital resources (facilities and equipment) through community partnerships with qualified organizations.

3.2 Service Design Guidelines

As a result of community input, the BCRTA Board of Trustees has made a leadership commitment to adopting a new mobility paradigm tailored to the unique needs of Butler County. A mobility mission calls for creative transportation strategies that leverage local resources and services to move people efficiently and effectively. The focus is on mobility versus mode.

The BCRTA has committed to explore and build upon the following service categories:

- Community requests wherein the sponsoring agency/jurisdiction is willing to contribute at least 45% of the operating costs;
- Fixed-route park-and-ride services to move workers to/from neighboring counties;
- Customized employer-driven solutions to accessing a larger skilled labor pool;
- Collaborative mobility solutions for improving quality of life for target populations; and
- County connections to Miami University educational opportunities.

3.3 Service Evaluation Factors

Annually the Board of Trustees will monitor and evaluate the following performance metrics:

3.3.1 Performance Metrics by Purpose

1. Safety

Safety Incidents/100,000 vehicle miles (Current Goal: 0.50)

2. Customer-Focus

- Administrative Cost/Vehicle Mile (Current Goal: Not to exceed \$1.15)
- Trips/Capita (2010 population: 368,130) (Current Goal: 0.25)
- Customer Satisfaction (% satisfaction from annual survey) (Current Goal: Greater than average of 90% satisfaction)
- Average General Public Fare (Current Goal: not to exceed \$5.00 per one-way trip)
- Local Contribution: Program Recovery Ratio: (Current Goal: 20-25%)
- On Time Performance (Current Goal: See Below)

3. Foster Service Efficiencies

- Operating Cost/Vehicle Hour (Current Goal: \$50-\$60)
- Operating Cost/Passenger Trip (Current Goal: Less than \$38/trip)

4. Assure Appropriate Allocation of Resources

- Passenger Trips/Vehicle Hour (Current Goal: Greater than 1.3 trips/hour)
- Operating Cost/Vehicle Mile (Current Goal: Less than \$3.85)
- Vehicle Load Factor (Current Goal: See below)

5. Employee Satisfaction

- Percent satisfaction from annual Workplace Strength survey (Current goal: annual improvements and action plan).

3.3.2 BCRTA Service Standards by Mode as of January 1, 2017

3.3.2.1 Vehicle Load

Peak and Off-Peak

Motor Bus	Less than or equal to 1.47 passengers per seat.
Commuter bus	Less than or equal to 1.2 passengers per seat.
Demand Response	Less than or equal to 1.0 passengers per seat.

3.3.2.2 Vehicle Headway

	Peak	Off-Peak
Motor Bus	Less than or equal to 30 minutes.	Less than or equal to 60 minutes.

Commuter bus	Less than or equal to 120 minutes.	Less than or equal to 120 minutes.
--------------	------------------------------------	------------------------------------

Increased vehicle headways shall first be applied to routes with a history of sustainable high load factor.

3.3.2.3 On-Time Performance (OTP)

Peak and Off-Peak

	Acceptable Early	Acceptable Late	Minimum Standard On-Time
Motor Bus	0-1 minutes	0-5 minutes	95%
Commuter bus	0-1 minutes	0-5 minutes	95%
Demand Response	0-15 minutes	0-15 minutes	95%

On-time performance is measured by calculating arrivals at designated time points only.

3.3.2.4 Service Availability

BCRTA regularly evaluates the county-wide trips provided per capita based upon the most recent census data available. BCRTA's current goal is 25%. BCRTA expects to provide more than 80% trips per capita in 2013 due to a significant expansion of service in 2013. BCRTA will re-evaluate this goal in 2014.

	Minimum Distance between Designated Stops
Motor Bus	10 miles
Commuter bus	1 mile

3.3.3 Vehicle Assignment

Currently, BCRTA has 48 revenue vehicles (see Appendix A: Exhibit 4 for BCRTA vehicle roster) to assign to meet service needs. Each morning, the BCRTA Vehicle and Facility Manager provides the BCRTA Transportation Coordinator with a list of vehicles available for service (identifying fleet scheduled for preventive maintenance and/or repair). The BCRTA Transportation Coordinator assigns available vehicles to meet passenger load and wheelchair requirements. Vehicle assignments vary daily. Coordinators are fully trained to cycle all vehicles through all routes and locations to ensure equitable distribution of assets based on age and condition regardless of community or passenger groups.

3.3.4 Transit Amenities

BCRTA operates one (1) commuter bus routes throughout Butler County and ten (10) motor bus fixed routes in Oxford, Ohio. The following amenities practice relates to these services. Other than rider guides and other customer information pieces, passenger amenities are not provided for demand response services. BCRTA has two (2) shelters located at the Miami University City of Hamilton campus. A property owner has installed a bus shelter at the Meijer park-and-ride along the Oxford-Hamilton commuter route. Miami University owns, places, and maintains all passenger amenities for fixed route bus service in Oxford, Ohio.

BCRTA recognizes the importance of passenger amenities in providing comfortable and convenient service to system users as well as attracting new ridership. Amenity, as defined for BCRTA purposes is “any physical improvement made to a bus stop or transit facility that contributes to a rider’s comfort, access, and/or safety while either waiting to board, boarding or alighting any BCRTA bus.” Amenities will be considered for any BCRTA fixed route and commuter bus service.

There are s (7) specific amenities that BCRTA will consider: bus signage, concrete boarding pads, benches, shelters, trash receptacles, concrete bus pads, and schedule holders. Determining factors that will be used to evaluate whether or not a particular bus stop will be eligible for placement of a specific amenity include but are not limited to: ridership levels, operating characteristics, traffic patterns, terrain, local ordinances or regulations governing the placement of transit amenities, and levels of elderly and disabled boarding’s.

3.3.4.1 Bus Stop Signage

Bus stop sign area placed to notify passengers where the bus will stop, to provide reference for bus operators, and to assist in marketing the system. To mark the location of all fixed route and commuter bus stops, BCRTA will provide signs and install them free of charge. The bus stop sign:

- Identifies the location as a bus stop
- Includes the number/letter identifier for the bus route (s) using the stop and, when possible, the destination of the route(s)
- Displays the transit information telephone number

There are multiple criteria involved in placing a bus stop sign. Concerns for passenger and public safety, convenience, bus stop visibility and passenger comfort must all be addressed. Signage designating stops will be placed at all BCRTA bus stops.

The following are general guidelines for bus stop sign locations and clearances:

- Every effort will be made to place bus stop signs on an existing utility pole or an existing standard.
- If an existing securement point is unavailable, the sign should be installed on an exclusive standard. In no case should the sign be located closer than 24 inches from the curb back.
- The minimum distance between bus stops is 528 feet (i.e., 1/10 of a mile).
- The bottom of the sign should be seven (7) feet above ground level, and the top should be no higher than 10 feet.

3.3.4.2 Concrete Board Pad Location

Boarding pads should be included at all bus stops that have 25 or more passenger boarding’s per day.

3.3.4.3 Benches

Bus stops with 25 or more boarding’s per day can be provided with a concrete boarding pad and a bench.

3.3.4.4 Shelters

Shelters should be provided for bus stops with more than 50 boarding's per day. The placement of shelters is preferred to the cap and bench due to its superior protection from the elements. Through local regulations, however, some jurisdictions restrict their use. Each local jurisdiction should be contacted for the placement of a shelter.

3.3.4.5 Caps and Benches

A concrete boarding pad with a cap and bench can be provided for bus stops that have boarding's of 50 or more passengers per day where shelters are not permissible due to local ordinance.

3.3.4.6 Trash Receptacles

Bus stops that have either a cap and bench or a shelter should be provided with a trash receptacle. At bus stops without a cap and bench or a shelter, a trash receptacles can be installed if a request has been made, the bus stop has boarding of 25 or more passengers per day and, the jurisdiction, business, or property owner agrees to empty the receptacle as needed, but at least weekly.

3.3.4.7 Schedule Holders

All BCRTA fixed route and commuter buses will contain schedule holders that show bus arrival times and route information at a specific stop. BCRTA will actively seek opportunities to place schedule holders and BCRTA customer information at key locations along its fixed route and commuter bus alignment and at key destinations such as the Butler County Government Services Center. Major Transfer Centers and areas with more than 100 boarding's per days should be provided schedule holders.

3.3.4.8 Maintenance of Amenities

Well maintained bus stops and amenities are crucial to the image of BCRTA as well as the jurisdictions in which they are located. Maintenance of each amenity that meets BCRTA requirements and guidelines will be provided by BCRTA. Any damaged or dirty bus stop site or amenity will be immediately corrected to create a positive impression for transit patrons and the general public.

In those cases where a local jurisdiction or private property owner requests installation of a BCRTA amenity even though the minimum requirement cannot be met, it will be the responsibility of the party requesting the amenity to either maintain it or make arrangements with BCRTA to provide maintenance.

Appendix A: Exhibits

Exhibit 1: Summary of BCRTA General Public Transit Services

ROUTE NAME	TYPE	SERVICE DAYS	FREQUENCY	VEHICLE TYPE
R1 HAMILTON-MIDDLETOWN	FIXED	M,T,W,TH,FR	60 MINS	CUTAWAY
R2 OXFORD-MIDDLETOWN	COMMUTER	M,T,W,TH,FR	120 MINS	BULLET CUTAWAY
R3 HAMILTON- OXFORD	FIXED	M,T,W,TH,FR	60 MINS	GILLIG 30'
R4 TRI COUNTY	FIXED	M,T,W,TH,FR	120 MINS	CUTAWAY
R6 JOB CONNECTION	FIXED	M,T,W,TH,FR	120 MINS	CUTAWAY
U1 CAMPUS CORE	FIXED	M,T,W,TH,FR, SA	15, 30 MINS	GILLIG 30'
U1W CAMPUS CORE W/WALMART	FIXED	M, T, W, TH, FR, SA, SU	35 MINS	GILLIG 30'
U3 TOLLGATE LOOP	FIXED	M,T,W,TH,FR,SA	10, 15, 30 MINS	GILLIG 30'
U4 WESTERN CAMPUS	FIXED	M,T,W,TH,FR,SA,SU	20, 35 MINS	GILLIG 30'
P1 CHESTUT FIELDS EXPRESS	FIXED	M,T,W,TH,FR	20 MINS	GILLIG 30'
P2 PARK AND RIDE	FIXED	M,T,W,TH,FR	35 MINS	GILLIG 30' & CUTAWAY
P3 DITMER EXPRESS	FIXED	M,T,W,TH,FR	20 MINS	GILLIG 30' & CUTAWAY

Hamilton - Middletown Shuttle: Route R1

Northbound Times are approximate.

Market St. Station A	6:30am	7:30am	8:30am	9:30am	10:30am	11:30am	12:30pm	1:30pm	2:30pm	3:30pm	4:30pm	5:30pm	6:30pm	7:30pm
High & East	6:32	7:32	8:32	9:32	10:32	11:32	12:32	1:32	2:32	3:32	4:32	5:32	6:32	7:32
High & Hancock	6:33	7:33	8:33	9:33	10:33	11:33	12:33	1:33	2:33	3:33	4:33	5:33	6:33	7:33
High & Fair	6:34	7:34	8:34	9:34	10:34	11:34	12:34	1:34	2:34	3:34	4:34	5:34	6:34	7:34
Princeton Square Apts.	6:35	7:35	8:35	9:35	10:35	11:35	12:35	1:35	2:35	3:35	4:35	5:35	6:35	7:35
Wal-Mart/Fairfield Twp.	6:36	7:36	8:36	9:36	10:36	11:36	12:36	1:36	2:36	3:36	4:36	5:36	6:36	7:36
Bridgewater Falls	6:37	7:37	8:37	9:37	10:37	11:37	12:37	1:37	2:37	3:37	4:37	5:37	6:37	7:37
Butler Tech	6:45am	7:45am	8:45am	9:45am	10:45am	11:45am	12:45pm	1:45pm	2:45pm	3:45pm	4:45pm	5:45pm	6:45pm	7:45pm
SR 4 & Liberty-Fairfield	6:49	7:49	8:49	9:49	10:49	11:49	12:49	1:49	2:49	3:49	4:49	5:49	6:49	7:49
SR 4 & SR 747	6:51	7:51	8:51	9:51	10:51	11:51	12:51	1:51	2:51	3:51	4:51	5:51	6:51	7:51
Monroe Crossings	6:53	7:53	8:53	9:53	10:53	11:53	12:53	1:53	2:53	3:53	4:53	5:53	6:53	7:53
Kohl's Distr. Center	6:58am	7:58am	8:58am	9:58am	10:58am	11:58am	12:58pm	1:58pm	2:58pm	3:58pm	4:58pm	5:58pm	6:58pm	7:58pm
Main & Oxford State	7:05	8:05	9:05	10:05	11:05	12:05	1:05	2:05	3:05	4:05	5:05	6:05	7:05	8:05
9th & Main	7:08	8:08	9:08	10:08	11:08	12:08	1:08	2:08	3:08	4:08	5:08	6:08	7:08	8:08
MTS Transit Station	7:10am	8:10am	9:10am	10:10am	11:10am	12:10pm	1:10pm	2:10pm	3:10pm	4:10pm	5:10pm	6:10pm	7:10pm	8:10pm
Cincinnati State	7:14am	8:14am	9:14am	10:14am	11:14am	12:14pm	1:14pm	2:14pm	3:14pm	4:14pm	5:14pm	6:14pm	7:14pm	8:14pm

Southbound Times are approximate.

Cincinnati State	7:15am	8:15am	9:15am	10:15am	11:15am	12:15pm	1:15pm	2:15pm	3:15pm	4:15pm	5:15pm	6:15pm	7:15pm	8:15pm
MTS Transit Station	7:30am	8:30am	9:30am	10:30am	11:30am	12:30pm	1:30pm	2:30pm	3:30pm	4:30pm	5:30pm	6:30pm	7:30pm	8:30pm
9th & Yankee	7:32	8:32	9:32	10:32	11:32	12:32	1:32	2:32	3:32	4:32	5:32	6:32	7:32	8:32
9th & Main	7:33	8:32	9:33	10:33	11:33	12:33	1:33	2:33	3:33	4:33	5:33	6:33	7:33	8:33
Main & McGuire	7:35	8:35	9:35	10:35	11:35	12:35	1:35	2:35	3:35	4:35	5:35	6:35	7:35	8:35
Main & Oxford State	7:37	8:37	9:37	10:37	11:37	12:37	1:37	2:37	3:37	4:37	5:37	6:37	7:37	8:37
Kohl's Distribution Ctr.	7:45am	8:45am	9:45am	10:45am	11:45am	12:45pm	1:45pm	2:45pm	3:45pm	4:45pm	5:45pm	6:45pm	7:45pm	8:45pm
Lesourdsville Lake	7:50	8:50	9:50	10:50	11:50	12:50	1:50	2:50	3:50	4:50	5:50	6:50	7:50	8:50
SR 4 & SR 747	7:52	8:52	9:52	10:52	11:52	12:52	1:52	2:52	3:52	4:52	5:52	6:52	7:52	8:52
Liberty Square	7:54	8:54	9:54	10:54	11:54	12:54	1:54	2:54	3:54	4:54	5:54	6:54	7:54	8:54
But. Metro. Housing Ath.	7:56	8:56	9:56	10:56	11:56	12:56	1:56	2:56	3:56	4:56	5:56	6:56	7:56	8:56
Butler Tech	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm
Bridgewater Falls	8:05	9:05	10:05	11:05	12:05	1:05	2:05	3:05	4:05	5:05	6:05	7:05	8:05	9:05
Wal-Mart/Fairfield Twp.	8:07	9:07	10:07	11:07	12:07	1:07	2:07	3:07	4:07	5:07	6:07	7:07	8:07	9:07
Princeton Square Apts.	8:10	9:10	10:10	11:10	12:10	1:10	2:10	3:10	4:10	5:10	6:10	7:10	8:10	9:10
High & Fair	8:12	9:12	10:12	11:12	12:12	1:12	2:12	3:12	4:12	5:12	6:12	7:12	8:12	9:12
High & Erie	8:13	9:13	10:13	11:13	12:13	1:13	2:13	3:13	4:13	5:13	6:13	7:13	8:13	9:13
High & 7th	8:14	9:14	10:14	11:14	12:14	1:14	2:14	3:14	4:14	5:14	6:14	7:14	8:14	9:14
Market St. Station A	8:18am	9:18am	10:18am	11:18am	12:18pm	1:18pm	2:18pm	3:18pm	4:18pm	5:18pm	6:18pm	7:18pm	8:18pm	9:18pm

Service Monday through Friday

\$2.00 per one-way trip

Half Fare

Passengers with an approved half fare application or ADA application on file and display the proper certification card are eligible to receive half fare privileges on all BCRTA and MTS fixed and commuter routes.

Persons presenting a valid Miami University ID at boarding may ride BCRTA U & R routes for free!



Visit BCRTA at: www.facebook.com/butlercountyrta, www.twitter.com/bcрта, and www.butlercountyrta.com

**Hamilton-
Middletown
Shuttle
Route R1**



**(513) 785-5237
For Ride Information
Effective Jan 2, 2020**

Service Monday through Friday

**Hamilton - Middletown Shuttle
Route R1**

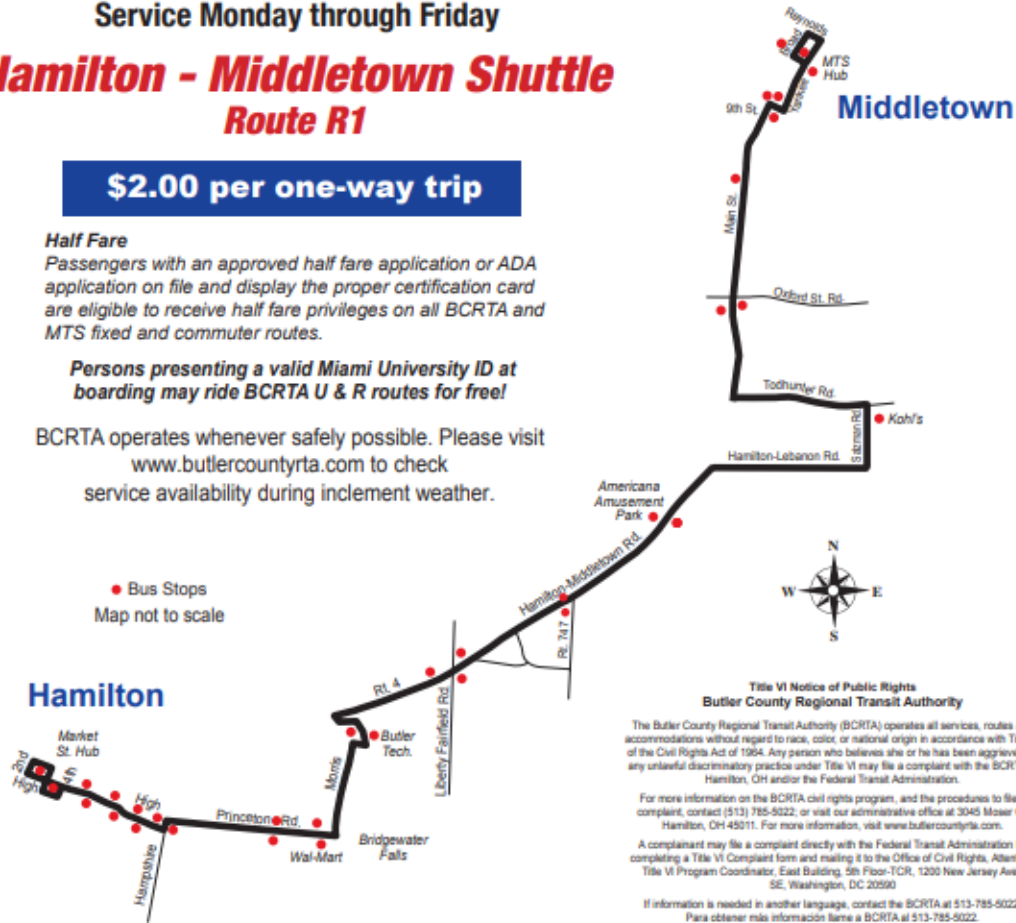
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**Title VI Notice of Public Rights
Butler County Regional Transit Authority**

The Butler County Regional Transit Authority (BCRTA) operates all services, routes and accommodations without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the BCRTA of Hamilton, OH and/or the Federal Transit Administration.

For more information on the BCRTA civil rights program, and the procedures to file a complaint, contact (513) 785-5022; or visit our administrative office at 3045 Moser Ct. Hamilton, OH 45011. For more information, visit www.butlercountyrta.com.

A complainant may file a complaint directly with the Federal Transit Administration by completing a Title VI Complaint form and mailing it to the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

If information is needed in another language, contact the BCRTA at 513-785-5022. Para obtener más información llame a BCRTA al 513-785-5022.

Oxford - Middletown Shuttle R2

Monday through Friday, excluding National Holidays

Eastbound

Times are approximate.

Miami Station E	6:30am	8:30am	10:30am	12:30pm	2:30pm	4:30pm	6:30pm
SR 73 & Wayne-Madison	6:50	8:50	10:50	12:50	2:50	4:50	6:50
Trenton Park & Ride	6:55am	8:55am	10:55am	12:55pm	2:55pm	4:55pm	6:55pm
State & 1st (Trenton)	6:56	8:56	10:56	12:56	2:56	4:56	6:56
State & 3rd (Trenton)	6:57	8:57	10:57	12:57	2:57	4:57	6:57
Engles Corner	7:00	9:00	11:00	1:00	3:00	5:00	7:00
Main & 9th	7:04	9:04	11:04	1:04	3:04	5:04	7:04
MTS Transit Station	7:10am	9:10am	11:10am	1:10pm	3:10pm	5:10pm	7:10pm
Dollar General	7:14	9:14	11:14	1:14	3:14	5:14	7:14
Marsh	7:16	9:16	11:16	1:16	3:16	5:16	7:16
University & Park	7:18	9:18	11:18	1:18	3:18	5:18	7:18
MU-Middletown	7:19am	9:19am	11:19am	1:19pm	3:19pm	5:19pm	7:19pm

Westbound

Times are approximate.

MU-Middletown	7:20am	9:20am	11:20am	1:20pm	3:20pm	5:20pm	7:20pm
University & Park	7:23	9:23	11:23	1:23	3:23	5:23	7:23
Shafor & Miami	7:25	9:25	11:25	1:25	3:25	5:25	7:25
MTS Transit Station	7:40am	9:40am	11:40am	1:40pm	3:40pm	5:40pm	7:40pm
9th & Yankee	7:42	9:42	11:42	1:42	3:42	5:42	7:42
9th & Main	7:43	9:43	11:43	1:43	3:43	5:43	7:43
Main & McGuire	7:45	9:45	11:45	1:45	3:45	5:45	7:45
Engles Corner	7:47	9:47	11:47	1:47	3:47	5:47	7:47
State & 3rd (Trenton)	7:50	9:50	11:50	1:50	3:50	5:50	7:50
State & 2nd (Trenton)	7:51	9:51	11:51	1:51	3:51	5:51	7:51
Trenton Park & Ride	7:55am	9:55am	11:55am	1:55pm	3:55pm	5:55pm	7:55pm
SR 73 & Wayne-Madison	7:56	9:56	11:56	1:56	3:56	5:56	7:56
Cole Services Building	8:12	10:12	12:12	2:12	4:12	6:12	8:12
East Quad	8:13	10:13	12:13	2:13	4:13	6:13	8:13
Farmer School	8:15am	10:15am	12:15pm	2:15pm	4:15pm	6:15pm	8:15pm
Morris Hall	8:18	10:18	12:18	2:18	4:18	6:18	8:18
Miami Station E	8:20am	10:20am	12:20pm	2:20pm	4:20pm	6:20pm	8:20pm

Service Monday through Friday

\$2.00 per one-way trip

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Middletown- Oxford Shuttle R2

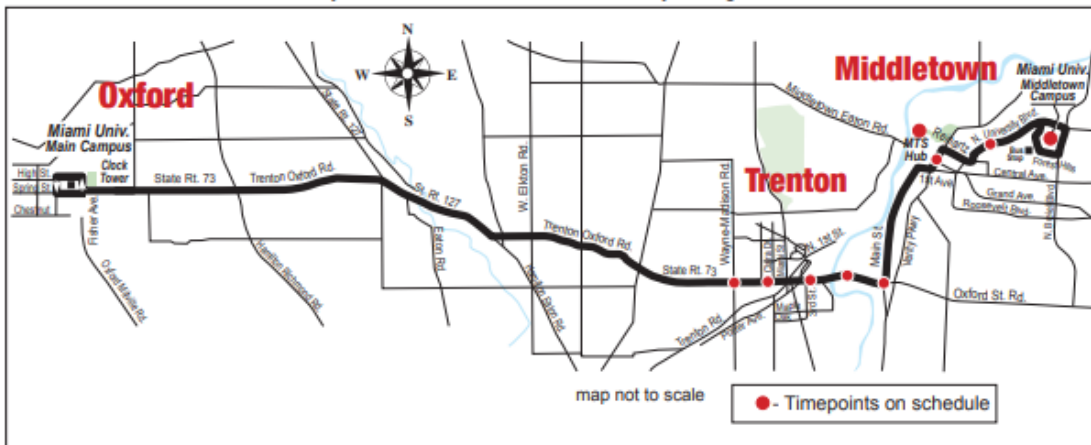


(513) 785-5237
For Ride Information
Effective Jan 2, 2020

Middletown - Oxford Shuttle R2

Service Monday through Friday, Excluding National Holidays

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If information is needed in another language, contact the BCRTA at 513-785-5022. Para obtener más información llame a BCRTA al 513-785-5022.

Hamilton - Oxford Connector: Route R3

Monday through Friday, effective - January 2, 2020

Northbound													
												Times are approximate.	
Fairfield Crossing P&R	6:05am	7:05am	8:05am	9:05am	10:05am	11:05am	1:05pm	3:05pm	4:05pm	5:05pm	6:05pm	8:06pm	10:05pm
Pleasant & Foster	6:09	7:09	8:09	9:09	10:09	11:09	1:09	3:09	4:09	5:09	6:09	8:09	10:09
Lindenwald Med. Cntr.	6:10	7:10	8:10	9:10	10:10	11:10	1:10	3:10	4:10	5:10	6:10	8:10	10:10
Pleasant & Fairview	6:11	7:11	8:11	9:11	10:11	11:11	1:11	3:11	4:11	5:11	6:11	8:11	10:11
MU-Hamilton	6:15am	7:15am	8:15am	9:15am	10:15am	11:15am	1:15pm	3:15pm	4:15pm	5:15pm	6:15pm	8:15pm	10:15pm
Lane Admin. Bldg.	6:16	7:16	8:16	9:16	10:16	11:16	1:16	3:16	4:16	5:16	6:16	8:16	10:16
Third & Dayton	6:17	7:17	8:17	9:17	10:17	11:17	1:17	3:17	4:17	5:17	6:17	8:17	10:17
Market St. Station B	6:22am	7:22am	8:22am	9:22am	10:22am	11:22am	1:22pm	3:22pm	4:22pm	5:22pm	6:22pm	8:22pm	10:22pm
Main & D	6:25	7:25	8:25	9:25	10:25	11:25	1:25	3:25	4:25	5:25	6:25	8:25	10:25
Main & Lawn	6:27	7:27	8:27	9:27	10:27	11:27	1:27	3:27	4:27	5:27	6:27	8:27	10:27
Main & McKinley	6:29	7:29	8:29	9:29	10:29	11:29	1:29	3:29	4:29	5:29	6:29	8:29	10:29
Main & Brookwood	6:30	7:30	8:30	9:30	10:30	11:30	1:30	3:30	4:30	5:30	6:30	8:30	10:30
Kroger W. Hamilton	6:32	7:32	8:32	9:32	10:32	11:32	1:32	3:32	4:32	5:32	6:32	8:32	10:32
Meijer/W. Hamilton P&R	6:35am	7:35am	8:35am	9:35am	10:35am	11:35am	1:35pm	3:35pm	4:35pm	5:35pm	6:35pm	8:35pm	10:35pm
Island Lake Park	6:42	7:42	8:42	9:42	10:42	11:42	1:42	3:42	4:42	5:42	6:42	8:42	10:42
Talawanda/Indian Trace	6:47	7:47	8:47	9:47	10:47	11:47	1:47	3:47	4:47	5:47	6:47	8:47	10:47
Oak and Harris	6:51am	7:51am	8:51am	9:51am	10:51am	11:51am	1:51pm	3:51pm	4:51pm	5:51pm	6:51pm	8:51pm	10:51pm
Richard Hall	6:53	7:53	8:53	9:53	10:53	11:53	1:53	3:53	4:53	5:53	6:53	8:53	10:53
Oak & Spring	6:55	7:55	8:55	9:55	10:55	11:55	1:55	3:55	4:55	5:55	6:55	8:55	10:55
Miami Station C	6:57am	7:57am	8:57am	9:57am	10:57am	11:57am	1:57pm	3:57pm	4:57pm	5:57pm	6:57pm	8:57pm	10:57pm

Southbound													
												Times are approximate.	
Miami Station C	7:10am	8:10am	9:10am	10:10am	11:10am	12:10pm	2:10pm	4:10pm	5:10pm	6:10pm	7:10pm	9:10pm	11:10pm
Stanton Hall	7:11	8:11	9:11	10:11	11:11	12:11	2:11	4:11	5:11	6:11	7:11	9:11	11:11
Indian Trace	7:16	8:16	9:16	10:16	11:16	12:16	2:16	4:16	5:16	6:16	7:16	9:16	11:16
Island Lake Pk./McGonigle	7:22	8:22	9:22	10:22	11:22	12:22	2:22	4:22	5:22	6:22	7:22	9:22	11:22
Meijer/W. Hamilton P&R	7:30am	8:30am	9:30am	10:30am	11:30am	12:30pm	2:30pm	4:30pm	5:30pm	6:30pm	7:30pm	9:30pm	11:30pm
Bob Evans/Kroger	7:31	8:31	9:31	10:31	11:31	12:31	2:31	4:31	5:31	6:31	7:31	9:31	11:31
Main & Brookwood	7:32	8:32	9:32	10:32	11:32	12:32	2:32	4:32	5:32	6:32	7:32	9:32	11:32
Butler Co. Lumber	7:34	8:34	9:34	10:34	11:34	12:34	2:34	4:34	5:34	6:34	7:34	9:34	11:34
Armstead Park	7:36	8:36	9:36	10:36	11:36	12:36	2:36	4:36	5:36	6:36	7:36	9:36	11:36
Market St. Station A	7:38am	8:38am	9:38am	10:38am	11:38am	12:38pm	2:38pm	4:38pm	5:38pm	6:38pm	7:38pm	9:38pm	11:38pm
Third & Dayton	7:39	8:39	9:39	10:39	11:39	12:39	2:39	4:39	5:39	6:39	7:39	9:39	11:39
University Hall	7:44	8:44	9:44	10:44	11:44	12:44	2:44	4:44	5:44	6:44	7:44	9:44	11:44
MU-Hamilton	7:45am	8:45am	9:45am	10:45am	11:45am	12:45pm	2:45pm	4:45pm	5:45pm	6:45pm	7:45pm	9:45pm	11:45pm
Pleasant & Fairview	7:48	8:48	9:48	10:48	11:48	12:48	2:48	4:48	5:48	6:48	7:48	9:48	11:48
Lindenwald Med. Cntr.	7:49	8:49	9:49	10:49	11:49	12:49	2:49	4:49	5:49	6:49	7:49	9:49	11:49
Pleasant & Foster	7:50	8:50	9:50	10:50	11:50	12:50	2:50	4:50	5:50	6:50	7:50	9:50	11:50
Fairfield Crossing P&R	7:55am	8:55am	9:55am	10:55am	11:55am	12:55pm	2:55pm	4:55pm	5:55pm	6:55pm	7:55pm	9:55pm	11:55pm

Service Monday through Friday
\$2.00 per one-way trip

Half Fare
Passengers with an approved half fare application or ADA application on file and display the proper certification card are eligible to receive half fare privileges on all BCRTA and MTS fixed and commuter routes.

Persons presenting a valid Miami University ID at boarding may ride BCRTA U & R routes for free!



Hamilton-Oxford Connector Route R3 -

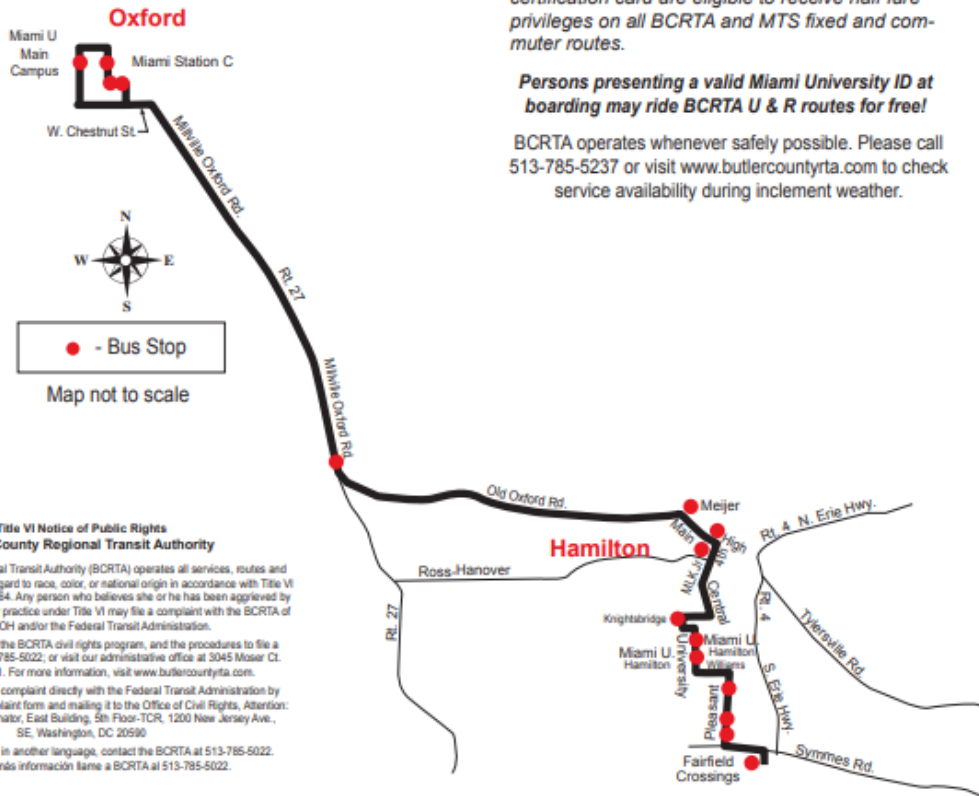


(513) 785-5237
For Ride Information
Effective - Jan 2, 2020

Service Monday through Friday

\$2.00 per one-way trip

Hamilton - Oxford Connector Route R3



Half Fare
Passengers with an approved half fare application of ADA application on file and display the proper certification card are eligible to receive half fare privileges on all BCRTA and MTS fixed and commuter routes.

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BCRTA operates whenever safely possible. Please call 513-785-5237 or visit www.butlercountyrta.com to check service availability during inclement weather.

Title VI Notice of Public Rights
Butler County Regional Transit Authority

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For more information on the BCRTA civil rights program, and the procedures to file a complaint, contact (513) 785-5022; or visit our administrative office at 3045 Moser Ct. Hamilton, OH 45011. For more information, visit www.butlercountyrta.com.

A complainant may file a complaint directly with the Federal Transit Administration by completing a Title VI Complaint form and mailing it to the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

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Tri-County Shuttle: Route R4

Outbound		Times are approximate.						
Market St. Station B	6:30am	8:30am	10:30am	12:30pm	2:30pm	4:30pm	6:30pm	
Front & Court	6:32	8:32	10:32	12:32	2:32	4:32	6:32	
Front & Wilson	6:33	8:33	10:33	12:33	2:33	4:33	6:33	
Pershing & 2nd	6:34	8:34	10:34	12:34	2:34	4:34	6:34	
Central & Chestnut	6:35	8:35	10:35	12:35	2:35	4:35	6:35	
Central & Hanover	6:36	8:36	10:36	12:36	2:36	4:36	6:36	
Hanover & East	6:38	8:38	10:38	12:38	2:38	4:38	6:38	
Hanover & 14th	6:40am	8:40am	10:40am	12:40pm	2:40pm	4:40pm	6:40pm	
Erie & Grand	6:42	8:42	10:42	12:42	2:42	4:42	6:42	
McDonald's/Erie Blvd.	6:43	8:43	10:43	12:43	2:43	4:43	6:43	
Dixie & Bobmeyer	6:44	8:44	10:44	12:44	2:44	4:44	6:44	
Dixie & Corwin	6:46	8:46	10:46	12:46	2:46	4:46	6:46	
Fairfield Crossing P&R	6:55am	8:55am	10:55am	12:55pm	2:55pm	4:55pm	6:55pm	
Dixie & Hicks	6:57	8:57	10:57	12:57	2:57	4:57	6:57	
Dixie & Nilles	6:58	8:58	10:58	12:58	2:58	4:58	6:58	
Dixie & Boehm	6:59	8:59	10:59	12:59	2:59	4:59	6:59	
Dixie & Gilmore	7:00	9:00	11:00	1:00	3:00	5:00	7:00	
Gilmore & Resor	7:02	9:02	11:02	1:02	3:02	5:02	7:02	
Gilmore & Forest Fair	7:05	9:05	11:05	1:05	3:05	5:05	7:05	
Forest Park Park & Ride	7:10am	9:10am	11:10am	1:10pm	3:10pm	5:10pm	7:10pm	
Winton Kemper Plaza	7:12	9:12	11:12	1:12	3:12	5:12	7:12	
Kemper & Springfield	7:14	9:14	11:14	1:14	3:14	5:14	7:14	
Northland & Tri-County	7:17	9:17	11:17	1:17	3:17	5:17	7:17	
Kemper & Jake Sweeney	7:18	9:18	11:18	1:18	3:18	5:18	7:18	
Tri-County Mall	7:21am	9:21am	11:21am	1:21pm	3:21pm	5:21pm	7:21pm	

Inbound		Times are approximate.						
Tri-County Mall	7:30am	9:30am	11:30am	1:30pm	3:30pm	5:30pm	7:30pm	
Kemper & Jake Sweeney	7:32	9:32	11:32	1:32	3:32	5:32	7:32	
Northland & Tri-County	7:34	9:34	11:34	1:34	3:34	5:34	7:34	
Kemper & Hanover	7:38	9:38	11:38	1:38	3:38	5:38	7:38	
Forest Park Park & Ride	7:45am	9:45am	11:45am	1:45pm	3:45pm	5:45pm	7:45pm	
Gilmore & Forest Fair	7:49	9:49	11:49	1:49	3:49	5:49	7:49	
Gilmore & Annandale	7:52	9:52	11:52	1:52	3:52	5:52	7:52	
Dixie & Jungle Jim	7:55	9:55	11:55	1:55	3:55	5:55	7:55	
Dixie & Stadium	7:56	9:56	11:56	1:56	3:56	5:56	7:56	
Dixie & Donald	7:57	9:57	11:57	1:57	3:57	5:57	7:57	
Dixie & Hicks	7:58	9:58	11:58	1:58	3:58	5:58	7:58	
Fairfield Crossing P&R	8:05am	10:05am	12:05pm	2:05pm	4:05pm	6:05pm	8:05pm	
Dixie & Corwin	8:07	10:07	12:07	2:07	4:07	6:07	8:07	
Dixie & Laurel	8:09	10:09	12:09	2:09	4:09	6:09	8:09	
Hamilton Crossings	8:12am	10:12am	12:12pm	2:12pm	4:12pm	6:12pm	8:12pm	
Kroger/Erie Blvd.	8:14	10:14	12:14	2:14	4:14	6:14	8:14	
Hanover & 14th	8:15am	10:15am	12:15pm	2:15pm	4:15pm	6:15pm	8:15pm	
Hanover & East	8:16	10:16	12:16	2:16	4:16	6:16	8:16	
Hanover & MLK	8:17	10:17	12:17	2:17	4:17	6:17	8:17	
Central & Walnut	8:18	10:18	12:18	2:18	4:18	6:18	8:18	
Pershing & 2nd	8:19	10:19	12:19	2:19	4:19	6:19	8:19	
Front & Wilson	8:20	10:20	12:20	2:20	4:20	6:20	8:20	
County Courthouse	8:21	10:21	12:21	2:21	4:21	6:21	8:21	
Market St. Station B	8:23am	10:23am	12:23pm	2:23pm	4:23pm	6:23pm	8:23pm	

Persons presenting a valid Miami University ID at boarding may ride regional BCRTA routes for free! Service Monday through Friday

\$2.00 per one-way trip

Half Fare

Elderly passengers, disabled passengers, and Medicare cardholders are eligible to pay half fare on all BCRTA U & R routes and also on MTS Blue, Gold, Green and Red routes.

Visit BCRTA at: www.facebook.com/butlercountyrta, www.twitter.com/bcrtat, and www.butlercountyrta.com

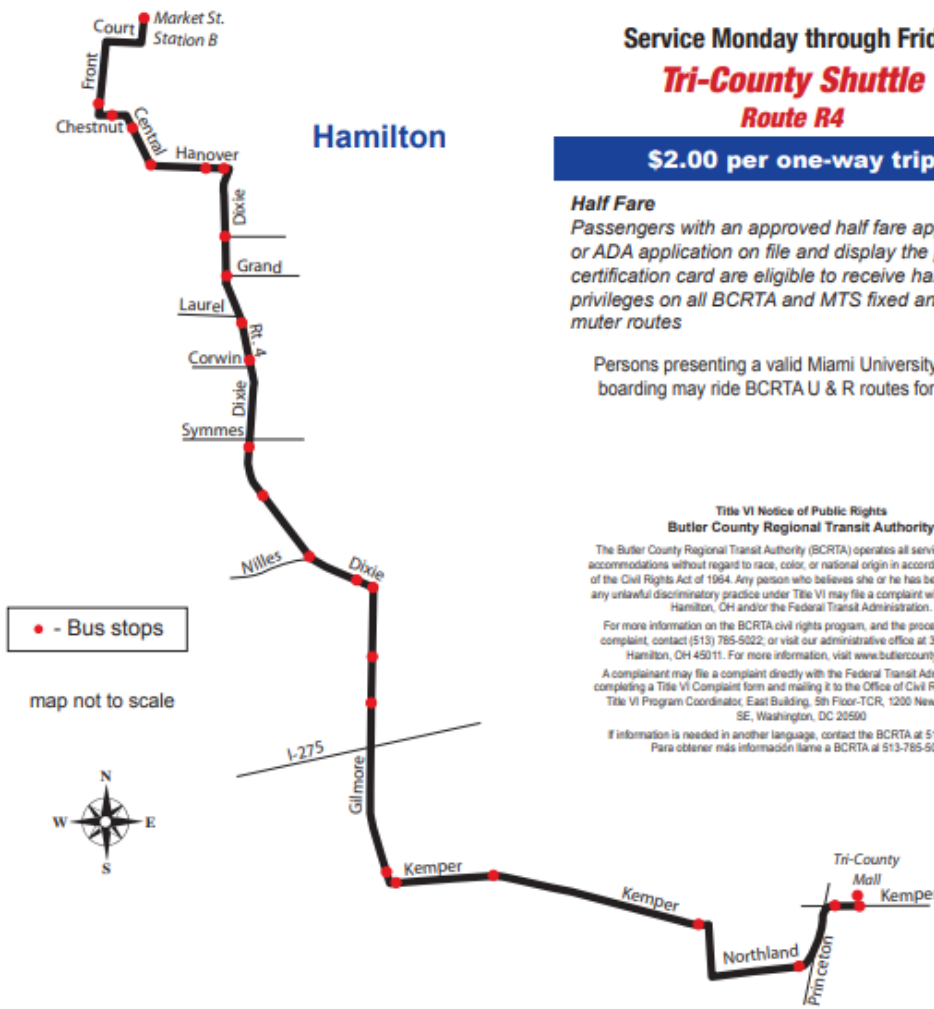


**Tri-County Shuttle
Route R4**



(513) 785-5237

Effective Jan 02, 2020



Service Monday through Friday

**Tri-County Shuttle
Route R4**

\$2.00 per one-way trip

Half Fare
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Job Connector: Route R6 - Effective March 5, 2018

Outbound		Times are approximate.									
Market St. Station B	-	6:30am	8:30am	10:30am	12:30pm	2:30pm	4:30pm	6:30pm	8:30pm		
Front & Court	-	6:32	8:32	10:32	12:32	2:32	4:32	6:32	8:32		
Front & Wilson	-	6:33	8:33	10:33	12:33	2:33	4:33	6:33	8:33		
Front & Chestnut	-	6:34	8:34	10:34	12:34	2:34	4:34	6:34	8:34		
Vora Technology Park	-	6:36am	8:36am	10:36am	12:36pm	2:36pm	4:36pm	6:36pm	8:36pm		
Hanover & 2nd	-	6:37	8:37	10:37	12:37	2:37	4:37	6:37	8:37		
Hanover & East	-	6:38	8:38	10:38	12:38	2:38	4:38	6:38	8:38		
Hanover & 14th	-	6:39am	8:39am	10:39am	12:39pm	2:39pm	4:39pm	6:39pm	8:39pm		
Kroger/Grand Ave.	-	6:41	8:41	10:41	12:41	2:41	4:41	6:41	8:41		
Five Points	-	6:43	8:43	10:43	12:43	2:43	4:43	6:43	8:43		
Hamilton Enterprise Park/BCRTA	4:45	6:45	8:45	10:45	12:45	2:45	4:45	6:45	8:45		
Hamilton Enterprise Park/Bethesda	4:46am	6:46am	8:46am	10:46am	12:46pm	2:46pm	4:46pm	6:46pm	8:46pm		
Gateway & Stillwater	4:47	6:47	8:47	10:47	12:47	2:47	4:47	6:47	8:47		
Gateway & Fall Wood	4:48	6:48	8:48	10:48	12:48	2:48	4:48	6:48	8:48		
Gateway & Shadow Creek	4:49	6:49	8:49	10:49	12:49	2:49	4:49	6:49	8:49		
Symmes & Enterprise	4:52	6:52	8:52	10:52	12:52	2:52	4:52	6:52	8:52		
Bilstein & Symmes	4:54	6:54	8:54	10:54	12:54	2:54	4:54	6:54	8:54		
ThyssenKrupp	4:55	6:55	8:55	10:55	12:55	2:55	4:55	6:55	8:55		
Fairfield High	4:57am	6:57am	8:57am	10:57am	12:57pm	2:57pm	4:57pm	6:57pm	8:57pm		
Port Union & Profit	4:59	6:59	8:59	10:59	12:59	2:59	4:59	6:59	8:59		
Port Union & Seward	5:01	7:01	9:01	11:01	1:01	3:01	5:01	7:01	9:01		
Koch Foods	5:02	7:02	9:02	11:02	1:02	3:02	5:02	7:02	9:02		
Port Union & LeSaint	5:03	7:03	9:03	11:03	1:03	3:03	5:03	7:03	9:03		
Port Union & Gold Park	5:04	7:04	9:04	11:04	1:04	3:04	5:04	7:04	9:04		
SR-747 & Rialto	5:06	7:06	9:06	11:06	1:06	3:06	5:06	7:06	9:06		
SR-747 & Devitt	5:09	7:09	9:09	11:09	1:09	3:09	5:09	7:09	9:09		
Crescentville & Chesterdale	5:12	7:12	9:12	11:12	1:12	3:12	5:12	7:12	9:12		
Chesterdale & Kemper	5:14	7:14	9:14	11:14	1:14	3:14	5:14	7:14	9:14		
Tri-County Mall	5:18am	7:18am	9:18am	11:18am	1:18pm	3:18pm	5:18pm	7:18pm	9:18pm		

Inbound		Times are approximate.								
Tri-County Mall	5:30am	7:30am	9:30am	11:30am	1:30pm	3:30pm	5:30pm	7:30pm	9:30pm	
Chesterdale & Kemper	5:33	7:33	9:33	11:33	1:33	3:33	5:33	7:33	9:33	
Crescentville & Chesterdale	5:35	7:35	9:35	11:35	1:35	3:35	5:35	7:35	9:35	
Tyson Foods	5:38	7:38	9:38	11:38	1:38	3:38	5:38	7:38	9:38	
SR-747 & Rialto	5:40	7:40	9:40	11:40	1:40	3:40	5:40	7:40	9:40	
Port Union & Gold Park	5:42	7:42	9:42	11:42	1:42	3:42	5:42	7:42	9:42	
Port Union & LeSaint	5:43	7:43	9:43	11:43	1:43	3:43	5:43	7:43	9:43	
Koch Foods	5:44	7:44	9:44	11:44	1:44	3:44	5:44	7:44	9:44	
Port Union & Seward	5:45	7:45	9:45	11:45	1:45	3:45	5:45	7:45	9:45	
Port Union & Industrial	5:47	7:47	9:47	11:47	1:47	3:47	5:47	7:47	9:47	
Fairfield High	5:49am	7:49am	9:49am	11:49am	1:49pm	3:49pm	5:49pm	7:49pm	9:49pm	
ThyssenKrupp	5:50	7:50	9:50	11:50	1:50	3:50	5:50	7:50	9:50	
Fin-Pan	5:51	7:51	9:51	11:51	1:51	3:51	5:51	7:51	9:51	
Symmes & Enterprise	5:53	7:53	9:53	11:53	1:53	3:53	5:53	7:53	9:53	
Gateway & Wildbranch S	5:57	7:57	9:57	11:57	1:57	3:57	5:57	7:57	-	
Gateway & Wildbranch N	5:58	7:58	9:58	11:58	1:58	3:58	5:58	7:58	-	
Gateway & Pleasant View Dr.	5:59	7:59	9:59	11:59	1:59	3:59	5:59	7:59	-	
Hamilton Enterprise Park/Bethesda	6:00am	8:00am	10:00am	12:00pm	2:00pm	4:00pm	6:00pm	8:00pm	-	
Hamilton Enterprise Park/BCRTA	6:01	8:01	10:01	12:01	2:01	4:01	6:01	8:01	-	
Five Points	6:04	8:04	10:04	12:04	2:04	4:04	6:04	8:04	-	
Grand & Erie	6:06	8:06	10:06	12:06	2:06	4:06	6:06	8:06	-	
Hanover & 14th	6:09am	8:09am	10:09am	12:09pm	2:09pm	4:09pm	6:09pm	8:09pm	-	
Hanover & East	6:10	8:10	10:10	12:10	2:10	4:10	6:10	8:10	-	
Hanover & MLK	6:11	8:11	10:11	12:11	2:11	4:11	6:11	8:11	-	
Washington & 2nd	6:13	8:13	10:13	12:13	2:13	4:13	6:13	8:13	-	
Vora Technology Park	6:16am	8:16am	10:16am	12:16pm	2:16pm	4:16pm	6:16pm	8:16pm	-	
Front & Chestnut	6:18	8:18	10:18	12:18	2:18	4:18	6:18	8:18	-	
Front & Wilson	6:19	8:19	10:19	12:19	2:19	4:19	6:19	8:19	-	
County Courthouse	6:20	8:20	10:20	12:20	2:20	4:20	6:20	8:20	-	
Market St. Station B	6:22am	8:22am	10:22am	12:22pm	2:22pm	4:22pm	6:22pm	8:22pm	-	

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Service Monday through Friday

\$2.00 per one-way trip

Half Fare

Passengers with an approved half fare application or ADA application on file and display the proper certification cards are eligible to receive half fare privileges on all BCRTA and MTS fixed and commuter routes.



Visit BCRTA at: www.facebook.com/butlercountyrt, www.twitter.com/bcrt, and www.butlercountyrt.com

Job Connector Route R6

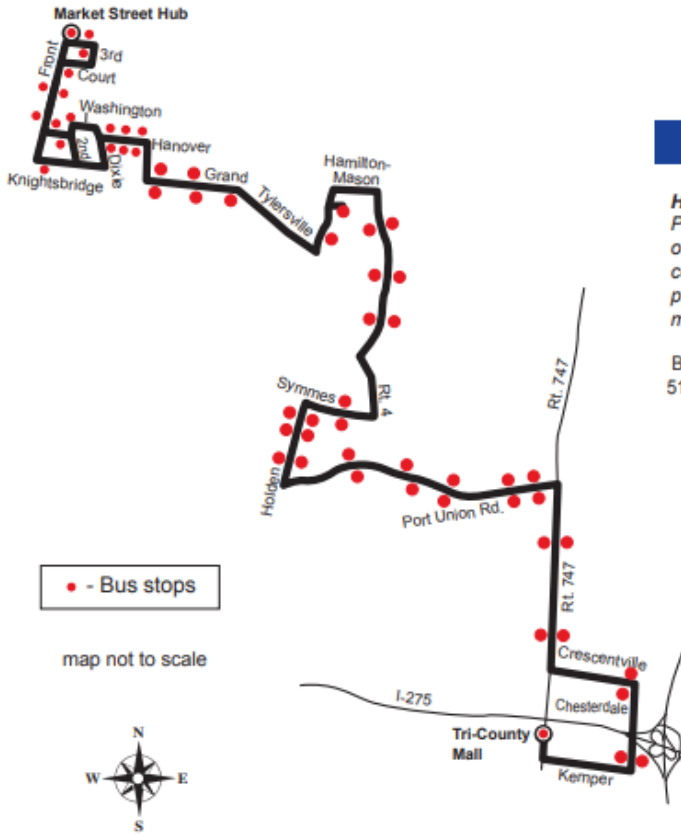


Generously funded in part by:



(513) 785-5237
For Ride Information
Effective March 5, 2018

Hamilton



• - Bus stops

map not to scale



Service Monday through Friday

Job Connector Route R6

\$2.00 per one-way trip

Half Fare
Passengers with an approved half fare application or ADA application on file and display the proper certification cards are eligible to receive half fare privileges on all BCRTA and MTS fixed and commuter routes.

BCRTA operates whenever safely possible. Please call 513-785-5237 or visit www.butlercountyrt.com to check service availability during inclement weather.

Title VI Notice of Public Rights Butler County Regional Transit Authority

The Butler County Regional Transit Authority (BCRTA) operates all services, routes and accommodations without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the BCRTA of Hamilton, OH and/or the Federal Transit Administration.

For more information on the BCRTA civil rights program, and the procedures to file a complaint, contact (513) 785-5022; or visit our administrative office at 3045 Moser Ct. Hamilton, OH 45011. For more information, visit www.butlercountyrt.com.

A complainant may file a complaint directly with the Federal Transit Administration by completing a Title VI Complaint form and mailing it to the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

If information is needed in another language, contact the BCRTA at 513-785-5022. Para obtener más información llame a BCRTA al 513-785-5022.

General Information

Hours of Operation

BCRTA

- Office hours: 9:00 AM – 5:00 PM Monday – Friday
- BCo Operation Hours:
6:00 AM - 11:00 PM Monday - Friday
- **MTS (Middletown Transit System)**
- Office Hours: 7:00 AM - 6:00 PM
- Operation Hours:
6:30 AM - 6:30 PM Monday - Friday
8:30 AM - 4:30 PM Saturday

Reservations

- Trip reservations are accepted from 7:00 AM to 6:00 PM Monday - Friday. Call 513-785-5237!
- All next day BCo requests are accommodated.
- Reservation and cancellation requests may also be emailed to request@butlercountyrta.com.
- Riders can also use the BCo App to book trips.
- **BCRTA and MTS may not operate on:**
 - New Year's Day
 - July 4th
 - Thanksgiving Day
 - Black Friday
 - Memorial Day
 - Labor Day
 - Christmas Day

U & P routes may operate limited service on certain holidays. Please check Transit mobile application or butlercountyrta.com for info.



PLAN.PAY.TRACK

Download the Transit mobile application where riders can plan, pay, and track their fixed route bus. Available on Android and Apple devices.



www.facebook.com/butlercountyrta

www.twitter.com/bcrtatransit

www.instagram.com/butlercountyrta

Important Information

- All passengers must have exact change.
- BCo and BCoCare buses may arrive up to fifteen (15) minutes before or after the scheduled pickup time under normal circumstances.
- BCo and BCoCare buses will wait five (5) minutes after arrival within the pick-up window for a passenger to board.
- Cancellations must be received one (1) hour before the scheduled pick-up to avoid a charge.
- Passengers are permitted to carry-on four (4) normal size shopping bags. Bags must be secured in either your lap or on the floor below you.
- BCRTA recommends that all passengers wear a safety belt when available. Mobility Devices must be secured in accordance with BCRTA policy.
- In accordance with Ohio state law, certain children must be secured in an approved safety seat.
- No smoking or electronic cigarettes.
- No eating or drinking.
- Children under the age of twelve (12) ride for free and must be accompanied by an adult.
- BCRTA can accommodate all mobility devices.
- BCRTA accommodates all service animals.

This document is available in alternative formats or languages upon request. request@butlercountyrta.com

Title VI Notice of Public Rights - The Butler County Regional Transit Authority (BCRTA) operates all services, routes and accommodations without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the BCRTA of Hamilton, OH and/or the Federal Transit Administration. For more information on the BCRTA civil rights program, and the procedures to file a complaint, contact (513) 785-5022; or visit our administrative office at 3045 Moser Ct., Hamilton, OH 45001.

For more information, visit www.butlercountyrta.com. A complainant may file a complaint directly with the Federal Transit Administration by completing a Title VI Complaint form and mailing it to the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 200 New Jersey Ave., SE, Washington, DC 20590. If information is needed in another language, contact the BCRTA at (513) 785-5022. Para obtener más información llame a BCRTA al (513) 785-5022.



Butler County Regional
Transit Authority

RIDER GUIDE



513.785.5237
1.800.750.0750 TTY

www.butlercountyrta.com
3045 Moser Court Hamilton, Ohio 45001

Winter/Spring 2020

All prices and services are subject to change. Please visit www.butlercountyrta.com for the most current information. BCRTA operates whenever safely possible. Call 513-785-5237 or visit www.butlercountyrta.com to check service availability during inclement weather.

BGO TAP.BOOK.RIDE.

BCRTA BGo is a ride-share service that will help residents travel more easily within Butler County, Ohio using public transit vehicles just like your other favorite ride-sharing services. Book trips in advance as trips are first come first serve based on availability. The BGo mobile application lets riders book their trips, pay for their ride, and track the vehicle. Available for Apple and Android devices.

BGo service is available to the general public. The bus will pick you up in front of your home or pickup location and take you anywhere in Butler County. Price is \$5.00 per one-way trip. Personal Care Attendants ride free.

Fixed Routes

A fixed route has designated streets and stops that it operates on. Passengers can only be picked up or dropped off at specific BCRTA stops.

Regional Routes

- R1 - Hamilton/Middletown
- R2 - Oxford/Middletown
- R3 - Hamilton/Oxford
- R4 - Hamilton/Tri-County
- R6 - Job Connector

Miami University Routes (U&P)

- U1 - Campus Core
- U1W - Campus Core w/Wal-mart Flyer
- U3 - Tollgate Loop
- U4 - Western Campus/North Loop
- U4D - Western Campus/North Loop w/Ditmer

- P1 - Chestnut Fields Express
- P2 - Park & Ride
- P3 - Ditmer Express

Middletown Routes

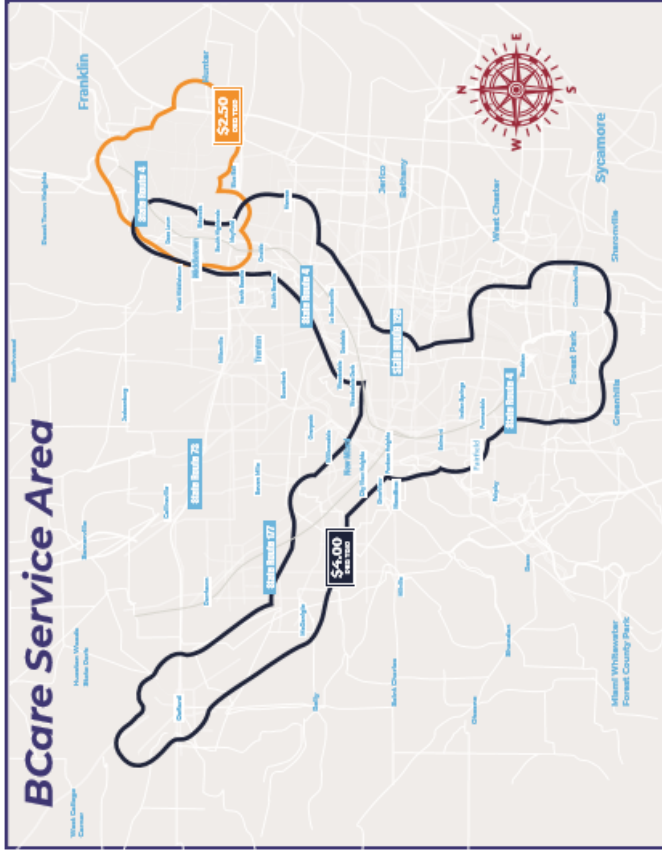
- Blue Line
- Gold Line
- Green Line
- Red Line

Cincinnati Commuter Route

- 42X West Chester Express (Cincinnati Metro)

Travel Training

Travel training is now available for those who might be hesitant to try public transit on their own or need a little extra help navigating the system. Contact Shawn Cowan at 513.785.5398 or cowans@butlercountyrta.com to schedule a one-on-one or group session.



BCare Paratransit

BCRTA and MTS provide accessible curb-to-curb bus service for persons with disabilities that may be unable to ride fixed route buses. BCare transportation is available within three quarters of one mile from any fixed route during regular operating hours of the closest route. Persons requesting BCare service must be approved by BCRTA and meet eligibility requirements. Medicaid card holders are required to apply for eligibility for BCare and half fare programs.

For more information about BCare services or to obtain an application to use BCare services, please call 513.785.5237 or visit butlercountyrta.com.



Fares

BGo

- BGo General Public \$5.00 each way
- ADA Hamilton/Oxford \$4.00 each way
- ADA Middletown \$2.50 each way
- MTS Nights \$2.00 each way

Fixed Route Fares

- Regional Routes \$2.00 each way
- University Routes (U&P) \$2.00 each way
- Miami University students and faculty ride R, U, and P routes as well as ADA for free with valid ID
- Middletown Color Routes \$1.25 each way

Half Fare

- BCRTA \$1.00 each way
- MTS \$0.60 each way
- BCRTA and MTS will require all passengers to have an approved half fare application (or BCare application) on file and display the proper certification cards to receive half fare privileges. Persons with a medicare card ride for half fare.

Exhibit 2: Title VI Complaint Form



Title VI Complaint Form

Butler County Regional Transit Authority (BCRTA)

BCRTA is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Action of 1964, as amended. Title VI complaints must be filed within 180 days from the date of the alleged discrimination.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the Title VI Coordinator by calling (513) 785-5378. The completed form must be returned to BCRTA Title VI Coordinator, 3045 Moser Court, Hamilton, Ohio 45011.

Your Name:	Phone:
Street Address:	Alt Phone:
	City, State & Zip Code:
Person(s) discriminated against (if someone other than complainant):	
Name(s):	
Street Address, City, State & Zip Code:	

Date of Incident: _____

Which of the following best describes the reason for the alleged discrimination took place (Circle one):

- Race
- Color
- National Origin (Limited English Proficiency)
- Sex
- Disability
- Age

Please describe the alleged discrimination incident. Provide the names and title of all BCRTA employees involved if available. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

Complete reverse side of form

Exhibit 3: BCRTA Board Resolution Approving 2017 Title VI Plan

BCRTA Resolution No. 17-02-02

Approval of the Butler County Regional Transit Authority 2017 Title VI Program

Whereas BCRTA is a Regional Transit Authority created by resolution of the Butler County Board of Commissioners; and

Whereas as a designated recipient of Federal Transit Administration (FTA) funds, BCRTA is required to comply with the Title VI regulations issued by the United States Department of Transportation (USDOT) as a condition of receiving federal funds; and

Whereas every three years BCRTA is required to submit a new Title VI program in accordance with USDOT's 49 CFR Part 21.7; and

Whereas in 2012 Federal Title VI requirements were updated by FTA and require that the Title VI program be approved by BCRTA's governing body; and

Whereas BCRTA's current Title VI Program will expire on March 31, 2017; and

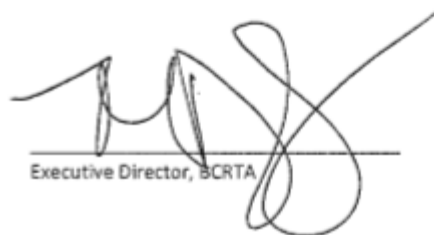
Whereas BCRTA prepared and submitted the Title VI Plan update to FTA for review on February 1, 2017 in advance of expiration.

Now, therefore, be it resolved that the BCRTA Board of Trustees hereby approves the January 2017 Title VI Program and authorizes the BCRTA Executive Director to complete submission of the final program to FTA. Be it further resolved that the BCRTA Board of Trustees authorizes the BCRTA Executive Director to take any actions necessary to assure organizational compliance with the terms of this policy and regulation.

Approved: February 15, 2017



Board Vice President, BCRTA



Executive Director, BCRTA

Exhibit 4: BCRTA Vehicle Roster



Asset List

Matthew Dutkevitz: 2/19/2020

[Status starts with 'ACTIVE -']

Asset ID	Model	Serial #	Type	Manufacturer	Useful Life	Model Year	Date IN SERVICE
ACTIVE - COMMUTER BUS							
1520	F-550	1FDAF5GT1FEC83323	DIESEL	FORD	84.00	2015	9/28/2015
1521	F-550	1FDAF5GT3FEC83324	DIESEL	FORD	84.00	2015	9/28/2015
1601	E450	1FD4E4F89GDC16231	GAS	FORD	80.00	2016	6/9/2016
1602	E450	1FD4E4F87GDC17135	GAS	FORD	80.00	2016	6/9/2016
1603	E450	1FD4E4F81GDC20984	GAS	FORD	80.00	2016	6-9-2016
1604	E450	1FD4E4F83GDC20985	GAS	FORD	80.00	2016	6/9/2016
1605	E450	1FD4E4F85GDC20986	GAS	FORD	80.00	2016	6/9/2016
1606	E450	1FD4E4F80GDC20992	GAS	FORD	80.00	2016	6/9/2016
1797	E450	1FD4E4F8XHDC51619	GAS	FORD	80.00	2017	2/13/2018
1798	E450	1FD4E4F81HDC51637	GAS	FORD	80.00	2017	2/16/2018
1799	E450	1FD4E4F83HDC51638	GAS	FORD	80.00	2017	2/16/2018
1895	E450	1FD4E4F8XHDC78724	GAS	FORD	80.00	2018	11/4/2018
1899	E450	1FD4E4F87HDC74047	GAS	FORD	80.00	2018	11/30/2018
ACTIVE - DEMAND/RESPONSE							
1513	GRAND CARAVAN	2C7WDG8G5FR686071	GAS	DODGE	48.00	2015	8-24-2015
1514	GRAND CARAVAN	2C7WDG8G0FR686074	GAS	DODGE	48.00	2015	7-30-2015
1515	GRAND CARAVAN	2C7WDG8G5FR703077	GAS	DODGE	48.00	2015	8-8-2015
1516	GRAND CARAVAN	2C7WDG8G7FR703081	GAS	DODGE	48.00	2015	7-28-2015
1517	GRAND CARAVAN	2C7WDG8G6FR703220	GAS	DODGE	48.00	2015	7-30-2015
1058	E350	1FDEE3FL7BDA16838	GAS	FORD	80.00	2011	10/19/2015
1025	E350	1FDEE3FL7ADB00225	GAS	FORD	80.00	2010	11/23/2015
1074	E350	1FDEE3FL9ADA78874	GAS	FORD	80.00	2011	12-14-15
1896	E450	1FD4E4F84HDC78721	GAS	FORD	80.00	2018	11/30/2018
1897	E450	1FD4E4F80HDC74035	GAS	FORD	80.00	2018	11/30/2018
1898	E450	1FD4E4F80HDC74021	GAS	FORD	80.00	2018	11/30/2018
1995	GRAND CARAVAN	2C7WDG8G0KR792082	GAS	DODGE	48.00	2019	3/2/2020
1996	GRAND CARAVAN	2C7WDG8G2KR792083	GAS	DODGE	48.00	2019	3/2/2020
1997	GRAND CARAVAN	2C7WDG8G4KR792084	GAS	DODGE	48.00	2019	3/2/2020
1998	GRAND CARAVAN	2C7WDG8G6KR792085	GAS	DODGE	48.00	2019	3/2/2020
1999	GRAND CARAVAN	2C7WDG8G8KR792086	GAS	DODGE	48.00	2019	3/2/2020
ACTIVE - MOTOR BUS							
1501	G27	15GGB2711E1184832	DIESEL	GILLIG	144.00	2015	1/19/2015
1502	G27	15GGB2711F1184833	DIESEL	GILLIG	144.00	2015	2/20/2015
1503	G27	15GGB2713F1184834	DIESEL	GILLIG	144.00	2015	2/23/2015
1504	G27	15GGB2715F1184835	DIESEL	GILLIG	144.00	2015	2/23/2015
1505	G27	15GGB2717F1184836	DIESEL	GILLIG	144.00	2015	2/26/2015
1506	G27	15GGB2719F1184837	DIESEL	GILLIG	144.00	2015	4/3/2015
1507	G27	15GGB2710F1184838	DIESEL	GILLIG	144.00	2015	3/5/2015
1508	G27	15GGB2712F1184839	DIESEL	GILLIG	144.00	2015	3/3/2015
1509	G27	15GGB2719F1184840	DIESEL	GILLIG	144.00	2015	3/9/2015
1510	G27	15GGB2710F1184841	DIESEL	GILLIG	144.00	2015	3/23/2015
1511	G27	15GGB2712F1184842	DIESEL	GILLIG	144.00	2015	3/10/2015
1512	G27	15GGB2714F1184843	DIESEL	GILLIG	144.00	2015	4/3/2015
1607	G27	15GGB2716G1186353	DIESEL	GILLIG	144.00	2016	11/28/2016
1608	G27	15GGB2714G1186352	DIESEL	GILLIG	144.00	2016	12/2/2016
1609	G27	15GGB2712G1186351	DIESEL	GILLIG	144.00	2016	12/2/2016
1901	G27	15GGB2712K3192194	DIESEL	GILLIG	144.00	2019	8/26/2019
1902	G27	15GGB2714K3192195	DIESEL	GILLIG	144.00	2019	8/26/2019
1903	G27	15GGB2717K3193454	DIESEL	GILLIG	144.00	2019	2/20/2020
1904	G27	15GGB2719K3193455	DIESEL	GILLIG	144.00	2019	

Exhibit 5: Safe Harbor Analysis

B16007

AGE BY LANGUAGE SPOKEN AT HOME FOR THE POPULATION 5 YEARS AND OVER

Universe: Population 5 years and over
2013-2017 American Community Survey 5-Year Estimates

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Technical Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities, and towns and estimates of housing units for states and counties.

	Butler County, Ohio		Cincinnati, OH-KY-IN Metro Area	
	Estimate	Margin of Error	Estimate	Margin of Error
Total:	352,299	+/-39	2,020,065	+/-239
5 to 17 years:	66,848	+/-38	379,259	+/-294
Speak only English	61,078	+/-485	353,965	+/-1,296
Speak Spanish	3,562	+/-345	12,010	+/-764
Speak other Indo-European languages	895	+/-251	5,975	+/-751
Speak Asian and Pacific Island languages	947	+/-231	4,362	+/-457
Speak other languages	366	+/-170	2,947	+/-670
18 to 64 years:	234,368	+/-56	1,337,640	+/-337
Speak only English	215,426	+/-861	1,247,203	+/-2,185
Speak Spanish	7,561	+/-451	32,603	+/-1,306
Speak other Indo-European languages	4,729	+/-662	27,139	+/-1,443
Speak Asian and Pacific Island languages	4,564	+/-459	20,215	+/-1,065
Speak other languages	2,088	+/-464	10,480	+/-1,107
65 years and over:	51,083	+/-56	303,166	+/-316
Speak only English	49,152	+/-260	293,450	+/-638
Speak Spanish	455	+/-121	2,151	+/-333
Speak other Indo-European languages	879	+/-239	4,674	+/-535
Speak Asian and Pacific Island languages	499	+/-155	2,285	+/-257
Speak other languages	98	+/-58	606	+/-164

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be aware of these changes when using 2013 data or multi-year data containing data from 2013. For more information, see: Language User Note.

Appendix B: Language Assistance Plan

Improving Access for People with Limited English Proficiency (LEP) Four Factor Analysis

Butler County Regional Transit Authority (BCRTA) has conducted this analysis to meet requirements under Title VI of the Civil Rights Act of 1964, which seeks to improve access to services for persons with Limited English Proficiency (LEP). The purpose is to ensure that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Federal Transit Administration (FTA).

Analysis Using Four Factor Framework

BCRTA has conducted the following analysis using the four factors identified in the DOT LEP Guidance:

Factor 1: The number and proportion of LEP persons served or encountered in the eligible service population.

Task 1. Step 1: Examine prior experience with LEP individuals.

Since reintroducing local general public transit in 2005, BCRTA has experienced limited requests for LEP services. To request information in another language other than English, BCRTA provides a Google Translate widget on its website (www.butlercountyrta.com) and provides an over-the-phone interpreter service for riders. This gives LEP persons the opportunity to communicate directly with or to receive a call back from an interpreter. LEP service is tracked by the number of encounters and minutes our third-party interpreter is used to provide a request for services. From 2017- 2019, BCRTA provided fifteen encounters with an interpreter. A braille translation of the BCRTA Rider Guide was requested. In addition, BCRTA works with local universities/social service agencies to provide interpreters and/or interpreted service information upon request. BCRTA also holds public meetings on a monthly basis. All notices for public meetings include notice that an interpreter will be provided upon request. BCRTA vehicles also have signage on board about the translation services offered to all customers.



Task 1: Step 2: Become familiar with data from U.S. Census

As of 2017, the U.S. Census Bureau quick facts population estimate of Butler County, Ohio was 375,702. According to the U.S. Census Bureau 2013-2017 American Community

Survey Five Year Estimates, 7.6% of the county's population (age five and over) lived in a home where a language other than English is spoken, 3.3% persons identified as Spanish; 1.8% as other Indo-European, 1.7% as Asian and Pacific Islander language, and 0.7% as "other" language.

Task 1. Step 2A: Identify the geographic boundaries of the area that your agency serves.

Butler County, Ohio is located in southeast Ohio. The City of Hamilton, Ohio is the county seat. Butler County is home to Miami University, an Ohio public university. BCRTA is also a part of the Cincinnati, Ohio Urbanized Area which principally consists of the southeastern portion of Butler County. BCRTA does serve all of Butler County, Ohio and, as capacity allows, within three (3) miles of the county border. The Middletown Urban Area of Butler County is principally served by Middletown Transit, a small urban transit system.

Task 1. Steps 2B & C: Obtain and analyze census data on the LEP population in your service area.

U.S. Census Bureau 2013-2017 American Community Survey Five year Estimate data for Butler County, Ohio reflect that 3.0 % of the Butler County, Ohio population is LEP (defined as speaking English less than "very well").

- LEP: Speak Other than English at Home and Do not Speak English Very Well:
10,495 persons (3.0% of the population). The LEP breakout by language:
 - Spanish: 5,306 persons (1.5% of the population)
 - Indo-European: 1,644 persons (0.5% of the population)
 - Asian & Pacific Island: 2,973 persons (0.8% of the population)
 - Other: 572 persons (0.1% of the population)

Task 1. Step 2D: Identify concentrations of LEP persons within your service area

Figure 1 reflects the LEP persons in the areas of Butler County, all within the Cincinnati Urbanized Area of Butler County, Ohio. The areas of highest concentration include West Chester, Fairfield, downtown Hamilton, and Oxford.

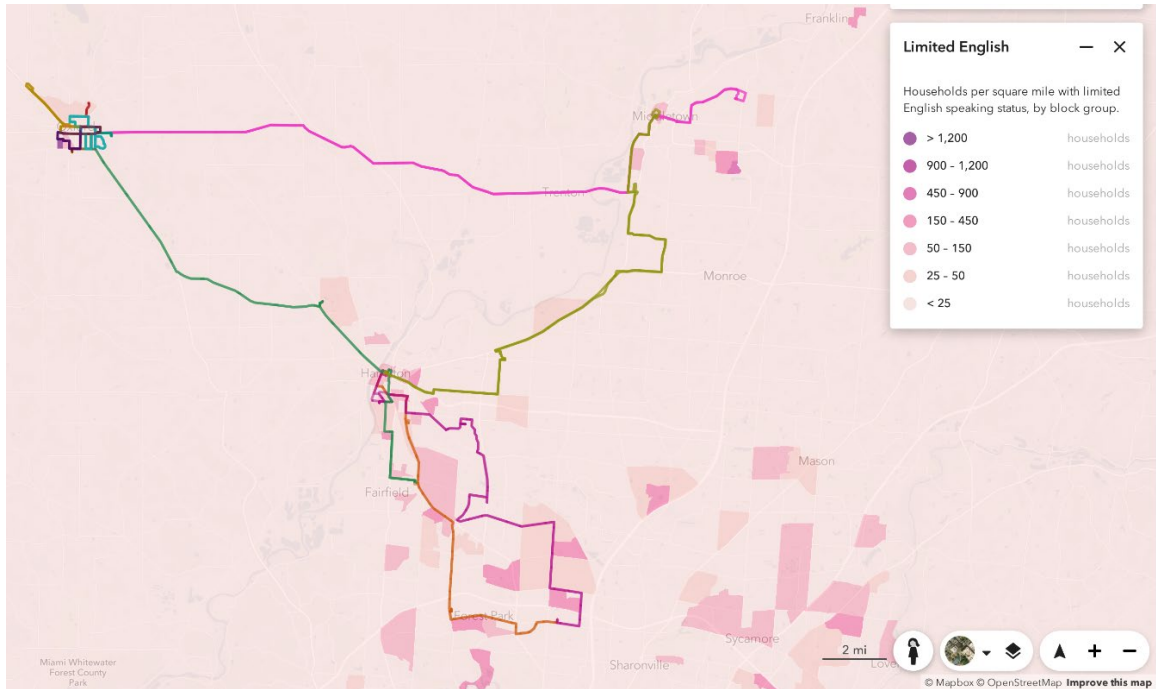


Figure 1

Task 1. Step 3: Consult state and local sources of data.

BCRTA identified the following organizations and uses them to obtain information and best practices for LEP participation and involvement. The list of state and local partners that focus on improving access to LEP persons consist of:

- Butler County, Ohio Job and Family Services
- Ohio Means Jobs
- Education:
 - Butler County School Districts: Edgewood City, Fairfield City, Hamilton City, Lakota Local, Madison Local, Middletown City, Monroe Local, New Miami Local, Ross Local and Talawanda City
 - Butler County Educational Service Center English as a Second Language (ESL) Consortium
 - Butler Tech Able
 - Hamilton City Schools Able
 - OKI Regional Council of Governments

Task 1. Step 4: Community organizations that serve LEP persons.

BCRTA identified the following community organizations and uses them to obtain information and best practices for LEP participation and involvement. The list of community partners that focus on improving access to LEP persons consist of:

- Transit Alliance of Butler County
- Butler County Job and Family Services
- Interact for Health
- Faith Based:
 - Living Water Ministries
 - Hispanic Ministry of Hamilton
- Miami University (Oxford, Hamilton, Middletown Campuses)

Factor 2: The frequency with which LEP individuals come into contact with your programs, activities, and services.

Task 2. Step 1. Review the relevant programs, activities and services you provide.

Appendix A, Exhibit 1 of the BCRTA Title VI plan summarizes BCRTA services. Other than commuter park-and-rides services provided under contract by Cincinnati Metro, Butler County public transit services have been incrementally introduced since 2005. BCRTA provides Regional Commuter routes and Middletown night service in cooperation with the City of Middletown. BCRTA also provides general public demand response services throughout the county, fixed route services for the City of Oxford, contract services for Butler County Board of Developmental Disabilities and the Butler County Veterans Service Commission.

Task 2. Step 2: Review information obtained from community organizations.

The Transit Alliance of Butler County, a nonprofit organization with a mission to create an effective, efficient and coordinated approach to meet the current and future local and regional transportation needs for Butler County citizens, agencies, and businesses, held a community forum on May 17, 2011 to discuss public transportation issues and unmet need. The common themes were additional evening and weekend trips for jobs, affordable fares, and increasing public awareness of current services. LEP access was not identified as an unmet need. In addition, LEP access issues were not identified in the region's locally developed Coordinated Public Transit-Human Services Transportation Plan, revised in 2016. BCRTA also identified organizations that improve access for LEP persons and sent surveys to request information, figure 2.



Improving Access for Limited English

Proficiency (LEP) Persons

BCRTA is seeking your assistance to assure all persons have equal access to the benefits of our federally funded programs and services. Please take a few moments to answer these brief questions. This will help us to determine additional needs for translation and interpretation services that ensure the best possible service to all clients, regardless of their language of origin.

Date:	Organization:
Contact Person:	Telephone:
	Email Address:

Geographic Service Area: _____

of LEP persons Served: _____

Has the size of the LEP population you serve increased, stayed the same, or decreased over the past five years?
Increased Greatly Increased Somewhat Stayed the Same Decreased

Do you use outside sources (volunteers, refugee service, etc.), other than the family to assist with the translations/interpreting? Frequently Sometimes Never
What source(s): _____

In order of frequency, which language groups do you encounter when working with limited English proficient clients (1 being the most frequent and 7 being the least frequent):
Spanish Bosnian Russian Arabic African Asian Other

What needs or expectations for public transit services has this population expressed?

Has the population inquired about how to access public transit or expressed a need for public transit service?
No Yes (please explain) _____

Are there locations that the population has expressed difficulty accessing via the BCRTA public transit service?
No Yes (please explain) _____

What is the best way to obtain input from the LEP population?

What additional agencies/organizations/persons should BCRTA reach to analyze how to assure access to LEP populations in Butler County?

Would you like to be contacted by BCRTA to discuss BCRTA services, LEP assistance, or other public transit issues?
Yes No

Figure 2

After reviewing records and contacting community organizations BCRTA has made telephone and website translation available in all requested languages. BCRTA will also make written materials available in all languages upon request. However, after speaking

with community organizations BCRTA has assessed that lack of LEP resources is not the problem but rather the communication of their availability.

Task 2. Step 3: Consult directly with LEP persons.

To request information in another language other than English, BCRTA provides and tracks Google Translate widget on its website and provides an over-the-phone interpreter service for callers. This gives LEP persons the opportunity to communicate their request and receive information at their literacy level and convenience.

To help ensure our interaction with LEP persons is consistent and positive, BCRTA operators carry language identification cards (figure 3) to help identify interpreter needs for uncommon languages. Our new employee orientation process requires operators be trained and acknowledge BCRTA goals in regards to LEP policies and procedures.

The BCRTA goals are as follows:

- BCRTA will produce and distribute rider guides and other materials in commonly requested second languages.
- BCRTA will provide, and office staff will be trained in the use of interpreter services that may be made available over the phone in a wide variety of other languages for the purposes of providing service information and scheduling services.
- BCRTA will provide, and driving staff will be trained in the use of interpreter services that may be made available over the phone in a wide variety of languages for the purpose of providing service information and clarifying operational passenger needs.
- BCRTA vehicle operator will carry, on their person, an emergency procedures pocket handbook that will include directions for assisting LEP individuals. The pocket guide will also include a “language map” to assist LEP individuals and BCRTA staff in determining the language of choice for any LEP individual.
- All BCRTA personnel who engage in regular client contact will be required to review this procedure and acknowledge their understanding and compliance in writing to ensure even application of the procedures mentioned herein.

NEED AN INTERPRETER?

1. Dial **1.800.CALL.CLI (1.800.225.5254)**
2. When the operator answers, tell them:
 - a. Your customer code is **132860**
 - b. You are calling from Butler County RTA
 - c. The language that you need
 - d. Your Name, client's name
 - e. Please let the operator know if you would like to connect to multiple parties (call a patient/client at home for example).
3. The operator will connect you with an interpreter promptly.



CERTIFIED LANGUAGES
INTERNATIONAL

24 hours a day, 7 days a week
Direct Dial: 503-484-2425

Recommendations for Effectively Using the Services of an Over-the-Phone Interpreter

For Outbound Calls:

- If you need to call a Limited English Proficient (LEP) party at home or need a third-party dial-out to include an additional party, please *first* inform the CLI Customer Service Representative (CSR) *before* the interpreter is connected.
- Once the interpreter is connected, you may tell the interpreter who to ask for (the LEP's name).
- At this time, you may also tell the interpreter how to proceed if the call goes to an answering machine and what message to leave if desired.

For Inbound Calls:

- Explain to the LEP that all information is confidential, and encourage questions.
- Speak clearly.
- Smile and be kind; this helps the LEP feel more comfortable.
- If face-to-face and multiple people are in the room, speak one at a time.
- Short sentences are easiest to interpret.
- Speak freely; all CLI interpreters are sworn to confidentiality and the Interpreter's Code of Ethics.
- Encourage the interpreter to clarify terms with you if necessary.

Figure 3

To help identify service needs of an LEP person, the BCRTA sends customer surveys (figure 4) to riders annually. The survey asks the rider to respond with a check mark in one of the following boxes; strongly agree, agree, neither agree or disagree, disagree, and strongly disagree. The question to identify the LEP needs was, "I am unable, or someone I know is unable to use BCRTA service due to a language barrier."

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY (BCRTA) CUSTOMER SURVEY 2019

BCRTA Services I use: U/P Routes R Routes Middletown Transit System
 ADA Service BGO (Demand Response)

For each statement, please check one response

	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
1. The vehicles are clean (inside and out).					
2. The drivers are friendly and professional.					
3. The call-takers are friendly and professional.					
4. I feel the drivers are safe.					
5. Scheduling a ride is easy.					
6. When I call, I am usually able to schedule a pick-up at the time I want.					
7. I arrive at my destination(s) on time.					
8. The bus arrives on time.					
9. A language barrier does NOT prevent me or someone I know from being able to use BCRTA services.					
10. Overall, I am happy with the service.					

Please tell us more:

Would you like BCRTA to contact you? YES ____ NO ____
 If yes, please complete the information below

Name: _____ Phone: _____ Email: _____

You may also contact BCRTA at 513.785.5237 or by clicking the "Contact Us" link at www.butlercountyrta.com
 Send us mail to 3045 Moser Court, Hamilton, Ohio 45011

Figure 4

The following reflects the answers reported in the BCRTA Customer Survey

- 65.6% Strongly agreed that a language barrier does not prevent them or someone they know from utilizing BCRTA services.
- 19.9% Agreed that a language barrier does not prevent them or someone they know from utilizing BCRTA services.
- 13.9% Neither agreed or disagreed that a language barrier does not prevent them or someone they know from utilizing BCRTA services.
- 0.7% Disagreed that a language barrier does not prevent them or someone they know from utilizing BCRTA services.
- 0% Strongly disagreed that a language barrier does not prevent them or someone they know from utilizing BCRTA services.

Factor 3: The importance to LEP persons of your program, activities, and services.

Task 3. Step 1: Identify your agency's most critical services.

- Commuter Services
- Curb-to-Curb On-Demand
- Fixed Route Services

Critical information from BCRTA which can affect access includes service and schedule information, fare and payment information, system rules, and information about how to ride. However, public transit services continue to be limited in Butler County and are relatively expensive (demand-response fares). If limited English is a barrier to using these services then the consequences for the individual are serious, including limited access to obtain health care, education, or employment.

However, the bigger issue is availability of public transit services in Butler County.

Task 3, Step 2: Review input from community organization and LEP persons.

After reviewing records and contacting community organizations BCRTA has made telephone and website translation available in all requested languages. BCRTA will also make written materials available in all languages upon request. However, after speaking with community organizations BCRTA has assessed that lack of LEP resources is not the problem but rather the communication of their availability.

Factor 4: The resources available to the recipient and costs.

Task 4. Step 1: Inventory language assistance measures currently being provided along with associated costs.

From 2017-2019, BCRTA has experienced limited requests for LEP services. The experience has been almost exclusively requests for Spanish alternatives. To request information in another language other than English, BCRTA provides a Google Translate widget on its website and provides an over-the-phone interpreter service for riders. This gives LEP persons the opportunity to communicate directly with or to receive a call back from an interpreter. LEP passenger use is tracked by the number of encounters and minutes our third-party interpreter is used to provide a request for services. BCRTA provided fifteen encounters with an interpreter.

BCRTA estimated costs over the last 3 years are between \$2,000 to \$5,000 to improve accessibility and provide additional LEP resources. This estimate includes upgrades to the website to facilitate more accessibility for LEP persons and \$3,288 spent on interpreter services.

Task 4: Step 2: Determine what, if any additional services are needed to provide meaningful access.

Due to the small size of our agency, limited resources, public reviews and expected population growth, BCRTA should focus its language measures on extending access for persons by local awareness and advertising. In addition, BCRTA should include LEP related issues in all personnel training, including administrative, dispatch, and bus operator training.

Task 4. Step 3: Analyze your budget.

Due to its limited size and services, BCRTA does not have a line item marketing budget. However, BCRTA could allocate \$1,000 per year for LEP services.

Task 4. Step 4: Consider cost effective practices for providing language services.

BCRTA should collaborate with identified community organizations to provide cost effective practices such as 1) help with translations of printed and online information; 2) distribution channels for printed information; 3) translation assistance for LEP persons; and 4) educational and outreach opportunities to help improve access for LEP person. In addition, BCRTA should research and pursue language assistance products and translation services developed and paid for by local, regional, or state government agencies.

BCRTA has adopted the following implementation plan to meet requirements under Title VI of the Civil Rights Act of 1964, which seeks to improve access to services for persons with Limited English Proficiency (LEP). The purpose is to ensure that no persons shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the FTA.

Plan for Implementation

1. Identifying LEP individuals who need language assistance.

The four factor analysis indicates that the largest group of LEP persons speaks Spanish. In addition, the largest concentrations of LEP persons are in the Hamilton, Fairfield and West Chester township portions of Butler County which are within the portion of Butler County within the Cincinnati Urbanized Area.

Discussions with the bus operators and dispatch personnel indicate that the current frequency of contact with LEP persons has been extremely limited. However, there are demographic changes which could lead to a growing number of LEP persons in need of local public transit.

BCRTA is in the process of following up on sent letters, service information and surveys to agencies identified as serving LEP populations. Survey results will assist in further identifying LEP individuals and language assistance needs.

2. Language assistance measures

BCRTA will continue to track the Google Translate widget on its website and will provide printed materials in requested languages as well as identify distribution outlets to share such information. In addition, BCRTA will continue to maintain its over-the-phone translation service to allow LEP persons to receive service information in their native language.

BCRTA updates its implementation plan based on survey results and subsequently targets outreach to address new information.

3. Training staff

BCRTA bus operators, dispatch and scheduling personnel, and administrative staff may come into contact with LEP persons. Training on BCRTA's responsibility to serve LEP persons will be addressed as follows:

- BCRTA will post updated information on employee boards concerning BCRTA's responsibility on serving LEP persons.
- Orientation and initial training for new bus operators, and ongoing training and retraining sessions will include information on serving LEP persons.
- BCRTA will include information on serving LEP persons and BCRTA responsibilities in the BCRTA Employee Handbook which will be reviewed and verified (employee sign off) by each BCRTA employee.

4. Providing notice to LEP persons.

BCRTA will conduct outreach efforts to the target organizations and other organizations identified through the current survey. The Manager of Administration will lead these efforts.

5. Monitoring and Updating the LEP Plan.

BCRTA Board of Trustees reviewed and approved the 2017 LEP plan on February 15, 2017. The BCRTA Board of Trustees will review and approve the plan next on May 20, 2020.

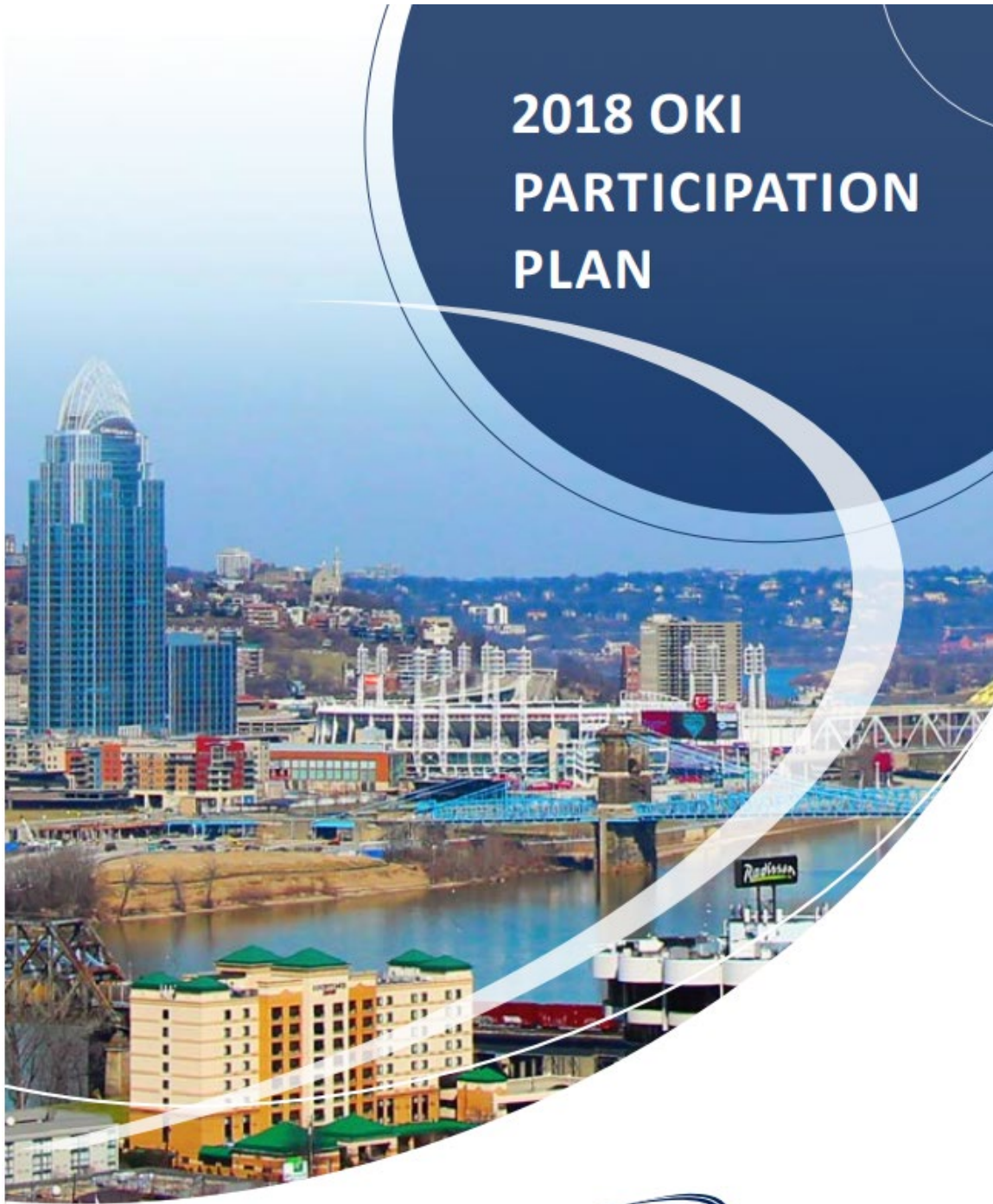
The BCRTA Executive Director will review the LEP Plan and survey results annually with the BCRTA Board of Trustees.

BCRTA will include an LEP question on its annual customer satisfaction survey.

BCRTA will work with the Transit Alliance of Butler County to seek LEP representation on its Board of Directors.

The Executive Director and Operations Directors will be responsible for monitoring the plan, and reporting changes and updates to the BCRTA Board of Trustees.

Appendix C: Public Participation Plan



**2018 OKI
PARTICIPATION
PLAN**

January 2018
www.oki.org

OKI REGIONAL COUNCIL
OF GOVERNMENTS

<https://www.oki.org/plans-and-programs/participation-plan-program/>

BCRTA Resolution No. 20-03-02

Amendment of the Butler County Regional Transit Authority (BCRTA) 2017-2021 Equal Employment Opportunity Program and Policy 6-17 Equal Employment Opportunity (EEO) Statement of Policy

Whereas BCRTA is a Regional Transit Authority created by resolution of the Commissioners of Butler County, Ohio pursuant to Chapter 306 et seq. of the Ohio Revised Code; and

Whereas as a designated recipient of Federal Transit Administration (FTA) funds, BCRTA is required to comply with Equal Employment Opportunity regulations issued by the U.S. Department of Transportation (DOT) as a condition of receiving ongoing federal funds; and

Whereas BCRTA is required to maintain an EEO program in accordance with DOT's 49 CFR Part 21.7; and

Whereas BCRTA's current abbreviated EEO Program, adopted August 17, 2017 is no longer compliant with federal regulation due to the growth of total employee headcount; and

Whereas the BCRTA has prepared a full EEO Program to be submitted to the Federal Transit Administration for concurrence; and

Whereas the program states the BCRTA Board of Trustees shall review the program and statistics annually as a matter of oversight and good practice; and

Whereas BCRTA policy *6-17 Equal Opportunity Employment* requires administrative amendments to comply with amendments to the EEO program.

Now therefore be it resolved that the BCRTA Board of Trustees hereby amends the 2017-2021 Equal Employment Opportunity Program, ratifies BCRTA's submission of said program to the FTA and amends Policy 6-17 Equal Employment Opportunity and as attached herein. Be it further resolved that the BCRTA Board of Trustees authorizes the Executive Director to take actions necessary to assure organizational compliance with the terms of this resolution including amendments and corrections to the plan at the request of the Federal Transit Administration's Regional Civil Rights Officer.

Adopted: March 18, 2020

_ Chris Lawson
Board President, BCRTA

_ Matthew Dutkevicz
Executive Director, BCRTA



Butler County Regional Transit Authority
3045 Moser Ct. Hamilton OH 45011
Recipient ID: 5774
Equal Employment Opportunity Program
October 1, 2017 – October 1, 2021
Revised March 2020

Any questions, concerns, or complaints should be addressed to:

Kristin Fryer
Civil Rights Officer
3045 Moser Ct.
Hamilton, OH 45011
eeo.officer@butlercountyrta.com
(513) 785-5022

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Overview of Program

BCRTA is supported by a combination of funding from the State and Federal government, as well as local partnerships with Butler County agencies. The agency receives no sales tax revenues. BCRTA is committed to its fiscal responsibility of sustainability through efficiency. BCRTA will examine all staffing and route efficiencies in order to maintain its current level of services.

Prior to 2020, BCRTA had been identified by FTA as an entity required to “prepare and maintain” an abbreviated EEO Program under the updated FTA C 4704.1A, Section 1.4. BCRTA was not required to submit an EEO Program during this time. However, BCRTA made a program available so that FTA may review the program during regular oversight opportunities, including Triennial Reviews or State Management Reviews, during EEO Specialized Reviews, or as requested by FTA’s Office of Civil Rights.

Between 2017 and 2020, BCRTA experienced “on and off” growth that occasionally increased employee head count above the 100-employee program threshold and then also reduced staffing beneath the 100-employee program threshold. At the direction of FTA, BCRTA has prepared this revised, non-abbreviated program to comply with regulated EEO requirements for FTA grantees in excess of 100 employees.

Information used to produce this program was gathered from <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/eo-guidance>.

Statement of Policy

BCRTA states as its policy a commitment to provide equal opportunity to all persons in matters affecting all employment processes, but not limited to, recruitment, employment, compensation, benefits, promotions, training, discipline, transfer selection, terminations, and other terms and conditions of employment and layoff practices without regard to a person’s race, color, religion, national origin, disability, gender, sexual orientation, gender identity, genetic information, veterans status, or age.

The full text of the BCRTA Equal Opportunity Employment Opportunity Policy is included as *Attachment A*.

Dissemination of Policy

Internal Dissemination

The agency acknowledges its commitment to equal employment with all applicants and potential hires. BCRTA’s EEO statement is prominently placed on its online application, on bulletin boards, near time clocks, in employees’ breakrooms, and in the employment/personnel office

In addition, EEO training is provided to each new employee during new hire orientation. The EEO Policy is also placed in the Employee Handbook that is given to all employees. Each employee must acknowledge receipt of the policy by signing an acknowledgement of the employee handbook. A copy of the policy is attached as *Attachment A*. EEO training is provided to all new supervisors and managers within 90 days of hire or appointment.

The BCRTA EEO Officer will attend training by the Equal Employment Opportunity Commission. BCRTA will implement a semi-annual refresher session for relevant employees conducted by the officer.

Employees are also made aware of BCRTA's EEO policy through posters that are prominently displayed throughout the main office and all transfer centers.

External Dissemination

Externally, BCRTA's EEO disclosure is placed on all employment advertisements.

BCRTA's EEO statement is prominently displayed on the agency's website under the employment link and is part of the employment application. Applicants may opt to voluntarily complete an EEO survey when an applicant is recommended for hire. The EEO Survey is included in addition to the most recent data obtained from the survey as *Attachment C*.

Program and EEO Officer Designation

EEO responsibilities have been designated to Kristin Fryer, Civil Rights Officer by the BCRTA Executive Director. Mrs. Fryer holds a collateral duty position in which she manages administrative duties as well as EEO responsibilities. Her EEO responsibilities include oversight of the EEO program, being involved with local minority organizations, participating in the review of complaints alleging discrimination, and supporting career counseling for employees. Ms. Fryer reports directly to the Executive Director to report progress and potential conflict of interest for the EEO program. Contact information is as follows:

Kristin Fryer
Civil Rights Officer
3045 Moser Ct. Hamilton, OH 45011
(513) 785-5022
eeo.officer@butlercountyrta.com

Utilization Analysis

BCRTA is located in Hamilton, OH and serves the Butler County area. The five major cities that make up Butler County are Hamilton, Middletown, Fairfield, West Chester and Oxford. Based on the United States Census Bureau’s 2018 estimate, the total population for the Butler County area is 382,378. Of these residents, 50.9% are female and 49.9% are male. The ethnic makeup of the population of Butler County is detailed in *Table 1* below.

Table 1 - Butler County Residents by Race & Hispanic Origin

Population estimates, July 1, 2019, (V2019)		NA
PEOPLE		
Race and Hispanic Origin		
White alone, percent		84.6%
Black or African American alone, percent (a)		8.9%
American Indian and Alaska Native alone, percent (a)		0.3%
Asian alone, percent (a)		3.7%
Native Hawaiian and Other Pacific Islander alone, percent (a)		0.1%
Two or More Races, percent		2.4%
Hispanic or Latino, percent (b)		4.9%
White alone, not Hispanic or Latino, percent		80.5%

About datasets used in this table

Value Notes

Estimates are not comparable to other geographic levels due to methodology differences that may exist between different data sources.

Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the Quick Info icon to the left of each row in TABLE view to learn about sampling error.

The vintage year (e.g., V2019) refers to the final year of the series (2010 thru 2019). Different vintage years of estimates are not comparable.

Fact Notes

- (a) Includes persons reporting only one race
- (b) Hispanics may be of any race, so also are included in applicable race categories
- (c) Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data

Source: <https://www.census.gov/quickfacts/fact/table/butlercountyohio/PST045219>; accessed 2/18/2020

Employee Statistics

BCRTA strives to have the ethnic makeup of the employee population mirror the Butler County population in proportion. Statistics that are tracked include, job category, salary, race, and gender. A detailed summary of this data is provided in *Attachment B*.

Data regarding applicant’s veteran and disability status is collected anonymously through the BCRTA applicant tracking system. This data is monitored as part of the EEO program process and is available in *Attachment C*.

Underutilization

The majority of BCRTA employees fall into the service-maintenance category which is comprised of Coach Operators, Call Center Representatives, and Dispatchers. Administrative staff fall into the Administrative Support category with a small number of Skilled Craft personnel working in vehicle and facilities

maintenance. There is also a small amount of staff that fall into the Officials and Administrators category as well as the Professionals category. BCRTA does not employ positions in the categories of Technicians, Protective Service Workers, or Paraprofessionals.

The information used to determine BCRTA’s utilization is obtained from internal records and EEO4 reporting. For the most recent analysis, BCRTA identified three categories with underutilization in particular areas as seen in *Table 2* below.

Table 2 – Underutilization by Category

Category	% BCRTA	% Availability	% Underutilization
Officials & Administrators			
Female, White	30.0%	34.7%	4.7%
Service-Maintenance			
Male, Hispanic or Latino	0.0%	3.1%	3.1%
Female, White	29.0%	34.8%	5.8%
Female, Asian	0.0%	1.4%	1.4%

Goals, Timetables and Areas for Attention

This program was amended to add goals in March of 2020. Prior to this time, BCRTA maintained an abbreviated program without goals.

Underutilized areas are detailed in *Attachment B* and also Table 2 above. To address these shortcomings, BCRTA proposes the following goals:

Short Term

Service – Maintenance is BCRTA’s largest hiring category and involves a considerable amount of turnover. Discussion with Operations hiring personnel, HR and the EEO officer conclude that adjusting outreach techniques should address partial discrepancies in underutilization for that category. Specific goals are outlined in *Attachment B*

Long Term

BCRTA HR, EEO officer and staff have concluded that because of limited turnover it is unlikely that any vacancy of administrators and officials will be available in the near term. The EEO Officer will work with HR to ensure that BCRTA seeks female applicants for any unexpected vacancies that may arise or new positions that may be added.

Assessment of Employment Practices

FTA’s 4/5’s Analysis can be found as *Attachment G*.

Recruitment & Selection Process

The recruitment process at BCRTA consists of most commonly used practices. Position vacancies are posted publicly via BCRTA's applicant tracking system (JazzHR) which propagates on the BCRTA website and other syndicated job sites. The agency encourages and incentivizes current employees to recommend candidates for hire, and participates in local job fairs.

Employees are selected based on qualifications that include education and experience. Each applicant participates in a structured interview process which consists of a team of individuals who represent the HR Department, the Department Manager or Director of the department in which the vacancy exists and one other member from the applicable department. To ensure BCRTA complies with its EEO policy, the Civil Rights Officer may attend interviews.

Promotion procedures are structured to allow all qualified internal applicants an opportunity to interview for a selected vacancy.

BCRTA is seeking to increase its outreach within the community by looking to partner with local agencies such as the local Chamber of Commerce, Butler County Job and Family Services agency and continuing to partner with the Employment Source as the need arises.

Testing

BCRTA does not use any testing to evaluate candidates for hire, training, promotions, discipline, or termination.

Promotions, Transfers & Advancement

BCRTA seeks to promote internal candidates whenever possible. Internal opportunities are solicited in the same manner as external opportunities, and internal applicants are carefully weighed against outside applicants based upon merit, experience and qualifications. Internal applicants are subject to the same evaluation, interview and decision process as external applicants.

Regular evaluations are conducted for all employees no less than annually. Evaluation forms are created and reviewed by the HR department and EEO officer. Review conferences include opportunities to cite goals and discuss objectives for advancement and training.

Seniority Practices

BCRTA does not evaluate or base decisions solely on seniority for any hire, training, or promotion opportunities. Seniority is only used for the picking of bidding of schedules at BCRTA.

Training

BCRTA maintains a tuition reimbursement policy that is available organization wide. In addition, BCRTA provides an annual allowance to every supervisory

and management employee for the purpose of development and education. Managers and HR regularly encourage women and minority applicants to use these opportunities and identify new classes and conferences that may benefit those employees personal needs or development goals.

Compensation and Benefits

BCRTA wage categories are reviewed by the BCRTA Board of Trustees as needed. All wage setting and increases are based upon carefully documented achievement and inflation when needed. Increases and wage setting are centralized through a personnel action approval process to prohibit unfair practices and unjust compensation. BCRTA does not currently offer a bonus structure or group health insurance due to budgetary constraints. BCRTA does offer a formal public policy to provide tuition and coursework reimbursement in the interest of internal advancement and promotion of its employees.

Disciplinary Procedures & Termination

BCRTA applies the same handbook to all employees. No employees are currently represented or subject to deviations from the standard employee handbook. BCRTA primarily follows a “3 strikes policy” when evaluating instances of written discipline, issued for violations of policy outlined in the handbook that is distributed to all employees. Several “zero tolerance” policies due exist for purposes of safety, including Workplace Violence and Distracted Driving. All discipline and other personnel actions are tracked by BCRTA’s HRIS system and reviewed through a centralized processing workflow to ensure all employees are treated equitably. Records are unable to be amended by any BCRTA personnel once effective for security and tracking purposes.

Statistical Impact of Employment Practices on Minorities & Women

Specific statistical data demonstrating employment practices on minorities and women is included in *Attachment G*.

Self-Identifying information used for the tracking of these statistics is collected and separated electronically. Viewing is only allowed only for the small amount of staff who require it for reporting purposes. This security is accomplished through BCRTA’s HRIS and applicant tracking systems. Although many BCRTA employees use these systems, access to sensitive data is anonymized or hidden from those who do not require reporting capability for EEO compliance.

Individuals with Disabilities & Veterans

Specific statistical data demonstrating employment practices on individuals with disabilities and veterans is included in *Attachment C*.

Monitoring & Reporting

Electronic records required by regulation and this plan shall be tracked in the BCRTA human resource management software and applicant tracking systems in accordance with BCRTA records retention policy. This program shall be reviewed annually by the BCRTA Board of Trustees. Additionally, the EEO Officer shall provide a report to the Executive Director outlining the progress and attainment of goals in advance of this annual review.

Complaint Process

Any employee who wishes to raise a Complaint regarding discriminatory treatment of any kind may do so directly with BCRTA's EEO Civil Rights Officer, who can be contacted directly in person, by phone, or by email. If that employee is more comfortable raising their Complaint with their immediate supervisor then they may do so; in that instance, the supervisor is obligated to report the matter to the EEO Civil Rights Officer. The EEO Civil Rights Officer will work with the complaining employee to generate a written Complaint which will be maintained and tracked in the BCRTA human resource management software in accordance with BCRTA records retention policy.

Once a Complaint is filed, the EEO Civil Rights Officer will lead a timely investigation into the allegations of the Complaint. The primary responsibility for any particular investigation may be delegated to a disinterested HR personnel at the discretion of the EEO officer. Investigations shall be completed in a timely fashion. The results of any investigation shall be reported to relevant management as well as the Complainant. The EEO Civil Rights Officer shall maintain a log documenting for each filed Complaint the name of the Complainant, basis of the Complaint, the protected group, date of initial contact, date of resolution, the resolution reached, and the name of the investigator.

Attachment A: 6-17 Equal Employment Opportunity Policy

Adopted Date: 11-19-14
Reviewed Date: 05-17-17
Revised Date: 08-16-17

Compliance with Employment Laws

It is BCRTA's policy to abide by all federal, state, and local laws, rules and regulations applicable to BCRTA, and for all our employees to do the same.

Any violation or perceived violation of law should be reported to a management representative, who will make every effort to investigate and address the problem promptly.

Equal Employment Opportunity

BCRTA states as its policy a commitment to provide equal opportunity to all persons in matters affecting all employment processes, but not limited to, recruitment, employment, compensation, benefits, promotions, training, discipline, transfer selection, terminations, and other terms and conditions of employment and layoff practices without regard to a person's race, color, religion, national origin, disability, gender, genetic information, sexual orientation, gender identity, veteran status, or age.

Further, BCRTA is committed to complying with Title I of the Americans with Disabilities Act and prohibits discrimination on the basis of disability. BCRTA will make accommodations that are reasonable and not unduly burdensome to enable qualified disabled applicants and employees to participate in the employment process and perform essential job functions.

Consistent with applicable federal and state laws, BCRTA has established a written program, including goals and timetables, to overcome the effects of discrimination on minorities and women. To ensure effective ongoing review of the program, BCRTA has assigned responsibility for oversight of the Equal Employment Opportunity (EEO) program to a member of management designated as EEO Officer. BCRTA's EEO Officer is responsible for directing all human resource practices and functions in accordance with the principles of equal employment opportunity, and for maintaining the written EEO plan and employment processes data.

BCRTA believes fulfilling this policy is a top priority in its daily operations. BCRTA holds every manager and supervisor accountable for implementing this policy. Performance in contributing to the success of the equal employment opportunity program will be evaluated in the same manner as performance of other department goals. All employees are expected to cooperate in carrying out principles and practices of equal employment opportunity.

Job applicants and employees who believe they have been a victim of discrimination have the right to file a complaint with BCRTA's designated EEO Officer, or with another member of management with whom the individual is comfortable speaking. BCRTA will promptly investigate complaints, and will take appropriate remedial and disciplinary action whenever it determines that this policy has been violated. BCRTA believes that successful achievement of EEO goals will provide benefits to BCRTA through fuller utilization and development of previously underutilized human resources.

Copies of this *Statement of Policy* are conspicuously posted throughout the BCRTA facility. In addition, the policy statement can be found on BCRTA's website at

www.butlercountyrta.com. A copy of the complete EEO Program is available for review by any individual upon request.

Attachment B: Utilization Analysis Data

Job Category	Salary Range (\$XX,000-XX,000)	Total Workforce					Male						Female							
		All	WM	NM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi
1 - Officials & Administrators																				
Current Workforce	42,640-124,800	10	6	0	3	1	6	-	-	-	-	-	3	-	-	-	-	-	-	-
Percent in Category	*Entry		60.0%		30.0%	10.0%	60.0%	0.0%	0.0%	0.0%	0.0%	0.0%	30.0%	10.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							57.1%	0.0%	3.0%	0.7%	1.5%	0.0%	34.7%	0.1%	1.8%	0.3%	0.5%	0.1%	0.1%	
Percent Underutilized													5%							
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity																				
Planned percent increase Year 1							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 2							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 3							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 4							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
2 - Professionals																				
Current Workforce	33280-61,360	1	0	0	1	0	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Percent in Category	*Entry				100.0%		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							35.8%	0.1%	2.3%	1.0%	2.2%	0.0%	52.3%	0.1%	2.9%	0.7%	1.8%	0.0%	0.1%	
Percent Underutilized																				
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity																				
Planned percent increase Year 1							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 2							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 3							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 4							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
3 - Technicians																				
Current Workforce	NA	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Percent in Category	*Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability																				
Percent Underutilized																				
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity																				
Planned percent increase Year 1							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 2							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 3							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 4							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
4 - Protective Service																				
Current Workforce	NA	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Percent in Category	*Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							41.5%	0.1%	4.4%	2.4%	1.8%	0.0%	1.2%	43.1%	0.2%	4.5%	2.5%	1.9%	0.1%	1.2%
Percent Underutilized																				
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity																				
Planned percent increase Year 1							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 2							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 3							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 4							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
5 - Paraprofessional																				
Current Workforce	NA	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Percent in Category	*Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							41.5%	0.1%	4.4%	2.4%	1.8%	0.0%	1.2%	43.1%	0.2%	4.5%	2.5%	1.9%	0.1%	1.2%
Percent Underutilized																				
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity																				
Planned percent increase Year 1							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 2							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 3							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 4							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
6 - Administrative Support																				
Current Workforce	24,960-46,800	6	0	0	6	0	-	-	-	-	-	-	6	-	-	-	-	-	-	-
Percent in Category	*Entry				100.0%		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							33.7%	0.0%	2.2%	0.5%	0.2%	0.0%	55.5%	0.1%	4.9%	1.2%	1.0%	0.0%	0.0%	0.3%
Percent Underutilized																				
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity																				
Planned percent increase Year 1							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 2							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 3							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 4							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
7 - Skilled Craft																				
Current Workforce	NA	4	4	0	0	0	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Percent in Category	*Entry						100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							87.1%	0.5%	3.1%	3.2%	0.7%	0.0%	0.6%	0.3%	0.0%	0.9%	0.3%	0.0%	0.0%	
Percent Underutilized																				
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity																				
Planned percent increase Year 1							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 2							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 3							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 4							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
8 - Service/Maintenance																				
Current Workforce	24,960-61,360	93	43	10	27	13	43	1	9	-	-	-	27	1	11	1	-	-	-	-
Percent in Category	*Entry						46.2%	1.1%	9.7%	0.0%	0.0%	0.0%	29.0%	1.1%	11.8%	1.1%	0.0%	0.0%	0.0%	
Percent of Availability							47.7%	0.0%	6.0%	3.1%	1.0%	0.1%	34.8%	0.1%	3.3%	1.5%	1.4%	0.0%	0.5%	
Percent Underutilized																				
Underutilized (Yes/No)							No	No	Yes	No	No	No	Yes	No	No	No	Yes	No	No	
Number Needed to Reach Parity									2				5				1			
Planned percent increase Year 1							0%	0%	0%</											

Attachment C: Applicant Questionnaires and Collected Data

The following questions are entirely optional.

To comply with government Equal Employment Opportunity / Affirmative Action reporting regulations, we are requesting (but NOT requiring) that you enter this personal data. This information will not be used in connection with any employment decisions, and will be used solely as permitted by state and federal law. Your voluntary cooperation would be appreciated. [Learn more.](#)

Gender

Race/Ethnicity

Invitation for Job Applicants to Self-Identify as a U.S. Veteran

- A “disabled veteran” is one of the following:
 - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - a person who was discharged or released from active duty because of a service-connected disability.
- A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An “Armed forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Veteran status



I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE



I AM NOT A PROTECTED VETERAN



I DON'T WISH TO ANSWER

Voluntary Self-Identification of Disability

Voluntary Self-Identification of Disability Form CC-305

OMB Control Number 1250-0005

Expires 1/31/2020

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily

self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please check one of the boxes below:



YES, I HAVE A DISABILITY (or previously had a disability)



NO, I DON'T HAVE A DISABILITY



I DON'T WISH TO ANSWER

Figure 1 - Hires by Race and Sex (all positions)

**Butler County Regional Transit Authority
Hires by Race and Sex
From October 1 2017 to March 7 2020**

Race/Ethnicity	Male		Female		No Gender Specified		Total	
	Total	Hired	Total	Hired	Total	Hired	Total	Hired

The race/ethnicity values below are related to candidates that applied after August 21, 2018

Hispanic or Latino	10	0	8	1	1	0	19	1
White, not Hispanic or Latino	357	38	234	26	5	1	596	65
Black or African-American, not Hispanic or Latino	178	12	157	10	2	0	337	22
Asian, not Hispanic or Latino	11	0	0	0	0	0	11	0
Native Hawaiian or Other Pacific Islander, not Hispanic or Latino	3	0	0	0	0	0	3	0
American Indian or Alaskan Native, not Hispanic or Latino	3	0	1	1	0	0	4	1
Two or More Races, not Hispanic or Latino	9	0	16	0	0	0	25	0

The race/ethnicity values below are related to candidates that applied before August 21, 2018

White (Not Hispanic)	188	15	71	8	1	0	260	23
African American/Black (Not Hispanic)	50	2	39	3	0	0	89	5
Hispanic	5	0	2	0	0	0	7	0
Asian	4	0	3	0	1	0	8	0
Pacific Islander	4	0	0	0	0	0	4	0
American Indian	1	0	0	0	0	0	1	0
Native Alaskan	0	0	0	0	0	0	0	0
Native Hawaiian	0	0	0	0	0	0	0	0
Multi-racial	6	0	4	0	0	0	10	0
Decline to answer	48	2	47	2	66	7	161	11
Total	877	69	582	51	76	8	1535	128

Figure 2 - Hires by Veteran/Disability (Section 503 Final Rule)

Butler County Regional Transit Authority
Hires by Veteran/Disability (Section 503 Final Rule)
From October 1 2017 to March 7 2020

Veteran Status	Male		Female		No Gender Specified		Total	
	Total	Hired	Total	Hired	Total	Hired	Total	Hired
I DON'T WISH TO ANSWER	189	11	85	1	55	4	329	16
I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE	73	4	4	0	2	1	79	5
I AM NOT A PROTECTED VETERAN	615	54	493	50	19	3	1,127	107
Total	877	69	582	51	76	8	1535	128
SELECTION RATE	10.61%	6.90%	0.80%	0.00%	9.52%	25.00%	6.55%	4.46%

Disability Status	Total	Hired	Total	Hired	Total	Hired	Total	Hired
	I DON'T WISH TO ANSWER	183	11	103	2	48	6	334
YES, I HAVE A DISABILITY (or previously had a disability)	61	8	33	3	3	0	97	11
NO, I DON'T HAVE A DISABILITY	633	50	446	46	25	2	1,104	98
Total	877	69	582	51	76	8	1535	128
SELECTION RATE	8.79%	13.79%	6.89%	6.12%	10.71%	0.00%	8.08%	10.09%

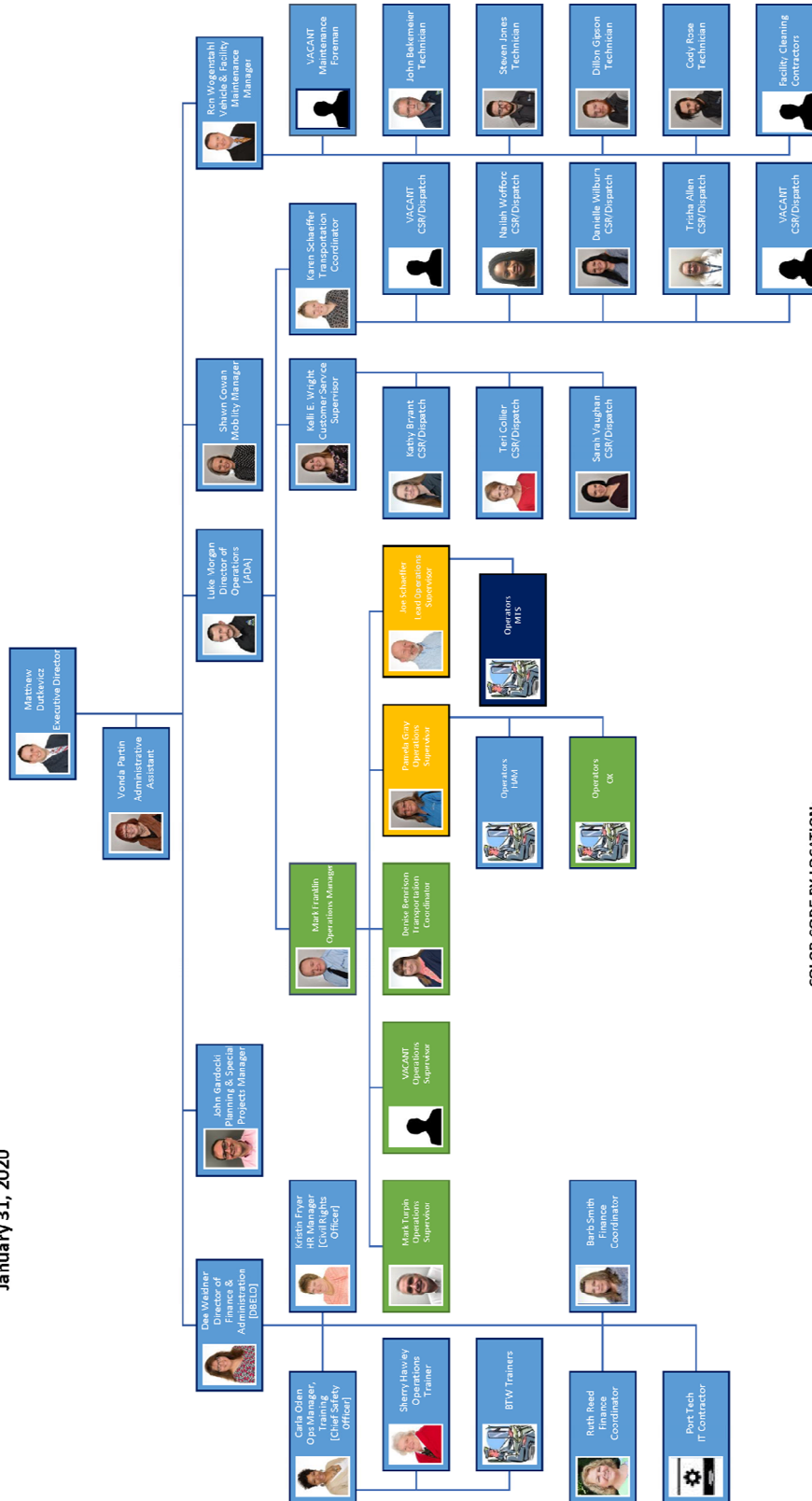
Attachment D: Subrecipients & Contractors

BCRTA does not have or plan to have any subrecipients or contractors subject to EEO Program requirements.

Attachment E: Organizational Chart

R/L: Permanent

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY
Table of Organization
January 31, 2020



COLOR CODE BY LOCATION:
 Hamilton [HAMA] Middletown [MITS] Oxford [OX] Floating Location

Attachment F: Goals & Timetables from Previous Program Submission

Not applicable – BCRTA has not submitted a prior program submission that required goals and timetables due to not meeting the employee headcount threshold.

Attachment G: Four Fifths Adverse Impact Analysis by Job Category

Hires

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	68	12	54	10	-	-	11	2	2	-	1	-	-	-	-	-
Total Hires	4	1	4	1	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	5.9%	8.3%	7.4%	10.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	70.6%	100.0%	74.1%	100.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	2	5	1	3	-	-	1	2	-	-	-	-	-	-	-	-
Total Hires	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	20.0%	0.0%	33.3%	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	100.0%	0.0%	100.0%	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	15	23	8	16	-	-	6	6	-	-	-	1	-	-	1	-
Total Hires	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	4.3%	0.0%	6.3%	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	N/A	100.0%	0.0%	100.0%	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	Yes	Yes	N/A	N/A	N/A	Yes	N/A	N/A	Yes	N/A
7 - Skilled Craft																
Number Applied	54	1	51	1	-	-	2	-	-	-	-	-	-	1	-	-
Total Hires	4	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	7.4%	0.0%	7.8%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	364	248	211	136	2	-	123	99	8	5	9	-	3	-	8	8
Total Hires	50	31	40	22	-	-	10	9	-	-	-	-	-	-	-	-
Selection Rate	13.7%	12.5%	19.0%	16.2%	N/A	N/A	8.1%	9.1%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	91.0%	100.0%	85.3%	N/A	N/A	42.9%	48.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please See Attachment C

Promotions

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	34	3	26	3	-	-	5	-	2	-	1	-	-	-	-	-
Total Promotions	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	2.9%	0.0%	3.8%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	N/A	Yes	N/A	Yes	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	6	12	3	7	-	-	3	4	-	-	-	1	-	-	-	-
Total Promotions	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	8.3%	0.0%	14.3%	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	NA	100.0%	0.0%	100.0%	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	Yes	Yes	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Job Category	Total		W		AI/AN		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Persons with Disabilities																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Training

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: BCRTA does not select or limit training opportunities.

Terminations

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOP1		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	5	9	4	-	-	-	-	1	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	1	8	1	8	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	8	-	8	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	101	76	82	51	-	-	18	24	-	-	1	-	-	-	-	1
Total Involuntary Terminations	17	13	12	11	-	-	5	2	-	-	-	-	-	-	-	-
Involuntary Termination Rate	16.8%	17.1%	14.6%	21.6%	N/A	N/A	27.8%	8.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	98.4%	56.9%	38.6%	N/A	N/A	30.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

BCRTA Resolution No. 20-03-03

Adoption of Project Objectives Aligned with BCRTA's Strategic Goals

Whereas on June 19, 2019 the BCRTA Board of Trustees participated in a planning session to strategically and consistently focus the agency's resources on high stakes issues over the next two to five years; and

Whereas on September 18, 2019 the BCRTA Board of Trustees reaffirmed their mission and adopted the following vision and strategic objectives:

"As Ohio's public transit innovator, BCRTA provides smart mobility options and infrastructure that seamlessly connect people to employers, educational, healthcare, and recreational destinations."

- **Leverage competitive federal funding** and forge mutually beneficial partnerships with organizations, including incubators, chambers, universities, start-ups, economic development bodies, and planning professionals.
- **Enhance connectivity** with constituents by leading in the implementation of new transit tech (onboard Wi-Fi tools).
- **Improve mobility access and eliminate barriers** to ridership, especially for riders who may be elderly or have disabilities.
- **Support employers** with effective workforce transportation in at least 75% of Butler County's densest corridors.
- **Develop multimodal infrastructure** and wayfinding to create seamless user experiences; and

Whereas the BCRTA Board of Trustees desires to solidify a workplan for the Director and BCRTA staff.

Now, therefore, be it resolved that the BCRTA Board of Trustees hereby adopts the following project objectives aligned with the Board's adopted strategic goals:

Leverage competitive federal funding and forge mutually beneficial partnerships with organizations, including incubators, chambers, universities, start-ups, economic development bodies, and planning professionals.

- Expand participation in NeoRide as appropriate to address needs and improve grant funding
- Sustain Miami University relationship, plan for future
- Retain BCVSC and BCDD contracts
- Leverage MTS transit plan and maintain relationship with City of Middletown
- Improve DBE access
- Keep finger on pulse of autonomous tech

Enhance connectivity with constituents by leading in the implementation of new transit tech (onboard Wi-Fi tools).

- Test and expand onboard WIFI where possible
- Implement onboard validation for EZfare
- Expand BGO app service
- Launch new & updated website
- Expand use of real-time info signs and kiosks

Improve mobility access and eliminate barriers to ridership, especially for riders who may be elderly or have disabilities.

- Reduce DR fares to \$5.00
- Make peak BGO service available
- Hire operators to address demand
- Relocate customer service closer to riders
- Pursue payment options for unbanked
- Consider free fixed route fares

Support employers with effective workforce transportation in at least 75% of Butler County's densest corridors.

- Evaluate existing R routes for effectiveness and reallocate to improved frequency or BGO as necessary
- Solicit BGO services in employer-dense areas.
- Evaluate options for Spooky Nook connectivity
- Address Butler/Warren connection in Monroe

Develop multimodal infrastructure and wayfinding to create seamless user experiences.

- Accelerate completion/progress for Oxford Multimodal facility
- Improve Hamilton/Warren County connectivity for fixed route and ADA
- Eliminate paper transfers
- Address Transit Center convenience and utility (Hamilton, Oxford, Middletown)

Furthermore, the Board of Trustees authorizes the Executive Director to take all actions necessary to enact this resolution.

Approved: March, 18, 2020

_ Chris Lawson,
Board President, BCRTA

_ Matthew Dutkevicz,
Executive Director, BCRTA