KANSAS TRANSIT REPORTER

RTAP
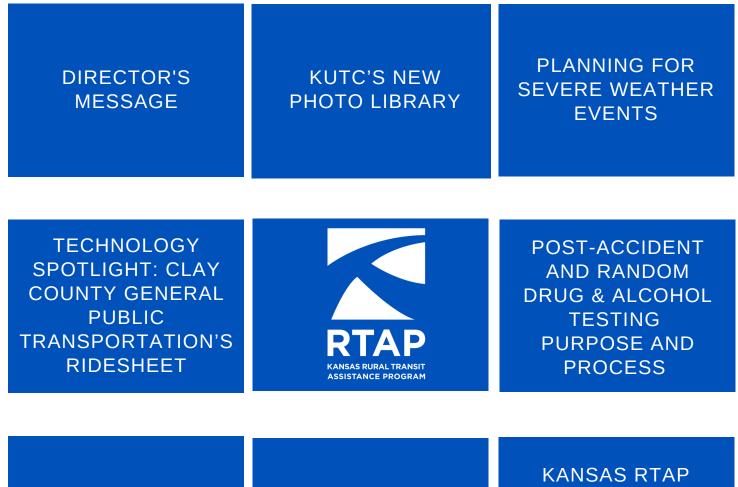**KANSAS RURAL TRANSIT ASSISTANCE PROGRAM**

The Newsletter for Kansas Rural and Specialized Transportation Providers • University of Kansas Transportation Center

INSIDE THE ISSUE

RTAP
KANSAS RURAL TRANSIT ASSISTANCE PROGRAM
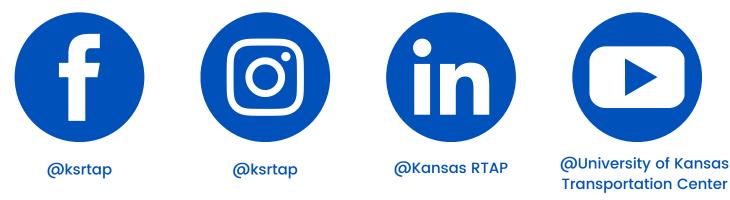
DIRECTOR'S MESSAGE

By Kara Cox, Kansa RTAP

A very happy fall to all! KS RTAP has launched several new projects over the past couple of months and we are excited to share them all with you. As we mentioned in the summer edition of the newsletter, we have introduced a new photo library that we invite you to contribute to. You can learn more about the photo library and how to submit photos later in the newsletter. We had also previously mentioned launching a virtual option of our Transit Manager Training. This training opened at the end of September on the KS RTAP learning management system found at https://www.events-kutc.ku.edu/kutc/RTAP.asp

Some new announcements! We have added a training request form at the bottom of our training webpage. This request form should be used to request new training on topics that we do not already have trainings for. If there is a topic that you would like to know more about, fill out the form and we will work to provide that training in the format that you have requested. Any requests for courses that Anne Lowder currently teaches, should still go directly through Anne at alowder@ku.edu.

We have also added a request form at the bottom of the Kansas Transit Provider Directory webpage that can be used to submit any updates that need to be made to the directory. Previously, KS RTAP would send out a survey annually to request agency updates, but with this addition to the website, you can access the form and submit updates any time! As 2024 winds down, we wish you safe, restful and happy holidays!

Let's Connect
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CALL FOR PHOTOS!
KUTC
PHOTO LIBRARY

ATTENTION!

The University of Kansas Transportation Center has launched a photo library service for all transportation professionals in Kansas to utilize and contribute to! The goal of this library is to provide photos from across Kansas that transportation professionals can utilize for any need they may have (reports, presentations, social media, etc.). This will be an ongoing project as we continue to add photos to the library. As we kick off the photo library, our photo collection is limited, so this is where we need your help! If you have any photos that you feel would be appropriate for the library and you are willing to share with everyone, please consider submitting your photos through this form found on the KUTC Photo Library webpage.

PLEASE NOTE:

Each photograph submitted to University of Kansas Transportation Center (KUTC) must be accompanied by separate Photo Release Forms for the photographer and for each identifiable person in the photos (if applicable).

Only the person who took or created the photograph or otherwise owns the copyright in the photograph may submit photographs. Person(s) in the photo must not be identifiable by name in the photo (e.g., last name on their clothing). Nor should they be wearing any trademarked materials that are visible in the photograph. Photographs submitted to KUTC without signed release forms for the photographer and any identifiable persons will not be considered.

The photo release forms can be found on the photo library webpage!

https://kutc.ku.edu/photo-library

PLANNING FOR SEVERE WEATHER EVENTS

By Anne Lowder, KS RTAP

The Federal Emergency Management Agency (FEMA) has developed a Climate Adaptation Planning: Guidance for Emergency Management (the guide) helps "emergency managers incorporate climate adaptation into emergency management" plans. Community responders (including transportation agencies) need to be at the table with the county emergency managers to understand expectations during an extreme weather event that are occurring nationally more frequently. For instance, the Kansas City Star reported on May 31,2024 that Kansas had seen 59 tornadoes up from the 39 tornadoes reported in 2023 due to El Nino, a climate pattern that occurs when the temperatures in the Pacific Ocean are higher than average.

The FEMA guide is divided into three planning stages: 1) Climate Science, 2) Climate Adaptation Planning and 3) Six-step Planning Process.
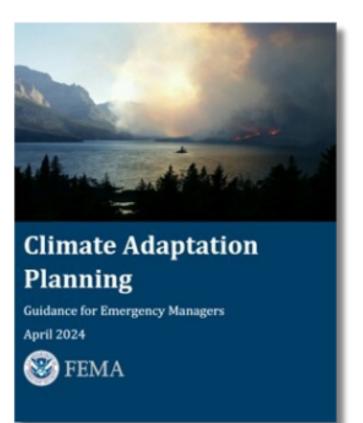
CLIMATE SCIENCE

Climate Science is described as the "long-term average weather at a given place." It is understanding of historical weather patterns as well possible new types of weather patterns and the understanding of not only how climate impacts the United States but also where you live.

A usable tool to help in determining climate changes locally is the annual assessment report from the National Oceanic and Atmospheric Administration (NOAA). The report collects climate data from the Greenhouse Gas Index, Global Surface Temperature index and Global Sea Level index to predict changes and impacts to people and the economy.

Kansas Emergency Managers and their partners need to make informed decisions on how conceivable drought, extreme heat, flooding, tornadoes, wildfires could affect the region, county and local communities by working to model potential needs in the event of extreme weather then communicate this through public outreach.

CLIMATE ADAPTATION PLANNING

Climate adaptation planning is about making the

community climate-resilient through preparation and planning for how to respond to an event. The planning process should consider future aspects of the community such as improved infrastructure and public transport, looking at new technology to reduce gas emission and warming climate changes.

Each Kansas County has an emergency management plan. The Climate Adaptation planning should be incorporated into the existing plan. Inform key stakeholders of the threats of climate change. It is important to know your community's natural sciences, social sciences and engineering to reduce flood risk, the impact on people and strategies for improving infrastructure.

THE SIX-STEP PLANNING PROCESS

Step 1: Form a collaborative planning team who can analyze the climate science data and community needs and then engage the whole community into the on-going involvement to implant the plan.

Step 2: Understand the situation. What are the community needs? What resources does the community currently have? What are infrastructure needs? Identifying needs and resources will help in setting goals.

Step 3: Determine goals and objectives. Just as with the process of setting goals with the current emergency plan the plan for climate adaptation is comparable. According to the FEMA Guide: "Given that climate adaptation planning can incorporate a broad array of objectives over long timeframes, it is important to ensure that each stated objective is targeted and actionable."

Step 4: Develop the plan. Each goal and objective need an actionable strategy help the community become climate-resilient examples include "disaster waste management or electric car charging stations along the evacuation routes."

Step 5: Prepare and review the plan. This step is also similar to the existing emergency plan. The planning team reviews the plan and then provides it to other stakeholders to review and comment on the plan.

Step 6: Implement and maintain the plan. This step involves making the plan aware to the community, continuing to collect climate-related information and be prepared to adapt the plan according to the data that is collected.

CONCLUSION

Though, the Federal Emergency Management Agency's (FEMA) guide: *Climate Adaptation Planning: Guidance for Emergency Management* is geared toward emergency managers to take the lead on the development of a plan transportation agency's need to be at the table. In a disaster transportation agencies will be asked to provide transport and shelter. In preparing to reduce climate change transportation agencies will be asked to look at alternatives to gas engines – possible electric buses. The plan will need to look at infrastructure to support these changes in the community.

RESOURCES
FEMA: Climate Adaptation Planning. (2024). FEMA.gov. Retrieved October 11, 2024, from https://www.fema.gov/sites/default/files/documents/fema_climate-adaptation-planning-guide_2024.pdf

CLAY COUNTY GENERAL PUBLIC TRANSPORTATION, RIDESHEET PROGRAM: A SUCCESS STORY OF INNOVATION AND TRANSFORMATION

By Kara Cox, KS RTAP

Clay County General Public Transportation received a 2024 Innovation Award from the Kansas Public Transit Association at the Kansas Transit Conference held in Topeka in August.

"Over the last year it has shown outstanding leadership and growth in providing greatly enhanced services to their community by exhibiting a willingness for technological change. It has established itself as a strong role model for other agencies in the state. They received a National RTAP grant to pilot the software RideSheet in the summer of 2023 to move from paper and pencil to technology-based scheduling. RideSheet is a low-cost software to digitally manage the customer database, schedule trips, create manifests, collect data, and create meaningful reports. Of the three national pilot recipients, only Clay County General Public Transportation had full implementation."

In August 2024, Clay County, Kansas, marked a major milestone with the successful conclusion of a one-year pilot program using RideSheet, a new transit scheduling and reporting software designed for small rural agencies. What started as an experiment to modernize operations has now become a game-changer for Clay County's transit service, demonstrating the power of innovation and adaptability.

A PARTNERSHIP ROOTED IN INNOVATION

The story of this transformation began back in 2019 when a chance meeting between Mobility Manger, Mike Wilson and Kevin Chambers, leader of Full Path, took place at a Community Transportation Association of America (CTAA) conference. Chambers had just introduced RideSheet, a low-barrier scheduling tool aimed at smaller transit systems that were still reliant on manual processes. Although COVID-19 put the initial project on hold, the idea resurfaced in 2023 when Full Path collaborated with National RTAP (Rural Transit Assistance Program) to explore the feasibility of RideSheet through pilot programs.

With Clay County still scheduling rides using paper and pencil—a labor-intensive process that sometimes led to missed trips—it became clear that the community could benefit from automation. Recognizing the opportunity, Wilson applied for Clay County to participate in the pilot, and in August 2023, the county was selected alongside two other agencies.

IMPLEMENTATION CHALLENGES AND TRIUMPHS

While all three agencies initially committed to the pilot, two withdrew before implementation began. This highlighted the importance of hands-on support during the adoption phase—especially for rural transit systems, where staff often wear multiple hats.

What set Clay County apart was the combination of its willingness to embrace change and the ongoing in-person guidance provided by Wilson, who had both technical expertise and experience training in technology. This personal involvement proved critical, particularly when staff members were learning to navigate the RideSheet platform.

Clay County leadership played an essential role by remaining open to change despite the challenges of moving from manual processes to digital tools. Their proactive mindset was a key factor in the program's success, underscoring the importance of adaptability.

RIDESHEET: A LOW-COST, HIGH-IMPACT TOOL

At its core, RideSheet is a scheduling, dispatch, and data-collection tool that integrates with Google Sheets. Designed specifically for small transit agencies with limited budgets—such as those operating under the Section 5311 program—the software provides a cost-effective alternative to expensive platforms.

Setting up RideSheet for Clay County required building an email system using Google Workspace and customizing the software to meet state reporting requirements. The setup process, which took approximately 82 hours, included creating automated reporting templates that align with Kansas' BlackCat reporting system. Previously, the

county's accountant was pulling monthly reports, but with RideSheet, staff can now generate them in under 10 minutes.

The results from the pilot program are impressive. Not only has the new system eliminated missed trips, but it has also improved the accuracy of scheduling and reporting. Staff no longer need to rewrite trip details multiple times—once they enter a ride into RideSheet, it is automatically logged, scheduled, and dispatched. The integration with Google Maps further streamlines operations, automating address lookups and reducing the burden on drivers, who now only need to record their odometer readings at the start and end of the day.

In August 2024, the final month of the pilot, Clay County achieved a historic milestone by providing more rides than in any previous month in the history of their service. The county reported that without RideSheet, they would not have been able to handle the increased demand. This growth in ridership not only demonstrates the software's scalability but also reflects the county's enhanced efficiency and capacity to serve its community.

A MODEL FOR RURAL TRANSIT SUCCESS

Clay County's successful implementation of RideSheet stands as a model for other small transit agencies looking to modernize operations and increase efficiency. The pilot program demonstrated that with the right tools, training, and leadership, even the smallest agencies can thrive. As Clay County moves beyond the pilot phase, the community is optimistic about the future.

This transformative journey has not only improved transit services but also paved the way for sustainable growth. With technology now integrated into its operations, Clay County is better equipped to meet the evolving needs of its riders and continue providing reliable, high-quality service to the community.

"Believe in what we do and believe that we're making a difference. That's what we're doing [with RideSheet]."

-Michael Wilson

RESOURCES

Virtual Interview between Michael Wilson and Kara Cox

POST-ACCIDENT AND RANDOM DRUG & ALCOHOL TESTING
PURPOSE AND PROCESS

By Nikhila Gunda & Beth Peterson, KS RTAP

Based on USDOT requirements, transit employees who perform safety sensitive functions such as operating or maintaining a revenue service vehicle or controlling dispatch of a vehicle, are subject to drug and alcohol testing during their employment. It is important to know that it is the tasks performed by transit employees that qualify an individual as safety-sensitive employee, and not their job title. That means most to all transit

employees are subject to the drug and alcohol testing and trainings at any time during their employment at any public transportation agency. These employees—also referred to as safety-sensitive employees or covered employees—are subject to testing pre-employment, with reasonable suspicion/cause, randomly, return-to-duty, follow-up, and post-accident (What Employees Need to Know About DOT Drug & Alcohol Testing).

As defined in the DOT's rule, 49 CFR Part 40, the federal government defines employees with a safety sensitive function as the following (2):

"Safety-sensitive function means any of the following duties, when performed by employees of recipients, sub-recipients, operators, or contractors:
- Operating a revenue service vehicle, including when not in revenue service;
- Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
- Controlling dispatch or movement of a revenue service vehicle;
- Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service. This section does not apply to the following: an employer who receives funding under 49 U.S.C. 5307 or 5309, is in an area less than 200,000 in population, and contracts out such services; or an employer who receives funding under 49 U.S.C. 5311 and contracts out such services;
- Carrying a firearm for security purposes."

The primary goal of drug and alcohol testing is to ensure the safety of the traveling public, coworkers, and employees. Recognizing the necessity for a drug- and alcohol-free transportation industry, Congress enacted the Omnibus Transportation Employee Testing Act in 1991, mandating that DOT Agencies conduct testing for safety-sensitive transportation employees (Cox et al., 2023). As stated in the Chapter 7 of the Kansas Transit Manager Handbook 2023 Edition, federal regulations require all recipients and subrecipients of Federal

assistance through the FTA Section 5307, 5309, and 5311 grant programs to adhere to the drug and alcohol testing and training standards outlined in 49 CFR Part 655 (Omnibus, 1991).

This article will outline and briefly explain the purpose and process of the Drug & Alcohol Testing during two particular situations, Post-Accident and Random Testing along with general KDOT Drug & Alcohol Training and Testing requirements. It is critical that transit employees understand these procedures in order to remain compliant with the federal and state regulations while also ensuring their own and others' safety.

POST-ACCIDENT TESTING

An agency employee is required to do post-accident testing if the relevant event they are involved in occurred while operating a vehicle (whether or not in revenue service) and resulted in one or more of the following consequences.
- Human fatality;
- Individual suffers bodily injury and immediately transported away from scene for medical treatment; and
- One or more vehicles incurs disabling damage.

What is Disabling Damage? Vehicle cannot be operated under its own power without further damaging the vehicle and usually requires a tow, but not always.
What is NOT Disabling Damage?
- Damage to headlights, taillights, turn signals, windshield wipers, horn.
- Tire damage/replacement alone is not to be considered disabling damage.
- Any other damage which can be easily remedied at the scene of accident with simple tools

Testing Process:

The following are the required action steps, as mentioned in the 49 CFR Part 655.44, that must be taken by the employer or agency involved in an accident (Part 655).

- Fatal accidents: As soon as feasible after an accident resulting in loss of life, an employer must perform drug and alcohol tests on every surviving covered employee who was operating the public transportation vehicle at the time of the incident.
- Nonfatal accidents: As soon as possible after an accident involving a public transportation vehicle that does not result in loss of life, the employer must conduct drug and alcohol tests on all covered employees operating the vehicle at the time of the incident, unless the employer determines, based on the best available information, that the employee's performance was not a contributing factor to the accident.
- In both types of accidents described above, the employer must also conduct drug and alcohol tests on any other covered employees whose performance may have contributed to the incident, based on the best information available at the time of the decision.
- Testing time limits:
  - If an alcohol test mandated by this section is not conducted within two hours after the accident, the employer must create and keep a record explaining why the test was not performed promptly.
  - If the alcohol test is not administered within eight hours of the accident, the employer must stop any attempts to conduct the test and maintain the record.
  - The employer must ensure that any covered employee who needs to be drug tested under this section is tested as soon as possible, but no later than 32 hours after the accident.
  - If any of these timeframes are not met, the employer MUST document the reasons for the delays in administering the tests.
- A covered employee required to undergo post-accident testing who does not remain readily available for the test, including failing to inform the employer or a representative of their whereabouts if they leave the accident scene before testing, may be considered by the employer as having refused to take the test.

Testing locations and times

The employees are required to take test at a mobile

collector, if available. Otherwise, the employer will direct them to a site for testing. In finding a testing location in Kansas, the employees can call customer service 785-575-9300 during business hours and for after hours, they can call the Post-Accident phone number 1-800-999-1196 to find out testing locations.

Common problems encountered during testing process
- Testing is frequently overlooked or significantly delayed. According to FTA regulations, post-accident drug and alcohol testing must take place within a designated timeframe after the accident. If alcohol testing is not performed within two hours, you must record the reasons for the delay and stop all attempts to test for alcohol after eight hours. For drug testing, attempts must cease after 32 hours. If any of these deadlines are not met, documentation of the reasons for the failure to test is required.
- Ill-defined policies – testing policies for each agency should be thorough and align with the policies created by FTA. Doing so will minimize the risk of inadequate or inappropriate testing occurring.
- No documented procedure – every agency should ensure that their post-accident testing procedure is well documented and available to necessary staff. This will ensure that all employees understand the testing procedure, which will limit any confusion arising or mistakes occurring.
- Inadequately trained supervisor – to ensure that post-accident testing is appropriate and conducted correctly, it is key that all supervisors are adequately trained on post-accident testing procedures.
- Lack of supervisor empowerment – in addition to understanding testing procedures, supervisor should feel confident and empowered to make testing decisions.
- Ordering USDOT-FTA tests when not required – you are prohibited from conducting a DOT-FTA test, especially a post-accident test, if the thresholds for testing are not met. When determining whether or not to test, you can use the Post Accident Testing Decision Report to assist in this process. This report can be found in the Useful Resources section of this factsheet.

The following factors have NO IMPACT making your determination for USDOT-FTA post-accident testing:

- Testing just to be safe
- Dollar damage
- Preventability
- Reasonable Suspicion Implications
- Citation vs. No Citation

RANDOM TESTING

As the name suggests, this type of testing is conducted randomly before, during, or after safety-sensitive duties. Covered employees are chosen using a scientifically valid method, such as a random number table or a computer-based generator that corresponds with their Social Security numbers, payroll identification numbers, or other similar identifiers (Part 655). This selection process ensures that each covered employee has an equal chance of being tested each time selections occur. KDOT carries out random drug and alcohol testing throughout the year, selecting employees in safety-sensitive positions at random to maintain an unpredictable and consistent testing process.

Testing Process:

- Random selection list: The selection list typically consists of all agencies covered employees and must be kept accurate and up to date. Access to this list should be restricted and kept in secure location with controlled access. The list should be generated just PRIOR to beginning of testing period (at least quarterly basis) and not weeks in advance or weeks after. These lists must be retained for 2 years. Once a new selection list is received or generated, the previous list is considered as null and void. All employees selected for a particular period must only be tested during that particular period. It is important to ensure that the agency maintains record of the tests for every employee and never test someone who is not on the selection list for a particular testing period.
- Alternate Selections: Only when the employee originally selected is unavailable for the entire testing period, the alternate selection may be used. The employer must document why originally selection was unavailable. Note: Operational difficulties are not considered as a legitimate reason. An alternate (s) must be selected at the same time as the original list was generated and cannot be made as separate draw later during a particular testing period.
- Notification of selections: The employer must notify the selected employee about the testing authority and must have mechanism to know in real time if they show up in a timely manner. Random alcohol testing can only be conducted just before, during, or just after the performance of their safety-sensitive functions. The notified employee must report immediately, and no employee can be given advanced notice of test.
- Minimum Testing Rates: The minimum testing rates for drugs is 50% and alcohol is 10% for each calendar year (rates are subject to change each year). The employer is responsible for ensuring that the minimum testing percentage rates are met during each calendar year. It is encouraged to maintain an ongoing review as the year program to make sure everything is on track.
- When to Test: Any random testing must be unannounced and unpredictable and must be reasonable spread through the times of day, days of week, weeks of month, months of quarter. Testing must be conducted on all days and times when safety-sensitive functions are performed. There is no batch testing allowed.

Testing Locations and Times:

The employees are required to take test at a mobile collector, if available. Otherwise, the employer will direct them to a site for testing. In finding a testing location in Kansas, the employees can call customer service 785-575-9300 during business hours and for after hours, they can call the Post-Accident phone number 1-800-999-1196 to find out testing locations.

WHAT TRANSIT EMPLOYEES NEED TO KNOW

Below are the important things to know and follow as a safety-sensitive employee when preparing to report to work (*What Employees Need to Know About DOT Drug & Alcohol Testing*).

- You must not use or possess alcohol or any illicit drug while assigned to perform safety-sensitive functions or actually performing safety-sensitive functions.

- You must not report for service, or remain on duty if you…
  - Are under the influence or impaired by alcohol;
  - Have a blood alcohol concentration .04 or greater; (with a blood alcohol concentration of .02 to .039, some regulations do not permit you to continue working until your next regularly scheduled duty period);
  - Have used any illicit drug.
- You must not use alcohol within four hours (8 hours for flight crew members and flight attendants) of reporting for service or after receiving notice to report.
- You must not report for duty or remain on duty when using any controlled substance unless used pursuant to the instructions of an authorized medical practitioner.
- You must not refuse to submit to any test for alcohol or controlled substances.
- You must not refuse to submit to any test by adulterating or substituting your specimen.

CONCLUSION

Transit workers who operate or maintain revenue service vehicles or control vehicle dispatch are drug and alcohol tested. Transit workers are safety-sensitive based on their responsibilities, not their job titles. That means most transit workers are subject to drug and alcohol testing and training at any public transportation organization. Safety-sensitive or covered employees are tested pre-employment, with reasonable suspicion/cause, randomly, return-to-duty, follow-up, and post-accident.

The KDOT Drug and Alcohol Testing program is crucial to safety and compliance. KDOT promotes worker safety and road safety in Kansas by developing rigorous testing methods and supporting staff. Understanding KDOT's testing approach and regulations helps staff and the public trust its operations. Compliance One provides sub-recipient drug and alcohol testing and training for KDOT. For questions about KDOT drug and alcohol compliance, contact KDOT Public Transportation. This article quickly outlines Drug & Alcohol Testing; however, transportation employees should review the resources in the section below that provide drug and alcohol testing details and FAQs.

USEFUL RESOURCES

- Kansas Transit Manager Handbook (2023 Edition) - *https://kutc.ku.edu/kansas-transit-manager-handbook*
- 'What Employees Need To Know About DOT Drug & Alcohol Testing' by US DOT - https://www.transportation.gov/odapc/employee-handbook-english
- DOT Rule 49 CFR Part 655 - https://www.ecfr.gov/current/title-49/subtitle-B/chapter-VI/part-655
- KDOT Policy Manual – https://www.ksdot.gov/Assets/wwwksdotorg/bureaus/burTransPlan/pubtrans/pdf/PublicTransitPolicyManual.pdf
- KDOT Public Transportation Staff Contacts - https://www.ksdot.gov/bureaus/burTransPlan/pubtrans/contact.asp
- 'Staying in Compliance: KDOT Drug and Alcohol Program' by Kansas RTAP - https://kutc.ku.edu/sites/kutc/files/files/2022%20RTAP%20Summer%20Newsletter%20FINAL%20(2).pdf
- Post Accident Testing Decision Report - PA DECISION REPORT_TREE.pdf (calact.org)

ACKNOWLEDGEMENTS

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RESOURCES

What Employees Need to Know About DOT Drug & Alcohol Testing. U.S. Department of Transportation. (n.d.). https://transit-safety.fta.dot.gov/DrugAndAlcohol/Publications/Documents/substance/employeesneed/employee_handbook_eng_2019_a.pdf

Cox, K., Gunda, N., & Tester, M. (2023). Kansas Transit Manager Handbook. University of Kansas Transportation Center. https://kutc.ku.edu/kansas-transit-manager-handbook

Omnibus Transportation Employee Testing Act of 1991: Report of the Senate Committee on Commerce, Science, and Transportation on S. 676, Congress.gov (1991). bill. Retrieved 2024, from https://www.congress.gov/bill/102nd-congress/house-bill/3361.

Part 655 – Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655 (2001).

KDOT'S PEER REVIEW PROCESS

By Beth Peterson, KS RTAP

Each year, as part of their grant application cycle, KDOT facilitates a peer review process for 5310/5311 grant applicants that are requesting capital. In order to streamline the review process, KDOT is in the process of revamping the entire review process including the peer review process. However, this factsheet will give an overview of how the peer review process has been completed in the past, why this process is important, and what Kansas transit providers should know about the process. Because the process is being revamped, you can expect slight changes to the process to occur in the future, but the historical process can help inform the current grant cycle.

WHAT IS KDOT'S PEER REVIEW PROCESS?

KDOT's Peer Review Process occurs each year in late January after the completeness review and before the KDOT review. The peer review process does not review every 5310 or 5311 application and instead only reviews those application which are requesting capital. The review process aims to ensure quality applications are being prioritized and gives reviewers the opportunity to learn more about what makes a good application in order to improve theirs in the future.

STEPS IN THE PROCESS

At the Centralized Transit District (CTD) meeting, KDOT announces their call for peer reviewers. At this meeting, each CTD is asked to nominate a main reviewer and a backup reviewer in case the main reviewer is unable to complete the review. Once the reviewer has been nominated and it is time for the review process, the reviewer will receive a small list of agencies to review. However, it is important to note that the reviewer will never review an application from an agency within their CTD.

Once the reviewer receives their list of agencies to review, they will be given a BlackCat login specific to peer reviews. This login will not be tied to their agency in any way and will only be used to access applications for the peer review process. Once the reviewer can access their assigned agencies' applications, they will review the entire application, not just the capital request section. In order to review each application, reviewers are given a scorecard that assigns each section of the application a total number of points. With the maximum number of total points received being 100, the following sections in the application are assigned the listed point values:

- Type of request (replacement, expansion, new start) – 5 points
- Identification of needs – 20 points
- Utilization of service – 20 points
- Coordination of efforts – 5 points
- Local commitment – 10 points
- Financial management/grant capability – 15 points
- Accessibility, safety, and training – 10 points
- KDOT contract activities – 5 points
- Public notice – 5 points
- Inclusion of supportive documentation – 5 points

After assigning each section its point value, the points are then added up and analyzed out of the 100 total points available. Based on the applications score, the reviewer then recommends the number of vehicles that should receive funding and sends their review and recommendation to KDOT.

Once the scorecard is received by KDOT, they then add on their own criteria on top of those already listed. KDOT primarily focuses on the Transit Asset Management (TAM) replacement scores which focus on the age, milage, and condition of the vehicle looking to be replaced. Based on this assessment, KDOT will prioritize the replacement of vehicles with the most dire need.

Want to get involved in the peer review process? Reach out to your CTD administrator to be a peer reviewer! Reviewing other agencies' applications is a great way to learn about what makes a quality and successful application which can help your applications in the future.

When revamping the peer review process, KDOT wishes to speed up the application review process by prioritizing completed, quality applications that they can use. Ensuring that the first application you submit meets the requirements and includes all the necessary information will give you the best possible chance of approval. Additionally, KDOT aims to prioritize agencies who have historically gotten applications submitted by the due date and are communicative and responsive with KDOT.

NEW KDOT FORMS
By Megan Tester, KS RTAP

KDOT has six new forms to be made aware of and familiarize yourself with. These forms include a new FTA Post-Accident Decision Form to help agencies determine if drug and/or alcohol testing is needed after an incident. Additionally, the original Incident Report Form was split into three separate forms: Bus Accident form, Cutaway Accident form, and Ramp Van Accident form. Finally, there is also a new Non-Vehicle Incident Report Form and a Vehicle Status Change Form. These forms will be linked at the end of the article.

The accident forms each serve a different purpose. The new FTA Post-Accident Decision Form is to help determine if drug and/or alcohol testing is needed after an accident. The first page of the form consists of three questions:
1. Was there a fatality? Yes or No
2. Did any individual involved in the accident suffer bodily injury and immediately receive medical treatment away from the scene of the accident? Yes or No
3. Did the transit vehicle (bus, electric bus, van, or automobile) or any other vehicle involved in the accident sustain disabling damage* requiring the vehicle(s) to be transported away from the scene by a tow truck or other vehicle? Yes or No

If the answer to question number one is "Yes," drug and/or alcohol testing is **REQUIRED** with *no exceptions.*

If the answer to question one is "No," you will answer the next two questions. If the answer to all three questions is "No," FTA drug and alcohol tests are PROHIBITED as the accident doesn't meet the criteria for post-accident testing and no further action is required. If the answer to question one is "No," but the answer to question two OR three is "Yes," the accident meets the criteria for post-accident testing. However, you must answer the question, "Can the

performance of the bus driver of the vehicle or any other covered employee on the vehicle be completely discounted as a contributing factor, using the best information available at the time of the decision?" If the answer is "No," drug and/or alcohol testing is required. If the answer is "Yes," you must explain why. Finally, you will answer the question, "Could the performance of any other safety-sensitive employee have contributed to the accident, using the best information available at the time of the decision?" If the answer is "No," you do not need to explain, but if the answer is "Yes," you must contact the Drug and Alcohol Program Manager (DAPM) right away to conduct a FTA drug and alcohol test and explain. The second page is simply a time documentation of the post-accident testing. If you do not test for alcohol within two hours of the accident, you will have to explain why on the form. If you do not test for alcohol within eight hours of the accident, you will stop all efforts to test and explain why the test was not performed. If you do not test for drugs within 32 hours of the accident, you will stop all efforts to test and explain why the test was not performed.

The next three forms were originally part of the Incident Report form, but KDOT has separated them into three individual forms. These three forms are the Bus Accident Form, the Cutaway Accident Form, and the Ramp-Van Accident Form. For all three of these forms, you will have to circle where the damage to the vehicle is on the provided diagram and explain what the damage is and how it occurred. You will then answer a few questions regarding the accident. These seven questions are:

1. Was a police report filed? Yes or No
2. If "Yes," what is the police reporting number?
3. Has the FTA post-accident form been completed? Yes or No
4. Was anyone injured? Yes or No
5. If "Yes," who?
6. Were there any passengers on board at the time of the accident? Yes or No
7. If "Yes," how many?
8. Was a drug screening performed? Yes or No
9. If "Yes," did the driver pass the drug screening? Yes or No
10. Do not send drug results to KDOT unless requested.
11. Was the vehicle totaled? Yes or No
12. Cost of Repair/Totaled Amount:

Additionally, all three forms have the same "NTD Reportable Incidents." A NTD Reportable Incident is a "safety or security event occurring on transit right-of-way or infrastructure, at a transit revenue facility, at a transit maintenance facility or rail yard, during a transit related maintenance activity or involving a transit revenue vehicle that results in one or more of the following conditions (please check any that apply):"

1. A fatality confirmed within 30 days of the event
2. An injury requiring immediate medical attention away from the scene for one or more persons
3. Property damage equal to or exceeding $25,000
4. Collisions involving transit revenue vehicles that require towing away from the scene for a transit roadway vehicle or other non-transit roadway vehicle
5. An evacuation for life safety reasons

If any new information is found after you submit one of these three forms, you must contact the KDOT Public Transit Team at KDOTtransit@ks.gov as soon as possible.

The next two forms are the Non-Vehicle Incident Form and the Vehicle Status Change Form. The Non-Vehicle Incident Form is similar to the Vehicle Incident Forms. It includes the same questions as the Vehicle Incident Forms excluding the final two regarding the vehicle and cost of damage. Additionally, it has the same five NTD Reportable Incidents listed at the bottom. The Non-Vehicle Incident Form also includes a second page of "Safety Data." This is where you can record information regarding Physical and Non-Physical Assaults along with other safety and security data. The Vehicle Status Change form must be completed "anytime an agency is taking their vehicle out of "active" status within the program." If you choose to keep the vehicle as a backup vehicle, you must also submit a vehicle utilization plan as well. You can also choose to submit this form as a Lien Release Request. When an agency requests a lien release, the agency must certify the agency's intentions and take one of the following actions with the vehicle. These actions are:

- The vehicle will be utilized as a non-KDOT vehicle within the agency's fleet.
- The vehicle will be transferred to another 5311 or 5310 sub-recipient eligible to receive assistance.
- The agency will strive to sell the vehicle at FMV.

- "If the vehicle is sold and has a fair market value of more than $5,000, the agency may retain a portion of the funds- $5,000 plus the percentage of local share in the original award. Any remaining federal share must then be submitted to KDOT to be returned to FTA."
- The agency is A) Donating the vehicle, B) Salvaging the vehicle, or C) parting the vehicle out. Donation or salvage receipts are required before the vehicle is removed from BlackCat/KDOT Inventory.

Finally, you will simply fill in the vehicle information (Year, Make/Model, etc.).

Please familiarize yourself with these six new forms:
FTA Post-Accident Decision Form
Bus Accident
Cutaway Accident
Ramp Van Accident
Non-Vehicle Incident Report Form
Vehicle Status Change Form
More information can be found here: KDOT Index.

KANSAS RTAP TRAINING, TRAINING RESOURCES AND CONFERENCES

By Anne Lowder, KS RTAP

Below are training courses available from Kanas RTAP and other sources through February of 2025. If you are interested in hosting a training class, I am scheduling for 2025. Please contact Anne Lowder at alowder@ku.edu if you would like to host a training course at your agency.

KANSAS RTAP TRAINING

2024/2025 KANSAS RTAP TRAINING DEFENSIVE DRIVING AND PASSENGER ASSISTANCE/WHEELCHAIR SECUREMENT

https://www.events-kutc.ku.edu/assnfe/CourseView.asp MODE=VIEW&clCourseID=591

December 12 | Hutchinson, KS

January 16 | Hutchinson, KS

January 16 | Chanute, KS

January 23 | Chanute, KS

February 13 | Hutchinson, KS

February 27 | Hutchinson, KS

KANSAS RTAP TRAINING

2024 KANSAS RTAP TRAINING DEFENSIVE DRIVING AND EMERGENCY PROCEDURES

https://www.events-kutc.ku.edu/assnfe/CourseView.asp?MODE=VIEW&clCourseID=580

December 4 | Pittsburg, KS

December 18 | Topeka, KS

December 19 | Hutchinson, KS

January 23 | Hutchinson, KS

January 30 | Fort Scott, KS

RESOURCES FOR TRANSPORTATION AGENCIES

EasterSeals Project Action Consulting
https://www.projectaction.com/
Easterseals Project Action Consulting provides instruction in a variety of formats to meet your community's needs and budgets.

National RTAP eLearning Transit Resources
https://www.nationalrtap.org/
- Training Modules
- eLearning Courses
- Technology Tolls
- Webinars
- Toolkits
- Topic Guides
- Technical Briefs
- Spotlight Articles

National Center for Mobility Management (NCMM)
https://nationalcenterformobilitymanagement.org/
Promoting Customer-Centered Mobility strategies that advance good health, economic vitality, self-sufficiency, and community.

National Center for Applied Technology
https://n-catt.org/
Providing small-urban, rural, and tribal transit agencies with practical resources for replicable technological solutions and innovations. The site shares case studies, research, technologies, and provides information on technologies that enable solutions that solve problems and enable goals to be reached.

Community Transportation Association of America (CTAA) Resources
- Legislative and Federal Policy priorities
- Crime and Human Trafficking Prevention
- Census Issues 2020 Urban Area Determinations
- CT Reader Regular Updates
- Training Calendar

U.S Department of Transportation
'Back to Basics' for Service Agents | US Department of Transportation
The Office of Drug and Alcohol Policy and Compliance (ODAPC) is introducing a short series of reminders called "Back to Basics" for service agents (e.g., collectors, Medical Review Officers, etc).

Federal Transit Association
De-Escalation Training Resource Directory | FTA (dot.gov)
De-Escalation Training Resource Directory
De-escalation training is one component of a multi-faceted Safety Management System (SMS) that can also include other measures such as mirrors, signage, security cameras, and working with law enforcement.

National Aging and Disability Transportation Center (nadtc)
National Aging and Disability Transportation Center (nadtc.org)
Resources that include Driver Training Videos and Transportation Diversity, Equity, Inclusion and Accessibility (DEIA initiative.

SHARE!

If you know individuals who would like to receive our newsletter, please have them go to: www.ksrtap.org and sign up for the Kansas RTAP email list. There is a box to check to request electronic notification of each new issue of the TransReporter. Back issues are available at our website in the newsletter archives section.

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