



**TENTATIVE AGENDA FOR  
JANUARY 12, 2026, AT 6:00 P.M.**

**Invocation  
Pledge to American Flag**

**ATTENTION**

- The Board may add additional items to this agenda.
- Affirmative action on any item includes authorization of the Chairman's, or designee's, signature on all associated documents.
- Speakers from the audience will be allowed three (3) minutes to speak following recognition by the Chairman. Speakers may only make one (1) trip to the podium regarding each item they wish to speak on. They shall complete one comment card for each item and submit the card(s) to the Chairman before the meeting is called to order.

**APPROVAL OF MINUTES**

- |                                       |           |          |
|---------------------------------------|-----------|----------|
| 1. November 3, 2025, Regular Meeting  | Pages 1-6 | Don Hale |
| 2. December 11, 2025, Special Meeting | Pages 7-8 | Don Hale |

**PUBLIC CONCERNS AND COMMENTS - 3 Minute Limit**

**CONSENT**

**TIME SPECIFIC ITEMS**

**STAFF ITEMS**

- |                     |           |                  |
|---------------------|-----------|------------------|
| 3. Financial Update | Page 9-13 | Monica Marquardt |
|---------------------|-----------|------------------|

**BOARD MEMBER ITEMS**

**BOARD ATTORNEY ITEMS**

SUWANNEE VALLEY TRANSIT AUTHORITY  
MONTHLY MEETING OF THE BOARD OF DIRECTORS  
SUWANNEE VALLEY TRANSIT AUTHORITY  
1907 VOYLES STREET, SW  
LIVE OAK, FL 32064



### **DISCUSSION AND ACTION ITEMS**

4. Adoption of new SVTA Drug and Alcohol Policy      Pages 14-24      Tammy Cunningham

### **GENERAL BUSINESS**

5. Additional Agenda Items. The Chairman calls for additional items.  
6. Board Members' Inquiries, Requests, and Comments  
7. Administrator's Comments

**Upcoming meeting: March 9, 2026, at 6:00 P.M.**

### **\*\*TENTATIVE\*\* 2026 Meeting Schedule**

**January 12<sup>th</sup>**

**March 9<sup>th</sup>**

**May 11<sup>th</sup>**

**July 13<sup>th</sup>**

**August 10<sup>th</sup> (Budget Proposal)**

**September 14<sup>th</sup>**

**November 9<sup>th</sup>**

### **2027**

**January 11<sup>th</sup>**



***MINUTES  
of the  
GOVERNING BOARD OF DIRECTORS***

6:00 p.m.

**OPENING AND INVOCATION:**

The Governing Board of Directors of the Suwannee Valley Transit Authority met on the above date and time for a regular meeting.

Chairperson Don Hale called the meeting to order at 6:00 p.m. The invocation and Pledge of Allegiance to the Flag of the United States of America were held.

**ATTENDING:**

The following Board members were present: Chairperson Don Hale and Commissioners Everett Phillips, Tim Murphy, Robby Roberson, and James Howell. Commissioner Leo Mobley was not present.

Also present were Board Attorney Hal Airth, Board Secretary Eric Musgrove, SVTA Administrator Candice Kennon, SVTA employee Monica Marquardt, and Stephen Mercer.

**APPROVAL OF MINUTES:**

**The first item on the agenda** was to approve the minutes of the September 8, 2025, Regular Meeting.

**Commissioner Murphy moved to approve the minutes of the September 8, 2025, Regular Meeting. Commissioner Phillips seconded, and the motion carried unanimously (5-0).**

**PUBLIC CONCERNS AND COMMENTS:**

There were none.

**CONSENT:**

**The second item on the agenda** was to approve the 2025-2026 5311 Off-Cycle Grant Resolution.

Mrs. Marquardt noted that she had been approached about the grant because extra funding was available and then read the proposed resolution into the record.

**Commissioner Murphy moved to approve the 2025-2026 5311 Off-Cycle Grant Resolution. Commissioner Phillips seconded, and the motion carried unanimously (5-0).**

**The third item on the agenda** was to approve the 2025-2026 Budget Resolution.

Mrs. Marquardt noted that this was a resolution for the current fiscal year for \$4,429,789.29 and then read the proposed resolution into the record.

**Commissioner Phillips moved to approve the 2025-2026 Budget Resolution. Commissioner Roberson seconded, and the motion carried unanimously (5-0).**

**The fourth item on the agenda** was to approve the 2026-2027 5310 Grant Resolution.

Mrs. Marquardt read the proposed resolution into the record.

It was noted that the resolution year should be 2025, not 2205.

Brief discussion ensued on the purpose of the grant.

**Commissioner Murphy moved to approve the 2026-2027 5310 Grant Resolution with the corrected resolution number. Commissioner Howell seconded, and the motion carried unanimously (5-0).**

**The fifth item on the agenda** was to approve the 2026-2027 5311 Grant Resolution (Capital).

Mrs. Marquardt noted that this was the normal annual grant request.

**Commissioner Phillips moved to approve the 2026-2027 5311 Grant Resolution (Capital). Commissioner Roberson seconded, and the motion carried unanimously (5-0).**

**The sixth item on the agenda** was to approve the 2026-2027 5311 Grant Resolution (Columbia).

Mrs. Marquardt noted that this and the next two resolutions were for operating expenses for each county and read the same.

Brief clarification ensued on the resolutions.

**Commissioner Phillips moved to approve the 2026-2027 5311 Grant Resolution (Columbia). Commissioner Murphy seconded, and the motion carried unanimously (5-0).**

**The seventh item on the agenda** was to approve the 2026-2027 5311 Grant Resolution (Hamilton).

**Commissioner Murphy moved to approve the 2026-2027 5311 Grant Resolution (Hamilton). Commissioner Howell seconded, and the motion carried unanimously (5-0).**

**The eighth item on the agenda** was to approve the 2026-2027 5311 Grant Resolution (Suwannee).

**Commissioner Roberson moved to approve the 2026-2027 5311 Grant Resolution (Suwannee). Commissioner Howell seconded, and the motion carried unanimously (5-0).**

**The ninth item on the agenda** was to approve the 2026-2027 5339 Grant Resolution.

Mrs. Marquardt stated that this was a 100% capital grant and then read the proposed resolution into the record.

**Commissioner Phillips moved to approve the 2026-2027 5339 Grant Resolution. Commissioner Roberson seconded, and the motion carried unanimously (5-0).**

**TIME SPECIFIC ITEMS:**

There were none.

**STAFF ITEMS:**

**The tenth item on the agenda** was to hear a financial update.

Mrs. Marquardt noted pending revenue and asked for questions.

Brief discussion ensued on the up to 190-day turnaround for fuel tax refunds and CDs that were utilized for large expenses such as vehicles.

Mrs. Marquardt addressed the need for a budget amendment to address actual revenues and expenses compared to the budgeted figures.

The Authority reviewed the revised budget figures and then discussion ensued on the major changes, especially fuel.

**Commissioner Phillips moved to approve a budget amendment for actual revenues and expenses for Fiscal Year 2024-2025 of \$2,8745,976.80 instead of the budgeted amount of \$4,181,391.74. Commissioner Murphy seconded, and the motion carried unanimously (5-0).**

**BOARD MEMBER ITEMS:**

Commissioner Murphy discussed positioning a vehicle in Columbia County to reduce the amount of wear and tear on it.

Administrator Kennon noted that she was reviewing a secure location in Columbia County and that there were riders on the trip from Live Oak to Columbia County.

Discussion ensued on the matter.

Commissioner Phillips asked about the number of buses owned by the Transit Authority. It was eventually noted that there were 26 buses, many of which had been approved several years before and only recently arrived, and between 13 and 16 drivers.

Discussion ensued about there being several buses that were waiting for replacement grant approval before being sold and also there were indications of an increase in ridership, which would be even better if SVTA was authorized to travel to Valdosta. Much discussion ensued on the process of selling buses and also of availabilities for ridership.

**BOARD ATTORNEY ITEMS:**

There were none.

**DISCUSSION AND ACTION ITEMS:**

**The eleventh item on the agenda** was to review the Requests for Proposals (RFP) for SVTA Board Attorney.

Mrs. Marquardt reviewed questions broached at the previous meeting. She noted that Mr. Stephen Mercer, lawyer, would be at each meeting unless there was an emergency.

Charges would be \$850 for each month (including routine calls) with meetings along with an hourly rate of \$225 for additional work, and mileage was \$0.70 per mile (the IRS mileage rate). Mr. Mercer was present to answer any questions.

Discussion ensued on the specifics and clarification of Mr. Mercer's proposed contract for legal services.

Mr. Mercer stated that he had contacted the Florida Bar regarding the potential for a conflict of interests since Administrator Kennon's brother-in-law was a part of Mr. Mercer's law firm. He had been told that there would be no conflict of interest.

Board Attorney Airth stated that he had received the same answer from the Florida Bar, as long as there were no adversarial lawsuits against the SVTA represented by another member of the same law firm.

Mr. Mercer briefly discussed his credentials.

**Commissioner Murphy moved to accept the bid and terms from Mr. Stephen Mercer of Robinson, Kennon & Kendron as Board Attorney at the presented rates, contingent upon Department of Transportation approval. Commissioner Phillips seconded, and the motion carried unanimously (5-0).**

**The twelfth item on the agenda** was to discuss, with possible Board action, proposed revisions to the Annual & Sick Leave Policy.

Administrator Kennon asked to move the discussion to January.

**The thirteenth item on the agenda** was to discuss 2026 Board Meeting Dates.

There were no conflicts with the Board members' schedules.

**Commissioner Phillips moved to approve the 2026 Board Meeting Dates as presented. Commissioner Roberson seconded, and the motion carried unanimously (5-0).**

**GENERAL BUSINESS:**

**The fourteenth item on the agenda** was additional agenda items.

There were none.

**The fifteenth item on the agenda** was Board Inquiries, Requests, and Comments.

There were none.

**The sixteenth item on the agenda** was Administrator's comments.

Administrator Kennon noted that she may have to appear by phone at the next meeting due to neck surgery. She updated the Authority of an increase of over 600 trips in the last 3 months and 59 new rider applications. Administrator Kennon then read a letter from a gentleman who had been riding with SVTA for the last 6-8 months, complimenting the drivers, route administrator, and finance director for their assistance.

Discussion ensued on ways to advertise SVTA further and of additional grant funding.

The Authority thanked Mr. Airth for his 30 years of service to SVTA.

Mrs. Marquardt noted that SVTA had joined the Chambers of Commerce for all three counties.

**ADJOURNMENT:**

**Commissioner Phillips moved to adjourn the meeting. Commissioner Roberson seconded, and the motion carried unanimously (5-0).**

There being no further business to discuss, the meeting adjourned at 7:14 p.m.

Approved and adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
Eric Musgrove  
Secretary to the Board

\_\_\_\_\_  
Don Hale  
Chair, Board of Directors





***MINUTES  
of the  
GOVERNING BOARD OF DIRECTORS***

5:00 p.m.

**OPENING AND INVOCATION:**

The Governing Board of Directors of the Suwannee Valley Transit Authority met on the above date and time for a special-called meeting.

Chairperson Don Hale called the meeting to order at 5:06 p.m. The invocation and Pledge of Allegiance to the Flag of the United States of America were held.

**ATTENDING:**

The following Board members were present: Chairperson Don Hale and Commissioners Everett Phillips, Tim Murphy, Robby Roberson, James Howell, and Leo Mobley.

Also present were Board Attorney Stephen Mercer, Board Secretary Eric Musgrove, SVTA Administrator Candice Kennon, and SVTA employees Monica Marquardt and Nick Furst.

**PUBLIC CONCERNS AND COMMENTS:**

There were none.

**CONSENT:**

**The first item on the agenda** was to approve the Florida Commission for the Transportation Disadvantaged Five-Year CTC Designation – Resolution No 2025-16.

Administrator Kennon noted that the CTC Designation would expire at the end of June, 2026 and needed to be adopted before the end of the calendar year.

Attorney Mercer reviewed the Statutes and had no problem with the request.

**Commissioner Murphy moved to approve the Florida Commission for the Transportation Disadvantaged Five-Year CTC Designation – Resolution No 2025-16. Commissioner Phillip seconded, and the motion carried unanimously.**

**BOARD MEMBER ITEMS:**

There were none.

**BOARD ATTORNEY ITEMS:**

There were none.

**GENERAL BUSINESS:**

**The second item on the agenda** was additional agenda items.

There were none.

**The third item on the agenda** was Board Inquiries, Requests, and Comments.

Brief discussion ensued on possible hindrances to keeping SVTA vehicles in Lake City due to various DOT operating procedures as well as new hires.

**The fourth item on the agenda** was Administrator's comments.

Administrator Kennon noted that the audit had taken place the previous week.

**ADJOURNMENT:**

**Commissioner Roberson moved to adjourn the meeting. Commissioner Howell seconded, and the motion carried unanimously.**

There being no further business to discuss, the meeting adjourned at 5:17 p.m.

Approved and adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2026

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Eric Musgrove  
Secretary to the Board

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Don Hale  
Chair, Board of Directors

**Suwannee Valley Transit Authority**  
**FY 2025-26 Budget**

<b>Revenue</b>	<b>2025-2026 Budget</b>	<b>1st Quarter Total</b>
4111 Passenger-Paid Fares	\$ 49,142.56	\$ 8,012.54
4151 Maintenance Services	\$ 1,152.73	\$ -
4152 Donations	\$ 7,864.50	\$ 100.00
4159 Interest Income	\$ 19,162.94	\$ 12,561.43
4160.1 CDC+	\$ 19,846.09	\$ 2,407.04
4160.2 Medwaiver	\$ 289,626.81	\$ 41,136.73
4160.3 Ryan White	\$ 262.50	\$ 39.00
4160.4 SREC	\$ 24,999.96	\$ 6,249.99
4300 Local Government Funds	\$ 114,458.40	\$ -
4400.1 Trip & Equipment	\$ 730,176.00	\$ 127,265.10
4630 Sales & Disposals of Assets	\$ 15,000.00	\$ -
5311 (G3C12)24-25	\$ 604,979.00	\$ -
5311 (G3C13) 24-25	\$ 124,932.00	\$ -
5311 (G3C14) 24-25	\$ 389,343.00	\$ -
Disability Determinations	\$ 73.79	\$ -
Vocational Rehab		\$ -
<b>Total Revenue</b>	<b>\$ 4,429,789.29</b>	<b>\$ 197,771.83</b>

**Suwannee Valley Transit Authority**  
**FY 2025-26 Budget**

<b>Expenses</b>	<b>2025-2026 Budget</b>	<b>1st Quarter Total</b>
5011.1 Operations Salary & Wages	\$ 806,174.16	\$ 142,274.35
5011.2 Maintenance Salary & Wages	\$ 153,487.13	\$ 34,389.98
5011.4 General Admin-Salary & Wages	\$ 294,312.72	\$ 47,936.79
<b>5015 Fringe Benefits</b>		
5015.12 Federal Taxes	\$ 14,700.00	\$ 101.38
5015.13 Medicare Taxes	\$ 18,182.63	\$ 3,159.82
5015.14 Social Security	\$ 77,746.39	\$ 13,511.00
5015.21 Medical-Health Expenses	\$ 303,774.00	\$ 34,611.74
5015.22 Dental & Vision-Health Expenses (Employee Paid)	\$ -	\$ 182.84
5015.23 TransAmerica-Health Expenses (Employee Paid)	\$ -	\$ 0.12
5015.244 Aflac - Health Expense	\$ 10,461.12	\$ 3,025.42
5015.24 Aflac - Health Expense (Employee Paid)	\$ -	\$ 508.85
5015.25 Liberty National (Employee Paid)	\$ -	\$ 190.00
5015.33 Retirement Costs	\$ 219,030.88	\$ 21,931.66
5015.3 Retirement Costs (Employee Paid)	\$ -	\$ 0.43
5090.46 Fines & Penalties		\$ 1.74
5015.41 Uniforms (Operations)	\$ 4,500.00	\$ -
5015.42 Uniforms (Maintenance)	\$ 3,650.64	\$ 616.05
<b>5020 Services</b>	<b>2025-2026 Budget</b>	<b>1st Quarter Total</b>
5020.10 Pest Control	\$ 592.70	\$ 599.76
5020.11 Custodial Services	\$ 7,434.00	\$ 1,755.00
5020.12 Shredding Services	\$ 830.76	\$ 82.51
5020.13 Generator Services (Maint.)	\$ 865.20	\$ 314.25
5020.15 Fire Extinguisher Services	\$ 968.10	\$ 1,271.00
5020.17 Vehicle Wrap & Paint	\$ 26,320.00	\$ -

**Suwannee Valley Transit Authority**  
**FY 2025-26 Budget**

5020.1 Drug & Alcohol Screenings	\$ 1,879.20	\$ 105.00
5020.2 Background Screenings	\$ 500.00	\$ 68.00
5020.3 Medical Examination	\$ 1,210.00	\$ 110.00
5020.4 Legal Services	\$ 3,764.25	\$ 725.00
5020.5 Board Secretary	\$ 1,925.00	\$ 600.00
5020.9 Finance & Accounting Services	\$ 32,700.00	\$ -
5020.6 Information Technology	\$ 29,166.01	\$ 8,511.00
5020.7 Web Services	\$ 1,800.00	\$ -
5020.91 Payroll Services	\$ 15,279.41	\$ 961.18
<b>5030 Materials and Supplies</b>	<b>2025-2026 Budget</b>	<b>1st Quarter Total</b>
5031 Fuel & Lubricants	\$ 191,860.85	\$ 21,452.56
5032.1 Tires and Tubes	\$ 8,993.52	\$ 724.09
50392b2 Shop Supplies	\$ 6,294.25	\$ 138.60
5039.2b Vehicle Maint & Repair	\$ 1,170.52	\$ 184.95
50392b1 Parts	\$ 47,269.36	\$ 3,485.66
5039.3 Facility Maintenance	\$ 10,500.00	\$ -
50393a Maint of Vehicle Equipment	\$ 420.00	\$ 280.00
5039.3e Facility Materials & Supplies	\$ 2,523.59	\$ 107.92
50393e1 Janitorial Supplies	\$ 321.30	\$ 575.00
5039.4F Office Supplies	\$ 15,750.00	\$ 961.68
50394F1 Postage	\$ 1,807.32	\$ -
5039.5 Information Technology Material	\$ 335.33	\$ -

**Suwannee Valley Transit Authority**  
**FY 2025-26 Budget**

<b>5040 Utilities</b>	<b>2025-2026 Budget</b>	<b>1st Quarter Total</b>
5040.21 Propane & Gas for Bldg	\$ 882.00	\$ -
5040.22 Water, Sewer, & Garbage	\$ 6,218.88	\$ 719.14
5040.23 Telephone	\$ 19,804.79	\$ 2,466.80
5040.26 Internet	\$ 12,814.77	\$ 2,276.10
5040.27 Cell Phones & Tablets	\$ 15,000.00	\$ 2,626.88
5040.2 Electricity	\$ 14,749.35	\$ 2,143.07
<b>5050 Casualty and Liability Costs</b>	<b>\$ 118,650.00</b>	<b>\$ 61,273.26</b>
<b>5060 Taxes</b>	<b>\$ 407.19</b>	<b>\$ 38.15</b>
<b>5090 Miscellaneous Expenses</b>	<b>\$ 12.60</b>	<b>\$ -</b>
5090.12 Travel & Training	\$ 9,450.00	\$ 2,866.99
5090.41 Dues & Subscriptions	\$ 1,260.00	\$ 2,255.00
5090.44 Entertainment Expense		\$ 43.10
5090.48 Advertisements	\$ 1,838.74	\$ 220.64
<b>5220 Operating Lease Expenses</b>	<b>2025-2026 Budget</b>	<b>1st Quarter Total</b>
5220.1 Postage Lease Expense	\$ 554.40	\$ 132.00
5220.2 Water Cooler Lease Expense	\$ 441.00	\$ 70.00
5220.4 Copier - Lease	\$ 4,973.09	\$ 922.63
5220.3 Parking Lease Expense	\$ 1,890.00	\$ -
5015.26 Bank Service Charges	\$ 83.79	\$ -
5210 Interest Expense	\$ 1.00	\$ -
6800 Communication/Info Systems	\$ 27,892.33	\$ 3,597.51
Contingency	\$ 1,000,000.00	\$ -
<b>Total Expenses</b>	<b>\$ 4,588,526.26</b>	<b>\$ 978,646.60</b>
<b>Total Net Profit</b>	<b>\$ 844,365.03</b>	<b>\$ (780,874.77)</b>

## Pending Revenue

Amount	Month	Grant	Status
\$ 67,139.35	April-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 67,139.35	May-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 67,139.35	June-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 67,139.35	July-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 67,139.35	Aug-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 67,139.35	Sep-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 67,139.35	Oct-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 67,139.35	Nov-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 67,139.35	Dec-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 1,509.21	September-25	Fuel Tax Return	Submitted - 190 days process
\$ 1,705.01	October-25	Fuel Tax Return	
\$ 1,303.33	November-25	Fuel Tax Return	

**\$ 608,771.70 Total Pending Revenue**

Account Balances as of 12/30/2025		
Checking Account	\$	12,095.88
Match Account	\$	14,871.78
Interest Account	\$	667,150.26
CD	\$	1,023,006.97
Grand Total	\$	1,717,124.89

# Suwannee Valley Transit Authority



## Drug and Alcohol Policy

Effective as of 01/12/2026

Adopted by: \_\_\_\_\_

Date Adopted: 01/12/2026



DLB10/2025 Zero Tolerance

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## 1. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website: <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated but reflect Suwannee Valley Transit Authority policy. These additional provisions are identified by **bold text**.

## 2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of positions covered by job title.

## 3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- Opioids
- amphetamines



All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees required to take a post-accident test are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

## 4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and provided with contact information for Substance Abuse Professionals (SAPs).

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of their next regularly scheduled duty period (but for not less than eight hours) unless a retest results in the employee's alcohol concentration being less than 0.02.

### Zero Tolerance

**Per Suwannee Valley Transit Authority, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be terminated from employment.**

## 5. Circumstances for Testing

### Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.



If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

### **Reasonable Suspicion Testing**

All covered employees shall be subject to a drug and/or alcohol test when Suwannee Valley Transit Authority has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

### **Post-Accident Testing**

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

#### Fatal Accidents

As soon as it is practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Suwannee Valley Transit Authority using the best information available at the time of the decision, will be tested.

#### Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:



- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Suwannee Valley Transit Authority using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

### Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year's testing rates can be viewed online at [www.transportation.gov/odapc/random-testing-rates](http://www.transportation.gov/odapc/random-testing-rates).

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

## 6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with [49 CFR Part 40](#) as amended.

### Dilute Urine Specimen

If a Pre-Employment or Random test results in a negative dilute test result, Suwannee Valley Transit Authority will conduct one additional retest. The result of the second test will be the test of record. If there is a negative dilute test result and the test type was not a Pre-Employment or Random test, Suwannee Valley Transit Authority will accept the test result and there will be no retest, unless the creatinine concentration of a negative dilute specimen was greater than or equal to 2 mg/dL, but less than or equal to 5 mg/dL.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

### Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Suwannee Valley Transit Authority will ensure that the split specimen test will be conducted in a timely manner, in accordance with [49 CFR Part 40.173](#).

## 7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Suwannee Valley Transit Authority.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to provide a specimen for a drug or alcohol test. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient specimen for a drug or alcohol test without a valid medical explanation.



- (6) Fail or decline to take a second drug test as directed by the collector of Suwannee Valley Transit Authority.
- (7) Fail to undergo a medical evaluation as required by the MRO or Suwannee Valley Transit Authority's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly observed urine drug test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions and provided with contact information for SAPs.

## 8. Voluntary Self-Referral

**Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to Tammy Cunningham in Human Resources who will refer the individual to a substance abuse counselor for evaluation and treatment.**

**The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use, or dependence affects job performance.**

**Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.**



## 9. Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to Dr. Suzanne L. Steele, M.D. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

**Dr. Suzanne L. Steele, M.D.**

**Vault Health**

**110 Easton Road, Suite F**

**Willow Grove, PA 19090**

**800-732-3784 x 95528**

## 10. Contact Person

For questions about Suwannee Valley Transit Authority's anti-drug and alcohol misuse program, contact

Tammy Cunningham

(386) 219-0649

[tammy.cunningham@ridesvta.com](mailto:tammy.cunningham@ridesvta.com)

Christine Bolyard

(386) 362-5332 ext. 6325

[christine.bolyard@ridesvta.com](mailto:christine.bolyard@ridesvta.com)

Monica Marquardt

(386) 362-5332 ext. 0650

[monica.marquardt@ridesvta.com](mailto:monica.marquardt@ridesvta.com)





## Attachment A: Covered Positions

Bus Operators

Communications Specialists/Dispatchers

Maintenance Manager and Maintenance personnel

Driver Operations Manager/Supervisors/Safety Training Officer



# Suwannee Valley Transit Authority



## Acknowledgement of Receipt of Drug and Alcohol Policy

I acknowledge that I have received a copy of my employer's drug and alcohol policy mandated by the U.S. Department of Transportation (DOT), Federal Transit Administration (FTA) for all covered employees who perform a safety-sensitive function. I understand that compliance with all provisions contained in the policy is a condition of my employment.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

