

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION
BOARD MEETING NO. 692**

DATE: August 28, 2024

TIME: 5:00PM

PLACE: 1250 Canal Rd. Lafayette, IN. 47904 Conference Room

MEETING CHAIR: Ms. Julie Ginn

AGENDA

Item

1. Communications and Announcements
2. Public Comment
 - 2.1. Comments on the Agenda – 5 minutes
3. Review and Approval of Agenda Items and Minutes
 - 3.1. Review and Approval of Agenda of Meeting No.692 held on August 28, 2024 (pg.1)
 - 3.2. Review and Approval of Minutes of Meeting No.691 held on July 24, 2024 (pg.2)
4. Old Business
 - 4.1. Notice of received and signed Purdue Service Agreements (Exhibit 1 pg.7)
5. New Business
 - 5.1. Approval of Rider Policy Updates (Exhibit 2 pg.24)
 - 5.2. Upcoming Events: PTCI Annual Meeting on September 24th, APTA in California September 28th-October 3rd, CityBus Employee Appreciation Banquet November 17th.
 - 5.3. Approval of the 2024 – 2027 Collective Bargaining Agreement (Exhibit 3 pg.31)
 - 5.4. Approval of Legislative Services (Exhibit 4 pg.102)
 - 5.5. Approval of 2025 Budget (Exhibit 5 pg.103)
 - 5.6. Approval of 5307 and 5339 Funds TIP Amendment (Exhibit 6 pg.105)
 - 5.7. Discussion of Union Mentorship and Apprenticeship Program.
 - 5.8. Consideration of claims list numbering 39814 through 39898, in the amount of \$609,942.21 (pg.107).
 - 5.10 Consideration of payroll for July 1, 2024, through July 31, 2024, in the amount of \$913,695.22 (pg.110).
6. Board and Staff Reports
 - 6.1. Chief Executive Officer Report (pg.111)
7. Public Comments
 - 7.1. 3 minutes per speaker
8. Adjournment
 - 8.1. Next meeting is Wednesday, September 25, 2024.

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION
BOARD MEETING NO. 691
MEETING MINUTES**

DATE: July 24, 2024

Present: Julie Ginn, Chair
Board Mike Gibson, Secretary
James Blanco
Angel Valentin
Joel Wright

Present: Bryan D. Smith: Chief Executive Officer
Staff Joanne Zhang: Chief Financial Officer
Shawn Coffman: Fleet Manager
Dusty Sturgeon, Human Resources Administrator
Randy Anderson: Information Technology Manager
Derek Streeter: Safety and Training Administrator
Shelby Yeaman: Executive Assistant/Project Manager
Brian Karle: Attorney

Guests: Emma Cheng, Marc Parent

Chair, Julie Ginn, called the meeting No. to order at 5:00PM in the GLPTC Board Room, 1250 Canal Road.

COMMUNICATIONS & ANNOUNCEMENTS

1. On June 27th there was an unfortunate event that occurred at the CityBus Center downtown. One of our Operators, Marc Parent, was at the scene and took lifesaving actions to both keep the victim calm and put pressure on the wound until paramedics arrived at the scene. Mr. Bryan Smith, CEO, read the email sent to him by CityBus Operations Manager, Ron Peters, along with handed Operator Marc Parent a Commendation Letter, signed by the CityBus Board Chair and Secretary, to thank him for his actions.
2. CityBus hired a new Assistant Controller, Ms. Emma Cheng. She has been in finance and accounting for over twenty years and the team is excited and blessed to have her on the team.
3. Mr. Smith received a call from Amtrak today as they put out a proposal to run bus services from Chicago to Indianapolis. The service will be stopping in Lafayette, and they have asked if they could be allowed to drive through the Downtown CityBus Center to get to the train depot with their vehicle. We have a lease agreement, hopefully finalized for the next board meeting, anticipating a start date for December 16th, 2024. What Amtrak has requested is an easement, a right to drive through.

PUBLIC COMMENT

REVIEW AND APPROVAL OF AGENDA ITEMS AND MINUTES

1. Mr. Mike Gibson made the motion to approve the agenda, with the amendment of adding 5.0 to new business, requesting the approval of the board to allow the Executive Committee to review and sign a new 2024-2025 Purdue University Service Agreement, of meeting No.691 held on July 24, 2024. Mr. James Blanco seconded the motion. The motion carried by a vote of 4 ayes and 0 nays.
2. Mr. Mike Gibson made the motion to approve the minutes of Meeting No.690 held on June 26, 2024. Mr. Joel Wright seconded the motion. The motion carried by a vote of 4 ayes and 0 nays.

OLD BUSINESS

1. Mr. Mike Gibson made the motion to approve CityBus CEO, Bryan Smith, to sign off on the destruction list. Mr. Angel Valentin seconded the motion. The motion carried by a vote of 4 ayes and 0 nays.

Mr. Smith let the board know that with approval, we will be clearing out a lot of space, and shredding over 5 pallets of boxes of paper that has exceeded its shelf life. This shredding will take place by a licensed shredding agency that comes on location.

2. Mr. Bryan Smith gave an update on Semester Passes. The main change are the dates the passes will be available. It came to CityBus attention that having specific dates may make it more difficult for individual purchasing and using the passes. This led us to make the change of having passes available from August 1st to December 31st, January 1st to May 31st, and then summertime pass will be available June 1st to July 31st which will be established later. Another update is the decision that these semester passes are not valid fare on our Express Routes. The CityBus Team will make sure to clearly communicate this to our riders in hopes for less confusion.

NEW BUSINESS

1. Mr. Angel Valentin made the motion to approve for the Executive Committee to review and finalize the Purdue University Service Agreement. Mr. James Blanco seconded the motion. The motion carried by a vote of 4 ayes and 0 nays.

Mr. Smith believes that after Purdue's Board of Trustees meeting coming up soon, and our CityBus Board not meeting prior to Purdue starting back up, Mr. Smith is seeking permission from the Board to allow the Executive Committee to review and finalize the contract once it is voted on and approved by Purdue's Board of Trustees.

2. CityBus provided the Board the letter from the auditors written specifically to the Board of Directors to CityBus. The whole audit is available and sent to the Board's email addresses if they'd like to review on their own time. Ms. Julie Ginn and Mr. Mike Gibson mentioned there were a couple findings that needed to be edited, which they worked with the CityBus staff to complete, and Ms. Zhang and her team put in place new policies and procedures in hopes these findings do not occur again.

Ms. Joanne Zhang stated the first item her team needed to fix was the Grant recordings. CityBus has direct procedures that are to be followed for this process, and unfortunately these procedures were not followed, which lead to the findings. To enforce the policies and procedures put in place, the team is doing an internal audit

for grant management for the past three years. This is not just due to the last audit, but for any upcoming audits, including the Triennial Review that will take place in 2025. Another correction was not because the auditors found the error, but the finance department located an error during the period of the audit.

Mr. Mike Gibson said the Executive Committee met multiple times and he feels very confident that with the new procedures put in place, everything will move forward in a positive way.

3. Mr. James Blanco made the motion to approve the updated Title VI plan. Mr. Angel Valentin seconded the motion. The motion carried by a vote of 4 ayes and 0 nays.

Mr. Smith let the board know, in full disclosure, that this was due February 1st, and apologizes for the oversight. Due to this, we have on our calendars many reminders so we will not miss another deadline in the future. The primary changes come for Title VI with census updates, and since there hasn't been any census updates since our last Title VI updates, the demographics have stayed the same. Public outreach activities have been updated, along with an updated letter from Ryan O'Gara with APC, who also assists CityBus with our Title VI compliance. There were no other major changes to the Title VI Program.

4. Mr. James Blanco made the motion to approve the Contract with Purdue Center for Regional Development for the Lilly Endowment Grant. Mr. Angel Valentin seconded the motion. The motion carried by a vote of 4 ayes and 0 nays.

CityBus partnered with the Purdue Center for Regional Development for the Lilly Endowment Grant for vanpools outside of the county. The reward was granted, and they've agreed to pay \$190,000 over a three-year period to support vanpools for the surrounding counties. CityBus plans to match this with our already budgeted 5307 funds. This is the agreement that allows Purdue to give us the \$190,000 to offset the vanpools outside of the county. Although we do not have any vanpools running currently, Commute with Enterprise has significant interest in the program. This is the first step in allowing the program outside of the counties. The other steps are for the surrounding counties to approve of this contract.

5. Mr. Smith mentioned one of his obligations is to inform the board of the grants he has applied for, and the Purdue Research Foundation reached out with a project with the Toyota Mobility Foundation, who has identified Purdue and the Greater Lafayette area as a place to do some of their projects. Both Cities of Lafayette and West Lafayette have a safety project from INDOT to put in signal preemption for emergency vehicles, coming up to an intersection and the light changes from red to green to allow quicker response times for those vehicles. The Purdue Research Foundation has proposed applying for a grant from the Toyota Mobility Foundation, along with a SMART Grant, that would help pay for transit prioritization. With that, we applied for a SMART Grant of \$1.8M from the DOT.

CityBus also would like to apply for a Transit Oriented Development (TOD) grant that would pay for a zoning study for a proposed BRT corridor.

6. Mr. Joel Wright made the motion to approve of the Resolution authorizing an application to be made for Federal Funds for FY2024. Mr. Angel Valentin seconded the motion. The motion carried by a vote of 4 ayes and 0 nays.

In January of 2023 the Board passed a Resolution to authorize Mr. Bryan Smith to apply for grants and informing the Board of the grants that will be applied for. This was another oversight and is on the calendar for January of 2025. With that, Mr.

Smith is asking that the board approve the given Resolution to approve of past grants and allow future 2024 grants to be applied for.

7. Mr. Mike Gibson made the motion to approve for CityBus to take the steps necessary, per the Indiana code, to use the design build process for our Hydrogen Fuel Station as allowed under IN Code 5-30, to complete the process. Mr. James Blanco seconded the motion. The motion carried by a vote of 4 ayes and 0 nays.

To give a background, the typical public project process would be to design, bid, build. But with a design build project, we would skip the middle process of bidding and do a single bid for an agency to design, build, and then maintain a hydrogen fueling station. Our reasoning for this is because this is a very niche market, and to find someone who can design them are also the ones who can build and maintain them. The design build is the recommendation of CTE, our Project Manager of the Low/ No grant. This was originally going to be Linde, but since we have backed out of our agreement with them, the Indiana code is to first get affirmative board approval to enter the design build process. Once we have approval, next steps will be to get a technical review committee together, which will include two of three areas of expertise: architect, engineer, and/or a contractor all registered in Indiana. These individuals will review qualifications to do the design build. Once we have a list of three agencies capable of doing the work, you then bid out the entire design build process and select someone out of that list. The Technical Review Committee also sits in on the decision-making team as well.

8. The Board considered approval of claims list numbering 39712 through 39812, in the amount of \$606,375.60. Mr. Mike Gibson made the motion to approve the claims. Mr. Joel Wright seconded the motion. The motion carried by a vote of 4 ayes and 0 nays.
9. The Board considered approval of payroll for June 1, 2024, through June 30, 2024, in the amount of \$835,644.11. Mr. Mike Gibson made the motion to approve the payroll. Mr. Angel Valentin seconded the motion. The motion carried by a vote of 4 ayes and 0 nays.

BOARD AND STAFF REPORTS (CEO REPORT)

1. Mr. Bryan Smith let the Board know there is a paragraph in his CEO Report that needs to be removed, discussing Legislative Services, and is hoping to bring that to the Board in August for approval.
2. Mr. Smith mentioned how blessed he is to have the staff that he does, and a staff willing to go above and beyond in all aspects of their jobs. Mr. Mike Gibson also thanked the CityBus staff for all their hard work and dedication.

PUBLIC COMMENTS

1. Mr. Angel Valentin discussed the new project happening in West Lafayette with exploring rechargeable vehicles, he believes this would be something worth considering and looking into declarable buses when looking into the future.
2. Mr. Joel Wright inquired about the advertisement on our buses and why we have many buses with no advertisement on them. Mr. Smtih let the Board know that we have seen a bit of a decline with whole wrapped buses because CityBus used to pay

for the wrap up front, and recovered it, which sometimes took three years to get completely paid back, to now expecting the money up front. CityBus also got rid of the cloud advertisement on the buses.

ADJOURNMENT

With there being no further business to be transacted, Mr. Joel Wright made the motion to adjourn. Mr. Mike Gibson seconded the motion. The motion carried by a vote of 4 ayes and 0 nays. The next regular Board Meeting is scheduled for Wednesday, August 28, 2024, at 5:00PM in the GLPTC Board Room, 1250 Canal Road Lafayette, IN. 47904. The Board Meeting adjourned at 5:40PM.



Mr. Mike Gibson, Secretary
CityBus Board of Directors

August 21, 2024

Date:

**Amendment #1 to
Master Services Agreement
Between Greater Lafayette Public Transportation Corporation
And
Purdue University**

This Amendment is attached to and modifies the Master Services Agreement executed on September 29, 2023, by and between Great Lafayette Public Transportation Corporation and Purdue University (the "Agreement") and is hereby incorporated into and made a part of the Agreement. All capitalized terms in this Amendment have the same definition as provided in the Agreement to which it is appended. In the event of any inconsistency or conflict between the Agreement and this Amendment, this Amendment shall govern.

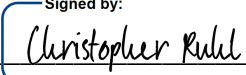
The Agreement is amended as follows:

- 1) **Section 1 Term:** The term of this Agreement shall be extended for the period of August 1, 2024, through July 31, 2025.
- 2) **Statement of Work #2:** "Statement of Work: Purdue Fixed-Route Transit Service" for Purdue's Fiscal Year 2024 service signed on September 29, 2023, is deleted in its entirety and replaced with "Statement of Work #2: Purdue Fixed-Route Transit Service" which is attached hereto and incorporated herein by reference.

All other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS HEREOF, the parties have caused this Amendment to be executed by their duly authorized representatives.

PURDUE UNIVERSITY

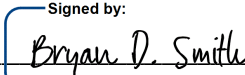
By: 
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Name: Christopher Ruhl

Title: CFO & Treasurer

Date: 8/15/2024

**GREATER LAFAYETTE PUBLIC
TRANSPORTATION CORPORATION**

By: 
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Name: Bryan D. Smith

Title: CEO

Date: 8/14/2024

Statement of Work #2: Purdue Fixed-Route Transit Service

1. Introduction:

- 1.1. The following scope of services outlines the responsibilities and obligations of GLPTC in providing fixed-route transit services during the academic year for the transportation of Purdue students, faculty, and staff on campus. The parties acknowledge and agree that the terms of this Statement of Work #2 and Attachment 1 shall be considered incorporated into and a part of the terms of the parties' Master Services Agreement.

2. Service Fee:

- 2.1. Service Fee: The fee for services shall be as provided in Attachment 1. Purdue shall pay for the fee for services in equal monthly payments. Payment of such will be made by ACH initiated by Purdue

3. Service Schedule:

- 3.1. Fixed-Route Service: GLPTC shall operate fixed-route transit services on campus according to an established schedule during the academic year.
- 3.2. Service Hours and Routes: The fixed-route transit service shall be provided as outlined in Attachment 1. In the event that, through the fault of GLPTC, service on a route is not provided for a period of more than one hour on any day scheduled for service hereunder, Purdue will receive a pro-rated credit for the cost of the missed service.
- 3.3. Extended Hours: GLPTC shall consider extending transit service hours during special events or when Purdue and GLPTC mutually agree it is necessary to accommodate increased transportation demand. Cost for additional service is at the rate established in Attachment 1.

4. Route Design and Implementation:

- 4.1. Route Planning: To the extent allowed by FTA regulation, GLPTC will collaborate with Purdue to determine efficient and effective routes that cover the main areas of the campus, including academic buildings, residence halls, recreational facilities, and parking areas.
- 4.2. Frequency and Timeliness: The routes shall be designed to ensure reasonable frequency intervals as detailed in Attachment 1, allowing students, faculty, and staff to conveniently access transit services. GLPTC will make reasonable efforts to maintain on-time performance and adhere to the established schedule.

- 4.3. Efficiency: The Parties will collaborate on maximizing the efficiency of service on campus. The collaboration includes, but is not limited to: investigating the cost and feasibility of all-door boarding on campus, traffic signal pre-emption, and limiting some streets to bus, bike, and pedestrian access only.

5. Vehicle and Equipment:

- 5.1. Fleet: GLPTC shall provide sufficient vehicles and equipment to accommodate the expected passenger demand during peak hours.
- 5.2. Maintenance: GLPTC shall be responsible for the routine maintenance, cleaning, and repair of the vehicles and equipment, ensuring safe and reliable transportation for all customers.
- 5.3. Accessibility: The fleet shall be equipped with appropriate accessibility features, such as wheelchair ramps, to ensure inclusivity and compliance with applicable law.

6. Customer Experience:

- 6.1. Customer Safety: GLPTC shall prioritize customer safety by ensuring well- trained operators, adherence to traffic regulations, and regular safety inspections of the fleet.
- 6.2. Information and Communication: GLPTC will ensure the availability of information regarding schedules, route maps, and service changes. Clear communication channels, such as our dedicated website (goCityBus.com) and mobile application (MyCityBus), are available for customers to access relevant information.
- 6.3. Passenger Compliance: All passengers of GLPTC shall be required to obey the rules and regulations of GLPTC. At the discretion of GLPTC, any passenger may be removed from a bus or refused access to the bus services for a failure to obey such rules and regulations.
- 6.4. Code of Conduct: Purdue reserves the right to request that a driver is removed from Purdue routes or relocated to a different Purdue route.

7. Service Level Agreements (“SLA”) and Performance Monitoring:

Performance level of the below SLAs shall not affect the payment of fees or credits, if any, issued under this Agreement.

7.1. Route Scheduled Time

- 7.1.1. SLA – 90% of contracted buses running 80% of scheduled time. GLPTC shall ensure that all campus routes are staffed and maintained at the agreed upon levels outlined in the Agreement.

- 7.1.2. Measurement – GLPTC will provide monthly reports showing schedule time. GLPTC will also provide a monthly summary report the 10th day of the following month.

7.2. Schedule Stops Adherence

- 7.2.1. SLA – 80% Schedule Adherence (+/- 2 minutes arrival). Busses will maintain scheduled stops with a maximum of a 2-minute variance.
- 7.2.2. Measurement – GLPTC will provide monthly reports showing schedule adherence. GLPTC will also provide a monthly summary report by the 10th day of the following month.

7.3. Reports

- 7.3.1. SLA - GLPTC will provide campus route ridership reports broken down by route monthly basis by the end of the business day of the 10th of the following month.
- 7.3.2. Measurement – Receipt of report.

7.4. Ridership Survey

- 7.4.1. SLA – GLPTC will issue a ridership survey once during the fall semester and once during the spring semester, GLPTC will conduct a rider survey for general feedback on service levels and performance. Purdue reserves the right to review and propose revised or new questions. Purdue shall provide final approval of the survey questions; such approval shall not be unreasonably withheld. Questions should be provided to Purdue by September 16th and February 17th.
- 7.4.2. Measurement – GLPTC will provide the survey results to Purdue prior to the last business day in November and again prior to the last business day in April.

7.5. Quarterly Business Reviews

- 7.5.1. GLPTC and Purdue shall have a quarterly business review on a quarterly basis, with the specific dates and times agreed upon by both parties.
- 7.5.2. Agenda:
 - 7.5.2.1. GLPTC shall prepare and distribute the agenda for each QBR meeting at least five (5) business days prior to the scheduled meeting date.
 - 7.5.2.2. The agenda shall include, but not be limited to, the following items:
 - 7.5.2.2.1. Review of key performance indicators (KPIs) and service and performance metrics
 - 7.5.2.2.2. Analysis of service delivery, including operational efficiency, on-time performance, and customer satisfaction

7.5.2.2.3. Discussion of any operational challenges, incidents, or disruptions encountered during the quarter

7.5.2.2.4. Review of any proposed changes or enhancements to the services

7.5.2.2.5. Identification of areas for improvement and development of action plans

7.5.2.3. Follow-up Actions:

7.5.2.3.1. Both parties shall collaborate to develop and implement action plans based on the discussions and decisions made during the QBR meetings.

7.5.2.3.2. GLPTC shall provide regular updates on the progress of agreed-upon action items and any other relevant developments.

7.6. ACCESS Ridership

7.6.1. GLPTC shall provide ACCESS transit services to Purdue faculty, staff, and students. ACCESS is defined as GLPTC's paratransit service that serves individuals with disabilities by providing transportation that is equivalent to GLPTC fixed route bus service.

7.6.2. GLPTC shall provide a complete list of approved ACCESS riders to Purdue by August 16, 2024.

7.6.3. Any new ACCESS rider requests should be provided to Purdue and approved by Purdue prior to rider being approved by GLPTC.

7.6.4. Purdue will pay GLPTC \$2 per ACCESS ride. GLPTC will invoice Purdue at the end of each month and Purdue shall pay the invoice within 30 days of receipt.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute this Agreement.

Purdue University

Signed by:
By: Christopher Ruhl
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Name: Christopher Ruhl

Title: CFO & Treasurer

Date: 8/15/2024

GREATER LAFAYETTE PUBLIC
TRANSPORTATION CORPORATION

Signed by:
By: Bryan D. Smith
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Name: Bryan D. Smith

Title: CEO

Date: 8/14/2024

CityBus Proposal for Purdue Campus Loop Services SY2024-25

Attachment 1

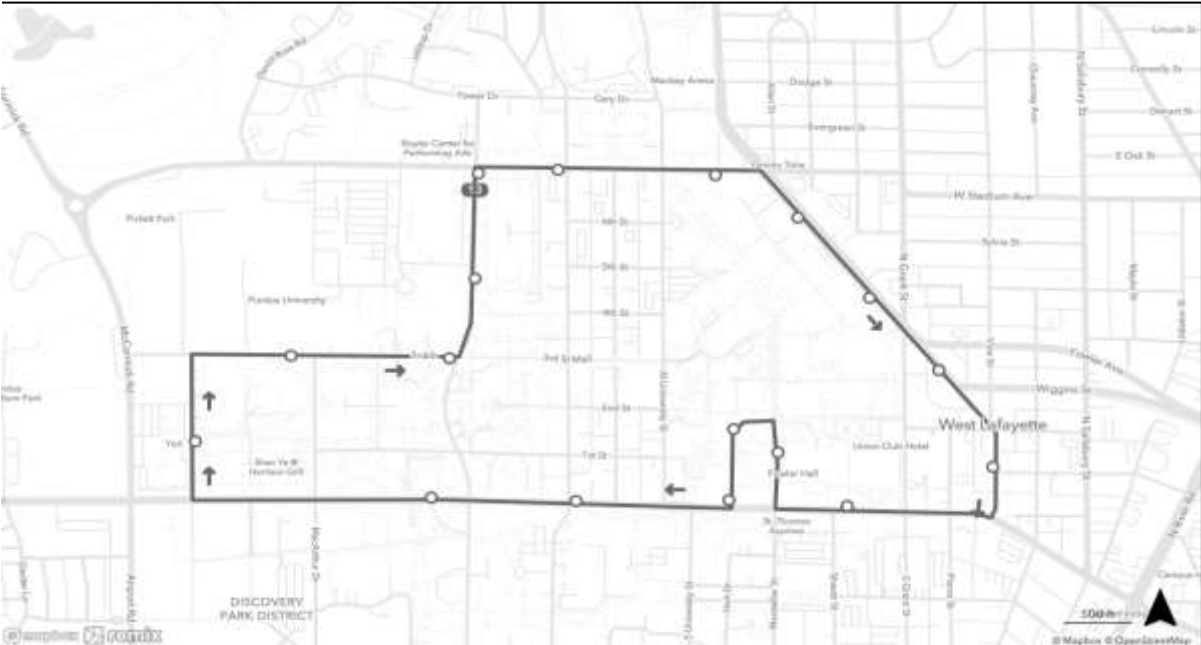
8/12/2024

On-Campus Hourly Service											
Route No.	Route Name	Proposed # of buses	Proposed Headways (minutes)	Proposed # of Hours Per Day	Total # Days	Proposed Total Hours	Purdue Cost Per Hour	Total Cost Per Hour	Total Cost	Purdue Total Cost	Savings from Federal and State Investment
13	Silver Loop	3	8	33	158	5,214.00	\$118.03	\$150.36	\$783,977	\$615,408	\$168,569
14	Black Loop	1	30	6	158	948.00	\$118.03	\$150.36	\$142,541	\$111,892	\$30,649
15	Tower Acres	3	8	33	158	5,214.00	\$118.03	\$150.36	\$783,977	\$615,408	\$168,569
16	Bronze Loop	2/1	20/40	18	158	2,844.00	\$118.03	\$150.36	\$427,624	\$335,677	\$91,947
	Total			90		14,220.00	\$118.03	\$150.36	\$2,138,119	\$1,678,387	\$459,733

Maintain service level from SY2023-24, no route adjustment
Maintain service level from SY2023-24, no route adjustment
Maintain service level from SY2023-24, no route adjustment
Route modified to cover Ross Ade lot, Discovery lot, and airport, two buses during peak hours. Route name and number also modified.

Total for SY2024-25	\$1,678,387
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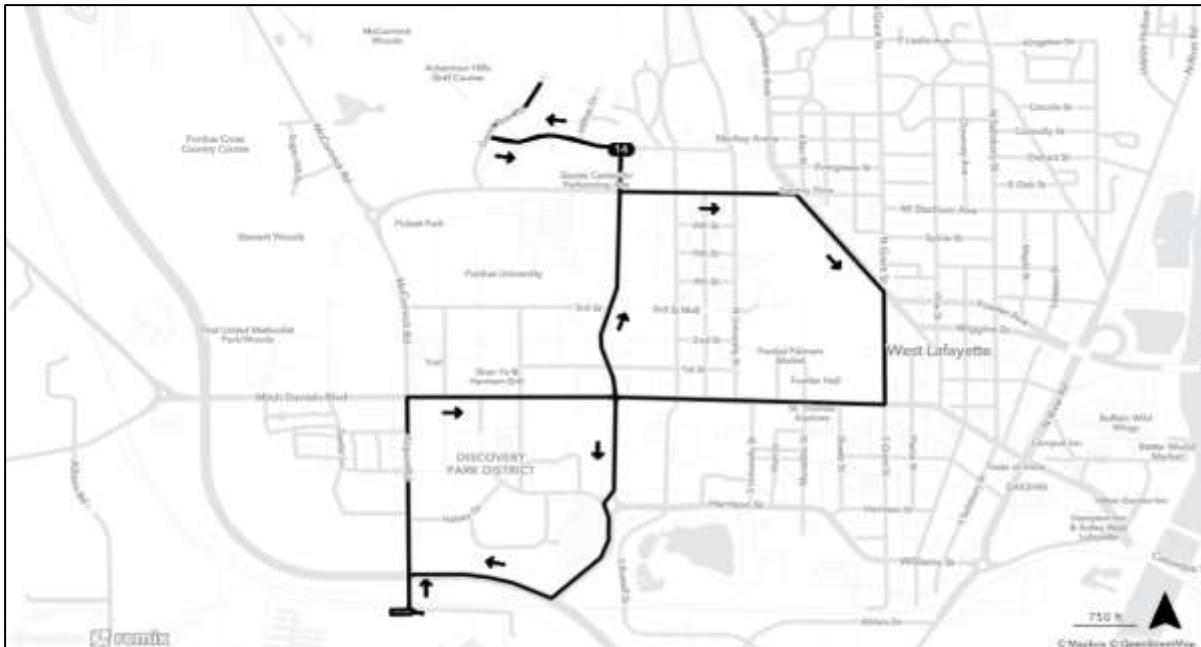
Route 13C Silver Loop
7AM - 6PM



Route 15C Tower Acres
7AM - 6PM



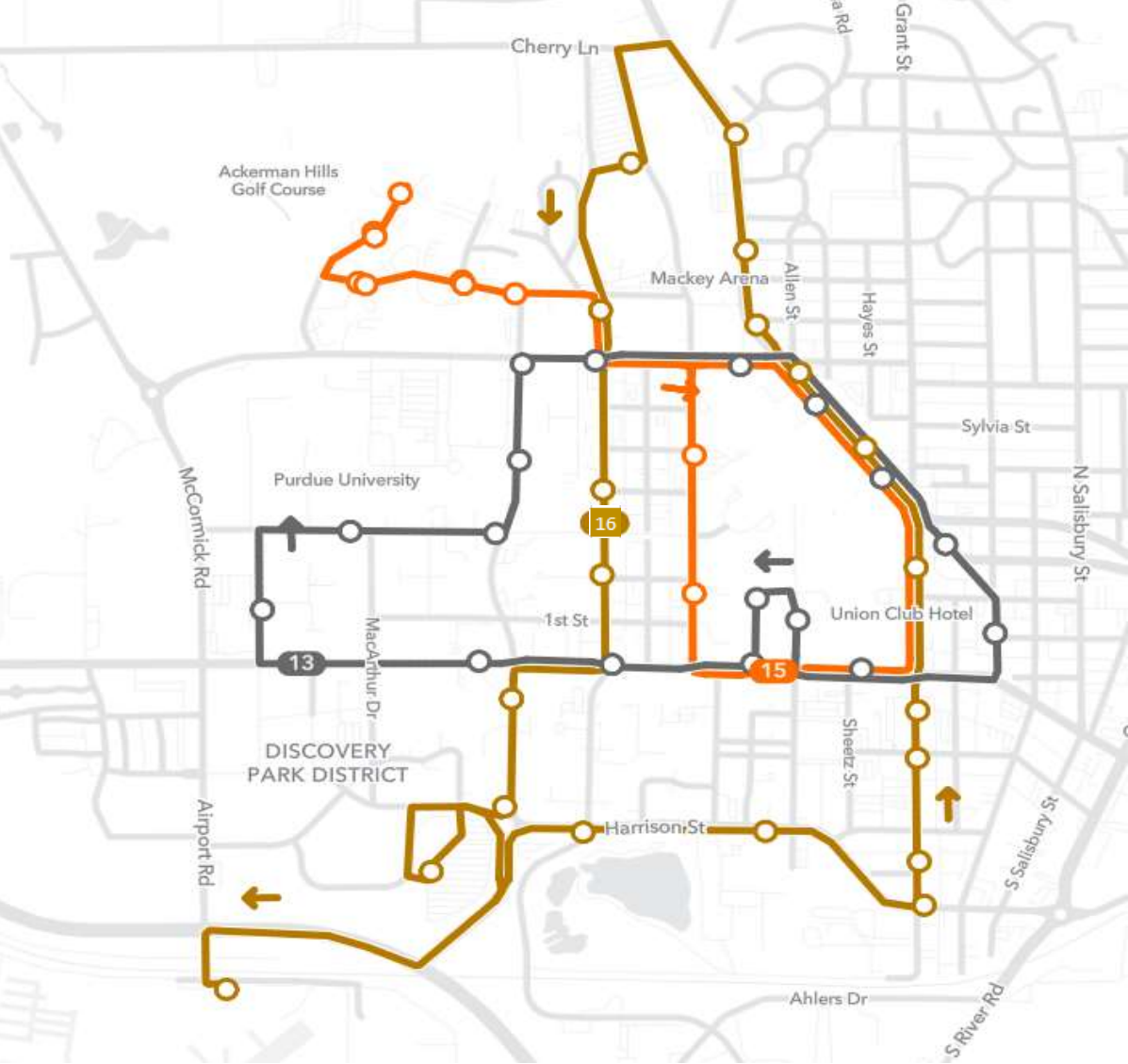
Route 14C Black Loop
6PM - 12AM



Route 16C Bronze Loop
7AM - 6PM



Routes 13C, 15C, and 16C
Daytime Network (7AM - 6PM)



Certificate Of Completion

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Jayme Baker

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Purdue University

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West Lafayette, IN 47907

Time Zone: (UTC-05:00) Indiana (East)

baker555@purdue.edu

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baker555@purdue.edu

Signer Events**Signature****Timestamp**

Christopher Ruhl

ruhlc@purdue.edu

CFO & Treasurer

Security Level: Email, Account Authentication
(None)

Signed by:



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Using IP Address: 50.90.209.249

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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Purdue University - Central IT (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Purdue University - Central IT:

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To advise Purdue University - Central IT of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at it@purdue.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Purdue University - Central IT

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to it@purdue.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to it@purdue.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

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By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Purdue University - Central IT as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Purdue University - Central IT during the course of your relationship with Purdue University - Central IT.

Amendment #1 to Statement of Work #2
Between Greater Lafayette Public Transportation Corporation
And
Purdue University

This Amendment is attached to and modifies the Statement of Work #2 executed on August 15, 2024, by and between Greater Lafayette Public Transportation Corporation and Purdue University (the "Agreement") and is hereby incorporated into and made a part of the Agreement. All capitalized terms in this Amendment have the same definition as provided in the Agreement to which it is appended. In the event of any inconsistency or conflict between the Agreement and this Amendment, this Amendment shall govern.

The Agreement is amended as follows:

1) Service Fee: The following section is added to Section 2. Service Fee:

2.2 Total Fees: The total fees paid by Purdue to GLPTC for on-campus route service and reimbursement of off-campus semester passes shall not exceed \$2,395,000.

2) Off-Campus Routes: The following section is added to the Agreement.

Section 8. Off-Campus Routes:

8.1 GLPTC will offer semester passes for off-campus service at no additional charge to anyone registering for a mobile ticket with @purdue.edu email address.

8.2 Off-campus semester passes may be purchased by students, faculty, and staff through CityBus' Token Transit App.

8.3 Purdue agrees to reimburse GLPTC \$99 per off-campus semester pass up to 7% of enrollment per semester. The cap will be determined using Fall 2023 enrollment for the Fall 2024 semester and Fall 2024 enrollment for Spring 2025 semester. After the cap is reached, GLPTC is required to continue to provide passes to all Purdue faculty, staff, and students with no additional charges to Purdue.

8.4 GLPTC will provide off-campus route ridership reports broken down by route by the 10th day of the following month. GLPTC shall provide a complete list of Purdue emails associated with each pass with the monthly invoice, including data on total semester passes purchased vs. total semester passes activated. This list shall be provided to Purdue by the 10th day of the following month. Purdue shall pay each invoice within thirty (30) days of receipt.

All other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS HEREOF, the parties have caused this Amendment to be executed by their duly authorized representatives.

PURDUE UNIVERSITY

Signed by:
By: Christopher Ruhl
37FF5D607B7E403...

Name: Christopher Ruhl

Title: CFO & Treasurer

Date: 8/15/2024

GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

Signed by:
By: Bryan D. Smith
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Name: Bryan D. Smith

Title: CEO

Date: 8/15/2024

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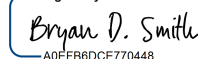
Bryan D. Smith

bsmith@gocitybus.com

CEO

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(None)**Signature**

Signed by:


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Christopher Ruhl

ruhlc@purdue.edu

CFO & Treasurer

Security Level: Email, Account Authentication
(None)

Signed by:


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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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- ii. send us an email to it@purdue.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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- Until or unless you notify Purdue University - Central IT as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Purdue University - Central IT during the course of your relationship with Purdue University - Central IT.



Responsibility Toward Vulnerable Minor Bus Riders Policy

Purpose: While it may not be responsible to do so, parents sometimes allow their minor children to ride unaccompanied on our buses and there may be various reasons why our bus operators or other transit employees will encounter unaccompanied minor children.

- Children may utilize our buses to run away from their homes.
- In some cases, children riding our buses may be coerced by an adult acting with ill intent toward the child. The adult may not be present at the time or may keep a distance from the child to remain undetected.

In any case, this policy is meant to provide reasonable steps to be followed for protecting these vulnerable unaccompanied children from self-harm or intentional predatory behavior by others, through notification to appropriate law enforcement agencies and CityBus management.

Group covered by this policy: This policy is directed at the protection of unaccompanied children 11 years of age and younger. Those unaccompanied riders who are 12 and older should not be reported according to this policy, unless specific conditions are observed. Those conditions could include, but are not limited to, obvious injury, disheveled condition, confused state of mind, riding late at night, or alighting from the bus during extreme weather conditions. In all cases, unaccompanied children under the age of 11 are to be reported according to this policy. If the age of the child is in doubt, a report should be made.

Additional guidance: Bus operators or other transit employees are not permitted to physically intervene when observing the minor children described in this policy but are required to follow the reporting procedure as immediately as practicable. Bus operators are prohibited from engaging in confrontational interactions with children, parents, or those who may appear to be coercing or controlling a child. These precautions are intended to protect the transit employee and the child. Law enforcement officers will be responsible for determining and carrying out any enforcement that may be necessary.

- Children may be consulted with but are not to be forced to remain on the bus or CityBus property.
- When groups of children are present, but unaccompanied by an adult, the qualifying children should be reported.

- Children who qualify under this policy, but are being transported to and from school, are an exception and should not be reported.

CityBus Center customer service staff who identify an unaccompanied minor child should follow all guidance directed by this policy and immediately make a report as outlined in the section below for dispatchers. Item c does not apply.

Reporting child abuse: Any person who observes abusive behavior toward a child may voluntarily make a credible report to the Child Abuse Hotline at 1-800-800-5556.

Policy Steps: The following steps must be taken by bus operators as soon as safe conditions allow.

- 1) Report to dispatch by bus radio or telephone the following observations:
 - a. Approximate age of the child
 - b. Race of the child
 - c. Clothing the child is wearing
 - d. Route designation and geographic location of your bus
 - e. Description of any others who may appear to be associated with the child being reported

Dispatchers: Promptly upon receiving a bus operator report of a child covered by this policy, the dispatcher must:

- a. Report by telephone to the appropriate law enforcement agency.
 - Lafayette Police Department at 765-807-1200 if the child is in Lafayette
 - West Lafayette Police Department at 765-775-5200 if the child is in West Lafayette
 - Purdue Police Department at 765-494-8221 if the child is on the Purdue campus
 - All information should be reported as given by the bus operator.
- b. Standby for instructions from the police and follow any orders given.
- c. Remain in contact with the bus operator if support is needed.
- d. Contact Manager of Operations, Ron Peters, by phone (add #?) when any call escalates to a police response.
- e. In all cases, as soon as practicable, make a report by email including:
 - rpeters@gocitybus.com
 - dereks@gocitybus.com
 - bwalck@gocitybus.com
 - dustys@gocitybus.com
- f. The email report should include:
 - 1) The reporting individual's name
 - 2) Bus number or CBC location
 - 3) Time the report was taken
 - 4) Full description of the event



SAFE TRANSIT PRACTICE AND PROCEDURE

Purpose: Safe and reliable public transportation depends upon a relationship of mutual goodwill between the passenger and transit system employees. Passengers deserve a transportation experience during which they are respectfully welcomed and reasonably served while waiting for and utilizing our services. The security of the transit system employee should not be jeopardized, as each strives to meet the elevated responsibility of safe operations. The purpose of these guidelines is to provide fair consequences if this relationship is not respected.

Transit System Employee Responsibilities: Transit system employees include supervisors, fixed route bus operators, paratransit bus operators, dispatchers, mechanics, CityBus Center customer service staff, and utility personnel. All have been trained to recognize escalations and have been given de-escalation and verbal judo resources. In all events transit system employees are required to apply the following verbal judo techniques:

- People want to be treated with dignity and respect
- People want to know why.
- People would rather be asked than told.
- People often respond better to options rather than threats.

Failure to uphold these responsibilities may result in the application of conduct related consequences.

Transit System Customer Responsibilities: Transit system customers include all persons, other than transit system employees or managers, in or on CityBus property. All customers are responsible for maintaining good conduct while in or on CityBus property. When disagreements arise with other customers or transit system employees, customers are required to resolve the conflict in a peaceful and safe manner.

Failure to uphold these responsibilities may result in the application of one or more consequences listed in the Safe Transit Practice Guidelines.

Scope: Whenever a disruptive incident occurs on a bus in revenue service, or other GLPTC property, and the driver, or other employee, can quietly resolve the situation with the offending party and safely continue their route, or business then no further action shall be necessary. However, when it is necessary for a driver, or other GLPTC employee or agent, to ask an offending party to leave a bus, or other GLPTC property, and the individual leaves voluntarily when requested, the offending individual shall not ride, or return onto GLPTC property for the remainder of that day. This information, along with a description of the individual, shall be reported to the street supervisor, and then disseminated throughout the organization, to enable others to avoid allowing this individual to trespass. Further, in situations where it is necessary for an employee to engage assistance or employ law enforcement authorities to have the offending party removed, depending upon the circumstances, the

following schedule of discipline shall apply. Regardless of outcome or actions taken, an incident must be made by the transit system employee.

Safe Transit Practice Guidelines		
Description of Offense		Consequence
DESTRUCTION OF AUTHORITY PROPERTY	First Incident	1 Month Suspension
	Second Incident	6 Month Suspension
	Third Incident	1 Year Suspension
DISRUPTIVE INCIDENTS (including, but not limited to, drunkenness, inappropriate behavior, sleeping in transit center, fare dispute, vulgarity, and verbal disruption.)	First Incident	2 Week Suspension
	Second Incident	1 Month Suspension
	Third Incident	3 Month Suspension
	Fourth Incident	1 Year Suspension
INAPPROPRIATE SEXUAL CONDUCT	First Incident	3 Month Suspension
	Second Incident	1 Year Suspension
	Third Incident	2 Year suspension
THREATS MADE TO GLPTC PERSONNEL OR OTHERS (INCLUDING, BUT NOT LIMITED TO, VERBAL, INTIMIDATION, VIOLATION OF PERSONAL SPACE, STRIKING OBJECTS, YELLING.)	First Incident	2 Month Suspension
	Second Incident	6 Month Suspension
	Third Incident	1 Year Suspension

SPITTING AT OR ON GLPTC PERSONNEL OR OTHERS	First Incident	9 Month Suspension
	Second Incident	2 Year Suspension
	Third Incident	5 Year Suspension
ASSAULT OF GLPTC PERSONNEL OR PASSENGER	First Incident	9 Month Suspension
	Second Incident	2 Year Suspension
	Third Incident	5 Year Suspension

Appeal Process: In any situation where there is a criminal case pending because of a disruptive incident on GLPTC property, a suspension shall be enacted until the case is resolved.

However, an individual subject to suspension may petition the Authority to have the suspension reviewed for possible modification or waiver. Any such modification would be based upon the individual's extenuating circumstances, genuine remorse, and willingness to cooperate with the Authority. The driver(s) involved in the incident(s) leading to the suspension should be consulted with regards to any modification or removal of a suspension.

Submission Requirements:

- a. The suspended passenger must submit a request for a meeting or make a written appeal.
- b. The appeal, if written, should include:
 - Passenger name and contact information.
 - Reason for the suspension as stated by the transit agency.
 - Any relevant supporting documentation or evidence.
 - A statement explaining why the passenger believes the suspension is unjust or should be reconsidered.

Appeal Review:

- a. An Appeal Review Group will be established consisting of impartial individuals.

- b. Appeal members may include representatives from customer service, operations, safety, and other departments.

Initial Review:

- a. The appeal review group will conduct an initial review to determine completeness and adherence to the suspension.
- b. If the appeal is incomplete or adherence to the suspension has not been followed, it may be rejected.

Investigation (if required):

- a. If necessary, the group may investigate to gather additional information.
- b. The investigation may involve interviews with relevant parties, review of surveillance footage, or other relevant actions.

Appeal Meeting:

- a. If the suspended individual wishes to schedule a meeting to thoroughly review the appeal and provide any additional information, a request may be submitted.
- b. The passenger may be invited to present their case in person or in writing, which may be granted at the discretion of the department manager.

Appeal Decision:

- a. The decision will be based on the information presented and any material gathered from the investigation. (Whether from an in-person meeting or letter submitted.)
- b. The decision will be communicated in writing or verbally to the suspended passenger depending upon the type of meeting.

Reinstatement or Further Action:

- a. If the appeal is successful, the agency may outline conditions for reinstatement and the date on which the passenger may resume using bus services.
- b. If the appeal is unsuccessful, the agency will provide a clear explanation of the decision.



COLLECTIVE BARGAINING AGREEMENT

BETWEEN

**GREATER LAFAYETTE
PUBLIC TRANSPORTATION CORPORATION**

AND

**LOCAL NO. 1741 OF THE
AMALGAMATED TRANSIT UNION**

EFFECTIVE:

JUNE 1, 2024 TO MAY 31, 2027

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SECTION 1: PREAMBLE

A. The obligation that rests with the Greater Lafayette Public Transportation Corporation to provide, and upon bargaining unit employees to render, honest and efficient service, is recognized by both parties of this Agreement. A spirit of cooperation between the Greater Lafayette Public Transportation Corporation and Local No. 1741 of the Amalgamated Transit Union is essential to efficient operation, and both parties of this Agreement shall conduct themselves so as to promote this spirit. The responsibility for success rests equally between the Greater Lafayette Public Transportation Corporation and Local No. 1741 of the Amalgamated Transit Union.

B. In this spirit, the Greater Lafayette Public Transportation Corporation and Local No. 1741 of the Amalgamated Transit Union are desirous of effectuating an Agreement which will:

1. Provide for improved rates of pay and improved working conditions of bargaining unit employees.
2. Provide for the fair treatment of bargaining unit employees.
3. Provide for the amicable adjustment of disputes which may arise out of the application or interpretation of this Agreement.
4. Provide a means to increase productivity.
5. Provide a fair day's work in return for agreed upon wages.

SECTION 2: SAVINGS AND SEVERABILITY CLAUSE

A. If an Article or Section of this Agreement, or of any addendum hereto, should be held invalid, or if compliance with, or enforcement of any, Article or Section should be restrained pending a final determination as to its validity, the remainder of this Agreement and of any addendum hereto, or the application of such Article or Section to persons or circumstances other than those to which it has been held invalid or ineffective or to which compliance with or enforcement of has been restrained, shall not be affected thereby.

B. In the event that any Article or Section is held invalid, or enforcement of, or compliance with, has been restrained, as above set forth, the parties affected thereby shall enter into immediate collective bargaining negotiations, upon the request of GLPTC or the ATU, for the purpose of arriving at a mutually satisfactory replacement.

SECTION 3: NON-DISCRIMINATION

A. GLPTC and the Union agree to continue their current policies of not discriminating against any person in employment or promotion, because of race, creed, color, sex, sexual orientation, national origin, age, disability, or other characteristics covered by applicable law.

SECTION 4: UNION SECURITY AND PARTICIPATION

A. All employees in bargaining unit positions, after thirty (30) calendar days from the date of hire, may become and remain members of the Union.

B. GLPTC agrees to deduct from the pay of each Union member, who shall have first given a valid written assignment of wages therefore to GLPTC on a form acceptable to GLPTC, signed by the bargaining unit employee personally and revocable at any time by the bargaining unit employee upon written notice

to GLPTC and the Union, the dues, initiation fees, and assessments for Union Members, which the Union shall have determined to be payable from each Union Member, provided that the proper and duly authorized Union Representative shall furnish the Controller of GLPTC, or designee thereof, not later than the tenth (10th) day of each month, the amount to be deducted from the pay of each Union Member who has executed and not revoked a valid written assignment of wages.

C. Deductions made in accordance with this Section shall be paid in twenty-six (26) equal installments, deducted from each paycheck, and GLPTC agrees to remit to the proper and duly authorized Union Representative by the tenth (10th) day of the following month, the aggregate of such deductions, together with a list identifying the bargaining unit employees from whom such deduction has been made

D. The Union agrees to indemnify, save, and hold GLPTC harmless against any and all claims, demands, suits, or other forms of liability, exclusive of attorneys' fees and other legal expenses, which may arise out of, or by reason of, any actions taken or not taken by the Union for the purposes of complying with the provisions of this Section.

E. GLPTC shall continue to pay Union Representatives and/or bargaining unit employees when off work in order to attend to Union Business. Said lost time shall be counted as "time worked" and/or "GLPTC paid hours" for all purposes of this Agreement. The Union shall reimburse GLPTC for lost time costs, including wages, FICA, PERF, all federal, state, and local taxes.

F. Non-bargaining unit employees will not be permitted to perform bargaining unit employees' work. Non-bargaining unit employees may only transport passengers when there has been an undue delay in service beyond the control of the Operator, or Acts of God.

G. Upon request, but not more frequently than once per month, GLPTC shall provide to the Union an updated electronic list of all bargaining unit employees (including name, phone number, classification, date of hire, and rate of pay).

H. GLPTC shall allow two (2) Union representatives to meet with all new employees during the fifth week of training. The meeting will occur after 2pm.

I. Bargaining unit employees shall be allowed to voluntarily display wearable Union insignias on their person as a part of their uniform. Wearable Union insignias shall be defined as germane items displaying official Union logos and mottos (i.e., pins, stickers, patches, buttons) that are no larger than one and one-half (1 ½) inches in size. Wearable Union insignias shall be provided by the Union.

J. GLPTC and the Union may mutually agree, in a spirit of cooperation, to form and participate in a Joint Labor-Management Health and Safety Committee. In the event that the parties mutually agree to form such Committee it shall function for advisory purposes only and all policy decisions shall remain the sole responsibility of GLPTC. Such Committee shall function as follows:

1. Committee operation and structure shall be mutually determined by the parties.
2. Committee meetings shall be held at such time that results in minimal impact upon the operations of GLPTC and result in the least amount of lost time as possible.
3. Lost time incurred as a result of this paragraph shall be shared at an equal distribution between the parties. The Union portion of said equal distribution shall be paid and treated as Union Business, as defined herein.

SECTION 5: BARGAINING UNIT

A. The bargaining unit shall consist of all GLPTC employees in the positions

listed in “SECTION 13: WAGE RATES”. Should GLPTC create a new position in any Department defined herein, the Union shall be so notified, and the new position shall be recognized as being within the bargaining unit. Should GLPTC abandon a position in any Department defined herein, the Union shall be so notified, and the position shall retain its recognition, except as otherwise provided herein.

B. For the purposes of this Agreement, the parties agree to recognize that the term “bargaining unit employee” shall be defined as any currently employed employee of GLPTC that is employed in a position that is part of the bargaining unit, as defined herein, irrespective of Union Membership or non-Membership.

C. For the purposes of this Agreement, the Departments of GLPTC shall be Operations, Demand Response, and Maintenance. The Operations Department shall be further subdivided into Full-Time Operators and Limited Hour Operators. The Demand Response Department shall be further subdivided into Full-Time Demand Response Operators and Part-Time Demand Response Operators.

D. Within each Department, seniority shall govern. Seniority shall be defined as the date of hire, except as otherwise provided herein. Separate seniority lists shall be kept for each Department, or subdivision thereof. Seniority shall not be transferable between Departments. A Full-Time Operator may voluntarily transfer to the LHO subdivision of the Operations Department and their seniority will be determined in order of their date of hire. A Full-Time Demand Response Operator may voluntarily transfer to the Part-Time Demand Response subdivision of the Demand Response Department and their seniority will be determined in order of their date of hire. A lay off shall not be considered

a voluntary transfer for the purposes of this provision. Bargaining unit employees who transfer from one Department to another shall be given credit for wage levels based on their cumulative number of GLPTC paid hours from their date of hire.

E. GLPTC shall be permitted to hire Limited Hour Operators, hereinafter known and denominated as LHOs, who may total up to a maximum of twenty-eight percent (28%) of the number of Full-Time Operations Department Operators, in accordance with the provisions set forth herein.

F. Seniority lists shall be updated when changes occur. The President/Business Agent and the Financial Secretary of the Union shall be notified, in writing, of any and all changes to the seniority lists within seven (7) calendar days of said changes. GLPTC shall make seniority lists accessible, in an electronic format, available to all bargaining unit employees.

G. GLPTC may, at its sole discretion, assign bargaining unit employees to perform work that is outside of the bargaining unit, provided that such assignment of any bargaining unit employee is entirely voluntary. In the event that such voluntary assignment creates open work due to the bargaining unit employee vacating their regularly scheduled work assignment, said vacated work assignment shall be assigned in accordance with "SECTION 22: WORK ASSIGNMENTS".

H. In the event that a bargaining unit employee is voluntarily assigned, as contained herein, to serve as a temporary fill-in Dispatcher, in either the Operations or Demand Response Department, GLPTC shall pay a Dispatch Premium of \$1.00 per hour, added to the base wage rate, for all hours worked while dispatching. GLPTC may adjust said bargaining unit employee's working days and days off in order to reduce or eliminate overtime incurred as a result of dispatching. Bargaining unit employees acting in a temporary fill-in

Dispatcher capacity shall not, under any circumstances, issue discipline to any other bargaining unit employee, they must, however, provide necessary information regarding violations of GLPTC rules and regulations to the Manager of Operations, or designee thereof.

I. In the event that a bargaining unit employee is promoted to a non-bargaining unit position, at the sole discretion of GLPTC, said bargaining unit employee shall have ninety (90) calendar days to determine if said promotion shall be permanent. Said bargaining unit employee may, within the enumerated period, return to their previously held bargaining unit position without loss, assuming their previously held position on the seniority list, having all GLPTC paid hours worked in the non-bargaining unit position credited as GLPTC paid hours worked as a bargaining unit employee.

J. In the event of a reduction in force, reasonable notice shall be given, and the bargaining unit employees of each Department with the least amount of seniority within the affected Department and position shall be laid off first. Maintenance Department bargaining unit employees may use Maintenance Department seniority to “bump” into a lower rated position, provided they are qualified to do the work in that position. Bargaining unit employees laid off due to a reduction in force shall be given seven (7) calendar days written notice prior to the date of layoff. Said notice of layoff shall be by certified return receipt mail if the bargaining unit employee is on disability or a leave of absence, and it shall be effective on the post day of mailing.

K. Bargaining unit employees recalled to active service shall be notified by either certified return receipt mail, mailed seven (7) calendar days prior to their active service date of recall, or by signed notification in person of such date of recall. Bargaining unit employees shall be recalled in order of seniority in each respective Department. Namely, the last bargaining unit employee to be laid off shall be first to be recalled in each respective Department. Failure to return to

active service, for reasons other than illness certified by the treating physician, within ten (10) calendar days following the date set forth within the notification contained herein shall automatically cancel any further rights to employment.

L. When there is a recall of laid off Operations Department bargaining unit employees, all Full-Time Operators will be recalled in order of seniority before the promotion of any LHOs to a Full-Time Operator position or status. If a full-time work assignment becomes permanently available, a laid off Full-Time Operator must be recalled and offered a work assignment, as contained herein, before offering any full-time work assignment to a LHO, as contained herein.

SECTION 6: PROBATION

A. Newly hired bargaining unit employees shall serve a probationary period of one hundred twenty (120) calendar days from their date of hire. Probationary bargaining unit employees shall be entitled to the provisions of this Agreement that apply to their position within their respective Department, or subdivision thereof, as defined herein, after thirty (30) calendar days from the date of hire, except as otherwise specified.

B. Newly hired probationary bargaining unit employees may be discharged at the sole discretion of GLPTC and no grievance may be filed in protest by the Union.

C. Newly hired probationary bargaining unit employees shall not be entitled to the provisions of “SECTION 8: RULES AND REGULATIONS” or “SECTION 9: GRIEVANCE AND ARBITRATION PROCEDURE” until the completion of the probationary period. Operations and Demand Response Department probationary bargaining unit employees shall be paid at the “Probationary Operator” wage rate, as defined in “SECTION 13: WAGE RATES”, until the completion of the probationary period.

D. A bargaining unit employee who bids or transfers to a bargaining unit position in a different Department within GLPTC shall serve a departmental probationary period of sixty (60) calendar days from the date of their bid or transfer. During this probationary period the Department Manager, or designee thereof, may return the employee to their previous bargaining unit job classification or, if the employee wishes to return to their previous job classification, the employee will do so, returning with the seniority held prior to the bid or transfer. An employee returning to their prior position after sixty (60) calendar days shall be at the bottom of the seniority list.

SECTION 7: PENSION

A. GLPTC and the Union do hereby agree to join the Public Employees Retirement Fund of the State of Indiana, hereinafter known and denominated as PERF. PERF is a trust fund within the Indiana Public Retirement System known as INPRS. GLPTC will pay the amount required by PERF in order for full-time bargaining unit employees to become and remain eligible for all benefits now available thereunder.

B. GLPTC will provide funding necessary for bargaining unit employees to receive credit for their entire period of full-time employment with GLPTC, for purposes of eligibility and calculation of benefits under PERF.

C. GLPTC will deduct from each bargaining unit employee's wages, and pay to PERF, three percent (3%) of compensation, as required by PERF, for the purchase of bargaining unit employee's annuities, and any additional voluntary contributions made by the bargaining unit employee.

SECTION 8: RULES AND REGULATIONS

A. GLPTC may establish, maintain, revise, and enforce reasonable rules and regulations. Bargaining unit employees shall comply with such reasonable rules and regulations, and are subject to reasonable discipline, including discharge, for violating such reasonable rules and regulations.

B. Bargaining unit employees shall not be disciplined or dismissed without an investigation, but shall be notified of the alleged offense, within the scope of GLPTC rules and regulations, in writing within five (5) days actually worked by the bargaining unit employee after the alleged incident, except, in the event that GLPTC discovers a serious act, as defined herein, by the bargaining unit employee after said period. For the purpose of this Section only, a serious act shall be defined as a criminal act, harassment, sexual misconduct, falsification of GLPTC reports, and/or any violation of GLPTC rules and regulations that carry the penalty of automatic dismissal or any other offence of a similarly serious nature.

C. GLPTC shall provide the Union with written copies of any and all disciplinary notice reports issued to bargaining unit employees upon the issuance of said disciplinary notice reports. Bargaining unit employees may view their personnel files in the offices of GLPTC, by appointment.

D. Bargaining unit employees who have been disciplined or discharged under this Section may have recourse under the provisions of the Grievance and Arbitration procedure contained in this Agreement.

E. Copies of GLPTC rules and regulations changes promulgated by GLPTC will be provided to the President/Business Agent of the Union. Copies of all GLPTC notices shall be kept on file, available in an electronic format, accessible to all bargaining unit employees.

F. Operations and Maintenance Department bargaining unit employees shall be required to maintain a minimum of a valid Class B Commercial Driver's License, with proper endorsements. Demand Response Department bargaining unit employees shall be required to maintain a minimum of a valid Public Passenger Chauffeur's License. Bargaining unit employees' License medical exams shall be conducted by a GLPTC designated licensed physician. License medical exam costs shall be the sole responsibility of GLPTC. Any follow up medical procedures required to maintain the License shall be the responsibility of the bargaining unit employee.

SECTION 9: GRIEVANCE AND ARBITRATION PROCEDURE

A. Should any question or grievance, relating to the application of this Agreement to wages, working conditions, discipline, or the matter of dismissal arise between the parties hereto that cannot be amicably resolved as a result of a [STEP ONE] conference between the Department Manager, or designee thereof, and a Union Representative, duly authorized to engage in such a conference and resolve such question or grievance, the aggrieved party may file a grievance [STEP TWO] with the Department Manager of such aggrieved party, in writing, within ten (10) business days from the incident giving rise to such question or grievance. Within ten (10) business days from the filing of such grievance, a hearing, with no less than 24-hour notice, shall be held by such Department Manager which the aggrieved party, the Union Representative, duly authorized to attend such hearing on behalf of the Union, and another member of GLPTC management or staff shall be invited to attend. The Department Manager will render a written decision within ten (10) business days from the conclusion of the hearing, a copy of which will be furnished to the President/Business Agent of the Union.

B. In the event that the aggrieved party and the Union feel that such decision is improper, the Union may [STEP THREE] appeal to the General Manager in writing within ten (10) business days from the rendition of the written decision

of the Department Manager. Within ten (10) business days from such appeal, a hearing will be held, with no less than 24-hour notice, between the Union Representative, duly authorized to attend such hearing on behalf of the Union, and the General Manager, or designee thereof. The General Manager will render a written decision within ten (10) business days from the conclusion of such hearing. If the Union is not satisfied with the decision of the General Manager, the Union may [STEP FOUR] submit the matter to arbitration by use of the process contained herein. If the Union desires to submit the matter to arbitration, it shall give written notice to GLPTC of such intention within forty- five (45) calendar days after receipt of the General Manager's decision.

C. In the event that the Union elects to proceed to arbitration, a board of arbitrators to hear the specific case in dispute shall be selected and such board shall proceed as follows:

1. GLPTC shall choose one (1) arbitrator and the Union shall choose one (1) arbitrator, both such selections to be made within ten (10) business days from receipt by GLPTC of the written notice of arbitration.
2. Said two (2) arbitrators shall meet and attempt to resolve the issue in dispute.
3. If said two (2) arbitrators cannot resolve the issue in dispute within thirty (30) calendar days from the date of the selection of the last of them, they shall select a third arbitrator. In the event said two (2) arbitrators first chosen shall fail to select a third arbitrator within ten (10) calendar days after the expiration of said thirty (30) calendar day period theretofore mentioned, GLPTC and the Union shall jointly request, as soon as reasonably possible, a list of no fewer than seven (7) potential arbitrators from the Federal Mediation and Conciliation Service, all of whom shall be active members of the National Academy of Arbitrators. Either

GLPTC or the Union shall have the right to disapprove such panel as a whole and request another panel of seven (7) names from the Federal Mediation and Conciliation Service, all of whom shall be active members of the National Academy of Arbitrators. GLPTC and the Union shall then strike names alternately, the first party to strike to be determined by a coin toss, until one (1) name remains.

4. After appointment of the third arbitrator, said board of arbitrators shall meet and receive evidence. The decision of the majority of the members of the board shall be submitted in writing to GLPTC and the Union and shall be binding upon both parties.
5. As an alternate to the three (3) member board of arbitrators, the parties may agree in writing within ten (10) calendar days after the receipt by GLPTC of the notice of arbitration to submit the matter to one (1) arbitrator, chosen in the fashion set forth above.
6. Each party shall bear the expense for the arbitrator chosen by it, together with any witnesses called by it in the arbitration procedure. Additionally, each party shall bear one-half ($\frac{1}{2}$) of the general expenses of the arbitration, specifically including the cost of the third or independent arbitrator.

D. Any time limit set forth in this Section may be extended by mutual agreement between GLPTC and the Union. In the event of the failure of either party to comply with the time limits set forth in this Section, the party so failing shall forfeit its case.

SECTION 10: NO STRIKE AND NO LOCKOUT

A. It is the intent of both parties to this Agreement that the grievance procedure, as contained herein, shall serve as a means for the peaceable settlement of all disputes that may arise between them. Recognizing this fact, the Union agrees that during the life of this Agreement, neither the Union, its agents, nor its Members will authorize, instigate, and/or engage in a work stoppage, slow down, or strike against GLPTC. GLPTC agrees that during this same period there will be no lockout as a result of a labor dispute. A layoff or shut down for economic or business considerations is not to be construed or found to be a lockout.

SECTION 11: WORK WEEK

A. The work week shall commence at 12:01 AM Monday morning and shall cease at 12:00 midnight Sunday night. The workday shall commence at 12:01 AM and shall cease at 12:00 midnight. In the event that a bargaining unit employee's work assignment extends beyond 12:00 midnight, all GLPTC paid hours for such work assignment shall be credited as having been performed on the day in which the work assignment was initially commenced.

B. All full-time bargaining unit employees shall be guaranteed eight (8) hours of pay per day and forty (40) hours of pay per week provided they work their schedule. LHOs and Part-Time Demand Response Operators shall receive no guarantee of hours under this Agreement.

C. For the purposes of this Agreement, the following terms, and corresponding definitions, shall be used to differentiate between different categories of days:

1. "Calendar day" is defined as any day of the week, month, or year.

2. “Business day” is defined as any day that the GLPTC Administrative Office (1250 Canal Rd.) is open to the public for business.
3. “Workday” is defined as any day on which work is performed by a bargaining unit employee.

SECTION 12: PAYROLL

- A. Bargaining unit employees’ paychecks will be made available by 4:30 AM, biweekly on Friday. The supervisors on duty shall distribute all paychecks.
- B. In the event that the payday falls on a banking holiday, the preceding day will be considered the payday by 4:30 AM. If the payday falls on a Holiday observed by GLPTC that is not a banking holiday (i.e., Christmas Eve and New Year’s Eve), non-direct deposit paychecks will be made available the preceding day by 6:00 PM.
- C. Wage adjustments of four (4) hours or more shall be satisfied by 5:00pm the Tuesday after the date of payroll as long as management is notified of the correction prior to 5:00pm the Monday after the date of payroll. Otherwise, the adjustments will be made on the next payroll.

SECTION 13: WAGE RATES

- A. The top base wage rate of bargaining unit employees covered under this Agreement shall be as follows:

Position	Prior	June 1, 2024	June 1, 2025	June 1, 2026
Top Operator	\$26.47	\$27.26	\$28.08	\$29.21
Lead Level Mechanic	\$34.91	\$35.26	\$36.32	\$37.77
A Level Mechanic	\$31.70	\$32.02	\$32.98	\$34.30
B Level Mechanic	\$30.60	\$30.91	\$31.83	\$33.11
C Level Mechanic	\$29.91	\$30.21	\$31.12	\$32.36
Utility Position	\$26.47	\$27.26	\$28.08	\$29.21

B. All newly-hired Operations and Demand Response Department Operators shall be on the following wage progression schedule. All current Operators and Demand Response Department Operators receiving less than Top Operator wage rate shall remain in the wage progression they were hired under. All GLPTC paid hours shall be counted from the date of hire.

Total GLPTC Paid Hours	% of Top Operator Rate	Rate as of June 1, 2024	Rate as of June 1, 2025	Rate as of June 1, 2026
0-2080	85%	\$23.17	\$23.87	\$24.83
2081-4160	90%	\$24.53	\$25.27	\$26.29
4161 and Above	100%	\$27.26	\$28.08	\$29.21

C. All newly hired trainee Operators and trainee Demand Response Department Operators will receive \$20.00 per hour while in training. After completion of training trainee Operators and trainee Demand Response Department Operators will transfer into the wage progression schedule.

D. Maintenance Department Utility Position hired after June 1, 2014 shall be

on the following wage progression schedule. All GLPTC paid hours shall be counted from the date of hire.

Total GLPTC Paid Hours	% of Utility Position Rate	Prior Rate	Rate as of June 1, 2024	Rate as of June 1, 2025	Rate as of June 1, 2026
0-2080	85%	\$22.50	\$23.17	\$23.87	\$24.83
2081-4160	90%	\$23.82	\$24.53	\$25.27	\$26.29
4161 and Above	100%	\$26.47	\$27.26	\$28.08	\$29.21

E. GLPTC shall pay a Late Shift Premium of \$0.25 per hour, added to the base wage rate, for all hours actually worked to Maintenance Department bargaining unit employees who work late shifts. For the purpose of this premium only, late shifts shall be defined as any Maintenance Department regularly scheduled bid work assignment which has a final clear time of, or after, 12:00 midnight, of the workday in which the Maintenance Department work assignment initially commenced.

F. Mechanics may earn an incentive bonus by passing Automotive Service Excellence (ASE) tests. If the Mechanic has already passed the test(s) and is in good standing with ASE, the following amount will be added to their base wage rate. In order to receive the additional pay, the Mechanics must keep their certifications current.

No. of tests passed	Additional Pay per Hour
2	\$1.00
3	\$1.50
4	\$2.00
5	\$2.50
7	\$3.50

G. ASE Certifications that qualify for the incentive bonus are currently held certifications in the following series:

1. Automobile & Light Truck Certification Tests (A Series)
2. Collision Repair & Refinish Certification Tests (B Series)
3. Transit Bus Certification Tests (H Series)
4. Medium-Heavy Truck Certification Tests (T Series)

SECTION 14: OVERTIME PAY

A. Any full-time bargaining unit employee called in to work on their day off will be paid one and one-half (1 ½) time for the hours worked, provided that they have actually worked their regular schedule that work week. All work over eight (8) hours per workday and forty (40) hours per work week will be paid at one and one-half (1 ½) time. For purposes of determining whether a bargaining unit employee actually worked their regular schedule during a work week, time off for bereavement leave and jury duty will be considered time actually worked. No other time off shall be considered as time actually worked.

B. LHOs will be paid one and one-half (1 ½) time for hours actually worked in excess of twelve (12) hours per day while Purdue is in Fall and Spring Semester. When Purdue is on break for five (5) or more consecutive calendar days, LHOs will be covered by paragraph A above.

SECTION 15: ABSENTEEISM

A. In the event that any bargaining unit employee finds it necessary to be absent for any reason, they shall cause the facts to be reported to GLPTC no less than one (1) hour before their assigned report time on the first workday of absence. The bargaining unit employee shall report their intention of returning to work no later than 1:00 PM on the day before returning to work. Termination

of employment may be applied if any bargaining unit employee is absent for three (3) consecutive workdays without notifying GLPTC (AWOL).

B. In the event that any bargaining unit employee is absent due to illness for three (3) consecutive workdays or more, a doctor's certificate will be required certifying that the bargaining unit employee has recovered sufficiently to return to work. If any bargaining unit employee is off work for five (5) consecutive workdays, the bargaining unit employee shall be required to report in to their Department Manager, or designee thereof, as to the status of the bargaining unit employee's condition and their best estimate as to when they may return to work. Additional reports shall be required after every five (5) calendar days of absence unless the bargaining unit employee has supplied GLPTC with a doctor's certificate indicating an estimated return to work date. In the event that any bargaining unit employee does not notify their Department Manager of their recovery status, at the five (5) calendar days interval, as required under this paragraph, they shall be subject to GLPTC rules and regulations.

C. Full-time bargaining unit employees may accrue three and one-half (3.5) hours Sick Leave per pay period, provided that they have worked or been paid for ninety-five percent (95%) of their scheduled time for that pay period. For purposes of this calculation only, the full-time bargaining unit employee shall be deemed to have worked all GLPTC paid hours, as well as any unpaid excused time. However, overtime hours shall not be counted when calculating the ninety-five percent (95%) of the scheduled time.

D. Full-time bargaining unit employees must submit a request to receive Sick Leave and a doctor's certificate, if required, to GLPTC. Full-time bargaining unit employees requesting Sick Leave must make arrangements to submit the proper documentation by 10:00 AM on the Monday following the end of the two-week pay period. Any documentation presented after the specified time may be applied to the next paycheck.

E. Full-time bargaining unit employees may accrue and carryover up to a maximum of 750 hours of Sick Leave. Full-time bargaining unit employees who are eligible for retirement benefits through PERF shall be paid fifty percent (50%) of the total value of their accrued unpaid Sick Leave unless the bargaining unit employee has been discharged or resigns as a result of theft.

SECTION 16: HOLIDAYS FOR FULL-TIME BARGAINING UNIT EMPLOYEES

A. New Year's Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, and full-time bargaining unit members' Birthday will be considered as Holidays.

B. GLPTC shall grant full-time bargaining unit employee's Birthday Holiday with no less than seven (7) calendar days written notice. If a full-time bargaining unit employee's Birthday Holiday is on their regularly scheduled day off or a Holiday, the full-time bargaining unit employee may elect to take either the day before or day after for their Birthday Holiday. Full-time bargaining unit employees may take their Birthday Holiday as a floating Holiday after the full-time bargaining unit member's date of birth with no less than seven (7) calendar days written notice to GLPTC and GLPTC must approve or deny said request no less than forty-eight (48) hours before the requested day off, subject to availability.

C. If no work is performed on the above-mentioned Holidays, full-time bargaining unit employees shall receive eight (8) hours straight time pay in addition to remuneration for any other hours worked that week. If work is performed on any Holiday listed above, except for full-time bargaining unit employees' Birthday Holiday, the bargaining unit employee performing such work shall receive one and one half (1 ½) time pay for all hours actually worked, regardless of Department or subdivision thereof.

D. Full-time bargaining unit employees shall not be eligible for such Holiday pay unless they have worked a complete shift on their last working day before and the next working day after said Holiday or are absent on one (1) or both of those days due to a bona fide illness supported by a doctor's certificate. Full-time bargaining unit employees who are receiving Third Party Sick Pay or have exhausted Third Party Sick Pay shall not be entitled to Holiday pay.

E. When GLPTC operates service on a Holiday designated in this Section, excluding full-time bargaining unit employee's Birthday Holiday, the work will be offered first to full-time operators in order of seniority.

F. If the Fourth of July, Christmas Day or New Year's Day, Holiday falls on a Saturday or Sunday, the Board of Directors may elect to observe the Holiday either on the proceeding Friday or the following Monday. In the event of observing an alternate day(s), a full-time bargaining unit employee who works their scheduled hours and does not receive forty (40) hours pay for that week will be paid the actual time worked plus eight (8) hours Holiday pay.

SECTION 17: VACATION

A. Vacation shall be granted to qualified bargaining unit employees, as defined herein, who have worked 1800 or more GLPTC paid hours, in the previous calendar year. Vacation shall be paid at the bargaining unit employee's base wage rate. For the purpose of this Section, years of service shall be measured from date of hire, except as otherwise provided. Vacation may be taken from January 1 through December 31 of each year per limitations described herein except that vacation from the current year may be used during the following year from January 1 through the commencement of Purdue's spring semester at the discretion of the supervisor.

B. Vacation may not be taken prior to the bargaining unit employee's first

anniversary of employment, measured from date of hire. Bargaining unit employees who reach a Vacation progression during the calendar year may schedule the additional Vacation, provided that, if said additional Vacation is used prior to the bargaining unit employee's anniversary of employment, the bargaining unit employee must reimburse GLPTC in the event of a separation of employment.

C. Vacation shall be accrued, subject to proration as defined herein, by all full-time bargaining unit employees according to the following progression:

Years of Service	Total Hours Accrued Per Year	Portion of Accrual for Single Days	Minimum hours to be used during PU break
After one (1)	40	0	40
After two (2)	80	40	40
After five (5)	120	40	40
After ten (10)	160	40	80
After fifteen (15)	200	80	120
After twenty (20)	240	80	120

D. Vacation shall be accrued, subject to proration as defined herein, by Part-Time Demand Response Operators according to the following progression: for the purpose of this paragraph only, a year of service shall be defined as a calendar year in which a Part-Time Demand Response Operator has worked no less than 1040 GLPTC paid hours:

Years of Service	Total Hours Accrued Per Year
After one (1)	24
After two (2)	40
After seven (7)	64

After fifteen (15)	80
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E. Any bargaining unit employee not entitled to full Vacation accrual, as defined herein, the following proration shall apply on the basis of GLPTC paid hours, in the previous calendar year:

GLPTC paid hours	Percentage
1600 to 1799	83 1/3%
1400 to 1599	75%
1200 to 1399	66 2/3%
1000 to 1199	58 1/2%
800 to 999	50%
0 to 799	None

F. Vacation shall be bid by seniority and scheduled as either forty (40) hour full weeks of Vacation or eight (8) hour single days of Vacation, as set forth herein. Within each Department, a seniority list shall be posted no later than November 1st of the preceding year with the date each bargaining unit employee is to bid their full weeks of Vacation for the upcoming year. GLPTC shall inform bargaining unit employees of approval of full weeks of Vacation requests by December 31st of the vacation year. Full weeks of Vacation may be scheduled outside of the annual Vacation bid, based upon availability. Within each Department, bargaining unit employees may only use single days of Vacation when Purdue is out of session, concurrent with shift bidding, at the beginning of each shift bid for calendar days falling during that period. Single days of Vacation may be scheduled outside of this bid for calendar days during the current shift bid, based upon availability.

G. No more than two (2) bargaining unit employees may be on Vacation within each Department while Purdue is in session for the Fall or Spring Semester. Additional bargaining unit employees may be granted Vacation while Purdue is out of session or at the sole discretion of GLPTC, based upon availability.

H. Should a GLPTC designated Holiday, as defined herein, fall on a bargaining unit employee's regularly scheduled workday, during a bargaining unit employee's Vacation, the bargaining unit employee shall be paid both the

Vacation hours and Holiday hours or bargaining unit employee can choose to float the vacation day for future use when Purdue is out of session.

I. Upon separation of employment, for any reason, unused Vacation that has been accrued, based upon the previous calendar year, shall be paid to the separated bargaining unit employee. In addition, any separated bargaining unit employee that retires from GLPTC, as defined by PERF, shall also be paid any earned but yet to be accrued Vacation, based upon GLPTC paid hours in the current calendar year, subject to proration, as defined herein.

SECTION 18: BEREAVEMENT LEAVE

A. All bargaining unit employees shall be allowed three (3) consecutive workdays for Bereavement Leave with pay for the death of the following immediate family members: Parent, Step-Parent, Sister, Brother, Mother-in-law, Father-in-law, Sister-in-law, Brother-in-law, Daughter-in-law, Son-in-law, Grandparents, Grandchildren, Great Grandchildren, or member of the bargaining unit employee's household.

B. All bargaining unit employees shall be allowed five (5) consecutive workdays for Bereavement Leave with pay for the death of a spouse, child, or step-child.

C. Bargaining unit employees shall not receive Bereavement Leave when it duplicates pay received for time not worked for any other reason. Bargaining unit employees may be required to provide documentation such as an obituary to justify Bereavement Leave.

SECTION 19: FAMILY AND MEDICAL LEAVE ACT AND EXTENDED LEAVE

A.

B. Leave under this Section is unpaid. However, a bargaining unit employee who takes time off of work for the bargaining unit employee's own serious health condition shall use any accrued sick days with pay until all of the available days are used and then shall use any accrued vacation days with pay until all of the available days are used. A bargaining unit employee who takes time off for the serious health condition of the bargaining unit employee's spouse, child, or parent or any other reason that qualifies for FMLA under this Section shall use any accrued vacation days with pay until all of the available days are used and then shall use any accrued sick days with pay until all of the available days are used. Any paid leave taken under other benefit provisions in a situation that qualifies for FMLA under this Section will be counted as used FMLA time under this Section.

C. When a bargaining unit employee uses FMLA leave for the bargaining unit employee's serious health condition, before the bargaining unit employee

may return to work, the bargaining unit employee shall provide to GLPTC a certification from the bargaining unit employee's health care provider that the bargaining unit employee is fit for duty and able to resume work, and which must address whether the bargaining unit employee can perform the essential functions of the bargaining unit employee's job. The bargaining unit employee must return to work immediately after the bargaining unit employee is released by the health care provider.

D. Unless waived by GLPTC in advance in writing, bargaining unit employees using FMLA leave, whether continuous or intermittent, must comply with GLPTC's normal call-in procedures for bargaining unit employees absent from work unless unusual circumstances prevent the bargaining unit employee from doing so.

E. Failure to return from a FMLA without prior written consent of GLPTC on the date established, or when released by the health care provider, will result in automatic termination. Subject to compliance with the foregoing provisions, when a bargaining unit employee returns from approved FMLA under this Section, the bargaining unit employee will be restored to the bargaining unit employee's position or an equivalent position, with the benefits, and other conditions of employment.

F. Full-time bargaining unit employee shall be entitled to Extended Leave, in addition to the heretofore mentioned FMLA, only so long as:

1. The bargaining unit employee meets the requirements of the disability insurance provider of GLPTC to receive benefits under such disability insurance, and
2. has completed six (6) years of service; and

3. has either

- a. not previously taken Extended Leave or
- b. actually worked twelve hundred and fifty (1250) hours since the end of the previous period of Extended Leave or
- c. less than 365 days has elapsed since the first day of the bargaining unit employee's previous period of Extended Leave and has returned to work prior to using the maximum amount of Extended Leave permitted, in which case the bargaining unit employee is permitted to take Extended Leave equal to the maximum amount of Extended Leave to which the bargaining unit employee was entitled on the first day of the previous period of Extended Leave, minus the days actually taken as Extended Leave during such period.

G. A bargaining unit employee entitled to Extended Leave begins Extended Leave on the first day the bargaining unit employee is eligible to receive disability benefits. The maximum length of Extended Leave, as defined herein, is based on completed years of service as of the first day of Extended Leave. In no event is a bargaining unit employee entitled to Extended Leave beyond the date the bargaining unit employee has been certified to return to work by the medical provider.

H. For the purpose of Extended Leave only, years of service shall be defined as years of continuous service, regardless of Department or position, and shall be measured from the bargaining unit employee's hire date to the day upon which years of service is being determined.

Completed Years of Service	Maximum Amount of Extended Leave
1 through 5 years	FMLA entitlement only
6 through 10 years	FMLA entitlement, plus 12 weeks.
11 through 15 years	FMLA entitlement, plus 30 weeks.
16 or more years	FMLA entitlement, plus 66 weeks.

After any bargaining unit employee has exhausted all leave permitted under this Agreement, GLPTC is not obligated to continue the employment of said bargaining unit employee.

SECTION 20: JURY DUTY

A. A Full-Time bargaining unit employee who reports for or serves jury duty will be paid the difference between their pay for jury duty and their regular pay. A bargaining unit employee who serves on jury duty will receive their regular check from GLPTC and when they receive their check from the Court, they will turn it back to GLPTC. A bargaining unit employee may be required to work before and after appearing for jury duty. Any bargaining unit employee who appears for jury duty, but does not serve on the actual jury, is required to report for work immediately following their release from the Court and work the remainder of their shift. The bargaining unit employee is responsible for having the appropriate forms filled in and given to their supervisor before the bargaining unit employee is to be paid for time served.

B. A Part-Time bargaining unit employee who reports for or serves jury duty will be paid the difference between the amount of pay that they would have received from work assigned by GLPTC which would have been performed by the bargaining unit employee during such period of jury duty service and the pay that they receive for jury duty service. Such bargaining unit employee shall receive their check from GLPTC for the work that would have been assigned by GLPTC and performed by said bargaining unit employee during such period of jury duty service and when they receive their check from the Court, they will

turn it back to GLPTC. A Bargaining unit employee covered under this paragraph will receive a maximum of fifteen (15) days' pay per calendar year of what they would have been assigned. A Bargaining unit employee may be required to work before and after appearing for jury duty. The bargaining unit employee is responsible for having the appropriate forms filled in and given to their supervisor before the bargaining unit employee is to be paid for time served. Said jury duty service time shall not count as hours worked toward the thirty (30) hour limitation provided for LHOs.

SECTION 21: HEALTH AND LIFE

A. This Section shall apply to full-time bargaining unit employees only, irrespective of Department, except as otherwise specifically stated to the contrary. A full-time bargaining unit employee must be employed in a full-time position for ninety (90) calendar days to be eligible to participate in GLPTC insurance programs, as outlined herein.

B. The present GLPTC health insurance plan will be amended, as needed, to incorporate cost containment clauses. The Union shall be notified, in writing, of any such amendments.

C. If the employer of a bargaining unit employee's spouse provides a health insurance plan for its employees, and if the bargaining unit employee's spouse is eligible for coverage under the spouse's employer's health insurance plan, the bargaining unit employee's spouse must enroll for coverage under the spouse's employer's plan. The bargaining unit employee's spouse shall only be covered as secondary under the GLPTC health insurance plan.

D. GLPTC shall pay the remaining costs, in excess of the bargaining unit employee contributions set forth herein, of all bargaining unit employee insurance premiums for group medical, vision, dental, life insurance with an

accidental death and dismemberment benefit, and short-term disability insurance.

E. GLPTC provided life insurance with an accidental death and dismemberment benefit shall be one and one-half (1 ½) times the annualized salary or wage of the bargaining unit member up to \$200,000 maximum. Bargaining unit employees aged 70 and older may have reduced benefits, in accordance with the terms and provisions of the insurance coverage.

F. GLPTC provided short-term disability insurance shall have a disability benefit of 60% of predisability earnings. Short term disability payments, also known and denominated as Third-Party Sick Pay, shall not be considered GLPTC paid hours for any provision of this Agreement.

G. GLPTC shall continue to pay the group life and group disability insurance premiums, as defined herein, of any full-time bargaining unit employee during the time that any full-time bargaining unit employee is on leave, in accordance with “SECTION 19: FAMILY AND MEDICAL LEAVE ACT AND EXTENDED LEAVE”, as provided herein. A full-time bargaining unit employee who returns from leave on or before the first day on which the full-time bargaining unit employee no longer meets the criteria for leave shall not be required to wait ninety (90) calendar days for the insurance benefits to be effective, in accordance with the terms and provisions of the insurance coverage.

H. GLPTC shall provide and pay for a \$100,000 insurance benefit in the event of loss of life resulting from felonious assault occurring during the performance of job duties, in accordance with the terms and provisions of the Felonious Assault Policy, provided for all bargaining unit employees within the Operations and Demand Response Departments, and subdivisions thereof, only.

I. Full-time bargaining unit employees shall pay the following percentages of the total health insurance premiums paid by GLPTC as bargaining unit employee premium contributions, or as set forth in “SECTION 26: LIMITED HOUR OPERATOR”, if applicable. Full-time bargaining unit employees may elect medical, dental and/or vision coverage only. Bargaining unit employee premium contributions shall be deducted from the payroll of the enrolled during each paycheck..

Coverage Level Elected	Contribution Percentage
Bargaining Unit Employee Only	12.5% of total
Bargaining Unit Employee and Spouse	17.5% of total
Bargaining Unit Employee and Children	17.5% of total
Bargaining Unit Employee and Family	17.5% of total

J. A full-time bargaining unit employee who works less than eighty-three percent (83%) of their regular scheduled time will pay a portion of their combined health and life insurance premiums, as described below. For the purpose of this calculation only, all GLPTC paid hours, time not worked due to a GLPTC declared temporary layoff, and up to 480 hours, paid or unpaid, taken in accordance with “SECTION 19: FAMILY AND MEDICAL LEAVE ACT AND EXTENDED LEAVE”, shall be deemed as regular scheduled time worked. The calculation of the percentage of a bargaining unit employee’s regular scheduled time worked will be made annually during January for the time worked during the preceding calendar year.

Percentage of Hours Worked	Percent Paid by GLPTC
83 1/3% or more	100%
75% to 83 1/3%	75%
66 2/3% to 75%	66 2/3%
58 1/3% to 66 2/3%	58 1/3%
50% to 58 1/3%	50%
Less than 50%	None

K. GLPTC shall provide, to all eligible full-time bargaining unit employees who are enrolled in the medical insurance plan, contributions into a health savings account (HSA). GLPTC shall provide for the establishment of said accounts, including any fees related thereto. GLPTC contributions into bargaining unit employee's HSA accounts shall be made, in portion, every six months in which the bargaining unit employee is enrolled in the medical insurance plan, effective with the first payroll of July 2021, according to the following annual contribution schedule:

Coverage Level Elected	Amount
Bargaining Unit Employee Only	\$1,000.00
Bargaining Unit Employee / Spouse	\$2,000.00
Bargaining Unit Employee / Children	\$2,000.00
Bargaining Unit Employee / Family	\$2,000.00

L. GLPTC shall provide a medical insurance plan, as listed below. The medical insurance plan shall be subject to a deductible, coinsurance, and out-of-pocket maximums, as listed below. In-network and out-of-network expenses do not cross accumulate. Benefits for an individual within a family are paid once the individual out-of-pocket maximum has been met and/or once the family out-of-pocket maximum has been met. Coinsurance shall apply after deductibles have been met. Deductibles and coinsurance shall be applied towards out-of-pocket maximums.

	In-Network	Out-of-Network
Calendar Year Deductible		
Individual	\$3,200	\$6,000
Family	\$6,400	\$12,000
Out of Pocket Maximum		
Individual	\$3,200	\$12,000
Family	\$6,400	\$24,000
Lifetime Maximum	Unlimited per Individual	Unlimited per Individual
Coinsurance		
Member	0%	50%
Plan	0%	50%
Primary Care Specialist Urgent Care Labs and X-Ray	Subject to deductible and coinsurance. Plan pays 100% after out-of-pocket maximum is met.	Subject to deductible and coinsurance. Plan pays 100% after out-of-pocket maximum is met.
Preventive Care	Not subject to deductible and coinsurance. Plan pays 100%.	No preventative care

M. GLPTC shall provide a dental insurance plan, as listed below:

Preventable Care (No deductible)	100%
Basic Care (No deductible)	80%
Major Care (No deductible)	50%
Maximum Benefit per Calendar year	\$2,500

N. GLPTC shall provide a vision insurance plan all full-time bargaining unit employees, their spouses and/or their dependents, regardless of medical plan enrollment and subject to bargaining unit employee's premium contributions, as defined herein, as listed below:

Annual vision exam	one per 12-month period
Copay	\$10.00 eye exam \$25.00 for lenses and/or frames
Frame / lenses	Up to \$200.00 Allowance
OR	
Contact lenses	Up to \$200.00 Allowance

O. GLPTC shall provide an employee assistance program (EAP) to all bargaining unit employees and their spouses and dependents, regardless of health plan enrollment or eligibility free of charge. GLPTC provided EAP shall include no less than three (3) sessions per issue.

SECTION 22: WORK ASSIGNMENTS

A. All bid documents, as defined in paragraphs D and G below only, shall be provided to the President/Business Agent of the Union, or designee thereof, no fewer than three (3) business days before any such bid is posted.

B. In the event that the seniority list has been reversed while covering a work assignment, as defined herein, and any bargaining unit employee who is available to fill such work assignment, as defined herein, refuses to work, said bargaining unit employee shall be subject to GLPTC rules and regulations, except as otherwise provided. Bargaining unit employees shall not be disciplined or otherwise penalized for refusing a work assignment that would result in any bargaining unit employee being required to work more than twelve and one-half (12 ½) hours in a twenty-four (24) hour period. Furthermore, GLPTC shall prohibit any bargaining unit employee from accepting a work

assignment that would result in a rest period, defined as the unpaid interval between the final clear time and the next initial report time of two (2) work assignments, of less than ten (10) hours.

C. In the event that GLPTC fails to offer an opportunity for open work in accordance with this Section the most senior effected bargaining unit employee shall be granted the remedy contained herein to correct said error. Should such effected bargaining unit employee decline the granted remedy that is in accordance with the provisions of this paragraph, their claim for remedy shall be considered satisfied. Such effected bargaining unit employee shall be granted an opportunity for work as a secondary standby that shall:

1. Be equal to the same number of hours as the missed opportunity for open work.
2. Be paid at the wage rate that the missed opportunity for open work would have been paid, including any and all applicable premiums.
3. Be within the same pay period, on the same day of the week, and at approximately the same time of day as the missed opportunity for open work, as far as possible, or at such other time as is mutually agreed upon by such affected bargaining unit employee and GLPTC.
4. Not be utilized to fill an open work assignment known to GLPTC prior to the day of the secondary standby remedy assignment, whereby displacing any other bargaining unit employee from an opportunity for open work.

D. Operations Department Shift Bidding:

1. This paragraph shall apply to Full-Time Operations Department Operators only, denoted hereafter simply as "Operators".

Work

assignments shall be denoted hereafter as “runs”. Subject to the following rules, Operators will have the right to bid for runs and days off by seniority at least three (3) times per year, herein called run bids, and, also subject to the following rules, GLPTC may require additional run bids, if it so desires. This paragraph shall apply only to regular and additional run bids, and shall not apply to line picks, as defined herein.

2. The procedure for Operators selecting total runs is as follows:
 - a. Management will post all of the total runs and designate which runs have assigned days off.
 - b. Operators, in order of seniority, will either choose a run with assigned days off, or pick a run without assigned days off; those Operators must choose a day off from the Available Day Off list posted at the same time the runs are first posted.
3. For the purposes of this paragraph, total runs are defined as the total number of Operators who pick full-time regular runs and workblocks; provided further that all workblocks shall be considered as having their days off assigned to their runs. The determination of what percentage of total runs may be posted with assigned days off during a run bid period will be based on the number of Operators when the run process for that period begins. No change will be made to that percentage until the first day of the next run bid period. The percentage of total runs that GLPTC may post with assigned days off will vary according to the number of total Operators as follows:
 - a. If the number of Operators is below 67, then GLPTC may post up to 25% of the total runs with assigned days off.

- b. If the number of Operators is between 68 and 81, then GLPTC may post up to 40% of the total runs with assigned days off.
 - c. If the number of Operators is between 82 and 89, then GLPTC may post up to 50% of the total runs with assigned days off.
 - d. If the number of Operators is between 90 and 97, then GLPTC may post up to 75% of the total runs with assigned days off.
 - e. If the number of Operators is 98 or above, then GLPTC may post up to 100% of the total runs with assigned days off.
4. GLPTC agrees to keep the number of split runs as low as is consistent with good operating practice. Split runs whose total spread of hours is in excess of twelve and one half (12 ½) hours will be paid at one and one-half (1 ½) time for the part of the run which is in excess of the aforementioned twelve and one half (12 ½) hours spread, except as otherwise provided for herein. No split run will have more than one unpaid interval.
 5. Work assignments added to the schedule will be made available for a line pick within five (5) business days prior to the start of the work assignment.
 6. When an Operator is off from work and a run bid is in progress, the Operator will be contacted for bidding purposes. In the event the Operator cannot be reached, the President/Business Agent of the Union, or designee thereof, and the Manager of Operations, or designee thereof, will pick a work assignment for said Operator.

E. Operations Department Line Picking:

1. The line pick procedure outline hereinafter shall be used within both the Full-Time Operators and LHO subdivisions of the Operations Department. In the event that any work assignment becomes vacated, by reason of an Operator's employment with GLPTC terminating for any reason or by an Operator's temporary absence as a result of illness, FMLA, Extended Leave, or excused leave for ten (10) or more consecutive workdays, this shall cause a line pick to be held. The line pick must be posted on or before ten (10) calendar days after the work assignment initially became vacated, closed within four (4) calendar days after posting, and filled the Monday after the line pick is closed. If circumstances arise beyond the control of GLPTC, the enumerated time frame may be extended. During the line pick bidding process, Operators who choose to re-bid their work assignment can only be bumped by other Operators electing to re-bid their work assignment, according to seniority.
2. When an Operator returns to work following a temporary absence, as defined above, they will return to the work assignment previously held, except that should such Operator return in the middle of the work week, that Operator will pick their work assignment daily for the remainder of that work week. Thereafter, the returning Operator shall work their work assignment as previously held as a result of the most recent run bid. The Operator who is bumped off the line picked work assignment by the returning Operator will pick open work assignments, daily or from among bid runs, or, in the case of a Full-Time Operator, any full-time work assignment that may have been filled by the temporary promotion of an LHO, as defined herein.

F. Operations Department Assignment of Open Work:

1. When any Operations Department Operator is not available to operate their bid run it shall become open work. Open work will first be offered

to Full-Time Operators who have bid numbered workblocks, each of which shall be constructed by GLPTC and shall have assigned days off. Full-Time Operators whose bid run is not operating will be assigned open work, in order of seniority, with the most senior being assigned the earliest final clear times, unless mutually agreed to the contrary.

2. Operators will be asked if they are available for open work each day; if they are not available, they will not be asked again for open work that day unless the dispatcher scheduling open work has gone down the seniority list in order and is reversing that list. Travel time, report time, and guarantee time (time added to make an eight (8) hour run) is not to be considered when determining an Operator's availability for open work.
3. When a piece of open work of more than four (4) hours becomes available, the seniority order will be as follows:
 - a. LHOs who have not yet met the thirty (30) hour limit, in order of seniority.
 - b. Full-Time day off Operators who have missed work in the current work week, in order of seniority.
 - c. Full-Time day off Operators, in order of seniority.
 - d. Full-Time Operators who have worked that day, in order of seniority.
 - e. LHOs without regard to the thirty (30) hour limit, in order of seniority. Such hours will not count in determining if the LHO has met or exceeded the thirty (30) hour limit.

- f. LHOs who will not exceed the thirty (30) hour limit, in reverse order of seniority.
 - g. Full-Time Operators who have worked that day, in reverse order of seniority.
 - h. Full-Time day off Operators, in reverse order of seniority.
4. When a piece of open work of four (4) hours or less becomes available, the seniority order will be as follows:
- a. LHOs who have not yet met the thirty (30) hour limit, in order of seniority.
 - b. Full-Time Operators who have worked that day, in order of seniority.
 - c. LHOs without regard to the thirty (30) hour limit, in order of seniority. Such hours will not count in determining if the LHO has met or exceeded the thirty (30) hour limit.
 - d. Full-Time day off Operators, in order of seniority.
 - e. LHOs who have not exceeded the thirty (30) hour limit, in reverse order of seniority.
 - f. Full-Time Operators who have worked that day, in reverse order of seniority.

G. Maintenance Department Shift Bidding:

1. All Maintenance Department bargaining unit employees; scheduled shift work shall come open for bid a minimum of three times per year. Bid sheets shall be posted no less than ten (10) business days prior to the change in Purdue's semesters, and will be made effective on the Monday following the completion of the bid at the change in Purdue's semesters. Bid sheets shall including all available positions, scheduled hours of work, and days off.
2. Maintenance Department bargaining unit employees who will not be at work during the shift bidding process may leave a choice slip with their Union Representative or the Manager of Maintenance. In the event that a Maintenance Department bargaining unit employee fails to bid or leave a choice slip, the President/Business Agent of the Union, or designee thereof, and the Manager of Maintenance, or designee thereof, shall bid for them.
3. During shift bidding a Maintenance Department bargaining unit employee will bid their hours and days off by seniority within each position. Maintenance Department bargaining unit employees may not bid down to a lower position at the time of shift bidding if doing so creates a layoff of a Maintenance Department bargaining unit employee in a lower position. Maintenance Department bargaining unit employees shall have a maximum of two (2) calendar days to bid.
4. Maintenance Department bargaining unit employees who return from leave shall be returned to their former position (including shift, hours, and days off).

H. Maintenance Department Filling New and Vacant Positions:

1. GLPTC will determine the appropriate number of Maintenance Department bargaining unit employees in each Maintenance Department position and the qualifications required for each position. When a position vacancy exists that GLPTC desires to fill, or when GLPTC creates a new position, it will be filled in the manner set forth herein. In the event that GLPTC decides to abandon a position the President/Business Agent of the Union will be so notified in writing.
2. Any vacant position will be posted on GLPTC Bulletin Boards for a minimum of five (5) calendar days, prior to the commencement of bidding by Maintenance Department bargaining unit employees. The posting will include the qualifications necessary to bid on and hold the vacant position. Maintenance Department bargaining unit employees must possess the posted qualifications in order to bid on the vacant position. The President/Business Agent of the Union will be given advance written notice of the qualifications that GLPTC will post. Probationary Maintenance Department bargaining unit employees may not bid on any vacant position.
3. GLPTC will award the vacant position to the most senior qualified Maintenance Department bargaining unit employee bidding. GLPTC reserves the right to hire a new Maintenance Department bargaining unit employee if there are no current Maintenance Department bargaining unit employees qualified to fill a vacant position or new position.

I. Maintenance Department Assignment of Open Work:

1. When the Manager of Maintenance, or designee thereof, determines that it is necessary for additional work to be performed, the open work assignment will be assigned as follows:

a. Open Work Assignment of Less Than Four (4) Hours:

- i. In order to complete work already in progress, such open work will be offered to the Maintenance Department bargaining unit employee that is currently performing the work.
- ii. If the Maintenance Department bargaining unit employee in paragraph i above is unavailable, then the open work will be offered to the most senior Maintenance Department bargaining unit employee who is qualified to perform the open work. Maintenance Department bargaining unit employees scheduled that day will be offered the open work first.
- iii. If the open work is not filled under paragraph i or paragraph ii, the open work will be assigned to the junior qualified Maintenance Department bargaining unit employee who is scheduled to work that day.

b. Open Work Assignment of Four (4) Hours or More:

- i. If all Maintenance Department bargaining unit employees are qualified to perform the duties of the open work, then the most senior Maintenance Department bargaining unit employee who is available will be asked first, and so on down the seniority list, until the list is exhausted. If no one takes the open work, then the seniority list will be reversed until the open work is covered.
- ii. If the Manager of Maintenance, or designee thereof, determines that a certain skill level is required, the open work will be first offered to the most senior Maintenance Department bargaining unit employee in the position the Manager of Maintenance, or designee thereof,

determines has the required skill set to perform the open work. If no one takes the open work, then the Manager of Maintenance, or designee thereof, will go in reverse order of seniority among qualified Maintenance Department bargaining unit employee until the open work is covered.

c. Definitions for Consideration of Open Work, as per this Paragraph Only:

- i. The word “qualified” means that the Maintenance Department bargaining unit employee must have the knowledge to perform the work and must have successfully performed that work in the last twelve (12) months.
- ii. The word “seniority” in this paragraph is determined by the date of hire.

J. Demand Response Department Shift Bidding:

- 1. Available Demand Response work shall be picked by Full-Time Demand Response Operators, in order of seniority, on a daily basis. Available Demand Response work shall then be picked by Part-Time Demand Response Operators, in order of seniority, on a daily basis. In the event that a passenger cancels a previously scheduled Demand Response reservation, GLPTC shall have no obligation to replace that work for the Operator to whom it had been assigned. Except for minimum report guarantees, as defined herein, nothing in this paragraph shall be construed as a guarantee by GLPTC of any minimum number of hours of Demand Response work per day or week.

K. Demand Response Department Assignment of Open Work:

1. Available Demand Response open work shall be made available to bargaining unit employees as outlined under this paragraph. Full-Time Operations Department Operators may volunteer to be considered for Demand Response Department open work by notifying the Demand Response supervisor at the beginning of the regular bid period. Those volunteering will be eligible for Demand Response Department open work for the length of the bid period. The following order will be utilized for filling any Demand Response open work assignment:
 - a. LHOs who have not met the thirty (30) hour limit, in seniority order
 - b. Full-Time Demand Response Operators, in seniority order
 - c. Part-Time Demand Response Operators, in seniority order
 - d. Full-Time Operations Department Operators who have previously signed the Demand Response Department open work list, in seniority order
 - e. Full-Time Operations Department Operators, in seniority order
 - f. LHOs without regard to the thirty (30) hour limit, in order of seniority. Such hours will not count in determining if the LHO has met or exceeded the thirty (30) hour limit
 - g. Part-Time Demand Response Operators, in reverse seniority order
 - h. Full-Time Demand Response Operators, in reverse seniority order

- i. Full-Time Operations Department Operators, in reverse seniority order.

SECTION 23: MINIMUM REPORT

A. Any full-time bargaining unit employee reporting for work, including company meetings and in-service training, shall be guaranteed an amount equal to three (3) hours pay for one (1) report each day, unless they fail to report on time.

B. LHOs and Part-Time Demand Response Operators shall be guaranteed a minimum report of two (2) hour pay, including company meetings and in-service training.

SECTION 24: REPORT TIME

A. All Operators will be paid report time and travel time. The amount of time is to be dependent upon certain conditions inherent with the route.

B. Any Operator beginning their route from the Garage by driving a bus from the Garage to the downtown transfer point before beginning their route for the first report, will be paid ten (10) minutes report and five (5) minutes travel time, total of fifteen (15) minutes before starting the route. Any Operator who reports for a second time will be paid five (5) minutes report time and five (5) minutes travel time for a total of ten (10) minutes.

C. Any Operator ending their route at the downtown transfer point will be paid five (5) minutes travel time in order to cover the time spent traveling back to the Garage.

D. Any Operator beginning their route at the downtown transfer point will be paid five (5) minutes report time and five (5) minutes travel time to the downtown transfer point, for a total of ten (10) minutes.

E. Paragraphs C and D shall not apply if a staff vehicle is provided for use during the break period.

SECTION 25: OPERATOR UNIFORMS

A. The uniform policy will be set in GLPTC rules and regulations. All uniform transactions will be paid directly to the uniform supplier by GLPTC. Wearing of ties by Operators shall be optional. Operators will be responsible for cleaning and pressing of their uniforms. Operators who do not report to work in a clean and neat uniform will be subject to the disciplinary schedule. The uniform will remain the property of GLPTC.

B. Upon the completion of probation, each Operations Department and Demand Response Department Operator will be furnished the following uniform:

1. Five (5) uniform tops
2. Five (5) uniform bottoms
3. One (1) 3-in-1 jacket
4. A choice of stocking hat or baseball cap

C. Each Operations Department and Demand Response Department Operator may replace their uniform, up to six (6) articles of clothing per year. Articles of clothing include tops, bottoms, coats and headgear as commercially available. A stocking hat and baseball cap together will count as 1 (one) article. Operators will be eligible for the uniform replacement on the date of their anniversary. Operators may be reimbursed up to \$100.00 for shoes every year with itemized receipt.

SECTION 26: LIMITED HOUR OPERATORS

A. Limited Hour Operators shall be covered only under the following Sections of this Agreement, unless specifically provided to the contrary:

SECTION 1: PREAMBLE

SECTION 2: SAVINGS AND SEVERABILITY CLAUSE

SECTION 3: NON-DISCRIMINATION

SECTION 4: UNION SECURITY AND PARTICIPATION

SECTION 5: BARGAINING UNIT

SECTION 6: PROBATION

SECTION 8: RULES AND REGULATIONS

SECTION 9: GRIEVANCE AND ARBITRATION PROCEDURE

SECTION 10: NO STRIKE AND NO LOCKOUT

SECTION 11: WORK WEEK

SECTION 12: PAYROLL

SECTION 13: WAGE RATES

SECTION 14: OVERTIME PAY

SECTION 15: ABSENTEEISM

SECTION 18: BEREAVEMENT LEAVE

SECTION 19: FAMILY AND MEDICAL LEAVE ACT AND EXTENDED LEAVE

SECTION 20: JURY DUTY

SECTION 22: WORK ASSIGNMENTS

SECTION 23: MINIMUM REPORT SECTION

24: REPORT TIME

SECTION 25: OPERATOR UNIFORMS

SECTION 28: SURVEYS AND PASSENGER COUNTS

SECTION 29: TRAINING

SECTION 36: COURT AND OFFICE HEARINGS

SECTION 37: MILITARY SERVICE

SECTION 38: TRANSPORTATION PASSES

SECTION 39: EYEWEAR

SECTION 40: RESTROOMS

SECTION 41: AGREEMENT

B. LHOs may work up to a maximum of thirty (30) hours per week, except as otherwise provided herein. LHOs will be paid for all time during which they are required by GLPTC to perform work assignments. LHOs may perform any work that is performed by a Full-Time Operator. LHOs must make themselves available for work assignments when scheduled, as determined by the Manager of Operations, or designee thereof. LHOs must work a minimum of sixteen (16) hours per pay period, based on operational need.

C. The Manager of Operations will furnish to the President/Business Agent of the Union, upon written request, within two (2) business days, the work schedule for any LHO believed to have worked in excess of the thirty (30) hour limitation. Except for unavoidable delays beyond the reasonable control of GLPTC, should it be found that any LHO works beyond these limits, the following sanctions will apply: the most senior Full-Time Operator, by rotation, who was available for the work done in excess of the LHO limits, will be paid the appropriate rate of pay (inclusive of overtime, if applicable) for all hours the LHO should not have worked.

D. LHOs shall have the right to bid, in order of seniority, from the LHO work assignment list upon all occasions that the Full-Time Operators bid for work assignments, as defined herein. Any LHO who bids, or is scheduled to work a LHO work assignment, will be obligated to perform the services required by that work assignment until the next bid period, except as defined herein.

E. All LHOs (including those who have bid a LHO work assignment) who are available for work may be assigned additional open work on a day-to-day basis, subject only to the other restrictions contained in this Agreement. LHOs shall be considered available for work assignments if they are not scheduled to perform a work assignment and are not prohibited from accepting a work assignment by other provisions of this Agreement. LHOs who choose not to bid a work assignment shall not be able to bump a LHO who does choose to bid a work assignment, regardless of their relative seniority positions.

F. LHOs will accrue seniority only within the LHO subdivision of the Operations Department, which seniority shall not be transferred to the Full-Time subdivision of the Operations Department. A Full-Time Operator's seniority will transfer to the LHO subdivision of the Operations Department upon being laid off as a Full-Time Operator. Full-Time Operators being laid off will continue to accrue seniority rights on a full-time basis during their period of lay off, until the end of the calendar year in which they became a LHO.

G. At the sole discretion of GLPTC, Full-Time Operators who have filed for their PERF benefits and who have been separated from employment for the minimum amount of time required by PERF may be rehired as LHOs. A Retired Full-Time Operator rehired as LHOs will assume their rank in the LHO subdivision of the Operations Department seniority based on their original date of hire and GLPTC hours worked.

H. In the event that a Full-Time Operator vacates their full-time work

assignment for excused leave purposes, as defined herein, LHOs may be promoted on a voluntary basis and shall not be subject to the thirty (30) hour limitation. LHOs may be promoted following the line pick of the vacated full-time work assignment and shall be obligated to perform the entire full-time work assignment. The LHO will earn their regular rate of progression or 85% of the top Operator wage rate, whichever is greater, for as long as they are promoted under this paragraph. Upon the return of the Full-Time Operator, the promoted LHO shall return to their prior status. In the event that the vacated full-time work assignment becomes permanently vacated, the full-time work assignment will be filled as defined herein.

I. When a Full-Time Operator position becomes available on a permanent basis, after all laid-off Full-Time Operators have been recalled to duty, LHOs will be promoted in the order of seniority, as long as the employee is in good standing.

J. Full-Time Operators who have been laid off and have signed the recall waiver, as defined in “SECTION 5: BARGAINING UNIT”, may voluntarily become LHOs, under the requirements of this paragraph. For laid off Full-Time Operators who become LHOs the following will apply:

1. Said Operators shall be placed on the LHO subdivision of the Operations Department seniority list ahead of all other LHOs and in the same order, as to each other, as their seniority as Full-Time Operators dictates.
2. During the layoff period only, and during such time periods that said Operator makes themselves available to receive and accepts available work assignments, GLPTC shall pay eighty-five percent (85%) of the GLPTC provided health, dental, life and disability insurance premiums for the Operator if and only if the Operator pays the other fifteen percent (15%)

of such premiums.

3. During the layoff period only, and during such time periods that said Operator makes themselves available to receive and accepts available work assignments, GLPTC shall pay fifty percent (50%) of the GLPTC provided health and dental insurance premiums for the dependents of the Operator if and only if the Operator pays the other fifty percent (50%) of such premiums.
4. The LHO thirty (30) hour limit shall not apply. Said Operators will not be able to pass work assignments unless there are Operators with less seniority who are not scheduled to work forty (40) hours per week during the week when the work being offered is available. Said Operators who violate this provision will be subject to GLPTC rules and regulations as having committed an unexcused absence.
5. Said Operators shall receive eighty-five percent (85%) of the top Operator wage rate, or their current wage rate, whichever is higher, for time actually worked while a LHO.
6. During any work week in which a Holiday, as defined herein, falls (excluding the bargaining unit member's Birthday Holiday) if the aggregate of the hours said Operator actually works, plus the hours an Operator takes for vacation, equals or exceeds twenty-four (24) hours, but is less than thirty (30) hours, the Operator shall be paid four (4) hours as Holiday pay for such Holiday. If such total equals or exceeds thirty (30) hours, the Operator shall be paid eight (8) hours as Holiday pay for such Holiday.

SECTION 27: DEMAND RESPONSE OPERATOR

A. Part-Time Demand Response Operators shall be covered only under the following Sections of this Agreement, unless specifically provided to the contrary:

SECTION 1: PREAMBLE

SECTION 2: SAVINGS AND SEVERABILITY CLAUSE

SECTION 3: NON-DISCRIMINATION

SECTION 4: UNION SECURITY AND PARTICIPATION

SECTION 5: BARGAINING UNIT

SECTION 6: PROBATION

SECTION 8: RULES AND REGULATIONS

SECTION 9: GRIEVANCE AND ARBITRATION PROCEDURE

SECTION 10: NO STRIKE AND NO LOCKOUT

SECTION 11: WORK WEEK

SECTION 12: PAYROLL

SECTION 13: WAGE RATES

SECTION 14: OVERTIME PAY

SECTION 15: ABSENTEEISM

SECTION 16: HOLIDAYS FOR FULL-TIME BARGAINING UNIT EMPLOYEES

SECTION 17: VACATION

SECTION 18: BEREAVEMENT LEAVE

SECTION 19: FAMILY AND MEDICAL LEAVE ACT AND EXTENDED LEAVE SECTION

20: JURY DUTY

SECTION 22: WORK ASSIGNMENTS

SECTION 23: MINIMUM REPORT

SECTION 24: REPORT TIME

SECTION 25: OPERATOR UNIFORMS

SECTION 28: SURVEYS AND PASSENGER COUNTS

SECTION 29: TRAINING

SECTION 36: COURT AND OFFICE HEARINGS

SECTION 37: MILITARY SERVICE

SECTION 38: TRANSPORTATION PASSES

SECTION 39: EYEWEAR

SECTION 40: RESTROOMS

SECTION 41: AGREEMENT

B. Part-Time Demand Response Operators will receive Holiday pay for all Holidays listed in “SECTION 16: HOLIDAYS FOR FULL-TIME BARGAINING UNIT

EMPLOYEES”, as long as they have worked 1600 hours in the previous calendar year. A Holiday will be calculated as a percentage of 8 hours based on the percent listed in paragraph E of “SECTION 17: VACATION”.

C. Any future Full-Time Demand Response Operator vacancies will be filled based on seniority, as long as the employee is in good standing.

SECTION 28: SURVEYS AND PASSENGER COUNTS

A. Operators will count passengers and distribute and collect GLPTC passenger surveys as needed. No premium will be paid for performing these duties.

SECTION 29: TRAINING

A. Any Operator performing trainer duties shall be paid a premium of \$1.25 per hour for the time involved. An Operator selected by GLPTC to serve as a Core Trainer shall be paid a premium of \$2.50 per hour for the time involved. A Core Trainer is defined as a trainer providing initial training for newly hired Bus Operators.

B. Trainer Operators are those who commit to be trainers and who complete a training session in order to train new bus Operators. Trainees will be scheduled with the Trainer Operator on routes targeted for training.

C. Operators who do not commit to GLPTC's training program will be required to vacate their bid run and be reassigned open work for the day(s) their route has been targeted for training.

SECTION 30: MAINTENANCE JOB POSITIONS

A. All job instructions and assignments are to be issued by the Manager of Maintenance. In the event that the Manager of Maintenance is not available, job instructions and assignments will be handled by another GLPTC manager or the highest-ranking Maintenance Department bargaining unit member, based upon position, on duty.

B. Maintenance Department Positions:

1. Lead Level Mechanic

- a. Has expertise to troubleshoot problems, identify malfunctions, recommend parts, and repair as needed.
- b. Has capability to perform and/or assist in repairs to major components of the coaches, including diesel engines, heavy duty transmissions, wiring, heavy duty air systems, suspensions, air conditioning systems, and cooling systems, etc.
- c. Assists A, B, and C Level Mechanics, Utility Position, and Maintenance Cleaner Position with no responsibility to discipline, hire or fire Maintenance Department bargaining unit employees.

- d. Will coordinate and oversee the repair and preventive maintenance on coaches, company equipment, building equipment, participating when necessary.
- e. Performs any type of road service call.
- f. Picks up or delivers parts to outside vendors.

2. A Level Mechanic

- a. Has the ability to troubleshoot most problems, identify malfunctions, and recommend parts and repairs as needed.
- b. Is capable of performing most repairs to major components independently, and with minimum instruction and supervision, to include diesel engines, heavy duty transmissions, heavy duty air suspension, and air conditioning systems, etc.
- c. Works with the assistance of the Lead Level Mechanic and may assist with the work of B and C Level Mechanics, Utility Position and Maintenance Cleaner Position with no responsibility to discipline, hire or fire Maintenance Department bargaining unit employees.
- d. Performs general repairs and preventive maintenance on coaches, company vehicles and building equipment, and identification of repair parts required, not to include vendor selection or parts pricing.
- e. Performs any type of road service call.
- f. Picks up and delivers parts to outside vendors.

3. B Level Mechanic

- a. Can troubleshoot problems, identify malfunctions and repair vehicles with limited instruction and supervision.
- b. Possesses working knowledge of coaches, to include diesel engines, heavy duty transmissions, wiring heavy duty air suspension, air conditioning and cooling systems, etc.
- c. Works with the assistance of Lead Level Mechanic or A Level Mechanic and may assist C Level Mechanic, Utility Position, or Maintenance Cleaner Position with no responsibility to discipline, hire or fire Maintenance Department bargaining unit employees.
- d. Performs general repairs and preventive maintenance on coaches, company vehicles, and building equipment, and identification of repair parts required, not to include vendor selection or parts pricing.
- e. Performs any type of road service call.
- f. Picks up or delivers parts to outside vendors.

4. C Level Mechanic

- a. Works with the assistance of Lead, A or B Level Mechanics.
- b. Performs mechanical maintenance and preventive maintenance on coaches, company vehicles, and building equipment.
- c. Performs any type of road service call.

- d. Picks up or delivers parts to outside vendors.

5. Body Work Mechanic

- a. The Body Work Mechanic will receive pay at the rate equal to the equivalent Lead, A, B, or C Level Mechanic position for which they were hired. The Body Work Mechanic will be knowledgeable and proficient in all aspects of body work. The Body Work Mechanic will be expected to perform duties as described below, as training, knowledge, and proficiency allow:
 - i. Has the ability to troubleshoot most problems, identify malfunctions, recommend parts, and repair as needed.
 - ii. Is capable of performing most repairs to major components of the bus body independently, and with minimum instruction and supervision.
 - iii. Works with the assistance of the Lead Level Mechanic and may assist with the work of A, B and C Level Mechanics, Utility Position and Maintenance Cleaner Position with no responsibility to discipline, hire or fire Maintenance Department bargaining unit employees.
 - iv. Performs general repairs and preventive maintenance on coaches, company equipment, building equipment, and identification of repair parts required, not to include vendor selection or parts pricing.
 - v. Performs any type of road service call.
 - vi. Picks up or delivers parts to outside vendors.

6. Utility Position

- a. Performs daily vehicle fluid level checks, refuels vehicles, and cleans GLPTC owned vehicles.
- b. Performs road service calls for fluid levels or other repairs under the assistance of the Lead Level Mechanic or any other Mechanic on duty, as necessary.
- c. Picks up or delivers parts to outside vendors.
- d. Various duties in maintenance department and around the building, various other assigned duties, not to include driving in revenue service.

7. Maintenance Cleaner Position

- a. GLPTC is authorized to contract for a Maintenance Cleaner Position from firms providing cleaning services or participants from youth programs. The Maintenance Cleaner Position's duties are limited to the following, under the supervision of the highest-ranking Maintenance Department bargaining unit employee, based upon position, on duty:
 - i. Cleans the interior on all Corporation vehicles.
 - ii. Cleans all the glass on all Corporation vehicles.
 - iii. Cleans the maintenance area and storage facility.
 - iv. Keeps the grounds clean and the lawn maintenance.

C. Promotions

1. Promotions within the Maintenance Department will be based on passage of Automotive Service Excellence (ASE) testing. Mechanics may take the test(s) at any time and will be reimbursed for the cost of each test upon proof of passage. There will be no reimbursement for test registration. Once the Mechanic has passed the required number of tests per position, they will be eligible for promotions. Any test already passed will be credited toward advancing in position, as long as the test was passed in the last five years or has been re-certified by ASE. Mechanics must make all necessary documentation available for their personnel file. To be eligible for position advancement, a Mechanic will have to pass the following number of tests:

No. Tests Passed	Position
3	B
4	A
5	Lead

2. ASE de-certification will not result in the reduction of position classification. If a Mechanic has passed a test for the next level, they will be eligible for the higher position when an opening occurs in that position.
3. All Mechanics will retain their current status prior to April 1, 2003 until they successfully pass ASE testing.

SECTION 31: MAINTENANCE DEPARTMENT UNIFORMS AND SAFETY ITEMS

- A. GLPTC shall reimburse, on the anniversary date of employment and every other year thereafter, \$75.00 in addition to the tool allowance towards prescription safety eyewear for Maintenance Department bargaining unit employees.

B. GLPTC shall furnish work uniforms and replace work uniforms as needed and provide work uniform laundry service for all Maintenance Department bargaining unit employees. GLPTC shall pay the full cost of the provided uniform rental program for all Maintenance Department bargaining unit employees as presently furnished.

C. GLPTC shall provide Maintenance Department bargaining unit employees with personal protective equipment such as, but not limited to:

1. Insulated coveralls
2. Wet weather gear
3. Disposable ear plugs
4. Disposable dust masks
5. Half-face or full-face paint respirators (including proper filters) for all chemicals used in paint operations
6. Paint suit to be worn by painter
7. Disposable nitrile, rubber, and latex gloves
8. Non-prescription safety eye wear
9. High visibility gear

SECTION 32: MAINTENANCE DEPARTMENT TOOLS

A. Effective on the anniversary date of employment each Lead, A, B, and C Level Mechanic will receive \$800.00 per year for tool allowance, work-related safety footwear, ASE study material (max \$100 per year) and registration

reimbursement for the duration of this Agreement. Utility Position will receive \$400.00 per year for tool allowance and work-related safety footwear. Mechanics and Utility will be reimbursed with partial payments up to the maximum amount allowed after their anniversary date. Minimum payments are to be no less than \$50.00. All tool vendors must be GLPTC approved.

B. Tools paid through the tool allowance are to remain in the possession of the maintenance employees and available to the maintenance employees during their working hours. A tool shelf shall be stocked by GLPTC to contain expensive and large tools needed by the Mechanics for the performance of their duties. The contents of the shelf will be determined by GLPTC.

SECTION 33: MAINTENANCE DEPARTMENT BREAK PERIOD

A. All Maintenance Department bargaining unit employees will be guaranteed an unpaid break period of thirty (30) minutes and two (2) ten (10) minute breaks for each eight (8) hours worked. A Maintenance Department bargaining unit employees must take their break on the premises, unless authorized by the supervisor on duty. All service calls will have priority over break periods.

B. GLPTC will provide a microwave oven and a picnic table.

SECTION 34: MAINTENANCE DEPARTMENT SCHOOLS AND TRAINING

A. GLPTC will send Maintenance Department bargaining unit employees to special training sessions when the Manager of Maintenance feels that the situation warrants extra training. GLPTC will be responsible for the Maintenance Department bargaining unit employee's travel, as well as any fees or tuition while in attendance of said training. Maintenance Department bargaining unit employees will receive straight pay while in attendance. Each

Maintenance Department bargaining unit employees will be limited to \$50.00 per day for meals.

B. Maintenance Department bargaining unit employees shall be reimbursed up to \$425.00 for the successful completion of outside training. All training under this Section must be pre-approved by the General Manager.

SECTION 35: MAINTENANCE DEPARTMENT LIFTING

A. No Maintenance Department bargaining unit employee will be required to lift anything beyond what is considered normal capacity.

SECTION 36: COURT AND OFFICE HEARINGS

A. Any bargaining unit employee who, on their own time, are required to confer with the GLPTC attorneys or agents in connection with the defense of any suit for personal injuries or property damage against the GLPTC, shall be paid for the actual time they are engaged in such conference. Any bargaining unit employee forced to give up their work to appear in court upon GLPTC business shall be paid at their rate of pay. A bargaining unit employee attending Court may be required to work before or after the court appearance.

B. Bargaining unit members required to appear at the offices of GLPTC on their own time will be paid for the entire time involved, but no less than one-half (1/2) hour. However, this requirement shall not apply to bargaining unit employees who are required to appear at a discipline hearing.

SECTION 37: MILITARY SERVICE

A. Bargaining unit employees called to the Armed Forces of this country, reservists called to active service, or volunteers in time of National emergency, shall not forfeit their seniority rights. GLPTC shall comply with the provisions of the Uniformed Services Employment and Reemployment Rights Act.

B. Ninety (90) calendar days shall be allowed any bargaining unit employee serving in the Armed Forces of this country between the date of their discharge from such service and the date of resuming employment with full seniority rights.

SECTION 38: TRANSPORTATION PASSES

A. One (1) fixed route transportation pass shall be issued to a bargaining unit employee and a bargaining unit employee's spouse and dependent children who are members of the bargaining unit employee's household through age 18, or through age 22 if a full-time student.

B. Lifetime fixed route transportation passes will also be issued to retirees and their spouses, provided retiree has a minimum of ten (10) years' service with GLPTC.

SECTION 39: EYEWEAR

A. Any bargaining unit employee whose glasses are lost or broken in a vehicle accident while they are on duty shall be reimbursed for the cost of the glasses by the GLPTC. Badly scratched lenses may be replaced with prior written consent of GLPTC. Maintenance Department bargaining unit employees who break their glasses on duty will be reimbursed up to 100% of the repair with the maximum repair limit of \$100.00 per year.

SECTION 40: RESTROOMS

A. GLPTC shall furnish and maintain clean washrooms, towels, toilet supplies, soap, and hot water on GLPTC owned property. GLPTC shall ensure all bathroom equipment is maintained, to include repairs and replacement in a timely manner, as needed.

SECTION 41: AGREEMENT

A. This Agreement shall be made and entered into this 1st day of June 2024, through the 31st day of May 2027, between the Greater Lafayette Public Transportation Corporation, their lessees, successors, or assignees, heretofore known and denominated as GLPTC or Employer, and Local No. 1741 of the Amalgamated Transit Union, heretofore known and denominated as ATU or Union.

B. This Agreement shall become effective and shall continue in force and be binding upon both parties hereto, as first above set out, and thereafter from year to year unless terminated on the 31st day of May of any year by either of the parties hereto, by written notice to the other of its desire to terminate the same at least sixty (60) calendar days prior to the 31st day of May of said year.

C. If this Agreement is not terminated as above provided, either of the parties hereto may give sixty (60) calendar days' notice, in writing, to the other, prior to the 31st day of May 2027, of its desire to open the Agreement for a change or changes of any Section that may be designated by such written notice.

D. In the event that collective bargaining negotiations and/or arbitration proceedings will not be final before the expiration date of this Agreement, the parties agree to sign a 30-day extension, approval of which will not be unreasonably withheld.

E. The Employer and the Union acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of their rights and opportunities are set forth in this Agreement. For this reason, the Agreement supersedes any past practice or prior agreement, verbal or

written, between the parties hereto, or between any of them and any employee(s) covered hereby, that are not now provided for or contained in this Agreement.

F. Pursuant to and in accordance with all applicable provisions of existing State and Federal statutes, GLPTC agrees to recognize Local No. 1741 of the Amalgamated Transit Union as the sole and exclusive bargaining agent for all employees who are members of the bargaining unit, as defined herein.

G. In witness whereof, GLPTC and ATU have caused these presents to be executed in their name and behalf, by their proper officers, hereunto duly authorized, the day and year first above set out.

On behalf of GLPTC,

On behalf of ATU,

Julie Ginn
Board Chair

Darin Stanfield
President/Business Agent

Michael Gibson
Board Secretary/Treasurer

Ryan Mounce
Vice President

Dora Trippett
Financial Secretary

Bryan D. Smith
Chief Executive Officer

Tim Bisner
Recording Secretary/Treasurer

MEMO



TO: Board of Directors

FROM: Bryan D. Smith, CEO

DATE: 8/28/2024

RE: Legislative Services

We received three proposals for legislative services; Faegre-Drinker, Barnes & Thornberg, and IceMiller. All three were well-qualified, so selection came down to price. I am recommending award to Barnes & Thornburg. They have worked with CityBus in the past, and I am looking forward to working with them on advocating for additional funding.

General Fund**Proposed FY2025 Budget**

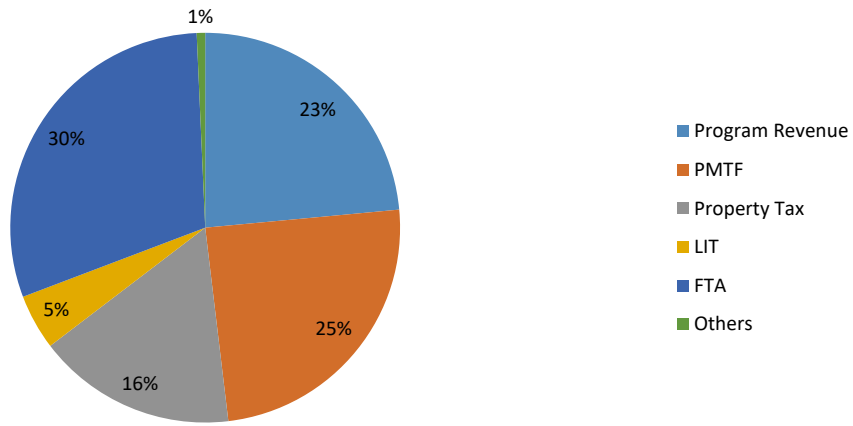
	2024 Budget	2025 Budget	%Δ
Personnel Expenditures	\$ 14,516,461	\$ 13,919,443	-4.1%
Operator Wages	\$ 6,869,884	\$ 5,962,419	-13.2%
Administrative Wages	\$ 2,099,054	\$ 2,192,187	4.4%
Maintenance Wages	\$ 920,315	\$ 1,217,974	32.3%
FICA	\$ 756,528	\$ 717,002	-5.2%
PERF	\$ 1,170,568	\$ 1,115,495	-4.7%
Life & Health Insurance	\$ 2,330,241	\$ 2,344,495	0.6%
Unemployment Insurance	\$ 70,000	\$ 70,000	0.0%
Work Comp Insurance	\$ 135,303	\$ 135,303	0.0%
Uniform Rental and Cleaning	\$ 50,000	\$ 50,000	0.0%
Tool Allowance/Fringe Benefits	\$ 114,568	\$ 114,568	0.0%
Commodities	\$ 1,448,983	\$ 1,348,362	-6.9%
Diesel Fuel	\$ 310,492	\$ 152,992	-50.7%
Natural Gas Fuel	\$ 570,738	\$ 634,264	11.1%
Gasoline	\$ 22,953	\$ 28,157	22.7%
Oil & Antifreeze	\$ 43,886	\$ 43,886	0.0%
Repair Parts, Revenue Vehicles	\$ 300,000	\$ 300,000	0.0%
Repair Parts, Fixed Equipment	\$ 10,000	\$ 10,000	0.0%
Tires and Batteries	\$ 14,326	\$ 14,326	0.0%
Cleaning Supplies	\$ 20,469	\$ 34,077	66.5%
Building Materials	\$ 26,892	\$ 53,035	97.2%
Postage & Freight	\$ 8,066	\$ 2,496	-69.1%
Office Supplies	\$ 22,469	\$ 32,248	43.5%
Other Materials, General Business	\$ 95,937	\$ 42,881	-55.3%
Other Materials, Billable	\$ 320	\$ -	-100.0%
Other Materials, Maintenance	\$ 2,437	\$ -	-100.0%
Services and Charges	\$ 2,658,111	\$ 2,443,446	-8.1%
Attorney & Audit	\$ 150,000	\$ 150,000	0.0%
Contractual Maintenance Svcs	\$ 531,762	\$ 328,972	-38.1%
Custodial Services	\$ 69,885	\$ 69,885	0.0%
Contractual Services, Administrative	\$ 550,000	\$ 492,198	-10.5%
Utilities, Telephone	\$ 4,684	\$ 19,523	316.8%
Utility Expense, Electric	\$ 75,000	\$ 75,000	0.0%
Utility Expense, Water & Sewage	\$ 35,219	\$ 35,219	0.0%
Utilities, Natural Gas Heat	\$ 68,372	\$ 68,372	0.0%
Advertising & Promotions	\$ 150,000	\$ 150,000	0.0%
Exterior Advertising	\$ 10,000	\$ 10,000	0.0%
Printing	\$ 30,000	\$ 42,097	40.3%
Advertising Fees (Legal Advertising)	\$ 3,000	\$ 3,000	0.0%
Dues & Subscriptions	\$ 56,027	\$ 56,027	0.0%
Travel & Meeting Expenses	\$ 66,347	\$ 71,610	7.9%
Premium on PL & PD	\$ 600,000	\$ 660,000	10.0%
Payouts PL & PD	\$ 150,000	\$ 150,000	0.0%
Premium on Other Insurance	\$ 94,523	\$ 50,000	-47.1%
Vehicle Registration Fees	\$ 1,000	\$ 174	-82.6%
Short Term Interest	\$ -	\$ -	0.0%
Bad Debt Expense	\$ 5,000	\$ -	-100.0%
Misc Expense	\$ 7,292	\$ 11,369	55.9%
OPERATING EXPENSES:	\$ 18,623,556	\$ 17,711,252	-4.9%

Operating Revenues

Proposed FY2025 Budget

	2024 Budget	2025 Budget	%Δ
Program Revenue	\$ 3,700,324	\$ 4,165,770	12.58%
PMTF	\$ 4,353,657	\$ 4,353,657	0.00%
Property Tax	\$ 2,753,058	\$ 2,927,307	6.33%
LIT	\$ 814,987	\$ 814,987	0.00%
FTA		\$ 5,325,841	0.00%
Bank reserve	\$ 6,835,319		-100.00%
Others	\$ 166,210	\$ 123,690	-25.58%
TOTAL OPERATING REVENUE	\$ 18,623,555	\$ 17,711,252	-4.90%

GLPTC Sources of Revenue for FY2025



Cumulative Capital Fund

Proposed FY2025 Budget

	2024 Budget	2025 Budget	%Δ
Property tax contribution to Capital	\$ 438,586	\$ 500,000	14.00%
Other tax contribution to Capital	\$ 25,769		-100.00%
Others	\$ 35,645		
Budget	\$ 500,000	\$ 500,000	0.00%
Additional Appropriation Request	\$ -	\$ -	0.00%
Special Transportation Cumulative Capital	\$ 500,000	\$ 500,000	0.00%

**FY 2024-2028 TIP Amendment
CityBus**

**Staff Report
August 28, 2024**

BACKGROUND AND REQUEST:

The Greater Lafayette Public Transportation Corporation, or CityBus, has requested a TIP amendment to reallocate its 2022 Section 5307 funding and program a second Low- and No-Emission Grant.

2022 Section 5307 Funding

In 2022, FTA awarded transit systems additional funding due to covid. Those funds were used at that time for both operating and capital expenses and CityBus did not obligated its 2022 Section 5307 federal funds. To prevent losing them, this amendment reprograms the funds. The total FTA award amount in 2022 was \$6,004,917.

The TIP currently shows these funds allocated to operating assistance and to eight capital projects. The following is a breakdown by project and federal funding amount.

Operating Assistance (LAF-22-001 / des #1900474), \$1,000,000.

Replacement Tires (LAF-22-002), \$80,000.

Capital/Preventable Maintenance (LAF-22-005), \$1,432,793.

Computer Hardware/Software (LAF-22-006), \$120,000.

Support Vehicle (LAF-22-007), \$60,000.

Bus Replacement (LAF-22-008), \$1,600,000.

Security Cameras (LAF-22-009), \$80,000.

New Facility Location (LAF-24-108), \$920,000

Facility Rehabilitation (LAF-24-109), \$784,917

CityBus has requested programming \$3,000,000 into its 2023 and 2024 operating assistance projects. \$1,000,000 will be added to the 2023 project, LAF-23-001 and \$2,000,000 to the 2024 project, LAF-24-001. The remaining balance, \$3,004,917 will be reprogrammed into the Capital/Preventable Maintenance project, LAF-22-005. The federal funds allocated to the remaining seven projects will be removed. The following information summarizes the revised changes to the TIP.

21 Operating Assistance (Sec. 5307)	OP	S7O				
Des # 1900478, LAF-23-001			4,761,000	10,339,000	15,100,000	CY 2023
Des # 1900481, LAF-24-001			2,000,000	16,090,714	18,090,714	CY 2024
22 Capital Assistance (Sec. 5307)	CA	S7C,L3				
FY 2022 Project Program			3,004,917	751,229	3,756,146	FY 2024

Low- and No-Emission Grant

FTA announced the awards for the second rounds on July 9, 2024. These special funds support the transition of the nation's transit fleet to the lowest polluting and most energy efficient transit

vehicles. Funding is awarded through a competitive process/review and only two transit systems in Indiana received these funds (CityBus and Fort Wayne) this year.

CityBus was awarded \$10,531,030. The funding will be used to buy two hydrogen fuel cell buses, two CNG buses, install a hydrogen refueling station, and miscellaneous equipment, supplies and staffing resources which include painting and wrapping, delivery costs, spare parts, tools, laptop, equipment, pre and post buy America audit, QMS/QA periodic inspections, training, training aids, simulators, PPE, equipment workforce, development assessment, project management, technical assistance and procurement support. The following summarizes the revised changes to the TIP.

27 Low- & No- Emission Grant							
2023 Grant, LAF-24-120	CA	5339(c)	7,598,425	1,271,408	8,869,833		FY 2024
2024 Grant	CA	5339(c)	10,531,030	2,632,758	13,163,788		FY 2025

RECOMMENDATION:

Staff recommends approval of this amendment to the Policy Board.

 Ms. Julie Ginn
 Chairman of the Board of Directors
 Greater Lafayette Public Transportation Corporation

ATTEST:

 Mr. Michael L. Gibson
 Secretary of the Board of Directors
 Greater Lafayette Public Transportation Corporation

Vote: _____ Ayes _____ Nays

August 27, 2024

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Greater Lafayette Public Transportation Corporation of Lafayette, Indiana, at a regular meeting on July 24, 2024, and that public notice of said meeting was given pursuant to and in full compliance with the laws of the State of Indiana.

 Mr. Michael L. Gibson
 Secretary of the Board of Directors
 Greater Lafayette Public Transportation Corporation

CITY BUS --- CLAIMS LISTING FOR
July 25, 2024 THROUGH August 28, 2024

Claims UNDER \$20,000 (For Board to select 5 or more for audit)

CLAIM#	VENDOR NAME	CLAIM REASON	AMOUNT
39814	NAPA	INVENTORY	4,466.57
39815	TRENT, KELTON	TOOL ALLOWANCE	700.00
39816	COMCAST	UTILITIES	141.34
39817	PRINCIPAL	INSURANCE	17,887.75
39818	QUADIENT	CONTRACTUAL SERVICE	49.53
39819	FRONTIER	UTILITIES	377.31
39820	T-MOBILE	UTILITIES	799.70
39821	T-MOBILE	UTILITIES	456.00
39822	CITY OF LAFAYETTE	UTILITIES	386.25
39823	ADECCO	TEMP. EMPLOYEES	15,966.83
39824	A & R MECHANICAL	CONTRACTUAL SERVICE	707.50
39825 **	BALTUS ELECTRONICS	CAPITAL ITEMS	931.00
39826	BUSINESS SYSTEM SOLUTIONS	CONTRACTUAL SERVICE	14,819.78
39827	BUSINESS SYSTEM SOLUTIONS	CONTRACTUAL SERVICE	15,582.53
39828	CARDINAL COPY SOLUTIONS	CONTRACTUAL SERVICE	1,228.15
39829 **	CENTER FOR TRANSPORTATION & THE ENVIR	CAPITAL ITEMS	9,500.00
39830	CHOSNEK, ED	CHILD CARE	157.73
39831	CINTAS	UNIFORMS	5,719.16
39832	CINTAS	UNIFORMS - LEASED	1,856.10
39833	EVERSIDE HEALTH	INSURANCE	8,438.35
39834	FERRELLGAS	INVENTORY	104.35
39835	FRANCISCAN WORKING WELL	CONTRACTUAL SERVICE	650.00
39836	GRAN-IT CONSULTING	CONTRACTUAL SERVICE	10,415.00
39837	GREAT AMERICAN SUPPLY	SUPPLIES	152.88
39838 **	INDOFF	CAPITAL ITEMS	10,411.31
39839	VAN GORDER JANITORIAL	CUSTODIAL SERVICES	9,568.00
39840	KIRK'S AUTOMOTIVE	INVENTORY	1,566.66
39841	MICROSOFT	CONTRACTUAL SERVICE	0.40
39842 **	MIDWEST TRANSIT EQUIPMENT	CAPITAL ITEMS	2,547.42
39843	MULHAUPTS	CONTRACTUAL SERVICE	355.47
39844	PLYMATE	CONTRACTUAL SERVICE	196.56
39845	PUBLIC TRANSPORTATION COUNCIL	MEMBERSHIP & DUES	2,721.00
39846	ROCC	CONTRACTUAL SERVICE	255.00
39847	SAFE HIRING SOLUTIONS	CONTRACTUAL SERVICE	43.90
39848 **	SCHEID DIESEL SERVICE	CAPITAL ITEMS	3,197.06
39849	STARR AUSTEN & MILLER LLP	ATTORNEY FEES	1,075.00
39850 **	THE AFTERMARKET PARTS CO	CAPITAL ITEMS	2,008.86
39851	UNITED REFRIDERTION INC	SUPPLIES	74.32
39852	WAYTEK	SUPPLIES	234.52
39853	GREGORY & APPEL	INSURANCE	4,694.00
39856	CENTER POINT ENERGY	UTILITIES	4,330.13

* PREPAID ITEM

CITY BUS --- CLAIMS LISTING FOR
July 25, 2024 THROUGH August 28, 2024

Claims UNDER \$20,000 (For Board to select 5 or more for audit)

CLAIM#	VENDOR NAME	CLAIM REASON	AMOUNT
39857	PARADIGM	CONTRACTUAL SERVICE	2,850.00
	AGAVE HR PARTNERS	CONTRACTUAL SERVICE	6,360.00
39859	NEORIDE	CONTRACTUAL SERVICE	1,715.00
39860	VAUGHN, CRYSTAL	UNIFORM ALLOWANCE	100.00
39861	GILL, MANI	UNIFORM ALLOWANCE	96.29
39862	CENTER POINT ENERGY	UTILITIES	201.05
39863	EVERSIDE	INSURANCE	8,427.60
39864	PLYMATE	CONTRACTUAL SERVICE	245.70
39865	DUKE ENERGY	UTILITIES	9,182.66
39866	UNITED HEALTHCARE	INSURANCE	9.60
39867	CITY OF LAFAYETTE	UTILITIES	191.95
39868	CARDINAL COPIER	SUPPLIES	6.00
39869	CINTAS	UNIFORMS-LEASED	1,074.80
39870	CINTAS	UNIFORMS	1,135.02
39871	ADECCO	TEMP. EMPLOYEES	10,858.49
39872	LEVEL365	UTILITIES	992.29
39873	EVERSIDE HEALTH	INSURANCE	21,289.21
39874	GOOGLE	CONTRACTUAL SERVICE	301.18
39875	REPUBLIC SERVICE	CONTRACTUAL SERVICE	166.40
39876	CITY OF LAFAYETTE	UTILITIES	1,737.57
39877	FRONTIER	UTILITIES	380.11
39878	CITY OF W.LAFAYETTE	UTILITIES	129.40
39879	CONSTELLATION	UTILITIES	16,725.48
39880	JON'S BODY SHOP	CONTRACTUAL SERVICE	3,132.08
39881 **	CORNS MCS	CAPITAL ITEM	10,460.50
39882	CSCHED	CONTRACTUAL SERVICE	116.25
39883	STAPLES	SUPPLIES	2,500.14
39884	AGAVE HR PARTNERS	CONTRACTUAL SERVICE	5,988.00
39885	GRAN-IT CONSULTING	CONTRACTUAL SERVICE	2,835.00
39886	RAMP	CREDIT CARD	8,741.32
39887	RAMP	CREDIT CARD	9,588.83
39888	RAMP	CREDIT CARD	18,157.36
39889	MCKINNIS, MICHAEL	UNIFORM ALLOWANCE	100.00
39890	PARKER, CHRISTOPHER	TOOL ALLOWANCE	700.00
39891	VERIZON WIRELESS	UTILITIES	1,707.47
39893	PRINCIPAL INSURANCE	INSURANCE	18,166.89
39894	T-MOBILE	UTILITIES	903.02
39895	QUADIENT	CONTRACTUAL SERVICE	55.50
39896	COMCAST	UTILITIES	141.34
39897	CITY OF LAFAYETTE	UTILITIES	386.25
39898	CENTERPOINT ENERGY	UTILITIES	4,132.32

* PREPAID ITEM

CITY BUS --- CLAIMS LISTING FOR
July 25, 2024 THROUGH August 28, 2024

Claims UNDER \$20,000 (For Board to select 5 or more for audit)			
CLAIM#	VENDOR NAME	CLAIM REASON	AMOUNT
CLAIMS TOTAL:			326,761.49
Claims OVER \$20,000 (For Board approval)			
39854	UNITED HEALTHCARE	INSURANCE	135,788.21
39855	GREGORY & APPEL	INSURANCE	117,893.00
39892 **	CENTER FOR TRANS. & ENVIRONMEN	CAPITAL ITEMS	29,500.00
CLAIMS TOTAL:			283,181.21
TOTAL FOR ALL CLAIMS:			609,942.70

Payroll Total for**Jul-24****\$****913,695.22****Summary**

	Pay Date 7/12/2024	Pay Date 7/26/2024	Board Members	Grand Total
Gross Wages	\$302,008.91	\$308,780.67	\$200.00	\$610,989.58
Employer Taxes	\$22,404.60	\$22,957.88		\$45,362.48
Employer Fringe Benefits	\$163,367.16	\$93,976.00		\$257,343.16
Total Payroll	\$487,780.67	\$425,714.55	\$200.00	\$913,695.22

Employer Details

	Pay Date 7/12/2024	Pay Date 7/26/2024	Total
Employer Taxes:			
FICA/Medicare	\$22,206.83	\$22,724.97	\$44,931.80
SUTA	\$197.77	\$232.91	\$430.68
	\$22,404.60	\$22,957.88	\$45,362.48
Employer Fringe Benefits:			
PERF Contributions	\$36,931.40	\$36,405.58	\$73,336.98
Health/Dental/Vision/Life	\$54,471.28	\$54,471.28	\$108,942.56
HSA Contributions	\$69,876.92	\$1,000.00	\$70,876.92
Other Fringes	\$2,087.56	\$2,099.14	\$4,186.70
	\$163,367.16	\$93,976.00	\$257,343.16

CEO REPORT TO GLPTC BOARD OF DIRECTORS

MEETING DATE: August 28, 2024

CEO

I am happy to report that we are under budget for the year so far, with 48% of the budget spent for 58% of the year. In the last month, we have finalized a contract with Purdue for on and off campus service, have a tentative agreement with the ATU for a new three-year collective bargaining agreement, and issued 9,500 Purdue semester passes as of 8-22.

As you can read below, the entire staff is busy working on projects to improve and continue making CityBus a great community asset.

FINANCE

- Developed a new budgeting process and involved the whole executive team in this year's budgeting. The budget is attached for the board's review and approval.
- TIP amendment has been developed to obligate grants necessary for next year.
- Q3 Echo drawdown and grant reports done.
- Initiated an internal grant auditing process. Finance team has been working together effectively to improve the grant management and identify issues for the past three years. Two grants have been closed and three grants have been obligated.
- Working with UoM to apply for the FTA grant in support our app development in the future.
- Negotiated discount from Token Transit in managing the semester passes for Purdue.
- Presented at the CityBus all corporation training on finance and received positive feedbacks directly from drivers.

HUMAN RESOURCES

- Participated in union negotiations.
- Attended presentation by the ATU on Setting the Standard for Public Transit Apprenticeship.
- Presented at the CityBus all corporation training.
- Finalized contract with the BMV for the IDEL program.
- Onboarded returning B Level Mechanic, Gary Nelson Jr.
- Scheduling interviews for C Level Mechanic position.
- Currently reviewing applications for a part-time Demand Response position.

MAINTENANCE

- Repaint of 4003 after advertisement ended
- Camera, radio, AVI, install for Champaign used buses
- Transmission replacement for bus 4011

OPERATIONS

- AGAVE HR Partners brought DISC training to operations for the group of 8 to better understand each other. This is an understanding of personalities and how to build relationships with each other.
- Start up for Purdue Boiler Gold Rush, and it went very well. Many of the new freshman passed by our table and picked up some CityBus handouts and got our new QR codes explaining details on services and costs. Special thanks to drivers Danette Ward, Robert Ruiz and Kathy Garcia, as well as Amy Eberhard in accounting who all helped make this a success.
- Start up for the new Purdue routes were very successful. A special thanks to all in Operations, IT, Maintenance, and Customer Experience in making this impossible day possible.
- Working towards a new class of Operators to start in the Fall, hoping to get about 10 new operators.

CUSTOMER EXPERIENCE

- Finalized Purdue University SY2024-25 contract for on-campus service as well as off-campus access.
- Launched our updated gocitybus.com website as an official in.gov supported platform bringing enhanced accessibility and translation features to our web presence. Please share feedback regarding the new design and layout.
- The Comprehensive Operations Analysis (COA) with RLS & Associates, Inc. is ongoing. RLS is working on a high-level fare study as part of their efforts for the agency.
- Working to secure a contractor to install new bus stop signage and poles at approximately 750 locations throughout the service area.
- Partnering with The Arts Federation (TAF) to launch a bus shelter art collaboration to beautify select shelters throughout the service area. The anticipated date for art installations and dedication will be June 2025.
- Coordinating the implementation of both HopThru and Masabi contracts. Bringing these new technologies to our customers will improve overall experience as well as improve accuracy and efficiency for staff.
- Continuing to work with the Purdue Center for Regional Development through the Wabash Heartland College & Community Collaboration Initiative to bring vanpooling services that are currently limited to Tippecanoe County to surrounding counties.

SAFETY

- Partnered with Operations Manager to draft the Safe Transit Practice and Procedure. This policy will establish clear expectations for good behavior by all transit workers and customers, provide a schedule of consequences for aberrant behavior, and guarantee a pathway for appeal.
- Working toward developing a matrix and associated policy which will establish a detailed framework for screening applicants and retaining drivers. Partnering with Gregory & Appel Risk Control, Charlie Vaught and HR administrator, Dusty Sturgeon. Also working to establish training for non-CDL drivers who operate corporation vehicles.
- Established and scheduled a subcommittee to study bus operator assault.
- Continuing to forge a partnership with Lafayette Police Department, Phoenix Paramedics, National Alliance on Mental Illness, and Mental Health America. The project is one of several ways that we are addressing an uptick in escalations at the CBC.
- Editing our PTASP based on the National Safety Plan and updated regulation requirements. Will be ready for review in October.
- Planning with the Tippecanoe County Emergency Management team on the safety elements of the 2024 Feast of the Hunters Moon.

TRAINING

- Developed and executed the safety portion of the summer refresher for all employees.
- Facilitated all corporation de-escalation training provided by the Lafayette Police Department.
- Facilitated all corporation NARCAN training provided by the Tippecanoe County Health Department.

INFORMATION TECHNOLOGY

- Completed Automatic Passenger Count (APC) data transfer with Hopthru. Continuing to work with Hopthru to get video recording setup for manual passenger count sampling.

July 2024
PROFIT AND LOSS STATEMENT
GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

OPERATING REVENUE	Jul-24	Jul-23	%DIFF/MO	YTD2024	YTD2023	%DIFF	BUDGETED
PASSENGER FARES	\$ 135,370.87	\$ 101,527.75	33.33%	\$ 1,760,417.94	\$ 1,772,873.42	-0.70%	\$ 2,993,912
ADVERTISING INCOME	15,416.67	58,966.04	-73.86%	108,416.69	148,004.65	-26.75%	239,728
INTEREST INCOME	19,799.41	31,037.88	-36.21%	196,109.25	151,812.67	29.18%	23,048
MISC. INCOME	6,730.21	5,259.09	27.97%	48,280.92	52,463.42	-7.97%	200,000
	\$ 177,317.16	\$ 196,790.76	-9.90%	\$ 2,113,224.80	\$ 2,125,154.16	-0.56%	\$ 3,456,688

REVENUE MILES	128,563	120,443	6.74%	1,066,993	1,020,140	4.59%
REVENUE HOURS	9,799	9,385	4.41%	84,241	81,125	3.84%

OPERATING EXPENSE	Jul-24	Jul-23	%DIFF/MO	YTD2024	YTD2023	%DIFF	BUDGETED	BALANCE	CPM/M	CPM/Y
PERSONNEL										
OPERATOR WAGES	\$ 438,232.73	\$ 234,795.82	86.64%	\$ 3,449,510.73	\$ 3,461,716.38	-0.35%	\$ 6,869,884	\$ (3,420,373)	3.41	3.23
ADMINISTRATIVE WAGES	156,533.68	99,761.95	56.91%	1,035,725.99	862,118.37	20.14%	2,099,054	\$ (1,063,328)	1.22	0.97
MAINTENANCE WAGES	71,699.39	35,094.07	104.31%	507,160.09	440,569.38	15.11%	920,315	\$ (413,155)	0.56	0.48
FICA TAX	49,595.27	27,115.28	82.91%	381,424.25	352,601.47	8.17%	756,528	\$ (375,104)	0.39	0.36
PERF	79,824.32	44,427.77	79.67%	574,659.86	508,309.42	13.05%	1,170,568	\$ (595,908)	0.62	0.54
LIFE & HEALTH INSURANCE	186,370.70	214,784.95	-13.23%	983,024.44	935,679.17	5.06%	2,330,241	\$ (1,347,217)	1.45	0.92
UNEMPLOYMENT INSURANCE	500.42	(193.56)	-358.53%	19,354.49	22,590.41	-14.32%	70,000	\$ (50,646)	0.00	0.02
WORK COMP INSURANCE	10,070.40	-	0.00%	70,492.80	69,256.50	1.79%	135,303	\$ (64,810)	0.08	0.07
UNIFORMS	8,845.80	1,809.23	388.93%	27,888.88	15,184.48	83.67%	50,000	\$ (22,111)	0.07	0.03
FRINGE BENEFITS	6,034.83	7,486.47	-19.39%	49,710.42	72,083.00	-31.04%	114,568	\$ (64,858)	0.05	0.05
	1,007,707.54	665,081.98	51.52%	7,098,951.95	6,740,108.58	5.32%	14,516,461	\$ (7,417,509)		

COMMODITIES										
DIESEL FUEL	7,968.46	8,549.39	-6.79%	79,554.12	101,751.04	-21.81%	310,492	\$ (230,938)	0.06	0.07
CNG FUEL	24,506.81	54,216.00	-54.80%	218,853.88	258,898.49	-15.47%	570,738	\$ (351,884)	0.19	0.21
GASOLINE	3,464.23	1,611.43	114.98%	17,132.74	11,767.09	45.60%	22,953	\$ (5,820)	0.03	0.02
LUBRICANTS	29,325.75	2,634.39	1013.19%	44,801.69	23,022.72	94.60%	43,886	\$ 916	0.23	0.04
REPAIR PARTS--STOCK	76,532.76	43,912.57	74.28%	159,340.92	162,793.07	-2.12%	300,000	\$ (140,659)	0.60	0.15
REPAIR PARTS--FIXED EQUIP	-	-	0.00%	-	154.59	-100.00%	10,000	\$ (10,000)	0.00	0.00
TIRES & BATTERIES	24,441.70	438.11	5478.90%	30,422.48	7,093.43	328.88%	14,326	\$ 16,097	0.19	0.03
CLEANING SUPPLIES	3,921.12	3,051.75	28.49%	20,463.45	12,561.05	62.91%	20,469	\$ (5)	0.03	0.02
BUILDING MATERIALS	1,027.03	-	0.00%	1,774.33	12,493.19	-85.80%	26,892	\$ (25,117)	0.01	0.00
POSTAGE & FREIGHT	215.30	633.46	-66.01%	1,426.90	4,380.62	-67.43%	8,066	\$ (6,639)	0.00	0.00
OFFICE SUPPLIES	2,885.10	3,275.80	-11.93%	19,009.34	13,714.14	38.61%	22,469	\$ (3,459)	0.02	0.02
MAT & SUPP--GENERAL	6,656.96	6,349.93	4.84%	52,472.96	50,920.08	3.05%	95,937	\$ (43,464)	0.05	0.05
MAT & SUPPLIES--BILLABLE	-	-	0.00%	-	148.81	-100.00%	320	\$ (320)	0.00	0.00
MAT & SUPPLIES--VEHS	8,899.78	-	0.00%	9,597.14	1,132.19	747.66%	2,437	\$ 7,160	0.07	0.01
	189,845.00	124,672.83	52.27%	654,849.95	660,830.51	-0.91%	1,448,983	\$ (794,134)		

SERVICES & CHARGES										
ATTORNEY & AUDIT FEES	2,512.50	20,978.00	-88.02%	69,045.00	64,215.00	7.52%	150,000	\$ (80,955)	0.02	0.06
CONTRACT MAINTENANCE	42,472.69	39,190.97	8.37%	265,274.54	247,679.12	7.10%	531,762	\$ (266,488)	0.33	0.25
CUSTODIAL SERVICES	9,568.00	8,320.00	15.00%	33,488.00	29,200.00	14.68%	69,885	\$ (36,397)	0.07	0.03
CONTRACTUAL SERVICES	63,529.19	59,246.67	7.23%	280,551.27	240,290.49	16.76%	550,000	\$ (269,449)	0.49	0.26
UTILITIES--TELEPHONE	1,371.45	874.11	56.90%	9,848.54	3,104.37	217.25%	4,684	\$ 5,165	0.01	0.01
UTILITIES--ELECTRIC	4,702.03	703.91	567.99%	18,990.54	30,779.61	-38.30%	75,000	\$ (56,009)	0.04	0.02
UTILITIES--WATER & SEWAGE	1,886.75	2,035.28	-7.30%	17,638.72	18,806.18	-6.21%	35,219	\$ (17,580)	0.01	0.02
UTILITIES--GAS HEAT	449.41	564.86	-20.44%	16,227.86	33,122.89	-51.01%	68,372	\$ (52,144)	0.00	0.02
ADVERTISING & PROMOTION	7,720.60	11,776.83	-34.44%	45,686.55	45,266.11	0.93%	150,000	\$ (104,313)	0.06	0.04
EXTERIOR ADVERTISING	-	-	0.00%	-	9,029.58	-100.00%	10,000	\$ (10,000)	0.00	0.00
PRINTING	2,744.69	-	0.00%	23,180.34	853.53	2615.82%	30,000	\$ (6,820)	0.02	0.02
ADVERTISING FEES	11.96	12.06	-0.83%	36.88	348.03	-89.40%	3,000	\$ (2,963)	0.00	0.00
DUES & SUBSCRIPTIONS	3,596.00	2,039.99	76.28%	10,844.29	28,719.72	-62.24%	56,027	\$ (45,183)	0.03	0.01
TRAVEL & MEETINGS	2,821.15	7,128.38	-60.42%	37,583.33	38,722.16	-2.94%	66,347	\$ (28,764)	0.02	0.04
PREMIUM PL & PD INSURANCE	45,667.67	38,761.97	17.82%	337,268.35	272,039.54	23.98%	600,000	\$ (262,732)	0.36	0.32
PAYOUTS--PL & PD INS.	12,000.00	12,000.00	0.00%	84,000.00	69,333.32	21.15%	150,000	\$ (66,000)	0.09	0.08
RECOVERY/PHYSICAL DAMAGE	(18,128.24)	(163.99)	10954.48%	(22,788.57)	(31,601.15)	-27.89%	-	\$ (22,789)	-0.14	-0.02
OTHER CORPORATE INS.	-	-	0.00%	2,500.00	45,011.00	-94.45%	94,523	\$ (92,023)	0.00	0.00
VEHICLE REGISTRATION	280.00	-	0.00%	364.50	-	0.00%	1,000	\$ (636)	0.00	0.00
INTEREST--SHORT TERM	-	-	0.00%	-	-	0.00%	-	\$ -	0.00	0.00
BAD DEBT EXPENSE	-	-	0.00%	-	18,195.27	-100.00%	5,000	\$ (5,000)	0.00	0.00
ACA TAXES & FEES	-	-	0.00%	-	-	0.00%	-	\$ -	0.00	0.00
CASH (OVER)/SHORT	-	-	0.00%	-	-	0.00%	-	\$ -	0.00	0.00
	183,205.85	203,469.04	-9.96%	1,229,740.14	1,163,114.77	5.73%	2,650,819	\$ (1,421,079)		

TOTAL EXPENSES	\$ 1,380,758.39	\$ 993,223.85	39.02%	\$ 8,983,542.04	\$ 8,564,053.86	4.90%	\$ 18,616,264	\$ (9,632,721)	10.74	8.42
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OTHER INCOME	Jul-24	Jul-23	%DIFF/MO	YTD2024	YTD2023	%DIFF	BUDGETED
COUNTY PROPERTY TAX	\$ 229,421.50	\$ 273,713.51	-16.18%	\$ 1,605,950.50	\$ 2,139,537.24	-24.94%	\$ 3,254,501
LOCAL INCOME TAX	67,915.58	64,385.17	5.48%	599,099.06	519,793.50	15.26%	772,697
STATE OPERATING GRANT	362,804.75	4,353,657.00	-91.67%	2,539,633.25	4,353,657.00	-41.67%	4,353,657
FEDERAL OPERATING GRANT	-	-	0.00%	-	-	0.00%	5,302,721
CARES ACT OPERATING GRANT	-	-	0.00%	-	372,304.00	-100.00%	-
FAMILIES FIRST COVID-19 TAX CR	-	-	0.00%	-	-	0.00%	-
ALTERNATIVE FUEL TAX CREDIT	-	-	0.00%	-	195,028.50	-100.00%	-
FEDERAL CAPITAL GRANT	1,160,618.00	-	0.00%	2,202,193.00	69,028.00	3090.29%	-
STATE/LOCAL CONTRIBUTION	-	-	0.00%	-	-	0.00%	-
TOTAL OTHER INCOME	\$ 1,820,759.83	\$ 4,691,755.68	-61.19%	\$ 6,946,875.81	\$ 7,649,348.24	-9.18%	\$ 13,683,576

OTHER EXPENSES	Jul-24	Jul-23	YTD2024	YTD2023
(GAIN)/LOSS--ASSET DISPOSAL	\$ -	\$ -	\$ (517.92)	\$ -
INTERGOVERNMENTAL FUNDS XFE	\$ -	\$ -	\$ -	\$ -
DEPRECIATION EXPENSE	298,570.73	277,875.65	2,077,712.02	1,963,560.53
TOTAL OTHER EXPENSES	\$ 298,570.73	\$ 277,875.65	\$ 2,077,194.10	\$ 1,963,560.53

	Jul-24	Jul-23	YTD2024	YTD2023
NET PROFIT/(LOSS)	\$ 318,747.87	\$ 3,617,446.94	\$ (2,000,635.53)	\$ (753,111.99)

REVENUE COMPARISON

July 2024

	July 2024	July 2023	% DIFF	YTD2024	YTD2023	YTD2024
NON-CONTRACT REVENUE						
CASH FARES	\$ 17,712.89	\$ 15,382.14	15.15%	\$ 115,577.96	\$ 110,592.26	4.51%
TOKENS	1,485.00	1,139.50	30.32%	11,386.00	10,271.00	10.86%
REGULAR PASS	15,036.00	9,492.00	58.41%	86,044.00	85,940.50	0.12%
DAY PASS	3,158.00	2,725.00	15.89%	21,316.00	20,959.00	1.70%
ELDERLY/DISABLED	3,376.00	2,611.78	29.26%	17,990.00	15,432.00	16.58%
SEMESTER PASS	792.00	-	0.00%	764.00	-	0.00%
TOTAL NON-CONTRACT	\$ 41,559.89	\$ 31,350.42	32.57%	\$ 253,077.96	\$ 243,194.76	4.06%
TOTAL WITH ACCESS	\$ 48,771.87	\$ 34,431.58	41.65%	\$ 300,631.94	\$ 285,704.68	5.22%
CONTRACT REVENUE						
CAMPUS	\$ -	\$ -	0.00%	\$ 850,759.00	\$ 1,007,806.94	-15.58%
IVY TECH	-	5,000.00	-100.00%	-	5,000.00	-100.00%
WLSC	-	-	0.00%	-	-	0.00%
APARTMENTS	86,599.00	62,096.17	39.46%	609,027.00	474,361.80	28.39%
WABASH NATIONAL	-	-	0.00%	-	-	0.00%
TRIPPERS	-	-	0.00%	-	-	0.00%
SUPPLEMENTAL SVC.	-	-	0.00%	-	-	0.00%
TOTAL CONTRACT	\$ 86,599.00	\$ 67,096.17	29.07%	\$ 1,459,786.00	\$ 1,487,168.74	-1.84%
AUXILIARY REVENUE						
EXTERIOR ADVER.	\$ 15,416.67	\$ 58,966.04	-73.86%	\$ 108,416.69	\$ 148,004.65	-26.75%
MISC / CONCESSIONS	6,730.21	5,259.09	27.97%	48,280.92	52,463.42	-7.97%
TOTAL AUXILIARY	\$ 22,146.88	\$ 64,225.13	-65.52%	\$ 156,697.61	\$ 200,468.07	-21.83%
INTEREST REVENUE						
INTEREST	\$ 19,799.41	\$ 31,037.88	-36.21%	\$ 196,109.25	\$ 151,812.67	29.18%
	\$ 19,799.41	\$ 31,037.88	-36.21%	\$ 196,109.25	\$ 151,812.67	29.18%
TOTAL REVENUE WITHOUT ACCESS						
	July 2024	July 2023	% DIFF	YTD2024	YTD2023	YTD2024
NON-CONTRACT	\$ 41,559.89	\$ 31,350.42	32.57%	\$ 253,077.96	\$ 243,194.76	4.06%
CONTRACT	86,599.00	67,096.17	29.07%	1,459,786.00	1,487,168.74	-1.84%
AUXILIARY	22,146.88	64,225.13	-65.52%	156,697.61	200,468.07	-21.83%
INTEREST	19,799.41	31,037.88	-36.21%	196,109.25	151,812.67	29.18%
	\$ 170,105.18	\$ 193,709.60	-12.19%	\$ 2,065,670.82	\$ 2,082,644.24	-0.81%
TOTAL REVENUE WITH ACCESS						
	July 2024	July 2023	% DIFF	YTD2024	YTD2023	YTD2024
ALL SOURCES	\$ 170,105.18	\$ 193,709.60	-12.19%	\$ 2,065,670.82	\$ 2,082,644.24	-0.81%
ACCESS	7,211.98	3,081.16	134.07%	47,553.98	42,509.92	11.87%
TOTAL REVENUE	\$ 177,317.16	\$ 196,790.76	-9.90%	\$ 2,113,224.80	\$ 2,125,154.16	-0.56%

BALANCE SHEET

GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

A S S E T S	Dec-23	Current	L I A B I L I T I E S	Dec-23	Current
CASH & CASH ITEMS			PAYABLES		
CASH IN BANK-GENERAL FUND	7,771,587.59	2,540,798.35	TRADE PAYABLES	-	-
CASH IN PAYROLL ACCOUNT-GEN FD	520,769.33	843,447.13	ACCOUNTS PAYABLE	914,837.42	238,854.73
LEVY EXCESS FUND	-	-	ACCOUNTS PAYABLE - CNG UTILITIES	177,610.05	220,911.51
WORKING FUNDS	-	-	TOTAL PAYABLES	1,092,447.47	459,766.24
UNITED HEALTHCARE HRA IMPREST-GEN FD	-	-	ACCRUED PAYROLL LIABILITIES		
HEALTHCARE IMPREST-GEN FD	-	-	ACCRUED WAGES PAYABLE	149,072.23	666,840.33
RAINY DAY FUND	256,256.66	256,256.66	ACCR COMPENSATED ABSENCES PAYABLE	269,723.32	269,723.32
TOTAL CASH & CASH ITEMS	8,548,613.58	3,640,502.14	DEDUCTIONS-AUTO	-	-
RECEIVABLES			UNION DUES WITHHELD	1,872.70	2,507.64
ACCOUNTS RECEIVABLE	133,289.70	134,374.85	DEDUCTION-FICA/MEDICARE EE	-	-
SHOP INVENTORY	-	-	DEDUCTION-UNION DUES	-	-
A/R - CITY OF LAFAYETTE	-	-	DEDUCTION-WELLNESS	336.81	524.31
CONTRACT RECEIVABLE-PURDUE	897,995.02	1,000,160.04	DEDUCTION-HEALTH INSURANCE	11,414.68	(14,480.85)
A/R-TICKET VENDING MACHINE COLLECTIONS	5,471.00	3,605.00	DEDUCTION-HEALTH INS - COBRA	-	-
A/R - OFF-SITE PASS SALES COLLECTIONS	-	-	DEDUCTION - CHARITABLE DONATIONS	-	-
ACCTS REC-V-EMPLOYEE P/R WASH	-	-	DEDUCTION - LIBERTY NATIONAL	-	-
A/R CAPITAL GRANTS-FTA	369,863.00	-	DEDUCTION-GARNISHMENTS	827.61	165.00
A/R OPERATING ASSISTANCE-FTA	-	-	DEDUCTION-UNITED WAY	403.00	640.71
A/R TAX DRAW-COUNTY/LOCAL	-	(356,123.55)	DEDUCTION-CABLE	-	-
A/R GRANTS-STATE	-	2,539,633.25	DEDUCTION-PERF EE	3,026.00	4,374.33
A/R PLANNING ASSISTANCE-FTA	-	-	DEDUCTION-SUPPORT	-	-
A/R OPERATING ASSISTANCE-STATE	-	-	DEDUCTION-EE LOANS	350.08	486.25
A/R FEDERAL TAX CREDITS	328,395.00	167,598.50	DEDUCTION-BOSTON MUTUAL	121.68	155.54
PROPERTY TAX RECEIVABLE	3,128,409.00	3,275,322.00	DEFERRED COMPENSATION	1,302.11	2,936.46
TOTAL RECEIVABLES	4,863,422.72	6,764,570.09	ACCURED PERF PAYABLE ER	5,889.53	24,806.37
MATERIALS & SUPPLIES INVENTORY			TOTAL PAYROLL LIABILITIES	444,339.75	958,679.41
BUS PARTS INVENTORY	334,269.73	261,969.31	ACCRUED TAX LIABILITIES		
PARTS INVENTORY-CLEARING ACCT	-	-	FIT TAXES	40,556.32	221,038.91
DIESEL & GASOLINE INVENTORY	17,151.23	15,424.16	FICA/MEDICARE	-	-
OIL, LUBE, ANTIFREEZE INVENTORY	87,470.97	47,935.81	STATE TAX	-	-
TIRES, TUBES, BATTERIES INVENTORY	2,564.86	4,373.10	STATE UNEMPLOYMENT TAX	-	-
FACILITIES PARTS INVENTORY	29,997.08	28,970.05	COUNTY TAX	-	-
TOTAL MATERIALS & SUPPLIES INVENTORY	471,453.87	358,672.43	TOTAL TAX LIABILITIES	40,556.32	221,038.91
TANGIBLE PROPERTY TRANSIT OPS			SHORT TERM DEBT		
REVENUE EQUIPMENT	28,172,233.66	28,317,597.94	SHORT TERM DEBT	-	-
SUPPORT VEHICLES	582,095.86	582,095.86	AUTO INSURANCE PAYOUT LIABILITY	-	91,702.82
BUILDING & STRUCTURE	19,532,013.68	19,724,541.37	WORKERMAN COMP INSURANCE PAYOUT LIABILITY	-	-
EQUIPMENT SHOP & GARAGE	442,572.16	453,318.03	INSURANCE PAYOUT LIABILITY	10,000.00	10,000.00
REVENUE COLLECTION FAREBOX	1,729,463.34	1,729,463.34	ACCURED INTEREST PAYABLE - BANK OF AMERICA-CNG	-	-
COMMUNICATIONS EQUIPMENT	690,498.35	801,483.34	TOTAL SHORT TERM DEBT	10,000.00	101,702.82
OFFICE EQUIPMENT & FURNISHINGS	391,044.90	409,295.68	OTHER CURRENT LIABILITIES		
CONSTR. IN PROGRESS-SHOP	32,539.95	72,756.70	UNREDEEMED TOKENS	-	-
CONSTR. IN PROGRESS - HYDROGEN	39,500.00	155,500.00	UNREDEEMED REGULAR PASSES	-	-
CONSTR. IN PROGRESS - PROJECTS	705,968.47	3,177,783.94	UNREDEEMED DAY PASSES	-	-
CONSTR. IN PROGRESS - SHELTERS	308,105.14	358,488.07	UNREDEEMED E & D PASSES	-	-
LAND	926,471.26	926,471.26	UNREDEEMED SEMESTER PASSES	-	198.00
TOTAL PROPERTY COST	53,552,506.77	56,708,795.53	UNREDEEMED LOOP PASSES	-	-
ACC ACC DEPR-REVENUE EQUIPMENT	(15,324,585.92)	(16,738,960.87)	DEFERRED REVENUE-COUNTY/LOCAL	-	-
ACC DEPR-SUPPORT VEHICLES	(464,998.58)	(485,931.43)	DEFERRED REVENUE-ADVERTISING & PAINTED TRANSIT	4,583.31	(1,833.38)
ACC DEPR-BUILDING & STRUCTURE	(8,977,499.76)	(9,442,416.27)	FEDERAL TAX PAYABLE	-	-
ACC DEPR-EQUIPMENT SHOP & GARAGE	(473,826.31)	(508,303.48)	UNREDEEMED 50 FARESAVERS	-	-
ACC DEPR-REVENUE COLLECTION FAREBOX	(1,609,762.07)	(1,645,305.96)	UNREDEEMED PASS STUDENT	-	-
ACC DEPR-COMMUNICATIONS EQUIPMENT	(137,275.11)	(214,590.24)	UNREDEEMED REVENUE	-	-
ACC DEPR-OFFICE EQUIPMENT & FURNISHINGS	(223,722.56)	(253,356.16)	UNREDEEMED TVM CHG/STRD VALUE CARDS	8,358.00	8,667.00
ACC DEPR-CONSTR IN PROGRESS-WLAF	-	-	NET PENSION LIABILITY	3,906,652.00	4,369,315.00
ACC DEPR-CONSTR IN PROGRESS-LAF	-	-	TOTAL OTHER CURRENT LIABILITIES	3,919,593.31	4,376,346.62
TOTAL ACCUMULATED DEPRECIATION	(27,211,670.31)	(29,288,864.41)	LONG-TERM DEBT		
TOTAL PROPERTY LESS DEPRECIATION	26,340,836.46	27,419,931.12	BANK OF AMERICA LONG-TERM PAYABLE-CNG	-	-
SPECIAL FUNDS			TOTAL LONG-TERM DEBT	-	-
SPECIAL FUNDS	-	-	ESTIMATED LIABILITIES		
BONDS & INTEREST CASH ACCT	-	-	FTA EST RES FOR ENCUMBRANCES	-	-
INVESTMENTS-BON & INTEREST FUND	-	-	TOTAL ESTIMATED LIABILITIES	-	-
ACA MLR PREMIUM REBATE	-	-	DEFERRED CREDITS		
BUS AUTO INS CASH FUND	400,000.00	400,000.00	DEFERRED CR - MYERS PED BRIDGE PROJECT	-	-
PAYROLL ACCRUAL	-	-	TOTAL DEFERRED CREDITS	-	-
DIRECTOR & OFFICERS SPEC CASH	74,870.36	74,870.36	DEFERRED INFLOWS		
ELTF DEDUCTIBLE FUNDS	15,000.00	15,000.00	DEFERRED INFLOW - EXPECTED AND ACTUAL EXPERIENCE	14,858.00	-
INVESTMENTS	-	-	DEFERRED INFLOW - EXPECTED AND ACTUAL INV EARNINGS	-	-
CUMULATIVE CAPITAL FUND	1,062,814.48	1,326,180.14	DEFERRED INFLOW - PROPORTIONATE SHARE	100,262.00	46,402.00
CAPITAL IMPROV RESERVE FUND	-	-	DEFERRED INFLOW - ASSUMPTIONS	167,140.00	-
CAPITAL IMPROV. INVESTMENTS	-	-	DEFERRED INFLOW FROM PROPERTY TAXES	3,128,409.00	3,275,322.00
TOTAL SPECIAL FUNDS	1,552,684.84	1,816,050.50	TOTAL DEFERRED INFLOWS	3,410,669.00	3,321,724.00
OTHER ASSETS			CONTRIBUTIONS		
PRE-PAID INSURANCE	44,559.33	85,546.98	INVESTMENTS IN TRANSIT SYS-LAF	24,682.75	24,682.75
PRE-PAID EXPENSES	138,176.83	142,644.32	FED GOVERN CAP GRANT SEC 3 (5309)	23,056,883.82	23,056,883.82
PRE-PAID HEALTH INSURANCE	-	-	FED GOVERN CAP GRANT SEC 5	2,633,996.56	2,633,996.56
OTHER ACCRUALS	-	-	FED GOVERN CAP GRANT SEC 9 (5307)	43,879,641.65	43,879,641.65
TOTAL OTHER ASSETS	182,736.16	228,191.30	STATE CAP GRANT CONTRIBUTION	788,343.85	788,343.85
DEFERRED OUTFLOWS			STATE CAP GRANT SEC 9	657,682.35	657,682.35
DEFERRED OUTFLOW - PERF EMPLOYER CONTRIBUTIONS	425,367.00	449,398.00	STATE CAP GRANT SEC 5	601,488.98	601,488.98
DEFERRED OUTFLOW - PROPORTIONATE SHARE	185,471.00	130,443.00	CONTRIBUTIONS NON GOVERNMENTAL	-	-
DEFERRED OUTFLOW - EXPECTED AND ACTUAL EXPERIENCE	84,242.00	89,395.00	ACCUMULATED EARNINGS/LOSSES	(36,894,240.18)	(38,945,098.38)
DEFERRED OUTFLOW - EXPECTED AND ACTUAL INV EARNINGS	482,122.00	1,001,459.00	TOTAL CONTRIBUTIONS	34,748,479.78	32,697,621.58
DEFERRED OUTFLOW - CHANGE IN ASSUMPTION	529,136.00	238,267.00	TOTAL ASSETS	43,666,085.63	42,136,879.58
TOTAL DEFERRED OUTFLOWS	1,706,338.00	1,908,962.00	TOTAL LIABILITIES & CONTRIBUTIONS	43,666,085.63	42,136,879.58

July 2024
EXPENDITURES TO DATE AND REMAINING BUDGET
 GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

Budget to date 58.3%

	BUDGET FY2024	Budget to Date	Expenditures to Date	Expenditures to Date %	Remaining Budget
PERSONNEL					
Operator Wages	6,869,884	4,007,432	3,449,511	50.2%	3,420,373
Administrative Wages	2,099,054	1,224,448	1,035,726	49.3%	1,063,328
Maintenance Wages	920,315	536,850	507,160	55.1%	413,155
FICA	756,528	441,308	381,424	50.4%	375,104
PERF	1,170,568	682,831	574,660	49.1%	595,908
Life & Health Insurance	2,330,241	1,359,307	983,024	42.2%	1,347,217
Unemployment Insurance	70,000	40,833	19,354	27.6%	50,646
Work Comp Insurance	135,303	78,927	70,493	52.1%	64,810
Uniforms	50,000	29,167	27,889	55.8%	22,111
Tool Allowance/Fringe Benefits	114,568	66,831	49,710	43.4%	64,858
Affordable Care Act Fees	-	-	-	0.0%	-
	14,516,461	8,467,936	7,098,952	48.9%	7,417,509
COMMODITIES					
Diesel Fuel	310,492	181,120	79,554	25.6%	230,938
Natural Gas Fuel	570,738	332,930	218,854	38.3%	351,884
Gasoline	22,953	13,389	17,133	74.6%	5,820
Oil & Antifreeze	43,886	25,600	44,802	102.1%	(916)
Repair Parts, Revenue Vehicles	300,000	175,000	159,341	53.1%	140,659
Repair Parts, Fixed Equipment	10,000	5,833	-	0.0%	10,000
Tires and Batteries	14,326	8,357	30,422	212.4%	(16,097)
Cleaning Supplies	20,469	11,940	20,463	100.0%	5
Building Materials	26,892	15,687	1,774	6.6%	25,117
Postage & Freight	8,066	4,705	1,427	17.7%	6,639
Office Supplies	22,469	13,107	19,009	84.6%	3,459
Other Materials, General Business	95,937	55,963	52,473	54.7%	43,464
Other Materials, Billable	320	187	-	0.0%	320
Other Materials, Vehicles	2,437	1,422	9,597	393.8%	(7,160)
	1,448,983	845,240	654,850	45.2%	794,134
SERVICES & CHARGES					
Attorney & Audit	150,000	87,500	69,045	46.0%	80,955
Contract Maintenance	531,762	310,195	265,275	49.9%	266,488
Custodial Services	69,885	40,766	33,488	47.9%	36,397
Contractual Services	550,000	320,833	280,551	51.0%	269,449
Utilities, Telephone	4,684	2,732	9,849	210.3%	(5,165)
Utility Expense, Electric	75,000	43,750	18,991	25.3%	56,009
Utility Expense, Water & Sewage	35,219	20,544	17,639	50.1%	17,580
Utilities, Natural Gas Heat	68,372	39,884	16,228	23.7%	52,144
Advertising & Promotions	150,000	87,500	45,687	30.5%	104,313
Exterior Advertising	10,000	5,833	-	0.0%	10,000
Printing	30,000	17,500	23,180	77.3%	6,820
Advertising Fees (Legal Ads)	3,000	1,750	37	1.2%	2,963
Dues & Subscriptions	56,027	32,682	10,844	19.4%	45,183
Travel & Meeting Expenses	66,347	38,702	37,583	56.6%	28,764
Premium on PL & PD	600,000	350,000	337,268	56.2%	262,732
Payouts PL & PD	150,000	87,500	84,000	56.0%	66,000
Recovery/physical Damage		-	(22,789)	0.0%	22,789
Other Corporate Ins	94,523	55,138	2,500	2.6%	92,023
Vehicle Registration	1,000	583	365	36.5%	636
Interest - Short Term	-	-	-	0.0%	-
Bad Debt Expense	5,000	2,917	-	0.0%	5,000
Misc. Expense	7,292	4,254	-	0.0%	7,292
Cash (over)/short		-	-	0.0%	-
	2,658,111	1,550,565	1,229,740	46.3%	1,428,371
TOTAL OPERATING EXPENSES	18,623,556	10,863,741	8,983,542	48.2%	9,640,014

July 2024

Route	RouteName	Passengers	Total Miles	Total Hours	P/Mi	%DIFF FROM 23	P/Hrs	%DIFF FROM 23
1A	Market Square	21,486	14,124.28	1,061.42	1.52	▲ 17.97%	20.24	▲ 3.81%
1B	Salisbury	23,257	10,104.56	857.34	2.30	■ -11.68%	27.13	■ 13.98%
2A	Schuyler Ave	7,901	3,735.80	306.90	2.11	▲ 18.67%	25.74	■ 5.97%
2B	Union St	6,547	3,843.57	345.36	1.70	▲ 20.03%	18.96	■ 8.28%
3	Lafayette Square	9,817	11,235.69	788.99	0.87	■ -0.41%	12.44	■ 10.03%
4A	Tippecanoe Mall	14,089	6,485.91	624.88	2.17	■ 9.35%	22.55	■ 3.75%
4B	Purdue West	35,135	11,511.94	853.26	3.05	■ -14.55%	41.18	■ -1.66%
5	Happy Hollow	7,549	3,998.94	255.55	1.89	▲ 54.70%	29.54	■ 7.10%
6A	Fourth St	16,046	11,948.53	746.33	1.34	■ 3.01%	21.50	■ -7.29%
6B	South 9th	3,200	4,744.70	338.78	0.67	■ 9.63%	9.45	■ 9.06%
7	South St	16,152	9,472.87	794.79	1.71	■ 6.39%	20.32	■ 3.52%
8	Klondike Express	14,245	7,361.72	488.00	1.94	▲ 16.27%	29.19	■ 4.73%
9	Park East	2,309	4,740.52	326.14	0.49	▼ -35.55%	7.08	■ 11.20%
10	Northwestern	7,219	3,747.30	304.11	1.93	■ 7.58%	23.74	■ -1.56%
23	Connector	9,105	7,515.21	622.26	1.21	■ 13.49%	14.63	▲ 24.43%
Others	Others	107	N/A	N/A	N/A	N/A	N/A	N/A
Sub Total:		194,164	114,571.54	8,714.11	1.69	■ 0.34%	22.28	■ 5.49%
13	Silver Loop	-	-	-	-	■ 0.00%	-	-
14	Black Loop	-	-	-	-	■ 0.00%	-	-
15	Tower Acres	-	-	-	-	■ 0.00%	-	-
20	South Campus	-	-	-	-	■ 0.00%	-	-
28	Gold Loop	-	-	-	-	■ 0.00%	-	-
Sub Total:								
21A	Lark & Alight	-	-	-	-	■ 0.00%	-	-
24	Redpoint	-	-	-	-	■ 0.00%	-	-
35	Lindberg Express	-	-	-	-	■ 0.00%	-	-
Sub Total:								
MB Total:		194,164	114,572	8,714	1.69	■ 0.34%	22.28	■ 2.54%
DR	ACCESS/FLEX	3,014	13,991	1,085	0.22	■ 8.27%	2.78	■ 10.71%
Demand Response Total:		3,014	13,991	1,085	0.22	■ 8.27%	2.78	■ 10.71%
Grand Total:		197,178	128,563	9,799	1.53	■ 1.32%	20.12	■ 3.58%

July 2024

Route	RouteName	Passengers
1A	Market Square	21,486
1B	Salisbury	23,257
2A	Schuyler Ave	7,901
2B	Union St	6,547
3	Lafayette Square	9,817
4A	Tippecanoe Mall	14,089
4B	Purdue West	35,135
5	Happy Hollow	7,549
6A	Fourth St	16,046
6B	South 9th	3,200
7	South St	16,152
8	Klondike Express	14,245
9	Park East	2,309
10	Northwestern	7,219
23	Connector	9,105
Others	Others	107

Sub Total: 194,164

13	Silver Loop	-
14	Black Loop	-
15	Tower Acres	-
20	South Campus	-
28	Gold Loop	-

Sub Total: -

21A	Lark & Alight	-
24	Redpoint	-
35	Lindberg Express	-

Sub Total: -

MB Total: 194,164

DR	ACCESS/FLEX	3,014
Demand Response Total:		3,014

Grand Total: 197,178

July 2023

	RouteName	Passengers
1A	Market Square	17,539
1B	Salisbury	25,330
2A	Schuyler Ave	6,348
2B	Union St	5,105
3	Lafayette Square	8,742
4A	Tippecanoe Mall	12,406
4B	Purdue West	41,764
5	Happy Hollow	4,692
6A	Fourth St	13,593
6B	South 9th	2,571
7	South St	14,333
8	Klondike Express	10,066
9	Park East	3,297
10	Northwestern	7,134
23	Connector	6,509
Others	Others	64

Sub Total: 179,493

13	Silver Loop	-
15	Tower Acres	-
17	Ross Ade	-
28	Gold Loop	-

Sub Total: -

21A	Lark & Alight	-
24	Redpoint	-
35	Lindberg Express	-

Sub Total: -

MB Total: 179,493

DR	ACCESS/FLEX	2,820
Demand Response Total:		2,820

Grand Total: 182,313

OPERATIONS REPORT

Jul-24

	2024 MONTH	2023 MONTH	2024 YTD	2023 YTD
MILES	128,563	120,443	1,063,201	1,038,677
PAID HOURS	15,092	14,823	122,930	106,631

	2024	2023	YTD 2024	YTD 2023	% DIFF MO	% DIFF YTD
ACCIDENTS	2	1	16	25	▲ 100.00%	▼ -36.00%
PER 100,000 MILES	1.56	0.83	1.50	2.41	▲ 87.37%	▼ -37.48%
PREVENTABLE	2	1	11	15	▲ 100.00%	▼ -26.67%
PER 100,000 MILES	1.56	0.83	1.03	1.44	▲ 87.37%	▼ -28.36%
NON-PREVENTABLE	0	0	5	10	#DIV/0!	▼ -50.00%
PER 100,000 MILES	0.00	0.00	0.47	0.96	#DIV/0!	▼ -51.15%
OVERTIME IN HOURS	1,238	588	17,328	18,532	▲ 110.51%	▼ -6.50%
% OF OVERTIME HOURS	8.2%	4.0%	14.1%	17.4%	▲ 106.75%	▼ -18.89%
SAFETY MEETINGS	1	1	7	7		

NO PAY HOURS: 360.85

ROADCALLS 2024			
	Jun-24	Jun-23	% DIFF
MECHANICAL	3	6	▲ 8.33%
OTHER	0	0	#DIV/0!
DELAYS	0	0	#DIV/0!
TOTAL-MONTH	3	6	▲ 8.33%
TOTAL-YTD	25	31	▼ 2.60%

BUS#	LOCATION	PROBLEM	TIME	DATE	MECH OR OTHER
448		Spark Plug		7/23/2024	M
412		Radiator Hose		7/29/2024	M
4005		Differential		7/30/2024	M

DIESEL COST COMPARISON FOR 2023 (CURRENT YEAR VS LAST YEAR)						
Month	Total Gallons 2024	Total Gallons 2023	% Difference	Avg Cost Gallon 2024	Avg Cost Gallon 2023	Different per Gallon
JAN	4,613	5,492	▼ -16.01%	\$4.0800	\$3.4600	▼ \$0.6200
FEB	5,749	7,746	▼ -25.78%	\$6.0500	\$2.9800	▲ \$3.0700
MAR	3,415	459	▲ 644.01%	\$2.7600	\$2.9800	▼ -\$0.2200
APR	5,736	4,682	▼ 22.51%	\$4.2300	\$4.1800	▼ \$0.0500
MAY	2,492	2,918	▼ -14.60%	\$4.2400	\$2.5980	▼ \$1.6420
JUN	2,492	2,629	▼ -5.21%	\$2.8840	\$2.7600	▼ \$0.1240
JUL	2,704	2,157	▼ 25.36%	\$2.3100	\$2.7600	▼ -\$0.4500
AUG			#DIV/0!			▼ \$0.0000
SEP			#DIV/0!			▼ \$0.0000
OCT			#DIV/0!			▼ \$0.0000
NOV			#DIV/0!			▼ \$0.0000
DEC			#DIV/0!			▼ \$0.0000
TOTAL	27,201	26,083	▼ 4.29%	\$26.5540	\$21.7180	▲ \$4.8360

CNG ACCESS BUSES			
Month	Total DGE Used 2024	Total DGE Used 2023	% Difference
JAN	980	1,765	▼ -44.4759%
FEB	1,167	1,775	▼ -34.2535%
MAR	1,738	2,311	▲ -24.7945%
APR	1,928	2,211	▲ -12.7996%
MAY	1,754	2,342	▲ -25.1067%
JUN	1,552	2,507	▼ -38.0933%
JUL	1,711	2,230	▲ -23.2735%
AUG			#DIV/0!
SEP			#DIV/0!
OCT			#DIV/0!
NOV			#DIV/0!
DEC			#DIV/0!
TOTAL	10,830	15,141	▲ -28.4724%

CNG Fixed Routes			
Month	Total DGE Used 2024	Total DGE Used 2023	% Difference
JAN	36,520	32,405	▲ 12.6987%
FEB	40,356	32,677	▲ 23.4997%
MAR	38,553	37,727	▼ 2.1894%
APR	39,537	39,888	▼ -0.8800%
MAY	33,336	34,780	▼ -4.1518%
JUN	32,867	28,740	▲ 14.3598%
JUL	30,754	28,201	▲ 9.0529%
AUG			#DIV/0!
SEP			#DIV/0!
OCT			#DIV/0!
NOV			#DIV/0!
DEC			#DIV/0!
TOTAL	251,923	234,418	▲ 7.4674%