

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, APRIL 20, 2015
8:30 A.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. CONSENT AGENDA
 - A. Minutes of April 6, 2015
 - B. Tax Releases
2. DENTAL PRESENTATION: Dr. Elizabeth Swicegood, Dentist and Scott Harrelson, Health Director
3. JUVENILE CRIME PREVENTION COUNCIL (JCPC) FUNDING ALLOCATIONS: Jennifer Knight, Chair
4. REQUEST BY DEPARTMENT OF TRANSPORTATION TO RELOCATE GRAVES: Kaye Baggett, Right-of-Way Agent
5. VANCEBORO VOLUNTEER FIRE DEPARTMENT REQUEST TO PURCHASE BRUSH TRUCK: Perry Morris, President
6. RESOLUTION OF SUPPORT FOR AN ALTERNATIVE GOVERNANCE STRUCTURE FOR THE AREA AUTHORITY SERVING CRAVEN COUNTY
7. "LESS MEANS MORE" PRESENTATION: Linda Staunch, Chair

DEPARTMENTAL MATTERS

8. CARTS – REQUEST TO APPROVE UPDATED SAFETY AND SECURITY PROGRAM PLAN: Gene Hodges, Interim CARTS Director; Kelly Walker, Transportation Coordinator; Phyllis Toler, CARTS Advisor
9. HEALTH – BUDGET AMENDMENTS: Jennifer Blackmon, Human Services Deputy Director

10. JAIL – MEDICAL BUDGET AMENDMENT: Captain Lee Thomas, Jail Administration
11. SOLID WASTE – MOBILE ELECTRONICS RECYCLING PROGRAM: Rusty Cotton, Solid Waste Director
12. PLANNING: Don Baumgardner, Planning Director
 - A. Request to Set Public Hearing for the Adoption of the Pamlico Sound Regional Hazard Mitigation Plan
 - B. Request to Adopt the Flood Mitigation Assistance Project Budget Amendment and Ordinance
 - C. Consideration of Ordinance changes proposed at the regular session of April 6.
13. ADMINISTRATION
 - A. Request for Appointment of Deputy Clerk
 - B. Review of Bids for Animal Shelter Expansion: Gene Hodges, Assistant County Manager, Facilities/Operations
14. EMERGENCY SERVICES
 - A. Budget Amendment – Fire Department Insurance: Rick Hemphill, Assistant County Manager, Finance/Administration
 - B. Request to Set Public Hearing to Amend Ambulance Ordinance: Jack Veit, County Manager
15. NOISE ORDINANCE DISCUSSION: Jim Hicks, County Attorney and Jack Veit, County Manager
16. APPOINTMENTS
17. COUNTY ATTORNEY'S REPORT: Jim Hicks
18. COUNTY MANAGER'S REPORT: Jack Veit
19. COMMISSIONERS' REPORTS

Agenda Date: April 20, 2015

Presenter: _____

Agenda Item No. 1

Board Action Required or Considered: Yes

CONSENT AGENDA

A. MINUTES OF APRIL 6, 2015

The Board will be asked to approve the regular session minutes of April 6, 2015.

B. TAX RELEASES

Craven County Tax Administrator, Ronnie Antry, presented the routine requests for tax releases contained in Attachment #1.B for the Board's approval.

Board Action: A roll call vote is needed to approve the consent agenda items.

Agenda Date: April 20, 2015

Presenters: Scott Harrelson, Dr. Elizabeth Swicegood

Agenda Item No. 2

Board Action Required or Considered: No

DENTAL PRESENTATION

The Board requested a presentation on the Health Department's dental program. Health Director, Scott Harrelson, and Dentist for the department, Dr. Swicegood, will make the presentation.

Board Action: Information only

Agenda Date: April 20, 2015

Presenter: Jennifer Knight

Agenda Item No. 3

Board Action Required or Considered: Yes

JUVENILE CRIME PREVENTION COUNCIL (JCPC) FUNDING ALLOCATIONS

Jennifer Knight, Chair, will present the Council's recommendations for funding allocations as they appear in Attachment #3.

Board Action: A vote to approve the recommended allocations is needed.

Agenda Date: April 20, 2015

Presenter: Kaye Baggett

Agenda Item No. 4

Board Action Required or Considered: Yes

REQUEST BY DEPARTMENT OF TRANSPORTATION TO RELOCATE GRAVES

Kaye Baggett, Right-of-Way Agent, Department of Transportation, will present a request for the relocation of three graves currently located in a farm field in Jones County. Greenleaf Memorial Cemetery in Craven County has been chosen as the place the remains will be re-interred. Because the new location is in Craven County, NCDOT requires a resolution from the Craven County Board of Commissioners allowing NCDOT to reinter the graves. The Jones County Board of Commissioners has been contacted for a resolution allowing removal of the graves from their present location. Attachment #4 contains the plans and a resolution regarding the graves relocation in conjunction with the Highway 17 bypass project in Jones and Onslow Counties.

Board Action: Adopt resolution appearing as Attachment #4 to approve the re-interment of three graves in Craven County.

Agenda Date: April 20, 2015

Presenter: Perry Morris

Agenda Item No. 5

Board Action Required or Considered: No

VANCEBORO VOLUNTEER FIRE DEPARTMENT REQUEST TO PURCHASE BRUSH TRUCK

Perry Morris, Vanceboro Fire President, will present a request on behalf of the Department to purchase a new Brush Truck. The Department has received a \$10,000 grant from Weyerhaeuser and, with other savings, will pay for the vehicle with no financing.

Board Action: Receive information only

Agenda Date: April 20, 2015

Presenter: _____

Agenda Item No. 6

Board Action Required or Considered: Yes

**RESOLUTION OF SUPPORT FOR AN ALTERNATIVE GOVERNANCE STRUCTURE
FOR THE AREA AUTHORITY SERVING CRAVEN COUNTY**

At the Board's meeting on March 16, Dave Peterson of East Carolina Behavioral Health presented a proposal for the governance structure for the area authority. At that time the Board had a significant amount of questions for discussion. Subsequently, Mr. Peterson joined the Board at its Special Session of March 27 to make clarifications and to satisfy the Board's concerns.

Board Action: Approve resolution appearing as Attachment #6.

Agenda Date: April 20, 2015

Presenter: Linda Staunch

Agenda Item No. 7

Board Action Required or Considered: No

“LESS MEANS MORE” PRESENTATION

Linda Staunch, Chair of Craven County’s water conservation initiative, will update the Board.

Board Action: Information only

Agenda Date: April 20, 2015

Presenters: Gene Hodges, Kelly Walker, Phyllis Toler

Agenda Item No. 8

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: CARTS – REQUEST TO APPROVE UPDATED SAFETY AND SECURITY PROGRAM PLAN

The Safety and Security Program Plan (SSPP) is required to be updated as changes occur and an annual review is required to assure all information is current. The annual review and updates must be adopted by the Board. This plan revision has been approved by the North Carolina Department of Transportation/Public Transportation Division (NCDOT/PTD) as meeting all SSPP requirements. We are asking for Board approval of the CARTS SSPP plan revised April 2015. Once approved by the Board, the plan will be submitted to the NCDOT/PTD. This is a process that CARTS will be required to repeat annually (See Attachment #8).

Board Action: Receive plan and vote for its approval.

Agenda Date: April 20, 2015

Presenter: Jennifer Blackmon

Agenda Item No. 9

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: HEALTH – BUDGET AMENDMENTS

Jennifer Blackmon, Human Services Deputy Director, will present two (2) budget amendments contained in Attachment #9 for the Board's approval.

Board Action: A roll call vote is needed to approve budget amendments.

Agenda Date: April 20, 2015

Presenter: Capt. Lee Thomas

Agenda Item No. 10

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: JAIL – MEDICAL BUDGET AMENDMENT

Captain Lee Thomas, Jail Administration, will present the budget amendment contained in Attachment #10 for the Board's approval.

This budget amendment will cover the cost of inmate medical expenses through the end of the current fiscal year. In the past year Craven County Jail has housed an inmate with a life threatening illness.

The inmate is charged with a felony offense and his bond is set at \$500,000. So far treatment for his illness has cost \$125,000 with additional future high cost expectations. This budget amendment will fund this line item through FY end and provide for regular contract payments to Southern Health Partners as well as future expenses related to housing this specific inmate.

Board Action: A roll call vote is needed to approve budget amendment.

Agenda Date: April 20, 2015

Presenter: Rusty Cotton

Agenda Item No. 11

Board Action Required or Considered: No

**DEPARTMENTAL MATTERS: SOLID WASTE – MOBILE ELECTRONICS
RECYCLING PRORAM**

Recently Commissioners have asked about expansion of our Electronics Recycling Program in Craven County. We currently have one permanent Electronics Recycling location, which is housed at our Monette's Convenience Center located at 4001 Old Cherry Point Rd. This permanent site is centrally located in Craven County and has existing infrastructure to house the electronics while it is sorted and stacked on pallets for shrink wrapping. We store these electronics until there is enough for a shipment which is approximately (24) pallets. CRT's/TV's and Monitors with tubes are shipped to a separate location than LED's and peripherals. There is a cost to the County for recycling CRT's/TV's and Monitors with tubes. The County receives revenue from the recycling of LED's and peripherals.

While brainstorming, County personnel discussed a Mobile Electronics Recycling Site using enclosed 8.5 x 20 foot trailers to rotate between the other existing Convenience Centers. These trailers would be on site at a Convenience Center for a month at a time. We would transfer all electronics collected during this month to our Monette's Convenience Center for sorting and stacking on pallets and place our mobile trailers at a different Convenience Center the next month. Advertising for this program would be included to let County residents know the locations of our mobile program each month.

Solid Waste Director, Rusty Cotton, will present a short PowerPoint on Electronics Recycling.

Board Action: Receive information/Provide direction to Staff.

Agenda Date: April 20, 2015

Presenter: Don Baumgardner

Agenda Item No. 12

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: PLANNING

A. REQUEST TO SET PUBLIC HEARING FOR THE ADOPTION OF THE PAMLICO SOUND REGIONAL HAZARD MITIGATION PLAN

The Craven County Planning Department is requesting to set a public hearing on May 4th 2015 to hear public comments regarding the County's completed update of its Hazard Mitigation Plan. The official name of the plan is the Pamlico Sound Regional Hazard Mitigation Plan. The plan has been approved by the Federal Emergency Management Agency (FEMA). The County is required to hold a public hearing in order to receive public comment before the Board of Commissioners can officially adopt the plan. This plan is required to be updated in order to receive disaster assistance as a result of any declared storm event.

Board Action: Set a public hearing for the May 4, 2015 at 7:00 p.m.

B. REQUEST TO ADOPT THE FLOOD MITIGATION ASSISTANCE PROJECT BUDGET AMENDMENT AND ORDINANCE

In order to move forward with the Flood Mitigation Assistance Project the Board of Commissioners needs to adopt the Budget Amendment (\$1,853,360) and Budget Ordinance, contained in Attachment #12.B, for the Flood Mitigation Assistance Project. This project is proposed to elevate eleven repetitively damaged residential structures and is 100% FEMA funding, no County funds required.

Board Action: Request adoption of the project Budget Amendment and Budget Ordinance, which requires a roll call vote, and authorize the Chairman to sign.

C. CONSIDERATION OF ORDINANCE CHANGES PROPOSED AT THE
REGULAR SESSION OF APRIL 6

At the April 6 meeting of the Board, a public hearing was held to receive comment from the public concerning proposed changes to the Craven County Code of Ordinances affecting:

- Appendix D (Cherry Point Marine Corps Air Station)
- Appendix F (Coastal Carolina Regional Airport)
- Chapter 30 (Signs)

At that time, action was deferred.

Board Action: Consider changes to ordinances for approval. A roll call vote will be needed.

Agenda Date: April 20, 2015

Presenter: Gene Hodges

Agenda Item No. 13

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: ADMINISTRATION

A. REQUEST FOR APPOINTMENT OF DEPUTY CLERK

Traditionally, the Assistant County Manager has served as Deputy Clerk to the Board. This designation last occurred when Jack Veit was Assistant County Manager. The Board is being requested to appoint current Assistant County Manager, Gene Hodges, as Deputy Clerk.

Board Action: A vote to make the requested appointment.

B. REVIEW OF BIDS FOR ANIMAL SHELTER EXPANSION

Craven County issued a request for bids for the expansion of the Animal Shelter on March 18, 2015. A mandatory pre-bid meeting was held on April 1, 2015 for any firms that were interested in bidding on this project. There were seven interested firms that attended that meeting. The bid closing date was April 9, 2015 and three firms submitted bids (See Attachment 13.B). The lowest bidder was Danco Builders, Inc. with a bid of \$1,104,765. The budget for this project is \$500,000. It is the recommendation from staff that we reject all the bids, reduce the size of project, and solicit for new bids.

Board Action: Reject all the received bids, reduce the size of the project and rebid.

Agenda Date: April 20, 2015

Presenters: Rick Hemphill & Jack Veit

Agenda Item No. 14

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: EMERGENCY SERVICES

A. BUDGET AMENDMENT – FIRE DEPARTMENT INSURANCE

Rick Hemphill, Assistant County Manager, Finance/Administration, will present the budget amendment contained in Attachment #14.A. for the Board's approval.

Amendments: Volunteer Fire Depts. – Need to budget an additional \$ 70.00 (\$14.00 each for five depts.) to cover shortages in various Volunteer Fire Departments' General Insurance lines.

Board Action: A roll call vote is needed to approve budget amendment.

B. REQUEST TO SET PUBLIC HEARING TO AMEND AMBULANCE ORDINANCE

During the 2014/2015 Budget appropriation process the Craven County Commissioners added a new franchise fee for non-emergency transportation providers. The franchise fee that was established is \$2,000 per year. This fee was based on what other surrounding Counties are charging for the franchise. After review, the County Attorney and County Staff determined that the current Craven County Ambulance Ordinance would need to be amended to reflect the addition of the new franchise fee.

Attachment #14.B. contains a strike line version reflecting the proposed changes. This amendment will require a public hearing before consideration of approval by the County Commissioners. County Staff is requesting that a public hearing be set for 7:00 p.m. on May 4th, 2015 at the County Commissioners regularly scheduled meeting.

Board Action: Set public hearing for May 4, 2015 at 7:00 p.m. as requested by County staff.

Agenda Date: April 20, 2015

Presenters: Jim Hicks & Jack Veit

Agenda Item No. 15

Board Action Required or Considered: No

NOISE ORDINANCE DISCUSSION

As a result of a review of the current noise ordinance by a subcommittee designated by the Chairman, a strike line version of some suggested changes is being provided, appearing as Attachment #15. These changes are based on past complaint details, discussions during Commissioner work sessions and recent subcommittee discussions with the County Attorney, County Manager and the Sheriff. This agenda item is designed for review of changes from County Staff and discussion amongst the Board about the proposed changes. If the Board comes to consensus, action to approve modifications to the noise ordinance can be scheduled for the May 4th, 2015 regularly scheduled County Commissioners Meeting.

Board Action: Receive Information, Discuss with Staff/Attorney

Agenda Date: April 20, 2015

Presenter: _____

Agenda Item No. 16

Board Action Required or Considered: Yes

APPOINTMENTS

- A. PENDING
- B. CURRENT
- C. UPCOMING

Board Action: Appointments will be effective immediately, unless otherwise specified.

A. PENDING APPOINTMENT(S):

FIRE TAX COMMISSIONERS

AUTHORIZATION: N.C.G.S. 69-25.7

MISSION/FUNCTION: To serve in an advisory capacity as representatives of the County Commissioners relative to determining the amount of fire protection needed in their respective districts, assuring that district residents are afforded fire protection commensurate with the amount of fire tax paid, and furnishing said protection.

NUMBER OF MEMBERS:

30

TYPE:

3 per District

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

Must be a qualified voter of the district represented.

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: _____

COMPENSATION: No Yes Specify: _____

Terms due to expire: Tim Harvey (appointed 2013; has moved and needs to be replaced)

No applications on file:

BOARD OF ADJUSTMENT

AUTHORIZATION: General Statute 153-345

MISSION/FUNCTION: To hear and decide appeals from and review any order, requirement, decision or determination made by an administrative official charged with the enforcement of the applicable ordinance; may permit special exceptions to zoning regulations if provided for in the ordinance.

NUMBER OF MEMBERS:

7

TYPE:

Representatives of each airport zoned area

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: Not Specified

COMPENSATION: No Yes Specify: _____

Term(s) ending:

John Brazelton (appointed 1999)
Gerald Teel (appointed 1999)
Alvin West (Alternate; appointed 1999)

A list of residents in the eligible areas (AICUZ Zone and Coastal Carolina Regional Airport Zone) was provided to the Board at the last meeting.

B. CURRENT APPOINTMENTS

REGIONAL AGING ADVISORY COMMITTEE

AUTHORIZATION: _____

MISSION/FUNCTION: The committee advocates on behalf of the senior population of COG Region P, and as advocates for seniors in their respective counties. It reviews and comments on laws, policies, actions and programs that affect older adults.

NUMBER OF MEMBERS:

27

TYPE:

3 Representatives of each county in Region P

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

Interest in issues affecting the senior population; older adults who are participants in aging services, representatives of older adults, older minority individuals, nutrition project representatives, general public, local elected officials

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: First Monday of January, April, July and October, 10:00 a.m.

COMPENSATION: No Yes Specify: _____

Term(s) ending: Norm Smith (Resigned)
Mary Zeeman (Resigned)

Applications on file: Attachment # 16.B.

Carolyn Bland
Jessica Edwards
Thomas Pittman

C. UPCOMING APPOINTMENTS

May

Eastern Carolina Regional Housing Authority Arlene Clifton (Appointed 2000)

Fire Tax Commissioner John Hawkins (Twp. 3; appointed 2013)
2013 John Norris, Sr. (Rhems; appointed

Nursing Home Advisory Committee Cheryl Stevenson (Appointed 2012)

June

Craven Community College Carol Mattocks (Appointed 2006)

Community Child Protection Team Nadia Anderson (Appointed 2012)
Dorothy Cumisky (Appointed 2012)

Eastern Carolina Workforce Development Ronald Knight

EMS Advisory Council Michael Smith (Appointed 2013)

Firemen's Relief Fund Kevin Jones (;appointed 2013)
Jeffery Norman (LSC; appointed 2013)

Fire Tax Commissioner Harvey Hurst (Appointed 2011)
Chris Wetherington (Appointed 2013)

Juvenile Crime Prevention Council James Anderson (Appointed 2013)
Catherine Hardison (Appointed 2013)
Michelle Jerome (Appointed 2013)

Nursing Home Advisory Committee Susanne Layton (Appointed 2012)

Planning Board Patrick Wood (Appointed 2011)

Recreation and Parks Dennis Smith (Appointed 2009)

Coastal Carolina Airport Authority Joseph Leahy (Appointed 2012)
Kenny Morris (Appointed 2011)
Mary Harris (Appointed 2012)

Tourism Development Authority Gary Curry (Appointed 2012)

Agenda Date: April 20, 2015

Presenter: Jim Hicks

Agenda Item No. 17

COUNTY ATTORNEY'S REPORT

Agenda Date: April 20, 2015

Presenter: Jack Veit

Agenda Item No. 18

COUNTY MANAGER'S REPORT

The County Manager will present the April Update of the North Carolina Association of County Commissioners.

Agenda Date: April 20, 2015

Presenter: _____

Agenda Item No. 19

COMMISSIONERS' REPORTS

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 04/20/2015

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
BIBB, JOHN SALE III & VIAL, BA RELEASED TO PAMLICO COUNTY	0104530 2015-0090013	460.09
BILLINGS, JAMES LEROY VALUE CORRECTION PER BILL OF SALE	0103948 2015-0090014	510.05
CLARY, STEPHEN PAUL SITUS NOT IN CRAVEN COUNTY	1347300 2014-0010883	44.20
CLOS, RALPH J & MARY C DID NOT OWN 1/1/2014	1365190 2014-0011030	7.27
DOWDEY, KENNETH WILLIAM & EMIL MILITARY HIS NAME ONLY	0104546 2015-0090046	754.10
EVANS, DAVID E & MCCULLEN, REN VALUE CORRECTION PER BILL OF SALE	0062459 2015-0090049	464.68
FROCK, CHARLES THOMAS & NANCY VALUE CORRECTION PER BILL OF SALE	0104551 2015-0090052	11.68
GODETTE, SCOTTIE NOT IN BUSINESS 1/1/2014	0072215 2014-0091381	110.32
HEDGES, JEFFREY DANIEL BOAT MOVED TO GASTON COUNTY IN 2013	0086552 2014-0092294	53.72
HELBICH, DONALD & DIANNA VALUE CORRECTION PER BILL OF SALE	0062177 2015-0090071	795.48
JONES, JEFFREY & AUDREY DID NOT OWN 1/1/2014	0069132 2014-0091651	43.27
JONES, JEFFREY & AUDREY DID NOT OWN 1/1/2013	0069132 2013-0092504	42.54
JONES, SYLVIA BERNICE MCLAWHOR DWELLING VACANT SINCE 2010	0085844 2014-0030528	38.54
NESBITT, TASHA LEE CORRECTED DISCOVERED PROPERTY	0055811 2005-0038855	121.07

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 04/20/2015

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
NESBITT, TASHA LEE CORRECTED DISCOVERED PROPERTY	0055811 2006-0039503	110.22
NESBITT, TASHA LEE CORRECTED DISCOVERED PROPERTY	0055811 2007-0040764	109.30
NESBITT, TASHA LEE CORRECTED DISCOVERED PROPERTY	0055811 2010-0037896	109.24
NESBITT, TASHA LEE CORRECTED DISCOVERED PROPERTY	0055811 2011-0042205	99.39
NESBITT, TASHA LEE CORRECTED DISCOVERED PROPERTY	0055811 2012-0042107	88.31
NESBITT, TASHA LEE CORRECTED DISCOVERED PROPERTY	0055811 2013-0092970	81.04
NESBITT, TASHA LEE CORRECTED DISCOVERED PROPERTY	0055811 2014-0041406	71.04
NESBITT, TASHA LEE CORRECTED DISCOVERED PROPERTY	0055811 2010-0090271	776.59
PHILLIPS, ERNEST NOT IN BUSINESS 1/1/2010	0085256 2010-0040848	134.95
SMITH, JOHNNIE & WILLIAM FORECLOSURE-LIEN EXTINGUISHED	6678900 2010-0047602	31.14
SMITH, JOHNNIE & WILLIAM FORECLOSURE-LIEN EXTINGUISHED	6678900 2011-0052935	55.28
SMITH, JOHNNIE & WILLIAM FORECLOSURE-LIEN EXTINGUISHED	6678900 2012-0052891	51.73
SMITH, JOHNNIE & WILLIAM FORECLOSURE-LIEN EXTINGUISHED	6678900 2013-0050730	42.51
SMITH, JOHNNIE & WILLIAM FORECLOSURE-LIEN EXTINGUISHED	6678900 2014-0051894	39.03

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 04/20/2015

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
STEVENS, ROBINSON JR RELEASED TO CARTERET COUNTY	0103851 2015-0090133	559.85
	29 -CREDIT MEMO(S)	5,816.63

JCPC FUNDING AND REVIEW RECOMMENDATIONS 15-16

Funding Available: \$254,570.00

Committee Members Present: Jennifer Dacey Kitti Hardison Robert Keeter
 Jennifer Knight Todd Shuart Jackie Smith

NEEDED PROGRAMS	PROGRAM	CURRENT FUNDING	REQUEST 15-16	RECOMMENDATION
1. Community Day-Structured Day Reporting	Area Day Reporting Center	130,888.00	121,084.00	121,084.00
2. Community Service/Restitution	Juvenile Restitution Program	62,918.00	62,918.00	62,918.00
3. Teen Court Services	Teen Court	59,564.00	69,572.00	68,168.00
JCPC Administrative Funds		2,449.00	1,200.00	2,400.00
Totals		254,570.00	254,774.00	254,774.00

254,570.00



APR 07 2015

STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PATRICK L. MCCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

April 6, 2015

WBS: 34442.2.S3
TIP: R-2514B
COUNTY: Jones

DESCRIPTION: US 17 Bypass from North of Jacksonville to New Bern

SUBJECT: Relocation of 3 graves from Collins Family Cemetery in Jones County to Greenleaf Memorial Park in New Bern, NC

Craven County
Board of Commissioners
406 Craven Street
New Bern, NC 28560

Members of the Board:

This is to confirm that it will be necessary to disinter approximately three (3) graves from the above mentioned cemetery location in Jones County. These graves are located in the proposed right of way of the US 17 Bypass. Family members have requested that the remains be re-interred in Greenleaf Memorial Park in New Bern, NC.

Upon approval of the Craven County Board of Commissioners, regarding the necessity to disinter and re-inter the deceased at the above mentioned site, please submit to this office a certified copy of the resolution in accordance with NC General Statute §65-106.

Should additional information be necessary, please contact me at 919-707-4395 (kharris1@ncdot.gov) or Kaye Baggett at 910-341-2100 (kdbaggett@ncdot.gov).

Sincerely,

Kandace B. Harris
Real Property Agent

CC: Craven County Health Department
Division 3, Division Engineer



**RESOLUTION AUTHORIZING THE NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION TO RELOCATE GRAVES FROM THE COLLINS FAMILY
CEMETERY IN JONES COUNTY**

WHEREAS, a private cemetery, known as the Collins Family Cemetery, is located adjacent to the US 17 Bypass project; and

WHEREAS, three grave sites within the cemetery are located within the proposed right-of-way of the US 17 Bypass; and

WHEREAS, North Carolina General Statute §65-106(a)(1) allows for the disinterment, removal, and re-interment of graves by any agency of the State of North Carolina after certifying to the Board of County Commissioners that such removal is reasonably necessary to perform the agency's governmental functions and the duties delegated to it by law; and

WHEREAS, the North Carolina Department of Transportation has concluded that the disinterment of three graves from the Collins Family Cemetery is necessary to allow the US 17 Bypass Project to move forward; and

WHEREAS, North Carolina Department of Transportation has notified all of the next of kin of the disinterment, removal, and re-interment of graves from the cemetery, as required by North Carolina General Statute §65-106(b), and that all next of kin have consented to the disinterment, removal, and re-interment of the graves; and

WHEREAS, North Carolina General Statute §65-106(g) states that all disinterment, removal, and re-interment under §65-106 shall be made under the supervision and direction of the Board of County Commissioners.

NOW, THEREFORE BE IT RESOLVED, that the North Carolina Department of Transportation is hereby authorized to re-inter three graves from the Collins Family Cemetery at Greenleaf Memorial Park in Craven County, as necessary to facilitate US 17 Bypass project subject to all statutory and administrative requirements.

Adopted this 20th day of April, 2015

CRAVEN COUNTY
BOARD OF COMMISSIONERS

Steve Tyson, Chairman

Gwendolyn M. Bryan, Clerk to the Board

RW Revision 5/04 JCL -Y2A- Realigned

TIP PROJECT: R-2514B

CONTRACT:

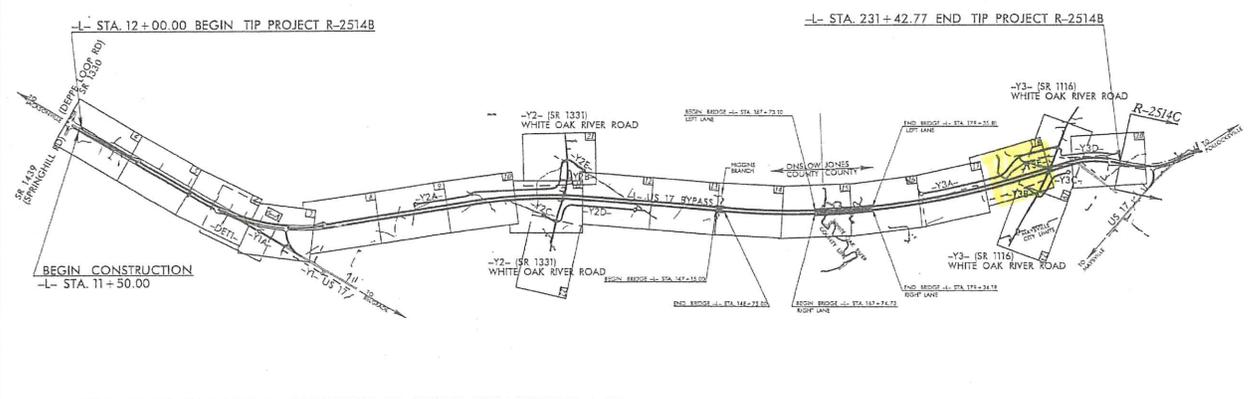
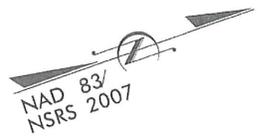


STATE OF NORTH CAROLINA
DIVISION OF HIGHWAYS
ONSLOW & JONES COUNTIES

LOCATION: US 17 FROM SOUTH OF BELGRADE AT
SR 1330/SR 1439 TO NORTH OF MAYSVILLE

TYPE OF WORK: GRADING, DRAINAGE, PAVING, AND STRUCTURES

STATE	STATE PROJECT NUMBER	PROJECT	SECTION
N.C.	R-2514B	I	
PLAN NUMBER	PLAN NUMBER	DESCRIPTION	
34442.1.3		PE	
34442.2.53		RIGHT OF WAY	



*DESIGN EXCEPTION REQUIRED FOR SAG VERTICAL CURVE K FACTORS AND STOPPING SIGHT DISTANCE (-Y2- & -Y3-)
THIS PROJECT IS NOT WITHIN ANY MUNICIPAL BOUNDARIES.
THIS IS A FULL CONTROLLED-ACCESS PROJECT WITH ACCESS AS SHOWN ON PLANS.
CLEARING ON THIS PROJECT SHALL BE PERFORMED TO THE LIMITS ESTABLISHED BY METHOD III.

PRELIMINARY PLANS
DO NOT USE FOR CONSTRUCTION

GRAPHIC SCALES

50 25 0 50 100
PLANS
50 25 0 50 100
PROFILE (HORIZONTAL)
10 5 0 10 20
PROFILE (VERTICAL)

DESIGN DATA

ADT 2015 = 6800 vpd
ADT 2035 = 15900 vpd
DIV = 7 %
D = 65 %
T = 7 %
V = 70 MPH
* TTST = 4% DUAL = 3%
FUNC CLASS = FREEWAY
STATEWIDE TIER

PROJECT LENGTH

LENGTH ROADWAY OF TIP PROJECT R-2514B = 3.906 MILES
LENGTH STRUCTURE OF TIP PROJECT R-2514B = 0.250 MILES
TOTAL LENGTH OF TIP PROJECT R-2514B = 4.156 MILES

Present in the Office of:
DIVISION OF HIGHWAYS
1114 Birch Ridge Dr., Raleigh, NC, 27611

201 STANDARD SPECIFICATIONS

RIGHT OF WAY DATE: DECEMBER 17, 2013	JAMES A. SPEER, PE PROJECT ENGINEER
LETTING DATE: JUNE 16, 2015	JOHN LANSFORD, PE PROJECT DESIGN ENGINEER

HYDRAULICS ENGINEER

P.E.

ROADWAY DESIGN ENGINEER

P.E.



PLAN NO. 34442.1.3
 PLAN NO. 34442.2.53
 DATE: 5/16/15

**Resolution of Support for an Alternative Governance Structure for the Area Authority
serving Craven County**

WHEREAS, in accordance with N. C. General Statute § 122C – 115 (c1), the Area Board of CoastalCare, an Area Authority serving Brunswick, Carteret, New Hanover, Onslow and Pender Counties and the Area Board of East Carolina Behavioral Health, an Area Authority serving Beaufort, Bertie, Camden, Chowan, Craven, Currituck, Dare, Gates, Hertford, Hyde, Jones, Martin, Northampton, Pamlico, Pasquotank, Perquimans, Pitt, Tyrrell, and Washington Counties, have entered into an agreement to consolidate their agencies into a twenty-four county Area Authority serving all previously names counties; and

WHEREAS, the Secretary of the N. C. Department of Health and Human Services has approved this consolidation, as required by law; and

WHEREAS, N. C. General Statute § 122C – 118.1, which specifies the composition of an Area Authority Board, permits an alternative Area Board structure to be implemented 1) if the total population of the Area Authority catchment area exceeds 1,250,000 and 2) if the counties which comprise the Area Authority agree by resolution to an alternative structure; and

WHEREAS, the total population of the new Area Authority created by the consolidation of CoastalCare and East Carolina Behavioral Health is 1,260,778; and

WHEREAS, it is in the best interest of the residents of the twenty-four counties to approve an alternative governance structure for the consolidated Area Authority;

NOW, THEREFORE, BE IT RESOLVED, that we, the Craven County Board of Commissioners, does hereby approve the structure of the Area Board and the Regional Advisory Boards of the consolidated Area Authority, as outlined below.

To provide a local presence in the counties served and to assure that each county has input into the services received by its residents, the twenty-four county catchment area will have three regions. The regions have been designed to equalize, to the extent possible, the number of counties, population in the region, and overall square mileage of the regions. The three regions and the counties served are:

Northern Region: Bertie, Camden, Chowan, Currituck, Gates, Hertford, Martin, Northampton, Pasquotank and Perquimans Counties.

Central Region: Beaufort, Craven, Dare, Hyde, Pamlico, Pitt, Tyrrell and Washington Counties.

Southern Region: Brunswick, Carteret, Jones, New Hanover, Onslow and Pender Counties.

The counties in each region will appoint two members to the Regional Advisory Board: one county commissioner or designee and another individual who meets the requirements outlined in N. C. G. S. § 122C – 118.1 (b). In addition, the Regional Advisory Board will include the Chair

or designee of the regional Consumer and Family Advisory Committee. County Commissioner members of the Regional Advisory Boards may serve for as long as they are a commissioner. Other members of the Regional Advisory Board may serve for up to three, three year consecutive terms.

The primary functions of the Regional Advisory Board will be to advise the Area Authority Chief Executive Officer on the evaluation and hiring of a Regional Director; recommending priorities for expenditure of state and county funds for development of the annual budget; determining local priorities for inclusion in the overall strategic plan; identifying community needs and concerns; monitoring resolution of issues; and monitoring performance at the local level, including access to care, expenditure of service funds, number of consumers served, services delivered, provider network size and composition, outcomes, and consumer satisfaction.

Each Regional Advisory Board will establish its own bylaws based on local needs, but in compliance with standardized requirements established by the Governing Board for quorums, frequency of meetings, elections of officers, duties of members, committees and committee appointments, and attendance standards. Such bylaws are subject to the approval of the Governing Board.

Each Regional Advisory Board will select four (4) members to serve as the Area Authority Governing Board: one county commissioner, the Consumer and Family Advisory Committee chair or designee, and two other members. In addition, the chair or designee of the Area Authority Network Council shall serve on the Governing Board as a non-voting member. The county commissioner members of the Governing Board shall serve one three year term without consecutive reappointment, so that commissioner representation on the Governing Board will rotate among the counties in each region. The other members of the Governing Board may serve three, three year terms.

The Governing Board's primary responsibilities will include determining policy; strategic planning, including consideration of local priorities as determined by the Regional Advisory Boards; budgets; hiring and evaluations of the Chief Executive Officer; monitoring of deliverables, including overall performance and financial management; government affairs and advocacy; reporting to constituent counties; responding to concerns and feedback from the Regional Advisory Boards; reviewing, revising and approving the Regional Advisory Board bylaws; and all other responsibilities outlined in N. C. law for Area Authority Boards. The Governing Board will develop and adopt bylaws to address its activities in accordance with law.

ADOPTED this 20th day of April, 2015.

Steve Tyson, Chairman
Craven County Board of Commissioners

Gwendolyn M. Bryan
Clerk to the Board

CRAVEN AREA RURAL TRANSIT SYSTEM

**SYSTEM
SAFETY
PROGRAM
PLAN**

(PLAN REVISED APRIL 2015)

GENERAL SYSTEM SAFETY PLAN MANAGEMENT DESCRIPTIONS OF ELEMENTS

1. POLICY STATEMENT AND AUTHORITY FOR SYSTEM SAFETY PROGRAM PLAN

- A. Effective October 2012, Moving Ahead for Progress in the 21st Century (MAP-21) mandated requirements for all public transportation to develop and implement a safety plan. As defined by MAP-21 public transportation is regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income.
- B. North Carolina Board of Transportation 2003 Resolution established the requirement for each transit system to develop and implement a System Safety Program Plan (SSPP).
- C. Establish the SSPP as an operating document that has been prepared for and approved by the transit system top management, chief executive officer or the governing board.
- D. The authority statement in the SSPP should define, as clearly as possible, the following:
 - 1. The authority for establishment and implementation of the SSPP
 - 2. How that authority has been delegated through the organization
- E. The SSPP must adequately address the SIX CORE ELEMENTS.

2. DESCRIPTION OF PURPOSE FOR SYSTEM SAFETY PROGRAM PLAN

- A. Address the intent of the *SSPP* and define why it is being written.
- B. Establish the safety philosophy of the whole organization and provide a means of implementation.
- C. A *SSPP* could be implemented for the following reasons:
 - To establish a safety program on a system wide basis.
 - To provide a medium through which a system can display its commitment to safety.
 - To provide a framework for the implementation of safety policies and the achievement of related goals and objectives.
 - To satisfy federal and state requirements.
 - To meet accepted industry standards and audit provisions.
 - To satisfy self-insurance or insurance carrier provisions.
- D. The relationship of system safety to system operations should be defined.
- E. All departments involved must have a clear definition of their individual responsibilities relative to the scope of the *SSPP*.
- F. This section should also contain system safety definitions applicable to the operating systems.

3. CLEARLY STATED GOALS FOR VEHICLE SAFETY MANAGEMENT PROGRAM

- A. The overall goal of a *SSPP* is to identify, eliminate, minimize and control safety hazards and their attendant risks by establishing requirements, lines of authority, levels of responsibility and accountability, along with methods of documentation for the organization.
- B. These goals should be system-specific, tailored to the individual needs of the system, as well as being:
 - 1. Long term - the goal must have broad and continuing relevance.
 - 2. Meaningful - they must not be so broad as to be meaningless; desired results must be identified.
 - 3. Realizable - any goal that meets the first two criteria but cannot be attained is

meaningless.

C. Example:

1. A goal might be to establish a high level of safety comparable to other transit systems in the U.S.
2. Identify, eliminate, minimize, and/or control all safety hazards
3. Provide appropriate action and measures to obtain necessary safety-related agreements, permits and approvals from outside agencies, where applicable.

4. IDENTIFIABLE AND ATTAINABLE OBJECTIVES

A. Objectives are the working elements of the *SSPP*, the means by which the identified goals are achieved.

1. Must be quantifiable and meaningful.
2. Met through the implementation of policies.

B. Policies are central to the *SSPP* and must be established by top management.

1. They set the framework for guiding the safety program, on a relatively long-term basis.
2. Policies are measurable.
3. Policies are methods for reaching a specified objective.

C. Example:

The establishment of a safety program incorporating public, patron, employee, and property safety including fire protection, loss prevention and life safety requirements.

- **Policies depend on the goals defined by the transit system and its safety philosophy.**

5. SYSTEM DESCRIPTION/ORGANIZATIONAL STRUCTURE

A. System Description

1. Briefly describe the system's characteristics. The information should be sufficient to allow a non-technical person and those not employed in transit to understand the system and its basic operation.
2. Components that should be included in the system description:
 - a. History
 - b. Scope of service
 - c. Physical features
 - d. Operations
 - e. Maintenance
 - f. System Modifications

B. Organizational Structure

1. Organizational diagrams showing the title of each position.
2. Diagram showing the structure of the system safety unit identifying the key positions.
3. Diagrams showing the relationships and lines of communication between the system safety unit and other departments in the organization.
4. Describe the relationship of the transit system to local political jurisdictions.

SYSTEM SAFETY PROGRAM PLAN

Program Description:

The System Safety Program Plan (SSPP) was developed utilizing established guidance listed in the procedural manuals of the North Carolina Department of Transportation Standard Operating Procedure SSPP-001 and the State Management Plan. The SSPP consists of and addresses the required six (6) core elements:

1. Driver/Employee Selection
2. Driver/Employee Training
3. Safety Data Acquisition Analysis
4. Drug, Alcohol and Abuse Program
5. Vehicle Maintenance
6. Security

Craven Area Rural Transit System's (C.A.R.T.S.) number one priority is adherence to policies and procedures of the core elements. All of the elements listed are equal in importance and the policies and procedures must be met. The compliance will ensure that C.A.R.T.S. meets all Federal Transportation Administration (FTA) and North Carolina Department of Transportation Public Transportation Division (NCDOT/PTD) policies and regulations.

Driver/Employee Selection Element:

Fair hiring practices are used to select employees. Each potential employee will complete a written application. The Director and/or designee shall interview each potential employee.

Driver/Employee Training Element:

The minimum requirements for vehicle operator training are Defensive Driving, Americans with Disabilities Act, Bloodborne Pathogens and Emergency Procedures for Vehicle Operators. In addition to the minimum requirements the follow actions must be completed:

1. The training must be completed annually
2. The training material must be on file for review by NCDOT/PTD
3. Records of each individual trained must be retained on file for five (5) years
4. Each driver must have an annual driver's performance evaluation to provide refresher training, assess skills, techniques, knowledge, etc...

Safety Data Acquisition Analysis Element:

The goal of the Safety Program is the reduction of accidents and injuries to transit customers, employees and the general public. Safety is a shared responsibility between system management and employees. It is the policy of C.A.R.T.S. to provide a place of employment that is free from recognized hazards that could result in death or serious injury to employees, customers, or the general public. It is the responsibility of each employee to report all incidents or unsafe conditions to their supervisor. Supervisors must immediately take necessary corrective action to prevent unsafe conditions.

Prohibited behaviors are behaviors that are in violation of the System Safety Policy. Such behaviors include behaviors that threaten the safety of employees, customers and the general public. Other unacceptable behaviors include those that result in damage to system, employee and public and/or private property. An employee who intentionally violates the safety policy and procedures will be subject to appropriate disciplinary action, as determined by the findings of an investigation.

Such discipline may include a warning, demotion, suspension or immediate dismissal. In addition, such actions may cause the employee to be held legally liable under State or Federal Law.

Drug Alcohol and Abuse Program Element:

The goal is to provide a safe, healthy and productive drug-free work environment for all employees. A person being under the influence of a drug or alcohol while on the job poses serious safety and health risk to the user, co-workers, passengers, and the communities located in the transit system service area. C.A.R.T.S. has established a policy of a drug-free work environment. A standard of zero tolerance is in place for the use of alcohol, illegal substances, or the misuse of prescription medications during work hours or the presence of these substances in the body during work hours regardless of when consumed. Random drug test will be administered.

Vehicle Maintenance Element:

The goal is to ensure each vehicle and wheelchair lift is properly maintained to maximize the service life, maintain reliability, mitigate high maintenance costs and sustain proper safety and mechanical condition. To accomplish this goal we will at a minimum adhere to the manufacturer's maintenance/service requirements for the vehicles, wheelchair lifts and equipment.

Security Element:

The overall purpose of the Security Program is to optimize -- within the constraints of time, cost, and operational effectiveness -- the level of protection afforded to vehicles, equipment, facilities, passengers, employees, volunteers and contractors, and any other individuals who come into contact with the system both during normal operations and under emergency conditions.

The security of passengers and employees is paramount to promoting the objectives of FTA and NCDOT. We will take all reasonable and prudent actions to minimize the risk associated with intentional acts against passengers, employees and equipment/facilities. To further this objective, we have developed security plans and procedures and emergency response plans and procedures. The plans have been coordinated with local law enforcement, emergency services and with other regional transit providers, which addresses the conduct of exercises in support of their emergency plans, and assessment of critical assets and measures to protect these assets.

The SSPP will be updated as changes occur. An annual review is required to ensure all information is current. The annual review and updates must be adopted by the board and certified by NCDOT/PTD.

This operational policy was adopted by the Craven County Board of Commissioners

Date _____ Month _____ Year _____

System Manager (Signature) _____

Governing Board Chairman (Signature) _____

RESOLUTION FOR APPROVAL OF REQUIREMENT FOR COMMUNITY TRANSPORTATION SYSTEMS TO IMPLEMENT SYSTEM SAFETY PROGRAM PLANS

WHEREAS, the Federal Transit Administration's strategic safety goal is to promote the public health and safety by working toward the elimination of transportation related deaths, injuries and property damage;

WHEREAS, the Federal Transit Administration and the National Transportation Safety Board require the reporting of certain transportation related accidents;

WHEREAS, the vision for public transportation services in North includes the provision of safe, affordable transportation choices, statewide to those who have travel options and to those whose options are limited;

WHEREAS, the development and implementation of System Safety Program Plans by Community Transportation systems is a fundamental step toward these goals;

WHEREAS, the North Carolina Department of Transportation, Public Transportation Division recognizes the safety implications of the development of System Safety Program Plans and provides training and technical assistance to transit systems to assist in the development and implementation of their System Safety Program Plans;

WHEREAS, rural transit systems receiving federal and state funds are not currently required to have a System Safety Program Plan;

WHEREAS, the Public Transportation Division, in an effort to promote safe public transportation services recommends requiring that each rural transit system in the state that receives federal and/or state funds must have an approved System Safety Program Plan which includes provision for local system safety data collection and reporting;

WHEREAS, the Transit, Rail and Ferry Committee has concurred in this recommendation.

THEREFORE BE IT RESOLVED AS FOLLOWS:

That the North Carolina Board of Transportation approves the recommended requirement that each Community Transportation System that receives federal and/or state funds must have an approved System Safety Program Plan which includes provision for local system safety data collection and reporting.

ANNUAL MANAGEMENT REVIEW

The SSPP should reflect the changing needs of our system programs. As a transit system evolves and operates, it must consistently monitor the programs and update the SSPP accordingly.

To ensure that this occurs, C.A.R.T.S. will prepare an annual report that assesses the adequacy and effectiveness of all phases of the SSPP. The annual report should be submitted to the C.A.R.T.S. Transportation Advisory Board and a copy submitted to NCDOT/PTD Safety & Training Unit.

Report topics include:

- ❖ Results of incident investigations and analysis
- ❖ Identification of possible hazardous conditions
- ❖ Results of inspections
- ❖ Established plans for handling future incidents
- ❖ Recommendations for SSPP revisions
- ❖ Analysis of departmental involvement in the administration of the SSPP

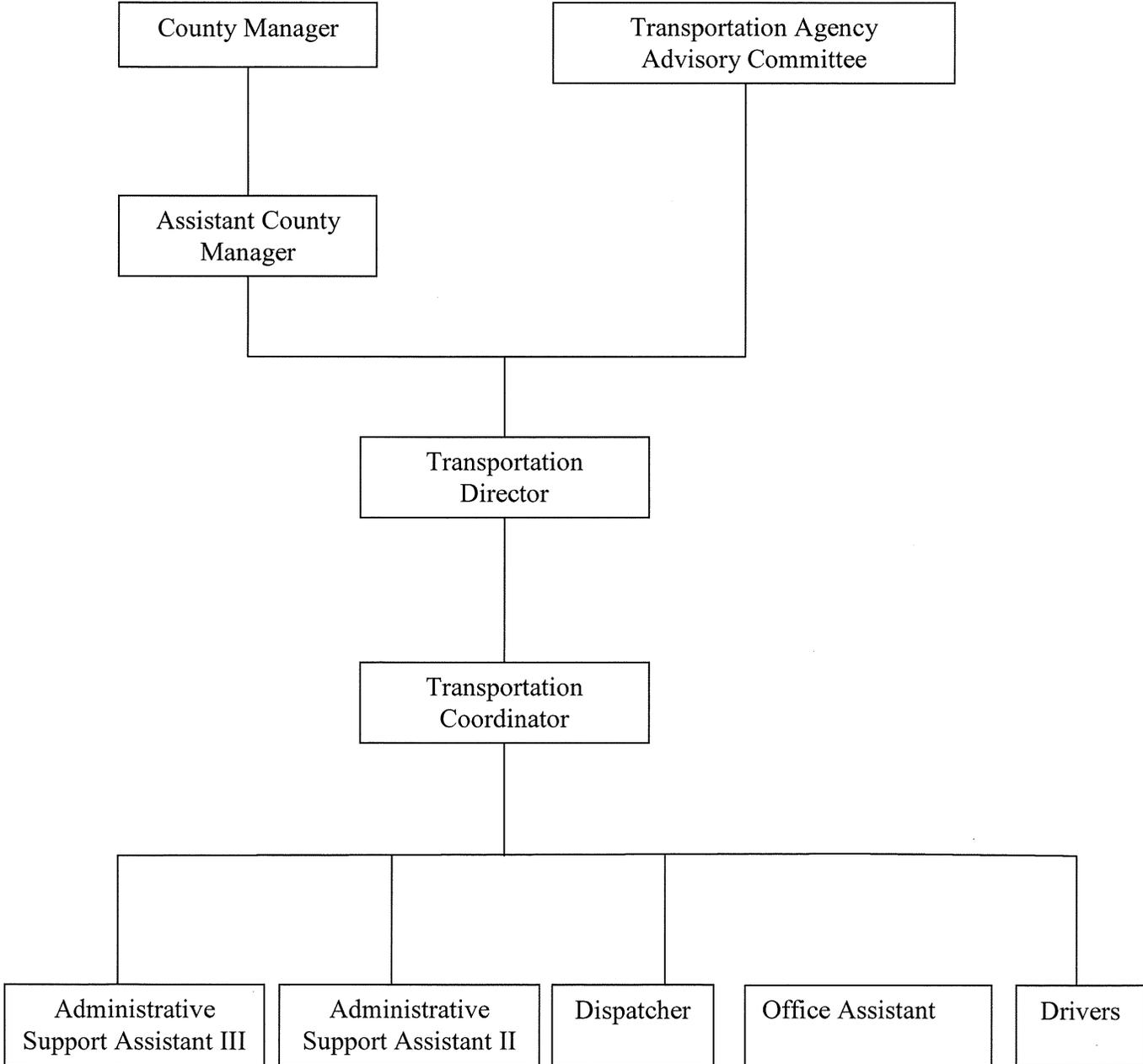
**SYSTEM SAFETY PROGRAM PLAN
POLICY AND PROCEDURE REVISION INDEX**

Policy/Procedure Name	SPP#	Revision #	Date	Description
Policy/Procedure Name	SPP#	Revision #	Date	Description
Policy/Procedure Name	SPP#	Revision #	Date	Description
Policy/Procedure Name	SPP#	Revision #	Date	Description
Policy/Procedure Name	SPP#	Revision #	Date	Description
Policy/Procedure Name	SPP#	Revision #	Date	Description
Policy/Procedure Name	SPP#	Revision #	Date	Description
Policy/Procedure Name	SPP#	Revision #	Date	Description

ORGANIZATIONAL STRUCTURE

DEPARTMENT NUMBER 7001/7002

DEPARTMENT NAME C.A.R.T.S.



MISSION STATEMENT

The mission of C.A.R.T.S. is to provide transportation services, within its capabilities, to the general public with special emphasis on the provision of such services to the elderly and/or handicapped residents of Craven, Jones and Pamlico counties.

SYSTEM GOALS

System goals related directly to safety and training are the same as those presented in the Community Transportation Improvement Plan January 2007. Continued focus on training materials for drivers and regular safety meetings, as well as specific re-training for drivers involved in accidents, should be a mainstay of the system's operations. C.A.R.T.S. should take advantage of any training programs offered by, or in conjunction with, other Craven County departments and relevant materials. C.A.R.T.S. should continue to provide regularly scheduled training and safety programs to drivers.

In addition, as a public transportation provider in North Carolina, C.A.R.T.S. must insure that safety is our **Number One Priority**. Additional safety goals are as follows:

- ❖ Instilling a safety attitude and a safe work place/customer service environment
- ❖ Maintaining a commitment to safety
- ❖ Maintaining a comprehensive, structured safety program
- ❖ Maintaining safety standards and procedures
- ❖ Providing formalized safety training on a regular basis
- ❖ Continuing to reduce accident and injury rates
- ❖ Selecting equipment that promotes and enhances safety
- ❖ Safeguarding against hazards
- ❖ Making necessary changes in the system to uphold safety
- ❖ Applying new research and development in safety efforts
- ❖ Meet NCDOT/PTD minimum training standards

SYSTEM DESCRIPTION

C.A.R.T.S. is a regional transportation system operating in Craven, Jones, and Pamlico counties in Eastern North Carolina. The system provides transportation for the general public and for human service agency clients throughout the three counties, as well as to out-of county destinations for certain medical appointments. Demand response service is available throughout the three-county service area, although the majority of human service agency trips scheduled represent recurring subscription trips. Human service agencies utilizing C.A.R.T.S. services include:

- Craven County Department of Social Services
- Pamlico County Department of Social Services
- Jones County Department of Social Services
- North Carolina Division of Vocational Rehabilitation Services
- Services for the Blind
- Interfaith Refugee Ministry
- Port Human Services
- Monarch/CCE (Arc Services, Inc.)
- Coastal Community Action
- Area assisted living facilities
- Any other group that wishes to contract with C.A.R.T.S.

Rural General Public (RGP) service is available on all of our routes when space is available. Service is available for citizens to go to work, school, medical appointments, and recreational needs. All services are accessible to persons with disabilities.

Fleet

C.A.R.T.S. operates a fleet of 32 vehicles, most of which are wheelchair accessible. Vehicle sizes and types are subject to change based on the system needs.

Service Area

C.A.R.T.S. provides transportation services, within its capabilities, to the general public with special emphasis on the provision of such services to the elderly and/or handicapped residents of Craven, Jones, and Pamlico counties. Scheduled route structures are currently based on the requirements of the Human Services Agencies service by the system (i.e. listed above). The service is available to the general public on a space available basis for fares ranging from \$1.00 to \$7.25 according to the zoned distances. Demand/Response service is also available to the public on a limited basis, again with emphasis on the elderly and/or handicapped. Destination points are at the discretion of the participating agency and include transportation services to points outside Craven, Jones, and Pamlico counties.

Days and Hours of Service

C.A.R.T.S. normal operating office hours are Monday through Friday from 7:00 a.m. until 5:15 p.m. C.A.R.T.S. observes the same closing/holiday schedule as Craven County Government Offices. Dialysis routes follow the schedule of the dialysis centers. Inclement weather may affect days and hours of service.

SECTION 1 DRIVER AND EMPLOYEE SELECTION

Background

In an effort to ensure that the most competent and safe drivers are employed at C.A.R.T.S., minimum qualifications have been established. These minimum qualifications are located in the C.A.R.T.S. Driver's Handbook. Recommendations for hire are presented to the Craven County Human Resources Department for approval to hire.

Application

Each potential employee shall complete a written application using the Application for Employment, State of North Carolina (PD-107). Successful applications will include an application and interview process, verification of driving record for the previous five (5) years, a criminal background investigation, and pre-employment drug testing.

Interviews

The Director and/or Transportation Coordinator are responsible for interviewing each potential employee. Pre-determined interview questions will be used for each group of interviews to assure consistency in the interview process.

Job Descriptions

Job descriptions are specified by Craven County and are located on file at the Craven County Human Resources Department. Job description reviews are conducted as determined by Craven County. C.A.R.T.S. maintains a copy of job descriptions for positions within the C.A.R.T.S. department.

Driver Requirements

Drivers transporting passengers shall hold a valid NC Driver's License or Commercial Driver's License as appropriate. In order to be considered for employment all potential employees must provide a printout of the Bureau of Motor Vehicle (DMV) report issued within the past ten (10) days, or give written authorization for C.A.R.T.S to access driving records. **In no case will an individual be given a road test, placed in training or allowed to operate an agency vehicle without a DMV check that is in compliance with this policy and has been approved by the Director or designee.**

The criteria include:

- Good driving record with no Driving While Intoxicated (DWI), Driving Under the Influence (DUI) or similar charges, reckless driving, railroad crossing violations or leaving the scene of an accident offenses.
- No positive drug or alcohol test results within the last two years
- No more than a total of two moving violations or accidents within the last three years.
- No points of driver license in past three (3) years.
- No suspended or revoked licenses within the past five (5) years for moving violations or violations of criminal laws.
- Any combination of violations, unfavorable road observations or accidents that indicates a pattern of unsafe vehicle operation behavior, whether on or off the job.
- Minimum of five (5) years driving experience.

- Ability to perform simple math.
- Reasonable knowledge of the service area and ability to read basic maps.
- A road test given by a designated Agency Supervisor is required prior to completion of new hire training.

Operating Skills

Drivers shall have experience in safely driving some type of motor vehicle (including private automobile) for not less than five (5) years, including experience throughout the four seasons.

Criminal Record Checks

An original criminal record check, issued within the past 10 days, shall be obtained as part of the application process. Persons with felony convictions of any sort are unacceptable. Other unacceptable convictions include crimes of violence, drug usage or sales, physical abuse, fraud or theft. A pattern of unlawful behavior shall also disqualify an applicant.

Procedures for Selecting A Safe Driver

When hiring vehicle operators, successful candidates will have undergone the following (not necessarily in this order):

- A background investigation
- Submission of driving record
- Pre-employment drug testing
- Request results of drug and alcohol test results from previous employer (Past 2-years)
- Reference check
- Authorization for hire by the Craven County Human Resources office

Pages 14 – 16 contain examples of the release of information forms allowing C.A.R.T.S. to check an applicant's driving record and criminal background record.

Monitoring Qualifications

The Director, or designee, is responsible for monitoring the status of employee driver's license to ensure licenses are valid and have appropriate endorsements if required. Monitoring of driver's licenses will be completed no less than annually. C.A.R.T.S. will meet or exceed the criteria set forth by NCDOT regarding minimum training standards and refresher training. Pages 17 – 19 are a copy of the most recent memorandum providing policy guidance from NCDOT for those minimum standards.

NOTIFICATION/RELEASE OF INFORMATION

The purpose of this form is to notify you that a background report will be conducted on you.
(Please Print Clearly)

FIRST NAME: _____

MIDDLE NAME: _____

LAST NAME: _____

ALIAS/MAIDEN NAME: _____

SSN: _____ DOB: _____

DRIVERS LICENSE #: _____ STATE ISSUED: _____

PHYSICAL ADDRESS: _____

In connection with this request, I authorize all corporation, credit agencies, education institutions, law enforcement agencies, city, state, county, and federal courts and military services to release information about my employment, consumer credit history, driving record, workers compensation and general public history to the person or company with which this form has been filed or their agency, Absolute Assurance Drug Testing, LLC/Trans Union. This form releases the aforesaid companies from any liability and responsibility from collecting the above information. I further understand I will be provided a written note if any adverse action is to be taken in whole or in part based on the consumer report.

APPLICANT SIGNATURE: _____ DATE: _____

WITNESS SIGNATURE: _____ DATE: _____
.....

PLEASE INDICATE INFORMATION REQUESTED: (To be completed by employer)

Criminal Record Search

Employer: CARTS
Contact:
Phone: 252.636.4917
Fax: 252.636.4919
E-mail: carts@cravencountync.gov

AADT USE ONLY:

Date Submitted: _____

Date Received: _____

Transit Driver's Disclosure Form

Effective September 13, 1997, all motor vehicle records are subject to the Federal Driver's Privacy Protection Act (FDPPA) and General (GS) 20 - 43.1. The FDPPA and GS 20 - 43.1 require that information in the Division of Motor Vehicle Records (MVR) be closed to the public. Personal information from these records may be released to individuals or organizations that qualify under one of the fourteen exceptions listed on the back of this form. These exceptions are summarized statements of permissible uses.

Name of Driver: _____

DL#: _____ State of DL: _____ Phone #: _____

Address of Driver: _____

By signing this form, you are granting the company access to your personal information under exception number 13 of the FDPPA and GS 20 - 43.1

Name of Company: **Craven Area Rural Transit System (CARTS)**

Signature of Driver: _____

Today's Date: _____

My signature on this document acknowledges that I understand that improper release of information and/or false representation to gain information from DMV's records is prohibited and is subjected to civil action.

Name of Company: **Craven Area Rural Transit System (CARTS)**

Name of Contact/Requestor: _____

Date: _____ Phone: **(252)636.4917**

Signature of Contact Person: _____

**FEDERAL DRIVER'S PRIVACY PROTECTION ACT
ENACTED BY CONGRESS AUGUST 24, 1994**

Chapter 123, 2721 requires that personal information from the Division of Motor Vehicles' records be closed to the public. This refers to photos, social security numbers, drivers' license numbers, names address, telephone numbers and medical information.

General Purpose: The Division of Motor Vehicle, any officer, employee or contractor, therefore, shall not knowingly disclose or otherwise make available to any person or entity personal information about any individual obtained by the Division in connection with a motor vehicle record.

Permissible Uses: Personal information **SHALL** be disclosed for use in connection with matters of:

- A. Motor vehicle or driver safety and theft
- B. Motor Vehicle emissions
- C. Motor vehicle product alterations, recalls or advisories
- D. Performance monitoring of motor vehicles and dealers by motor vehicle manufacturers
- E. Removal of non-owner records from the original owners if motor vehicle manufacturers to carry out purpose of the Automobile Information Act, the Motor Vehicle Information and Cost Saving Act, The National Traffic and Motor Safety Act of 1966, the Anti-Car Theft act of 1992 and the Clean Air Act.

Exceptions:

Personal information may be released for the following reasons: (List qualifying number on reverse)

1. For use by any government agency, or any private person or entity acting on behalf of a Federal State, or local agency in carrying out its functions.
2. For use in matters of motor vehicle or driver safety and theft, motor vehicle emissions, motor vehicle product alterations, recalls or advisories, performance monitoring of motor vehicles, motor vehicle parts and dealers, motor vehicle market research activities, including survey research, and removal of non-owner records from the original owner records of motor vehicle manufacturers.
3. For use in the normal course of business by a legitimate business, but only:
 - a. To verify accuracy of personal information
 - b. To obtain correct information, but only for purposes of:
 1. Preventing fraud by the individual
 2. Pursuing legal remedies against the individual
 3. Recovering on a debt or security against the individual
4. For use in connection with any civil, criminal, administrative, or arbitrate proceeding in any Federal, State or local court or agency (includes the execution or enforcement of judgments and orders or court orders)
5. For use in research activities and statistical reports
 - a. Personal information **must not** be:
 1. Published
 2. Re-disclosed
 3. Used to contact individuals
6. For use by insurance companies in connection with claims investigation, antifraud activities, rating or underwriting.
7. For use in providing notice to owners of towed or impounded vehicles
8. For use by private investigators or licensed security service
9. For use by employer to verify information regarding CDL
10. For use in connection with private toll facilities
11. For any other use if person has opportunity to refuse disclosure on DMV forms (Prohibited by NC General Statute 20 – 43.1)
12. For bulk surveys, marketing or solicitations (Disclosure must be in accordance with NC General Statute 20 – 43.1)
13. For use by any requester that has obtained written consent of the individual to whom the information pertains.
14. For any use specifically authorized under the law of the State that holds the record, if such use is related to the operation of a motor vehicle or public safety.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

May 23, 2014

MEMORANDUM

TO: Community Transportation Systems

FROM: Debbie Collins, Director *dgc*
Public Transportation Division

SUBJECT: Policy Guidance for Minimum Training Standards for Community and Human Service Transportation System Vehicle Operators

The mission of the North Carolina Department of Transportation is "*Connecting people and places in North Carolina - safely and efficiently, with accountability and environmental sensitivity.*" Community Transportation systems must meet all federal and state guidelines, regulations and laws regarding the safe transportation of their passengers. The Minimum Training Standards for Community and Human Service Transportation System Vehicle Operators are to be implemented by local systems as part of the effort toward meeting those requirements. This memorandum supersedes the memorandum dated October 1, 2011, same subject.

Please contact your regional safety and security specialist if you have any questions concerning this policy.

SOURCE DOCUMENTS

1. Federal Transit Administration (FTA) Circular 9040.1F "Non-Urbanized Area Formula Program Guidance and Grant Application Instructions" effective April 1, 2007, Section X (see 49 U.S.C. Chapter 53 - Section 5329: Investigation of Safety Hazards)
2. 29 CFR 1910.1030(g)(2)-Bloodborne pathogens-Information and Training
3. 49 CFR 655.14-Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations-Education and Training Programs
4. 49 CFR 37.173-Americans with Disabilities Act-Training requirements
5. NCGS Statute 95 and Department of Labor Guidance

Attachment: Minimum Training Standards for Community and Human Service Transportation System Vehicle Operators

MAILING ADDRESS:
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LOCATION:
TRANSPORTATION BUILDING
1 SOUTH WILMINGTON STREET
RALEIGH, NC

**Minimum Training Standards for Community and Human Service
Transportation System Vehicle Operators**

- **Defensive Driving**
 - Shall include all vehicle operators, including any employees that operate the vehicles in revenue service or carry passengers for any other trip purpose;
 - Initial training must be a certified program, or curriculum must be equal to an existing certified program.
 - *Training must be completed upon hire and annually.*

- **Americans with Disabilities Act (ADA)**
 - Shall include at a minimum the following training (for further guidance refer to 49 CFR Part 37—Transportation Services for Individuals with Disabilities (ADA))
 - Sensitivity training
 - Passenger assistance
 - Wheelchair handling
 - Wheelchair securement (passenger and mobility)
 - Wheelchair lift inspection
 - Wheelchair lift operation (normal and emergency)
 - ADA requires training all personnel to “**proficiency**”, which is defined as **expert performance**.
 - *Training must be completed upon hire and annually.*

- **Bloodborne Pathogens**
 - Shall follow the Occupational Safety and Health Administration guidelines for the training as listed in Standard 29 CFR 1910.1030(g)(2)
 - The OSHA Standard spells out the content of the training.
 - *Training must be completed upon hire and annually.*

- **Emergency Procedures**
 - Shall include all procedures required to report or react to an emergency by transit system staff:
 - Communication and notification procedures
 - Accident/Incident reporting procedures
 - Passenger handling procedures
 - Vehicle and facility evacuation procedures
 - Driver and passenger security training
 - Emergency evacuation procedures and training
 - Emergency equipment usage
 - First aid (drivers must be trained in first aid to include use of kit)
 - Bloodborne Pathogens (drivers must be trained in bloodborne pathogens to include use of kit and transit system specific engineering controls to minimize driver exposure, cleanup procedures and waste disposal)
 - Emergency triangles (drivers must be trained to properly setup equipment)
 - Fire extinguishers (drivers must be trained to properly inspect and use equipment)
 - Web cutter (drivers must be trained to properly use equipment)
 - Participation in local or regional Emergency Management drills is strongly encouraged.
 - *Training must be completed upon hire and annually.*

- **Ride Check – Driver Evaluations**
 - Newly hired drivers must have a Ride Check – Driver Evaluation before being allowed to operate a transit vehicle unsupervised in revenue service.
 - All drivers must have an annual evaluation to assess the driver’s performance of techniques, skills and knowledge gained through training of each of the above categories.
 - Remedial training will be provided as needed in addition to the required annual training.
 - *Training must be completed upon hire and annually.*
- **Illegal Drug Use**
 - Shall include all training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.
 - *This shall be done upon hire. (Required under 49 CFR 655.14)*
- **General**
 - **All new hires must complete all of the minimum training requirements before operating a transit vehicle unsupervised in revenue service.**
 - *Reflective vest will be worn by drivers when performing job functions.*
 - *Drivers that are not meeting proficiency, **expert performance level**, must be given remedial training until they are proficient.*
 - *Refresher (annual) training must be completed annually (within 1-year of last training date).*
 - All of the training materials and documentation must be on file for review by the NCDOT/PTD. Materials shall include but not be limited to course outline (may be included in instructor’s manual), instructor’s manual, sample student manual (if one is used), handouts and copy of Power Point slides if used in lieu of instructor’s manual.
 - Records of qualifications and training performed (for each individual trained) must be kept on file for a minimum of five (5) years. Records shall include proof of attendance (roster or certificate of completion, if provided), date of the course, and type of instruction delivery (instructor led, self-instruction, etc.), name and certification (if applicable) of instructor.
- **Minimum Training Standards Reporting Procedures**
 - Grantees must submit the following information to the Safety and Security Unit.
 - Number of employees who received training by category/type
 - A spreadsheet will be provided by the Safety and Security Unit for the purposes of reporting training.
 - The report must be submitted no later than the fifteenth (15) day of the month following the end of the quarter (Dates due: January 15, April 15, July 15, and, October 15).
 - Submit reports by e-mail to the Safety and Security Specialist assigned to your area and courtesy copy to safetypptd@ncdot.gov.

Section 2 Driver & Employee Training

Employee Evaluations

C.A.R.T.S. follows Craven County policy in regards to employee evaluations for full-time drivers. In addition, C.A.R.T.S. follows the NCDOT/PTD Minimum Training Standards for Community and Human Service Transportation System Vehicle Operators for all full-time and part-time drivers.

Each C.A.R.T.S. employee will be evaluated by his or her immediate supervisor or designated appointee at least annually. Each driver's completed evaluation sheet will be personally reviewed with him/her by the immediate supervisor or higher authority. Both the supervisor and the employee will sign and date the evaluation sheet in the appropriate places. The employee may attach comments to explain or clarify any points made in the evaluation. It will then be filed in the subject employee's training record in a confidential manner.

Employee Conduct Policy

No employee of C.A.R.T.S. shall have the authority to make statements on behalf of Craven County or C.A.R.T.S. without prior approval of the system manager. All employees shall conduct themselves in such a manner which shall bring credit to Craven County and C.A.R.T.S. Behavior of any employee which may affect the safety and well being of other employees of Craven County or C.A.R.T.S. shall be cause for disciplinary action, whether or not such behavior relates to proper performance of the employee's job. C.A.R.T.S. follows the Craven County Personnel Handbook and Driver's Handbook regarding employee conduct policy.

Training Program for Drivers and Other Safety Sensitive Employees

Training material for new employees is located in the Training Manual notebook. The training manual is designed to meet or exceed minimum training requirements set forth by the NCDOT/PTD. Certain trainings must be completed prior to the beginning of revenue service. Those trainings are identified by the minimum training standards. In addition to the minimum training standards, additional training is provided for:

- Backing procedures
- Railroad crossing procedures
- Proper installation of car seats
- Location and procedures regarding the garage
- Completion of paperwork/documentation of service performed including passenger information, time, and mileage
- Familiarization of vehicles and equipment

There is also a Safety Training Lesson Plan notebook containing lesson plans and training material references for ongoing safety training. A training schedule is maintained in order to assure that all minimum training requirements are covered on an ongoing basis. A listing of the minimum training requirements, as issued by the NCDOT/PTD via memo dated May 23, 2014, is on pages 17-18. Additional safety training is performed as deemed necessary by Craven County, the C.A.R.T.S. Director and/or Transportation Coordinator. A lesson plan is developed for each safety training provided.

Schedule for Refresher Training Courses

The schedule for refresher training courses is developed on a calendar year basis and includes the minimum training requirements as issued by the NCDOT/PTD as well as other refresher training courses deemed important by Craven County and/or the C.A.R.T.S. Director or designee.

Employee Training Records

C.A.R.T.S. will maintain training records for each C.A.R.T.S. employee. Training records will contain verification of the type of training done as well as an ongoing list of the type of training done and date completed.

Employee Development/Driver Training Reporting

C.A.R.T.S. reports all employee development and training to the NCDOT/PTD on a quarterly basis, as required by the NCDOT/PTD. C.A.R.T.S. also reports all safety training to Craven County Safety Risk Management.

Remedial Training

Remedial training will be done whenever performance is considered below “proficiency” level for any of the areas identified in the “Policy Guidelines for Minimum Training Standards from Community and Human Service Transportation System Vehicle Operators.” In addition, the Director and/or Transportation may require remedial training in any area of performance at any time deemed necessary.

Employee Training Record

Training will be tracked to assure time frames for training and re-training are met. Separate documentation will be maintained in each individual’s safety training record verifying what training was done, the Lesson Plan and/or details about the training, and the employee’s signature. The following page is an example of the log maintained to track and monitor training for individual drivers to assure all required refresher training is performed timely.

A copy of each ride check performed will be placed in the employee’s safety record. C.A.R.T.S. uses a modified version of the form recommended in the NCDOT Standard Operating Procedure SSPP-001.

Employee Development/Driver Training Reporting

Training data is reported to NCDOT/PTD on a quarterly basis in a format supplied by NCDOT/PTD.

Driver Name: _____

Annual Training	Last Completed	Due Date	Date Completed	Next Due Date
Illegal Drug Use/Substance Abuse				
Safety Equipment on Vehicles				
Defensive Driving				
Emergency Procedures				
Emergency Evacuations				
ADA- Wheelchair handling				
ADA - Wheelchair and passenger securement				
ADA - Sensitivity				
ADA - Passenger Assistance				
ADA - Proper use of wheelchair lift equipment				
Bloodborne Pathogens/Infectious Disease				
Ride Check				

SECTION 3 SAFETY DATA ACQUISITION/ANALYSIS

Description of Element

Understanding safety data is an important step toward allocating important (and often scarce) resources to implement safety program elements. Safety data relative to transit provider operations can be used to determine safety trends in system operation. The data include information gathered from within the system on safety-related events such as passenger injuries or claims, employee injuries, accidents, incidents, and preventability. Driver reports (sometimes called logs) can be an important source of safety problems, such as dangerous stop locations, problems with vehicle equipment, safety problems with the route, and other issues. The data is useful in a formal hazard identification and resolution process to help identify hazards before they cause accidents. The data may also help improve system performance, not only in respect to safety, but also in overall delivery of service to the riding public. In addition, trend analyses of safety data can help determine the effectiveness of safety initiatives that have been implemented.

- A. One of the most important services the safety unit provides for the transit organization is the collection, maintenance, and distribution of safety data relative to system operation.
 - Includes information gathered from within the system on various operating events relative to safety.
- B. Analysis of this system specific data can be used to determine trends and patterns in system operation.
- C. Used as part of the Hazard Resolution Process, data collection and analysis can be used to identify hazards before they cause accidents.
 - This is done by techniques such as trend analysis and thus become a vital component of efforts to improve system performance, not only in respect to safety but also in overall delivery of service to the riding public.
- D. The responsibilities for providing, receiving, processing and analyzing data should be listed here and can be general or specific, based on the needs of the transit system.

SAFETY PLAN PURPOSE

A System Safety Plan has many beneficial purposes for your employees and passengers. A plan provides:

- A documented approach to accomplishing a system safety program.
- A means of providing safety policies and procedures to drivers, vehicle maintenance, office and facility personnel.
- A way to reduce accidents and injuries through preventative measures.

SAFETY OBJECTIVES

In the transit environment, when properly applied, system safety:

1. Ensures safety is addressed during system planning, design and construction
2. Provide analysis tools and methodologies to promote safe system operation through the identification of safety hazards and the implementation of technology, procedures, training, and safety devices to resolve these hazards

TRANSIT SYSTEM SAFETY PHILOSOPHY

NCDOT Safety Philosophy Statements

A Safety Philosophy is part of the North Carolina Department of Transportation (NCDOT) mission. North Carolina public transit systems can uphold this mission by acknowledging and implementing the NCDOT safety philosophy statements shown below:

- ❖ All accidents and injuries can be prevented.
- ❖ Management/supervisors are responsible, and will be held accountable, for preventing injuries and occupational illnesses.
- ❖ Occupational safety and health is part of every employee's total job performance.
- ❖ Working safely is a condition of employment.
- ❖ All workplace hazards can be safeguarded.
- ❖ Training employees to work safely is essential and is the responsibility of management/supervision.
- ❖ Preventing personal injuries and accidents is good business.

SAFETY GOALS

As a public transportation provider in North Carolina, transit systems should utilize and uphold statewide safety goals. These goals include:

- ❖ Instilling a safety attitude and a safe work place/customer service environment
- ❖ Maintaining a commitment to safety
- ❖ Maintaining a comprehensive, structured safety program
- ❖ Maintaining safety standards and procedures
- ❖ Providing formalized safety training on a regular basis
- ❖ Continuing to reducing accident and injury rates
- ❖ Selecting equipment that promotes and enhances safety
- ❖ Safeguarding against hazards
- ❖ Making necessary changes in the system to uphold safety
- ❖ Establishing an incentive/reward program that rewards safe employee practices
- ❖ Applying new research and development in safety efforts
- ❖ Meet NCDOT/PTD minimum training standards

This creates a proactive transit safety culture that supports employee safety and safe system operation through motivated compliance with agency rules and procedures and the appropriate use and operation of equipment

SAFETY FUNCTION, RESPONSIBILITIES AND ACTION PLAN RELATIONSHIP BETWEEN SYSTEM SAFETY AND SYSTEM OPERATIONS

C.A.R.T.S. will follow the policies, procedures, and guidance of Craven County regarding safety responsibilities and action plan. This information is available through the Craven County Safety Manual and direction from the Craven County Manager, the Director of Craven County Emergency Services, and/or designee. The C.A.R.T.S. Driver Handbook includes additional safety responsibility information. A resource book is maintained by C.A.R.T.S. which includes the Craven County Personnel Handbook, Craven County Safety Manual, C.A.R.T.S. Driver Handbook, C.A.R.T.S. Substance Abuse Policy.

Emergency Action Plan

Emergency Action is taken only at the direction of the Craven County Emergency Management Office, the County Manager, or the Assistant County Manager. When activated, either of those individuals will contact the Director and/or Transportation Coordinator with instructions. C.A.R.T.S. vehicles may be made available for the purpose of emergency action. C.A.R.T.S. vehicles will remain under the direction and control of the C.A.R.T.S. Director and/or Transportation Coordinator. In the event of an evacuation from the service area, the C.A.R.T.S. Director and/or Transportation Coordinator will be responsible to assure all vehicles receive proper repair and maintenance, fueling opportunities are available, etc. In the event of an evacuation from the C.A.R.T.S. office, employees are to meet on "C.A.R.T.S. Row". The highest ranking staff member will be responsible to account for all staff. Staff members are not to leave the meeting area until after they are accounted for and must have authorization from the highest ranking staff member. The highest ranking staff member will be responsible for communicating with emergency response personnel and Craven County officials. C.A.R.T.S. staff members are NOT to talk to media.

SAFETY RESPONSIBILITIES – SPECIFIC POSITIONS

Agency Administrator/County Manager

Under the direction of the Agency Administrator/County Manager there is:

- An active Safety Committee, consisting of department heads and other designated persons, meeting on a scheduled basis.
- A thorough and effective Accident Investigation to include reporting and recording procedure, and a written report on actions taken to prevent recurrence of accidents, including action taken against individual violators of safety rules and practices.
- A training program for employees and supervisory personnel directly related to avoiding a possible injury or illness in the area of assigned operations.
- A periodic audit of all premises, equipment, and materials so that recommendations can be developed to obtain compliance with established standards.
- A communications system established and maintained to ensure that all personnel responsible for safety matters are kept abreast of new standards or procedures published by the Department of Labor.

The seven steps to achieving your safety policy are accomplished through:

- A Safety Manual
- A Safety Coordinator/Officer
- A Safety Committee
- Employee Training and Supervision
- Employee Safety Meetings
- Accident Investigation
- Departmental Self-Inspection

Management

Management will demonstrate support for the safety program through every visible means, including:

- Providing a safe and healthful work place.
- Providing personal protective equipment as well as machine guards and safety devices commensurate with the state of the art.
- Reviewing accident records and accomplishments of the safety program with the Safety Committee.
- Evaluating effectiveness of the safety program.
- Participating directly and/or indirectly in safety activities as may be required to maintain the enthusiasm and interest of all concerned.
- Abiding by safety rules and regulations when exposed to conditions governed by the rules.
- Directing that any flagrant disregard of safety rules and regulations by employees be grounds for dismissal as outlined in Personnel Policy.

Responsibility

The C.A.R.T.S. Director or designee is directly responsible for all safety efforts in the organization. Enthusiasm and faith in the safety program must be such as to maintain the interest and support of all Department Heads and Supervisors. This attitude is reflected down through the Department Heads and Supervisors to the individual workers. The specific accident prevention duties include the following:

- Active participation and direction in the planning of details for accident prevention which will bring the best results for all employees. Expansion and adaptation of program and procedures to all departments within the organization.
- Demonstrated support of the program through personal participation and through approval of necessary expenditures for such items as personal protective equipment, mechanical guards, good lighting, good ventilation, and other physical improvements to the working environment, as well as expenditures for safety training materials, awards and incentives, etc.
- Continuing review of the effectiveness of accident prevention efforts in various sections and departments, with necessary follow-up and bolstering of efforts when required.

Safety Coordinator Responsibility/Craven County Safety Risk Management Officer

Implement and administer the safety program.

- Maintain records as necessary to comply with laws and objectives of the safety program. These records should include:
 - Copy of Report of Injury, illness or Accident
 - Supervisor's Accident Investigation Reports
 - Required OSHA forms
 - Minutes of all Safety Meetings
 - Safety Program status reports
- Submit status reports to Safety Committee
- Make periodic visits to all buildings/operations to assist and consult in developing safe work methods, accident investigations, training, and other technical assistance.
- Analyze accident reports and investigations weekly.
- Act as Chairperson of the Safety Committee.
- Promote "safety awareness" in all employees through stimulating educational training programs.
- Compliance with OSHA, state and local laws, and established safety standards.
- Assist Supervisors in all matters pertaining to safety.
- Maintain contact with available sources of topical safety information such as American Society of Safety Engineers, National Safety Council, NCALGESCO, NC Department of Labor, and NC Industrial Commission.
- Represent management in the implementation of the Safety Policy.
- Recommend immediate corrective action in cases of hazardous operations.
- Submit a copy of Accident/Incident Reports to NCDOT/PTD Safety & Training Unit

Supervisor/Transportation Coordinator

Supervisors are the key persons in the scheme of loss control because of the close relationship with the employee and intimate knowledge of operating procedures.

Supervisors of each department are charged with the responsibilities of quality and quantity of production within the department, and therefore are responsible for the work conduct of same. Supervisors should be afforded the necessary tools and knowledge to carry out their duties with efficiency and safety.

Supervisors should:

- Have a thorough knowledge of System Safety Policy.
- Provide instruction and training to workers so that they conduct their job in a safe manner. [(See section on Training New Employees)]
- Make daily inspections of the department to ensure that no unsafe conditions or unsafe practices exist.
- Initiate immediate corrective action where unsafe conditions or practices are found. When a capital expenditure is required to make necessary corrections, a written report shall be submitted to the County Manager, Safety Coordinator Risk Management Officer and/or C.A.R.T.S. Director.

- Properly complete accident reports and investigate all accidents to determine what must be done to prevent recurrence of a similar accident.
- Be familiar with procedures that must be followed in case of an emergency.
- Enforce safety rules and regulations of the organization.
- Set a good example for safety by working in a safe manner and encouraging others to do so.

Employees

To assist the employee in developing keen “safety awareness” the following responsibilities are assigned:

- To abide by the safety rules and regulations of the organization.
- To regard the safety of fellow workers at all times.
- To report any unsafe condition to the Supervisor.
- To contribute ideas and suggestions for improving the safety of conditions or procedures to the Supervisor.
- To use individual knowledge and influence to prevent accidents.
- To attend safety training sessions.
- To report accidents and injuries immediately.

RELATIONSHIP BETWEEN SYSTEM SAFETY AND SYSTEM OPERATIONS

Management of Unsafe Conditions

- Eliminate hazards by removing the machines, tool, method, material, or structure that is causing the hazard through appropriate means. Contacting officials of OSHA, or EPA, may be necessary for proper disposal.
- Control the hazard by enclosing or guarding the point of hazard at the source.
- Train personnel on steps to take when confronted by a hazardous condition and provide procedures to safely avoid the hazard.
- Provide and ensure the use of personal protective equipment to shield employees from the hazard.

At no time should protective devices or safety practices be set aside to get the job done faster and cheaper. The price paid for such indiscretion may greatly exceed the anticipated gain from the action.

Designated Safety Official

The Director of CARTS, or designee, is the individual who is directly responsible for implementing the System Safety Program. It is the basic responsibility of the supervisor to plan and conduct safe operations. **It is also the duty and responsibility of each supervisor to fully orient and instruct all employees in safe practices and procedures.** He or she is expected to be in charge of collecting and disseminating safety data. The Director or designee is specifically charged with the following responsibilities for the System Safety Program:

- Have full knowledge of all standard and emergency operating procedures;
- Perform safety audits of operations;
- Ensure that employees make safety a primary concern when on the job;
- Actively investigate all incidents and accidents;

- Prohibit unsafe conduct and conditions;
- Conduct safety meetings which are a vital part of safety atmosphere;
- Listen and act upon any safety concerns raised by employees; and
- Report to management any safety concerns or possible hazards.

Employees

It is the responsibility of each employee of C.A.R.T.S. to abide by all rules and regulations and to comply with all laws pertaining to safety and health in the workplace. **It is the responsibility of each supervisor of to provide explicit instructional and procedural safety training for each employee.** Safety becomes a shared responsibility between management and the employee, and working safely is a condition of employment.

Employees are required to identify, report and correct unsafe conduct and conditions. Under (OSHA) 29 CFR part 1910; employees have the right to report any unsafe working conditions without being subjected to any retaliation whatsoever. Each employee must be an integral part of the SYSTEM SAFETY PROGRAM.

All transit employees are required to attend safety meetings as well as complete safety training as assigned. Safety meetings involve employees in the Safety Program and are very useful ways of training employees. Safety meetings and committees are used to present information, discuss problems and new ideas and discuss recent accidents and injuries. Safety meetings and commitment shall include, but shall not be limited to, the following:

1. Appropriate attire.
2. Reporting promptly and in writing, to your supervisor, all injuries and illnesses associated with the jobs.
3. Reporting, no matter how slight, all fires, accidental damage to property, hazardous material spills and other emergency occurrences to your supervisor.
4. Disposing of all hazardous materials in an acceptable and lawful manner.
5. Working under the influence of alcohol or illegal drugs is specifically forbidden. Use of prescription drugs, which may affect your alertness or work abilities, shall be reported to your supervisor (49 CFR parts 40, 653, and 654).
6. Taking care not to abuse tools and equipment, so these items will be in usable condition for as long as possible, as well as ensure they are in the best possible condition while being used.

Safety Meeting Record

C.A.R.T.S. will maintain a record of safety meetings which will include a listing with signatures of participants and may include an agenda and/or lesson plan for the meeting. In addition, verification will be placed in each attending employee's safety record.

HAZARD IDENTIFICATION AND ANALYSIS METHODOLOGY

Hazard Assessment Matrix

One way to conduct hazard assessments is to use a “**Hazard Assessment Matrix**”. The Matrix condenses “hazard assessment” into a chart and prioritizes those hazards that are evaluated. Two hazard severity categories are used to designate the magnitude of the “worst case” potential effects of the hazard are as follows:

- **Category I – Critical**
Hazard can result in severe injuries or death to passengers, employees, or others who encounter the Transportation System and/or cause major property damage.
- **Category II – Marginal**
Hazard can result in minor injury or negligible property damage.

After hazards are assessed for their potential severity, they can be examined to determine the probability that they may lead to an accident. As an increase in knowledge about safety is established through the course of the System Safety Program, prior accident information will be factored into the probability analysis if it is appropriate to do so.

A Frequent

The hazard is likely to cause an accident on a recurrent basis.

B Remote

An accident is unlikely but possible during the life of the hazard.

HAZARD ASSESSMENT MATRIX		
Frequency of Occurrence	Hazard Categories	
	Critical I	Marginal II
A Frequent	I A	II A
B Remote	I B	II B

Hazard Risk Index	
I A	Unacceptable or Undesirable (Management Decision Necessary)
II A, I B	Acceptable with Management Review
II B	Acceptable without Management Review

Hazard Analysis

Date of Hazard Analysis: _____

Hazard Risk Index

I A

Criteria

***Unacceptable or Undesirable
(Management Decision Necessary)***

II A, I B

Acceptable with Management Review

II B

Acceptable without Management Review

Prepared By: _____ Date: _____

POTENTIAL WORK SITE HAZARDS IDENTIFICATION

Policy

- A. The designated Supervisor at EACH Employee work site shall identify at least ANNUALLY any potential Occupational Safety or Health Hazards at that work site.
 - 1. Any time a new substance, process, procedure, or piece of equipment is introduced and presents a potential hazard or a hazard is identified during a Safety Inspection, an updated Identification must be completed IMMEDIATELY.
- B. A copy of the completed Hazards Identification shall be posted at the work site and must be reviewed with any new employee assigned to that work site BEFORE the new employee begins to work and will be recorded in the employee's training record.

A copy of the completed Hazards Identification must also be forwarded to the applicable Program Manager/Director and Safety Officer for review action and for file for follow-up inspections.

HAZARDS IDENTIFICATION

Work Site Name _____ (Center/Office)

Location _____

Potential Hazards	Employee Action to be Followed
1.	
2.	
3.	
4.	
5.	

Completed by: _____

Employee Name

Date

REVIEW ACTION

- A. _____ No remediation action possible
- B. _____ Remediation to be done

Hazard	Action	Schedule	Responsibility
1.			
2.			
3.			
4.			
5.			

C. Comments: _____

By: _____ Date _____
 Director or designee

FOLLOW-UP ABATEMENT ACTION

Hazard	Abatement Action Completed	Date	Completed By
1.			
2.			
3.			

Submitted by: _____ Date _____
 Transportation Coordinator/Designee

Reviewed by: _____ Date _____
 Director/Designee

Comments: _____

SAFETY TERMS AND DEFINITIONS

ACCIDENT

An unforeseen event or occurrence that results in death, injury, or property damage – *System Safety Program Training Participant's Guide*

An incident involving a moving vehicle. Includes collisions with another vehicle, object or person (except suicides) and derailment/left roadway. This also includes Personal Casualties incidents on the vehicle and entering/exiting the vehicle. – *Federal Transit Administration (FTA) - Safety Management Information Statistics (1999 SAMIS Annual Report)(2000)* <http://transit-safety.volpe.dot.gov/publications/default.asp>

Occurrence in a sequence of events that produces unintended injury, death or property damage. Accident refers to the event, not the result of the event. – *National Safety Council (NSC), National Safety Council Statistics Glossary [online](Research & Statistics, 25 July 2000[15 March 2002])*; <http://www.nsc.org/lrs/glossary.htm>

HAZARD

Any real or potential condition that can cause injury, death or damage to or loss of equipment or property

- theoretical condition
- identified before an incident actually occurs

FTA - Implementation Guidelines for State Safety Oversight of Rail Fixed Guideway Systems (1996) <http://transit-safety.volpe.dot.gov/publications/default.asp>

INCIDENT

An unforeseen event or occurrence which does not necessarily result in death, injury, contact or property damage - *FTA - Implementation Guidelines for State Safety Oversight of Rail Fixed Guideway Systems (1996)*

<http://transit-safety.volpe.dot.gov/publications/default.asp>

Collisions, personal casualties, derailments/left roadway, fires, and property damage greater than \$1,000 associated with transit agency revenue vehicles and all transit facilities - *FTA - Safety Management Information Statistics (1993 SAMIS Annual Report) (1995)*

<http://transit-safety.volpe.dot.gov/publications/default.asp>

RISK

Probability of an accident multiplied by the consequences of an accident (often in \$) - *System Safety Program Training Participant's Guide*

Exposure or probable likelihood of a hazard (accident, crisis, emergency or disaster) occurring at a system. Risk is measured in terms of impact and vulnerability - *FTA - Critical Incident Management Guidelines (1998)*

<http://transit-safety.volpe.dot.gov/publications/default.asp>

SAFETY

Freedom from those conditions that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment – *Military Standard 882-D*

Freedom from danger - *FTA - Implementation Guidelines for State Safety Oversight of Rail Fixed Guideway Systems (1996)*

<http://transit-safety.volpe.dot.gov/publications/default.asp>

SECURITY

Precautions taken to guard against crime, attack, sabotage, espionage, etc. – *The Learning Network, Inc., A-Z Dictionary [online] (2000-2002 [15 March 2002])*

<http://www.infoplease.com>

Freedom from intentional danger - *FTA - Implementation Guidelines for State Safety Oversight of Rail Fixed Guideway Systems (1996)*

<http://transit-safety.volpe.dot.gov/publications/default.asp>

SYSTEM SECURITY

All activities associated with providing security to transit patrons and securing transit property including supervision and clerical support. Includes patrolling revenue vehicles and passenger facilities during revenue operations; patrolling and controlling access to yards, buildings and structures; monitoring security devices; and, reporting security breaches – *US Department of Transportation, Bureau of Transportation Statistics, Transportation Expressions [online] (1996 [15 March 2002])*

<http://www.bts.gov/btsprod/expr/expsearch.html>

POTENTIAL WORK SITE HAZARDS IDENTIFICATION

Policy

- A. The designated Supervisor at EACH Employee work site shall identify at least ANNUALLY any potential Occupational Safety or Health Hazards at that work site.
2. Any time a new substance, process, procedure, or piece of equipment is introduced and presents a potential hazard or a hazard is identified during a Safety Inspection, an updated Identification must be completed IMMEDIATELY.
- B. A copy of the completed Hazards Identification shall be posted at the work site and must be reviewed with any new employee assigned to that work site BEFORE the new employee begins to work and will be recorded in the employee's training record.

A copy of the completed Hazards Identification must also be forwarded to the applicable Program Manager/Director and Safety Officer for review action and for file for follow-up inspections.

HAZARDS IDENTIFICATION

Work Site Name _____ (Center/Office)

Location _____

Potential Hazards	Employee Action to be Followed
1.	
2.	
3.	
4.	
5.	

Completed by: _____

Work Site Supervisor

Date

REVIEW ACTION

- A. _____ No remediation action possible
- B. _____ Remediation to be done

Hazard	Action	Schedule	Responsibility
1.			
2.			
3.			
4.			
5.			

C. Comments: _____

By: _____ Date _____
 Program Manager/Director

_____ Date _____
 Safety Officer

FOLLOW-UP ABATEMENT ACTION

Hazard	Abatement Action Completed	Date	Completed By
1.			
2.			
3.			

Submitted by: _____ Date _____
 Position

Reviewed by: _____ Date _____
 Position

_____ Date _____
 Safety Officer

Comments: _____

SECTION 4 DRUG AND ALCOHOL POLICY

Purpose

To establish guidelines that ensures a safe, healthy and productive drug-free work environment for the employees of the Agency.

Scope

This policy affects and applies to all C.A.R.T.S. employees.

Policy

Refer to the separate C.A.R.T.S. substance abuse policy. Each employee is given a copy of this policy at hire and when amended. A copy is available in the office, located in the Resource Manual kept in the driver area.

DRUG AND ALCOHOL PROGRAM OVERVIEW

Purpose

To provide an overview of establish guidelines that ensure a safe, healthy and productive drug-free work environment for the employees of the Agency.

Scope

The Drug and Alcohol Policy affects and applies to all Agency employees.

Overview

Being under the influence of a drug or alcohol while on the job poses serious safety and health risks to the user and to co-workers. Therefore, the Agency has established the following policy to ensure a drug-free work environment: C.A.R.T.S. has zero tolerance for the use of alcohol, illegal substances, or the misuse of prescription medications during work hours or the presence of these substances in the body during work hours regardless of when consumed.

Drug and alcohol tests may be administered for the purpose of: pre-employment, post accident, reasonable suspicion, or random.

A positive test result is any amount of alcohol or illegal substance as revealed by the test. The medical Review Officer will make the final decision as to a positive or negative test result. A positive test result will result in immediate termination.

Alternate types of tests may be conducted when two or more tests within twelve months are found to be inclusive or a situation warrants such tests.

Failure to submit to a drug/alcohol test when requested or leaving the test site without completing the test is grounds for immediate termination. Other behaviors will be considered a refusal; tampering with the specimen or not reporting for a drug test without a valid reason immediately following an accident.

An ongoing drug free awareness program to inform employees has been established and begins with their initial agency orientation then continues on an annual basis.

All employees will receive 1 hour of substance abuse awareness education as presented by a Substance Abuse Professional. All supervisory personnel will receive 1 hour of substance abuse awareness education and 1 hour of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse as presented by a Substance Abuse Professional.

Each employee will sign a statement of understanding that, as a condition of employment under grants providing funding for his/her position, the employee will abide by the terms of the drug free workplace statement and notify C.A.R.T.S. in writing of his/her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such a conviction.

An employee may voluntarily come forward and ask for rehabilitation counseling. He/she would be suspended without pay until a Substance Abuse Professional could certify that the employee is fit to return to duty. Any employee with a substance abuse problem is encouraged to seek help through the Agency Employee Assistance Program.

Whenever the Drug and Alcohol Policy is changed or revised all employees will be briefed on the policy. All training will be properly documented in the employee's training records.

Administration

The C.A.R.T.S. Director will administer this policy.

Drug and Alcohol Program

“*Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations*,” as implemented by 49 CFR Part 655 (August 2001), as amended, and to be read in conjunction with 49 CFR Part 40, requires all subrecipients receiving Federal Transit Administration funds under Capital Grant, Urbanized Area Formula Grant, or Non-Urbanized Area Formula Grant Programs to have a drug and alcohol testing program in place for all safety sensitive employees.

In addition, the U.S. Department of Transportation has issued 49 CFR Part 40, "*Procedures for Transportation Workplace Drug and Alcohol Testing Programs*," which prescribes testing methods to be followed.

Certification must be signed by the subrecipient's governing board or other authorized individual or body in compliance with the above. Failure to certify compliance with the drug and alcohol rules will result in jeopardizing federal funding from FTA. In addition, an FTA grant recipient is subject to criminal sanctions and fines for false statements or misrepresentation under Section 1001 of Title 18 of the U.S. Code.

Drug and Alcohol Regulations

NCDOT subrecipients of specific Federal Transit Administration (FTA) funding must establish and maintain a Drug and Alcohol Testing Program in accordance with 49 CFR §655, and in consonance with 49 CFR Part 40.

To ensure compliance with FTA Drug and Alcohol Testing Program requirements public transportation providers must:

- Establish an anti-drug use and alcohol misuse program as outlined in 49 CFR § 655.11-12;
- Establish an education and training program for all covered employees as outlined in 49 CFR § 655.14;
- Establish and provide written notice to every covered employee, of the employer's anti-drug and alcohol misuse program policy, in accordance with 49 CFR § 655.15 -17;
- Establish a program that provides testing for prohibited drugs as outlined in 49 CFR § 655.21;
- Establish a program that provides testing for alcohol as outlined in 49 CFR § 655.31-35, and in conjunction with 49 CFR Part 40;
- Comply with the testing requirements as detailed in 49 CFR § 655.41-62;
- Maintain in a secure location, with controlled access, all records of its anti-drug and alcohol misuse program as detailed in 49 CFR § 655.71, and in accordance with records disclosure instructions provided in 49 CFR § 655.73; and

- Annually prepare, maintain, and electronically complete and submit a Drug and Alcohol Management Information System (DAMIS) Report reflecting the results of its anti-drug and alcohol misuse testing programs performed for the previous calendar year. Transit agencies complete this report electronically. The NCDOT/PTD will provide DAMIS Report preparation instructions, along with a transit agency user ID# and Password to all FTA Section 5311 *subrecipients*, upon receipt from FTA.

To ensure NCDOT subrecipients compliance with FTA mandated Drug and Alcohol Testing Program and the Drug-Free Workplace requirements, the NCDOT:

- Periodically reviews each transit agency's Drug and Alcohol Program Policy for compliance;
- Conduct on-site visits to review all aspects of each transit agency's Drug and Alcohol Program that cannot be accomplished via desktop audit, such as compliance with program management requirements, records maintenance and storage review, ensuring that all applicable Drug and Alcohol Program regulations are readily available, reviewing documentation of employee training, collector compliance with regulations, and reviewing any other program compliance requirements;
- Provide technical assistance in all matters pertaining to transit agency Drug and Alcohol Program management as requested, or deemed to be appropriate;
- Provide employee/supervisor training, such as "Reasonable Suspicion Referral for Supervisors" and other program related training as available/required;
- Monitor transit agency Drug and Alcohol program management activities via accessing and reviewing the 3rd Party Administrator (TPA) Website;
- Monitor collection sites for compliance with FTA Drug and Alcohol Testing Program requirements;
- Coordinate efforts that would eventually allow individual transit agencies to review their Drug and Alcohol Testing Program activities via accessing the current TPA website;
- Collect, compile, and review all data necessary to validate each transit agency's Drug and Alcohol Management Information System (DAMIS) Report. Each transit agency prepares this report electronically. The NCDOT reviews each report and then electronically forwards the data to FTA prior to March 15 of each year.

Drug-Free Workplace Act

The Drug-Free Workplace Act of 1988, as well as Section 44-107-30, S.C. Code of Laws (1976), as amended, requires all grantees receiving grants from any state agency to certify they will maintain a drug-free workplace.

DRUG AND ALCOHOL POLICY

C.A.R.T.S. has established the following policy to ensure a drug-free work environment: C.A.R.T.S. has zero tolerance for the use of alcohol, illegal substances, or the misuse of prescription medications during work hours or the presence of these substances in the body during work hours regardless of when consumed.

The full drug and alcohol policy is maintained as a separate document from the SSPP.

SECTION 5 MAINTENANCE

April 17, 2007

TO: Community Transportation Systems
FROM: NCDOT/PTD
SUBJECT: Maintenance Plan

Recipients must keep Federally-funded equipment and facilities in good operating order.

Recipients must have a written maintenance plan. The maintenance plan should identify the goals and objectives of a maintenance program, which may include vehicle life, frequency of road calls, maintenance costs compared to total operating costs, etc. The maintenance program should also establish the means by which such goals and objectives will be obtained.

At a minimum, the plan should designate the specific goals and objectives of the program for preventive maintenance inspections, servicing, washing, defect reporting, maintenance-related mechanical failures, warranty recovery, vehicle service life, and vehicle records. The program must address the particular maintenance cycles for each capital item.

Recipients must have records showing when periodic maintenance inspections have been conducted on vehicles and equipment. Include information showing that the periodic maintenance program meets at least minimum requirements of the manufacturer.

Maintenance of ADA elements may be incorporated in the regular maintenance plan or addressed separately. At a minimum, the grantee must demonstrate that such features as lifts, elevators, ramps, securement devices, signage, and communications equipment are maintained and operational. The recipient is required to develop a system of maintenance checks for lifts on non-rail vehicles to ensure proper operation. Additionally, a recipient is required to remove an accessible van with an inoperable lift from service before the next day, unless no spare vehicles are available to replace that vehicle. When a vehicle with an inoperable lift is operated, the vehicle must not be in service for more than five days.

Recipients must keep written maintenance plans and checklist systems, as well as maintenance records for accessible equipment.

Recipients are required to maintain systems for recording warranty claims and enforcement of such claims. Recipients should have written warranty recovery procedures. The warranty recovery system should include warranty records and annual summaries of warranty claims submitted.

Federally funded equipment needs to be maintained whether operated directly by a recipient or by a third-party contractor. When a recipient has contracted out a portion of its operation, a maintenance plan for Federally-funded equipment should be in existence and be treated similarly to a recipient-operated service. In those cases, the third-party contractor must have in place a system to monitor the maintenance of federally funded equipment.

PREVENTIVE MAINTENANCE STANDARDS

All vehicles, wheelchair lifts and associated equipment, system owned or operating under contract with the system, is placed on a comprehensive preventive maintenance program for the purpose of increasing safety and reducing operational costs.

The Preventive Maintenance Plan should consist of:

- Making preventive maintenance arrangements
- Conducting a Pre/Post-Trip Inspection course for driver
- Completing a corresponding inspection checklist
- Maintaining a combined Public Transportation Management System (PTMS), and a comprehensive maintenance record on file for each vehicle
- Completing statistical reporting
- Reporting common problems
- Utilizing manufacturers Preventive Maintenance Guidelines Manual
- Keeping all maintenance records for the life of the vehicle to include three (3) years after disposition

*Note: The Preventive Maintenance Program has been developed for the purpose of safety, reliability and vehicle use longevity. The guidelines are not designed to interfere with or violate the Manufacturer's Warranty Maintenance Schedule.

MAINTENANCE RECORDS

C.A.R.T.S. will retain all records pertaining to maintenance, service, warranty and other documents as required for vehicles and wheelchair lifts. The records should be maintained for at least the life of the vehicle which includes three (3) years after the vehicle's disposal.

Maintenance Records Include:

- Documents showing vehicle identity
- Documents showing vehicle and wheelchair lift completed maintenance and inspection dates
- Documents showing mileage
- Vehicle Accident Reports
- Documents reporting and evaluating maintenance systems

In addition to the above maintenance records, C.A.R.T.S. will maintain files that include:

- A copy of the document notifying NCDOT of a fatal accident by the close of business or the end of the working day
- A copy of the document notifying NCDOT within 24 hours of a fatal death that occurs within 30 days as a result of an accident
- Documents that report to NCDOT within 48 hours all accidents/incidents
- Documents showing completion of the driver's daily Pre/Post-Trip Inspection Checklist

ONBOARD SAFETY EQUIPMENT

The following items have been placed in all vehicles:

Seat Belts - An adjustable driver's restraining belt that complies with FMVSS 209 (Seat Belt Assemblies) and FMVSS 210 (Seat Belt Anchorages) regulations

Fire Extinguisher - Include a fully-charged dry chemical or carbon dioxide fire extinguisher that has at least a 1A:BC rating and bears the Underwriter's Laboratory, Inc. label. The extinguisher should be accessible and must be securely mounted in a visible place or a clearly marked compartment.

Red Reflector - Vehicles should be equipped with three (3) portable red reflector warning devices in compliance with North Carolina Statutes. The triangle case must be mounted to the vehicle.

Web Cutter – Must be visible and easily accessible by the vehicle driver.

Bloodborne Pathogen Kit – Kit includes disposable gloves for your hands, disinfectant spray for decontamination of any spill, paper towels for clean up, absorbent powder for clean up, approved bags & containers for proper disposal, dust pan, brush and tongs for handling sharps items, mouth and nose mask and disinfectant towelettes for immediate hand cleaning)

First Aid Kit – As equipped when delivered to C.A.R.T.S. and replenished as needed.

VEHICLE INSPECTIONS

Pre/Post-trip inspections are crucial to the success of the C.A.R.T.S. preventative maintenance program. Each driver will inspect his or her vehicle before beginning service for the day by completing the Driver Vehicle Inspection Report. Each driver will also complete an inspection when parking the vehicle at the end of the service day for that vehicle. The completed checklist should be submitted to the C.A.R.T.S. office the next time the driver is in the office after completion of the form so that necessary maintenance can be noted and scheduled accordingly. Drivers are to notify the C.A.R.T.S. office immediately of any concerns involving the safe operation of the vehicle. Drivers must sign each checklist for each vehicle used that day. Directions for completing a Driver Vehicle Inspection Report are located in the C.A.R.T.S. Driver Handbook.

PREVENTATIVE MAINTENANCE SCHEDULE

C.A.R.T.S. utilizes the services of the Craven County Central Maintenance Garage for maintenance on C.A.R.T.S. vehicles. All vehicles are serviced every 5,000 miles. C.A.R.T.S. drivers turn in a Driver Vehicle Inspection Report which contains the mileage of the vehicle. This mileage is entered into a computer tracking system used to generate a report on which vehicles are due for service. Regular maintenance is every 5,000 miles and major service is every 35,000. In addition, C.A.R.T.S. will adhere to the minimum requirements set by the manufacturer.

C.A.R.T.S. follows the Craven County Motor Vehicle Maintenance policy. CARTS uses Assetworks as the software program to document, track, and report preventative maintenance compliance and vehicle repairs. Assetwork has other features including incidents, accidents, and fuel usage. Pages 45-46 reflect the schedule and tasks per Assetworks.

**Ford Cycles and PM Schedules
5000 Miles Interval**

Service #	Mileage	PM Schedule	Service #	Mileage	PM Schedule
1	5000	A	25	125000	A
2	10000	B	26	130000	B
3	15000	A	27	135000	A
4	20000	B	28	140000	C
5	25000	A	29	145000	A
6	30000	B	30	150000	B
7	35000	C	31	155000	A
8	40000	B	32	160000	B
9	45000	A	33	165000	A
10	50000	B	34	170000	B
11	55000	A	35	175000	A
12	60000	B	36	180000	B
13	65000	A	37	185000	A
14	70000	C	38	190000	B
15	75000	A	39	195000	A
16	80000	B	40	200000	B
17	85000	A	41	205000	A
18	90000	B	42	210000	B
19	95000	A	43	215000	A
20	100000	B	44	220000	B
21	105000	C	45	225000	A
22	110000	B	46	230000	B
23	115000	A	47	235000	A
24	120000	B	48	240000	B

CARTS-VAN WITH LIFT PM CLASS

PM Task

PM569

PM245

PM097

PM250

PM078

PM044

PM573

PM466

PM210

PM084

PM035

PMSAC28A

A

Description

CHECK SUSPENISON AND STEERING FOR WEAR AND DAMAGE AND LUBE

CHECK FLUID LEVELS

AIR CLEANER FILTER; CHECK FOR RESTRICTION

CHECK STEERING SYSTEM

BRAKE INSPECTION

WHEELCHAIR LIFT

INSPECT BELTS AND HOSES REPLACE AS NEEDED

TIRES WEAR AND PRESSURE

CLEAN BATTERIES

LUBRICATE HINGES

ENGINE OIL FILTER CHANGE

CHANGE OIL; REPLACE OIL FILTER; USE OEM

RECOMMENDED OIL

CARTS-VAN WITH LIFT PM CLASS

PM Task

PM-ANU-01

PM-ANU-02

PM-ANU-03

PM-ANU-04

PM-ANU-05

PM-ANU-06

PM-ANU-07

PM-ANU-08

PM-ANU-09

PM-ANU-10

PM-ANU-11

PM-ANU-12

PM-ANU-13

PM-ANU-14

PM-ANU-15

PM-ANU-16

PM-ANU-17

PM-ANU-18

PM-ANU-19

PM-ANU-20

PM-ANU-21

PM-ANU-22

PM-ANU-23

PM-ANU-24

ANNUAL

Description

MIL INDICATOR BULB

DLC (DIAGNOSTIC LINK CONNECTOR)

COMMUNICATION ESTABLISHED

MIL COMMAND ON

MIL INDICATOR BULB

HEADLIGHT

PARKING LIGHT

TAIL LIGHTS

BEAM INDICATOR LIGHT/SWITCH

LICENSE PLATE

STOP LIGHTS

DIRECTIONAL SIGNALS

HORN

WINDSHIELD WIPER

REAR VIEW MIRROR

FOOT BRAKE

EMERGENCY BRAKE

STEERING MECHANISM

TIRES

EXHAUST SYSTEM

CLEARANCE LIGHTS (BUSES; TRUCKS; TRAILERS)

REFLECTORS

WINDOW TINTING VISBLE LIGHT TRANSMISSIOM. 35%

TOLARANCE

CATALYTIC CONVERTER

PM-ANU-25	AIR INJECTION SYSTEM (AIS)
PM-ANU-26	PCV VALVE
PM-ANU-27	UNLEADED GAS RESTRICTOR
PM-ANU-28	EXHAUST GAS REGULATOR (EGR)
PM-ANU-29	THERMOSTATIC AIR CONTROL (TAC)
PM-ANU-30	FUEL EVAPORATION CONTROL
PM-ANU-31	OXYGEN (O ₂) SENSOR

CARTS-VAN WITH LIFT PM CLASS

PM Task

	B
	Description
PM569	CHECK SUSPENSION AND STEERING FOR WEAR AND DAMAGE AND LUBE
PM245	CHECK FLUID LEVELS
PM250	CHECK STEERING SYSTEM
PM078	BRAKE INSPECTION
PM573	INSPECT BELTS AND HOSES REPLACE AS NEEDED
PM466	TIRES WEAR AND PRESSURE
PM210	CLEAN BATTERIES
PM084	LUBRICATE HINGES
PM106	REPLACE RETURN AIR FILTERS
PM044	WHEELCHAIR LIFT
PM035	ENGINE OIL FILTER CHANGE
PM097	AIR CLEANER FILTER; CHECK FOR RESTRICTION

CARTS-VAN WITH LIFT PM CLASS

PM Task

	C
	Description
PM569	CHECK SUSPENSION AND STEERING FOR WEAR AND DAMAGE AND LUBE
PM245	CHECK FLUID LEVELS
PM097	AIR CLEANER FILTER; CHECK FOR RESTRICTION
PM250	CHECK STEERING SYSTEM
PM078	BRAKE INSPECTION
PM573	INSPECT BELTS AND HOSES REPLACE AS NEEDED
PM466	TIRES WEAR AND PRESSURE
PM210	CLEAN BATTERIES
PM084	LUBRICATE HINGES
PM514	CHANGE TRANSMISSION FLUID AND FILTER; CHECK FILL PLUG
PM572	REPLACE ALL FUEL FILTERS
PM044	WHEELCHAIR LIFT
PM035	ENGINE OIL FILTER CHANGE
PMSAC28A	CHANGE OIL; REPLACE OIL FILTER; USE OEM RECOMMENDED OIL

ANNUAL PTMS INSPECTION

Form must be completed and maintained with vehicle maintenance records.

Date: _____

Vehicle: _____

Wheelchair Lift Cycle Reading: _____

Odometer Reading: _____

Inspector: _____

Inspection Key

For Each Item

OK =OK

"X" = Adjusted

"0"= Repairs Are Necessary

For Each "0" Give an Explanation

Body

___ Check windshield and other glass for cracks/damage

___ Check wheels for cracks/damage

___ Interior and exterior decals, signs, numbers (ex: railroad crossing, no turn on red, etc...)

___ Body damage

___ Destination signs for proper operation (Front, Rear, Back)

___ General physical condition of the vehicle

___ System name completely spelled out and condition

___ Sign identifying the vehicle as "Public Transportation" or "Available to the Public" if required

SECTION 6

SECURITY

Purpose

The overall purpose of C.A.R.T.S's Security Program is to optimize -- within the constraints of time, cost, and operational effectiveness -- the level of protection afforded to C.A.R.T.S's vehicles, equipment, facilities, passengers, employees, volunteers and contractors, and any other individuals who come into contact with the system both during normal operations and under emergency conditions.

The security of passengers and employees is paramount to promoting the objectives of FTA, NCDOT and their partner organizations in developing a Security Program. C.A.R.T.S will take all reasonable and prudent actions to minimize the risk associated with intentional acts against passengers, employees and equipment/facilities. To further this objective, C.A.R.T.S. has developed security plans and procedures and emergency response plans and procedures. The plans have been coordinated with local law enforcement, emergency services and with other regional transit providers, which addresses the conduct of exercises in support of their emergency plans, and assessment of critical assets and measures to protect these assets.

Goals

The Security Program provides C.A.R.T.S. with a security and emergency preparedness capability that will:

1. The Security Program's number one goal is the protection and safety of system employees, passengers, vehicles and equipment.
2. Ensure that security and emergency preparedness are addressed during all phases of system operation, including the hiring and training of agency personnel; the procurement and maintenance of agency equipment; the development agency policies, rules, and procedures; and coordination with local public safety and community emergency planning agencies.
3. Promote analysis tools and methodologies to encourage safe system operation through the identification, evaluation and resolution of threats and vulnerabilities, and the on-going assessment of agency capabilities and readiness.
4. Create a culture that supports employee safety, equipment/facility protection and security and safe system operation (during normal and emergency conditions) through motivated compliance with agency rules and procedures and the appropriate use and operation of equipment.

Objectives

In this new environment, every threat cannot be identified and resolved, but C.A.R.T.S can take steps to be more aware, to better protect passengers, employees, facilities and equipment, and to

stand ready to support community needs in response to a major event. To this end, our Security Program has five objectives:

1. Achieve a level of security performance and emergency readiness that meets or exceeds our requirements
2. Increase and strengthen community involvement and participation in the safety and security of our system
3. Develop and implement a vulnerability assessment program, and based on the results of this program, establish a course of action for improving physical security measures and emergency response capabilities
4. Expand our training program for employees, volunteers and contractors to address security awareness and emergency management issues
5. Enhance our coordination with NCDOT/PTD regarding security and emergency preparedness issues.

FTA'S TOP 20 SECURITY PROGRAM ACTION ITEMS FOR TRANSIT AGENCIES

The following Action items identify the most important elements that transit agencies should incorporate into their System Security Program Plans. These top twenty (2) items are based on good security practices identified through FTA's Security Assessments and Technical Assistance provided to the largest transit agencies. Specific information on these elements may be found in FTA's *Transit System Security Program Planning Guide*. FTA is working with transit agencies to encourage them to incorporate these practices into their programs.

Management and Accountability

1. Written security program and emergency management plans are established.
2. The security plan is updated to reflect anti-terrorist measures and any current conditions.
3. The security plan is an integrated system security program, including regional coordination with other agencies, security design criteria in procurements and organizational charts for incident command and management systems.
4. The security plan is signed, endorsed and approved by top management.
5. The security program is assigned to a senior level manager.
6. Security responsibilities are defined and delegated from management through to the front line employees.
7. All operations and maintenance supervisor, forepersons, and managers are held accountable for security issues under their control.

Security Problem Identification

8. A threat and vulnerability assessment resolution process is established and used.
9. Security sensitive intelligence information sharing is improved by joining InfracGuard, the FBI Regional Task Force and the Surface Transportation Intelligence Sharing & Analysis Center (SAC); security information is reported through the National Transit Database (NTD).

Employee Selection

10. Background investigations are conducted on all new front-line operations and maintenance employees (i.e., criminal history, motor vehicle records, and credit history).
11. Criteria for background investigations are established.

Training

12. Security orientation or awareness materials are provided to all front-line employees.
13. Ongoing training programs on safety, security and emergency procedures by work area are provided.
14. Public awareness materials are developed and distributed on a system wide basis.

Audits and Drills

15. Periodic audits of security policies and procedures are conducted.
16. Tabletop and functional drills are least once every six months and full-scale exercises, coordinated with regional emergency response providers, are performed at least annually.

Document Control

17. Access to documents of security critical systems and facilities are controlled.
18. Access to security sensitive documents is controlled.

Access Control

19. Background investigations are conducted of contractors or others who require access to security critical facilities, and ID badges are used for all visitors, employees and contractors to control access to key critical facilities.

Homeland Security

20. Protocols have been established to respond to the Office of Homeland Security Threat Advisory Levels.

WORKPLACE SECURITY ASSESSMENT FORM

Facility (Worksite): _____

Location: _____

Date: _____

Inspection No.: _____

Describe the physical layout of the establishment. Indicate its location to other businesses or residences in the area and access to the street. _____

Number/gender of employees on-site between 10 p.m. and 5 a.m. _____

Describe nature and frequency of client/customer/passenger/other contact: _____

Yes No

 Are cash transactions conducted with the public during working hours? If yes, how much cash is kept in the cash register or in another place accessible to a robber? _____

Yes No

 Is there safe or lock-box on the premises into which cash is deposited?

What is the security history of the establishment and environs? _____

What physical security measures are present? _____

Yes No

 Has security training been provided to employees? If so, has the training been effective?

SECURITY INCIDENT RECORDING FORM

Date of Incident: _____

Time of Incident: _____ AM/PM

Location: _____

of Fatalities: _____ # of Injuries: _____

Property Damage Estimate: \$ _____

Type of Security Incidents: *Check all that apply.*

- | | | | | | |
|---------------|--------------------------|-------------|--------------------------|--------------------------------|--------------------------|
| Homicide | <input type="checkbox"/> | Burglary | <input type="checkbox"/> | Motor Vehicle Theft | <input type="checkbox"/> |
| Forcible Rape | <input type="checkbox"/> | Bombing | <input type="checkbox"/> | Chemical or Biological Release | <input type="checkbox"/> |
| Robbery | <input type="checkbox"/> | Arson | <input type="checkbox"/> | Aggravated Assault | <input type="checkbox"/> |
| Hijacking | <input type="checkbox"/> | Bomb Threat | <input type="checkbox"/> | Kidnapping | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | _____ | | | |

Description of Incident: *Attach law enforcement report(s) if available.*

Recorded By: _____ Date: _____

Title: _____ Phone #: _____

SECURITY BRIEFINGS

If it becomes necessary to conduct a security briefing, the dispatchers will contact all drivers by two-way radio and/or telephone and advised of the situation.

The dispatcher will:

- A. Monitor vehicle locations and movement patterns.
- B. Use appropriate radio-dispatching procedures according to the Federal Communication Commission guidelines
- C. The dispatcher transmits information to drivers regarding cancellations, deviations, or changes in the schedule , safety issues, and/or security issues
- D. Dispatcher transmits to driver any emergency situations that arise during the operational hours.
- E. Dispatcher will notify Director or designee as soon as the situation requires.

Emergency Management

Before Disaster Strikes

- Develop a workable Plan
 - Work with your colleagues and counterparts in the police department, fire department, health department, public buildings department, and emergency management office to develop a plan that will be successful
 - Review your plan regularly and update it when your system changes or new threats emerge
 - Plan for the worst. Determine what you will do if...
 - Normal communication system (television, web, radio, telecommunication) are not available
 - Electrical power is cut off
 - There are massive deaths or injuries
 - There are air-borne chemical or biological hazards
- Practice, Practice, Practice
 - Conduct regular emergency/disaster drills (not just fire drills) to keep skills sharp and your plan up-to-date
 - Build interagency relationship; every level of transit leadership should personally know his/her counterparts in the agencies and organizations who will be responding to an emergency situation
- Some Things that Really Matter
 - Put the resources in place to execute your plan – people, equipment, facilities
 - Identify alternative means of transportation for the transit-using public in case one or more of your primary modes is disabled
 - Radio communication capability is essential because cell phones are not reliable during the emergencies; be sure you have multiple communication systems, in case one or more is inoperative
 - Conduct criminal and credit background checks on every employee
 - Make sure every employee has a photo identification and require that it be displayed at all times

Emergency Response

- Establish Command Central
 - Immediately set up a joint operations center so that your key responders can talk to each other face-to-face and make joint decisions

Although it was not clear at the outset whether there was a terrible accident or a terrorist incident, the command center leadership made the decision to respond to the situation as a terrorist attack. As a result, the NYC transit authority immediately evacuated all trains, passengers and transit employees from the World Trade Center area – and there were no transit-related deaths or serious injuries and no equipment losses as a result of the collapsed building.
- Improvise!
 - Be ready and willing to improvise; even a good plan can't anticipate everything

NYC Transit made the decision to let everyone leave the city for free; this decision made the evacuation process quicker and built tremendous goodwill with the public.

In the Aftermath

- Communicate with the Public
 - Use your website to communicate your service plans and availability with the public on a real-time basis.

- NYC Transit has been getting 10 million hits a day, compared to a usual 200,000 hits, and updates its site every 2 hours even if no substantive changes to service have been made.
 - Work with local television and radio stations to get information about closings and alternative routes to the public

- Restore Public Confidence
 - Increase law enforcement visibility; put a uniformed officer on every train, if possible, to reassure the public and deter potential threats
 - Tell people – with brochures, ads, and announcement – how they can help enhance security

External Emergency Plan

Notification of Emergency

When notice has been received that an event has occurred or the potential of an event occurring, which has or may produce a large number of casualties, the following information should be obtained by the person receiving the information:

1. Name of person making notification and from what telephone number.
2. Location of emergency including address.
3. Estimated number of casualties.
4. Type of emergency (fire, explosion, plane crash, natural, weather related, etc.).
5. Time call received.
6. Estimated time of emergency event occurrence.

The person receiving the call shall then notify the Director and/or Transportation Coordinator. If unable to reach either the Director or Transportation Coordinator, the person receiving the call shall notify the Safety Risk Management Officer.

Activation of Emergency Action Plan

If the decision is made to implement the External Emergency Plan, the following actions shall be taken:

C.A.R.T.S. Director or designee will:

1. Act under guidance of trained experts when available.
2. Organize the Emergency Action Plan.
3. Assess the situation and make appropriate decisions for passenger and employee safety as situation demands.
4. Be responsible for the notification of the "all clear".
5. Provide information for media release.

INTERNAL EMERGENCY PLAN

Activation of Internal Emergency Plan

1. The Dispatcher should be notified promptly of any promptly of any emergency situation.
2. Dispatcher will call "911" to notify County Communications of situation giving as much information as possible.
3. The dispatcher will keep records of all incoming calls that involve the emergency and relay them to the Director and/or Transportation Coordinator.
4. If the Director or Transportation implements evacuation, see Evacuation Plan.

C.A.R.T.S. Director or designee will:

1. Initiate Emergency Action Plan if deemed necessary and be the contact for Craven County Emergency Management, County Manager, and/or Assistant County Manager.
2. Provides a means to inform staff of the emergency and provide updates.
3. Provide personnel to assist Emergency Operations.
4. Provide agencies with vehicle layouts and/or blueprints of the affected area.

BOMB THREAT CHECKLIST

Questions to Ask Caller:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you (the caller) place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact Wording of the Threat:

Sex of Caller: M or F **Race:** _____

Age: _____ **Length of Call:** _____

Number at which call is received:
 read _____
 maker _____

Time: _____ **Date:** _____

Report Call Immediately to:

Contact Number

Contact Name or Title

Contact Organization

Secondary Contact Info

Secondary Contact Info

Caller's Voice:

- | | |
|----------------|-----------------------|
| _____ Calm | _____ Nasal |
| _____ Angry | _____ Stutter |
| _____ Excited | _____ Lisp |
| _____ Slow | _____ Rasp |
| _____ Rapid | _____ Deep |
| _____ Soft | _____ Ragged |
| _____ Loud | _____ Clearing Throat |
| _____ Laughter | _____ Deep Breathing |
| _____ Crying | _____ Cracking Voice |
| _____ Normal | _____ Disguised |
| _____ Distinct | _____ Accent |
| _____ Slurred | _____ Familiar |

If voice is familiar, whom did it sound like?

Background Sounds:

- | | |
|------------------------|-------------------------|
| _____ Street noises | _____ Factory machinery |
| _____ Television | _____ Animal noises |
| _____ Voices | _____ Clear |
| _____ PA System | _____ Static |
| _____ Music | _____ Local |
| _____ House noises | _____ Long Distance |
| _____ Motor | _____ Booth |
| _____ Office Machinery | _____ Other |

Threat Language:

- | | |
|-------------------|------------------|
| _____ Well Spoken | _____ Incoherent |
| _____ (Educated) | _____ Taped |
| _____ Foul | _____ Message |
| _____ Irrational | _____ by threat |

Remarks: _____

Division of Public Health Agreement Addendum FY 14-15

Page 1 of 1

Craven County Health Department
Local Health Department Legal Name

CDI / Cancer Prevention and Control
DPH Section/Branch Name

452 Breast and Cervical Cancer
Activity Number and Description

Debi Nelson, 919-707-5155
debi.nelson@dhhs.nc.gov

DPH Program Contact
(name, telephone number with area code, and email)

06/01/2014 – 05/31/2015
Service Period

DPH Program Signature **Date**
(only required for negotiable agreement addendum)

07/01/2014 – 06/30/2015
Payment Period

- Original Agreement Addendum
 Agreement Addendum Revision # 1 (Please do not put the Budgetary Estimate revision # here.)

I. Background: No Change.

II. Purpose:
This revision #1 to the Agreement Addendum provides additional funds in order to increase the federal screening targets as listed in Section III. Scope of Work and Deliverables below.

III. Scope of Work and Deliverables:
The Local Health Department shall increase its Federal screenings from **84** to **134** targets total. This screening provides breast and cervical services for those populations as defined in the original Agreement Addendum.

IV. Performance Measures/Reporting Requirements: No Change.

V. Performance Monitoring and Quality Assurance: No Change.

VI. Funding Guidelines or Restrictions: No Change.



Health Director Signature (use blue ink)

4-6-15

Date

Local Health Department to complete:
(If follow up information is needed by DPH)

LHD program contact name: _____
Phone number with area code: _____
Email address: _____

Signature on this page signifies you have read and accepted all pages of this document.

Revised 8/12/13

Craven County



Flood Mitigation Assistance
FMA-PJ-04-NC-2013-006
Fund 285

This ordinance is hereby approved in the following amount for expenditure of the Flood Mitigation Assistance (FMA) PJ-04-NC-2013-006.

Expenditures:

Elevation	\$	1,853,360.00
TOTAL	\$	1,853,360.00

The following revenue is hereby estimated for the Flood Mitigation Assistance (FMA) PJ-04-NC-2013-006.

Revenues:

NCDPS/Emergency Management Grant	\$	1,853,360.00
TOTAL	\$	1,853,360.00

This ordinance is hereby approved this 20th day of April, 2015.

Steve Tyson, Chairman
Craven County Board of Commissioners

Attest:

Gwendolyn M Bryan, Clerk to the Board
Craven County Board of Commissioners



U.S. Department of Homeland Security
FEMA Region IV
3003 Chamblee Tucker Road
Atlanta, GA 30341

FEMA

November 13, 2014

Michael A. Sprayberry, Director
NC Department of Public Safety
Division of Emergency Management
4236 Mail Service Center
Raleigh, NC 27699-4236

Attention: Nicholas Burk, Section Manager for Hazard Mitigation Grants

Reference: FLOOD MITIGATION ASSISTANCE (FMA),
PROJECT APPROVAL: FMA-PJ-04-NC-2013-006, CRAVEN COUNTY
ELEVATION OF ELEVEN RESIDENTIAL STRUCTURES

Mr. Sprayberry:

It is my pleasure to confirm that the following project sub-grant has been approved through the FMA grant program pursuant to the Congressional appropriations for Fiscal Year 2013. The Scope of Work (SOW) and Budget submitted by the State for this project sub-grant is approved except as noted in the Conditions below. Please be advised that any proposed change in the list of participating properties represents an SOW change and must be approved by our office prior to issuance of a contract or start of construction.

Project Number & Title	Federal Share	Non-Federal Share	Total Project Cost
FMA-PJ-04-NC-2013-006 Craven County: Elevation Project	\$1,853,360.00	\$ 0.00	\$1,853,360.00

104 Crest Dr Havelock, NC 28532	34.90322, -76.916081
127/129 Ducks Way New Bern, NC 28428	35.067914, -77.062449
214 Riverside Dr., Havelock, NC 28532	34.898192, -76.920001
321 Riverside Dr., New Bern, NC 28560	35.108574, -77.016815
405 Harbor Dr., New Bern NC 28560	35.128588, -77.052802
902 Spar Ct., New Bern, NC 28560	35.073236, -76.966476
1065 Bluebill Dr., Havelock, NC 28532	34.954195, -76.690543
1400 Brices Creek Rd., New Bern, NC 28562	35.070346, -77.062905
1611 Hazel Ave., New Bern, NC 28560	35.119255, -77.067527
1616 Brices Creek Rd., New Bern, NC 28560	35.071878, -76.067266
3302 Country Club Rd., New Bern, 28562	35.07907, -77.073188

This letter constitutes programmatic approval for use of FY2013 FMA funds. Sandra McNease, Assistance Officer, has issued the financial award and documentation in support of this approval through eGrants on 09/26/2014, and the State has accepted the award. The funds have been obligated to the appropriate PARS account.

The CATEX for this project has been issued in eGrants. After a review of the proposed project and its environment, and provided that the conditions listed below are met, it was determined that no extraordinary circumstances, as defined in 44 CFR 10.8(d)(3) exist regarding this proposed project. The conditions of approval placed on this project are listed in the Award Letter. The Record of Environmental Consideration (REC) Report is available for download from the Award section of the external eGrants system. Please review and abide by all REC Conditions.

The terms and conditions of this award are provided in the Agreement Articles issued through eGrants by Ms. McNease. Please review these Articles thoroughly and abide by all provisions.

FEMA will not establish activity completion timelines for individual subgrants. Grantees are responsible for ensuring that all approved activities are completed by the end of the Grant Period of Performance (POP). The POP for FY2013 FMA is July 19, 2013 through January 9, 2017. The Grantee shall submit a Final SF-425 and Performance Report no later than 90 days after the end date of the POP, per 44 CFR §13.50.

Thank you for submitting an application to the FY2013 FMA grant program. If you have any questions, please contact Victor Geer of my staff at (770) 220-5659.

Sincerely,



For
Jacky Bell, Chief
Hazard Mitigation Assistance Branch
Mitigation Division

**Bid Amounts for Craven County Animal Shelter Addition and Renovation
April 9, 2015**

Contractor	Bid Item 1 New Addition and Renovations to Triage Area	Bid Item 2 Renovation to Existing Reception and Intake Area	Bid Item 3 HVAC Installation in Existing Kennels	Total All Items
Quadrant Construction, Inc.	\$ 1,163,000	\$ 71,300	\$ 71,600	\$ 1,305,900
L.A. Downey & Son	\$ 1,090,677	\$ 56,400	\$ 75,271	\$ 1,222,348
Danco Builders, Inc.	\$ 927,000	\$ 89,000	\$ 88,765	\$ 1,104,765

ARTICLE II. AMBULANCE FRANCHISES

ARTICLE II. AMBULANCE FRANCHISES ⁽¹⁾

[Sec. 14-19. Definitions.](#)

[Sec. 14-20. Franchise required.](#)

[Sec. 14-21. Application for franchise.](#)

[Sec. 14-22. Granting of franchises; districts.](#)

[Sec. 14-23. Term of franchise; compliance; transfer of ownership; inspection; franchise not to be defaced or removed; annual franchise fee; other fees.](#)

[Sec. 14-24. Standards for EMT's and medical responders.](#)

[Sec. 14-25. Standards for vehicles and equipment.](#)

[Sec. 14-26. Standards for communications.](#)

[Sec. 14-27. Insurance.](#)

[Sec. 14-28. Records.](#)

[Sec. 14-29. Rates and charges; collections.](#)

[Sec. 14-30. Funding of nonprofit and municipal franchisees.](#)

[Sec. 14-31. Enforcement.](#)

[Sec. 14-32. Inspection of records, etc.](#)

Sec. 14-19. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning or unless otherwise defined by applicable state law:

Ambulance means any privately or publicly owned motor vehicle, aircraft, or vessel that is specially designed, constructed, or modified and equipped and is intended to be used for and is maintained or operated for the transportation of patients on the streets or highways, waterways or airways of this state.

Ambulance provider means a person who engages or professes to engage in the business or service of transporting patients in an ambulance.

Approved means approved by the commission pursuant to the rules and regulations promulgated under G.S. § 143B-165.

Board of commissioners means the Craven County Board of Commissioners.

Commission means the North Carolina Medical Care Commission, and any successor entity.

Council means the Craven County Emergency Medical Services Advisory Council.

Department means the North Carolina Department of Health and Human Services, and any successor entity.

Emergency or emergency transportation service means the use of an ambulance, its equipment and personnel to provide medical care and transportation of a patient who is in need of immediate medical treatment in order to prevent loss of life or further aggravation or physiological or psychological illness or injury.

ARTICLE II. AMBULANCE FRANCHISES

Emergency medical technician (EMT) means an individual who has completed an educational program in emergency medical care approved by the department and has been credentialed as an emergency medical technician by the department.

Emergency medical technician-intermediate (EMT-I) means an individual who has completed an educational program in emergency medical care approved by the department and has been credentialed as an emergency medical technician-intermediate by the department.

Emergency medical technician-paramedic (EMT-P) means an individual who has completed an educational program in emergency medical care approved by the department and has been credentialed as an emergency medical technician-paramedic by the department.

Franchise means a permit issued by the county to a person for the operation of an ambulance service or a medical first responder program.

Franchisee means any person having been issued a franchise by the county for the operation of an ambulance service or a medical first responder program.

License means any driver's license or permit to operate a motor vehicle issued under or granted by the laws of the state.

Medical responder means an individual who has completed an educational program in emergency medical care and first aid approved by the department and has been credentialed as a medical responder by the department.

Medical first responder program means an approved existing fire department or rescue/EMS organization within the county providing service by contract to the extent of sending medical responders to a call for assistance to any person for medical, trauma or rescue needs except transporting such person to or from any facility.

Nonemergency or nonemergency transportation service means the operation of an ambulance for any purpose other than transporting patients in an emergency.

Operator means a person in actual physical control of an ambulance which is in motion or which has the engine running.

Owner means any person who owns an ambulance.

Patient means an individual who is sick, injured, wounded, or otherwise incapacitated or helpless such that the need for some medical assistance might be anticipated.

Person means an individual, corporation, company, association, partnership, unit of local government, state agency, federal agency or other legal entity.

Rescue means situations where the victim cannot escape an area through normal exit or under his own power.

(Ord. of 10-3-2011)

Sec. 14-20. Franchise required.

- (a) No person, either as owner, agent or otherwise, shall furnish, operate, conduct, maintain, advertise, or otherwise be engaged in or profess to be engaged in providing emergency and/or nonemergency transportation services of patients by ambulance within the county unless the person holds a valid permit for each ambulance used in such business or service issued by the department, and has been granted a franchise for the operation of such business or service by the county pursuant to this article.
- (b) No person, either as owner, agent or otherwise, shall furnish, operate, conduct, maintain, advertise, or otherwise be engaged in or profess to be engaged in the business or service of a medical first responder unless the person has been granted a franchise for the operation of such business or service by the county pursuant to this article.

ARTICLE II. AMBULANCE FRANCHISES

- (c) No person shall drive an ambulance, attend to a patient in one, or permit one to be operated when transporting a patient within the county unless he holds a currently valid certificate as a medical responder or EMT, as the case may be,
- (d) No franchise shall be required for:
 - (1) Any person rendering assistance to a franchised ambulance service in the case of a major catastrophe, mutual aid or emergency with which the services franchised by the county are insufficient or unable to cope;
 - (2) Any entity operated from a location or headquarters outside of the county in order to transport patients who are picked up beyond the limits of the county to facilities located within the county or to pick up patients within the county for transporting to locations outside the county;
 - (3) Ambulances owned and operated by an agency of the United States government;
 - (4) A law enforcement agency assisting any person in a life threatening situation;
 - (5) A medical first responder program provided by a franchisee.

(Ord. of 10-3-2011)

State law reference— State regulation of ambulance services, G.S. 131E-155 et seq.; Emergency Medical Services Act of 1973, G.S. 143-507 et seq.; county ambulance service franchise, G.S. 153A-250.

Sec. 14-21. Application for franchise.

Application for a franchise to operate an emergency transportation service, a nonemergency transportation service, or a medical first responder program within the county shall be made by the provider upon such forms as may be prepared or prescribed by the county and shall contain:

- (1) The name and address of the provider and of the owner of the ambulances and/or the medical first responder program.
- (2) The trade or other fictitious names, if any, under which the applicant does business, along with a certified copy of an assumed name certificate stating such name or articles of incorporation stating such name.
- (3) A resume of the training and experience of the applicant in the transportation and/or care of patients.
- (4) A full description of the type and level of service to be provided, including the location of the place or places from which it is intended to operate, the manner in which the public will be able to obtain assistance and how the vehicles will be dispatched. An audited financial statement of the applicant as the same pertains to the operations in the county, said financial statement to be in such form and in such detail as may be required by the county.
- (5) A description of the applicant's capability to provide 24-hour coverage, seven days per week, for the district covered by the franchise applied for, and an accurate estimate of the minimum and maximum times for a response to calls within such district.
- (6) Any information the county shall deem reasonably necessary for a fair determination of the capability of the applicant to provide ambulance services or medical first responder program in the county in accordance with the requirements of state laws and the provisions of this article.

(7) Any required application fee, in accordance with the County's Schedule of Fees.

(Ord. of 10-3-2011)

ARTICLE II. AMBULANCE FRANCHISES

Sec. 14-22. Granting of franchises; districts.

- (a) The board of commissioners has designated specific service areas as franchise districts. Said districts were established using criteria that includes geographic size, road access, the location of existing medical transportation services, population, and response time. The county shall have the authority to redistrict or rearrange existing districts at any time at its discretion. A copy of the district maps will be on file at the office of the clerk to the board of commissioners and/or the county's department of emergency management.
- (b) Any applicant may apply for a franchise to operate an emergency transportation service, a nonemergency transportation service, or a medical first responder program. When different types of franchises are proposed to be provided by the same applicant, separate applications must be filed for each type of franchise.
- (c) Within 30 days upon receipt of an application for a franchise, the county shall schedule a time and place for the council to hear the applicant. Within 60 days after hearing the applicant, the council shall make its recommendation to the board of commissioners.
- (d) A franchise may be granted if the county finds that:
 - (1) The applicant shows a reasonable effort to meet state standards and standards outlined in the franchise ordinance.
 - (2) A need exists for the proposed service in order to improve the level of services available to residents of the county and that this is a reasonable and cost effective manner of meeting the need.
- (e) The maximum number of nonemergency transportation services that may be franchised per franchise district hereunder is four, and shall only be granted to for-profit entities. In the event of a vacancy in a nonemergency franchise, the board of commissioners shall grant a franchise to the next approved provider, based on the date of original approval; provided such applicant is still in compliance with all requirements herein.

Notwithstanding anything to the contrary contained within this subsection (e), a nonemergency transportation services franchise may be granted to CarolinaEast Health System and/or CarolinaEast Medical Center; and in such an event, this franchise shall not count towards the limitation of four total franchises per district.

- (f) There shall not be a maximum number of emergency transportation services that may be franchised hereunder.

(Ord. of 10-3-2011)

Sec. 14-23. Term of franchise; compliance; transfer of ownership; inspection; franchise not to be defaced or removed; annual franchise fee; other fees.

- (a) The county may issue a franchise hereunder to a provider, to be valid for a term to be determined by the county, provided that either party at its option may terminate the franchise upon 60 days' prior written notice to the other party. After a notice of service termination is given, the provider may reapply for a franchise if continued service is desired.
- (b) Upon suspension, revocation or termination of a franchise granted hereunder, such franchised service immediately shall cease operations. Upon suspension, revocation or termination of a driver's license or medical responder certificate or EMT certificate, such persons shall cease to drive an ambulance or provide medical care.
- (c) Each franchised service shall comply at all times with the requirements of this article, the franchise granted hereunder, and all applicable state and local laws relating to health, sanitation, safety, equipment, and ambulance design and all other laws and ordinances.

ARTICLE II. AMBULANCE FRANCHISES

- (d) Prior approval of the county shall be required where ownership or control of more than ten percent of the right of control of a franchisee is acquired by a person or group of persons acting in concert, none of whom own or control ten percent or more of such right of control, singularly or collectively, at the date of the franchise. By its acceptance of the franchise, the franchisee specifically agrees that any such acquisition occurring without prior approval of the county shall constitute a violation of the franchise by the franchisee and shall be cause for termination at the option of the county.
- (e) Any change of ownership of a franchised service without the approval of the county when such approval is required shall terminate the franchise and shall require a new application and a new franchise in conformance with all the requirements of this article as upon original franchising.
- (f) No franchise may be sold, assigned, mortgaged, or otherwise transferred without the approval of the county and a finding of conformance with all requirements of this article as upon original franchising. Each franchised service, its equipment and the premises designated in the application and all records relating to its maintenance and operation, as such, shall be open to inspection by the state, the county, or its designated representatives.
- (g) A franchise may not be defaced, removed or obliterated.
- (h) The County may assess an annual franchise fee, in accordance with the County's duly adopted Schedule of Fees, which fee amount may be amended at any time in the future. Failure of any franchisee to timely pay any annual franchise fee may result in the unilateral termination of its franchise without notice.
- (i) The County may assess other fees related to the franchise granted hereunder, in accordance with the County's duly adopted Schedule of Fees, which fee amount may be amended at any time in the future. Failure of any franchisee to timely pay any such fee may result in the unilateral termination of its franchise without notice.

_(Ord. of 10-3-2011)

Sec. 14-24. Standards for EMT's and medical responders.

(a) Standards for EMT's and medical responders, as developed by the commission as requirements for certification of medical responders and emergency medical technicians pursuant to G.S. Ch. 143, Art. 56 (G.S. § 143-507 et seq.), shall be applied, and the same are incorporated herein by reference.

(b) Any and all rules, policies, procedures and standards implemented by the County as relating to EMT's and medical responders of franchisees, which may be unilaterally amended from time to time by the County, shall be applied, and the same are incorporated herein by reference.

(Ord. of 10-3-2011)

Sec. 14-25. Standards for vehicles and equipment.

Vehicle and equipment standards, as developed by the commission pursuant to G.S. Ch. 143, art. 56 (G.S. § 143-507 et seq.), shall be applied, and the same are incorporated herein by reference.

(Ord. of 10-3-2011)

State law reference— Rules and regulations of North Carolina Medical Care Commission, G.S. 143-508(d)(8).

ARTICLE II. AMBULANCE FRANCHISES

Sec. 14-26. Standards for communications.

- (a) Each ambulance shall be equipped with an operational two-way radio capable of establishing good quality voice communications from within the geographic confines of the county to each hospital's emergency department in the county in which the ambulance is based. Each ambulance shall be equipped with two-way radio communications capabilities compatible with all hospitals' emergency departments to which transportation of patients is made on a regular or routine basis anywhere within the state. Each ambulance shall be equipped with an operational two-way radio capable of establishing good quality voice communications from within the geographic confines of the county in which the ambulance-dispatching agency is located.
- (b) Each ambulance provider shall maintain current authorization or Federal Communications Commission licenses for all frequencies and radio transmitters operated by that provider. Copies of all authorizations and licenses shall be on display and available for inspection per the Federal Communications Commission's rules and regulations.
- (c) Each base of operations must have at least one open telephone line. Telephone numbers must be registered with each law enforcement agency and communications center in the county.

(Ord. of 10-3-2011)

Sec. 14-27. Insurance.

No franchise shall be issued under this article, nor shall such franchise be valid after issuance, nor shall any service be provided in the county unless the franchisee has at all times in force and effect insurance coverage, issued by an insurance company licensed to do business in the state, for commercial general liability insurance, automobile coverage insurance for each and every vehicle owned and/or operated by or for the franchisee, and worker's compensation insurance as follows:

- (1) Commercial general liability insurance with combined single limits of no less than \$2,000,000.00 each occurrence and \$2,000,000.00 aggregate. This insurance shall include comprehensive broad form coverage including contractual liability; and
- (2) Commercial automobile liability with limits of no less than \$500,000.00 combined single limit for bodily injury and property damage; and
- (3) Worker's compensation insurance in an amount no less than the statutory minimum.

In the event that the board of commissioners increases the amount of insurance required by this section after the issuance of a franchise, all such previously issued franchises must comply and conform with the increased amount of coverage as a continuing condition of such franchise.

(Ord. of 10-3-2011)

Sec. 14-28. Records.

Each franchisee shall maintain the following records:

- (1) *Record of dispatch.* The record of dispatch shall show the following:
 - a. Time call was received;
 - b. Time dispatched;
 - c. Time arrived on scene;
 - d. Time arrived at destination;
 - e. Time in service; and
 - f. Time returned to base.

ARTICLE II. AMBULANCE FRANCHISES

- (2) *Trip record.* The trip record shall state all information required in subsection (1) of this section in addition to information on a form approved by the county. The trip record shall be so designed as to provide the patient with a copy thereof containing all required information. A copy of the trip record may serve as a receipt for any charges paid.
- (3) *Daily report log.* The daily report log shall be maintained for the purpose of identifying more than one person transported in any one day.
- (4) *Daily driver checklist and inspection report.* The daily driver checklist and inspection report shall list contents and description of operations for each vehicle and shall be signed by the individual verifying vehicle operations and equipment.

(Ord. of 10-3-2011)

Sec. 14-29. Rates and charges; collections.

- (a) The board of commissioners shall hereby be empowered to promulgate resolutions, rules and regulations for the purpose of determining the schedule of rates and charges, if any, charged to the patient or responsible party receiving services within the county.
- (b) The methods of collecting said charges, if any, shall be prescribed in such resolutions, rules and regulations.
- (c) Notwithstanding provisions outlined in any resolutions, rules and regulations established pursuant to the authority in subsection (a) of this section, no ambulance service shall attempt to collect rates on emergency calls until the patient has reached the point of destination, has received medical attention and is in a condition deemed by the physician fit to consult with the ambulance service, but such service may attempt to collect rates with family or guardian of the patient once the patient is in the process of receiving medical attention.
- (d) On nonemergency calls, or calls where a person requires transportation to a nonemergency facility, attempts to collect payment can be made before the ambulance begins its trip.
- (e) Upon establishment of a schedule of rates and charges, all persons receiving service from the respective franchise shall be charged in accordance with the applicable schedule of charges approved for use by the franchisee.

(Ord. of 10-3-2011)

Sec. 14-30. Funding of nonprofit and municipal franchisees.

- (a) Each nonprofit and municipal franchisee also seeking funding from the county shall submit to the board of commissioners for approval an annual operational budget. Medical first responder programs will be considered for funding for initial startup cost only.
- (b) Upon approval of said budget, the board of commissioners shall consider funding to each such franchisee, but in no event shall the county be required to provide any such funding.
- (c) Nothing in the language of this article shall in any way be construed to limit or restrict the individual franchisee's receipt of charitable donations or proceeds from fund raising events.

(Ord. of 10-3-2011)

Sec. 14-31. Enforcement.

The county department of emergency services shall be the enforcing agency for purposes of this article. This department shall:

- (1) Receive all franchise applications from potential providers.

ARTICLE II. AMBULANCE FRANCHISES

- (2) Study each application for conformance to this article.
- (3) With the approval of the council, recommend to the board of commissioners the award of the franchise to the applicant submitting the best proposal.
- (4) Inspect the premises, vehicles, equipment and personnel of franchisees to assure compliance to this article and perform any other inspections that may be required.
- (5) With the approval of the council, recommend to the board of commissioners the temporary or permanent suspension of a franchise in the event of noncompliance with the franchise terms of this article, and recommend the imposition of misdemeanor or civil penalties as provided therein.
- (6) Ensure by cooperative agreement with other ambulance services the continued service in a district where an ambulance service franchise has been suspended.
- (7) Receive monthly reports from ambulance services and consolidate the same into a quarterly summary for review by the council and the county.
- (8) Receive complaints from the public, other enforcing agencies, and ambulance services regarding franchise infractions, review such complaints with the council, and obtain corrective action with the approval of the council.
- (9) With the approval of the council, recommend improvements to the county which will ensure better medical transportation.
- (10) Maintain all records required by this article and other applicable county regulations.
- (11) Perform such of the above functions as may be requested by any municipality within the county.
- (12) Serve as staff to the county emergency medical services council on all matters that pertain to the council.

(Ord. of 10-3-2011)

Sec. 14-32. Inspection of records, etc.

The county may inspect a franchisee's records, premises and equipment at any time in order to ensure compliance with this article and any franchise granted hereunder.

(Ord. of 10-3-2011)

FOOTNOTE(S):

--- (1) ---

Editor's note— Ord. of Oct. 3, 2011, deleted the former Art. II, §§ 14-19—14-32, and enacted a new Art. II as set out herein. The former Art. II pertained to ambulances and derived from the Code of 1984, §§ 2.5-1—2.5-14; Ord. of 1-19-1987, § 1; Amd. of 9-8-1998; Ord. of 4-19-1999. ([Back](#))

ARTICLE II. AMBULANCE FRANCHISES

AN ORDINANCE TO AMEND
CHAPTER 24 (“NUISANCES”)
OF THE
CRAVEN COUNTY
CODE OF ORDINANCES

BE IT ORDAINED by the Craven County Board of Commissioners as follows:

1. That Chapter 24 (“Nuisances”), Article II (“Noise Control”), Section 24-22 (“Prohibited acts”) be replaced in its entirety as follows:

Sec. 24-22. - Prohibited acts.

(a) *Noise disturbances.* No person shall make, continue, or cause to be made or continued any noise disturbance, regardless of the time of day. Noncommercial public speaking and public assembly activities conducted on any public space or public right-of-way shall be exempt from the operation of this section.

(b) *Specific prohibitions.* The following acts, among others, are declared to be unreasonably loud, disturbing and unusually excessive noises in violation of this article, but such enumeration shall not be exclusive:

(1) *Radios, television sets, musical instruments and similar devices.* Operating, playing or permitting the operation or playing of any radio, television, phonograph, drum, musical instrument, sound amplifier, or similar device which produces, reproduces, or amplifies sound:

a. Between the hours of 11:00 p.m. and 7:00 a.m. the following day in such a manner as to create a noise disturbance across a real property boundary or within a noise-sensitive zone;

b. In such a manner as to create a noise disturbance at 50 feet from such a device, when operated in or on a motor vehicle on a public right-of-way or public space, or in a motorboat or other vessel which operates on public waters; or

c. In such a manner as to create a noise disturbance to any person other than to the operator of the device, when operated by any passenger on a common carrier.

This subsection shall not apply to noncommercial spoken language covered under subsection (b)(2) of this section.

(2) *Loudspeakers and public address systems.* Using or operating, for any purpose, any loudspeaker, public address system, or similar device such that the sound therefrom creates a noise disturbance across a real property boundary or within a noise-sensitive zone, or between the hours of 11:00-10:00 p.m. and 7:00 a.m. the following day on a public right-of-way or public space.

- ~~(3) *Street sales.* Offering for sale or selling anything by shouting or outcry within any area of the county, except in a stadium or sports arena.~~
- ~~(4) *Animals and birds.* Owning, possessing or harboring any animal or bird which frequently or for continued duration makes any sound which creates a noise disturbance across a residential real property boundary or within a noise sensitive zone.~~
- ~~(5)(3) *Loading or unloading.* Loading, unloading, opening, closing or other handling of boxes, crates, containers, building materials, or similar objects between the hours of 11:00 10:00 p.m. and 7:00 a.m. the following day in such a manner as to cause a noise disturbance across a residential real property boundary or within a noise-sensitive zone.~~
- ~~(6)(4) *Construction and demolition.* Operating or permitting the operation of any tools or equipment used in construction or demolition work between the hours of 11:00 10:00 p.m. and 7:00 a.m. the following day, such that the sound therefrom creates a noise disturbance across a residential real property boundary or within a sensitive zone, except for emergency work; provided that this shall not apply to the use of domestic power tools subject to subsection (b)(12) of this section.~~
- ~~(7)(5) *Airport and aircraft operations.* Nothing in this section shall be construed to prohibit, restrict, penalize, enjoin, or in any manner regulate the movement of aircraft which are in all respects conducted in accordance with, or pursuant to, applicable federal laws or regulations.~~
- ~~(8)(6) *Explosives, firearms and similar devices.* The use or firing of explosives, firearms, firecrackers and other fireworks, or similar devices which create impulsive sound so as to cause a noise disturbance across a real property boundary or on a public space or right-of-way.~~
- ~~(9) *Stationary nonemergency signaling devices.*~~
- ~~a. *Sounding or permitting the sounding of any signal from any stationary bell, chime, siren, whistle, or similar device, intended primarily for nonemergency purposes, from any place for more than one minute in any hourly period.*~~
- ~~b.a. *Devices used in conjunction with places of education and religious worship shall be exempt from the operation of this provision.*~~
- ~~(10)(7) *Emergency signaling devices.*~~
- ~~a. The intentional sounding or permitting the sounding outdoors of any fire, burglar, or civil defense alarm, siren, whistle, or similar stationary emergency signaling device, except for emergency purposes or for testing, as provided in subsection (b)(10)b of this section.~~
- ~~b. Testing of a stationary emergency signaling device shall occur at the same time of day each time such a test is performed, but not before 8:00 a.m. or after 9:00 p.m.~~
- (11) *Noise-sensitive zones.* After being forbidden to do so, creating or causing the creation of any sound within any noise-sensitive zone designated pursuant to subsection (b)(2) of this section so as to disrupt the activities normally conducted within the zone.
- (12) *Domestic power tools.* Operating or permitting the operation of any mechanically powered saw, sander, drill, grinder, lawn or garden tools, or similar device used outdoors, in or near residential areas between the hours of 11:00 10:00 p.m. and 7:00 a.m. the following day so as to cause a noise disturbance across a residential real property boundary.

(13) *Motor vehicles, motorcycles and motorboats.*

a. *Generally.* No person shall operate a motor vehicle, motorcycle or motorboat which causes a noise disturbance across a real property boundary, within a noise-sensitive zone or on a public right-of-way, public space or public waterway as a result of:

1. A defective or modified exhaust system; or
2. Any unreasonably rapid acceleration, deceleration, engine revving or tire squealing; or,
3. Overloading or ill-repair which causes unusually excessive grating, grinding, rattling or other noise.

b. *Repairs and testing.* Repairing, rebuilding, modifying, or testing any motor vehicle, motorcycle, or motorboat in such a manner as to cause a noise disturbance across a residential real property boundary or within a noise-sensitive zone.

c. *Horns and signaling devices of motor vehicles and motorcycles.* The sounding of any horn or signaling device on any automobile, motorcycle, or other vehicle on any street or public place of the county, except as a danger warning, the creation, by means of any such signaling device, of any unreasonably loud or harsh sound, the sounding of any such device for an unreasonable amount of time, the use of any horn, whistle, or other device operated by engine exhaust, and the use of any such signaling device when traffic is for any reason held up. Authorized emergency vehicles may use warning sounds.

(14) *Engine exhausts.* The discharge into the open air within the county of the exhaust of any steam engine, gasoline engine, stationary internal combustion engine, or other kind or type of engine, motorboat or motor vehicle, except through a muffler or other device which will effectively prevent loud or explosive noises therefrom.

2. That Chapter 24 (“Nuisances”), Article II (“Noise Control”), Section 24-23 (“Exceptions”) be replaced in its entirety as follows:

Sec. 24-23. – Exceptions.

(a) *Emergency exception.* The provisions of this Article shall not apply to the emission of sound for the purpose of alerting persons to the existence of an emergency, or the emission of sound in the performance of emergency work.

(b) *Permit exception.* This Article shall not apply for activities described in a permit issued by the Board of Commissioners.

(c) *Domesticated animals and livestock exception.* The provisions of this Article shall not apply to the emission of sound emanating from domesticated animals or livestock.

(d) *Hunting exception.* The provisions of this Article shall not apply to noises related to hunting activities conducted in full accordance with all applicable federal, state and local laws.

(e) *Timbering, logging and agricultural activities exception.* The provisions of this Article shall not apply to noises related to timbering, logging and agricultural activities conducted in full accordance with all applicable federal, state and local laws.

3. That Chapter 24 (“Nuisances”), Article II (“Noise Control”), be amended by adding a new Section 24-24 (“Penalties”) to read as follows:

Sec. 24-24. - Penalties

In addition to those penalties set forth in Sections 1.11 and 1.12 of the Code of Ordinances, violations of the provisions of this Article, or failure to comply with any of its requirements, shall constitute a misdemeanor as provided in N.C.G.S. Section 14-4.

4. This Ordinance is adopted and effective this ____ day of _____, 2015.

CRAVEN COUNTY

(County Seal)

By

STEVE TYSON, Chairman
Craven County Board of Commissioners

ATTEST:

GWENDOLYN M. BRYAN
Clerk to the Board

Volunteer Board Information and Interest Sheet Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:

EMS Advisory Board

Name: Freda C Yeck Home Phone: 910-340-1217
Home Address: 115 Yeck Lane
City: Swansboro Zip Code: 28584
Township: _____ City Limits: Yes No
Occupation: Regional Director *Business Phone: 919-920-9327 *
Place of Employment: Johnston Ambulance Service Fax Number: _____
E-Mail Address: Freda_yeck@jas-online.org

*(Please indicate your preferred contact number.)

Education

AAS Emergency Medical Science
Level II Paramedic Instructor

Business and Civic Experience

Small Business Owner
Regional Director / Business Development Johnston Ambulance Service

Areas of Expertise, Interest, Skills

Para medicine
Teaching
Contract Negotiations

Why do you want to serve?

To be a voice for my company

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: 3/16/2015

Freda C Yeck
Signature

The Craven County Board of Commissioners sincerely appreciates the interest of all citizens in serving their county. For more information on the responsibilities of various boards, you may view the on-line board descriptions or contact the County Clerk's Office at (252) 636-6601. RETURN FORM TO: CRAVEN COUNTY CLERK, 406 CRAVEN STREET, NEW BERN, NC 28560. The form may also be sent via e-mail (gbryan@cravencountync.gov) or fax: (252) 637-0526.

This form will remain active until two years after date received.



Gwendolyn Bryan <gbryan@cravencountync.gov>

RAAC appointment

1 message

Tonya Cedars <tcedars@eccog.org>

Wed, Apr 15, 2015 at 10:28 AM

To: Gwen Bryan <gbryan@cravencountync.gov>

Hi Gwen,

Ms. Carolyn Bland has submitted an application for Eastern Carolina Council's Area Agency on Aging Regional Aging Advisory Council. If possible, I would like to endorse Ms. Bland's application. She has represented Craven County as s Senior Tar Heel delegate for many years and has served on the Governor's Aging Advisory Committee. She fully understand the issues facing our growing aging population and would represent both Craven County and our region very well.

Thank you, Tonya

Sent from my U.S. Cellular® Smartphone

Volunteer Board Information and Interest Sheet

Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:
Regional Aging Advisory Council (RAAC), Region P, Area Agency on Aging (AAA)

Name: (Mrs.) Carolyn M. Bland Home Phone: 252-633-4455
Home Address: 1615 Hazel Avenue
P O Box 12827
City: New Bern NC Zip Code: 28560-3411/28561-2827
Township: _____ City Limits: Yes No
Occupation: Retired Federal Government Supervisor Business Phone: N/A
Place of Employment: MCAS Cherry Point NC Fax Number: N/A
E-Mail Address: jbland@embarqmail.com

(Please indicate your preferred contact number.)

Education

Bachelor's Degree, Livingstone College, Salisbury, NC

Business and Civic Experience

Employed 31 years at MCAS Cherry Point, retired 1987; last position held was Director, Fund Resources Division, Supply Directorate. Past member: Neuse River Community Development Corp. Board (8 Yrs); Craven County Aging Planning Board (10 Yrs); Craven County Delegate, NC Senior Tar Heel Legislature (15 Yrs); Reg P STHL Vice-Chair.

Areas of Expertise, Interest, Skills

Program/Budget/Financial Management, Aging Programs and Services and Historical Research/Documentation.

Why do you want to serve?

To continue involvement with aging issues, and to utilize my skills/knowledge in helping to improve the quality of life for Craven County's most frail population - the elderly.

Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve
George Street Senior Center (Board Chair and Volunteer), Craven Elder Abuse Prevention Coalition, Governor's Advisory Council on Aging, and Co-Chair, Clinton Chapel AMEZ Church's 150th Anniversary Historical Project (New Bern).

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: 03/31/2015

Signature: Carolyn M Bland

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Volunteer Board Information and Interest Sheet

Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:
Adult Care Home Advisory Committee, Craven Aging Planning Board, Regional Aging Advisory Board

Name:	Jessica Edwards	Home Phone:	(252) 288-0748
Home Address:	3200 Hunt Club Lane		
	Trent Woods		
City:	New Bern	Zip Code:	28562
Township:	Trent Woods	City Limits:	Yes Yes No
Occupation:	Office Coordinator	Business Phone:	(252) 636-1006
Place of Employment:	In Touch Home Care	Fax Number:	1-866-231-2339
E-Mail Address:	ithcjessica@outlook.com		

(Please indicate your preferred contact number.)

Education

Craven Community College- New Bern, NC- Medical Office Administration (minor) working towards a Bachelor in Social Work (child and family/senior)

Business and Civic Experience

Served as President of the Twin Rivers Opportunities, Resident Advisory Board (2011-2012)

Areas of Expertise, Interest, Skills

Currently a Certified Nursing Assistant (2003) Have worked directly with seniors the majority of my adult life. I possess well-developed communication and interpersonal skills that influence my interest in the welfare of the senior population

Why do you want to serve?

I want to make a difference in the welfare of our second most neglected lives-senior citizens. I am a compassionate empathetic individual who often finds myself advocating on behalf of forgotten senior citizens.

Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve

Served as President of Twin Rivers Opportunities, Resident Advisory Board (2011-2012)

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: 04/07/2015

Signature: *Jessica Edwards*

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Volunteer Board Information and Interest Sheet

Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:

New Bern Area Metropolitan Planning Organization; Craven Aging Planning Board; Regional Aging SAdvisory Board;
Eastern Carolina Workforce Board

Name: Thomas Pittman Home Phone: 252-364-5820
Home Address: 1024 Walt Bellamy Dr
P.O. Box 1681
City: New Bern Zip Code: 28563-1681
Township: _____ City Limits: Yes No
Occupation: Retail/Warehouse Clerk Business Phone: 252-638-6777
Place of Employment: Lowe's Fax Number: _____
E-Mail Address: tompson3@gmail.com

(Please indicate your preferred contact number.)

Education

Associates of Office Automation- Herzing College Atlanta, GA

Business and Civic Experience

Office worker with Craven Board of Elections.

Construction Equipment Sales to Rental companies

Bookkeeping, and Inventory control

Areas of Expertise, Interest, Skills

Area Planning, Farm and rural business incentives, Public/Private services ventures.

Why do you want to serve?

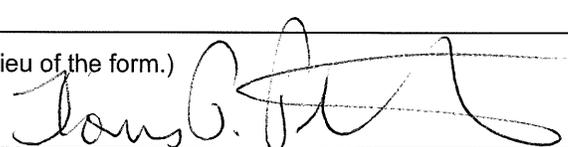
I Love the People of Craven, and want to help gather facts as needed to provide the best possible services!

Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve

CRAVEN Board of Elections

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: 02/09/2015

Signature: 

Please be advised that this form is a public record, and must be made available to the public upon request.

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