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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

November 9, 2022

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Meeting Announcement

The Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board will hold a business meeting **Wednesday, November 16, 2022 at 10:00 a.m.** in the **Florida Department of Transportation District II Office, Madison Meeting Room located at 1109 South Marion Avenue, Lake City, Florida** (location map attached). The meeting will also be conducted via communications media technology in the following format:

DIAL IN NUMBER: **Toll free 1.888.585.9008**

CONFERENCE CODE: **864 183 272**

**\*\*Please note that at least two (2) Board members must be present in person in addition to at least four (4) Board members present via communications media technology to establish a quorum in order to vote on agenda items that require formal action.\*\***

Per the Centers for Disease Control and Prevention guidelines, to reduce the risk of becoming infected with the virus that causes COVID-19 and potentially spreading it to others, fully vaccinated people should wear a mask indoors in public if they are in an area of substantial or high transmission; if someone in their household is immunocompromised or at increased risk for severe disease; or if someone in their household is unvaccinated.

Attached is the meeting agenda and supporting materials. If you have any questions concerning the meeting, please do not hesitate to contact me at 1-800-226-0690 extension 110.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this public meeting is asked to advise our office at least **2 business days** before the meeting by contacting 352.955.2200 extension 110. If you are hearing or speech impaired, please contact our office using the Florida Relay Service, 1.800.955.8771 (TDD) or 1.800.955.8770 (Voice).

Attachment

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**COLUMBIA, HAMILTON AND SUWANNEE  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**BUSINESS MEETING AGENDA**

**Florida Department of Transportation**  
**District II Office**  
**Madison Meeting Room**  
**1109 South Marion Avenue**  
**Lake City, Florida**

Dial in Number: Toll free 1.888.585.9008  
Conference Code: 864 183 272

**Wednesday**  
**November 16, 2022**  
**10:00 a.m.**

**I. Business Meeting – Call To Order**

- A. Invocation**
- B. Pledge of Allegiance**
- C. Roll Call**

**II. Consent Agenda**

**ACTION REQUIRED**

- A. Approval of the Meeting Agenda Page 3**
- B. Approval of the September 21 2022 Minutes Page 7**

**III. Comments and Concerns**

- A. Board Members**
- B. Citizens**

**IV. General Business**

- A. New Business**
  - 1. 2021/22 Annual Performance Evaluation (Lynn Godfrey) Page 11 ACTION REQUIRED**
  - 2. 2021/22 Annual Operating Report Page 71 NO ACTION REQUIRED**

3. **Suwannee Valley Transit Authority Page 103 NO ACTION REQUIRED  
Operations Reports (Larry Sessions)**

**B. Other Business**

1. **Board Members**
2. **Citizens**

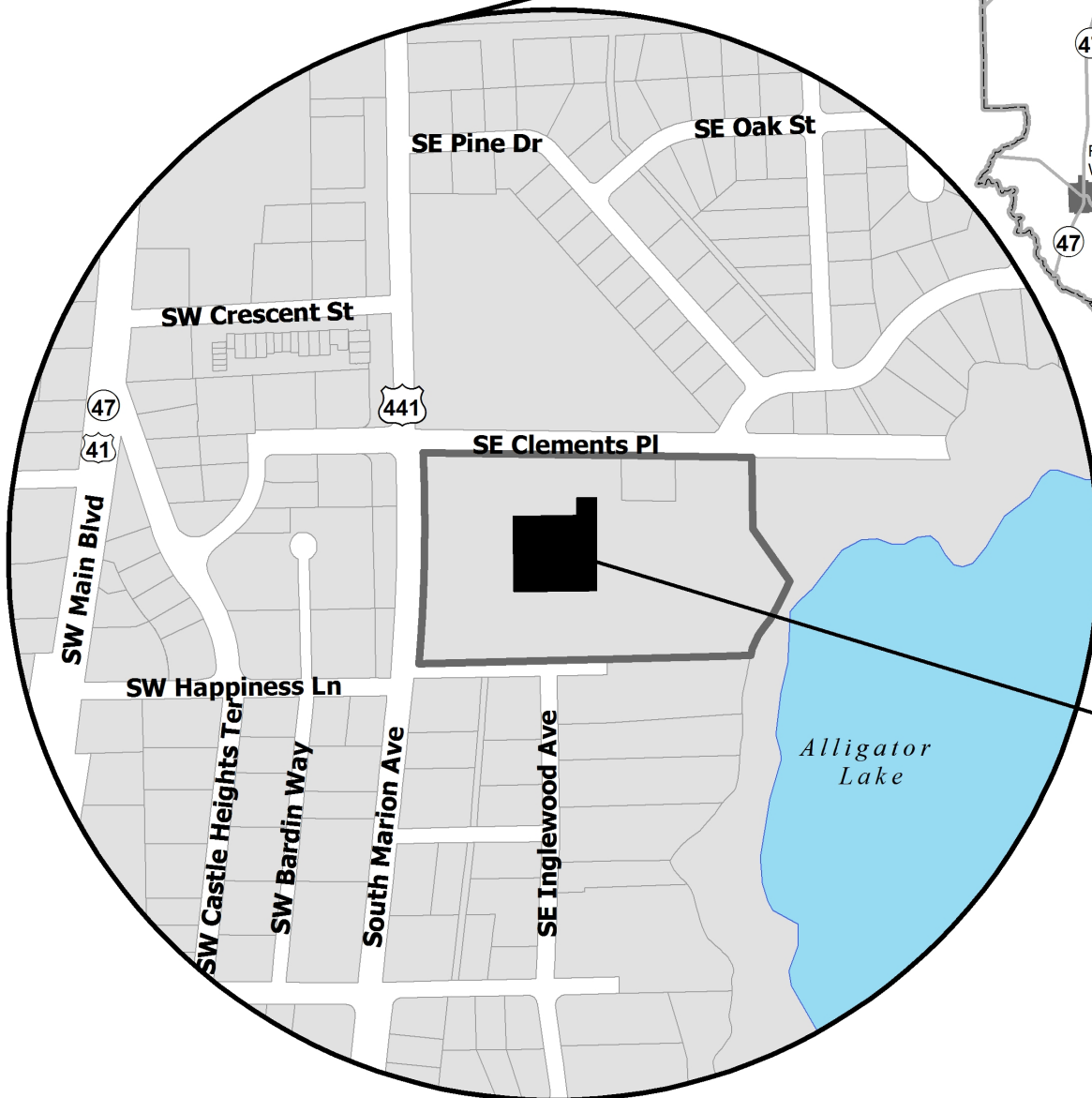
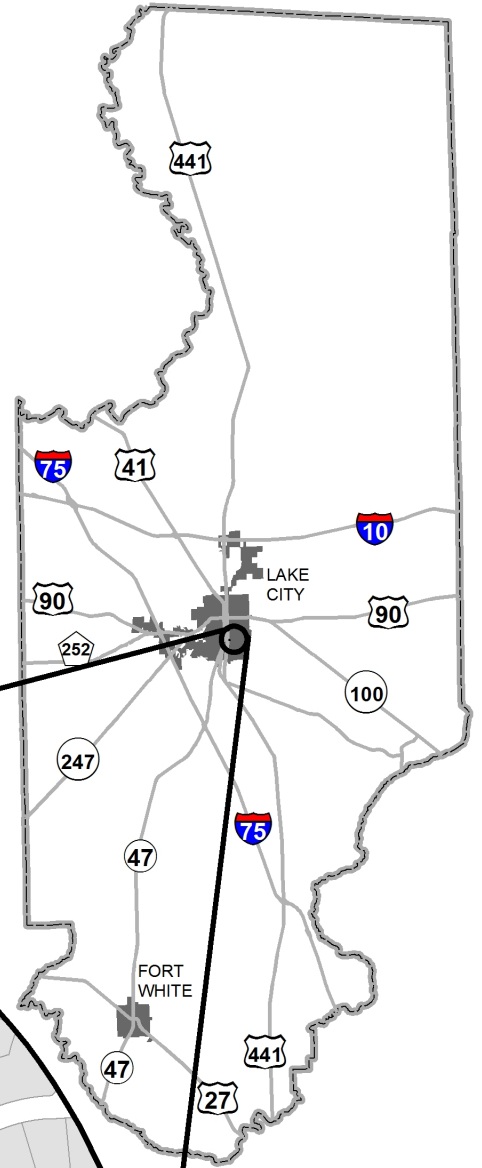
**C. Future Meeting Dates**

1. **February 15, 2023 at 10:00 a.m. in Jasper, Florida**
2. **June 7, 2023 at 10:00 a.m. in Live Oak, Florida**
3. **September 20, 2023 at 10:00 a.m. in Lake City, Florida**
4. **November 15, 2023 in Jasper, Florida**

If you have any questions concerning the meeting agenda, please do not hesitate to contact Lynn Godfrey, Senior Planner, at 1.800.226.0690, extension 110.

# Florida Department of Transportation District 2 Office 1109 South Marion Ave Lake City, Florida 32025

Directions: From the intersection of Interstate 75 and U.S. Highway 90 (exit 427) turn, East onto U.S. Highway 90, travel approximately 3 miles to U.S. Highway 441 (also known as South Marion Ave), turn right (South) onto U.S. Highway 441 (also known as South Marion Ave), travel approximately 1 mile and the Florida Department of Transportation will be on the left, on the Eastern side of U.S. Highway 441 (also known as South Marion Ave).



1 inch = 500 feet

**FDOT  
District 2  
Office**



**COLUMBIA, HAMILTON AND SUWANNEE  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

<b>MEMBER/REPRESENTING</b>	<b>ALTERNATE/REPRESENTING</b>
Commissioner Tim Murphy Columbia County Elected Official Grievance Committee Chair	Not Applicable
Commissioner Robert Brown, Vice-Chair Hamilton County Elected Official	Not Applicable
Commissioner Travis Land, Chair Suwannee County Elected Official	Not Applicable
Geanelly Reveron Florida Department of Transportation	Lauren Adams Florida Department of Transportation Grievance Committee Member
Kay Tice Florida Department of Children and Families	Vacant Florida Department of Children and Families
Vacant Florida Department of Education Grievance Committee Member	Monique Gustafson Florida Department of Education
Bruce Evans Florida Department of Elder Affairs	Dwight Law Florida Department of Elder Affairs
Pamela Hagley Florida Agency for Health Care Administration	Reeda Harris Florida Agency for Health Care Administration
Sheryl Stanford Florida Agency for Persons with Disabilities	Sylvia Bamburg Florida Agency for Persons with Disabilities
Diane Head Regional Workforce Board	Elizabeth Wetherington Regional Workforce Board
Matthew Pearson Florida Association for Community Action Term ending June 30, 2023 Grievance Committee Member	Vacant Florida Association for Community Action Term ending June 30, 2023
Daniel Taylor Public Education	Vacant Public Education
Jonathan C. Law, Jr. Veterans Term ending June 30, 2023 Grievance Committee Member	J. Lee Abersold Veterans Term ending June 30, 2023
Vacant Citizen Advocate Term ending June 30, 2024	Louie Goodin Citizen Advocate Term ending June 30, 2024
Vacant Citizen Advocate - User Term ending June 30, 2024	Vacant Citizen Advocate - User Term ending June 30, 2024
Vacant Persons with Disabilities Term ending June 30, 2024	Vacant Persons with Disabilities Term ending June 30, 2024
John Koch Elderly Term ending June 30, 2023	Vacant Elderly Term ending June 30, 2023
Sandra Buck-Camp Medical Community Term ending June 30, 2025	Vacant Medical Community Term ending June 30, 2025
Vacant Children at Risk Term ending June 30, 2025	Vacant Children at Risk Term ending June 30, 2025
Vacant Private Transit Term ending June 30, 2025	Vacant Private Transit Term ending June 30, 2025

Note: Unless specified, members and alternates serve at the pleasure of the North Central Florida Regional Planning Council.

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**COLUMBIA, HAMILTON AND SUWANNEE  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**MEETING MINUTES**

Suwannee River Regional Library System  
Meeting Room, Live Oak Branch  
1848 Ohio Avenue South  
Live Oak, Florida 32064  
Dial in Number: Toll free 1.888.585.9008  
Conference Code: 864 183 272

Wednesday  
September 21, 2022  
10:00 a.m.

**VOTING MEMBERS PRESENT IN PERSON**

Commissioner Travis Land, Suwannee County Local Elected Official, Chair  
Commissioner Robert Brown, Hamilton County Local Elected Official, Vice-Chair  
Diane Head, Workforce Development Board Representative  
John Koch, Elderly Representative  
Reeda Harris, Florida Agency for Health Care Administration Representative  
Matthew Pearson, Florida Association for Community Action Representative  
Daniel Taylor, Public Education Representative  
Kay Tice, Florida Department of Children and Families Representative

**VOTING MEMBERS PRESENT VIA COMMUNICATIONS MEDIA TECHNOLOGY**

Lauren Adams representing Geanelly Reveron, Florida Department of Transportation Representative  
Sheryl Stanford, Florida Agency for Persons with Disabilities Representative

**VOTING MEMBERS ABSENT**

Jeff Aboumrad, Florida Department of Education Representative  
Sandra Buck-Camp, Medical Community Representative  
Jonathan Law, Jr., Veterans Representative  
Commissioner Tim Murphy, Columbia County Local Elected Official

**OTHERS PRESENT IN PERSON**

Christine Bolyard, Suwannee Valley Transit Authority  
Arlene Dix, Florida Department of Children and Families  
Quana Perry, Florida Department of Children and Families  
Larry Sessions, Suwannee Valley Transit Authority

**OTHERS IN PERSON VIA TELECOMMUNICATIONS MEDIA TECHNOLOGY**

Stew Lilker, Columbia County Observer

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

**I. Business Meeting Call To Order**

Chair Land called the meeting to order at 10:00 a.m.

**A. Invocation**

Matthew Pearson gave the invocation.

**B. Pledge of Allegiance**

Chair Land led the Board in reciting the Pledge of Allegiance.

**C. Roll Call**

The roll was called by Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner and a quorum was declared present.

**II. Consent Agenda**

Pamela Hagley noted that the May meeting minutes should reflect herself, not, Reeda Harris as present representing the Florida Agency for Health Care Administration.

Ms. Godfrey apologized for the error.

**ACTION: Commissioner Brown moved to approve the consent agenda with the noted correction to the minutes. Kay Tice seconded; motion passed unanimously.**

**III. Comments and Concerns**

**A. Board Members**

There were no comments

**B. Citizens**

Ms. Godfrey welcomed Ms. Perry and Ms. Dix to the meeting.

Mr. Stew Lilker, Columbia County Observer, stated that he is having difficulty hearing the discussion because of the telecommunications technology device being used. He asked if staff can identify the Board members that are present in person and Board members participating via telecommunications technology. He also asked if the conference speaker can be placed in front of the person speaking. He questioned whether the meeting was truly a public meeting because he is unable to hear the discussion.

Ms. Godfrey identified the Board members who are present in person and via telecommunications technology.



**IV. General Business**

**A. New Business**

**1. 2021/26 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan Amendment**

Ms. Godfrey stated that the Board is required to approve Suwannee Valley Transit Authority's service rates annually. She said Suwannee Valley Transit Authority's Fiscal Year 2022/23 service rates are included in the meeting packet for the Board's review.

John Koch asked if these rates are higher than last year's rates.

Mr. Larry Sessions, Suwannee Valley Transit Authority Administrator, stated that the rates increased slightly.

John Koch asked Mr. Sessions to provide the Board with the Fiscal Year 2021/22 service rates.

**ACTION: John Koch moved to approve the amendment to the 2021/26 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan. Daniel Taylor seconded; motion passed unanimously.**

**2. Bylaws**

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged requires the Board approve the Bylaws annually. She noted that the amendments approved by the Board concerning the quorum requirement is included in the Bylaws.

**ACTION: Pamela Hagely moved to approve the Bylaws. John Koch seconded; motion passed unanimously.**

**3. Grievance Procedures**

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged requires the Board to approve the Grievance Procedures annually.

**ACTION: Kay Tice moved to approve the Grievance Procedures. Matthew Pearson seconded; motion passed unanimously.**

**4. Suwannee Valley Transit Authority Operations Reports**

Mr. Sessions discussed Suwannee Valley Transit Authority's operations reports.

Mr. Sessions said trip numbers are still down, but, increasing. He said trip numbers will continue to increase due to additional service being provided to Hamilton County students.

Mr. Lilker asked what funds are being used to provide the student transportation.

Mr. Sessions stated that Florida Department of Transportation Commuter Assistance Grant funds are being used to provide this transportation.

Commissioner Brown thanked Suwannee Valley Transit Authority for providing this transportation to students in Hamilton County.

**B. Other Business**

**1. Board Members**

Pamela Hagley stated that the Florida Agency for Healthcare Administration will be sending notification letters for healthcare plan open enrollment in October. She also said the agency now requires all Medicaid service providers to pay a minimum wage of \$15.00 per hour beginning October 1, 2022.

**2. Citizens**

Mr. Sessions discussed how the Florida Agency for Health Care Administration requirement to pay a minimum wage of \$15 per hour will affect Suwannee Valley Transit Authority.

Mr. Lilker asked requested Suwannee Valley Transit Authority employee pay.

**C. Future Meeting Dates**

Chair Land stated that the next meeting will be held November 16, 2022 at 10:00 a.m. in Lake City, Florida. He thanked everyone for attending the meeting.

**ADJOURNMENT**

The meeting was adjourned at 10:30 a.m.

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Commissioner Travis Land, Chair  
Columbia, Hamilton and Suwannee  
Transportation Disadvantaged Coordinating Board

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Date



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November 9, 2022

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: 2021/22 Annual Performance Evaluation

RECOMMENDATION

**Approve Suwannee Valley Transit Authority’s 2021/22 annual performance evaluation.**

BACKGROUND

The Board is required to annually evaluate the transportation services provided by Suwannee Valley Transit Authority. Attached is Suwannee Valley Transit Authority’s draft 2021/22 annual performance evaluation. If you have any questions concerning the attached evaluation, please contact me at extension 110.

Attachment

T:\Lynn\TD2022\CHS\Memos\eval.docx

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# COMMUNITY TRANSPORTATION COORDINATOR EVALUATION WORKBOOK

Florida Commission for the



## Transportation Disadvantaged

Community Transportation Coordinator: Suwannee Valley Transit Authority

Designated Service Area: Columbia, Hamilton and Suwannee

Address: 1907 Voyles Street, Live Oak, FL 32060

Contact: Larry Sessions, Administrator Phone: 386-362-5332

Review period: July 1, 2021 - June 30, 2022

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# 2021/22 Community Transportation Coordinator Annual Performance Evaluation

Approved by the

Columbia, Hamilton and Suwannee  
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo)  
352.955.2000

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**Travis Land, Chair**

with Assistance from



North Central Florida Regional Planning Council  
2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org](http://www.ncfrpc.org)  
352.955.2200

November 16, 2022

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Cost _____	42
Level of Competition _____	43
Level of Coordination _____	44

## I. FINDINGS AND RECOMMENDATIONS

### A. General Information

Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None

### B. Chapter 427, Florida Statutes

Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None

### C. Rule 41-2, Florida Administrative Code

Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None

### D. On Site Observation

Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None

### E. Surveys

Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None

### F. Cost

Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None

### G. Level of Competition

Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None

### H. Level of Coordination

Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None

## II. ENTRANCE INTERVIEW

1. **Operating Environment:** Rural
2. **Organization Type:** Government Agency
3. **Network Type:** Sole Provider
4. **Subcontracted Operators:** None
5. **Coordination Contractors:**
  - ARC of North Florida
  - Columbia County Senior Services, Inc.
6. **Transportation Alternatives:** None
7. **Purchasing Agencies:**
  - Florida Commission for the Transportation Disadvantaged
  - Florida Department of Elder Affairs
  - Florida Agency for Persons with Disabilities
8. **Transportation Disadvantaged Helpline Calls:**

Number of Calls	Closed Cases	Unsolved Cases
0	0	0

### III. GENERAL INFORMATION

1. **What was the designation date of the Community Transportation Coordinator?**

7/1/21

2. **What is the complaint process?**

Suwannee Valley Transit Authority's complaint process is attached.

3. **Does the community transportation coordinator have a complaint form?**

Yes (attached)

4. **Does the form have a section for resolution of the complaint?**

Yes

5. **Is a summary of complaints given to the Transportation Disadvantaged Board on a regular basis?**

Yes

6. **When is the dissatisfied party referred to the Florida Commission for the Transportation Disadvantaged Helpline?**

If the Transportation Director is unable to resolve a complaint, the complainant will be referred to the Transportation Disadvantaged Helpline.

7. **When a complaint is forwarded from the Transportation Disadvantaged Helpline, is the complaint entered into the local complaint file/process?**

Yes

8. **Does the Community Transportation Coordinator provide written rider/beneficiary information or brochures to inform riders/beneficiaries about transportation disadvantaged services?**

Yes (attached)

9. **Does the rider/ beneficiary information or brochure list the Transportation Disadvantaged Helpline phone number?**

Yes

10. **Does the rider/ beneficiary information or brochure list the complaint procedure?**

Yes

11. **What is the eligibility process for Transportation Disadvantaged sponsored riders?**

Individuals needing transportation assistance from Florida's Transportation Disadvantaged Program must complete an eligibility application (attached).

12. **Does public information state that accessible formats are available upon request?**  
 Yes
13. **Is public information available in accessible formats upon request?**  
 Yes
14. **What arrangements are in place to have accessible materials produced upon request?**  
Suwannee Valley Transit Authority keeps a log book of all requests. The log book is checked regularly by staff
15. **Is The Florida Relay phone number provided in informational materials?**  
 Yes
16. **Does the Community Transportation Coordinator have a contract or agreement with the Regional Workforce Board?**  
 No
17. **What innovative ideas have been implemented in the coordinated transportation system?**  
 None.
18. **Are there any areas where coordination can be improved?**  
Coordination with other Community Transportation Coordinators in adjacent counties to provide route service could be improved.
19. **What barriers are there to the coordinated system?**  
Florida's Managed Medical Care Program not providing client transportation through Florida's Coordinated Transportation System is a barrier.
20. **Are there any areas that the Community Transportation Coordinator feels the Florida Commission for the Transportation Disadvantaged should be aware of or assist with?**  
The Florida Commission for the Transportation Disadvantaged staff is always helpful and willing to work with Suwannee Valley Transit Authority staff. Simplifying the reporting process and making the Annual Operating Report and Rate Calculation Model easier to understand would be helpful.
21. **What funding agencies does the Florida Commission for the Transportation Disadvantaged need to work closely with in order to facilitate a better coordinated transportation system?**  
 None.
22. **How is the Community Transportation Coordinator marketing the voluntary dollar?**  
Information about the voluntary dollar is posted on Suwannee Valley Transit Authority's website. Suwannee Valley Transit Authority has attempted to place Voluntary Dollar posters in the Tax Collectors' offices.

Attachment

SUWANNEE VALLEY TRANSIT AUTHORITY (SVTA)

COMPLAINT AND GRIEVANCE PROCEDURE

**OFFICIAL SERVICE COMPLAINT**

Service complaints are routine incidents that occur on a daily basis, and can be reported to the driver, dispatcher, or other individuals involved with daily SVTA operations. However, for a service complaint to be "Official", it MUST be reported to the SVTA Director of Operations and it must be in writing within 15 calendar days following the date of occurrence. Forms for this purpose are contained in this procedure, and may be obtained by contacting SVTA administrative offices. Official Complaint forms may be received via email, fax, or picked up in person. Official written complaints are typically addressed and resolved within a reasonable time period suitable to the complainant. The complaint and grievance process for Medicaid related services provided by SVTA is different, and covered under SVTA's Medicaid Beneficiary Handbook for Columbia, Hamilton and Suwannee Counties, OR by the procedure by any one of the four (4) future Medicaid managed medical care providers.

The SVTA Director of Operations will maintain a log documenting each complaint. SVTA will conduct a review of each complaint, and based on evidence collected, note for the record if the complaint is found by SVTA to be valid or if the complaint is unfounded or not valid. At the LCB's quarterly meeting, SVTA will provide the LCB a summary of all complaints received and actions taken.

Service Complaints may include but are not limited to:

- Late trips (late pickup, drop-off or missed appointment)
- No-show by transportation operator
- No-show by client
- Client behavior
- Driver behavior
- Passenger discomfort
- Service denial (refused service to client without an explanation as to why, i.e., lack of Transportation Disadvantaged funds, etc. The CTC desires to have the opportunity to address these complaints, but recognizes the rider's right to complain directly to the state ombudsman. The CTC must make every effort to quickly and completely address every complaint, and include the complete details of resolution on the report.

**FILING A COMPLAINT WITH THE SVTA**

A rider of the Suwannee Valley Transit Authority (SVTA) may file an official written complaint in writing within 15 calendar days about their experience with SVTA.

The Complainant must file the official complaint in writing. Written official complaints can be sent to:

Larry Sessions, Administrator  
1907 Voyles St, SW  
Live Oak Florida, 32064  
(386) 362-5332 PH  
(386) 219-0157 FAX  
Larry.

by mail, FAX, or emailed to the SVTA Administrator. Although oral complaints or compliments may be called into SVTA at (386) 362-5332 during normal business hours, the ONLY complaints that will be logged, researched and reported are the official written complaints to the SVTA Director of Operations.

Written complaints may be anonymous. However, for a complaint to be official, the complainant must provide the following:

1. The full name and complete address of the complainant;
2. A statement of the grounds for the grievance and be supplemented by supporting documentation and detailed information such as pickup and drop-off addresses/locations, date of service, times, made in a clear and concise manner;
3. An explanation of the relief desired by the Complainant.

Upon receiving the official written complaint, the SVTA Director of Operations will make reasonable efforts to contact the Complainant no later than the end of the next business day. The Director of Operations will make three documented attempts to contact the complainant. After the third attempt, if no contact is made, the complainant will need to call back if they wish to pursue the official complaint. SVTA has a time limit of fifteen (15) calendar days upon which to accept an official written complaint, but the sooner the official written complaint is filed after the incident, the better SVTA can respond with appropriate resolutions.

Upon receiving the official written complaint, the Director of Operations will:

- 1) Contact all parties involved to obtain statements; and
- 2) Research the complaint and gather all relevant evidence that may be available; and
- 3) Review and evaluate the evidence; and
- 4) Based on the evidence collected, formulate a decision and a recommendation
- 5) Issue a report.

The Director will forward the report to the Administrator of SVTA for a ruling and/or determination.

Suwannee Valley Transit Authority will respond to the complainant within thirty (30) calendar days after the filing of the official complaint.

Suwannee Valley Transit Authority will render the findings in writing and notify the complainant, giving to the complainant an explanation of the facts that lead to Suwannee Valley Transit Authority's decision and, if applicable, information as to what actions were taken to bring about a resolution.

Based on the findings, if appropriate, SVTA will review its policies and procedures to see if adjustments are justified.

SVTA will maintain a complaint log for official written complaints. The SVTA complaint log is 'public information' and will be released to any requestor as such. All documents pertaining to the grievance process will be made available, upon request, in a format accessible to persons with disabilities.

The SVTA complaint log will be a part of the SVTA packet sent to the Local Coordinating Board's quarterly meetings.

**SUSPENSION RECONSIDERATION HEARING (For Non-Sponsored Program Only)**

If a Non-sponsored program public rider has been issued a notice of suspension by Suwannee Valley Transit Authority, they have fifteen (15) calendar days from the date of issuance of suspension notice to request a reconsideration hearing on the suspension. If a reconsideration hearing is requested, the hearing will be held by the Local Coordinating Board Grievance Subcommittee. Service suspensions for other Agency programs (like Medicaid) will follow the terms and conditions related to the Agency/Program contract for services, if applicable.

Requests for reconsideration must be in writing and delivered to:

Suwannee Valley Transit Authority, Administrator  
1907 Voyles Street, SW  
Live Oak, FL 32064

And

NCFRPC  
Transportation Disadvantaged Program  
Local Coordinating Board Grievance Subcommittee  
2009 N.W. 67 Place, Suite A  
Gainesville, Florida 32653-1603

The written request must include the name, address and telephone number of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within fifteen (15) calendar days from the issue date of the suspension, the suspension will not be heard.

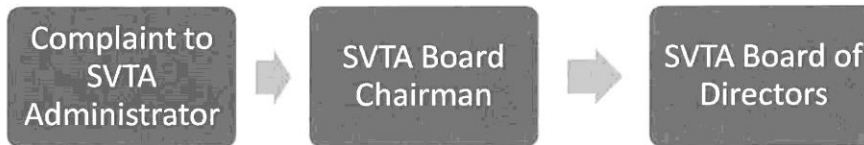
Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within 15 calendar days. The North Central Florida Regional Planning Council will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.

The person will be given the opportunity to present the reasons why they believe the suspension should not take place. The Local Coordinating Board Grievance Subcommittee will make a recommendation to the LCB on whether or not to uphold the suspension. The Grievance Subcommittee's recommendation will be reviewed, adjusted as needed, and re-issued by the Local Coordinating Board to the SVTA Administration. The SVTA Administration will make a decision whether or not to uphold the LCB's recommendation. A written statement of the recommendation and a written statement of the SVTA decision whether or not to uphold the suspension shall be forwarded to the person requesting the hearing within seven (7) calendar days after the recommendation by the LCB to SVTA.

**FILING A GRIEVANCE WITH THE SVTA BOARD OF DIRECTORS**

Additionally, where appropriate, an interested party may also file a grievance with Suwannee Valley Transit Authority's Board of Directors. The only matters subject to consideration as a grievance are those which have unsatisfactorily been processed as an official written complaint. Such grievance shall be an issue within the purview of the Suwannee Valley Transit Authority and the Chairman of the Board's approval to hear the matter. The SVTA administration shall report, in a format of its choosing, any and all official written complaints filed by riders of the SVTA or of subcontractors to the LCB. The report shall provide complete details and include all action to resolve the complaint.

**Complaint/Grievance FLOW CHART**





### SVTA Official Complaint/Grievance Form

Page 1 of \_\_\_\_\_

Date Received

by:

**Section I: Complainant/Grievant**

Name:	
Physical Address:	
Mailing Address (if different):	
Contact Phone #:	Email:

**Section II: Person and Organization the Complaint/Grievance is about**

Organization:
Person(s):
Telephone number (if known):

**Section III: Complaint/Grievance**

Explain as clear as possible what your complaint/grievance is. Describe all persons who were involved. Include the name and contact information of the person(s) involved (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form or attach other relevant information.  
Date of Problem, Complaint or Grievance (Day, Month, Year): \_\_\_\_\_  
My complaint/grievance is:

Under the penalties of perjury, I hereby certify the above statements to be true. Signature and date required below.

Signature

Date

**Please submit this form in person, or mail to the address below:**

SVTA, Administrator  
1907 Voyles St, SW  
Live Oak, Florida, 32064

SVTA TDSP Operational Element – 2/12/2014

Page 4 of 4



# SUWANNEE VALLEY TRANSIT AUTHORITY RIDER'S GUIDE



## TELEPHONE NUMBER REFERENCE

SVTA OFFICE: (386) 362-5332  
(800) 258-7267  
M-F 8am-5pm

Closed weekends and all federal holidays.

## TO MAKE A TRIP RESERVATION

M-F 8 am to 5pm  
(386) 362-5332 OPTION 2

## LISTEN TO and FOLLOW DIRECTIONS

TO FILE A COMPLIMENT or COMPLAINT  
(386) 362-5332 or (800) 983-2435

IF YOU ARE HEARING IMPAIRED, BLIND OR  
SPEECH DISABLED CALL 7-1-1 FL RELAY FOR  
ASSISTANCE.

## WHO IS ELIGIBLE

**IDIF RIDERS** Transportation Disadvantaged Trust Fund): This Trust Fund is a state grant for those in need of transportation to medical and other life-sustaining appointments, but who have no means of transportation and who do not qualify for other programs. In order to qualify to ride under IDIF, you must have a complete, and current, approved IDIF Eligibility form, along with proof of household income on file. This form can be mailed to you or you may pick one up at our office. Basic qualifications include, but are not limited to: no operating vehicle or other means of transportation. The \$2 co-pay, each way, **MUST** be paid to the Bus Operator prior to boarding.

**OTHER PAYMENT PROVISIONS:** SVTA can also transport the public under standard fare (private pay). This means the rider pays a flat rate for certain trips, whether it is in or out of your county. To learn the rates for a specific trip, please call the SVTA main office at (386) 362-5332 **OPTION 2**.

*Grocery store trips may be scheduled for a standard fare, or private pay, based upon availability. There is a three, grocery store issued, bag limit for shopping trips. This rule will be strictly adhered to.*

**MEDICAID:** You must contact your HMO to set up Medicaid medical transportation.

## SVTA RIDER CODE OF CONDUCT:

Rider is required to follow these rules of conduct to insure everyone's safety:

1. Riders are responsible for their personal hygiene. If your personal hygiene is offensive to others, you will be refused transportation.
2. Use of tobacco, alcohol or illegal drugs are not permitted while on vehicles.
3. Eating & drinking are not permitted on vehicle unless medically necessary.
4. Riders who appear to be under the influence of alcohol or drugs will not be permitted to board.
5. Abusive, threatening, obscene language or discourtesy of any kind will not be tolerated. Riders may not create a hostile scene.
6. Riders and escorts are responsible for a \$2 co-pay each trip, and must have exact change, each time you board.
7. Rider must not engage the driver in conversation or distract the driver in any way.
8. Rider must use earphones when using personal listening devices.
9. Rider may not ask driver to make special stops during transport.
10. Rider is responsible for all personal items. SVTA is not responsible for missing or lost items or misplaced property.

11. Riders must use seat belts if available. Wheelchairs or any other mobility device must be properly secured and fastened before SVTA vehicle can move.

12. Wheelchairs and walking devices must be in good repair. *Client is responsible for providing and maintaining their own wheelchair.*

13. Riders who need special assistance must have an escort. The escort must age 18+ & must be available to aid rider as needed.

14. When transporting children, the following Florida Child Car Seat Laws must be followed:

If the vehicle that you are being transported in is equipped with seat belts:

Minors under 18 years old must be in a seatbelt.

Florida law requires children age 5 and under to be secured properly in a crash-tested, federally approved child restraint device.

- Children ages 0-3 must be in child restraint devices of a separate carrier or a vehicle manufacturer's integrated child seat.
- Children age 4 and 5 must be in a separate carrier, integrated child seat of booster seat.

Car seats may not be left on the vehicle.

## SVTA RIDER'S

### QUICK REFERENCE GUIDE

The Suwannee Valley Transit Authority (SVTA) is a public transit agency serving the citizens of Columbia, Hamilton and Suwannee Counties. SVTA is governed by the SVTA Board of Directors. Two County Commissioners from each of the three counties make up the SVTA Board of Directors.

### STATE'S DESIGNATED CTC

SVTA is the state's designated "Community Transportation Coordinator" (CTC), meaning that SVTA is the transportation agency for non-emergency medical transportation for the state's Transportation Disadvantaged Trust Fund (TDIF). For Medicaid sponsored, non-emergency medical transportation you must contact your HMO to set up your transportation for medical appointments. To schedule transportation under the Transportation Disadvantaged Trust Fund, call the numbers located on the front of this brochure. All non-emergency transportation is done by way of public and shared ride transportation. SVTA is fully ADA compliant, serving ambulatory, wheelchair and stretcher riders.

### COMMUNITY DISASTER EMERGENCY PROCEDURES

During a community disaster, SVTA will work with the Emergency Operations Center (EOC) of your county to transport residents to designated evacuation shelters. All routine transportation will be suspended during times of state declared disaster.

### ESCORTS and SERVICE ANIMALS

If you use a wheelchair or other mobility device, you must be able to move around with your device under your own power. You are responsible for providing and maintaining your

own wheelchair. If you need assistance in moving about (i.e. you cannot roll your wheelchair without assistance, or walk to the vehicle without help), you must have an escort with you. The escort must be at least 18 years of age and fully capable to help you move about and assist you in case of an emergency. The escort must stay with you while you are on the SVTA vehicle. SVTA does NOT provide escorts. If you have an escort, you both must pay the co-pay. Service Animals may accompany a rider. Rider is responsible for animal's hygiene and behavior.

### CERTIFICATION

SVTA is safety and security certified by the Florida Department of Transportation. SVTA meets state / federal safety requirements for Public Transportation under Florida Administrative Code (FAC) 14-90.

### TO MAKE A RESERVATION

Trip reservations must be made at least 3 business days in advance of the day you need transportation. Trip reservations are taken weekdays from 8am to 5pm. Call (386) 362-5332 OPTION 2 to make a reservation. You must have all required information ready, such as the doctor or treatment facility's name, address, phone, date and time of appointment. The Reservationist cannot look up this information for you. When your reservation is logged, you will be given a confirmation number. This number is proof that you made an appointment. SVTA is not responsible for missed appointments because you did not call in on time or did not provide correct information. Call for your reservation as soon as you become aware of your appointments.

### SUBSCRIPTION TRIPS

If you have an appointment that will continue for an extended period of time (i.e. physical therapy or dialysis treatment) SVTA can set up a Subscription trip for you. This will put you on a

schedule for the duration of your treatment so you will not have to call in each time. Pick up and drop off locations must be the same throughout the subscription.

### TO CANCEL A RESERVATION

Please notify SVTA if you must cancel your scheduled trip. Call (386) 362-5332 OPTION 1. If you do not cancel within 8 hours prior to your scheduled pick up time, you will be considered a NO SHOW. A NO SHOW occurs when the driver arrives to pick you up and you are not ready to board the vehicle. If you are a NO SHOW or if you cancel when the SVTA vehicle arrives, all your trips for that day will be cancelled as well.

### THE DAY OF YOUR TRIP

You must be ready to board your SVTA Transport vehicle when it arrives at your location. The Driver cannot wait for more than 5 minutes as s/he must move on to pick up the next rider. SVTA recommends that you be ready at least two (2) hours ahead of your expected pick up time. If you require an escort to help you move about, that escort must be ready to board with you.

### AFTER APPOINTMENT PICK UP

If you were not given an 'after appointment pick up time', you will be considered a 'will call'. This means that when you are finished with your appointment, call (386) 362-5332 OPTION 1 and tell us that you are ready for pick up. SVTA will send the nearest available transport for your return home.

### PUBLIC TRANSPORTATION & SHARE RIDE

SVTA does its best to get you to your appointment on time with minimal wait times. SVTA is public transportation only and uses

a shared ride program, meaning that others will share your ride. SVTA covers a 2,300 square mile area and serves many riders. In order to get everyone to their appointment on time, you may have a very early pick up time. You may be on the transport vehicle for up to 2 hours or longer. You may have to wait for your transport for up to 2 hours or more, depending on your pickup point within the 3 counties. You must be prepared to wait, so bring appropriate provisions: water, snacks, medications, personal hygiene items & reading materials.

### COMPLIMENTS

#### COMPLAINTS & GRIEVANCES

SVTA strives to provide safe, professional service. If you have a complaint or complaint, please call (386) 362-5332 or (800) 983-2435. If you are a TD or Medicaid Rider, the initial complaint must be filed within 15 business days. Medicaid has strict time frames for filing a complaint, grievance, appeal or request for a Fair Hearing.

### PRIVACY

SVTA complies with all federal and state privacy laws, including HIPAA. SVTA will never share your information with anyone who is not authorized by law to have it. You MUST keep SVTA updated with your address, telephone number and emergency contact information. SVTA is not responsible for missed appointments because you have not updated your contact information with us.



# SUWANNEE VALLEY TRANSIT AUTHORITY



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Let's Chat!

## Welcome to Suwannee Valley Transit Authority



DIRECT ALL PUBLIC RECORD REQUESTS TO ADMINISTRATOR, LARRY SESSIONS, THE CUSTODIAN OF PUBLIC RECORDS  
386.362.5332 OR  
LARRY.SESSIONS@RIDESVTA.COM

Take Our 2022 Rider Survey!

Download our [Rider Guide](#) (PDF)

Your opinion matters! Take our brief survey to assist us in better meeting the needs of our community.

You must have the exact fare each time you board one of our vehicles. Driver does not carry change.

Add Your Voice

DON'T ALWAYS HAVE CASH FARE? Interested in Purchasing a Bus Pass?

CALL OUR OFFICE FOR MORE INFORMATION

**Suwannee Valley Transit Authority's Governing Board of Directors 2022 Regular Public Meeting Schedule**  
Monday, January 31, 6:00 PM  
Monday, May 9, 6:00 PM  
Monday, August 8, 6:00 PM and  
Monday, November 14, 6:00 PM  
**LOCATION: Suwannee Valley Transit Authority**  
1907 Voyles St SW, Live Oak, FL 32064

### DBE AFFIRMATIVE ACTION PLAN

It is the policy of Suwannee Valley Transit Authority (SVTA) that disadvantaged businesses, as defined by 49 CFR Part 26 and implemented under Chapter 14-78, F.A.C., shall have the opportunity to participate as subcontractors and suppliers on all contracts awarded by the Department of Transportation.

Did you know you could help an elderly or disabled person get a ride to a life-sustaining appointment?

You can make a voluntary contribution of \$1.00 or more by marking the box on your vehicle registration form to indicate that your donation is to go to the Transportation Disadvantaged Trust Fund. The dollars you donate will provide additional trips to persons in your county.

1907 Voyles Street  
Live Oak, FL 32064  
Tel: 800-258-7267  
Fax: 386-219-0157  
www.ridesvta.com  
Larry Sessions, Administrator



# SUWANNEE VALLEY TRANSIT AUTHORITY



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## HISTORY

The Suwannee Valley Transit Authority (SVTA) was originally formed in late 1972 under a Federal Grant by the Office of Economic Opportunity as a "seed project," and was operated by the Suwannee River Economic Council. Operations began in the four Florida counties of Columbia, Suwannee, Hamilton and Lafayette, with four 10 passenger vans and three school buses. Columbia County covers about 783 square miles, with a population at that time of about 29,375. Hamilton County covers about 514 square miles. Lafayette County has about 548 square miles and Suwannee County has about 685 square miles.

In 1974, SVTA was transferred by mutual agreement to Suwannee County for public ownership in order to be eligible for a Florida Department of Transportation demonstration grant project. The demonstration project was in operation from November 1974 until September 1976.

In June of 1975, a \$1 million proposal was submitted to the Federal Highway Administration for a rural transportation demonstration project under Section 107 of the Federal-aid Highway Act of 1973. The proposal was revisited in June 1976, due to a cut in Federal funding. This reduced the proposed budget to \$245,000 for three years but allowed for route expansions of the existing system. Tentative approval from the Federal Highway Administration was received in July 1976 with a stipulation that final approval would be given when a transportation authority of local elected officials was formed.

On August 9, 1976, a tri-county transit authority officially named the Suwannee Valley Transit Authority was created by the Columbia, Hamilton and Suwannee County Board of County Commissioners for the operation of the transit system. The Suwannee Valley Transit Authority Board consists of two county commissioner from each of the counties represented, and one FDOT representative.

1907 Woyles Street  
Live Oak, FL 32064

Tel: 800-258-7267  
Fax: 386-219-0157

www.ridesvta.com  
Larry Sessions, Administrator

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# SUWANNEE VALLEY TRANSIT AUTHORITY



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## SERVICES

Suwannee Valley Transit Authority is committed to providing safe & reliable paratransit transportation to the public in Columbia, Hamilton and Suwannee Counties. If you need a ride, call us. We can help. We can take you to your doctor appointment, work or just a trip to the local grocery store. Suwannee Valley Transit Authority services are available Monday-Friday.

Paratransit is a specialized door-to-door service that is normally provided in a demand-responsive mode (i.e., the person must make a telephone call to arrange service). The goal of the paratransit program is to ensure that all Americans have access to transit to meet basic mobility needs.

To schedule transportation with us, you can call (386) 362-5532 or (386) 362-7433 and follow the prompts. For calls outside of Suwannee County and from a landline, you can call our toll free number at 1-800-258-7267. You must call three business days in advance (excluding weekends and holidays).

If you are Medicaid eligible, call your HMO provider directly to schedule transportation.

## BUY A BUS PASS

Pass Type

30 Trip Pass \$60.00 USD

Add to Cart

View Cart

Let's Chat!

1907 Woyles Street  
Live Oak, FL 32064

Tel: 800-258-7267  
Fax: 386-219-0157

www.ridesvta.com  
Larry Sessions, Administrator

Suwannee Valley Transit Authority's Governing Board consist of two County Commissioners from each county that we serve. These members are appointed by their perspective Board of County Commissioners.



Rocky Ford -Vice-Chair  
Columbia County  
135 NE Hernando Avenue, Suite 203  
Lake City, FL 32055  
[rford@columbiacountyfla.com](mailto:rford@columbiacountyfla.com)  
Term: 2018-2022



Tim Murphy  
Columbia County  
135 NE Hernando Avenue, Suite 203  
Lake City, FL 32055  
[tmurphy@columbiacountyfla.com](mailto:tmurphy@columbiacountyfla.com)  
Term: 2020-2024



Robert Brown  
Hamilton County  
1153 US Hwy 41 NW  
Jasper, FL 32052  
[district3@hamiltonbocc.org](mailto:district3@hamiltonbocc.org)  
Term: 2020-2024



Josh Smith  
Hamilton County  
1153 US Hwy 41 NW  
Jasper, FL 32052  
[district2@hamiltonbocc.org](mailto:district2@hamiltonbocc.org)  
Term: 2018-2022



Don Hale - Chairman  
Suwannee County  
13150 80<sup>th</sup> Terrace  
Live Oak, FL 32060  
[commissioner1@suwgov.org](mailto:commissioner1@suwgov.org)  
Term: 2020-2024



Travis Land  
Suwannee County  
13150 80<sup>th</sup> Terrace  
Live Oak, FL 32060  
[commissioner3@suwgov.org](mailto:commissioner3@suwgov.org)  
Term: 2020-2024

**SUWANNEE VALLEY TRANSIT AUTHORITY  
 TRANSPORTATION DISADVANTAGED ASSESSMENT SCREENING FORM: YR 20-----**

**SECTION 1-PERSONAL INFORMATION**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_  
 PHYSICAL ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 SUBDIVISION NAME: \_\_\_\_\_ HOME TELEPHONE #: \_\_\_\_\_  
 WORK #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
 MEDICAID# \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ GENDER (M/F): \_\_\_\_\_  
 SOCIAL SECURITY #: \_\_\_\_\_ ARE YOU A VETERAN? \_\_\_ Yes \_\_\_ No  
 EMERGENCY CONTACT: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
 HOME TELEPHONE #: \_\_\_\_\_ WORK #: \_\_\_\_\_ CELL #: \_\_\_\_\_

**HOUSEHOLD MEMBERS**

**Please list ALL household members, include yourself.** You may use the back of the form or attach a separate sheet of paper if additional space is needed.

<u>NAME</u>	<u>AGE</u>	<u>RELATIONSHIP</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION 2-AVAILABILITY OF OTHER TRANSPORTATION**

1. What type of vehicle do you own? Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ N/A: \_\_\_\_\_
2. Is there a reason why you cannot drive your car? \_\_\_ Yes \_\_\_ No \_\_\_ If yes please tell us if the reason is medical or is it because you are having vehicle trouble. \_\_\_\_\_
3. Does any other member of your household own a vehicle? \_\_\_ Yes \_\_\_ No
4. Could anyone in your household, family or friends transport you to your appointments? YES: \_\_\_\_\_ NO: \_\_\_\_\_ If no, please explain why not? \_\_\_\_\_
5. How are you currently being transported to your appointments?  
 \_\_\_\_\_
6. Are you aware that you are required to pay a co-payment of \$2 each way for this program and that if you do not pay, you cannot ride? YES: \_\_\_\_\_ NO: \_\_\_\_\_
7. Are you enrolled in any other programs that will pay for or provide you with transportation services? \_\_\_ Yes \_\_\_ No  
 If yes please provide the name \_\_\_\_\_

**SECTION 3-COMMON DESTINATIONS**

Please list all hospitals, doctors, medical facilities, employment, educational or any other locations that you visit on a regular basis. Please use the back of the form if you need additional space or attach a separate sheet of paper.

<u>DESTINATION</u>	<u>ADDRESS</u>	<u># VISITS PER MONTH</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*\*I understand there is a 3 bag limit when going grocery shopping. If you do not follow this rule we will not transport you to the grocery store. Initial Here \_\_\_\_\_

**SECTION 4-SPECIAL NEEDS**

Please check or list any special needs you may require during transportation:

Escort: \_\_\_\_\_ Powered Wheelchair: \_\_\_\_\_ Manual Wheelchair: \_\_\_\_\_ Walker: \_\_\_\_\_ Cane: \_\_\_\_\_

Stretcher: \_\_\_\_\_ Respirator: \_\_\_\_\_ Service Animal: \_\_\_\_\_ Other: \_\_\_\_\_

Do you have any other needs/conditions that we need to be aware of in order to transport you safely? \_\_\_Yes \_\_\_No  
If yes, please explain \_\_\_\_\_

**SECTION 5-INCOME AND EXPENSES (YOU MUST LIST AND PROVIDE PROOF OF INCOME FOR EVERYONE IN YOUR HOUSEHOLD.)**

Monthly Income:

Job Income \$ \_\_\_\_\_ SSI \$ \_\_\_\_\_ Retirement Income \$ \_\_\_\_\_ Food Stamps \$ \_\_\_\_\_  
TANF (Cash Assistance) \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Total Household Income \$ \_\_\_\_\_

Monthly Expenses:

Mortgage/Rent \$ \_\_\_\_\_ Utilities \$ \_\_\_\_\_ Vehicle Payment \$ \_\_\_\_\_ Groceries \$ \_\_\_\_\_ Cable \$ \_\_\_\_\_  
Telephone \$ \_\_\_\_\_ Cell Phone \$ \_\_\_\_\_ Medical \$ \_\_\_\_\_ Pharmacy \$ \_\_\_\_\_  
Home Insurance \$ \_\_\_\_\_ Car Insurance \$ \_\_\_\_\_ Fuel \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Total Monthly Household Expenses \$ \_\_\_\_\_



**SECTION 6-CERTIFICATION AND ACKNOWLEDGEMENT**

I understand and affirm that the information provided in this application for Non-Emergency Transportation (NET) services is true and correct, to the best of my knowledge, and will be kept confidential and shared only with medical and transportation professionals involved in evaluating and determining my needs for transportation to and from eligible services as well as appointments. I understand that providing false or misleading information, or making fraudulent claims, or making false statements on behalf of others constitutes a felony under the laws of the State of Florida. SVTA will prosecute offenders and/or pursue civil action to recover costs incurred from false claims or criminal acts. NOTE: Transportation is wholly dependent on available TD funds each day.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE MAKE SURE THIS FORM IS FILLED OUT COMPLETELY AND SIGNED. AN INCOMPLETE APPLICATION WILL BE REJECTED.**

Please mail this form to:  
Suwannee Valley Transit Authority  
1907 Voyles St, SW  
Live Oak, FL 32064  
(386) 362-5332

PLEASE ALLOW 7 BUSINESS DAYS TO PROCESS YOUR APPLICATION. PLEASE CALL SUWANNEE VALLEY TRANSIT AUTHORITY AT 386-362-5332 OR 1-800-258-7267 TO SEE IF YOU QUALIFY AND TO SCHEDULE TRANSPORTATION SERVICES.

**THIS TRANSPORTATION DISADVANTAGED APPLICATION WILL BE GOOD FOR TWO YEARS FROM THE DATE OF APPROVAL.**

<b>OFFICIAL USE ONLY</b>			
<b>DO NOT WRITE IN THIS SPACE</b>			
New Application:	_____	Recertification:	_____
		TD:	_____
		Other:	_____
Approved Date:	_____	Denied Date:	_____
		Reason for Denial:	_____
Worker:	_____	Date:	_____
		Supervisor:	_____
		Date:	_____

2/1/2018

## IV COMPLIANCE WITH CHAPTER 427, FLORIDA STATUTES

1. **Are the Community Transportation Coordinator subcontracts uniform?**

Not applicable, no subcontracted operators.

2. **Is the Florida Commission for the Transportation Disadvantaged standard contract utilized?**

Not applicable, no subcontracted operators.

3. **Do the contracts include performance standards for the transportation operators?**

Not applicable, no subcontracted operators.

4. **Do the contracts include the proper language concerning payment to subcontractors?**

Not applicable, no subcontracted operators.

5. **Were the following items submitted on time?**

a) **Annual Operating Report:** Yes

b) **Memorandum of Agreement:** Yes

c) **Transportation Disadvantaged Service Plan:** Yes

d) **Transportation Disadvantaged Trust Fund Grant Application:** Yes

e) **Other grant applications:** Yes

6. **Does the Community Transportation Coordinator monitor its subcontractors and how often is monitoring conducted?**

Not applicable, no subcontracted operators.

7. **Is a written report issued to the operator?**

Not applicable, no subcontracted operators.

8. **What type of monitoring does the Community Transportation Coordinator perform on its coordination contractors and how often is it conducted?**

Suwannee Valley Transit Authority has two coordination contractors; ARC of North Florida and Columbia County Senior Services, Inc.. The coordination contractors are required to report yearly operating data to Suwannee Valley Transit Authority for inclusion the Annual Operating Reports. Suwannee Valley Transit Authority requests backup documentation to verify submitted data. Suwannee Valley Transit Authority has two-year agreements with both coordination contractors.

9. **Are coordination contracts reviewed annually as to the effectiveness and efficiency of the coordination contractor or the renewal of any Coordination Contracts?**

Suwannee Valley Transit Authority reviews coordination contracts annually.

10. **Are there any transportation alternatives?**

No

## IV COMPLIANCE WITH CHAPTER 427, FLORIDA STATUTES

1. **Hours of Service:**

Monday through Saturday from 6:00 a.m. to 5:00 p.m. excluding holidays. \_\_\_\_\_

2. **Call Intake Hours:**

Monday through Friday from 6:00 a.m. to 5:00 p.m. excluding observed holidays. \_\_\_\_\_

3. **After Hours Reservations/Cancellations:**

After hours service is not provided through the Transportation Disadvantaged Program. \_\_\_\_\_

Trips must be cancelled 24 hours in advance of the scheduled pickup time. \_\_\_\_\_

4. **Minimum required notice for reservations:**

Trip reservations must be made before 3:00 p.m. three (3) days before the day of transport. \_\_\_\_\_

5. **How far in advance can reservations be place (number of days)?**

**14** \_\_\_\_\_

6. **What type of arrangement does the Community Transportation Coordinator have with the local Regional Workforce Board?**

No agreement with the local Regional Workforce Board. \_\_\_\_\_

7. **Has the Community Transportation Coordinator developed any innovative transportation services for the local Regional Workforce Board?**

No \_\_\_\_\_

8. **Do the Community Transportation Coordinator and Local Coordinating Board review applications for federal, state and local Transportation Disadvantaged funding?**

Yes \_\_\_\_\_

9. **What are the trip priorities for the trips funded with Transportation Disadvantaged Program trips?**

- 1) \_\_\_\_\_ Vital Care - Medical (Dialysis and Cancer Care)
- 2) \_\_\_\_\_ Prescheduled Medical Appointments as defined by the American Board of Medical Specialties
- 3) \_\_\_\_\_ Employment
- 4) \_\_\_\_\_ Grocery shopping
- 5) \_\_\_\_\_ Educational
- 6) \_\_\_\_\_ Social service agency trips
- 7) \_\_\_\_\_ Shopping
- 8) \_\_\_\_\_ Recreation and other

10. **How are the trip priorities carried out?**

Medical appointments take priority. Suwannee Valley Transit Authority provides commuter assistance trips to work and college, as well as, developmental service and pharmacy trips. Shopping trips are provided on an as needed basis, but are the first trips denied in the event of increased demand medical trips.

---

## V. COMPLIANCE WITH RULE 41-2 FLORIDA ADMINISTRATIVE CODE

1. **How is the Community Transportation Coordinator using school buses in the coordinated system?**

Suwannee Valley Transit Authority does not have agreements with the local school districts to use school buses.

2. **How is the Community Transportation Coordinator using public transportation services in the coordinated system?**

Not applicable, no other public transportation services operating in the service area.

3. **Is there a goal for transferring passengers from paratransit to transit?**

Not applicable, no fixed route public transportation systems operating in the service area.

4. **What are the minimum liability insurance requirements?**

\$200,000/\$300,000

5. **What are the minimum liability insurance requirements in the operator and coordination contracts?**

\$200,000/\$300,000

6. **Do the minimum liability insurance requirements exceed \$1 million per incident?**

No

7. **Date of last System Safety Program Plan Compliance Review:**

September 2020

8. **Are the contracted operators in compliance with the System Safety Program Plan?**

Not applicable, no subcontracted operators.

9. **Do the Community Transportation Coordinator and its contracted operators (if any) comply with the Federal Transit Administration Anti-Drug and Alcohol Misuse Program (49 CFR Part 40, 655)?**

Yes

10. **Date of last Anti-Drug and Alcohol Misuse Program review:**

September 2020

<b>Standards</b>	<b>Comments</b>
Local toll free phone number must be posted in all vehicles.	Suwannee Valley Transit Authority posts local toll free phone number in all vehicles.
Vehicle Cleanliness	Suwannee Valley Transit Authority cleans all vehicles (interior/exterior) at least once a week.
Passenger/Trip Database	Suwannee Valley Transit Authority maintains a passenger/trip database.
Adequate seating	Suwannee Valley Transit Authority provides adequate seating for all passengers.
Driver Identification	Suwannee Valley Transit Authority's drivers wear uniforms, with name tags and a Suwannee Valley Transit Authority identification badge.
Passenger Assistance	Suwannee Valley Transit Authority requires drivers to provide passengers with boarding and exiting assistance.
Smoking, Eating and Drinking	Eating and drinking on board vehicles is prohibited unless medically necessary or for trips that have extended wait or travel times.
Two-way Communications	Suwannee Valley Transit Authority and subcontracted operators are required to have an effective two-way communication system.
Air Conditioning/Heating	All vehicles have working air conditioners and heaters.
Billing Requirements	Suwannee Valley Transit Authority subcontracts do not include a requirement that all bills be paid within 7 working days to subcontractors after receipt of said payment by Suwannee Valley Transit Authority in accordance with Section 287.0585, Florida Statutes.
Transport of Escorts and dependent children policy	Children 14 and under will be required to be accompanied by an escort who is over 18 years of age. Any passenger that is not able to be self-sufficient (maneuver about on their own; maintain control of bodily functions; provide hygiene care for oneself) must have an escort present at all times while riding on Suwannee Valley Transit Authority vehicles. Escorts must be able to provide the necessary assistance to the passenger in the event of any need. Escorts must remain with the passenger while on a Suwannee Valley Transit Authority vehicle and aid the passenger as required. Escorts will be transported at the regular co-pay rate.
Use, Responsibility, and cost of child restraint devices	All passengers under the age of 4 and/or under 50 pounds will be required to use an approved child restraint device, or otherwise be in compliance with state regulations at the time. This device shall be provided by the child's escort, and it must be clean and sanitized.
Out-of-Service Area trips	Suwannee Valley Transit Authority requires medical provider certification for any out of county trip and will make efforts to assist the rider and/or his physician in securing appointments within the region.
CPR/1st Aid	All vehicles operating in the coordinated system shall be equipped with first aid kits and bio-hazard ("spill") kits as required by State and Federal regulations. It is Suwannee Valley Transit Authority's goal for all drivers to be certified in First Aid by a recognized first aid training program within 6 months of employment.  Drivers are required to be trained in cardiopulmonary resuscitation. All Suwannee Valley Transit Authority drivers shall maintain a current Cardiopulmonary Resuscitation/First Aid certificate.
Driver Criminal Background Screening	Suwannee Valley Transit Authority requires all drivers in the coordinated system to have a criminal background check with local law enforcement and the Florida Department of Law Enforcement

Standards	Comments	
	prior to hire. Suwannee Valley Transit Authority will check the Motor Vehicle Report of each driver prior to hire, and on a routine and systematic basis.	
Passenger Property	Passengers are allowed to have personal property which they can place in their lap or stow under the seat. The size of personal property is restricted to what can be held by the passenger or stowed in an area not to interfere with other passengers or becomes a safety hazard. No animals, with the exception of service animals, will be transported. All oxygen must be portable, self-administered and secured. Drivers cannot assist with oxygen needs.	
Advance reservation requirements	Trips must be scheduled three (3) weekdays in advance of the day of appointment. Hospital discharges or other urgent trips must be arranged by calling the afterhours phone number.	
Pick-up Window	<p>Passengers shall be picked up two hours before or one hour after their scheduled pick-up time. Passengers will be given pick-up times when they make their trip reservations.</p> <p>Return Trips: Passengers will be picked up 0-60 minutes after their scheduled return pick-up time. For example: 5:00 p.m. return pick-up time, driver should arrive between 5:00 p.m. and 6:00 p.m. Passengers who do not schedule return trip pickup times, will be given a return pick-up time of 90 minutes after the scheduled drop off time.</p> <p>Will Call Return Pick-Up: A "will-call" return pick-up will be offered when a passenger is not ready at their requested return trip pick-up time. As a courtesy, Suwannee Valley Transit Authority will dispatch a vehicle back to their return trip pick-up location within two hours of the time the "will-call" request was made.</p>	
Measurable Standards/Goals	Standard/Goal	Is the Community Transportation Coordinator meeting the Standard?
Fixed Route Public Transit Ridership	Not applicable	Not applicable
On-time performance	90%	Yes
Accidents	No more than 1/100,000 miles	No 1.5/100,000 miles
Roadcalls	No more than 7 roadcalls/100,000 miles	Yes
Complaints	No more than 1/1,000 trips.	Yes
Call-Hold Time	No established standard for call hold time.	Not applicable

County: Columbia  
 CTC: Suwannee Valley Transit Authority  
 Contact: Larry Sessions  
 1907 Voyles St, SW  
 Live Oak, FL 32064  
 386-362-5332  
 Email: larry.sessions@ridesvta.com

Demographics	Number
Total County Population	0
Unduplicated Head Count	76



Trips By Type of Service	2020	2021	2022
Fixed Route (FR)	0	0	0
Deviated FR	0	0	0
Complementary ADA	0	0	0
Paratransit	27,480	15,614	13,341
TNC	0	0	0
Taxi	0	0	0
School Board (School Bus)	0	0	0
Volunteers	0	0	0
<b>TOTAL TRIPS</b>	<b>27,480</b>	<b>15,614</b>	<b>13,341</b>

Vehicle Data	2020	2021	2022
Vehicle Miles	336,257	274,215	268,485
Roadcalls	2	2	0
Accidents	2	0	0
Vehicles	24	22	16
Drivers	17	15	11

Passenger Trips By Trip Purpose	2020	2021	2022
Medical	6,300	3,580	4,725
Employment	1,843	487	251
Ed/Train/DayCare	7,106	7,567	7,595
Nutritional	9,035	400	18
Life-Sustaining/Other	3,196	3,580	752
<b>TOTAL TRIPS</b>	<b>27,480</b>	<b>15,614</b>	<b>13,341</b>

Financial and General Data	2020	2021	2022
Expenses	\$1,140,226	\$1,071,796	\$1,162,765
Revenues	\$1,222,993	\$1,140,383	\$988,964
Commendations	2	4	0
Complaints	2	0	0
Passenger No-Shows	833	650	681
Unmet Trip Requests	0	0	0

Passenger Trips By Revenue Source	2020	2021	2022
CTD	9,795	6,925	6,140
AHCA	0	0	0
APD	5,291	4,414	5,318
DOEA	8,068	774	0
DOE	302	0	0
Other	4,024	3,501	1,883
<b>TOTAL TRIPS</b>	<b>27,480</b>	<b>15,614</b>	<b>13,341</b>

Performance Measures	2020	2021	2022
Accidents per 100,000 Miles	0.59	0	0
Miles between Roadcalls	168,128	137,108	0
Avg. Trips per Passenger	177.29	75.07	175.54
Cost per Trip	\$41.49	\$68.64	\$87.16
Cost per Paratransit Trip	\$41.49	\$68.64	\$87.16
Cost per Total Mile	\$3.39	\$3.91	\$4.33
Cost per Paratransit Mile	\$3.39	\$3.91	\$4.33

Trips by Provider Type	2020	2021	2022
CTC	18,445	14,839	13,341
Transportation Operator	0	0	0
Coordination Contractor	9,035	775	0
<b>TOTAL TRIPS</b>	<b>27,480</b>	<b>15,614</b>	<b>13,341</b>



County: Hamilton  
 CTC: Suwannee Valley Transit Authority  
 Contact: Larry Sessions  
 1907 Voyles St, SW  
 Live Oak, FL 32064  
 386-362-5332

Demographics	Number
Total County Population	0
Unduplicated Head Count	39



Email: larry.sessions@ridesvta.com

Trips By Type of Service	2020	2021	2022	Vehicle Data	2020	2021	2022
Fixed Route (FR)	0	0	0	Vehicle Miles	95,875	88,738	89,495
Deviated FR	0	0	0	Roadcalls	0	0	0
Complementary ADA	0	0	0	Accidents	0	0	1
Paratransit	9,604	6,142	7,774	Vehicles	7	6	5
TNC	0	0	0	Drivers	4	4	4
Taxi	0	0	0				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
<b>TOTAL TRIPS</b>	<b>9,604</b>	<b>6,142</b>	<b>7,774</b>				

Passenger Trips By Trip Purpose	2020	2021	2022
Medical	1,525	1,596	1,259
Employment	0	164	294
Ed/Train/DayCare	4,906	3,823	3,784
Nutritional	2,573	0	1,963
Life-Sustaining/Other	600	559	474
<b>TOTAL TRIPS</b>	<b>9,604</b>	<b>6,142</b>	<b>7,774</b>

Financial and General Data	2020	2021	2022
Expenses	\$361,599	\$356,139	\$387,589
Revenues	\$403,596	\$375,422	\$340,927
Commendations	1	0	0
Complaints	0	0	0
Passenger No-Shows	596	316	389
Unmet Trip Requests	0	0	0

Passenger Trips By Revenue Source	2020	2021	2022
CTD	7,328	4,193	4,741
AHCA	0	0	0
APD	620	789	136
DOEA	0	0	0
DOE	0	0	0
Other	1,656	1,160	2,897
<b>TOTAL TRIPS</b>	<b>9,604</b>	<b>6,142</b>	<b>7,774</b>

Performance Measures	2020	2021	2022
Accidents per 100,000 Miles	0	0	1.12
Miles between Roadcalls	0	0	0
Avg. Trips per Passenger	234.24	122.84	199.33
Cost per Trip	\$37.65	\$57.98	\$49.86
Cost per Paratransit Trip	\$37.65	\$57.98	\$49.86
Cost per Total Mile	\$3.77	\$4.01	\$4.33
Cost per Paratransit Mile	\$3.77	\$4.01	\$4.33

Trips by Provider Type	2020	2021	2022
CTC	9,604	6,142	7,774
Transportation Operator	0	0	0
Coordination Contractor	0	0	0
<b>TOTAL TRIPS</b>	<b>9,604</b>	<b>6,142</b>	<b>7,774</b>

County: Suwannee  
 CTC: Suwannee Valley Transit Authority  
 Contact: Larry Sessions  
 1907 Voyles St, SW  
 Live Oak, FL 32064  
 386-362-5332  
 Email: larry.sessions@ridesvta.com

Demographics	Number
Total County Population	0
Unduplicated Head Count	99



<b>Trips By Type of Service</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Vehicle Data</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Fixed Route (FR)	0	0	0	Vehicle Miles	78,258	71,597	131,827
Deviated FR	0	0	0	Roadcalls	0	0	0
Complementary ADA	0	0	0	Accidents	5	0	1
Paratransit	16,093	13,119	15,529	Vehicles	12	11	11
TNC	0	0	0	Drivers	10	9	11
Taxi	0	0	0				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
<b>TOTAL TRIPS</b>	<b>16,093</b>	<b>13,119</b>	<b>15,529</b>				
<b>Passenger Trips By Trip Purpose</b>				<b>Financial and General Data</b>			
Medical	5,065	4,213	4,698	Expenses	\$364,968	\$333,195	\$371,894
Employment	659	710	534	Revenues	\$404,233	\$368,044	\$349,042
Ed/Train/DayCare	8,176	6,485	7,575	Commendations	1	3	0
Nutritional	1	3	3	Complaints	0	3	0
Life-Sustaining/Other	2,192	1,708	2,719	Passenger No-Shows	292	128	141
<b>TOTAL TRIPS</b>	<b>16,093</b>	<b>13,119</b>	<b>15,529</b>	Unmet Trip Requests	0	0	0
<b>Passenger Trips By Revenue Source</b>				<b>Performance Measures</b>			
CTD	5,855	4,980	5,098	Accidents per 100,000 Miles	6.39	0	0.76
AHCA	0	0	0	Miles between Roadcalls	0	0	0
APD	7,893	6,118	7,477	Avg. Trips per Passenger	180.82	184.77	156.86
DOEA	0	0	0	Cost per Trip	\$22.68	\$25.40	\$23.95
DOE	0	0	0	Cost per Paratransit Trip	\$22.68	\$25.40	\$23.95
Other	2,345	2,021	2,954	Cost per Total Mile	\$4.66	\$4.65	\$2.82
<b>TOTAL TRIPS</b>	<b>16,093</b>	<b>13,119</b>	<b>15,529</b>	Cost per Paratransit Mile	\$4.66	\$4.65	\$2.82
<b>Trips by Provider Type</b>							
CTC	9,062	7,890	8,941				
Transportation Operator	0	0	0				
Coordination Contractor	7,031	5,229	6,588				
<b>TOTAL TRIPS</b>	<b>16,093</b>	<b>13,119</b>	<b>15,529</b>				



## Bus Transit System Annual Safety and Security Certification

*Certifying Compliance with Rule 14-90, FAC to the  
Florida Department of Transportation (FDOT)*

Certification Date (Current): 2022

Certification Year: (Previous): 2021

Name and Address of Bus Transit System: Suwannee Valley Transit Authority  
1907 Voyles Street, SW  
Live Oak, FL 32064

*The Bus Transit System (Agency) named above hereby certifies the following:*

- 1. The Agency has adopted a System Safety Program Plan (SSPP) and a Security Program Plan (SPP) pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code.*
- 2. The Agency is in compliance with its adopted SSPP and SPP.*
- 3. The Agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code.*
- 4. The Agency has conducted reviews of SSPP and SPP and the plans are up to date.*

Blue Ink Signature:  Date: 1/10/2022  
(Individual Responsible for Assurance of Compliance)

Name: Larry Sessions Title: Administrator

Name and address of entity(ies) which has (have) performed bus safety inspections and security assessments:

Name: Suwannee Valley Transit Authority

Address: 1907 Voyles Street, SW Live Oak, FL 32064

Name of Qualified Mechanic who Performed Annual Inspections: Wayne Blevins

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**CERTIFICATE OF COMPLIANCE**

725-030-10  
TRANSIT  
12/01

for a  
SECTION 5311 SUBRECIPIENT  
(Certifying compliance with 49 CFR Parts 40, 655)  
To  
Florida Department of Transportation

DATE 1/7/2021

Section 5311 Subrecipient Information:

AGENCY NAME: Suwannee Valley Transit Auth  
ADDRESS: 1907 Voyles Street, SW Live Oak, FL  
PHONE: 386-362-5332

FDOT District Office Information:

NAME: Doreen Joyner-Howard, AICP  
ADDRESS: 2198 Edison Avenue, Jacksonville, FL  
PHONE: 904-360-5650

I, Larry Sessions, Administrator  
(Name) (Title)

hereby certify that Suwannee Valley Transit Authority and its applicable  
(Name of Subrecipient)  
contractor(s) (listing attached hereto) for Suwannee Valley Transit Authority  
(Name of Subrecipient)

has (have) established and implemented an anti-drug and alcohol misuse prevention program in accordance with the provisions of 49 CFR Parts 40 and 655 as amended. I further certify that the employee training conducted under this part meets the requirements of 49 CFR Parts 40 and 655 as amended.

  
Signature

## VI ON-SITE OBSERVATION OF THE SYSTEM

1. **Date of Observation:**  
An on-site observation of the system was not conducted due to COVID-19 safety concerns.
2. **Location:**  
\_\_\_\_\_
3. **Number of Passengers picked up/dropped off:**  
**Ambulatory:** \_\_\_\_\_  
**Non-Ambulatory:** \_\_\_\_\_
4. **Was the driver on time?**  
\_\_\_\_\_
5. **Did the driver provide passenger assistance?**  
\_\_\_\_\_
6. **Was the driver wearing identification?**  
\_\_\_\_\_
7. **Did the driver ensure the passengers were properly secured?**  
\_\_\_\_\_
8. **Was the interior of the vehicle free of dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger?**  
\_\_\_\_\_
9. **Is there a sign posted on the interior of the vehicle with both a local phone number and the Transportation Disadvantaged Program Helpline for comments/complaints/commodations?**  
\_\_\_\_\_
10. **Did the vehicle have working heat and air conditioning?**  
\_\_\_\_\_
11. **Did the vehicle have two-way communications in good working order?**  
\_\_\_\_\_
12. **If used, was the lift in good working order?**  
\_\_\_\_\_
13. **Was there safe and appropriate seating for all passengers?**  
\_\_\_\_\_
14. **Did the driver properly use the lift and secure the passenger?**  
\_\_\_\_\_

## VII PASSENGER SURVEYS

**How often do your ride?**

Daily 7 days/week	1-2 Times/Week	3-5 Times/Week	Other
0	5	0	3

**Have you been denied transportation services?**

Yes 0

No 8

**What is your trip purpose?**

Medical	Education/Training	Employment	Other
8	0	0	0

**Do you have concerns with your service?**

Yes 0

No 8

**What types of concerns do you have?**

Late Trips	Driver Behavior	Availability	Vehicle Condition	Customer Service	Cost
0	0	0	0	0	0

## VII PURCHASING AGENCY SURVEYS

### PURCHASING AGENCY SURVEY

**Purchasing Agency:** Suwannee River Economic Council, Inc.

**Representative of Purchasing Agency:** Matthew Pearson, Executive Director

**County(ies):** Columbia, Hamilton and Suwannee

**1) What is the primary purpose for purchasing transportation service from Suwannee Valley Transit Authority for your clients?**

- Medical
- Employment
- Education/Training/Day Care
- Nutritional
- Life Sustaining/Other

**2) Do you have any concerns with Suwannee Valley Transit Authority's service?**

- Yes
- No If no, skip to question 6

**3) If you answered "yes" to question 2 above, please identify the types of concerns:**

- Advance notice requirement
- Cost
- Service area limits
- Pick up times not convenient
- Vehicle condition
- Lack of passenger assistance
- Accessibility concerns
- Complaints about drivers
- Complaints about timeliness
- Length of wait for reservations
- Other \_\_\_\_\_

**4) Overall, are you satisfied with the transportation services provided by Suwannee Valley Transit Authority?**

- Yes
- No If no, why? \_\_\_\_\_

**Thank you for completing this survey.**

## VIII COST



### CTC Expense Sources

County: Columbia

CTC Status: In Progress

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Pending Submission

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Expense Sources</b>						
Labor	\$ 570,017	\$ 0	\$ 570,017	\$ 510,272	\$ 946	\$ 511,218
Fringe Benefits	\$ 260,794	\$ 0	\$ 260,794	\$ 222,786	\$ 372	\$ 223,158
Services	\$ 56,765	\$ 0	\$ 56,765	\$ 61,547	\$ 0	\$ 61,547
Materials & Supplies Consumed	\$ 147,130	\$ 0	\$ 147,130	\$ 115,137	\$ 78	\$ 115,215
Utilities	\$ 27,506	\$ 0	\$ 27,506	\$ 26,910	\$ 23	\$ 26,933
Casualty & Liability	\$ 45,060	\$ 0	\$ 45,060	\$ 38,782	\$ 1,969	\$ 40,751
Taxes	\$ 32	\$ 0	\$ 32	\$ 76	\$ 0	\$ 76
Miscellaneous	\$ 673	\$ 0	\$ 673	\$ 74,972	\$ 0	\$ 74,972
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 3,291	\$ 0	\$ 3,291	\$ 2,398	\$ 0	\$ 2,398
Capital Purchases	\$ 51,497	\$ 0	\$ 51,497	\$ 15,528	\$ 0	\$ 15,528
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Purchased Transportation Services</b>						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
<b>Total - Expense Sources</b>	<b>\$ 1,162,765</b>	<b>\$ 0</b>	<b>\$ 1,162,765</b>	<b>\$ 1,068,408</b>	<b>\$ 3,388</b>	<b>\$ 1,071,796</b>





## CTC Expense Sources

County: Hamilton

CTC Status: In Progress

CTC Organization: Suwannee Valley  
Transit Authority

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Rejected

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Labor	\$ 190,006	\$ 0	\$ 190,006	\$ 170,091	\$ 0	\$ 170,091
Fringe Benefits	\$ 86,931	\$ 0	\$ 86,931	\$ 74,262	\$ 0	\$ 74,262
Services	\$ 18,922	\$ 0	\$ 18,922	\$ 20,516	\$ 0	\$ 20,516
Materials & Supplies Consumed	\$ 49,043	\$ 0	\$ 49,043	\$ 38,382	\$ 0	\$ 38,382
Utilities	\$ 9,169	\$ 0	\$ 9,169	\$ 8,970	\$ 0	\$ 8,970
Casualty & Liability	\$ 15,020	\$ 0	\$ 15,020	\$ 12,927	\$ 0	\$ 12,927
Taxes	\$ 11	\$ 0	\$ 11	\$ 25	\$ 0	\$ 25
Miscellaneous	\$ 224	\$ 0	\$ 224	\$ 24,991	\$ 0	\$ 24,991
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 1,097	\$ 0	\$ 1,097	\$ 799	\$ 0	\$ 799
Capital Purchases	\$ 17,166	\$ 0	\$ 17,166	\$ 5,176	\$ 0	\$ 5,176
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Purchased Transportation Services</b>						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
<b>Total - Expense Sources</b>	<b>\$ 387,589</b>	<b>\$ 0</b>	<b>\$ 387,589</b>	<b>\$ 356,139</b>	<b>\$ 0</b>	<b>\$ 356,139</b>



## CTC Expense Sources

County: Suwannee  
 Fiscal Year: 07/01/2021 - 06/30/2022

CTC Status: In Progress  
 CTD Status: Rejected

CTC Organization: Suwannee Valley  
 Transit Authority

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Labor	\$ 144,766	\$ 23,992	\$ 168,758	\$ 129,593	\$ 19,095	\$ 148,688
Fringe Benefits	\$ 66,233	\$ 640	\$ 66,873	\$ 56,581	\$ 5,085	\$ 61,666
Services	\$ 14,416	\$ 1,118	\$ 15,534	\$ 15,631	\$ 9,604	\$ 25,235
Materials & Supplies Consumed	\$ 37,366	\$ 8,838	\$ 46,204	\$ 29,241	\$ 9,513	\$ 38,754
Utilities	\$ 6,986	\$ 0	\$ 6,986	\$ 6,834	\$ 0	\$ 6,834
Casualty & Liability	\$ 11,444	\$ 9,745	\$ 21,189	\$ 9,849	\$ 9,583	\$ 19,432
Taxes	\$ 8	\$ 2,447	\$ 2,455	\$ 19	\$ 0	\$ 19
Miscellaneous	\$ 171	\$ 6,835	\$ 7,006	\$ 19,041	\$ 0	\$ 19,041
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 836	\$ 0	\$ 836	\$ 609	\$ 0	\$ 609
Capital Purchases	\$ 13,079	\$ 0	\$ 13,079	\$ 3,944	\$ 8,973	\$ 12,917
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 22,974	\$ 22,974	\$ 0	\$ 0	\$ 0
<b>Purchased Transportation Services</b>						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
<b>Total - Expense Sources</b>	<b>\$ 295,305</b>	<b>\$ 76,589</b>	<b>\$ 371,894</b>	<b>\$ 271,342</b>	<b>\$ 61,853</b>	<b>\$ 333,195</b>

## IX LEVEL OF COMPETITION

**1. Inventory of Transportation Operators in the Service Area**

	Transportation Providers Available	Transportation Providers Contracted in the System.
Private Non-Profit	3	2
Private For-Profit	9	0
Government	0	0
Public Transit Agency	1	1
<b>Total</b>	<b>13</b>	<b>3</b>

2. **How many of the operators are coordination contractors?** \_\_\_\_\_ 2

3. **Does the Community Transportation Coordinator have a competitive procurement process?**

Yes \_\_\_\_\_

4. **What methods have been used in selection of the transportation operators?**

<input type="checkbox"/>	Low bid
<input type="checkbox"/>	Requests for qualifications
<input type="checkbox"/>	Negotiation only

<input checked="" type="checkbox"/>	Requests for proposals
<input type="checkbox"/>	Requests for interested parties
<input type="checkbox"/>	

**X LEVEL OF COORDINATION**

1. **Public Information – How is public information distributed about transportation services in the community?**

Suwannee Valley Transit Authority distributes brochures in the community.

2. **Eligibility – How is passenger eligibility coordinated for local transportation services?**

Suwannee Valley Transit Authority determines all passenger eligibility except for passengers sponsored by Florida’s Managed Medical Care Program.

3. **Call Intake – To what extent is transportation coordinated to ensure that a user can reach a Reservationist on the first call?**

Individuals call Suwannee Valley Transit Authority to schedule all trips except trips provided through Florida’s Managed Medical Care Program.

4. **Reservations –How is the duplication of a reservation prevented?**

Suwannee Valley Transit Authority handles all trip reservations except trip reservations for Florida’s Managed Medical Care Program.

5. **Trip Allocation – How is the allocation of trip requests to providers coordinated?**

Not applicable. No subcontracted operators.

6. **Scheduling – How is the trip assignment to vehicles coordinated?**

Suwannee Valley Transit Authority schedules all trips except for trips sponsored by Florida’s Managed Medical Care Program.

7. **General Service Monitoring – How is the overseeing of transportation operators coordinated?**

Not applicable. No subcontracted operators.

Effective: January 1, 2019 to December 31, 2021

STATE OF FLORIDA  
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED  
STANDARD COORDINATION/OPERATOR CONTRACT

**THIS CONTRACT** is entered into between the COMMUNITY TRANSPORTATION COORDINATOR, Suwannee Valley Transit Authority, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Columbia county(ies), and hereinafter referred to as the "Coordinator" and Columbia County Senior Services, Inc, hereinafter referred to as the "Agency/Operator". The terms and conditions of this Contract are effective January 1, 2019 and will continue through December 31, 2021.

WHEREAS, the Coordinator is required, under Rule 41-2, F.A.C., Contractual Arrangements, to provide and/or enter into where cost effective and efficient; to enter into subcontract(s) or to broker transportation services to transportation operators; and

WHEREAS, transportation disadvantaged funds includes any local government, state or federal funds that are for the transportation of transportation disadvantaged; and

WHEREAS, the Coordinator desires to contract with the Agency/Operator for the provision of transportation services for the transportation disadvantaged; and

WHEREAS, the Coordinator believes it to be in the public interest to provide such transportation services through the Agency/Operator for the residents of the service area who are clients of the Agency/Operator; and

WHEREAS, the Agency/Operator will provide the Coordinator the opportunity to develop a proposal for any new transportation services needed; and

WHEREAS, the Agency/Operator, in an effort to coordinate available resources, will make available transportation services to the Coordinator.

WHEREAS, this Contract allows for the provisions of transportation services be provided by the Agency/Operator, in accordance with Chapter 427, F.S., Rule 41-2, F.A.C., and the most current Community Transportation Coordinator policies.

NOW, THEREFORE, in consideration of the mutual covenants, promises and

representations herein, the parties agree as follows:

THE AGENCY/OPERATOR SHALL:

- A. Provide services and vehicles according to the conditions specified in Attachment I.
- B. Coordinate available resources and make available transportation services to the Coordinator. Such services shall be provided in accordance with Attachment I.
- C. Submit to the Coordinator Annual Operating Report data detailing demographic, operational and financial data regarding coordination activities in the designated service area. The report shall be prepared on forms provided by the Commission for the Transportation Disadvantaged, hereinafter Commission, and according to the instructions for the forms.
- D. Comply with audit and record keeping requirements by :
  - 1. Utilizing the Commission recognized Chart of Accounts defined in the Transportation Accounting Consortium Model Uniform Accounting System for Rural and Specialized Transportation Providers (uniform accounting system) for all transportation disadvantaged accounting and reporting purposes. Agencies/Operators with existing and equivalent accounting systems are not required to adopt the Chart of Accounts in lieu of their existing Chart of Accounts but shall prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.
  - 2. Maintaining and filing with the Coordinator such progress, fiscal, inventory and other reports as the Coordinator may require during the period of this contract.
  - 3. By reserving to the Coordinator, the right to conduct finance and compliance audits at any time. Such audits conducted by the Coordinator will be at the expense of the Coordinator.
- E. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of the five (5) years, the records shall be retained until resolution of the audit findings. The Agency/Operator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Coordinator or Commission or this Agreement. The Commission and the Coordinator shall have full access to and the right to examine any of the

records and documents during the retention period.

F. Comply with Safety Requirements by:

1. Complying with Section 341.061, F.S., and Rule 14-90, F.A.C., concerning System Safety or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board;
2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing, and;
3. Complying with Coordinator's System Safety Program Plan (SSPP) for designated service area.

G. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of \$100,000 for any one person and \$200,000 per occurrence at all times during the existence of this Contract. Upon the execution of this Contract, the Agency/Operator shall add the Coordinator as an additional named insured to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in the limits of liability in the insurance policy, the insurance agent or broker shall notify the Coordinator. The Agency/Operator shall furnish the Coordinator written verification of the existence of such insurance coverage prior to the execution of this Contract. School board vehicle insurance coverage shall be in accordance with Section 234.03, F.S. and 234.211, F.S. Insurance coverage in excess of \$1 million per occurrence must be approved by the Coordinator and/or the local Coordinating Board before inclusion in this contract or in the justification of rates and fare structures, s. 41-2.006(1), FAC..

H. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations, including but not limited to 45 CFR, Part 205.50, except upon order of a court of competent jurisdiction, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.

I. Protect Civil Rights by:

1. Complying with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, as amended. The Agency/Operator gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or

benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so required by the Coordinator. Agency/Operator shall also assure compliance with:

- a. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving or benefiting from federal financial assistance.
  - b. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving or benefiting from federal financial assistance.
  - c. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
  - d. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from federal financial assistance.
  - e. The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from federal financial assistance.
  - f. All regulations, guidelines, and standards lawfully adopted under the above statutes.
  - g. The Americans with Disabilities Act of 1990, as it may be amended from time to time.
2. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the Agency/Operator, its successors, subcontractors, transferees, and assignees for the period during which such assistance is provided. Assuring that operators, subcontractors, subgrantees, or others with whom the Coordinator arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Agency/Operator agrees that the Coordinator may, at its discretion,



seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

- J. Agency/Operator's obligation to indemnify, defend, and pay for the defense or at the Coordinator's option, to participate and associate with the Coordinator in the defense and trial of any claim and any related settlement negotiations, shall be triggered by the Coordinator's notice of claim for indemnification to the Agency/Operator. Agency/Operator's inability to evaluate liability or its evaluation of liability shall not excuse the Agency/Operator's duty to defend and indemnify within seven days after such notice by the Coordinator is given by registered mail. Only an adjudication or judgment after the highest appeal is exhausted specifically finding the Coordinator solely negligent shall excuse performance of this provision by the Agency/Operator. Agency/Operator shall pay all costs and fees related to this obligation and its enforcement by the Coordinator. The Coordinator's failure to notify Agency/Operator of a claim shall not release Agency/Operator of the above duty to defend.
- K Comply with all standards and performance requirements of the:
1. The Commission for the Transportation Disadvantaged (Attachment II);
  2. The local Coordinating Board approved Transportation Disadvantaged Service Plan and;
  3. Any entities that purchase service.

Failure to meet the requirements or obligations set forth in this Contract, and performance requirements established and monitored by the Coordinating Board in the approved Transportation Disadvantaged Service Plan shall be due cause for non-payment of reimbursement invoices until such deficiencies have been addressed or corrected to the satisfaction of the Coordinator.

- L. Provide Corrective Action. A corrective action notice is a written notice to the Agency/Operator that the Agency/Operator is in breach of certain provisions of this Contract and that correction is required. Any corrective action notice will specify a reasonable time for corrective action to be completed. The Agency/Operator agrees to implement the Corrective Action specified in the notice and provide written documentation to substantiate the implementation of the Corrective Action.
- M. All contracts, subcontracts, coordination contracts will be reviewed annually by the Coordinator and local Coordinating Board for conformance with the requirements of

- C. At a minimum, annually monitor the Agency/Operator for insurance, safety and reporting requirements, pursuant to Chapter 427, F.S., and Rule 41-2, F.A.C. The information contained in the Annual Operating Report must be collected, at a minimum, quarterly from the Agency/Operator.

THE OPERATOR AND COORDINATOR FURTHER AGREE:

- A. Nothing in the Contract shall require the Coordinator to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law. If any provision of the Contract is found by a court of law to violate any applicable state law, the purchasing entity will at once notify the Coordinator in writing in order that appropriate changes and modification may be made by the Coordinator and the Agency/Operator to the end that the Agency/Operator may proceed as soon as possible with the provision of transportation services.
- B. If any part or provision of this Contract is held invalid, the remainder of this Contract shall be binding on the parties hereto.
- C. Termination Conditions:
  - 1. Termination at Will - This Contract may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.
  - 2. Termination due to Lack of Designation - In the event that the Coordinator so designated by the local Coordinating Board and approved by the Commission, loses its designation, this contract is terminated immediately upon notification to the Agency/Operator. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt.
  - 3. Termination due to Disapproval of Memorandum of Agreement - In the event that the Commission does not accept and approve any contracted transportation rates listed within the Memorandum of Agreement, this Contract is terminated immediately upon notification to the Agency/Operator. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt.
  - 4. Termination due to Lack of Funds - In the event funds to finance this

this Contract.

- N. Return to the Coordinator any overpayments due to unearned funds or funds disallowed pursuant to the terms of this Contract that were disbursed to the Agency/Operator by the Coordinator. The Agency/Operator shall return any overpayment within thirty (30) calendar days after either discovery by the Agency/Operator, or notification of the Agency/Operator by the Coordinator or entity purchasing transportation, whichever is earlier. In the event that the Coordinator first discovers an overpayment has been made, the Coordinator will notify the Agency/Operator by letter of such a finding. Should repayment not be made in a timely manner, the Coordinator or purchasing entity will charge interest after thirty (30) calendar days after the date of notification or discovery, or the Coordinator will deduct said amount from future invoices.
- O. In performing this Contract, the Agency/Operator shall not discriminate against any employee or applicant for employment because of race, age, disability, creed, color, sex or national origin. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Agency/Operator shall insert the foregoing provision modified only to show the particular contractual relationship in all its contracts in connection with the development of operation of the Contract, except contracts for the standard commercial supplies or raw materials, and shall require all such contractors to insert a similar provision in subcontracts relating to the performance of this Contract, except subcontracts for standard commercial supplies or raw materials. The Agency/Operator shall post, in conspicuous places available to employees and applicants for employment for Project work, notices setting forth the provisions of the nondiscrimination clause.
- P. By execution of this Contract, the Agency/Operator represents that it has not paid and, also, agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder. Funds disbursed to the Agency/Operator under this Contract shall not be expended for the purpose of lobbying the Legislature, the judicial branch, or a state agency.

THE COORDINATOR SHALL:

- A. Recognize the Agency/Operator as described in Chapter 427, F.S., and Rule 41-2, F.A.C.
- B. Insure that entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the coordinated system.

contract become unavailable, the Coordinator may terminate the contract with no less than twenty-four (24) hours written notice to the Agency/Operator. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt. The Coordinator shall be the final authority as to the availability of funds.

5. Termination for Breach - Unless the Agency/Operator's breach is waived by the Coordinator in writing, the Coordinator may, by written notice to the Agency/Operator, terminate this Contract upon no less than twenty-four (24) hours notice. Notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Coordinator of breach of any provision of this Contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Contract, and shall not act as a waiver or estoppel to enforcement of any provision of this Contract. The provisions herein do not limit the Coordinator's right to remedies at law or to damages.

6. Upon receipt of a notice of termination of this Contract for any reason, the Agency/Operator shall cease service and prepare all final reports and documents required by the terms of this Contract. A final invoice shall be sent to the Coordinator within thirty (30) days after the termination of this Contract.

- D. Renegotiations or Modifications of this Contract shall only be valid when they have been reduced to writing, duly approved by the Coordinator, and signed by both parties hereto.
- E. Agency/Operator shall assign no portion of this Contract without the prior written consent of the Coordinator.
- F. This Contract is the entire agreement between the parties.
- G. Attachments I and II are an integral part of the Contract and are hereby incorporated by reference into this Contract. All subsequent attachments are of an optional nature.
- H. Notice and Contact:

The name and address of the contract manager for the Coordinator for this Contract is:

Larry Sessions, Administrator  
Suwannee Valley Transit Authority  
1907 Voyles Street, SW Live Oak, FL 32064  
(386) 362-5332

The representative/position of the Agency/Operator responsible for administration of the program under this contract is:

Deborah B. Freeman, Executive Director  
Columbia County Senior Services, Inc.  
P. O. Box 1772 Lake City, FL 32056-1772

In the event that different representatives are designated by either party after execution of this Contract, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this Contract.

This contract and its attachments contain all the terms and conditions agreed upon by the parties hereto.

WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

AGENCY/OPERATOR:

COMMUNITY TRANSPORTATION  
COORDINATOR

Columbia County Senior Services, Inc.  
(Agency/Operator Name)

Suwannee Valley Transit Authority  
(Coordinator Name)

~~Deborah B. Freeman~~ **DAVID HUCKABEE**  
Typed Name of Authorized Individual

Larry Sessions  
Typed Name of Authorized Individual

Signature: 

Signature: 

Title: Executive Director

Title: Administrator

Effective: 1/01/20 to 12/31/21

STATE OF FLORIDA  
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED  
STANDARD COORDINATION/OPERATOR CONTRACT

**THIS CONTRACT** is entered into between the COMMUNITY TRANSPORTATION COORDINATOR, Suwannee Valley Transit Authority designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Columbia, Hamilton, Suwannee county(ies), and hereinafter referred to as the "Coordinator" and The ARC North Florida, Inc., hereinafter referred to as the "Agency/Operator". The terms and conditions of this Contract are effective 1/01/2020 and will continue through 12/31/2021.

WHEREAS, the Coordinator is required, under Rule 41-2, F.A.C., Contractual Arrangements, to provide and/or enter into where cost effective and efficient; to enter into subcontract(s) or to broker transportation services to transportation operators; and

WHEREAS, transportation disadvantaged funds includes any local government, state or federal funds that are for the transportation of transportation disadvantaged; and

WHEREAS, the Coordinator desires to contract with the Agency/Operator for the provision of transportation services for the transportation disadvantaged; and

WHEREAS, the Coordinator believes it to be in the public interest to provide such transportation services through the Agency/Operator for the residents of the service area who are clients of the Agency/Operator; and

WHEREAS, the Agency/Operator will provide the Coordinator the opportunity to develop a proposal for any new transportation services needed; and

WHEREAS, the Agency/Operator, in an effort to coordinate available resources, will make available transportation services to the Coordinator.

WHEREAS, this Contract allows for the provisions of transportation services be provided by the Agency/Operator, in accordance with Chapter 427, F.S., Rule 41-2, F.A.C., and the most current Community Transportation Coordinator policies.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations herein, the parties agree as follows:

THE AGENCY/OPERATOR SHALL:

- A. Provide services and vehicles according to the conditions specified in Attachment I.
- B. Coordinate available resources and make available transportation services to the Coordinator. Such services shall be provided in accordance with Attachment I.
- C. Submit to the Coordinator Annual Operating Report data detailing demographic, operational and financial data regarding coordination activities in the designated service area. The report shall be prepared on forms provided by the Commission for the Transportation Disadvantaged, hereinafter Commission, and according to the instructions for the forms.
- D. Comply with audit and record keeping requirements by :
  1. Utilizing the Commission recognized Chart of Accounts defined in the Transportation Accounting Consortium Model Uniform Accounting System for Rural and Specialized Transportation Providers (uniform accounting system) for all transportation disadvantaged accounting and reporting purposes. Agencies/Operators with existing and equivalent accounting systems are not required to adopt the Chart of Accounts in lieu of their existing Chart of Accounts but shall prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.
  2. Maintaining and filing with the Coordinator such progress, fiscal, inventory and other reports as the Coordinator may require during the period of this contract.
  3. By reserving to the Coordinator, the right to conduct finance and compliance audits at any time. Such audits conducted by the Coordinator will be at the expense of the Coordinator.
- E. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of the five (5) years, the records shall be retained until resolution of the audit findings. The Agency/Operator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Coordinator or Commission or this Agreement. The Commission

and the Coordinator shall have full access to and the right to examine any of the records and documents during the retention period.

- F. Comply with Safety Requirements by:
  - 1. Complying with Section 341.061, F.S., and Rule 14-90, F.A.C., concerning System Safety or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board;
  - 2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing, and;
  - 3. Complying with Coordinator's System Safety Program Plan (SSPP) for designated service area.
  
- G. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of \$200,000 for any one person and \$300,000 per occurrence at all times during the existence of this Contract. Upon the execution of this Contract, the Agency/Operator shall add the Coordinator as an additional named insured to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in the limits of liability in the insurance policy, the insurance agent or broker shall notify the Coordinator. The Agency/Operator shall furnish the Coordinator written verification of the existence of such insurance coverage prior to the execution of this Contract. School board vehicle insurance coverage shall be in accordance with Section 234.03, F.S. and 234.211, F.S. Insurance coverage in excess of \$1 million per occurrence must be approved by the Coordinator and/or the local Coordinating Board before inclusion in this contract or in the justification of rates and fare structures, s. 41-2.006(1), FAC..
  
- H. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations, including but not limited to 45 CFR, Part 205.50, except upon order of a court of competent jurisdiction, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.
  
- I. Protect Civil Rights by:
  - 1. Complying with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, as amended. The Agency/Operator gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts,



or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so required by the Coordinator. Agency/Operator shall also assure compliance with:

- a. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving or benefiting from federal financial assistance.
  - b. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving or benefiting from federal financial assistance.
  - c. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
  - d. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from federal financial assistance.
  - e. The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from federal financial assistance.
  - f. All regulations, guidelines, and standards lawfully adopted under the above statutes.
  - g. The Americans with Disabilities Act of 1990, as it may be amended from time to time.
2. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the Agency/Operator, its successors, subcontractors, transferees, and assignees for the period during which such assistance is provided. Assuring that operators, subcontractors, subgrantees, or others with whom the Coordinator arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to

comply, the Agency/Operator agrees that the Coordinator may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

- J. Agency/Operator's obligation to indemnify, defend, and pay for the defense or at the Coordinator's option, to participate and associate with the Coordinator in the defense and trial of any claim and any related settlement negotiations, shall be triggered by the Coordinator's notice of claim for indemnification to the Agency/Operator. Agency/Operator's inability to evaluate liability or its evaluation of liability shall not excuse the Agency/Operator's duty to defend and indemnify within seven days after such notice by the Coordinator is given by registered mail. Only an adjudication or judgment after the highest appeal is exhausted specifically finding the Coordinator solely negligent shall excuse performance of this provision by the Agency/Operator. Agency/Operator shall pay all costs and fees related to this obligation and its enforcement by the Coordinator. The Coordinator's failure to notify Agency/Operator of a claim shall not release Agency/Operator of the above duty to defend.
- K. Comply with all standards and performance requirements of the:
1. The Commission for the Transportation Disadvantaged (Attachment II);
  2. The local Coordinating Board approved Transportation Disadvantaged Service Plan and;
  3. Any entities that purchase service.
- Failure to meet the requirements or obligations set forth in this Contract, and performance requirements established and monitored by the Coordinating Board in the approved Transportation Disadvantaged Service Plan shall be due cause for non-payment of reimbursement invoices until such deficiencies have been addressed or corrected to the satisfaction of the Coordinator.
- L. Provide Corrective Action. A corrective action notice is a written notice to the Agency/Operator that the Agency/Operator is in breach of certain provisions of this Contract and that correction is required. Any corrective action notice will specify a reasonable time for corrective action to be completed. The Agency/Operator agrees to implement the Corrective Action specified in the notice and provide written documentation to substantiate the implementation of the Corrective Action.
- M. All contracts, subcontracts, coordination contracts will be reviewed annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Contract.

- N. Return to the Coordinator any overpayments due to unearned funds or funds disallowed pursuant to the terms of this Contract that were disbursed to the Agency/Operator by the Coordinator. The Agency/Operator shall return any overpayment within thirty (30) calendar days after either discovery by the Agency/Operator, or notification of the Agency/Operator by the Coordinator or entity purchasing transportation, whichever is earlier. In the event that the Coordinator first discovers an overpayment has been made, the Coordinator will notify the Agency/Operator by letter of such a finding. Should repayment not be made in a timely manner, the Coordinator or purchasing entity will charge interest after thirty (30) calendar days after the date of notification or discovery, or the Coordinator will deduct said amount from future invoices.
  
- O. In performing this Contract, the Agency/Operator shall not discriminate against any employee or applicant for employment because of race, age, disability, creed, color, sex or national origin. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Agency/Operator shall insert the foregoing provision modified only to show the particular contractual relationship in all its contracts in connection with the development of operation of the Contract, except contracts for the standard commercial supplies or raw materials, and shall require all such contractors to insert a similar provision in subcontracts relating to the performance of this Contract, except subcontracts for standard commercial supplies or raw materials. The Agency/Operator shall post, in conspicuous places available to employees and applicants for employment for Project work, notices setting forth the provisions of the nondiscrimination clause.
  
- P. By execution of this Contract, the Agency/Operator represents that it has not paid and, also, agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder. Funds disbursed to the Agency/Operator under this Contract shall not be expended for the purpose of lobbying the Legislature, the judicial branch, or a state agency.

THE COORDINATOR SHALL:

- A. Recognize the Agency/Operator as described in Chapter 427, F.S., and Rule 41-2, F.A.C.
  
- B. Insure that entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the coordinated system.

- C. At a minimum, annually monitor the Agency/Operator for insurance, safety and reporting requirements, pursuant to Chapter 427, F.S., and Rule 41-2, F.A.C. The information contained in the Annual Operating Report must be collected, at a minimum, quarterly from the Agency/Operator.

THE OPERATOR AND COORDINATOR FURTHER AGREE:

- A. Nothing in the Contract shall require the Coordinator to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law. If any provision of the Contract is found by a court of law to violate any applicable state law, the purchasing entity will at once notify the Coordinator in writing in order that appropriate changes and modification may be made by the Coordinator and the Agency/Operator to the end that the Agency/Operator may proceed as soon as possible with the provision of transportation services.
- B. If any part or provision of this Contract is held invalid, the remainder of this Contract shall be binding on the parties hereto.
- C. Termination Conditions:
1. Termination at Will - This Contract may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.
  2. Termination due to Lack of Designation - In the event that the Coordinator so designated by the local Coordinating Board and approved by the Commission, loses its designation, this contract is terminated immediately upon notification to the Agency/Operator. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt.
  3. Termination due to Disapproval of Memorandum of Agreement - In the event that the Commission does not accept and approve any contracted transportation rates listed within the Memorandum of Agreement, this Contract is terminated immediately upon notification to the Agency/Operator. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt.
  4. Termination due to Lack of Funds - In the event funds to finance this contract become unavailable, the Coordinator may terminate the contract with no less than twenty-four (24) hours written notice to the Agency/Operator. Notice

shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt. The Coordinator shall be the final authority as to the availability of funds.

5. Termination for Breach - Unless the Agency/Operator's breach is waived by the Coordinator in writing, the Coordinator may, by written notice to the Agency/Operator, terminate this Contract upon no less than twenty-four (24) hours notice. Notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Coordinator of breach of any provision of this Contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Contract, and shall not act as a waiver or estoppel to enforcement of any provision of this Contract. The provisions herein do not limit the Coordinator's right to remedies at law or to damages.
  6. Upon receipt of a notice of termination of this Contract for any reason, the Agency/Operator shall cease service and prepare all final reports and documents required by the terms of this Contract. A final invoice shall be sent to the Coordinator within thirty (30) days after the termination of this Contract.
- D. Renegotiations or Modifications of this Contract shall only be valid when they have been reduced to writing, duly approved by the Coordinator, and signed by both parties hereto.
  - E. Agency/Operator shall assign no portion of this Contract without the prior written consent of the Coordinator.
  - F. This Contract is the entire agreement between the parties.
  - G. Attachments I and II are an integral part of the Contract and are hereby incorporated by reference into this Contract. All subsequent attachments are of an optional nature.
  - H. Notice and Contact:

The name and address of the contract manager for the Coordinator for this Contract is:

Larry Sessions, Administrator  
1907 Voyles St. S.W.  
Live Oak, Florida 32064

The representative/position of the Agency/Operator responsible for administration of the program under this contract is: Beverly Standridge  
511 Gold Kist Blvd, SW  
Live Oak, Florida 32064

In the event that different representatives are designated by either party after execution of this Contract, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this Contract.

This contract and its attachments contain all the terms and conditions agreed upon by the parties hereto.

WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

AGENCY/OPERATOR:

COMMUNITY TRANSPORTATION  
COORDINATOR

The ARC North Florida, Inc.

Suwannee Valley Transit Authority

(Agency/Operator Name)  
Beverly Standridge

(Coordinator Name)  
Larry Sessions

Typed Name of Authorized Individual

Typed Name of Authorized Individual

Signature: Beverly Standridge

Signature: [Signature]

Title: Executive Director

Title: Administrator



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November 9, 2022

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: 2021/2022 Annual Operating Reports

RECOMMENDATION

**Review Suwannee Valley Transit Authority’s 2021/2022 Annual Operating Reports.**

BACKGROUND

Suwannee Valley Transit Authority is required to submit annual operating reports to the Florida Commission for the Transportation Disadvantaged by September 15 of each year. Attached are Suwannee Valley Transit Authority’s 2021/2022 Annual Operating Reports for Columbia, Hamilton and Suwannee Counties.

If you have any questions concerning the attached report, please contact me at extension 110.

Attachments

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# CTC Organization

**County:** Columbia

**Fiscal Year:** 7/1/2021 - 6/30/2022

**CTC Status:** In Progress

**CTD Status:** Rejected

**Date Initiated:** 7/14/2022

**CTC Organization Name:** Suwannee Valley Transit Authority

**Address:** 1907 Voyles St, SW

**City:** Live Oak

**State:** FL

**Zip Code:** 32064

**Organization Type:** Public Transit Authority

**Network Type:** Sole Source

**Operating Environment:** Rural

**Transportation Operators:** No

**Number of Transportation Operators:** 0

**Coordination Contractors:** No

**Number of Coordination Contractors:** 0

**Provide Out of County Trips:** Yes

**Local Coordinating Board (LCB) Chairperson:** Travis Land

**CTC Contact:** Larry Sessions

**CTC Contact Title:** Administrator

**CTC Contact Email:** larry.sessions@ridesvta.com

**Phone:** (386) 362-5332

## CTC Certification

I, Larry Sessions, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): \_\_\_\_\_

## LCB Certification

I, Travis Land, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): \_\_\_\_\_



# CTC Trips

County: Columbia

CTC Status: In Progress

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Pending Submission

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Service Type - One Way</b>						
Fixed Route/Fixed Schedule						
Daily Pass Trips	0	N/A	0	0	N/A	0
Weekly Pass Trips	0	N/A	0	0	N/A	0
Monthly Pass Trips	0	N/A	0	0	N/A	0
Deviated Fixed Route Service	0	N/A	0	0	N/A	0
Complementary ADA Service	0	N/A	0	0	N/A	0
Paratransit						
Ambulatory	10,703	0	10,703	13,239	775	14,014
Non-Ambulatory	2,638	0	2,638	1,600	0	1,600
Stretcher	0	0	0	0	0	0
Transportation Network Companies	0	N/A	0	0	N/A	0
Taxi	0	N/A	0	0	N/A	0
School Board (School Bus)	0	N/A	0	0	N/A	0
Volunteers	0	N/A	0	0	N/A	0
<b>Total - Service Type</b>	<b>13,341</b>	<b>0</b>	<b>13,341</b>	<b>14,839</b>	<b>775</b>	<b>15,614</b>
<b>Contracted Transportation Operator</b>						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	0	N/A	0	0	N/A	0
<b>Total - Contracted Transportation Operator Trips</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenue Source - One Way</b>						
Agency for Health Care Administration (AHCA)	0	0	0	0	0	0
Agency for Persons with Disabilities (APD)	5,318	0	5,318	4,414	0	4,414
Comm for the Transportation Disadvantaged (CTD)	6,140	N/A	6,140	6,925	N/A	6,925
Dept of Economic Opportunity (DEO)	0	0	0	0	0	0
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	0	0	0	0	0	0
Dept of Elder Affairs (DOEA)	0	0	0	0	774	774
Dept of Health (DOH)	14	0	14	0	0	0
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	327	0	327	2,520	0	2,520
Local Government	17	0	17	1	0	1
Local Non-Government	1,524	0	1,524	977	1	978
Other Federal & State Programs	1	0	1	2	0	2
<b>Total - Revenue Source</b>	<b>13,341</b>	<b>0</b>	<b>13,341</b>	<b>14,839</b>	<b>775</b>	<b>15,614</b>



## CTC Trips (cont'd)

County: Columbia

CTC Status: In Progress

CTC Organization: Suwannee Valley  
Transit Authority

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Pending Submission

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Passenger Type - One Way</b>						
Older Adults	4,541	0	4,541	1,904	775	2,679
Children At Risk	290	0	290	0	0	0
Persons With Disabilities	1,392	0	1,392	3,349	0	3,349
Low Income	0	0	0	0	0	0
Other	7,118	0	7,118	9,586	0	9,586
<b>Total - Passenger Type</b>	<b>13,341</b>	<b>0</b>	<b>13,341</b>	<b>14,839</b>	<b>775</b>	<b>15,614</b>
<b>Trip Purpose - One Way</b>						
Medical	4,725	0	4,725	3,205	375	3,580
Employment	251	0	251	487	0	487
Education/Training/Daycare	7,595	0	7,595	7,567	0	7,567
Nutritional	18	0	18	0	400	400
Life-Sustaining/Other	752	0	752	3,580	0	3,580
<b>Total - Trip Purpose</b>	<b>13,341</b>	<b>0</b>	<b>13,341</b>	<b>14,839</b>	<b>775</b>	<b>15,614</b>
<b>Unduplicated Passenger Head Count (UDPHC)</b>						
UDPHC	76	0	76	183	25	208
<b>Total - UDPHC</b>	<b>76</b>	<b>0</b>	<b>76</b>	<b>183</b>	<b>25</b>	<b>208</b>
<b>Unmet &amp; No Shows</b>						
Unmet Trip Requests	0	N/A	0	0	N/A	0
No Shows	681	N/A	681	650	N/A	650
<b>Customer Feedback</b>						
Complaints	0	N/A	0	0	N/A	0
Commendations	0	N/A	0	4	N/A	4



# CTC Vehicles & Drivers

County: Columbia

CTC Status: In Progress

CTC Organization: Suwannee Valley  
Transit Authority

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Pending Submission

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Vehicle Miles</b>						
Deviated Fixed Route Miles	0	N/A	0	0	N/A	0
Complementary ADA Service Miles	0	N/A	0	0	N/A	0
Paratransit Miles	268,485	0	268,485	266,215	8,000	274,215
Transportation Network Companies (TNC) Miles	0	N/A	0	0	N/A	0
Taxi Miles	0	N/A	0	0	N/A	0
School Board (School Bus) Miles	0	N/A	0	0	N/A	0
Volunteers Miles	0	N/A	0	0	N/A	0
<b>Total - Vehicle Miles</b>	<b>268,485</b>	<b>0</b>	<b>268,485</b>	<b>266,215</b>	<b>8,000</b>	<b>274,215</b>
<b>Roadcalls &amp; Accidents</b>						
Roadcalls	0	0	0	0	2	2
Chargeable Accidents	0	0	0	0	0	0
<b>Vehicle Inventory</b>						
Total Number of Vehicles	16	0	16	18	4	22
Number of Wheelchair Accessible Vehicles	13	0	13	14	4	18
<b>Drivers</b>						
Number of Full Time & Part Time Drivers	11	0	11	11	2	13
Number of Volunteer Drivers	0	0	0	0	2	2



# CTC Revenue Sources

County: Columbia

CTC Status: In Progress

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Pending Submission

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Revenue Sources</b>						
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 55,432	\$ 0	\$ 55,432	\$ 45,749	\$ 0	\$ 45,749
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 3,442	\$ 3,442
Dept of Health (DOH)	\$ 204	\$ 0	\$ 204	\$ 0	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Commission for the Transportation Disadvantaged (CTD)</b>						
Non-Sponsored Trip Program	\$ 277,967	N/A	\$ 277,967	\$ 367,198	N/A	\$ 367,198
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 44,943	N/A	\$ 44,943	\$ 39,880	N/A	\$ 39,880
TD Other	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
<b>Department of Transportation (DOT)</b>						
49 USC 5307	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5310	\$ 0	\$ 0	\$ 0	\$ 13,714	\$ 0	\$ 13,714
49 USC 5311	\$ 424,811	\$ 0	\$ 424,811	\$ 540,230	\$ 0	\$ 540,230
49 USC 5311 (f)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Service Development	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commuter Assistance Program	\$ 15,443	\$ 0	\$ 15,443	\$ 9,429	\$ 0	\$ 9,429
Other DOT	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Local Government</b>						
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
County Cash	\$ 73,383	\$ 0	\$ 73,383	\$ 58,706	\$ 0	\$ 58,706
County In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0	\$ 0	\$ 6,175	\$ 0	\$ 6,175
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Local Non-Government</b>						
Farebox	\$ 18,670	\$ 0	\$ 18,670	\$ 19,173	\$ 0	\$ 19,173
Donations/Contributions	\$ 9,902	\$ 0	\$ 9,902	\$ 2,762	\$ 382	\$ 3,144
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 54,417	\$ 0	\$ 54,417	\$ 10,900	\$ 0	\$ 10,900
<b>Other Federal &amp; State Programs</b>						
Other Federal Programs	\$ 13,792	\$ 0	\$ 13,792	\$ 12,876	\$ 0	\$ 12,876
Other State Programs	\$ 0	\$ 0	\$ 0	\$ 9,767	\$ 0	\$ 9,767
<b>Total - Revenue Sources</b>	<b>\$ 988,964</b>	<b>\$ 0</b>	<b>\$ 988,964</b>	<b>\$ 1,136,559</b>	<b>\$ 3,824</b>	<b>\$ 1,140,383</b>



**Transportation  
Disadvantaged**

# CTC Expense Sources

**County:** Columbia

**CTC Status:** In Progress

**CTC Organization:** Suwannee Valley  
Transit Authority

**Fiscal Year:** 07/01/2021 - 06/30/2022

**CTD Status:** Pending Submission

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Labor	\$ 570,017	\$ 0	\$ 570,017	\$ 510,272	\$ 946	\$ 511,218
Fringe Benefits	\$ 260,794	\$ 0	\$ 260,794	\$ 222,786	\$ 372	\$ 223,158
Services	\$ 56,765	\$ 0	\$ 56,765	\$ 61,547	\$ 0	\$ 61,547
Materials & Supplies Consumed	\$ 147,130	\$ 0	\$ 147,130	\$ 115,137	\$ 78	\$ 115,215
Utilities	\$ 27,506	\$ 0	\$ 27,506	\$ 26,910	\$ 23	\$ 26,933
Casualty & Liability	\$ 45,060	\$ 0	\$ 45,060	\$ 38,782	\$ 1,969	\$ 40,751
Taxes	\$ 32	\$ 0	\$ 32	\$ 76	\$ 0	\$ 76
Miscellaneous	\$ 673	\$ 0	\$ 673	\$ 74,972	\$ 0	\$ 74,972
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 3,291	\$ 0	\$ 3,291	\$ 2,398	\$ 0	\$ 2,398
Capital Purchases	\$ 51,497	\$ 0	\$ 51,497	\$ 15,528	\$ 0	\$ 15,528
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Purchased Transportation Services</b>						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
<b>Total - Expense Sources</b>	<b>\$ 1,162,765</b>	<b>\$ 0</b>	<b>\$ 1,162,765</b>	<b>\$ 1,068,408</b>	<b>\$ 3,388</b>	<b>\$ 1,071,796</b>

County: Columbia  
 CTC: Suwannee Valley Transit Authority  
 Contact: Larry Sessions  
 1907 Voyles St, SW  
 Live Oak, FL 32064  
 386-362-5332

Email: larry.sessions@ridesvta.com

Demographics	Number
Total County Population	0
Unduplicated Head Count	76



<b>Trips By Type of Service</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Vehicle Data</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Fixed Route (FR)	0	0	0	Vehicle Miles	336,257	274,215	268,485
Deviated FR	0	0	0	Roadcalls	2	2	0
Complementary ADA	0	0	0	Accidents	2	0	0
Paratransit	27,480	15,614	13,341	Vehicles	24	22	16
TNC	0	0	0	Drivers	17	15	11
Taxi	0	0	0				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
<b>TOTAL TRIPS</b>	<b>27,480</b>	<b>15,614</b>	<b>13,341</b>				

<b>Passenger Trips By Trip Purpose</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Medical	6,300	3,580	4,725
Employment	1,843	487	251
Ed/Train/DayCare	7,106	7,567	7,595
Nutritional	9,035	400	18
Life-Sustaining/Other	3,196	3,580	752
<b>TOTAL TRIPS</b>	<b>27,480</b>	<b>15,614</b>	<b>13,341</b>

<b>Financial and General Data</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Expenses	\$1,140,226	\$1,071,796	\$1,162,765
Revenues	\$1,222,993	\$1,140,383	\$988,964
Commendations	2	4	0
Complaints	2	0	0
Passenger No-Shows	833	650	681
Unmet Trip Requests	0	0	0

<b>Passenger Trips By Revenue Source</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
CTD	9,795	6,925	6,140
AHCA	0	0	0
APD	5,291	4,414	5,318
DOEA	8,068	774	0
DOE	302	0	0
Other	4,024	3,501	1,883
<b>TOTAL TRIPS</b>	<b>27,480</b>	<b>15,614</b>	<b>13,341</b>

<b>Performance Measures</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Accidents per 100,000 Miles	0.59	0	0
Miles between Roadcalls	168,128	137,108	0
Avg. Trips per Passenger	177.29	75.07	175.54
Cost per Trip	\$41.49	\$68.64	\$87.16
Cost per Paratransit Trip	\$41.49	\$68.64	\$87.16
Cost per Total Mile	\$3.39	\$3.91	\$4.33
Cost per Paratransit Mile	\$3.39	\$3.91	\$4.33

<b>Trips by Provider Type</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
CTC	18,445	14,839	13,341
Transportation Operator	0	0	0
Coordination Contractor	9,035	775	0
<b>TOTAL TRIPS</b>	<b>27,480</b>	<b>15,614</b>	<b>13,341</b>

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# CTC Organization

County: Hamilton

CTC Status: In Progress

Fiscal Year: 7/1/2021 - 6/30/2022

CTD Status: Rejected

Date Initiated: 9/15/2022

**CTC Organization Name:** Suwannee Valley Transit Authority

**Address:** 1907 Voyles St, SW

**City:** Live Oak

**State:** FL

**Zip Code:** 32064

**Organization Type:** Public Transit Authority

**Network Type:** Sole Source

**Operating Environment:** Rural

**Transportation Operators:** No

**Number of Transportation Operators:** 0

**Coordination Contractors:** No

**Number of Coordination Contractors:** 0

**Provide Out of County Trips:** No

**Local Coordinating Board (LCB) Chairperson:** Travis Land

**CTC Contact:** Larry Sessions

**CTC Contact Title:** Administrator

**CTC Contact Email:** larry.sessions@ridesvta.com

**Phone:** (386) 362-5332

## CTC Certification

I, Larry Sessions, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): \_\_\_\_\_

## LCB Certification

I, Travis Land, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): \_\_\_\_\_



# CTC Trips

County: Hamilton

CTC Status: In Progress

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Rejected

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Service Type - One Way</b>						
Fixed Route/Fixed Schedule						
Daily Pass Trips	0	N/A	0	0	N/A	0
Weekly Pass Trips	0	N/A	0	0	N/A	0
Monthly Pass Trips	0	N/A	0	0	N/A	0
Deviated Fixed Route Service	0	N/A	0	0	N/A	0
Complementary ADA Service	0	N/A	0	0	N/A	0
Paratransit						
Ambulatory	7,774	0	7,774	5,838	0	5,838
Non-Ambulatory	0	0	0	304	0	304
Stretcher	0	0	0	0	0	0
Transportation Network Companies	0	N/A	0	0	N/A	0
Taxi	0	N/A	0	0	N/A	0
School Board (School Bus)	0	N/A	0	0	N/A	0
Volunteers	0	N/A	0	0	N/A	0
<b>Total - Service Type</b>	<b>7,774</b>	<b>0</b>	<b>7,774</b>	<b>6,142</b>	<b>0</b>	<b>6,142</b>
<b>Contracted Transportation Operator</b>						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	0	N/A	0	0	N/A	0
<b>Total - Contracted Transportation Operator Trips</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenue Source - One Way</b>						
Agency for Health Care Administration (AHCA)	0	0	0	0	0	0
Agency for Persons with Disabilities (APD)	136	0	136	789	0	789
Comm for the Transportation Disadvantaged (CTD)	4,741	N/A	4,741	4,193	N/A	4,193
Dept of Economic Opportunity (DEO)	0	0	0	0	0	0
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	0	0	0	0	0	0
Dept of Elder Affairs (DOEA)	0	0	0	0	0	0
Dept of Health (DOH)	0	0	0	12	0	12
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	1,544	0	1,544	852	0	852
Local Government	295	0	295	1	0	1
Local Non-Government	1,057	0	1,057	293	0	293
Other Federal & State Programs	1	0	1	2	0	2
<b>Total - Revenue Source</b>	<b>7,774</b>	<b>0</b>	<b>7,774</b>	<b>6,142</b>	<b>0</b>	<b>6,142</b>



## CTC Trips (cont'd)

County: Hamilton

CTC Status: In Progress

CTC Organization: Suwannee Valley  
Transit Authority

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Rejected

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Passenger Type - One Way</b>						
Older Adults	3,066	0	3,066	578	0	578
Children At Risk	3,330	0	3,330	2,125	0	2,125
Persons With Disabilities	85	0	85	786	0	786
Low Income	0	0	0	0	0	0
Other	1,293	0	1,293	2,653	0	2,653
<b>Total - Passenger Type</b>	<b>7,774</b>	<b>0</b>	<b>7,774</b>	<b>6,142</b>	<b>0</b>	<b>6,142</b>
<b>Trip Purpose - One Way</b>						
Medical	1,259	0	1,259	1,596	0	1,596
Employment	294	0	294	164	0	164
Education/Training/Daycare	3,784	0	3,784	3,823	0	3,823
Nutritional	1,963	0	1,963	0	0	0
Life-Sustaining/Other	474	0	474	559	0	559
<b>Total - Trip Purpose</b>	<b>7,774</b>	<b>0</b>	<b>7,774</b>	<b>6,142</b>	<b>0</b>	<b>6,142</b>
<b>Unduplicated Passenger Head Count (UDPHC)</b>						
UDPHC	39	0	39	50	0	50
<b>Total - UDPHC</b>	<b>39</b>	<b>0</b>	<b>39</b>	<b>50</b>	<b>0</b>	<b>50</b>
<b>Unmet &amp; No Shows</b>						
Unmet Trip Requests	0	N/A	0	0	N/A	0
No Shows	389	N/A	389	316	N/A	316
<b>Customer Feedback</b>						
Complaints	0	N/A	0	0	N/A	0
Commendations	0	N/A	0	0	N/A	0



# CTC Vehicles & Drivers

County: Hamilton

CTC Status: In Progress

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Rejected

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Vehicle Miles</b>						
Deviated Fixed Route Miles	0	N/A	0	0	N/A	0
Complementary ADA Service Miles	0	N/A	0	0	N/A	0
Paratransit Miles	89,495	0	89,495	88,738	0	88,738
Transportation Network Companies (TNC) Miles	0	N/A	0	0	N/A	0
Taxi Miles	0	N/A	0	0	N/A	0
School Board (School Bus) Miles	0	N/A	0	0	N/A	0
Volunteers Miles	0	N/A	0	0	N/A	0
<b>Total - Vehicle Miles</b>	<b>89,495</b>	<b>0</b>	<b>89,495</b>	<b>88,738</b>	<b>0</b>	<b>88,738</b>
<b>Roadcalls &amp; Accidents</b>						
Roadcalls	0	0	0	0	0	0
Chargeable Accidents	1	0	1	0	0	0
<b>Vehicle Inventory</b>						
Total Number of Vehicles	5	0	5	6	0	6
Number of Wheelchair Accessible Vehicles	4	0	4	5	0	5
<b>Drivers</b>						
Number of Full Time & Part Time Drivers	4	0	4	4	0	4
Number of Volunteer Drivers	0	0	0	0	0	0



# CTC Revenue Sources

County: Hamilton

CTC Status: In Progress

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Rejected

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Revenue Sources</b>						
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 18,477	\$ 0	\$ 18,477	\$ 15,250	\$ 0	\$ 15,250
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Health (DOH)	\$ 0	\$ 0	\$ 0	\$ 196	\$ 0	\$ 196
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Commission for the Transportation Disadvantaged (CTD)</b>						
Non-Sponsored Trip Program	\$ 92,656	N/A	\$ 92,656	\$ 122,399	N/A	\$ 122,399
Non-Sponsored Capital Equipment	\$ 14,981	N/A	\$ 14,981	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 0	N/A	\$ 0	\$ 13,293	N/A	\$ 13,293
TD Other	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
<b>Department of Transportation (DOT)</b>						
49 USC 5307	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5310	\$ 0	\$ 0	\$ 0	\$ 4,571	\$ 0	\$ 4,571
49 USC 5311	\$ 141,604	\$ 0	\$ 141,604	\$ 180,077	\$ 0	\$ 180,077
49 USC 5311 (f)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Service Development	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commuter Assistance Program	\$ 5,148	\$ 0	\$ 5,148	\$ 3,143	\$ 0	\$ 3,143
Other DOT	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Local Government</b>						
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
County Cash	\$ 12,884	\$ 0	\$ 12,884	\$ 12,884	\$ 0	\$ 12,884
County In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Local Non-Government</b>						
Farebox	\$ 29,140	\$ 0	\$ 29,140	\$ 9,469	\$ 0	\$ 9,469
Donations/Contributions	\$ 3,301	\$ 0	\$ 3,301	\$ 900	\$ 0	\$ 900
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 18,139	\$ 0	\$ 18,139	\$ 5,692	\$ 0	\$ 5,692
<b>Other Federal &amp; State Programs</b>						
Other Federal Programs	\$ 4,597	\$ 0	\$ 4,597	\$ 4,292	\$ 0	\$ 4,292
Other State Programs	\$ 0	\$ 0	\$ 0	\$ 3,256	\$ 0	\$ 3,256
<b>Total - Revenue Sources</b>	<b>\$ 340,927</b>	<b>\$ 0</b>	<b>\$ 340,927</b>	<b>\$ 375,422</b>	<b>\$ 0</b>	<b>\$ 375,422</b>



**Transportation  
Disadvantaged**

## CTC Expense Sources

**County:** Hamilton

**CTC Status:** In Progress

**CTC Organization:** Suwannee Valley  
Transit Authority

**Fiscal Year:** 07/01/2021 - 06/30/2022

**CTD Status:** Rejected

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Labor	\$ 190,006	\$ 0	\$ 190,006	\$ 170,091	\$ 0	\$ 170,091
Fringe Benefits	\$ 86,931	\$ 0	\$ 86,931	\$ 74,262	\$ 0	\$ 74,262
Services	\$ 18,922	\$ 0	\$ 18,922	\$ 20,516	\$ 0	\$ 20,516
Materials & Supplies Consumed	\$ 49,043	\$ 0	\$ 49,043	\$ 38,382	\$ 0	\$ 38,382
Utilities	\$ 9,169	\$ 0	\$ 9,169	\$ 8,970	\$ 0	\$ 8,970
Casualty & Liability	\$ 15,020	\$ 0	\$ 15,020	\$ 12,927	\$ 0	\$ 12,927
Taxes	\$ 11	\$ 0	\$ 11	\$ 25	\$ 0	\$ 25
Miscellaneous	\$ 224	\$ 0	\$ 224	\$ 24,991	\$ 0	\$ 24,991
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 1,097	\$ 0	\$ 1,097	\$ 799	\$ 0	\$ 799
Capital Purchases	\$ 17,166	\$ 0	\$ 17,166	\$ 5,176	\$ 0	\$ 5,176
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Purchased Transportation Services</b>						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
<b>Total - Expense Sources</b>	<b>\$ 387,589</b>	<b>\$ 0</b>	<b>\$ 387,589</b>	<b>\$ 356,139</b>	<b>\$ 0</b>	<b>\$ 356,139</b>

County: Hamilton  
 CTC: Suwannee Valley Transit Authority  
 Contact: Larry Sessions  
 1907 Voyles St, SW  
 Live Oak, FL 32064  
 386-362-5332

Email: larry.sessions@ridesvta.com

Demographics	Number
Total County Population	0
Unduplicated Head Count	39



<b>Trips By Type of Service</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Vehicle Data</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Fixed Route (FR)	0	0	0	Vehicle Miles	95,875	88,738	89,495
Deviated FR	0	0	0	Roadcalls	0	0	0
Complementary ADA	0	0	0	Accidents	0	0	1
Paratransit	9,604	6,142	7,774	Vehicles	7	6	5
TNC	0	0	0	Drivers	4	4	4
Taxi	0	0	0				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
<b>TOTAL TRIPS</b>	<b>9,604</b>	<b>6,142</b>	<b>7,774</b>				

<b>Passenger Trips By Trip Purpose</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Medical	1,525	1,596	1,259
Employment	0	164	294
Ed/Train/DayCare	4,906	3,823	3,784
Nutritional	2,573	0	1,963
Life-Sustaining/Other	600	559	474
<b>TOTAL TRIPS</b>	<b>9,604</b>	<b>6,142</b>	<b>7,774</b>

<b>Financial and General Data</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Expenses	\$361,599	\$356,139	\$387,589
Revenues	\$403,596	\$375,422	\$340,927
Commendations	1	0	0
Complaints	0	0	0
Passenger No-Shows	596	316	389
Unmet Trip Requests	0	0	0

<b>Passenger Trips By Revenue Source</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
CTD	7,328	4,193	4,741
AHCA	0	0	0
APD	620	789	136
DOEA	0	0	0
DOE	0	0	0
Other	1,656	1,160	2,897
<b>TOTAL TRIPS</b>	<b>9,604</b>	<b>6,142</b>	<b>7,774</b>

<b>Performance Measures</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Accidents per 100,000 Miles	0	0	1.12
Miles between Roadcalls	0	0	0
Avg. Trips per Passenger	234.24	122.84	199.33
Cost per Trip	\$37.65	\$57.98	\$49.86
Cost per Paratransit Trip	\$37.65	\$57.98	\$49.86
Cost per Total Mile	\$3.77	\$4.01	\$4.33
Cost per Paratransit Mile	\$3.77	\$4.01	\$4.33

<b>Trips by Provider Type</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
CTC	9,604	6,142	7,774
Transportation Operator	0	0	0
Coordination Contractor	0	0	0
<b>TOTAL TRIPS</b>	<b>9,604</b>	<b>6,142</b>	<b>7,774</b>

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# CTC Organization

**County:** Suwannee

**CTC Status:** In Progress

**Fiscal Year:** 7/1/2021 - 6/30/2022

**CTD Status:** Rejected

**Date Initiated:** 9/15/2022

**CTC Organization Name:** Suwannee Valley Transit Authority

**Address:** 1907 Voyles St, SW

**City:** Live Oak

**State:** FL

**Zip Code:** 32064

**Organization Type:** Public Transit Authority

**Network Type:** Sole Source

**Operating Environment:** Rural

**Transportation Operators:** No

**Number of Transportation Operators:** 0

**Coordination Contractors:** Yes

**Number of Coordination Contractors:** 1

**Provide Out of County Trips:** Yes

**Local Coordinating Board (LCB) Chairperson:** Travis Land

**CTC Contact:** Larry Sessions

**CTC Contact Title:** Administrator

**CTC Contact Email:** larry.sessions@ridesvta.com

**Phone:** (386) 362-5332

## CTC Certification

I, Larry Sessions, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): \_\_\_\_\_

## LCB Certification

I, Travis Land, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): \_\_\_\_\_



## Organization – Coordination Contractor

**County:** Suwannee

**CTC Status:** In Progress

**CTC Organization:** Suwannee Valley Transit Authority

**Fiscal Year:** 7/1/2021 - 6/30/2022

**Upload Date:** 9/15/2022

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**Coordination Contractor Name:** The Arc North Florida, Inc.  
**Address:** 511 Goldkist Blvd SW  
**City:** Live Oak  
**State:** FL  
**Zip Code:** 32064  
**Organization Type:** Private Non Profit  
**Operating Environment:** Rural  
**Provide Out of County Trips:** Yes  
**Who Do You Serve:** Clients of the agency  
**Contact Person:** Bobby W Cason  
**Contact Title:** Director of Operations  
**Contact Email:** bcason@arcnfl.com  
**Phone:** (386) 362-7143

### Coordination Contractor Certification

By submission of this form, I, Bobby W Cason, as the authorized representative of The Arc North Florida, Inc. , hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): \_\_\_\_\_



# CTC Trips

County: Suwannee

CTC Status: In Progress

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Rejected

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Service Type - One Way</b>						
Fixed Route/Fixed Schedule						
Daily Pass Trips	0	N/A	0	0	N/A	0
Weekly Pass Trips	0	N/A	0	0	N/A	0
Monthly Pass Trips	0	N/A	0	0	N/A	0
Deviated Fixed Route Service	0	N/A	0	0	N/A	0
Complementary ADA Service	0	N/A	0	0	N/A	0
Paratransit						
Ambulatory	7,619	5,976	13,595	6,213	4,832	11,045
Non-Ambulatory	1,322	612	1,934	1,677	397	2,074
Stretcher	0	0	0	0	0	0
Transportation Network Companies	0	N/A	0	0	N/A	0
Taxi	0	N/A	0	0	N/A	0
School Board (School Bus)	0	N/A	0	0	N/A	0
Volunteers	0	N/A	0	0	N/A	0
<b>Total - Service Type</b>	<b>8,941</b>	<b>6,588</b>	<b>15,529</b>	<b>7,890</b>	<b>5,229</b>	<b>13,119</b>
<b>Contracted Transportation Operator</b>						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	0	N/A	0	0	N/A	0
<b>Total - Contracted Transportation Operator Trips</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenue Source - One Way</b>						
Agency for Health Care Administration (AHCA)	0	0	0	0	0	0
Agency for Persons with Disabilities (APD)	889	6,588	7,477	889	5,229	6,118
Comm for the Transportation Disadvantaged (CTD)	5,098	N/A	5,098	4,980	N/A	4,980
Dept of Economic Opportunity (DEO)	0	0	0	0	0	0
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	0	0	0	0	0	0
Dept of Elder Affairs (DOEA)	0	0	0	0	0	0
Dept of Health (DOH)	19	0	19	6	0	6
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	1	0	1	385	0	385
Local Government	37	0	37	1	0	1
Local Non-Government	2,896	0	2,896	1,627	0	1,627
Other Federal & State Programs	1	0	1	2	0	2
<b>Total - Revenue Source</b>	<b>8,941</b>	<b>6,588</b>	<b>15,529</b>	<b>7,890</b>	<b>5,229</b>	<b>13,119</b>



## CTC Trips (cont'd)

County: Suwannee

CTC Status: In Progress

CTC Organization: Suwannee Valley  
Transit Authority

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Rejected

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Passenger Type - One Way</b>						
Older Adults	3,826	0	3,826	2,129	0	2,129
Children At Risk	1	0	1	0	0	0
Persons With Disabilities	900	6,588	7,488	1,933	5,229	7,162
Low Income	0	0	0	0	0	0
Other	4,214	0	4,214	3,828	0	3,828
<b>Total - Passenger Type</b>	<b>8,941</b>	<b>6,588</b>	<b>15,529</b>	<b>7,890</b>	<b>5,229</b>	<b>13,119</b>
<b>Trip Purpose - One Way</b>						
Medical	4,698	0	4,698	4,213	0	4,213
Employment	534	0	534	710	0	710
Education/Training/Daycare	987	6,588	7,575	1,256	5,229	6,485
Nutritional	3	0	3	3	0	3
Life-Sustaining/Other	2,719	0	2,719	1,708	0	1,708
<b>Total - Trip Purpose</b>	<b>8,941</b>	<b>6,588</b>	<b>15,529</b>	<b>7,890</b>	<b>5,229</b>	<b>13,119</b>
<b>Unduplicated Passenger Head Count (UDPHC)</b>						
UDPHC	78	21	99	56	15	71
<b>Total - UDPHC</b>	<b>78</b>	<b>21</b>	<b>99</b>	<b>56</b>	<b>15</b>	<b>71</b>
<b>Unmet &amp; No Shows</b>						
Unmet Trip Requests	0	N/A	0	0	N/A	0
No Shows	141	N/A	141	128	N/A	128
<b>Customer Feedback</b>						
Complaints	0	N/A	0	3	N/A	3
Commendations	0	N/A	0	3	N/A	3



# Coordination Contractor Trips

County: Suwannee

CTC Status: In Progress

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2021 - 06/30/2022

Upload Date: 9/15/2022

Coordination Contractor: The Arc North Florida, Inc.

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
<b>Service Type - One Way</b>		
Fixed Route/Fixed Schedule		
Daily Pass Trips	N/A	N/A
Weekly Pass Trips	N/A	N/A
Monthly Pass Trips	N/A	N/A
Deviated Fixed Route Service	N/A	N/A
Complementary ADA Service	N/A	N/A
Paratransit		
Ambulatory	5,976	4,832
Non-Ambulatory	612	397
Stretcher	0	0
Transportation Network Companies	N/A	N/A
Taxi	N/A	N/A
School Board (School Bus)	N/A	N/A
Volunteers	N/A	N/A
<b>Total - Service Type</b>	<b>6,588</b>	<b>5,229</b>
<b>Contracted Transportation Operator</b>		
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	N/A	N/A
<b>Total - Contracted Transportation Operator Trips</b>	<b>0</b>	<b>0</b>
<b>Revenue Source - One Way</b>		
Agency for Health Care Administration (AHCA)	0	0
Agency for Persons with Disabilities (APD)	6,588	5,229
Comm for the Transportation Disadvantaged (CTD)	N/A	N/A
Dept of Economic Opportunity (DEO)	0	0
Dept of Children and Families (DCF)	0	0
Dept of Education (DOE)	0	0
Dept of Elder Affairs (DOEA)	0	0
Dept of Health (DOH)	0	0
Dept of Juvenile Justice (DJJ)	0	0
Dept of Transportation (DOT)	0	0
Local Government	0	0
Local Non-Government	0	0
Other Federal & State Programs	0	0
<b>Total - Revenue Source</b>	<b>6,588</b>	<b>5,229</b>



**Transportation  
Disadvantaged**

## Coordination Contractor Trips (cont'd)

**County:** Suwannee

**CTC Status:** In Progress

**CTC Organization:** Suwannee Valley  
Transit Authority

**Fiscal Year:** 07/01/2021 - 06/30/2022

**Upload Date:** 9/15/2022

**Coordination Contractor:** The Arc North  
Florida, Inc.

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
<b>Passenger Type - One Way</b>		
Older Adults	0	0
Children At Risk	0	0
Persons With Disabilities	6,588	5,229
Low Income	0	0
Other	0	0
<b>Total - Passenger Type</b>	<b>6,588</b>	<b>5,229</b>
<b>Trip Purpose - One Way</b>		
Medical	0	0
Employment	0	0
Education/Training/Daycare	6,588	5,229
Nutritional	0	0
Life-Sustaining/Other	0	0
<b>Total - Trip Purpose</b>	<b>6,588</b>	<b>5,229</b>
<b>Unduplicated Passenger Head Count (UDPHC)</b>		
UDPHC	21	15
<b>Total - UDPHC</b>	<b>21</b>	<b>15</b>
<b>Unmet &amp; No Shows</b>		
Unmet Trip Requests	N/A	N/A
No Shows	N/A	N/A
<b>Customer Feedback</b>		
Complaints	N/A	N/A
Commendations	N/A	N/A



## CTC Vehicles & Drivers

County: Suwannee

CTC Status: In Progress

CTC Organization: Suwannee Valley  
Transit Authority

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Rejected

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Vehicle Miles</b>						
Deviated Fixed Route Miles	0	N/A	0	0	N/A	0
Complementary ADA Service Miles	0	N/A	0	0	N/A	0
Paratransit Miles	68,187	63,640	131,827	67,610	3,987	71,597
Transportation Network Companies (TNC) Miles	0	N/A	0	0	N/A	0
Taxi Miles	0	N/A	0	0	N/A	0
School Board (School Bus) Miles	0	N/A	0	0	N/A	0
Volunteers Miles	0	N/A	0	0	N/A	0
<b>Total - Vehicle Miles</b>	<b>68,187</b>	<b>63,640</b>	<b>131,827</b>	<b>67,610</b>	<b>3,987</b>	<b>71,597</b>
<b>Roadcalls &amp; Accidents</b>						
Roadcalls	0	0	0	0	0	0
Chargeable Accidents	1	0	1	0	0	0
<b>Vehicle Inventory</b>						
Total Number of Vehicles	5	6	11	4	7	11
Number of Wheelchair Accessible Vehicles	3	4	7	3	0	3
<b>Drivers</b>						
Number of Full Time & Part Time Drivers	3	8	11	2	7	9
Number of Volunteer Drivers	0	0	0	0	0	0



**Transportation  
Disadvantaged**

## Coordination Contractor Vehicles & Drivers

**County:** Suwannee

**CTC Status:** In Progress

**CTC Organization:** Suwannee Valley  
Transit Authority

**Fiscal Year:** 07/01/2021 - 06/30/2022

**Upload Date:** 9/15/2022

**Coordination Contractor:** The Arc North  
Florida, Inc.

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
<b>Vehicle Miles</b>		
Deviated Fixed Route Miles	N/A	N/A
Complementary ADA Service Miles	N/A	N/A
Paratransit Miles	63,640	3,987
Transportation Network Companies (TNC) Miles	N/A	N/A
Taxi Miles	N/A	N/A
School Board (School Bus) Miles	N/A	N/A
Volunteers Miles	N/A	N/A
<b>Total - Vehicle Miles</b>	<b>63,640</b>	<b>3,987</b>
<b>Roadcalls &amp; Accidents</b>		
Roadcalls	0	0
Chargeable Accidents	0	0
<b>Vehicle Inventory</b>		
Total Number of Vehicles	6	7
Number of Wheelchair Accessible Vehicles	4	0
<b>Drivers</b>		
Number of Full Time & Part Time Drivers	8	7
Number of Volunteer Drivers	0	0





# CTC Revenue Sources

County: Suwannee

CTC Status: In Progress

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Rejected

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Revenue Sources</b>						
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 14,078	\$ 76,345	\$ 90,423	\$ 11,619	\$ 54,943	\$ 66,562
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Health (DOH)	\$ 306	\$ 0	\$ 306	\$ 65	\$ 0	\$ 65
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Commission for the Transportation Disadvantaged (CTD)</b>						
Non-Sponsored Trip Program	\$ 70,595	N/A	\$ 70,595	\$ 93,257	N/A	\$ 93,257
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 11,414	N/A	\$ 11,414	\$ 10,128	N/A	\$ 10,128
TD Other	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
<b>Department of Transportation (DOT)</b>						
49 USC 5307	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5310	\$ 0	\$ 0	\$ 0	\$ 3,483	\$ 0	\$ 3,483
49 USC 5311	\$ 107,888	\$ 0	\$ 107,888	\$ 137,201	\$ 0	\$ 137,201
49 USC 5311 (f)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Service Development	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commuter Assistance Program	\$ 3,922	\$ 0	\$ 3,922	\$ 2,395	\$ 0	\$ 2,395
Other DOT	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Local Government</b>						
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
County Cash	\$ 39,914	\$ 0	\$ 39,914	\$ 39,914	\$ 0	\$ 39,914
County In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Local Non-Government</b>						
Farebox	\$ 4,742	\$ 0	\$ 4,742	\$ 4,266	\$ 0	\$ 4,266
Donations/Contributions	\$ 2,515	\$ 0	\$ 2,515	\$ 685	\$ 0	\$ 685
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 13,820	\$ 0	\$ 13,820	\$ 4,337	\$ 0	\$ 4,337
<b>Other Federal &amp; State Programs</b>						
Other Federal Programs	\$ 3,503	\$ 0	\$ 3,503	\$ 3,270	\$ 0	\$ 3,270
Other State Programs	\$ 0	\$ 0	\$ 0	\$ 2,481	\$ 0	\$ 2,481
<b>Total - Revenue Sources</b>	<b>\$ 272,697</b>	<b>\$ 76,345</b>	<b>\$ 349,042</b>	<b>\$ 313,101</b>	<b>\$ 54,943</b>	<b>\$ 368,044</b>



# Coordination Contractor Revenue Sources

County: Suwannee

CTC Status: In Progress

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2021 - 06/30/2022

Upload Date: 9/15/2022

Coordination Contractor: The Arc North Florida, Inc.

Revenue Sources	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
<b>Revenue Sources</b>		
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 76,345	\$ 54,943
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 0	\$ 0
Dept of Health (DOH)	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0
<b>Commission for the Transportation Disadvantaged (CTD)</b>		
Non-Sponsored Trip Program	N/A	N/A
Non-Sponsored Capital Equipment	N/A	N/A
Rural Capital Equipment	N/A	N/A
TD Other	N/A	N/A
<b>Department of Transportation (DOT)</b>		
49 USC 5307	\$ 0	\$ 0
49 USC 5310	\$ 0	\$ 0
49 USC 5311	\$ 0	\$ 0
49 USC 5311 (f)	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0
Service Development	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0
<b>Local Government</b>		
School Board (School Bus)	N/A	N/A
County Cash	\$ 0	\$ 0
County In-Kind	\$ 0	\$ 0
City Cash	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0
<b>Local Non-Government</b>		
Farebox	\$ 0	\$ 0
Donations/Contributions	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0
Other Non-Government	\$ 0	\$ 0
<b>Other Federal &amp; State Programs</b>		
Other Federal Programs	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0
<b>Total - Revenue Sources</b>	<b>\$ 76,345</b>	<b>\$ 54,943</b>



**Transportation  
Disadvantaged**

# CTC Expense Sources

**County:** Suwannee

**CTC Status:** In Progress

**CTC Organization:** Suwannee Valley  
Transit Authority

**Fiscal Year:** 07/01/2021 - 06/30/2022

**CTD Status:** Rejected

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Labor	\$ 144,766	\$ 23,992	\$ 168,758	\$ 129,593	\$ 19,095	\$ 148,688
Fringe Benefits	\$ 66,233	\$ 640	\$ 66,873	\$ 56,581	\$ 5,085	\$ 61,666
Services	\$ 14,416	\$ 1,118	\$ 15,534	\$ 15,631	\$ 9,604	\$ 25,235
Materials & Supplies Consumed	\$ 37,366	\$ 8,838	\$ 46,204	\$ 29,241	\$ 9,513	\$ 38,754
Utilities	\$ 6,986	\$ 0	\$ 6,986	\$ 6,834	\$ 0	\$ 6,834
Casualty & Liability	\$ 11,444	\$ 9,745	\$ 21,189	\$ 9,849	\$ 9,583	\$ 19,432
Taxes	\$ 8	\$ 2,447	\$ 2,455	\$ 19	\$ 0	\$ 19
Miscellaneous	\$ 171	\$ 6,835	\$ 7,006	\$ 19,041	\$ 0	\$ 19,041
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 836	\$ 0	\$ 836	\$ 609	\$ 0	\$ 609
Capital Purchases	\$ 13,079	\$ 0	\$ 13,079	\$ 3,944	\$ 8,973	\$ 12,917
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 22,974	\$ 22,974	\$ 0	\$ 0	\$ 0
<b>Purchased Transportation Services</b>						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
<b>Total - Expense Sources</b>	<b>\$ 295,305</b>	<b>\$ 76,589</b>	<b>\$ 371,894</b>	<b>\$ 271,342</b>	<b>\$ 61,853</b>	<b>\$ 333,195</b>



## Coordination Contractor Expense Sources

County: Suwannee

CTC Status: In Progress

CTC Organization: Suwannee Valley  
Transit Authority

Fiscal Year: 07/01/2021 - 06/30/2022

Upload Date: 9/15/2022

Coordination Contractor: The Arc North  
Florida, Inc.

Expense Sources	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Labor	\$ 23,992	\$ 19,095
Fringe Benefits	\$ 640	\$ 5,085
Services	\$ 1,118	\$ 9,604
Materials & Supplies Consumed	\$ 8,838	\$ 9,513
Utilities	\$ 0	\$ 0
Casualty & Liability	\$ 9,745	\$ 9,583
Taxes	\$ 2,447	\$ 0
Miscellaneous	\$ 6,835	\$ 0
Interest	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0
Capital Purchases	\$ 0	\$ 8,973
Contributed Services	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 22,974	\$ 0
<b>Purchased Transportation Services</b>		
Bus Pass	N/A	N/A
School Board (School Bus)	N/A	N/A
Transportation Network Companies (TNC)	N/A	N/A
Taxi	N/A	N/A
Contracted Operator	N/A	N/A
<b>Total - Expense Sources</b>	<b>\$ 76,589</b>	<b>\$ 61,853</b>

County: Suwannee  
 CTC: Suwannee Valley Transit Authority  
 Contact: Larry Sessions  
 1907 Voyles St, SW  
 Live Oak, FL 32064  
 386-362-5332  
 Email: larry.sessions@ridesvta.com

Demographics	Number
Total County Population	0
Unduplicated Head Count	99



<b>Trips By Type of Service</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Vehicle Data</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Fixed Route (FR)	0	0	0	Vehicle Miles	78,258	71,597	131,827
Deviated FR	0	0	0	Roadcalls	0	0	0
Complementary ADA	0	0	0	Accidents	5	0	1
Paratransit	16,093	13,119	15,529	Vehicles	12	11	11
TNC	0	0	0	Drivers	10	9	11
Taxi	0	0	0				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
<b>TOTAL TRIPS</b>	<b>16,093</b>	<b>13,119</b>	<b>15,529</b>				

<b>Passenger Trips By Trip Purpose</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Medical	5,065	4,213	4,698
Employment	659	710	534
Ed/Train/DayCare	8,176	6,485	7,575
Nutritional	1	3	3
Life-Sustaining/Other	2,192	1,708	2,719
<b>TOTAL TRIPS</b>	<b>16,093</b>	<b>13,119</b>	<b>15,529</b>

<b>Financial and General Data</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Expenses	\$364,968	\$333,195	\$371,894
Revenues	\$404,233	\$368,044	\$349,042
Commendations	1	3	0
Complaints	0	3	0
Passenger No-Shows	292	128	141
Unmet Trip Requests	0	0	0

<b>Passenger Trips By Revenue Source</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
CTD	5,855	4,980	5,098
AHCA	0	0	0
APD	7,893	6,118	7,477
DOEA	0	0	0
DOE	0	0	0
Other	2,345	2,021	2,954
<b>TOTAL TRIPS</b>	<b>16,093</b>	<b>13,119</b>	<b>15,529</b>

<b>Performance Measures</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Accidents per 100,000 Miles	6.39	0	0.76
Miles between Roadcalls	0	0	0
Avg. Trips per Passenger	180.82	184.77	156.86
Cost per Trip	\$22.68	\$25.40	\$23.95
Cost per Paratransit Trip	\$22.68	\$25.40	\$23.95
Cost per Total Mile	\$4.66	\$4.65	\$2.82
Cost per Paratransit Mile	\$4.66	\$4.65	\$2.82

<b>Trips by Provider Type</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
CTC	9,062	7,890	8,941
Transportation Operator	0	0	0
Coordination Contractor	7,031	5,229	6,588
<b>TOTAL TRIPS</b>	<b>16,093</b>	<b>13,119</b>	<b>15,529</b>

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November 9, 2022

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Suwannee Valley Transit Authority Operations Reports

RECOMMENDATION

**No action required. This agenda item is for information only.**

BACKGROUND

Attached are Suwannee Valley Transit Authority's operations reports for July - September 2022. If you have any questions regarding the attached reports, please contact me.

Attachments

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JULY-SEPTEMBER 2022 OPERATIONS REPORT

Service Type - O/W	JULY			AUGUST			SEPTEMBER			COL	HAM	SUW
	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw			
Paratransit AMB	852	242	503	1153	858	612	894	963	508	2899	2063	1623
NON-AMB	266	0	104	223	0	127	198	0	104	687	0	335
<b>TOTAL</b>	<b>1118</b>	<b>242</b>	<b>607</b>	<b>1376</b>	<b>858</b>	<b>739</b>	<b>1092</b>	<b>963</b>	<b>612</b>	<b>3586</b>	<b>2063</b>	<b>1958</b>
			1967			2973			2667			

7607

Revenue Source - O/W	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	COL	HAM	SUW
APD	473	0	75	571	0	107	430	0	91	1474	0	273
CTD	532	207	406	593	611	451	458	599	361	1583	1417	1218
DEO	0	0	0	0	0	0	0	0	0	0	0	0
DCF	0	0	0	0	0	0	0	0	0	0	0	0
DOE (VR)	0	0	0	101	0	0	107	0	0	208	0	0
DOEA (Elder Affairs)	0	0	0	0	0	0	0	0	0	0	0	0
DOH ( RW)	0	0	4	0	0	6	0	4	8	0	4	18
DJJ	0	0	0	0	0	0	0	0	0	0	0	0
DOT (CAR)	0	0	8	0	201	11	13	324	24	13	525	43
<b>LOCAL GVMT</b>												
American Cancer	0	0	0	0	0	0	0	0	0	0	0	0
United Way	0	0	0	0	0	0	0	0	0	0	0	0
<b>LOCAL NON-GVMT</b>												
PP	113	2	114	111	3	164	84	4	128	308	9	406
PP-B (SREC)	0	33	0	0	43	0	0	32	0	0	108	0
DONATION/SPECIAL TRIPS	0	0	0	0	0	0	0	0	0	0	0	0
OTHER FED & STATE	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL - REVENUE SOURCE</b>	<b>1118</b>	<b>242</b>	<b>607</b>	<b>1376</b>	<b>858</b>	<b>739</b>	<b>1092</b>	<b>963</b>	<b>612</b>	<b>3586</b>	<b>2063</b>	<b>1958</b>

Passenger Type O/W	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	COL	HAM	SUW
Older Adults 60+	469	198	321	492	266	380	398	244	321	1359	708	1022
Children At Risk	0	0	0	0	548	0	0	358	0	0	906	0
Persons w/Disabilities	108	0	56	128	2	81	92	2	56	328	4	193
Low Income	0	0	0	0	0	0	0	0	0	0	0	0
Other	541	44	230	756	42	278	602	359	235	1899	445	743
<b>TOTAL - PASS TYPE</b>	<b>1118</b>	<b>242</b>	<b>607</b>	<b>1376</b>	<b>858</b>	<b>739</b>	<b>1092</b>	<b>963</b>	<b>612</b>	<b>3586</b>	<b>2063</b>	<b>1958</b>

Trip Purpose O/W	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	COL	HAM	SUW
Medical	430	81	364	465	92	400	353	81	336	1248	254	1100
Employment	13	0	70	20	0	104	14	0	66	47	0	240
Ed/Training/Daycare	641	0	113	850	573	154	687	716	140	2178	1289	407
Nutritional	6	159	0	2	165	0	3	151	0	11	475	0
Life-Sustaining/Other	28	2	60	39	28	81	35	15	70	102	45	211
<b>TOTAL - TRIP PURPOSE</b>	<b>1118</b>	<b>242</b>	<b>607</b>	<b>1376</b>	<b>858</b>	<b>739</b>	<b>1092</b>	<b>963</b>	<b>612</b>	<b>3586</b>	<b>2063</b>	<b>1958</b>

THIS REPORT WAS UPDATED TO SHOW SPECIAL TRIPS/DONATION AT A LATER DATE SO NUMBERS ARE DIFFERENT FOR THE AOR

**COMMENDATIONS JULY 2022 - SEPTEMBER 2022**

<b>EMPLOYEE NAME/#</b>	<b>NONE REPORTED</b>
COMMENDATION #	
DATE	
TIME	
RIDER NAME	
COMMENDATION MADE BY	
CONTACT #	
RIDER'S COUNTY OF RESIDENCE	
COMMENDATION TAKEN BY	

**COMPLAINTS JULY 2022 - SEPTEMBER 2022**

<b>COMPLAINT #</b>	<b>NONE REPORTED</b>
DATE	
TIME	
COMPLAINANT'S NAME	
COMPLAINANT'S POC	
COMPLAINANT'S ISSUE	
COUNTY OF RESIDENCE	
SVTA'S ACTION TAKEN	
RESOLUTION	

	JULY 2022		
DATE	PICK UP	DESTINATION	DENIAL REASON
			NONE

	AUGUST 2022		
DATE	PICK UP	DESTINATION	DENIAL REASON
			NONE

	SEPTEMBER 2022		
DATE	PICK UP	DESTINATION	DENIAL REASON
			NONE

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**ATTENDANCE RECORD**

**COLUMBIA, HAMILTON AND SUWANNEE  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD**

<b>MEMBER/ORGANIZATION</b>	<b>NAME</b>	<b>11/17/21</b>	<b>2/16/22</b>	<b>5/18/22</b>	<b>9/21/22</b>
Columbia County Elected Official	Commissioner Tim Murphy				A
Hamilton County Elected Official	Commissioner Robert Brown, Vice-Chair	A	A	P	P
Suwannee County Elected Official	Commissioner Travis Land, Chair	P	A	P	P
Florida Department of Transportation Alternate Member	Geanelly Reveron Lauren Adams	P	P	A P	A P
Florida Department of Children and Families Alternate Member	Kay Tice Vacant	P	P	P	P
Florida Agency for Health Care Administration Alternate Member	Pamela Hagley Reeda Harris	P A	P A	P A	P A
Florida Department of Education Alternate Member	Jeffrey Aboumrad Monique Gustafson	P A	P A	A A	A A
Florida Department of Elder Affairs Alternate Member	Bruce Evans Dwight Law	P A	A A	A A	A A
Florida Agency for Persons with Disabilities Alternate Member	Sheryl Stanford Sylvia Bamburg	P P	P A	P A	P A
Public Education Alternate Member	Daniel Taylor Vacant	P	P	P	P
Citizen Advocate Alternate Member	Vacant Louie Goodin		A	A	A
Citizen Advocate - User Alternate Member	Vacant Vacant				
Elderly Alternate Member	John Koch Vacant	P	P	P	P
Veterans Alternate Member	Jonathan C. Law, Jr. J. Lee Abersold	P P	A P	A A	A P
Persons with Disabilities Alternate Member	Vacant Vacant				
Florida Association of Community Action Alternate Member	Matthew Pearson Vacant	P	P	P	P
Children at Risk Alternate Member	Vacant Vacant				
Private Transit Alternate Member	Vacant Vacant				
Regional Workforce Board Alternate Member	Diane Head Elizabeth Wetherington	P	A	A P	P A
Medical Community Alternate Member	Sandra Buck-Camp Vacant	P	P	P	A

LEGEND KEY: P-Present A-Absent -Not Applicable (newly appointed member)

ATTENDANCE POLICY: The North Central Florida Regional Planning Council shall review and consider rescinding the appointment of any voting member of the Board who fails to attend three consecutive meetings.

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