

REQUEST FOR PROPOSAL RESPONSE

Children's Court Shuttle Service

submitted by:

Southern California Rapid Transit District

April 9, 1992



SCRTD
1992
C577

TABLE OF CONTENTS

	<u>PAGE</u>
TABLE OF CONTENTS	i-ii
INDEX OF EXHIBITS	iii
1.0 QUALIFICATIONS OF BIOOER	1
1.1 Overview	1
1.2 General Information.....	2
1.3 Existing Service	2
1.4 Organizational Management	2
1.5 Certified Financial Statements	3
1.6 Business References	4
1.7 Credit References	4
1.8 Similar Services	4
2.0 QUALIFICATIONS OF PROPOSED STAFF	14
2.1 On-Site Project Manager and Support Personnel	14
3.0 OPERATING METHODOLOGY	22
3.1 Proposed Service	22
3.2 Dispatch Center	22
3.3 Administration and Management	27
3.4 Operating/Maintenance Facility	27
3.5 Transportation Operating Procedures	27
3.6 Maintenance Operating Procedures	27
3.7 Bus Operator Hiring and Training Program.....	34
3.8 Maintenance Hiring and Training Program	36
3.9 Management and Dispatcher Hiring & Training.....	37
3.10 Preventative Maintenance Program	37
3.11 Quality Control Program.....	42
3.12 Vehicle Spare Parts/Inventory	42
3.13 Safety Program.....	42
3.14 Drug and Alcohol Abuse Policy.....	48
3.15 Employee Assistance Program.....	48
3.16 Insurance.....	48
3.17 South African Business Connection.....	49
3.18 MBE/DBE Participation.....	49
4.0 PROPOSED COST	51
4.1 Bid Information	51
4.2 Cost Component	51
4.3 Letter of Authorization	51

5.0 APPENDIX

- A CHP Inspections**
- B Drug & Alcohol Policy**
- C Employee Assistance Program**
- D Insurance**
- E MBE/DBE Participation - EEO Certificate**
- F Addendums**
- G Bid Bond**

INDEX OF EXHIBITS

<u>EXHIBIT</u>	<u>TITLE</u>	<u>PAGE</u>
1	REQUIRED PROPOSAL QUESTIONNAIRE.....	5
1-A	DISTRICT ORGANIZATIONAL CHART.....	8
1-B	FINANCIAL STATEMENTS.....	9
1-C	BUSINESS REFERENCES.....	11
1-D	CREDIT REFERENCES.....	12
1-E	SIMILAR SERVICES.....	13
2	CHILDREN'S COURT SHUTTLE ORGANIZATIONAL CHART.....	15
2-A	ON-SITE PROJECT MANAGER.....	16
2-B	OPERATIONS CONTROL AND SERVICES SUPERINTENDENT.....	17
2-C	MAINTENANCE DIVISION MANAGER.....	19
2-D	LEAD MECHANIC.....	21
3	SHUTTLE BUS ROUTES.....	23
3-A	OPERATIONAL CHARACTERISTICS	26
3-B	OPERATOR'S DAILY REPORT	28
3-C	MAINTENANCE PERSONNEL FORM	29
3-D	DIVISION 10 PLOT PLAN.....	30
3-E	OPERATOR'S VEHICLE CONDITION REPORT	31
3-F	INSPECTION REPORT	32
3-G	SERVICE REQUIRED CARD	35
3-H	ROAD FAILURE REPORT	35
3-I	DISTRICT HIRING AND TRAINING REQUIREMENTS.....	38
3-J	PREVENTATIVE MAINTENANCE GENERAL INSPECTION REPORT	43
3-K	PREVENTATIVE MAINTENANCE MAJOR INSPECTION REPORT	45
4	SERVICE COSTS SUMMARY SHEET.....	52
4-A	FIXED SERVICE COSTS COMPONENTS.....	53
4-B	VARIABLE SERVICE COSTS COMPONENTS.....	54
4-C	SERVICE ADJUSTMENT RATES.....	55
4-D	LETTER OF AUTHORIZATION	56

1.0 QUALIFICATIONS OF BIDDER

1.1 OVERVIEW

The Southern California Rapid Transit District (SCRTD/District) is pleased to submit this proposal for the management and operations of the Children's Court Shuttle Service which will provide connections between existing commuter express and local circulation services within the County of Los Angeles and the City of Monterey Park. The District has provided services very similar to those included in the Request for Proposal (RFP) in a cost efficient and effective manner.

The SCRTD is a full-service transit agency that has provided a broad range of local and commuter bus transit service within the County of Los Angeles for over 28 years and within neighboring counties on a contractual basis for over 17 years. The District is intimately familiar with the operating conditions and ridership needs along these routes. The District will operate these routes for the Los Angeles County Department of Public Works (LACDPW) in a manner which is consistent with the level and quality required. This focus on quality will be achieved through utilization of District facilities located in the City of Los Angeles and provision of experienced transit professionals dedicated to the daily operation and services of the proposed routes.

Through the skill and expertise of our on-site project manager and road supervisors, the District will provide a clean, comfortable, reliable and attractive alternative form of mobility for transit users on the proposed routes. Supported by a state-of-the-art radio communications system and strategically located maintenance facilities, the District can insure reliable transit service. By virtue of our successful self-insurance program, the LACDPW will be protected from any liability involved in the District's management and operation of the Children's Court Shuttle Bus Service.

The District is prepared to operate the Shuttle Bus Service as specified in the RFP from a Business Development Operating Facility (BDOF) to allow for lower cost associated with the service. Under the District's BDOF section of the current labor agreements with its unions, the District will be able to provide the service at lower costs than its regular service. The wage rates for operators are below that of our other contract personnel.

As required, the project manager will be either on-duty or readily available during all hours of operation. The SCRTD will support the services from its maintenance and operations facilities designated below:

- 742 N. Mission Road, in Los Angeles designated as Division 10.
- 425 S. Main Street, in Los Angeles designated as Location 32.

From the Division 10 location, vehicles will be dispatched, provided with maintenance support and managed; to assure the safe, efficient and reliable operation of the services.

Vehicles in service along the routes will be monitored for on-time performance through the use of a two-way radio system providing exclusive communication between the vehicles, and the supervisory and dispatch staff. In addition to

the base station in our dispatch center, street supervision will be provided through mobile units. This will ensure supervisory communication in an effective manner.

Bus operators will be selected and trained through SCRTD's comprehensive hiring program created by SCRTD and approved by the California Highway Patrol to ensure a safe, efficient and professional operation at all times.

By using the District's facilities, calling upon the skill and expertise of the existing safety and maintenance operations backed by an experienced Project Manager and the resources of the largest all bus agency in the United States, SCRTD will continue to provide the transit patrons with safe, careful, efficient, clean transit service.

With submission of this proposal, the SCRTD hereby accepts the conditions contained in the RFP dated March 5, 1992, and Addendum Number 1, dated March 19, 1992, and Addendum Number 2, April 1, 1992 issued by the LACDPW.

ALL PROPOSED COSTS WERE DEVELOPED USING THE DISTRICT'S COST MODEL WHICH WAS APPROVED BY THE PRIVATE SECTOR COMMITTEE ON MARCH 9, 1989 BASED UPON DISTRICT EXPENDITURES AND SERVICE LEVELS. THE COST MODEL UTILIZES A FIXED/VARIABLE COST ALLOCATION APPROACH TO DETERMINE COST ON A LINE-BY-LINE BASIS. IT IS BASED UPON THE INCREMENTAL COSTS OR SAVINGS THAT ARE GENERATED THROUGH CHANGES IN SERVICE FOR A LINE OR A PACKAGE OF LINES. THIS METHOD OF COSTING ALLOWS FOR A FULLY ALLOCATED COST COMPARISON OF BDOF SERVICES.

1.2 GENERAL INFORMATION

As requested in the RFP, the Required Proposal Questionnaire is provided in Exhibit 1.

1.3 EXISTING SERVICE

In Fiscal Year (FY) 1991, the SCRTD carried approximately 416,170,000 passengers and maintained 19,668 bus stop locations within a 1,442 square mile service area. The District operated 7,440,400 total vehicle hours with 1,909 scheduled peak buses in service. The average weekday mileage operated was 326,337 miles.

For FY 1992, preliminary estimates indicate that the District will provide bus service to approximately 408,408,000 passengers and operate 7,008,000 total vehicle hours. The approximate gross annual revenue is estimated to be \$224,378,000.

1.4 ORGANIZATIONAL MANAGEMENT

The Southern California Rapid Transit District was created in 1964 as a Public Corporation of the State of California. It is governed by an eleven-member Board of Directors. The District's Organizational Chart is shown as Exhibit 1-A.

As of August 1, 1991, the District retained a workforce of 9,340 employees. This workforce includes the following:

BUS OPERATIONS

Operators	Full-time	4,205	Members of the United Transportation Union (UTU)
	Part-time	563	
Mechanics and Main- tenance		1,856	Members of the Amalgamated Transit Union (ATU)
Clerks		698	Most are members of the Transportation Communications Union (TCU)
Transit Police Officers		154	Members of the Transit Police Officers' Association
Security Guards		43	Members of the Teamsters
Other employees (Non-Contract)		1,508	Includes managers, supervisors and other transit support personnel

RAIL OPERATIONS

Rail Transportation	83
Equipment Maintenance	54
Maintenance of Way	37
Security (LA County Sheriff's Dept.)	139

1.5 CERTIFIED FINANCIAL STATEMENTS

The District's most recent financial statements are provided in Exhibit 1-B. These financial statements were certified by the auditing and accounting firm of Coopers and Lybrand on September 6, 1991.

1.6 **BUSINESS REFERENCES**

The District has conducted operations for various businesses and agencies. A list of these is provided in Exhibit 1-C.

1.7 **CREDIT REFERENCES**

Credit references for the District are provided in Exhibit 1-D.

1.8 **SIMILAR SERVICES**

A summary of similar services provided by the SCRTD is provided in Exhibit 1-E.

Exhibit 3-E-1

**DEPARTMENT OF PUBLIC WORKS
RFP FOR CHILDREN'S COURT SHUTTLE SERVICE**

REQUIRED PROPOSAL QUESTIONNAIRE

All proposers are required to complete the following questionnaire. If your answer is provided in greater detail within your Proposal, you may reference the appropriate section or page of the Proposal. You may either use this form for your responses, or a transcribed copy; HOWEVER, all questions must be answered, in the order presented here. Proposals which do not include this completed questionnaire will be considered non-responsive and will be rejected.

For the Firm of Southern California Rapid Transit District
 Address: 425 South Main Street
 City/State/Zip: Los Angeles, CA 90013
 Telephone Number: (213) 972-4310
 FAX Number: (213) 972-4788
 Contact Person: Haim Geffen

1. Has your firm been cited or fined at any time during the past five years by the CHP, or any other regulatory agency for improper maintenance or for accidents caused by improper maintenance?
 YES (See Section 3.11) (explain) NO _____

2. Is there any past, current, or pending litigation (past five years) involving your firm and another contract with any public agency?
 YES _____ (explain) NO X _____

3. Give Name, Address, and Phone of proposer's insurance broker or underwriter. How long have you held insurance with this firm? Disclose insurance underwriters, their A.M. Best Company rating and policy deductible levels for each type of insurance held by your firm. (See Section 3.16)

4. List at least three Credit References from major suppliers/vendors who can attest to your firm's payables. Please provide names, address, phone and account number. (See Exhibit 1-D)

5. Briefly describe firm's organizational structure including levels of corporate management, relationship to a parent company, and corporate support functions that will be applied to this project. Present a proposed organizational chart for staffing the Children's Court Shuttle service, including management, supervisors, office, driver's, mechanics and service personnel where applicable. (See Section 1.4)

Attachment 3

Exhibit 3-E-2

6. Describe the proposed management approach and philosophy to operation of shuttle services. Provide detailed descriptions of Operations Manager's and Maintenance Manager's responsibilities and duties. (See Section 1.1 and Exhibit 3-1)
7. How many years has the proposer provided or managed publicly funded transit services? The information below must be completed for all relevant services, at least during the past five years (you may limit your response to the most recent 10 services, information on other services may be requested by Public Works at a later date). Identify the responsible individual at the public agency who can verify service, and provide his/her name, telephone number and position. (See Section 1-E)

Name and Service Area of System: _____

Date of Service: _____ to _____

Public Agency: _____

Reference Contact Person: _____

Title: _____ Phone Number: _____

Briefly describe service:

8. Describe your firm's quality control program to ensure that all functions are performed in a safe, effective, and efficient manner. (See Section 3.11)
9. Specifically describe your proposed approach to providing maintenance services. Describe your firm's proposed PMI program for all vehicles, components and equipment used in the shuttle services, including but not limited to engine, transmission, brakes, chassis, wheelchair lifts or ramps, air-conditioning, batteries, and two-way radios. Include both mileage and time intervals, and compare this program to any applicable requirements. Describe follow-up procedures for any problems or defects noted on driver "squawk" sheets or inspection reports. Include a copy of a driver "squawk" sheet proposed for use in the shuttle operations. (See Section 3.6)

Exhibit 3-E-3

10. Describe your firm's proposed spare parts inventory program for any vehicles/components/equipment used for shuttle service.
(See Section 3.11)
11. Describe what steps your firm will take to promptly repair/replace any County-owned vehicles or County-owned equipment which may be damaged or destroyed while in your possession or under your control. (See Section 3.16)
12. Describe the procedures used for screening potential employees before hiring and routine monitoring, counseling, and discipline of employees for: (See Sections 3.7 and 3.8)
1. Substance Abuse.
 2. DMV Violations.
 3. Criminal histories detrimental to contract performance.
13. What recruitment, selection and hiring criteria are used to determine the qualifications which individuals must possess to be effective managers, drivers, dispatchers, and maintenance personnel? (See Sections 3.7 and 3.9 and Exhibit 3-1)
14. Describe the training that will be required of drivers and dispatchers. What specific training will you provide to ensure that drivers and dispatchers are able to respond to the special needs of disabled and elderly passengers? (See Sections 3.7 and 3.8)
15. Does your firm have an employee policy on drug and alcohol abuse?
YES X NO

If yes, check types of testing you conduct:

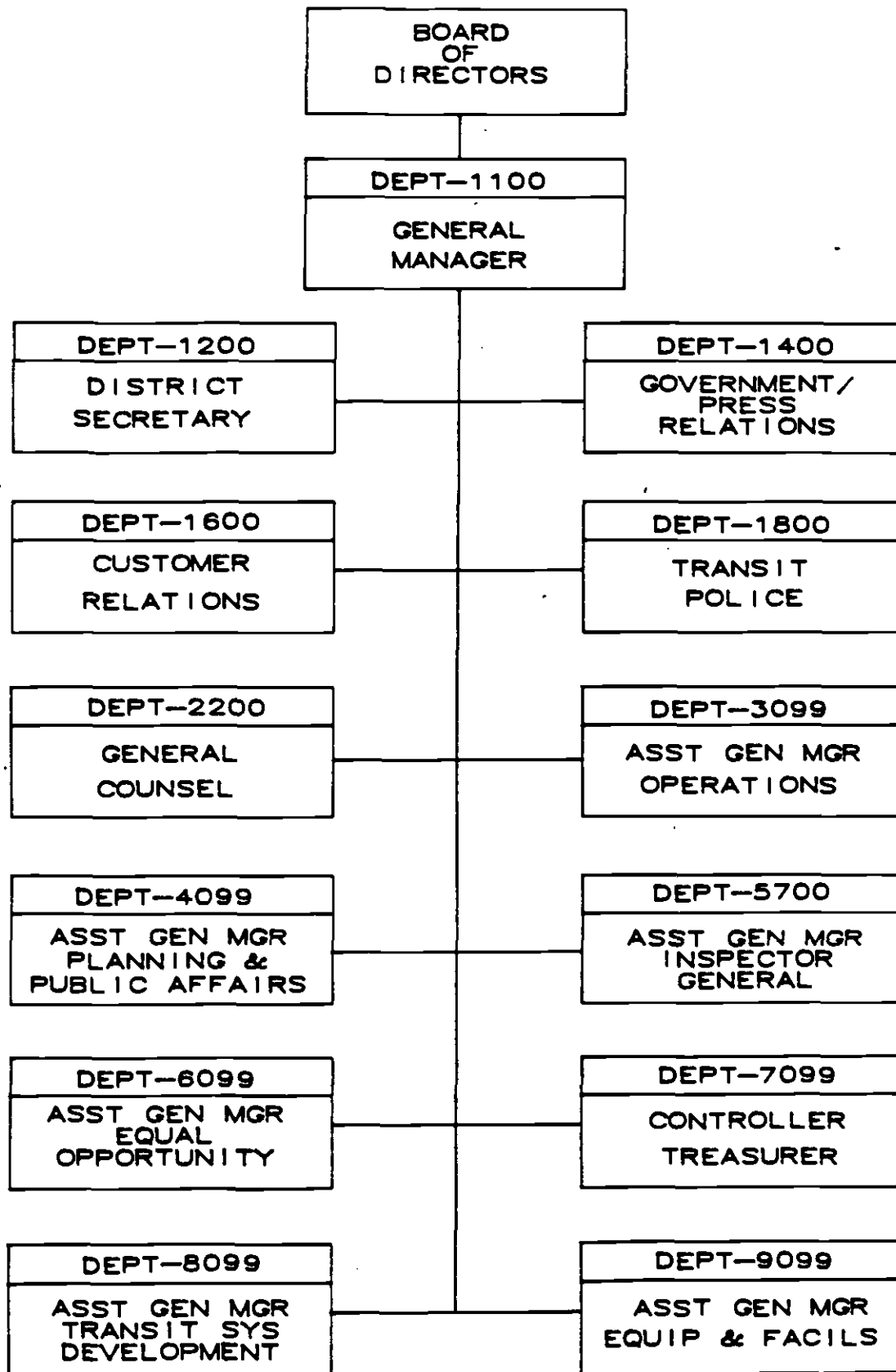
- | | |
|---------------|---------------------------|
| <u> X </u> | Pre-employment |
| <u> X </u> | Periodic Recurring |
| <u> </u> | Random |
| <u> X </u> | Post-accident |
| <u> X </u> | With reasonable suspicion |

Describe or attach a copy of your firm's Substance Abuse and Employee Counseling Program and compare it to the County's Drug and Alcohol Abuse Testing Program shown in Attachment 7.

If no, will you implement the County's Drug and Alcohol Abuse Testing Program shown in Attachment 7.

Attachment 3

ORGANIZATIONAL CHART



REPORT ON AUDITED FINANCIAL STATEMENTS

BALANCE SHEET

June 30, 1991 And 1990	(In Thousands)	
	1991	1990
ASSETS		
CURRENT		
Restricted cash, cash equivalents and investments - Revenue Anticipation Note payment fund	\$68,952	\$66,044
Accounts receivable:		
Grants and other subsidies - government	58,660	147,026
Other - net of allowance for uncollectibles of \$2,580 in 1991 and \$2,280 in 1990	47,558	33,242
Inventory and other current assets	42,426	19,951
Total current assets	217,596	266,263
NONCURRENT RESTRICTED CASH AND INVESTMENTS:		
Insurance claims fund	169,178	183,270
Less, Borrowings for working capital	(14,454)	(103,644)
Insurance claims fund, net	154,724	79,626
Certificates of Participation	149,311	
Deferred compensation plan	55,976	49,457
401(k) Savings Plan	8,721	6,165
Equipment Trust Certificates	26,669	23,992
Total noncurrent restricted cash and investments	395,401	159,240
Property, plant and equipment, net	1,528,027	1,396,213
Benefit Assessment District receivable	69,702	65,372
Total assets	\$2,210,726	\$1,887,088

June 30, 1991 And 1990	(In Thousands)	
	1991	1990
LIABILITIES AND EQUITY		
CURRENT		
Accounts payable	\$28,016	\$32,706
Accrued expenses	71,444	47,573
Deferred grants - government	38,506	26,024
Revenue Anticipation Notes	65,000	62,000
Current portion of compensated absences and post-retirement benefits	5,000	4,000
Current portion of Equipment Trust Certificates	4,725	4,420
Total current liabilities	212,691	176,723
EQUIPMENT TRUST CERTIFICATES:		
Series 1984	7,940	10,165
Series 1986	14,835	17,335
Deferred compensation plan	55,976	49,457
401(k) Savings Plan	8,721	6,165
Compensated absences and post-retirement benefits	27,535	24,455
Benefit Assessment District payable	32,237	26,069
Certificates of Participation	160,000	
Insurance claims fund	169,178	183,270
Other liabilities		13,083
Commitments and contingencies		
Total liabilities	689,113	506,722
EQUITY:		
District equity (retained earnings)	7,564	9,482
Capital grants (contributed capital):		
Federal	908,914	830,638
State	191,510	174,550
Local	413,625	365,696
Total equity	1,521,613	1,380,366
Total liabilities and equity	\$2,210,726	\$1,887,088

STATEMENTS OF REVENUES, EXPENSES AND
CHANGES IN DISTRICT EQUITY

STATEMENT OF CASH FLOWS

For The Fiscal Year Ended June 30, 1991 And 1990	(In Thousands)	
	1991	1990
OPERATING REVENUES:		
Passenger fares	\$243,422	\$239,905
Route subsidies	710	672
Auxiliary transportation	4,279	4,108
Total operating revenues	248,411	244,685
OPERATING EXPENSES:		
Transportation	311,549	291,745
Vehicle maintenance	148,851	135,817
Non-vehicle maintenance	17,027	13,115
General and administrative	138,685	116,411
Total operating expenses	616,112	557,088
Excess of operating expenses over operating revenues	(367,701)	(312,403)
NONOPERATING REVENUES AND EXPENSES:		
Local operating grants	322,865	266,821
Federal operating grants	47,905	48,300
Interest revenues	3,794	4,986
Interest expenses	(7,039)	(8,049)
Other	176	345
Total nonoperating revenues and expenses	367,701	312,403
Net revenues over expenses before depreciation	-	-
Depreciation	52,628	48,111
Excess of (expenses) over revenues	(52,628)	(48,111)

For The Fiscal Year Ended June 30, 1991 And 1990	(In Thousands)	
	1991	1990
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash from customers	\$235,421	\$239,523
Cash paid to employees	(404,014)	(439,377)
Cash paid to suppliers	(168,109)	(91,090)
Net cash used by operating activities	(336,702)	(290,944)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:		
Operating grants received	428,507	230,933
Borrowings for working capital	-	63,889
Repayment of insurance claims fund borrowed for working capital	(89,190)	-
Increase in Revenue Anticipation Notes	3,000	4,000
Proceeds from sale of Certificates of Participation	160,000	-
Interest received	2,467	4,948
Interest paid	(9,946)	(8,049)
Other receipts	176	345
Increase (repayment) of other liabilities	(13,083)	13,083
Net cash provided by noncapital financing activities	481,931	309,149
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:		
Contributed capital from grants	193,875	350,727
Purchase of property, plant and equipment	(179,836)	(342,021)
Repayment of Equipment Trust Certificates	(4,420)	(4,590)
Repayment of capital lease	-	(1,805)
Increase in Benefit Assessment District receivable	(4,330)	(25,676)
Increase in Benefit Assessment District payable	4,378	10,336
Increase in 1986 bus purchase fund	(657)	(621)
Net cash provided by financing activities	9,010	(13,650)
CASH FLOWS FROM INVESTING ACTIVITIES:		
Increase in certificate repayment fund	(16,064)	(4,309)
Distributions (proceeds) from collateral equalization fund	(135,267)	3,577
Net cash used by investing activities	(151,331)	(732)
Net increase in cash and cash equivalents for the year	2,908	3,823
Cash and cash equivalents, July 1	66,044	62,221
Cash and cash equivalents, June 30	\$68,952	\$66,044
RECONCILIATION TO ADJUST NET INCOME TO NET CASH FROM OPERATIONS:		
Net income	(\$367,701)	(\$312,403)
Decrease (increase) in allowance for uncollectible accounts	300	(270)
(Increase) in accounts receivable	(13,290)	(4,892)
Decrease (increase) in inventory	(22,476)	536
Increase (decrease) in accounts payable	(1,782)	16,808
Increase in compensated absences and post-retirement benefits	4,081	4,656
Increase in accrued expenses	64,166	4,621
Net cash used by operating activities	(336,702)	(290,944)
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:		
Interest paid	\$9,946	\$7,176
Interest expense	\$7,039	\$8,049

	DISTRICT EQUITY (RETAINED EARNINGS)				Total
	Federal	State	Local		
Balance, July 1, 1989	9,767	677,622	229,729	160,632	1,077,750
Net loss	(48,111)				(48,111)
Amortization of capital grants	47,826	(33,880)	(288)	(13,658)	
Capitol grants		186,896	32,613	131,218	350,727
Reclassification of prior-year Proposition A funds from state to local capital grants			(87,504)	87,504	
Balance, June 30, 1990	9,482	830,638	174,550	365,696	1,380,366
Net loss	(52,628)				(52,628)
Amortization of capital grants	49,151	(34,857)	(583)	(13,711)	
Capital grants	1,559	113,133	17,543	61,640	193,875
Balance, June 30, 1991	\$7,564	\$908,914	\$191,510	\$413,625	\$1,521,613

BUSINESS REFERENCES

1. **COUNTY OF LOS ANGELES**
Department of Public Works
900 South Fremont Avenue, 11th Floor
Alhambra, CA 91803-1331

Contact: David N. Stringer, Civil Engineer I
Telephone: (818) 458-3954

2. **FAIRPLEX**
P.O. Box 2250
Pomona, CA 91769

Contact: Bruce Latta, Operations Manager
Telephone: (714) 623-3111, ext. 217

3. **LOS ANGELES PHILHARMONIC ASSOCIATION**
2301 North Highland Avenue
Los Angeles, CA 90078

Contact: Patton S. Moore, Superintendent of Operations
Telephone: (213) 850-2060

4. **ORANGE COUNTY TRANSIT DISTRICT**
11222 Acacia Parkway
P.O. Box 3005
Garden Grove, CA 92642-3005

Contact: William Foster
Telephone: (714) 638-9000

5. **ROSE BOWL AND ARROYO SECO FACILITIES**
1001 Rose Bowl Drive
Pasadena, CA 91103

Contact: Connie Campbell
Telephone: (818) 952-9283

CREDIT REFERENCES

1. Mr. Joseph J. Chestnut
Sanwa Bank of California
Los Angeles Main Office
600 South Flower Street
Los Angeles, CA 90017

(213) 613-2936
2. Mock Resources, Inc.
4 Executive Circle, Suite 200
Irvine, CA 92714

(714) 863-0600
3. Flxible Distribution
2135 North Alameda
Compton, CA 90222

(213) 537-2197
4. Universal Coach Parts
7046 East Slauson
Commerce, CA 90040

(213) 721-0034
5. California Hardware
12085 East Temple
City of Industry, CA 91744

(818) 369-9411

SIMILAR SERVICES

Since 1971, the Southern California Rapid Transit District has performed many similar contract services for various agencies. The following lists such services:

1. Line 602 - Downtown Mini-Ride Shuttle

Type of Service: Provision of weekday and Saturday shuttle bus service within the Los Angeles Central Business District.

Number of Vehicles: 12

Number of Revenue Service Hours: 93.5

Administrator: Haim Geffen, Supervising Planner
Telephone: (213) 972-4828

2. Line 603 - Amtrans Shuttle

Type of Service: Provision of direct train-side bus service for the Amtrak train passengers between Union Station and downtown Los Angeles.

Number of Vehicles: 3

Number of Revenue Service Hours: .9

Administrator: Haim Geffen, Supervising Planner
Telephone: (213) 972-4828

3. Line 605 - Westwood Shuttle

Type of Service: Provision of Friday and Saturday circulation-type shuttle bus service through the Westwood Village area.

Number of Vehicles: 3

Number of Revenue Service Hours: 21.1

Administrator: Haim Geffen, Supervising Planner
Telephone: (213) 972-4828

4. Line 609 - City of Covina Shuttle

Type of Service: Provision of weekday shuttle bus service within the City of Covina.

Number of Vehicles: 1

Number of Revenue Service Hours: 7

Administrator: Scott Holmes, Supervising Planner
Telephone: (213) 972-6968

2.0 QUALIFICATIONS OF PROPOSED STAFF

2.1 ON-SITE PROJECT MANAGER AND SUPPORT PERSONNEL

The SCRTD will provide an On-Site Project Manager with experience in the transit industry. In addition, the SCRTD will assign an Operations Control and Services Superintendent and Maintenance Division Manager to work with the On-Site Project Manager (Exhibit 2).

This team comprises a high level of transit expertise and familiarity with the service and the region. The On-Site Project Manager, Operations Control and Services Superintendent and Maintenance Division Manager will be available during all hours of operation.

The On-Site Project Manager will provide on-line supervision of all operations staff, and will provide close coordination with the County of Los Angeles Department of Public Works on all matters concerning the operation of this service (Exhibit 2-A).

The Operations Control and Services Superintendent will be responsible for overall operations of service, driver training, safety, service monitoring, driver compliance with established procedures, and for providing direct interface with City operational personnel (Exhibit 2-B).

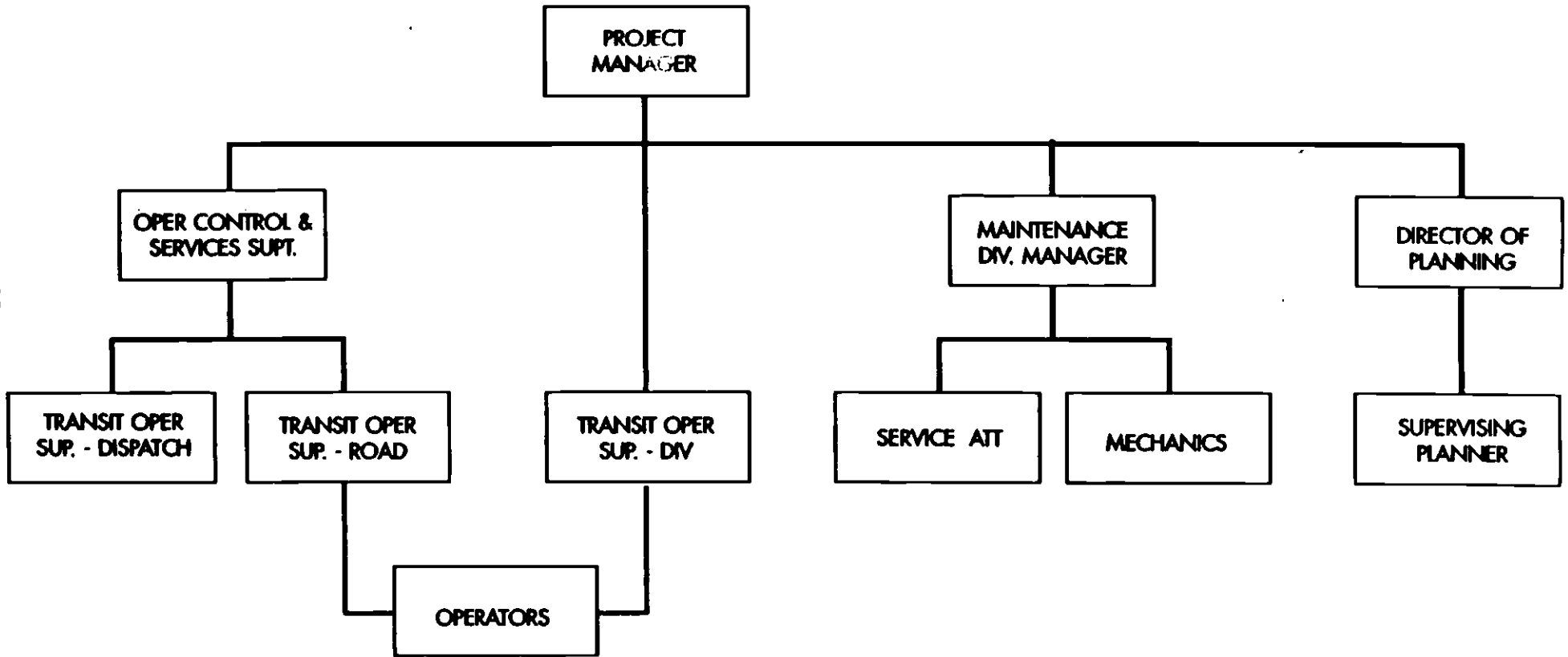
The Maintenance Division Manager (Exhibit 2-C) will manage and supervise the maintenance staff and work closely with the On-Site Project Manager on matters concerning the mechanical reliability and safety of the vehicles. The lead mechanic for this project is described in Exhibit 2-D.

Operations management personnel will be responsible for continuous monitoring, review and analysis of operations to ensure adequacy, efficiency and compliance with contractual obligations.

The District will provide an appropriate number of mechanics, service attendants, and bus operators to insure operation of all scheduled service. Operations management personnel are trained in all facets of this operation including the areas of administration, operations, maintenance requirements, customer relations, safety standards, radio procedures, fare retrieval and data collection.

Contract administration and management support will be provided by SCRTD Headquarter's personnel.

CHILDREN'S COURT SHUTTLE ORGANIZATION CHART



15

ON-SITE PROJECT MANAGER

EARL ROLLINS, JR.
Assistant Transportation Division Manager
Southern California Rapid Transit District

Mr. Rollins is an Assistant Transportation Division Manager at the SCRTD's operating Division 10 located near downtown Los Angeles on Mission Road. He has extensive experience in managing and supervising transit operations and handling employee relations issues. Mr. Rollins has over 14 years of expertise and experience in this capacity.

In his current position, Mr. Rollins is responsible for assisting in the overall management of the Transportation Division. Mr. Rollins assists in the review and analysis of the performance of division operators to maintain and improve the quality of transit service provided by his division. He investigates accidents and takes appropriate action to ensure that the transit operations are conducted as safely as possible. Mr. Rollins is well versed in union contractual issues.

PROFESSIONAL BACKGROUND

Acting Division Manager, SCRTD. Responsible for the management and supervision of Assistant Division Manager, bus operators, dispatchers, transit operations supervisors and clerical staff.

Division Dispatcher, SCRTD. Mr. Rollins was responsible for maintenance the sick list and checked pink sheets for open runs or extra assignments. Checked roll out sheets, paddles, transfers and assigned runs to operators.

Bus Operator, SCRTD. Mr. Rollins operated a passenger vehicle in revenue service for over seven years.

ACADEMIC BACKGROUND

AA Degree, L.A. Trade Technical College

OPERATIONS CONTROL AND SERVICES SUPERINTENDENT

LEON STEVENSON

**Acting Operations Control and Services Superintendent
Southern California Rapid Transit District**

As an Operations Control and Services Superintendent in the SCRTD Headquarters Operations Control Center, Mr. Stevenson is highly knowledgeable in vehicle operations and is experienced in supervising and managing bus transit operations.

Mr. Stevenson has over 24 years of experience in transit operations. In his present position, his responsibilities include management of the Bus and Operations Control Center, Rail Central Control Facility, vehicles operations and terminal operation functions within the Transportation Department. He supervises a Vehicle Operations Manager, Radio Dispatch Manager, Transit Operations Supervisors, clerical and professional staff. His total work force is in excess of one hundred and ninety-five employees. Mr. Stevenson's responsibilities include managing equipment lease services, supervising the response to traffic disruptions and emergency situations. He is proficient in the coordination of control center functions District-wide.

PROFESSIONAL BACKGROUND

Radio Dispatch Manager, SCRTD. Responsible for the management and direction of the overall operations of the Bus Operations Control Center and its Transit Operations Supervisors. Under Mr. Stevenson's direction, the communications personnel provided timely and appropriate responses to traffic and other emergency situations. Formulated policies and procedures for radio dispatching functions.

Senior Transit Operations Supervisor - Communications, SCRTD. Responsible for the supervision and direction of the Bus Operations Control Center from the master console position. Responsible for the efficient directing of emergency and routine responses to all requests for assistance from District personnel, as well as public and private agencies and the general public while maintaining the District's service reliability.

Transit Operations Supervisor - Communications, SCRTD. Responsible for receiving and transmitting information relative to transit operations via radio and telephone. Directed field personnel (Transportation, Maintenance and Risk Management) during emergencies such as accidents and hazardous situations. Utilized various strategies to maintain scheduled service. Rerouted bus service to avoid service delays. Exercised general supervisor authority over field maintenance, operating and supervisory personnel.

EXHIBIT 2-B

Transit Operations Supervisor - Vehicle Operations, SCRTD. Responsible for the supervision of revenue vehicle deployment in scheduled service and for special event operations (contract service). Adjusted schedules and implemented various management techniques to maintain on-time and reliable service. Investigated accidents and submitted written documentation. Supervised, monitored and appraised bus operators' performance.

Bus Operator, SCRTD. Operated passenger vehicle in revenue service for over four years. Gained knowledge of vehicle operations, schedules and routing.

ACADEMIC BACKGROUND

University of Houston, majored in Bachelor of Arts Degree in Education.

MAINTENANCE DIVISION MANAGER

ERMILO O. VICTORIA, JR.
Maintenance Division Manager
Southern California Rapid Transit District

As a Maintenance Division Manager for Division 3310, Mr. Victoria is proficient and experienced in supervising and managing the maintenance of District revenue and non-revenue vehicles.

Mr. Victoria has over 15 years of experience in transit operations and maintenance. In his current position, his responsibilities include the management and supervision of over 150 employees (supervisory personnel, mechanics, field equipment technicians, service personnel and clerks). Mr. Victoria's duties involve directing a seven-day-a-week, 24-hour maintenance division operation which includes preventative maintenance (PM) and repair of over 260 revenue and non-revenue vehicles and overseeing the work schedules of subordinate staff. He assures that his division's equipment meets and passes CHP standards and that Division 3310's non-revenue and revenue vehicles are mechanically reliable and safe.

PROFESSIONAL BACKGROUND

Labor and Administration Manager, Maintenance, SCRTD. Responsible for the management and direction of labor and administrative functions for 30 non-contract and over 300 contract personnel. Mr. Victoria handled all maintenance-related union contract labor issues as well as labor contract negotiation issues for the Central Maintenance Facility (CMF).

Maintenance Division Manager (Relief), SCRTD. Responsible for the management and supervision of the maintenance operations at various divisions. Mr. Victoria assumed the responsibilities of the regular maintenance manager at various divisions during their absence so that the maintenance operations and administration could be continued without any interruptions to service.

Senior Equipment Maintenance Supervisor, SCRTD. Responsible for the supervision of the subordinate supervisory, mechanical, service and clerical staff. Mr. Victoria assured that all daily work assignments were assigned and completed by mechanical and service staff. Supervised the daily A.M., Base and P.M. peak equipment assignments. Supervised the work flow of three shifts to assure timely pull out and equipment reliability.

Mechanic "A" Relief Leader, SCRTD. Responsible for the scheduling and overseeing of the work performed by the unit's mechanics. Kept the supervisor abreast of all work performed.

EXHIBIT 2-C

Mechanic A, SCRTD. Responsible for the troubleshooting and repair of revenue vehicle fleet. Knowledgeable in all systems of the bus, i.e., air-conditioning, wheelchair lift, brake relines, engine overhauls, transmissions, tune-ups, etc.

Mechanic B, SCRTD. Responsible for the troubleshooting and repair of District non-revenue and revenue vehicles.

Fleet Manager/Manager, Sears, Roebuck and Co. Responsible for the management and assignment of vehicle repair for Sears' 15 van fleet.

ACADEMIC BACKGROUND

L.A. Trade Technical College

LEAD MECHANIC

THOMAS DUNCAN
Mechanic "A"

Mr. Duncan is a highly qualified Mechanic "A". His primary work location is Division 10 and has been employed by the District for over 23 years. Mr. Duncan troubleshoots and repairs mechanical problems on various types of revenue vehicles, i.e, Flexible, TMC, and RTSII's. Mr. Duncan's qualifications include a Certification in CR-22 Air Conditioning and specialized training in the following:

- 1) A/C instruction at Mt. SAC
- 2) A/C instruction at Thermo King
- 3) A/C instruction at GM
- 4) A/C instruction at the District
- 5) UEC Transmission instruction at Lawless
- 6) Rear Door and Electrical Systems

Mr. Duncan has also served as an On-Site Inspector at the manufacturer for new bus procurements by the District.

PROFESSIONAL BACKGROUND

Mechanic "B", SCRTD.

Mechanic "C", SCRTD.

Mechanic, Certified Grocer.

3.0 OPERATING METHODOLOGY

3.1 PROPOSED SERVICE

The District is a full-service transit agency that provides a broad range of local and commuter bus transit service within the County of Los Angeles and on a contractual basis within neighboring counties.

The SCRTD proposes to operate the Children's Court Shuttle Bus Service as outlined in the RFP.

Exhibit 3 shows the proposed Shuttle Bus Routes. Exhibit 3-A shows the operational characteristics, which includes the Loop Number, Number of Vehicles, Route Miles per Loop, Route Time Per Loop, Trips Per Day, Vehicle Service Hours Per Day, Days Per Year, Annual Vehicle Service Miles and Annual Vehicle Service Hours.

3.2 DISPATCH CENTER

The District currently has an extensive, highly efficient two-way radio system which provides communications for over 2,600 transit buses, vans, trucks, transit police cars and Transit Operations Supervisor cars. This radio communications system also has a Silent Alarm System (SAS) which allows the bus operator to signal the Dispatch Center in any emergency situation.

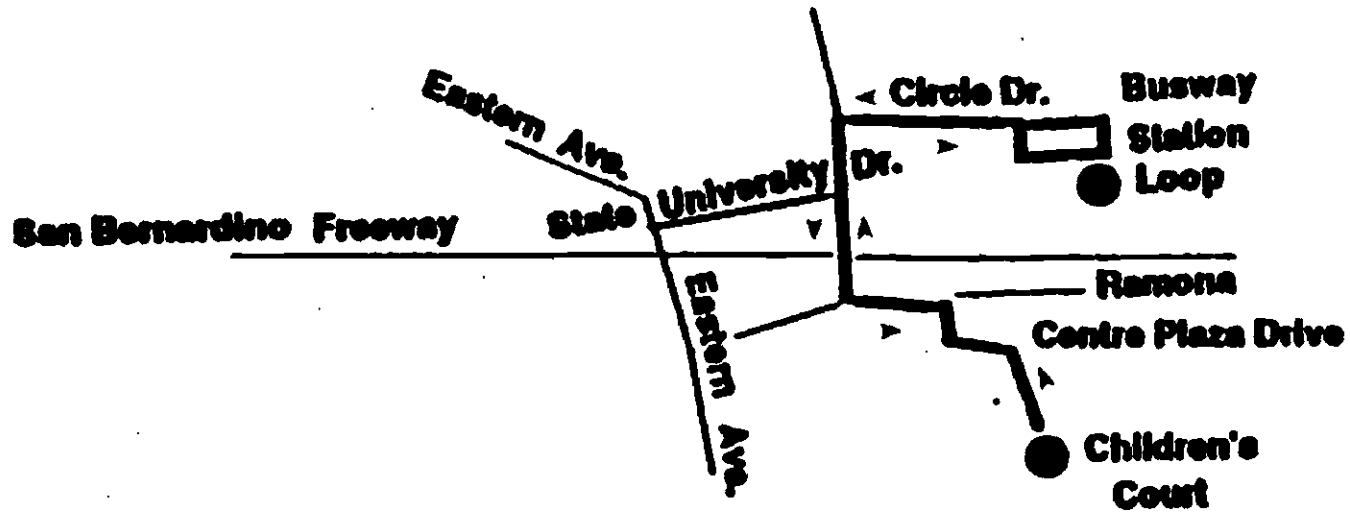
The District will install and operate its Transit Radio System (TRS) in the near future. The TRS will be a \$30 million turnkey transit communications, fleet management and data acquisition system. Once operational, the proposed shuttle will be incorporated into the TRS.

This system will be capable of controlling a fleet of up to 5,000 buses, 100 Transit Police vehicles, 200 Transportation vehicles, 300 Maintenance vehicles and four future groups of 200 vehicles each. The system will provide radio communications, telephone communications, Computer Aided Dispatch (CAD), Automatic Vehicle Location (AVL), real time fleet monitoring and control, management information and data acquisition.

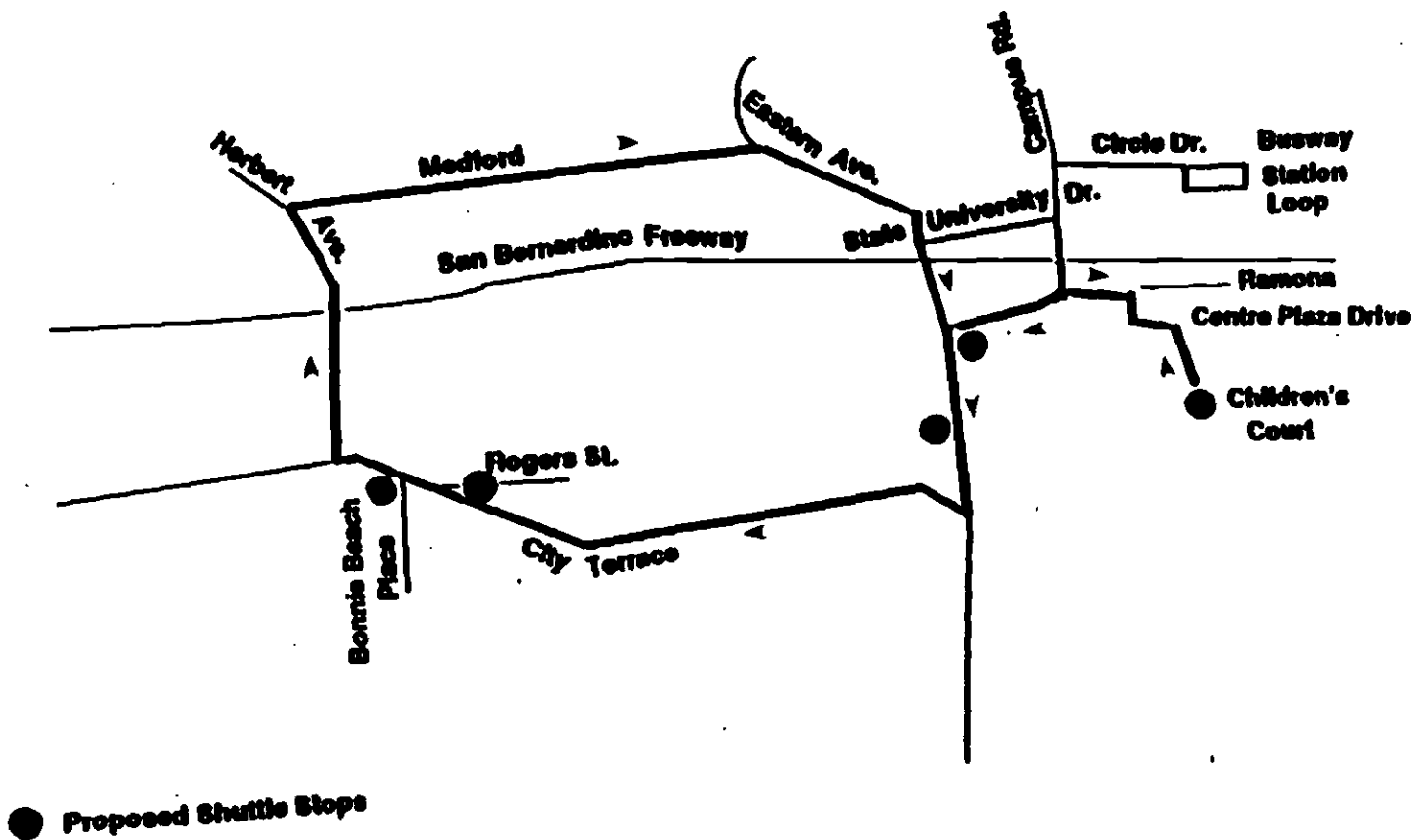
The TRS will provide the District with an integrated management tool to allow on-line monitoring and real time control of its entire fleet including additional contracted services. This system also allows continuous policing of District vehicles, immediate response by police agencies and increased passenger safety.

The District will provide road supervision to monitor the service and regulate departure times at route terminals. The drivers will be monitored by the on-street Supervisors at time points along the route. The drivers, Supervisors and Dispatchers will be in voice communication at all times via GE Master 2 radios using a designated RTD frequency. Based upon input from drivers, the Road Supervisors will adjust vehicle operations as needed. The Supervisors will not remain fixed at route terminals, but will also physically monitor actual operating conditions along the routes. These supervisors will be able to respond quickly and efficiently to emergencies, service disruptions, traffic blockades, passenger and traffic problems, etc. Bus mechanical breakdowns on the road will be called into the Dispatch Center and expeditiously handled by a mechanic.

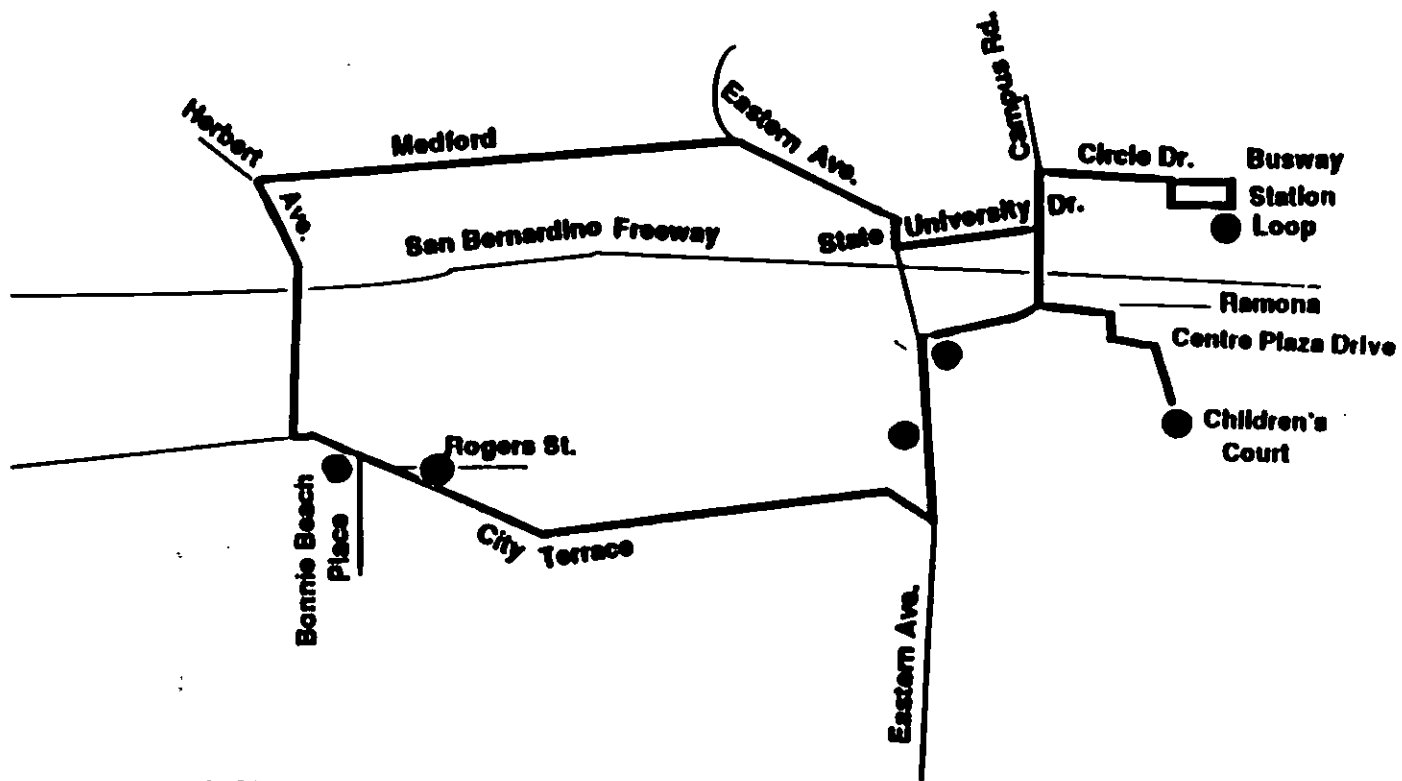
LOOP 1 - ROUTE MAP



LOOP 2 - ROUTE MAP



LOOP 3 ROUTE MAP



● **Proposed Shuttle Stops**
Loop 3 is a Bi-Directional Loop

ESTIMATED OPERATING STATISTICS

Loop	Number of Vehicles	Route Miles Per Loop	Route Time Per Loop	Trips Per Day	Vehicle Service Miles Per Day	Vehicle Service Hours Per Day	Days Per Year	Annual Vehicle Service Miles	Annual Vehicle Service Hours
1	1	1.4	10 minutes	19	25.9	3.05	250	6,475.00	762.50
2	2	2.9	20 minutes	18	48.8	5.60	250	12,200.00	1,400.00
3	2	3.4	30 minutes	35	117.8	17.55	250	29,450.00	4,387.50
Total	3			72	192.5	26.2	250	48,125.00	6,550.00

3.3 ADMINISTRATION AND MANAGEMENT

The Transportation Department's Division dispatcher will be responsible for dispatching BDOF operators and filling out the recording form on a daily basis (Exhibit 3-B). The Transportation Department will remedy all transportation related problems.

Adequate extra board bus operators will be available in the event a driver fails to report ten minutes before his/her assigned departure time.

All personnel will be trained to be knowledgeable about service route and scheduling, and able to answer all transit-related questions from the passengers.

The Maintenance Department's Equipment Maintenance Manager will monitor maintenance personnel assignments and performances, and fill out the required form (Exhibit 3-C).

All accident and worker's compensation claims arising out of this operation will be handled by the District's Risk Management Department. Policies and procedures are already established and are available in the Risk Management Department for review.

3.4 OPERATING/MAINTENANCE FACILITY

The District is proposing to operate the Children's Court Shuttle Bus Service from Division 10 (Exhibit 3-D). This facility which is located at 752 North Mission Road in the City of Los Angeles and will be operated as a Business Development Operating Facility (BDOF). As a BDOF, the wage rates of operators will be substantially lower than the District's regular operators. Division 10 will be able to accommodate the operation, daily maintenance, fueling and cleaning of transit buses.

3.5 TRANSPORTATION OPERATING PROCEDURES

Prior to each run, bus operators are responsible for inspecting their vehicle's exterior, interior, lights, climate control system and wheelchair lift. Defects are reported on an Operator's Vehicle Condition Report (Exhibit 3-E). Any defects are referred to the maintenance shop for corrective action.

The bus operator will sign on before the scheduled pull-out time to insure schedule adherence.

3.6 MAINTENANCE OPERATING PROCEDURES

The Maintenance Department has also established procedures for all staff involved in the maintenance of its computerized system and coach records. This plays an important role in the daily update of records by the Division's Equipment Record Specialists (ERS) and the scheduling of inspections by the Supervisors or Mechanic Leadperson. All vehicle records are available for review upon request.

In addition to their regular preventative maintenance functions, mechanics are required to perform weekly brake and safety inspections on each vehicle. The forms used for these inspections are provided in Exhibit 3-F. If any defects are found during these inspections, corrective action is scheduled.

TRANS-124
FRONT SIDE
REV 6/85

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
OPERATOR'S DAILY REPORT

Date: _____ Work Location: _____ Badge No. _____ Name (Print): _____

TRANSFER TICKET STATEMENT

NORTH (RED)

SOUTH (BLUE)

EAST (GREEN)

WEST (YELLOW)

Ending No. _____ Ending No. _____ Ending No. _____ Ending No. _____

Commencing No. _____ Commencing No. _____ Commencing No. _____ Commencing No. _____

Issued _____ Issued _____ Issued _____ Issued _____

Did you issue a Refund Receipt? Yes _____ No _____; If yes, serial number(s) _____

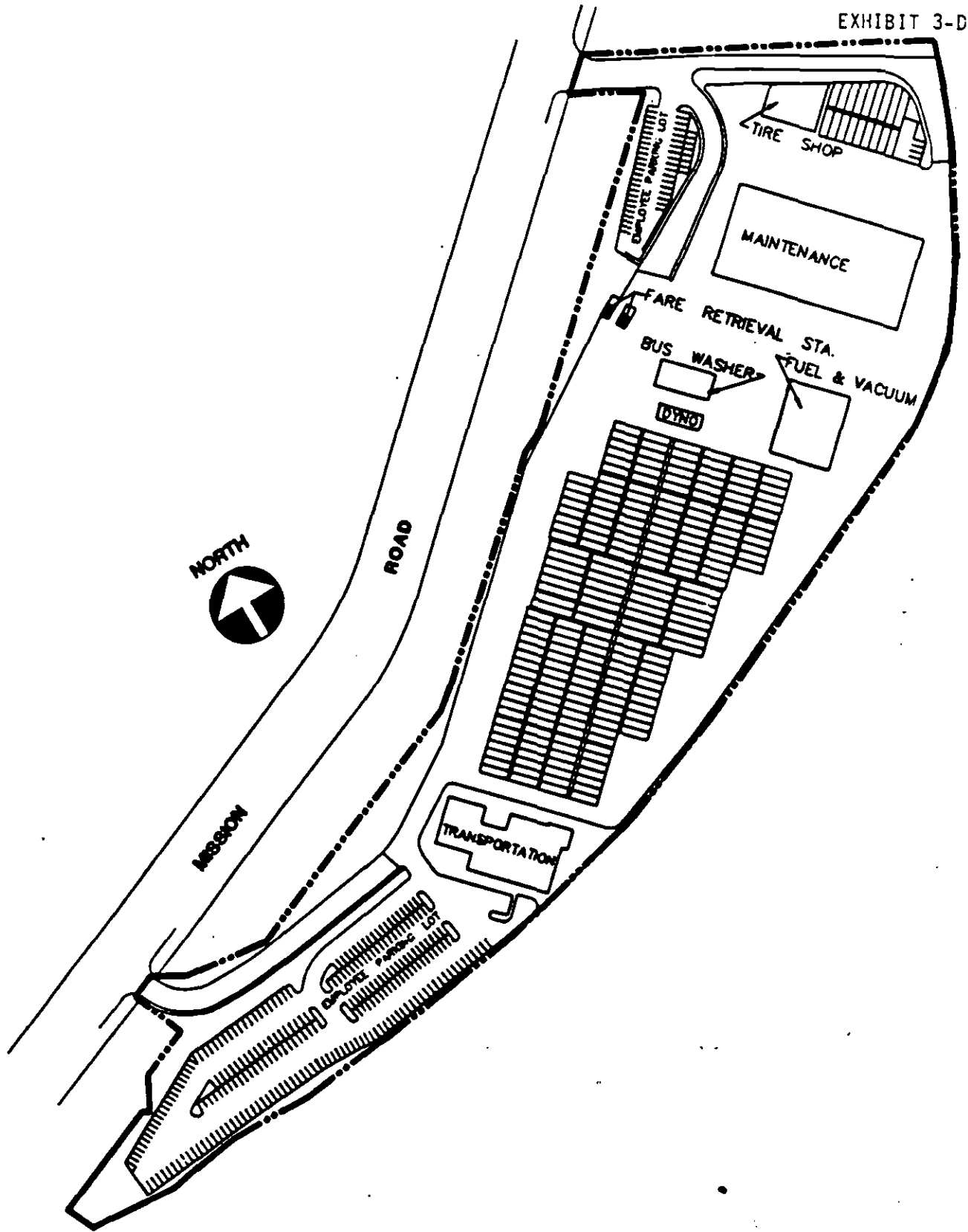
Number of time wheelchair lift used _____ Number of wheelchair patrons refused transportation due to lack of wheelchair space _____

TRANS-124
REVERSE SIDE
REV 6/85

RECORD OF WORK PERFORMED

Work Run No.	Time On	Time Off	Bus No.	Line No.	Bus Run No.	Fare Box No.	Cash Vault No.
	am pm	am pm					
	am pm	am pm					
	am pm	am pm					
	am pm	am pm					
	am pm	am pm					
	am pm	am pm					
	am pm	am pm					

SIGNATURE _____



ADDRESS · 742 N. MISSION ROAD

**SOUTHERN CALIFORNIA
RAPID TRANSIT DISTRICT**

APPROVAL RECOMMENDED

DATE

APPROVED BY ENGINEER

DATE

DESIGNED

DRAWN BY
V.H.D. 7/89

CHECKED
J.A. 7/89

CONTRACT NUMBER
30

**DIVISION 10
EAST L.A.**

PLOT PLAN

SCALE

1" = 100'

SHEET NUMBER

1 OF 1



RTD

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT AIR CONDITIONING INSPECTION REPORT

EXHIBIT 3-F

Div. No. _____

Coach No. _____ Unit No. _____ Date _____

Hour Reading _____ Inspection Hours _____

Type of Operations to be Performed: "✓" if O.K. "X" if Adjusted "O" if Repairs Needed

(Mechanic Making Inspection — Show Badge Number in Ink)

DRIVE: All Coaches

- _____ CK Belt Tension and Condition
- _____ CK U-Joints and Flange Bolts for Wear — Grease Joints
- _____ CK Clutch Drive Plate Clearance
- _____ CK Clutch Throw Out Bearing Clearance

COMPRESSOR: All Coaches

- _____ CK Temperature of Suction Line (by touch)
- _____ CK Oil Level — Approx 3/4" — 7/8" Way on Glass (with Engine Running)
- _____ CK for Oil & Freon Leaks
- _____ CK All Valve Caps for Tightness
- _____ CK All Mounting Bolts for Tightness
- _____ CK Number 1 and Number 2 Compressor Running Operations

RECEIVER: All Coaches

- _____ CK Freon Level — 1/8" to 1/2" of Sight Glass (with Engine Running)
- _____ CK Filter-Dryer (by touch)

EVAPORATOR: All Coaches

- _____ Plenum Door was found in (normal) (power vent) Operation
- _____ CK & Clean Drains
- _____ CK Blowers & Fans
- _____ CK Filter Screens & Re-Oil
- _____ Change Filter Screens where applicable

CONDENSOR (Where Applicable)

- _____ CK Clean with Water — Direct Water between Fins, NOT at Angle
- _____ CK Fan & Drive
- _____ CK Fan Fluid Drive Oil Level
- _____ CK Lock & Safety Chain

ELECTRICAL: All Coaches

- _____ CK Operation of Switches, Buzzer & Lights
- _____ CK (15) (25) PSI Engine Oil Pressure Switch
- _____ CK Wiring Around Engine
- _____ CK Condensor Fan Motor Every Inspection
- _____ CK HI-LOW Switch (Every 18,000 miles)
- _____ CK Alternator Voltage _____ Volts and Adjust as Necessary

ENGINE: (where Applicable)

- _____ CK Difficulty in Starting (Hard) (Easy)
- _____ CK Engine RPM Low _____ High _____
- _____ CK Oil Pressure
- _____ CK Fuel Lines for Leaks & Condition
- _____ CK Water Leaks — Lines & Hoses
- _____ Service Cooling System Annually
- _____ CK & Adjust Belts
- _____ CK Engine for Oil Leaks
- _____ CK & Service Air Cleaner (12,000 miles)
- _____ Change Oil Filter
- _____ Change Oil (Determine by Oil Analysis)
- _____ CK Exhaust Leaks
- _____ CK Mounts & Bolts
- _____ CK Air Leaks
- _____ CK Valve Clearance (May of Each Year)
- _____ CK Fuel Filters (Change at 18,000 miles)
- _____ CK Engine Automatic Shut Down Operation

Supervisor's Signature

The Maintenance Department service attendants are responsible for checking engine oil, fuel and water. They are responsible for exterior and interior cleaning. The exterior cleaning includes scrubbing the rears of the buses and removing any graffiti. The interior cleaning includes vacuuming out the bus, cleaning dashes, ledges and windows, removing gum and graffiti, cleaning seats and mopping the floors. Each bus cleaning is documented on a Service Required Card (Exhibit 3-G). Any defects found during the servicing are referred to the maintenance shop for corrective action.

Road calls are systematically called into the Division by the Dispatch Center and a Field Equipment Technician is dispatched out to handle the road call. Each road failure is recorded by the ERS and mechanic or technician doing the diagnostic procedure (Exhibit 3-H).

Vehicles needing corrective action are taken out of service until repairs are made.

3.7 BUS OPERATOR HIRING AND TRAINING PROGRAM

The District hires bus operators based on the following minimum qualifications and special requirements:

- o Must be 21 years of age and have one year's face-to-face public contact experience or six months on-the-job full-time driving experience.
- o Must possess a valid California driver's license and good driving record, a DMV printout of driving history record for the last five years, obtained within 30 days prior to submission of application. An applicant will not be considered for employment if convicted of any of the following violations within the past three years:
 - 1) Reckless driving;
 - 2) Driving under the influence of alcohol; and
 - 3) Driving under the influence of drugs; or
 - 4) Possesses more than three moving violations.
- o Must have a satisfactory attendance record as verified by reference check prior to employment.

When hired, the District sends each new operator through a physical examination and drug screening test. During an orientation, each new operator is issued the drug and alcohol policy and Operator Handbook, which outlines all rules, policies and procedures required of a District bus operator.

The District then conducts a comprehensive instruction program for each of its newly-hired bus operators. The program provides a 12-day training course which includes classroom and behind-the-wheel instruction. In the classroom, the trainees are instructed in driving mechanics, emergency preparedness, operating procedures, rules, standards, report preparation, wheelchair lift operation, radio usage, passenger relations, rules and regulations of safe operation,

INT-75
V 8/84

CARD NO. _____
LANE NO. _____
POSITION NO. _____

**SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
SERVICE REQUIRED CARD**

DATE _____ VEH. NO. _____

USE INK TO MARK "X" IN BOX FOR CLEANING NEEDED.
GIVE CARD TO SUPERVISOR WHEN JOB IS COMPLETED.

INTERIOR CLEANING NEEDED

Job	Roaches	Dash Boards & Dash Ledges	Front Compartments	Driver's Area	Trash Container	Windows & Ledges	Seats
me	Hrs _____	_____	_____	_____	_____	_____	_____
	Mins _____	_____	_____	_____	_____	_____	_____
Job	Mirrors	Grab Rails	Floor	Step Wells	Back Seat Ledges	Graffiti	Sick Coach
Time	Hrs _____	_____	_____	_____	_____	_____	_____
	Mins _____	_____	_____	_____	_____	_____	_____

Other (Explain) _____

INTERIOR CLEANING NEEDED

Job	Front	Back	Sides	Doors	Windows	Mirrors	Wheels
me	Hrs _____	_____	_____	_____	_____	_____	_____
	Mins _____	_____	_____	_____	_____	_____	_____
Job	Windshields	Eggs	Graffiti	Oil or Grease	Fuel Door Panels		
me	Hrs _____	_____	_____	_____	_____	_____	_____
	Mins _____	_____	_____	_____	_____	_____	_____

Other (Explain) _____

COMPLETED BY _____ BADGE NO. _____

SUPERVISOR'S SIGNATURE

MAINT-78
REV 10/84

**SOUTHERN CALIFORNIA
RAPID TRANSIT DISTRICT**

**MECHANIC'S DEFECT AND WORK REPORT FOR
ROAD FAILURES**

VEHICLE NO. _____

DATE _____ ROAD FAILURE NO. _____

BUS ASSIGNED TO: _____ ORIGINATING DIV. _____

TROUBLE REPORTED: _____

TEST EQUIPMENT INSTALLED: YES ___ NO ___

SPECIAL REPORTING REQUIRED: YES ___ NO ___

ROAD MECHANIC REPORT: _____

DESCRIPTION OF WORK TO BE DONE: _____

SIGNATURE _____
Supervisor or Leader

WORK DONE INITIALS BADGE

See Reverse Side for Additional Comments

TOTAL WORK TIME. MECH. 1 _____ MECH. 2 _____

DATE COMP _____ OK BY SUPV. OR LEADER _____

WARRANTY PARTS NUMBERS

1 _____ 3. _____

2 _____ 4. _____

schedule adherence, crime prevention, fare and transfers. The drivers are also required to attend a defensive driving course sponsored by the National Highway Administration.

Each trainee must satisfactorily pass all areas of instruction, including written and driving tests, as well as maintain at all times a valid medical card in order to be certified to operate a bus in revenue service. The District, through an agreement with the California Department of Motor Vehicles, is empowered to certify its successful trainees for State of California Class B license.

Bus operators are required to be dressed in the appropriate District issued uniform and accessories.

3.8 MAINTENANCE HIRING AND TRAINING PROGRAM

The SCRTD requires the mechanics to meet the following requirements:

- o Two years of experience performing automotive repair work or successful completion of a six-month, full-time training program from an accredited school in automobile or truck maintenance and repair.
- o Knowledge of materials, equipment, safety procedures and methods utilized in the maintenance of diesel or gasoline engines, electrical system, fueling system, and other systems found in heavy equipment and other vehicles; shop math, vehicle operations and safety. Ability to: maintain and repair heavy mechanical equipment, safely operate a variety of hand tools and power equipment; safely operate buses, tow trucks and other District vehicles; follow oral and written instructions; read, write, speak, and understand English; lift and move objects weighing up to 50 pounds.
- o Must be available to work various hours, weekends and locations; must wear all required safety equipment whenever on duty; and must have a satisfactory attendance record as verified by reference check.
- o Must possess a valid California driver's license and good driving record, a DMV printout of driving history record for the last five years, obtained within 30 days prior to submission of application. An applicant will not be considered for employment if convicted of any of the following violations within the past three years:
 - 1) Reckless driving,
 - 2) Driving under the influence of alcohol; and
 - 3) Driving under the influence of drugs; or
 - 4) Possesses more than three moving violations.
- o Must have a satisfactory attendance record as verified by reference check prior to employment.

When hired, the District sends each new employee through a physical examination and drug screening test. During an orientation, the District issues the drug and

alcohol policy and Maintenance Guidebook, which outlines the rules, regulations and policies of the Equipment Maintenance Department.

New employees are issued coveralls and safety equipment (reinforced steel-toe shoes, bump cap, safety goggles, etc.) before starting any training.

The Equipment Maintenance Department then provides a two-week mechanical training and orientation session and one week of transportation bus instruction. The mechanical training includes classes on: brakes (adjustments, relines, etc.); engine tune-ups; transmission; electrical systems; towing vehicles and road call procedures; Vehicle Maintenance System procedures and the Drug and Alcohol Policy; door systems; wheelchair lifts; preventative maintenance program; documentation methods, California Highway Patrol safety items; inspections and inspection repairs.

The Instruction Section of the Equipment Maintenance Department schedules and performs ongoing training for all the maintenance divisions. This section has eight instructors who are highly specialized in training with 45 separate curriculums which addresses any mechanical deficiencies including air conditioning, engine overhauls, and window washing. The Instruction Section also provides a 41-week entry-level Mechanic C training program. Any District employee interested in pursuing this venture can apply for the training program.

3.9 MANAGEMENT AND DISPATCHER HIRING AND TRAINING

The Division Dispatchers' qualifications and hiring requirements are shown in Exhibit 3-I. Training for the Transit Operations Supervisor-Division involves nine weeks of classroom and on-the-job instruction. The first two weeks of classroom instruction consists of familiarizing the candidates with District policies and procedures, forms, and a general overview of union contractual provisions. The third week is on-the-job training at a division dispatching operators during various shifts. The fourth week is classroom instruction on work rules and use of the computerized bus run assignments. The trainee is instructed for nine days at a division on the bus run assignment program. This program is utilized to schedule extra board operators for runs assigned to the extra board and for scheduled and unscheduled absences of regular operators. On the tenth day, a written test is given. The seventh week of classroom instruction is on operator paytime and payroll adjustments. The last two weeks of training are on-the-job at various divisions.

The Personnel Department's Recruitment and Promotion Section has developed specifications for each job classification which list examples of duties, required knowledge and abilities and desirable qualifications along with special requirements. An example of the criteria used for selecting an Equipment Maintenance Manager is shown in Exhibit 3-I.

3.10 PREVENTATIVE MAINTENANCE PROGRAM

The District has incorporated a Preventative Maintenance Program (PMP) at each maintenance division. All records will be maintained at the division. The vehicle mileage will be tracked and recorded onto records by each preventative maintenance category, i.e., General Inspection, Brake Relines, Major Inspection, so that the preventative maintenance can be scheduled. Vehicles are scheduled for preventative maintenance by Maintenance Department Supervisors or Mechanic

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT SPECIFICATION**TRANSIT OPERATIONS SUPERVISOR****BASIC FUNCTION**

Under moderate supervision, coordinates and monitors bus operations; performs other related work.

CLASSIFICATION CHARACTERISTICS

The Transit Operations Supervisor classification includes positions in four bus operations functions each having first-line supervision responsibilities over Operators: division dispatching, vehicle operations instruction, vehicle operations supervision, and radio communications. Incumbents may transfer between functions according to Transportation Department procedures.

Supervision Received From: Assistant Division Transportation Manager, Division Transportation Manager, Senior Transit Operations Supervisor, Assistant Vehicle Operations Manager

Supervision Exercised Over: Bus Operator

EXAMPLES OF DUTIES

Assigns Operators to runs and documents daily activities and paytime of Operators.

Teaches and directs Operators in the application of District and departmental policies, procedures and rules.

Trains Operators in the operation of buses and retrains Operators with problem work records.

Investigates accidents involving District vehicles.

Reroutes buses and adjusts bus headways in response to field conditions.

Directs Operators during emergencies, equipment breakdowns and service delays.

Prepares and processes written reports of violations of rules by Operators.

Coordinates bus operations by receiving and transmitting information by radio and telephone with Operators, District management, the police and other agencies.

Performs administrative assignments in areas such as scheduling, methods and procedures, manpower, planning, equipment and materials utilization and computerization support.

TRANSIT OPERATIONS SUPERVISOR**EXAMPLES OF DUTIES (Continued)**

Counsels Operators in matters affecting work performance formally and informally according to District policy and union contract.

REQUIRED KNOWLEDGES AND ABILITIES

Knowledge of: District's bus transit system, routes and fares; Transportation Department operating policies, procedures and rules; laws and regulations governing public transportation systems; Federal Communications Commission and California Vehicle Code regulations; area emergency jurisdictions. Ability to: read, understand, interpret and apply contracts, laws and regulations; operate radio communication systems including voice radio and computer-aided dispatch equipment; perform minor mechanical adjustments to transit vehicles; perform arithmetical and statistical calculations and analyze numerical data; train and motivate employees; make accurate decisions under pressure; plan, organize and direct the activities of others; communicate effectively orally and in writing.

DESIRABLE QUALIFICATIONS

Two years' experience as a full-time Bus Operator is required. Completion of the District's Pre-supervisory Training Program or its equivalent is desirable.

SPECIAL REQUIREMENTS

Must possess a valid Class 2 California driver's license and medical certificate.

On call 24 hours a day, 7 days a week.

RC/AY
8/01/88
239

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT SPECIFICATION

EQUIPMENT MAINTENANCE MANAGERBASIC FUNCTION

Under administrative direction, plans, organizes, and directs the activities of a maintenance division or specialized maintenance operation; performs other related work.

CLASSIFICATION CHARACTERISTICS

Differs from Senior Equipment Maintenance Supervisor in that Equipment Maintenance Manager exercises overall management for a maintenance division or major equipment maintenance operation, while Senior Equipment Maintenance Supervisor supervises the day-to-day management of a maintenance division or special function.

Supervision Received From: Assistant Director of Equipment Maintenance, Equipment Maintenance Superintendent, Central Maintenance Superintendent

Supervision Exercised Over: Senior Equipment Maintenance Supervisor, Equipment Maintenance Supervisor, Administrative Analyst, Secretary, Equipment Records Specialist, Clerk, Typist Clerk

EXAMPLES OF DUTIES

Develops goals, establishes priorities, and directs the work of the entire staff of a maintenance division or specialized equipment maintenance operation.

Manages staff and resources for special assignments such as the RTS II Mid-Life and double decker projects.

Assists in writing technical specifications for buses and other mechanical equipment.

Administers safety, quality assurance, and vehicle preventive maintenance programs.

Projects division expenditures to assist in departmental budget calculations.

Conducts first-level disciplinary and grievance hearings and administers disciplinary and other provisions of the labor agreements.

Recommends the development and enhancement of industrial computerized maintenance systems.

Represents the department and the District both in-house and with outside agencies.

EQUIPMENT MAINTENANCE MANAGEREXAMPLES OF DUTIES (Continued)

Prepares technical, statistical, and narrative reports as well as general correspondence.

Supervises subordinate staff.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of: theories, principles and practices of maintaining diesel and alternate fuel or low emission powered buses and automotive vehicles; OSHA and other safety and environmental regulations related to vehicle maintenance; modern management theory and practices. Ability to: plan, organize, and manage large-scale vehicle maintenance programs; monitor the work of maintenance division or specialized maintenance operations personnel; recognize problems and implement solutions; plan and manage projects from inception to culmination; read, understand, interpret and apply contracts, laws and regulations; supervise subordinate staff; interact professionally with all levels of employees and outside representatives; communicate effectively orally and in writing.

DESIRABLE QUALIFICATIONS

Any combination of training, education, and experience which demonstrates the ability to perform the duties of the position. A bachelor's degree in a related field and three years' management experience in diesel fleet maintenance or industrial maintenance or in an overhaul repair facility are preferred. Experience with computerized maintenance management information systems is desirable.

SPECIAL REQUIREMENTS

Must possess a valid California driver's license.

Must be able to respond to emergencies 24 hours, 7 days a week.

EM
10/91
280

Leadpersons based on the records for each vehicle. Preventative maintenance inspections will be performed at 3,000, 6,000 and 12,000-mile intervals. Major preventative maintenance inspections are performed at 18,000 mile intervals. The forms used for the two inspections are provided in Exhibits 3-J and 3-K, respectively.

All vehicle records with the history of vehicle repairs performed will be retained at Division 10. This includes the type of work performed and the mechanic who performed the work.

The District's PMP will meet and exceed the specifications put forth by the RFP's Statement of Work proposed for this project. All records are kept on file at the division for review by the Los Angeles County Department of Public Works.

3.11 QUALITY CONTROL PROGRAM

The District's Quality Control Program is conducted by the Equipment Maintenance Department Quality Assurance (QA) Section. Simulated California Highway Patrol (CHP) inspections are conducted once a week at a randomly selected division. The QA section performs the following:

- Fire and accident investigations.
- Final inspections for buses which have undergone extensive repair.
- Door safety inspections.
- Brake systems inspections.
- Hazardous material disposal procedures and process.
- Receipt and inspection of bus components (i.e., engines, transmissions, etc.) to assure compliance with specifications.
- Inspect warranty, new and miscellaneous components.
- Conduct oil analysis on diesel fuel and transmission fluid (80-100 samples/day)

Over the past five years, Division 10 has passed all CHP inspections (Appendix A). The CHP inspects 12 District divisions annually. Only Divisions B, 9 and 18 have received a non-passing rating. Subsequently, immediate corrective action was taken and when the divisions were reinspected, each division passed.

3.12 VEHICLE SPARE PARTS/INVENTORY

Division 10 will maintain an adequate spare part inventory for the Orion II vehicles. Parts will be inventoried by the OCPM materials control system. This system alerts the Division Storekeeper to order parts when inventory is low.

3.13 SAFETY PROGRAM

The District has a Safety Section of the Risk Management Department which develops, monitors and implements safety programs in order to limit operational losses and to achieve compliance with applicable State and Federal health and safety standards.

The Safety Section is involved with the initial employee selection process. Applicants are evaluated to determine if they possess the aptitude, temperament and physical abilities necessary to safely perform in their prospective job

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
GENERAL INSPECTION REPORT
(6,000/12,000 Miles)

DIVISION _____

COACH NO. _____

ACCUMULATED MILES _____

DATE _____

(Type of Operations to be Performed: "✓" If O.K. "X" If Adjusted "O" If Repairs Needed)

(Mechanic Performing Inspection — Show Badge Number in Ink)

ENGINE: All Coaches

- ___ CK Engine Idle Speed _____ RPM
- ___ CK Engine RPM Maximum from Operator's Seat _____ RPM
- ___ CK Fast Idle Switch & System Operation
- ___ CK Engine Stall Speed _____ RPM
- ___ CK Throttle Linkage, Springs & Operation
- ___ CK Engine for Oil Leaks
- ___ CK All External Fuel Lines & Connections for Leaks
- ___ Pressure Test Cooling System. CK Hose Condition, Connections, Heater Cores, Radiator & Water Pump Drain for Water Leaks
- ___ CK All Belts for Wear & Adjustments
- ___ CK Fan Blades, Hubs & Drive
- ___ Service Oil Bath Air Cleaners. CK Air Flow Restriction of Paper Element Air Cleaners. Record Reading of H₂O _____"
- ___ Change Oil per Oil Analysis
- ___ Change Oil Filters per Oil Analysis
- ___ Change Engine Coolant Filter/Conditioner where Applicable
- ___ CK Cooling System PH Balance/Specific Gravity
- ___ Inspect Air/Oil Separator System on "AMG" Type Coaches. (This is a Closed System).
 - * Inspect All Hoses for Tightness, Wear & Leaks, Replace if Needed
 - * Inspect Vacuum-Relief Filter on System, Replace if Needed
- ___ Inspect, Clean and/or Replace Air Box Check Valve where Applicable.

DRIVE: All Coaches

- ___ CK Differential for Leaks, Oil Level & Vent Caps
- ___ CK Differential Backlash 1 1/2" Max. _____"
- ___ Inspect Drive Line & Universal Joints for Loose Flange Bolts & Safety Wire
- ___ CK Transmission Oil Level
- ___ CK Transmission Anti-Shift System Operation (80) PSI Minimum Brake Application
- ___ Press Test V-730 Trans. Shift Modulator Replace if Necessary.

CHASSIS: All Coaches

- ___ Grease Coach. Jack-up Front End. Lube All Fittings. Lube Drive Line Fittings. 43

CHASSIS: All Coaches (Cont'd.)

- ___ CK Steering Gear Boxes for Mounting & Drive Line Bolts & Flanges Being Loose, Add Oil, Lube Drive Line
- ___ Inspect & Torque Front Wheel per Specs
- ___ Inspect & Tighten Rear Wheel Lugs per Specs
- ___ CK Radius Rod Bushings for Wear, Tighten Loose Suspension Bolts
- ___ Inspect Coach "A" Frame Trunion, Pivot Pin, Nut, Bushings, Rear Axle "U" Bolts & Nuts on Swing Arms where Applicable
- ___ Inspect Anti-Sway Bar
- ___ CK Air Suspension for Leaks & Proper Height _____" per Specs
- ___ CK Axle Flanges, Gaskets & Torque Nuts
- ___ CK Fuel Tank(s) & Filler Cap
- ___ CK Steering Travel _____"
- ___ CK Tire Tread Depths & Tire Air Pressure

___ LF	___ RF
___ LRI	___ RRI
___ LRO	___ RRO
___ LTr	___ RTr

BRAKES: All Coaches

- ___ CK Air Compressor & Main Discharge Line
- ___ CK Air Compressor for Build Up Time _____ Min. _____ Sec.
- ___ CK Air System for Air Leaks
- ___ Drain Air Tanks
- ___ CK Low Air Pressure Switch for Proper Operation
- ___ CK Brake Valve Pressure Front _____ PSI. Rear _____ PSI.
- ___ CK Parking Brake Lining, Linkage & Adjustments where Applicable
- ___ CK All Brakes for Adjustments, Cam Heights & Lining Thickness

___ LF	___ RF	Cam Condition
___ LR	___ RR	_____
- ___ CK Brake Rod Travel on "S" Cam Brake System

___ LF	___ RF
___ LR	___ RR
- ___ CK Brake Shoe Travel on "Wedge" Brake System (1/16" Max.)

___ LF	___ RF
___ LR	___ RR

BODY: All Coaches

- CK Reflectors
- CK Windshield Wiper Blades & Washer
- CK All Mirrors
- CK Fire Extinguisher Pressure & Expiration
Date: _____
- CK Head & Run Signs for Operation
- CK Grab Rails & Stanchions
- CK All Seats & Frames for Wear & Damage
- CK & Clean Interior Heatings & Ventilating Screens
- Brush All Lint from Heater Radiator Core
where Applicable

DOORS: All Coaches

- CK Door System Air Pressure & Adjustments,
if Necessary _____ PSI
- CK & Lube All Door Mechanisms
- CK Front Door Operation. #1 Door Overlaps,
#2 Door - Timing _____ Sec.
- CK Rear Door Operation. #3 Door Overlaps,
#4 Door - Timing _____ Sec.
- CK Rear Brake Pressure Interlock Pressure
when Interlock is Applied.
Brake Pressure _____ PSI
Interlock or Throttle Operation
- CK Mechanical Force to Open Push-Type
Door _____ 10 lbs. Max
- CK Rear Door Sensitive Edge for Proper Operation
& Alarm

POWER-STEERING & LIFT SYSTEM

- CK Wheelchair Lift Operation
- CK Wheelchair Wheel Locks & Seat Belts
- CK Power-Steering/Wheelchair Lift Lines for Leaks
- CK All Hydraulic Oil Levels
- CK Kneeling System Operation Include Warning
Lights & Alarms
- Lube All Mechanisms

ELECTRICAL: All Coaches

- CK Battery Cables & Connections
- CK Hydrometer Reading of Batteries:
 - 1. Specific Gravity _____ Lowest Cell
 - 2. Specific Gravity _____ Lowest Cell
 - 3. Specific Gravity _____ Lowest Cell
 - 4. Specific Gravity _____ Lowest Cell
- CK Battery Water Level. Add Water Only
After Specific Gravity has been Checked
- CK "Delco Freedom" Battery Sight Glass:

"OK" to Load Test	Do NOT Load Test, Change Battery
1. Green Dot	Dark _____ Clr/Yellow _____
2. Green Dot	Dark _____ Clr/Yellow _____
3. Green Dot	Dark _____ Clr/Yellow _____
4. Green Dot	Dark _____ Clr/Yellow _____
- CK Batteries with Load Tester
- CK Main Cable Voltage Drop
- Add Corrosion Preventative Compound on
Battery Terminals
- CK All Instruments & Safety Devices for
Proper Operation
- CK Stop Request, Tape Switches & Passenger Sig al
- CK SAS System Operation (Radio Turned Off)
- CK Voltage Regulator _____ Volts at
Battery Terminals
- CK All Lights Interior & Exterior
- CK Horn & Back Up Alarms where Applicable
- CK Alarmstats
- CK Neutral Seeking Device where Applicable
- CK Automatic Engine Shut Down Device for
Proper Operation where Applicable

Supervisor's Signature

**SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
MAJOR INSPECTION REPORT
(18,000 Miles)**

MAINT-66
FRONT SIDE
REV 7/85

COACH NO. _____

ACCUMULATED MILES _____

DIVISION _____

DATE _____

(Type of Operations to be Performed: "✓" If O.K.

"X" If Adjusted

"O" If Repairs Needed)

(Mechanic Performing Inspection — Show Badge Number in Ink)

ENGINE: All Coaches

- ___ CK Fast Idle Switch & System
- ___ CK Injector Timing _____
- ___ CK Rack Setting & Throttle Delay
- ___ CK Valve Clearance _____
- ___ CK Valve & Rocker Arm for Wear & Oil Supply
- ___ CK Engine Governor & Governor Gap _____
- ___ CK Engine Idle Speed _____ RPM
- ___ CK Engine RPM Maximum from Operator's Seat _____ RPM
- ___ CK Engine Stall Speed _____ RPM
- ___ CK Throttle Linkage, Springs & Operation
- ___ CK Oil Pressure _____ Idle _____ Maximum
- ___ Inspect Engine for Oil Leaks
- ___ Inspect, Clean and/or Replace Air Box Check Valve where Applicable.
- ___ CK Blower Pressure _____"
Inspect Blower Screen _____
- ___ CK Fuel Pump Pressure at Idle & Max. RPM:
_____ Idle _____ Maximum
- ___ Service Fuel Filters
- ___ CK Engine Damper where Applicable
- ___ CK All Fuel Lines, Connections & Fuel Check Valve
- ___ Inspect All Engine & Transmission Fasteners & Mountings
- ___ CK Hose Condition, Connections & Water Leaks
- ___ CK Shutterstat, Shutter Operations & Fluid where Applicable
- ___ CK All Belts for Wear & Adjustments
- ___ CK Fan Blades, Hubs & Drive
- ___ Service Oil Bath Air Cleaners. CK Air Flow Restriction of Paper Element Air Cleaners. Record Reading of H₂O _____"
- ___ Change Engine Oil
- ___ Change Oil Filters
- ___ Change Engine Water Filter and/or Water Conditioner where Applicable
- ___ Pressure Test Cooling System. CK Hose Condition, Connections, Heater Cores, Radiator & Water Pump Drain for Water Leaks
- ___ Inspect Air/Oil Separator System on "AMG" Type Coaches. (This is a Closed System).
 - * Inspect All Hoses for Tightness, Wear & Leaks. Replace if Needed
 - * Inspect Vacuum-Relief Filter on System. Replace if Needed

45

DRIVE: All Coaches

- ___ CK Differential for Oil Level & Leaks
- ___ CK Differential Backlash 1½"
Max. _____"
- ___ CK Drive Line & Universal Joints for Loose Flange Bolts & Broken Safety Wire where Applicable
- ___ CK Tighten Differential Carrier Bolts CK Vent
- ___ Change Torque Oil
- ___ Change Transmission Filters
- ___ CK Transmission Oil Level & Leaks
Pressure: Test Transmission
Main _____ PSI C.C. _____ PSI
 - (1) Turbine _____ PSI
 - (2) D.D. _____ PSI
 - (3) O.D. _____ PSI
- ___ CK Transmission Anti-Shift System when Applicable (80) PSI Minimum
- ___ Press Test V-730 Trans. Shift Modulator Replace if Necessary.
- CHASSIS: All Coaches**
- ___ CK Radius Rod Bushings for Wear, Tighten Loose Suspension Bolts
- ___ Grease Coach. Jack-Up Front End, Lube All Fittings, Lube Drive Line Fittings.
- ___ CK King Pins, Tie Rod Ends, Drag-Link & Pitman Arm for Excessive Wear
- ___ CK All Wheel Bearings for Adjustments
- ___ CK Steering Gear Boxes for Mounting & Drive Line Bolts & Flanges Being Loose. Add Oil, Lube Drive Line
- ___ CK Power-Steering Box, Lines
- ___ Inspect & Torque Front Wheel Lugs, as per Specs
- ___ Inspect & Tighten Rear Wheel Lugs, as per Specs
- ___ CK Axle Flanges, Gasket & Torque Nuts
- ___ Inspect Shock Absorbers for Leaks & Worn Bushing
- ___ CK Air Support Beams & Frame
- ___ CK Air Suspension for Leaks & Proper Height _____" as per Specs
- ___ CK Leveling Valves, Linkage & Air Bellows
- ___ CK Fuel Tank & Filter Cap
- ___ CK Front Wheels & Alignment _____" (Toe-In)
- ___ CK Steering Travel _____"
- ___ CK Tire Tread Depths & Tire Air Pressure:

_____ LF	_____ PSI
_____ LRI	_____ RRI
_____ LRO	_____ RRO
_____ LTr	_____ RTr

BRAKES: All Coaches

- ___ CK Air Compressor & Main Discharge Line
- ___ Air Compressor for Build Up Time
 ___ Min. ___ Sec.
- ___ CK Air Gauge Against Master Gauge
- ___ CK Air Governor, Cut-In & Cut-Out Range
 ___ In ___ Out
- ___ CK Safety Valve Operation
- ___ CK Air System for Air Leaks
- ___ Drain Air Tanks
- ___ CK Main Check Valve Operation
- ___ CK Low Air Pressure Switch for Proper Operation
- ___ CK Brake Valve Pressure
 ___ PSI ___ PSI
- ___ CK Quick Release Valve Diaphragms
- ___ CK Relay Valve for Proper Operation
- ___ CK Ejector or Spitter Valve
- ___ CK Parking Brake Lining, Linkage & Adjustments
 where Applicable
- ___ CK All Brakes for Adjustments, Cam Heights
 & Lining Thickness
 ___ LF ___ RF Cam Condition
 ___ RF ___ RR
- ___ CK Brake Rod Travel on "S" Cam Brake System
 ___ LF ___ RF
 ___ RF ___ RR
- ___ CK Brake Shoe Travel on "Wedge" Brake System
 (1/16" Max.)
 ___ LF ___ RF
 ___ RF ___ RR
- ___ Service Air Dryer where applicable

BODY: All Coaches

- ___ CK Windshield Wiper Blades & Washer
- ___ CK All Mirrors
- ___ CK Operator's Seat for Adjustments & Lube
- ___ CK Fire Extinguisher Pressure & Expiration
 Date: _____
- ___ CK Head & Run Signs for Operation
- ___ CK Sensitive Edges & Treadle Mats
- ___ CK Glass, Window Operation & Latches
- ___ CK for Loose Grab Rails & Stanchions
- ___ CK Emergency Door Operation & Windows
- ___ CK All Seats & Frames for Wear & Damage
- ___ CK Floor & Covering
- ___ CK All Tailgate Latches for Adjustments
- ___ CK Body for Exterior & Interior Damage
- ___ Body Screws, Bolts & Rivets
 for Loose Advertising Sign Frames
- ___ CK & Clean Interior Heating & Ventilating Screens.
 Change where Applicable
- ___ CK Door Engines, Rods, Pins & Bushings
- ___ Brush All Lint from Heater Radiator Core

DOORS: All Coaches

- ___ CK Door System Air Pressure & Adjustments,
 if Necessary ___ PSI
- ___ CK & Lube All Door Mechanisms
- ___ CK Front Door Operation. #1 Door Overlaps, 46
 #2 Door — Timing ___ Sec.

DOORS: All Coaches (Cont'd.)

- ___ CK Rear Door Operation. #3 Door Overlaps,
 #4 Door — Timing ___ Sec.
- ___ CK Rear Brake Pressure Interlock Pressure when
 Interlock is Applied. Brake Pressure ___ PSI
 Interlock or Throttle Operation
- ___ CK Mechanical Force to Open Push-Type Doors
 ___ 10 lbs. Max.
- ___ CK Rear Door Sensitive Edge for Proper
 Operation & Alarm

POWER-STEERING & LIFT SYSTEM

- ___ CK Wheelchair Lift Operation
- ___ CK Wheelchair Wheel Locks & Seat Belts
- ___ CK Power-Steering and/or Wheelchair Lift
 Fluid Lines for Leaks
- ___ CK Hydraulic Oil Level
- ___ CK Kneeling System Operation Include
 Warning Lights & Alarms
- ___ Change Hydraulic Oil & Reservoir Filter
- ___ Clean Secondary Filter Replace if Needed
- ___ Lube All Mechanisms

ELECTRICAL: All Coaches

- ___ CK Battery Cables & Connections
- ___ CK Hydrometer Reading of Batteries:
 1. Specific Gravity ___ Lowest Cell
 2. Specific Gravity ___ Lowest Cell
 3. Specific Gravity ___ Lowest Cell
 4. Specific Gravity ___ Lowest Cell
- ___ CK Battery Water Level. Add Water Only
 After Specific Gravity has been Checked
- ___ CK "Delco Freedom" Battery Sight Glass:
 "OK" to Load Do NOT Load Test,
 Test Change Battery
 1. Green Dot Dark ___ Cir/Yellow ___
 2. Green Dot Dark ___ Cir/Yellow ___
 3. Green Dot Dark ___ Cir/Yellow ___
 4. Green Dot Dark ___ Cir/Yellow ___
- ___ CK Batteries with Load Tester
- ___ CK Main Cable Voltage Drop
- ___ Add Corrosion Preventative Compound on
 Battery Terminals
- ___ CK All Instruments & Safety Devices for
 Proper Operation
- ___ CK Stop Request, Tape Switches & Passenger Sign s
- ___ CK SAS Sytem Operation (Radio Turned Off)
- ___ CK Voltage Regulator ___ Volts at
 Battery Terminals
- ___ CK All Lights Interior & Exterior
- ___ CK Horn & Back Up Alarm where Applicable
- ___ CK Alarmstats
- ___ CK Speedometer & Cable
- ___ CK Engine Cooling Fan Motor Amp Draw where
 Applicable ___ Amps
- ___ CK Neutral Seeking Device where Applicable
- ___ CK Automatic Engine Shut Down Device for
 Proper Operation where Applicable

Supervisor's Signature _____

classification. This process involves, as mentioned previously, a thorough medical examination which includes a drug screening.

For the position of Bus Operator, safety performance is monitored during the employee's 90-day probationary period.

Employees receive ongoing information regarding policies and safe driving practices by means of bulletins and notices. "Safety Alerts" are also issued which provide safety information pertaining to special problems. Instructional sessions are held at each division concentrating on accident types that occur most frequently. These programs increase employee safety awareness through the use of safety films, instruction, award presentations, and other related activities.

The Target Line Program identifies the bus lines having higher accident frequency rates during the previous quarter. These bus lines are then put into a competition within each group of lines to achieve maximum reduction in traffic accidents. This program is monitored by the Transportation Department and supported by the Risk Management's Safety Section.

An incentive program also enhances District-wide safety by offering recognition to operational employees who work a full year without incurring a preventable accident. Divisional performance is also recognized for safety achievements each quarter. Other safety incentive programs are also provided to recognize positive performance of superiors and are implemented by the Transportation Department.

The Hazard Identification and Resolution Program helps in the identification of hazardous traffic locations, bus stops, or conditions which can cause serious accidents. Through this program, all the employees are encouraged to write to the Safety Section about any safety hazard observed by them. The Safety Section investigates those complaints and provide recommendations to resolve the problems.

An Accident Investigation Team assists the District in all accident investigations. A detailed procedures manual has been prepared by the Safety Section which is followed by the District for conducting accident investigations. Every week, one of the Safety's staff is on call 24 hours to respond to Code-2 type (serious) traffic or industrial accidents.

Similarly, the District's accident investigation procedures provides one representative from the Claims Section who is also on call 24 hours to respond to Code-2 incidents. As part of this program, the bus involved in an accident is inspected and tested by the Quality Assurance Section of the Maintenance Department to ensure mechanical fitness of the bus and then submits a report to Safety.

The Maintenance Department has the following ongoing programs to reduce occupational injuries and accidents.

- . Safety Training Packages
- . Safety Video Loan Program
- . Hearing Conservation Program
- . Respiratory Protection Program
- . Asbestos Management Program

- . Hazards Communications Program
- . Facility Inspection
- . Industrial Hygiene Surveys

The Maintenance Department also offers recognition to its divisional staff for quarterly safe performance.

3.14 DRUG AND ALCOHOL ABUSE POLICY

The SCRTD Board of Directors adopted a drug and alcohol policy which was comprehensive in nature and represented a major step forward from previous policies. The Comprehensive Alcohol and Drug Abuse Policy has as its declared purpose, that the District must have an alcohol and drug-free environment in order to protect the health and safety of the public and District employees. The four main elements of the policy are deterrence, detection, rehabilitation and enforcement. Our program is more stringent than required nationally.

In terms of enforcement, the District's policy established an extensive incident-based drug and alcohol testing program. For example, mandatory testing will occur anytime there is an incident, event, altercation, or accident of specified degree which involves on-the-street operations of buses of District-owned vehicles. In addition, any incidents which involve traumatic injuries or a physical altercation between two or more employees will result in the individuals being tested for the presence of alcohol or drugs. This policy provides that for nearly any instance where an individual tests positive for drugs or alcohol, an immediate discharge proceeding will begin.

The District Board of Directors has adopted changes to improve the District's existing Comprehensive Drug and Alcohol Policy in line with (Federal Transportation Administration) FTA-mandated drug regulations and the Drug-Free Workplace Act of 1988. These changes will include random drug and alcohol testing of all safety sensitive and security personnel and prohibition of the use, possession, sale, manufacture, or distribution of drugs in the workplace. This policy was implemented on December 21, 1989.

However, since the U.S. Court of Appeals ruled in January, 1990 that the FTA did not have the rulemaking authority to mandate a national drug testing program, the District has postponed implementation of random testing for lack of a legal mandate. RTD will implement random testing when the FTA receives rulemaking authority from Congress and after local challenges to random testing are resolved. See Appendix B for the current Drug and Alcohol Policy.

3.15 EMPLOYEE ASSISTANCE PROGRAM

Appendix C outlines the Employee Assistance Program offered by the District.

3.16 INSURANCE

A letter of the proof of public liability and workers' compensation insurance is provided in Appendix D. The District is self-insured and does not use an insurance underwriter. Should the District require an insurance underwriter, it would be rated A-1. However, over the past six years, the District's insurance broker has been Robert F. Driver Company, Inc., 3636 Birch Street, Suite 230, Newport Beach, California 92660-2619 and is not rated.

Since the District is self-insured, should any County-owned vehicle be damaged or destroyed, the District's adjuster would assess the amount to repair or replace the vehicle. The District would then repair the damage or procure a new replacement vehicle.

3.17 SOUTH AFRICAN BUSINESS CONNECTION

The District does not purchase goods or services from South Africa, or from companies and individuals that do business in or with South Africa.

3.18 MBE/DBE PARTICIPATION

It is the policy of the Southern California Rapid Transit District to:

1. Ensure that Disadvantaged Business Enterprises (DBEs) have the maximum opportunity to participate in all of the District's business activities through contracts, subcontracts, leases, banking arrangements, joint development projects, and other agreements.
2. Ensure that DBEs have the maximum opportunity to compete for and perform contracts and subcontracts financed in whole or in part with Federal funds.
3. Ensure that discrimination in the award and performance of contracts does not occur on the basis of race, color, national origin, or gender.
4. Ensure that the District's contractors and subcontractors conform with these policies.

As evidence of the District's commitment to pursue these objectives, the Board of Directors has adopted this DBE Program and the General Manager has designated the Inspector General/Assistant General Manager for Equal Opportunity as the DBE liaison officer. This officer shall be responsible for the development, administration, and monitoring of the program which implements this policy, and for periodically reporting to the General Manager, Board of Directors and U.S. Department of Transportation on its progress.

Other District executive and management personnel, especially those responsible for procurement and contracting, shall give their full cooperation to the DBE liaison officer and staff in the implementation of this program.

The DBE Program, which has been developed pursuant to this policy, outlines the specific actions which are and will be taken by the District to ensure that DBEs have maximum opportunity to participate in business opportunities resulting from the District's activities.

The District receives funds from the FTA. Federal regulations published Title 49 of the Code of Federal Regulations, subsection 23.45(g)(3) states that recipients of these funds shall set overall annual goals for participation in federally-assisted contracts by small business owned and controlled by socially and economically disadvantaged individuals. The goals established must be practical and related to the potential contract opportunities and DBE market availability.

SCRTD is required to submit overall DBE goals to the FTA for approval prior to the beginning of the federal fiscal year (FFY). The document must reflect anticipated federally-assisted contract opportunities, and also state the methodology used to establish the DBE goals. At the same time, the District must publish a notice announcing the proposed goals and methodology. According to the Surface Transportation and Uniform Relocation Assistance Act of 1987 and Federal Regulations 49 CFR, Part 23, Subpart D, FTA recipients are required to set an overall DBE goals of no less than ten percent or, if this is not possible, submit a justification to DOT-FTA for a lower overall goal.

The District developed and submitted annual goals for participation by the Disadvantaged Business Enterprises (DBE) to the FTA for approval. The October 1, 1991, FTA-approved goals were set at Construction 19 percent; Professional Services 17.5 percent; Materials, Supplies and Equipment 11 percent; other procurements not included in the Materials-Supplies category 19 percent, with an overall goal of 16 percent.

Information concerning the District's MBE/WBE and the EEO Certification are provided in Appendix E.

We remain firmly committed to a meaningful participation of DBEs in the District's procurement activities. The District's achievement of its DBE Program goals significantly contribute to the economic and social progress of every community within its jurisdiction. A directory of the current Disadvantaged Business Enterprise Certified and Denied Companies can be obtained upon request.

4.0 PROPOSED COST

4.1 BID INFORMATION

Cost proposals for the Children's Court Shuttle Bus Service and a description of each component are provided in this section. The District's bid cost information for Division 1D (BDOF) for a period of three years. The District's cost for Year 1 will not differ based on the use of an El Dorado or Orion II vehicle. After year one, a four percent cost-of-living increase was applied for year two and an additional four percent for year three. The service costs summary sheet is provided in Exhibit 4 as requested.

The proposed costs were developed using the District's Cost Model which was approved by the Private Sector Committee on March 9, 1989. The FY 93 costs were adjusted based upon District expenditures and service levels experienced. This cost model was used to conduct cost comparison analyses with the private sector. The cost model utilizes a fixed/variable cost allocation approach to determine cost on a line-by-line basis. This method of costing allows for a fully-allocated cost comparison of BDOF services.

4.2 COST COMPONENT

Descriptions of each cost component for the Fully Allocated BDOF Costs are provided in Exhibits 4-A, 4-B and 4-C, respectively.

4.3 LETTER OF AUTHORIZATION

A letter of authorization from the District's General Manager affirming the estimated costs for the service is provided in Exhibit 4-D.

SERVICE COSTS SUMMARY SHEET

	YEAR 1	YEAR 2	YEAR 3
BASIC LOCAL WEEKDAY SERVICE	<u> </u>	<u> </u>	<u> </u>
(Overall Cost)	\$435,183	\$450,926	\$468,961
Annual Revenue Service Hours: 6,550	6,550	6,550	6,550
Cost Per Vehicle Service Hour	\$66.44	\$68.84	\$71.60

FIXED SERVICE COSTS COMPONENTS
(Contractor provides facilities)

	<u>YEAR 1</u>	<u>YEAR 2</u>	<u>YEAR 3</u>
LABOR			
Management Salaries	\$56,185	\$58,432	\$60,770
Clerical Salaries	\$16,255	\$16,905	\$17,581
Dispatch Salaries	\$2,409	\$2,506	\$2,606
Maintenance Salaries	\$44,586	\$44,832	\$46,625
Transit Police Salaries	\$3,316	\$3,448	\$3,586
Security Officer Salaries	\$1,234	\$1,284	\$1,335
BENEFITS			
For Labor Salaries	\$33,333	\$34,666	\$36,053
FACILITIES			
Lease	\$3,724	\$3,873	\$4,028
Maintenance/Modification	\$2,615	\$2,719	\$2,828
Utilities	\$5,671	\$5,898	\$6,133
Telephone	\$1,001	\$1,041	\$1,082
Maintenance Tools/Equipment	\$3,263	\$3,247	\$3,377
OTHER COSTS			
Radio Maintenance	\$616	\$641	\$666
Supplies - Office & Misc.	\$2,120	\$2,205	\$2,293
Physicals		(Included in Benefits)	
Recruitment & Training	\$758	\$788	\$820
Uniforms	\$1,349	\$1,403	\$1,459
Miscellaneous/Other	\$3,759	\$3,909	\$4,065
Services	\$15,737	\$16,366	\$17,021
Taxes	\$1,125	\$1,170	\$1,217
Interest	\$4,458	\$4,637	\$4,822
Lease of Vehicles	\$5	\$4	\$4
Expected Penalties	\$66,040	\$68,682	\$71,429
INSURANCE			
Premiums for Physical Damage	\$744	\$774	\$805
Recoveries of Physical Damage	(\$205)	(\$214)	(\$222)
Premiums for PL/PD Insurance	\$1,161	\$1,207	\$1,255
Provisions for Uninsured PL/PD	\$18,532	\$19,274	\$20,045
Payouts for Insured PL/PD	(\$214)	(\$223)	(\$232)
Recoveries of PL/PD	\$9	\$9	\$10
TOTAL FIXED COST	\$289,566	\$299,483	\$311,461
TOTAL MONTHLY RATE	\$24,131	\$24,957	\$25,955
FIXED HOURLY RATE	\$44.21	\$45.72	\$47.55

VARIABLE SHUTTLE SERVICE COSTS COMPONENTS

BASIC WEEKDAY SERVICE

	YEAR 1	YEAR 2	YEAR 3
LABOR			
Driver Wages	\$70,052	\$72,855	\$75,769
BENEFITS			
For Labor Wages	\$25,633	\$26,659	\$27,725
MATERIALS & SUPPLIES			
Fuels	\$10,509	\$10,929	\$11,366
Maintenance Supplies	\$3,698	\$3,846	\$4,000
Maintenance Parts	\$22,816	\$23,729	\$24,678
Maintenance Tools/Equipment	\$4,522	\$4,703	\$4,891
DEPRECIATION	\$8,387	\$8,722	\$9,071
TOTAL VARIABLE COSTS (6,550 VSH per year)	\$145,617	\$151,443	\$157,500
VARIABLE COST PER MONTH	\$12,135	\$12,620	\$13,125
VARIABLE COST PER HOUR	\$22.23	\$23.12	\$24.05

SERVICE ADJUSTMENT RATES
Cost Per Vehicle Service Hour

	<u>YEAR 1</u>	<u>YEAR 2</u>	<u>YEAR 3</u>
SHUTTLE SERVICE			
Basic	\$45.03	\$46.66	\$48.53

The service adjustment rate is the Districts marginal cost to operate any service hours that are adjusted more than 50%. These rates do not include any fixed cost.

STATEMENT OF AN INDIVIDUAL AUTHORIZED TO BIND THE OFFER

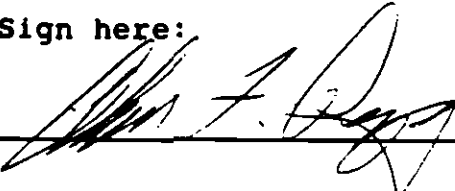
The undersigned, being cognizant of the pages, documents, representations and attachments contained herein, certifies that the firm of Southern California Rapid Transit District agrees to provide the County of Los Angeles, Department of Public Works with the services described in the Request for Proposals.

The stated offer and costs shall be firm for a period of 120 days from the date shown below.

The Proposer hereby affirms that this proposal is genuine, not sham or collusive, nor made in the interest of any person not therein named; that the Proposer has not directly or indirectly induced or solicited any other Contractor or potential Contractor to submit a sham proposal or to refrain from proposing; and that the proposer has not in any manner sought by collusion to secure for himself/herself or such firm an advantage over any other Contractor.

Authorized Official:

Alan F. Pegg	General Manager
_____ Name	_____ Title
425 S. Main Street	Los Angeles, CA 90013
_____ Street Address	_____ City, State and Zip Code

Sign here:


APR 09 1992

Date

APPENDIX A

CHP INSPECTIONS

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
SAFETY COMPLIANCE REPORT
 MOTOR CARRIER SAFETY OPERATIONS
 CHP 343 (Rev 4-89) OPI 082

INSPECTION LOC. (NUMBER, STREET, CITY OR COUNTY) 742 N. Mission Rd. Los Angeles	TELEPHONE NUMBER 972-6310	AREA CODE 213
CARRIER TYPE Bus	CODE B	CARRIER REPRESENTATIVE'S NAME AND TITLE

ADDRESS
 742 S. Main St. Los Angeles, Ca 90013
 DATE
 5-29-91
 DRIVER'S NAME
 Southern Calif. Rapid Transit Dist. Div. 16
 CA AND PO NUMBERS
 CA 37363
 PCN

FLEET AND EMERGENCY RESOURCE INFORMATION

REG. NO.	NEW REG. NO.	INS LIC. NO.	PUC NUMBER
EXP. DATE	EXP. DATE	EXP. DATE	
TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE	REG. C.T.
		I-268 II-	
SHOP	FUEL	SUB-AREA NUMBER	CHP MS ISSUED
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> GAS <input type="checkbox"/> DIESEL <input type="checkbox"/> LPS	591-1	<input type="checkbox"/>
		FIRST INSP. THIS YEAR	BIT
		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
		CHP 1000 COLUMN NO.	
			500

INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated

MAINTENANCE PROGRAM	DRIVER RECORDS	REGULATED EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
1 5 2 4 3 5 2 5	1 5 2 5 3 5 4 5	1 5 2 5 3 5 4 5	1 2 3 4	1 5 2 5 3 5 4 5
NO. 20 TIME 3.0	NO. 25 TIME 3.0	NO. 20 TIME 6.0	TIME	TIME IN 1500
				TIME OUT 1430
CONTAINERS/TANKS	VAPOR RECOVERY SYE.	METER CATEGORY	DATE OF LAST:	
		<input type="checkbox"/> CARRIER <input type="checkbox"/> TERMINAL	<input type="checkbox"/> BOTH	
NO.	TIME	TESTED	CERT.	

REQMTS.	VIOL.	REMARKS
MAIN-TENANCE PROGRAM		
DRIVER RECORDS		
DRIVER HOURS		13CCR1230 The following vehicles placed out of service
WAXES	9	Make unit# Lic# Reason
LAMP-SIGNALS	9	GMC-RTS #8595 EM746686 Exhaust leak
CONNECTING DEVICES		
STEERING & SUSPENSION		All maintenance and driver records
TIRES & WHEELS		are in compliance
EQUIPMENT REQMTS.	30	Terminal Report Satisfactory
CONTAINERS/TANKS		
HAZARDOUS MATERIALS		INSPECTED BY S. Campos, R. Hernandez, D. Tomlinson D. Hammond, R. King, L. Tullie, M. Anderson

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on attached vehicle inspection reports (pages 1 through 1) have been corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations.

An unsatisfactory rated carrier who believes the rating is not justified, may, within five calendar days of the rating, request a review by a Motor Carrier Safety Unit Supervisor.

CURRENT TERMINAL RATING Satisfactory	SIGNATURE AND TITLE <i>[Signature]</i>	DATE 5/29/91
---	---	-----------------

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
 MOTOR CARRIER SAFETY OPERATIONS
 343A (Rev 7-90) OPI 082

CARRIER RTD	PAGE OF
INSPECTION ADDRESS 742 NORTH MISSION	
CITY OR COUNTY LA CA	
DATE 5-29-91	

CIRCLE ONE Tractor Truck	Trailer Dolly	MAKE GMC-RTS	EQUIPMENT NUMBER 2401	LICENSE NUMBER 267997	VIN	ODOMETER 71217	TYPE FUEL D
CIRCLE ONE Tractor Truck	Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE		SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER		CT NUMBER	<input type="checkbox"/> VRS Inspected <input type="checkbox"/> VRS Test	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE		ODOMETER		

SECTION

2645: VK. AXLE #1 LEFT SIDE 1 OF 2 WEDGE BRAKE CHAMBERS LOOSE.

1,300 Miles since last PM inspection on 5-20-91

CIRCLE ONE Tractor Truck	Trailer Dolly	MAKE GMC-RTS	EQUIPMENT NUMBER 8645	LICENSE NUMBER 746688	VIN	ODOMETER 114879	TYPE FUEL D
CIRCLE ONE Tractor Truck	Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE		SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER		CT NUMBER	<input type="checkbox"/> VRS Inspected <input type="checkbox"/> VRS Test	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE		ODOMETER		

SECTION

13CCR-1232(A) LEFT #1 PASSENGER SEAT LOWER CUSHION LOOSE

13CCR 1269 WINDOWS #2 LEFT SIDE AND #3 RIGHT SIDE MARKED AS EMERGENCY EXITS, CARRIER HAS DISABE

13CCR 1270 DRIVERS SEAT BELT DEFECTIVE.

2900 Miles since last PM inspection on 5-8-91

INSPECTED BY: **D. HAMMOND - R. KING - I. TUTTLE**

Use previous editions until depleted.

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
 MOTOR CARRIER SAFETY OPERATIONS
 343A (Rev 7-90) OPI 08

CARRIER R.T.D.	PAGE
INSPECTION ADDRESS 742 NORTH MISSION	
CITY OR COUNTY LA, CA	
DATE 5-29-91	

CIRCLE ONE Tractor Truck Trailer Dolly	MAKE GMC-RTS	EQUIPMENT NUMBER 8960	LICENSE NUMBER 746597	VIN	ODOMETER 270402	TYPE PLATE D
CIRCLE ONE Tractor Truck Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE PLATE
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER	UNIT NUMBER	CT NUMBER	<input type="checkbox"/> VRS Inspected <input type="checkbox"/> VRS Tested ODOMETER	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION

13CCA1269 LEFT SIDE DRIVERS SWITCH PANEL LOOSE

25700 V.C. 1 OF 3 ROADSIDE WARNING DEVICES ~~MISSING~~
 IN PASSENGER COMPARTMENT

200 Miles since last PM inspection on 5-24-91

CIRCLE ONE Tractor Truck Trailer Dolly	MAKE GMC-RTS	EQUIPMENT NUMBER 8713	LICENSE NUMBER 746846	VIN	ODOMETER 136757	TYPE PLATE D
CIRCLE ONE Tractor Truck Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE PLATE
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NUMBER	UNIT NUMBER	CT NUMBER	<input type="checkbox"/> VRS Inspected <input type="checkbox"/> VRS Tested ODOMETER	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION

13CCA1232(a) REAR SEAT-BACK HINGE LOOSE AND PIN MISSING.

1,000 Miles since last PM inspection on 5-29-91

INSPECTED BY
D. HAMBRO **R. KING**

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE EQUIPMENT INSPECTION REPORT
 FOR CARRIER SAFETY OPERATIONS
 303A (Rev 7-90) OPI 1088

CARRIER RTD	PAGE
INSPECTION ADDRESS 742 NORTH MISSION	
CITY OR COUNTY LA CA	
DATE 5-29-91	

CIRCLE ONE Tractor Truck	Trailer Dolly	MAKE GMC-RTS	EQUIPMENT NUMBER 8600	LICENSE NUMBER 746696	VIN	ODOMETER 181322	TYPE FUEL 1
CIRCLE ONE Tractor Truck	Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE		SPEC/TYPE	SERIAL NUMBER	UNIT NUMBER	CT NUMBER	<input type="checkbox"/> VRS Inspected <input type="checkbox"/> VRS Test	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE		ODOMETER		

SECTION

24252 V.C. BACK UP LIGHTS INOPERATIVE.

13CCR1232(A) ENGINE AND TRANSMISSION LEAK OIL.

13CCA1232(A) ENGINE CRADLE REPAIR WELD CRACKED.

DRIVERS SEAT

1,500 MILES SINCE LAST PM INSPECTION ON 5-16-91

CIRCLE ONE Tractor Truck	Trailer Dolly	MAKE GMC-RTS	EQUIPMENT NUMBER 8581	LICENSE NUMBER 746281	VIN	ODOMETER 9508	TYPE FUEL D
CIRCLE ONE Tractor Truck	Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE		SPEC/TYPE	SERIAL NUMBER	UNIT NUMBER	CT NUMBER	<input type="checkbox"/> VRS Inspected <input type="checkbox"/> VRS Test	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE		ODOMETER		

SECTION

13CCR1270(B) DRIVERS SEAT BELT IS NOT ADJUSTABLE AND WILL NOT RETRACT.

13CCR1232(A) ENGINE CRADLE CRACKED.

3,000 Miles Since Last PM INSPECTION ON 4/30/91

INSPECTED BY
D. HAMMOND R. KING

LA NUMBER

Use previous edition of this form.

CARRIER
R-T-D

INSPECTION ADDRESS
742 N. MISSION
CITY OR COUNTY
L.A. CA 90033 DATE
5-29-91

SECTION REPORT
SAFETY OPERATIONS
FSA (REV 7-80) OPI

CIRCLE ONE Tractor Truck <input checked="" type="checkbox"/> Bus Trailer Dolly	MAKE GMC-RTS	EQUIPMENT NUMBER 8595	LICENSE NUMBER 746686	VIN	ODOMETER 019060	TYPE FUEL D
CIRCLE ONE Tractor Truck <input checked="" type="checkbox"/> Bus Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE	SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Inspected <input type="checkbox"/> Tested		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION * **13CCR 1230 a OUT OF SERVICE * DEFECTIVE EXHA**

13CCR 12000 RIGHT SIDE ~~WINDOW #2~~ WINDOWS MARKED AS EMERGENCY EXIT, CARRIER HAS DISABLED.

27154 V.C. * EXHAUST PIPE BROKEN AT MUFFLER OUTLET

500 Miles since last PM inspection on 5-23

CIRCLE ONE Tractor Truck <input checked="" type="checkbox"/> Bus Trailer Dolly	MAKE GMC-RTS	EQUIPMENT NUMBER 8574	LICENSE NUMBER 776302	VIN	ODOMETER 33000	TYPE FUEL
CIRCLE ONE Tractor Truck <input checked="" type="checkbox"/> Bus Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE	SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	VRS <input type="checkbox"/> Inspected <input type="checkbox"/> Tested		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION

13CCR 1260 WINDOW #4 RIGHT SIDE MARKED AS EMERGENCY EXIT, CARRIER HAS DISABLED.

13CCR 12320 ALL FUEL TANK MOUNTING STRAPS LOOSE.

26453 V.C. AXLE #2 LEFT SIDE UPPER FRAME SHOCK TRAVEL EXCEEDS 1/16", WEDGE BRAKES.

5,300 Miles since last PM inspection on 4-25-91

INSPECTED BY
D. HANNINO

STATE OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
 MOTOR CARRIER SAFETY OPERATIONS
 343A (Rev 7-90) OPI 082

INSPECTION ADDRESS
242 NORTH MISSION
 CITY OR COUNTY
LA CA

DATE
5-29-91

CIRCLE ONE Tractor Truck	Tractor Bus	Trailer Dolly	MAKE GMC-RTS	EQUIPMENT NUMBER 6751	LICENSE NUMBER 775 351	VIN	ODOMETER 18188	TYPE FUEL D
CIRCLE ONE Tractor Truck	Tractor Bus	Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE F
TANK/CONTAINER MAKE			SPEC/TYPE	SERIAL NUMBER	UNIT NUMBER	CT NUMBER	<input type="checkbox"/> VRS Inspected <input type="checkbox"/> VRS Test ODOMETER	
CERTIFICATE TYPE		CERTIFICATE NUMBER		DATE ISSUED		REINSPECTION DATE		ODOMETER

SECTION

13CG1202(A) ENGINE CRADLE CRACKED

5,100 Miles Mile last PM inspection 6/11/91

CIRCLE ONE Tractor Truck	Tractor Bus	Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
CIRCLE ONE Tractor Truck	Tractor Bus	Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE F
TANK/CONTAINER MAKE			SPEC/TYPE	SERIAL NUMBER	UNIT NUMBER	CT NUMBER	<input type="checkbox"/> VRS Inspected <input type="checkbox"/> VRS Test ODOMETER	
CERTIFICATE TYPE		CERTIFICATE NUMBER		DATE ISSUED		REINSPECTION DATE		ODOMETER

SECTION

INSPECTED BY
D. HAMMOND R. KING L. TUTT

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
 VEHICLE/EQUIPMENT INSPECTION REPORT
 MOTOR CARRIER SAFETY OPERATIONS
 343A (Rev 7-90) OPI 062

CARRIER RTO	PAGE
INSPECTION ADDRESS 742 N. MISSION RD	
CITY OR COUNTY LOS ANGELES	DATE 5-29-91

CIRCLE ONE Tractor Truck	Trailer Dolly	MAKE GMC	EQUIPMENT NUMBER 8666	LICENSE NUMBER 574652	VIN V811161	ODOMETER	TYPE FUEL DSL
CIRCLE ONE Tractor Truck	Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE		SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER		<input type="checkbox"/> VRS Inspected <input type="checkbox"/> VRS Tested	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE		ODOMETER		

SECTION

24252 VC 3 OF 4 REAR ENTRY STEP LAMPS INOPERATIVE
 26453 VC PARKING BRAKE CUPOR LINING NOT MAKING FULL CONTACT WITH DRUM.
 13CR1232 EXCESSIVE GREASE AND OIL ON ENGINE

4,300 Miles since last PM inspection on 4/24/91

CIRCLE ONE Tractor Truck	Trailer Dolly	MAKE GMC	EQUIPMENT NUMBER 8652	LICENSE NUMBER 5746856	VIN V811147	ODOMETER	TYPE FUEL DSL
CIRCLE ONE Tractor Truck	Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE		SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER		<input type="checkbox"/> VRS Inspected <input type="checkbox"/> VRS Tested	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE		ODOMETER		

SECTION

13CR1232 1 OF 2 "Z" BAR MOUNT BOLTS LOOSE

3,800 Miles since last PM inspection on 3-6-91

INSPECTED BY S. Campos	LD. NUMBER A5836 A6947 A8621
R. Hernandez	P. Tomlinson

Use previous editions until depleted.

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
 MOTOR CARRIER SAFETY OPERATIONS
 343A (Rev 7-90) OPI 062

CARRIER RTO
INSPECTION ADDRESS 742 N. MISSION RD.
CITY OR COUNTY LOS ANGELES
DATE 5-29-91

CIRCLE ONE Tractor Truck	Tractor BUS	Trailer Dolly	MAKE GMC	EQUIPMENT NUMBER 8705	LICENSE NUMBER E74650	VIN	ODOMETER	TYPE Q
CIRCLE ONE Tractor Truck	Tractor Bus	Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE JE
TANK/CONTAINER MAKE			SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER		<input type="checkbox"/> VRS Inspected <input type="checkbox"/> VR Test	
CERTIFICATE TYPE		CERTIFICATE NUMBER		DATE ISSUED	REINSPECTION DATE		ODOMETER	

- | SECTION | |
|-----------|---|
| 13CCR1232 | LEFT FRONT SEAT CUSHION LOOSE. |
| 13CCR1245 | STOP LAMP AIR VALVE LEAKING AIR (APPLIED) APP & SPST. |
| 24252UC | LOE 3 FO LAMPS INOPERATIVE (CENTER) |
| 13CCR1267 | REAR STATION BAR MOUNT BRACKET BLOTTEN |
| 24252UC | BACK-UP LAMPS INOPERATIVE |
| 13CCR1232 | REAR ENGINE MOTOR MOUNT BOLT LOOSE - LOE 2 |
| 13CCR1232 | ENGINE 'Z' BAR MOUNT BOLTS LOOSE |
| 13CCR1232 | ENGINE CRADLE HAS STRESS CRACK |

4,900 Miles since last PM inspection on 09-2-11-91

CIRCLE ONE Tractor Truck	Tractor BUS	Trailer Dolly	MAKE GMC	EQUIPMENT NUMBER 8615	LICENSE NUMBER E74659	VIN V81110	ODOMETER	TYPE Q
CIRCLE ONE Tractor Truck	Tractor Bus	Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE JE
TANK/CONTAINER MAKE			SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER		<input type="checkbox"/> VRS Inspected <input type="checkbox"/> VR Test	
CERTIFICATE TYPE		CERTIFICATE NUMBER		DATE ISSUED	REINSPECTION DATE		ODOMETER	

- | SECTION | |
|-----------|--|
| 13CCR1232 | SEVERAL ENGINE COVER SCREWS MISSING |
| 26453UC | PARKING BRAKE OUT OF ADJUSTMENT PUSH-ROD TRAVEL 2 1/4" ON T-30 |

1,500 Miles since last PM inspection on 5-15-91

INSPECTED BY S. Campos	R. Hernandez	P. Tomlinson	LICENSE 15836 15948 15834
----------------------------------	---------------------	---------------------	---

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
 MOTOR CARRIER SAFETY OPERATIONS
 P 343A (Rev 7-90) OPI 062

CARRIER RTD
INSPECTION ADDRESS 742 N. MISSION
CITY OR COUNTY LOS ANGELES
DATE 5-29-91

CIRCLE ONE Tractor Truck	Tractor Bus	Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
CIRCLE ONE Tractor Truck	Tractor Bus	Trailer Dolly	MAKE JMC 89	EQUIPMENT NUMBER 2398	LICENSE NUMBER E267994	VIN	ODOMETER 33,755	TYPE FUEL
TANK/CONTAINER MAKE			SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER		CT NUMBER	<input type="checkbox"/> VRS Inspected <input type="checkbox"/> VRS Tested	
CERTIFICATE TYPE		CERTIFICATE NUMBER		DATE ISSUED		REINSPECTION DATE		ODOMETER

SECTION

13CCR 1232(A) 2 OF 4 FRONT DOOR STEP LIGHTS INOPERATIVE.
 24252 UC RIGHT REAR CLEARANCE LAMP INOPERATIVE.

1100 Miles since last PM inspection on 5-21-91

CIRCLE ONE Tractor Truck	Tractor Bus	Trailer Dolly	MAKE GMC	EQUIPMENT NUMBER 8733	LICENSE NUMBER EX4680	VIN V811228	ODOMETER	TYPE FUEL DSL
CIRCLE ONE Tractor Truck	Tractor Bus	Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE			SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER		CT NUMBER	<input type="checkbox"/> VRS Inspected <input type="checkbox"/> VRS Tested	
CERTIFICATE TYPE		CERTIFICATE NUMBER		DATE ISSUED		REINSPECTION DATE		ODOMETER

SECTION

13CCR 1267 STANCIION BAR LOOSE
 13CCR 1232 DIFFERENTIAL HOUSING (THIRD MEMBER) LEAKING
 26453 UC PARKING BRAKE DRUM & LINING CONTAMINATED
 24252 UC LICENSE PLATE LAMP INOPERATIVE

4,800 Miles since last PM inspection on 4-22-91

INSPECTED BY: **S. Campos** **R. Hernandez** **D. Tomlinson**

LD NUMBER: **75736**
A6440
A8624

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
 MOTOR CARRIER SAFETY OPERATIONS
 343A (Rev 7-90) CP-062

CLASSIFICATION RTD	PAGE
INSPECTION ADDRESS 742 NORTH MISSION	DATE 5-29-91
CITY OR COUNTY LA, CA	

CIRCLE ONE Tractor Truck	Tractor Bus	Trailer Dolly	MAKE GMC-RTS	EQUIPMENT NUMBER 8848	LICENSE NUMBER 75378	VIN	ODOMETER 5684	TYPE FUEL J
CIRCLE ONE Tractor Truck	Tractor Bus	Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL EL
TANK/CONTAINER MAKE	SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	<input type="checkbox"/> VRS Inspected <input type="checkbox"/> VRS Test		ODOMETER		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE					

SECTION

24252 VS. BACKUP LIGHTS INOPERATIVE.

13CCR 1232(a) OIL FILTER LOOSE AND LEAKING.

5,600 Miles since last PM inspection on 1-25-91.

CIRCLE ONE Tractor Truck	Tractor Bus	Trailer Dolly	MAKE TMC-RTS	EQUIPMENT NUMBER 2400	LICENSE NUMBER 267995	VIN	ODOMETER 63561	TYPE FUEL D
CIRCLE ONE Tractor Truck	Tractor Bus	Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE	SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER	<input type="checkbox"/> VRS Inspected <input type="checkbox"/> VRS Test		ODOMETER		
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE					

SECTION

— NONE NOTED —

2,300 Miles since last PM inspection on 5-19-91

INSPECTED BY
D. HAMMOND R. KING L. TITTLE

Use previous editions until declared obsolete.

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIPMENT INSPECTION REPORT
 MOTOR CARRIER SAFETY OPERATIONS
 P 343A (Rev 7-90) OPI 062

CARRIER RTD	INSPECTION ADDRESS 742 N. MISSION ROAD	DATE 5-29-91
CITY OR COUNTY LOS ANGELES		
CIRCLE ONE Tractor Truck <input checked="" type="checkbox"/> Bus	MAKE TMC	EQUIPMENT NUMBER 2383
Trailer Dolly	LICENSE NUMBER EX9508	VIN R826720
TANK/CONTAINER MAKE	SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED
		REINSPECTION DATE
		CT NUMBER
	<input type="checkbox"/> VRS Inspected	<input type="checkbox"/> VRS Tested
	ODOMETER	ODOMETER

SECTION

24252VC 1 OF 4 STEPWELL CAMPS INOPERATIVE (FRONT)
 24252VC CENTER MARKER (AMP) INOPERATIVE
 24252VC 2 OF 4 (REAR) STEPWELL CAMPS INOPERATIVE
 13CCR 1232 REAR GRABHANDLE 2 OF 4 MOUNT BOLTS LOOSE

2,500 MILES SINCE LAST PM INSPECTION ON - 5/15/91

CIRCLE ONE Tractor Truck <input checked="" type="checkbox"/> Bus	Trailer Dolly	MAKE GMC	EQUIPMENT NUMBER 8675	LICENSE NUMBER EX46537	VIN V811170	ODOMETER	TYPE FUEL
CIRCLE ONE Tractor Truck	Trailer Dolly	MAKE	EQUIPMENT NUMBER	LICENSE NUMBER	VIN	ODOMETER	TYPE FUEL
TANK/CONTAINER MAKE	SPEC/TYPE	SERIAL NUMBER/UNIT NUMBER	CT NUMBER			<input type="checkbox"/> VRS Inspected	<input type="checkbox"/> VRS Tested
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE			ODOMETER	

SECTION

13CCR 1232 1 OF 2 3 BAR MOUNT BAR BOLTS LOOSE
 26453VC AXLE #2 LIGHT LOWER (WEDGE BRAKE) SNOW IN EXCESS OF 1/16" GAP

0 Miles SINCE LAST PM INSPECTION ON - 5/20/91

INSPECTED BY S. Campos	INSPECTED BY R. Hernandez	INSPECTED BY P. Tomlinson	LD. NUMBER 35836
----------------------------------	-------------------------------------	-------------------------------------	----------------------------

Use previous editions until depleted.

425 S. MAIN ST
 LOS ANGELES CA 10-17-89
 90033
 SOUTHERN CALIF
 RAPID TRANSIT DISTRICT DIVID
 CA 327363

FLEET AND EMERGENCY RESOURCE INFORMATION

NO.	NUM REG. NO.	IMS LIC. NO.	PUC NUMBER
EXP. DATE	EXP. DATE	EXP. DATE	
TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE	REG. C.T. HW VEH. HW CONT. DRIVERS
		1-264 11-	- - - 483
SHOP	FUEL	SUB-AREA NUMBER	CMP 345 ISSUED FIRST INSP. THIS YEAR
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> GAS <input type="checkbox"/> DIESEL <input type="checkbox"/> LPD	590-1	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated

MAINTENANCE PROGRAM	DRIVER RECORDS	REGULATED EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
S, S, S, U, S	S, S, S, S, S	S, S, S, S, S	N/A	S, S, S, S, S
NO. 35 TIME 1.0	NO. 75 TIME 2.0	NO. 26 TIME 5.0	TIME	TIME IN 0800 TIME OUT 1400

CONTAINERS/TANKS	VAPOR RECOVERY SYL.	MISTER CATEGORY	DATE OF LAST:
		<input type="checkbox"/> CARRIER <input type="checkbox"/> TERMINAL <input checked="" type="checkbox"/> BOTH	CMP 342 CMP 343A

REQMTE	VIOL	REMARKS
MAINTENANCE PROGRAM	3	TERMINAL INSPECTION
DRIVER RECORDS	1	13CCR1215(D) NOT ALL DRIVERS DOING A PROPER PRE TRIP INSPECTION.
DRIVER HOURS		13CCR1215(B) ALL DRIVERS DO NOT SUBMIT A DOCUMENTED DAILY VEHICLE INSPECTION REPORT.
WAKES	9	
LAMP-SIGNALS	14	
CONNECTING DEVICES		13CCR1234(C) CARRIER DOES NOT REQUIRE ALL DRIVERS TO SUBMIT A DAILY VEHICLE INSPECTION REPORT IN WRITING A S REQUIRED
STEERING & SUSPENSION	5	
TIRES & WHEELS	1	13CCR1230 30 OF 26 VEHICLES INSPECTED PLACED OUT OF SERVICE FOR OIL SOAKED PARKING/ EMERGENCY BRAKE LINING
EQUIPMENT REQMTE.	45	
CONTAINERS/TANKS		
HAZARDOUS MATERIALS		INSPECTED BY S. BUTTS-A 7094 P. RAMIREZ 5235 S. DAVIDSON 16250 W. KAUFFMAN-AB 11 F. MENDIOLA 8262

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on attached inspection reports (pages 1 through 15) have been corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. An unsatisfactory rated carrier who believes the rating is not justified, may, within five calendar days of the rating, request a review by a Motor Carrier Safety Unit Supervisor.

CURRENT TERMINAL RATING: SATISFACTORY
 SIGNATURE AND TITLE: [Signature] Manager
 DATE: 10/17/89

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
SAFETY COMPLIANCE REPORT
 MOTOR CARRIER SAFETY OPERATIONS
 CHP 343 (Rev 4-89) OPL062

INSPECTION LOC. (NUMBER, STREET, CITY OR COUNTY) 742 N. MISSION RD LOS ANGELES	TELEPHONE NUMBER 972-6310	AREA CODE 213
CARRIER TYPE BUS	CODE B	CARRIER REPRESENTATIVE'S NAME AND TITLE RAY KUNKLE MANAGER

425 S. MAIN ST LOS ANGELES CA 90033
 10-17-89
 SOUTHERN CALIFORNIA
 RAPID TRANSIT DISTRICT DIVID
 CA AND FE NUMBERS
 2536M
 FCN

FLEET AND EMERGENCY RESOURCE INFORMATION

REG. NO.	MVN REG. NO.	INS LIC. NO.	PUC NUMBER
EXPI. DATE	EXPI. DATE	EXPI. DATE	
TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE	REG. C.T. HW VEH. HW CONT. DRIVERS
		1-264 11-	- - - 483
SHOP	FUEL	SUB-AREA NUMBER	CHP 345 ISSUED FIRST INSP. THIS YEAR BIT CHP 199D COLUMN NO.
		590-1	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>

INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated

MAINTENANCE PROGRAM	DRIVER RECORDS	REGULATED EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
S ₂ S ₃ U ₄ S	S ₂ S ₃ S ₄ S	S ₂ S ₃ S ₄ S	N/A	S ₂ S ₃ S ₄ S
D. 35 TIME 1.0	NO. 75 TIME 2.0	NO. 26 TIME 5.0	TIME	TIME IN 0800 TIME OUT 1400

CONTAINERS/TANKS	VAPOR RECOVERY SYS.	MISTER CATEGORY	DATE OF LAST:
	TESTED CERT.	<input type="checkbox"/> CARRIER <input type="checkbox"/> TERMINAL <input checked="" type="checkbox"/> BOTH	CHP 362 _____ CHP 362A _____

REQM'TS	VIOL	REMARKS
MAIN-TENANCE PROGRAM	3	TERMINAL INSPELTION
DRIVER RECORDS		13CCR1215(a) NOT ALL DRIVERS DOING A PROPER PRE TRIP INSPECTION.
DRIVER HOURS		13CCR1215(b) ALL DRIVERS DO NOT SUBMIT
BRAKES	9	A DOCUMENTED DAILY VEHICLE INSPECTION REPORT.
LAMPS-SIGNALS	14	
CONNECTING DEVICES		13CCR1234(c) CARRIER DOES NOT REQUIRE ALL DRIVERS TO SUBMIT A DAILY VEHICLE
STEERING & SUSPENSION	5	INSPELTION REPORT IN WRITING AS REQUIRED
TIRES & WHEELS	1	13CCR1230 3 OF 26 VEHICLES INSPECTED PLACED
EQUIPMENT REQM'TS.	45	OUT OF SERVICE FOR OIL SOAKED PARKING/ EMERGENCY BRAKE LINING
CONTAINERS/TANKS		

HAZARDOUS MATERIALS	INSPECTED BY S. BUTTS-A 7094 P. RAMIREZ 5235 W. KAUFFMAN-A 8134 F. MENDIOLA 8262	I.D. NO. S. DAVIDSON 16350	SUSPENSE DATE AUTO <input checked="" type="checkbox"/>
---------------------	---	-------------------------------	---

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on attached vehicle inspection reports (pages 1 through 15) have been corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. Unsatisfactory rated carrier who believes the rating is not justified, may, within five calendar days of the rating, request a review of Motor Carrier Safety Unit Supervisor.

PRESENT TERMINAL RATING	SIGNATURE AND TITLE	DATE
SATISFACTORY	<i>Ray Kunkle</i> manager	10/17/89

CARRIER Rapid Transit Sub District		PAGE	OF
INSPECTION ADDRESS 792 N. MISSION RD.			
CITY OR COUNTY L.A.			DATE 10/17/89
CIRCLE ONE TRUCK	TRACTOR BUS	TRAILER DOLLY	ODOMETER
MAKE G.M.C.		EQUIPMENT NO. 8650	LICENSE NO. E746568
VIN		ODOMETER	
CIRCLE ONE TRUCK	TRACTOR BUS	TRAILER DOLLY	ODOMETER
MAKE		EQUIPMENT NO.	LICENSE NO.
VIN		ODOMETER	
TANK/CONTAINER MAKE		SPEC./TYPE	SERIAL NO./UNIT NO.
CT NUMBER		<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE
			ODOMETER

SECTION

24252 car, RACK UP Lamps inoperative
 car 1268.1 NUMEROUS EMERGENCY EXIT WINDOWS won't catch closed

CIRCLE ONE TRUCK	TRACTOR BUS	TRAILER DOLLY	ODOMETER
MAKE G.M.C.		EQUIPMENT NO. 9071	LICENSE NO. E1 776394
VIN		ODOMETER	
CIRCLE ONE TRUCK	TRACTOR BUS	TRAILER DOLLY	ODOMETER
MAKE		EQUIPMENT NO.	LICENSE NO.
VIN		ODOMETER	
TANK/CONTAINER MAKE		SPEC./TYPE	SERIAL NO./UNIT NO.
CT NUMBER		<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE
			ODOMETER

SECTION

car 1245 unapplied air leak at axle #1 right, around wheel (audible)
 car 1232 Axle #2 left and right sides, brackets cracked
 car 1242 Fire extinguisher compartment not marked
 car 1232 pinion seal leaking
 car 1232 Excessive oil + Grease on Engine

INSPECTED BY J. BUTT, F. UENDO/RA, RAMIREZ, KASIMAN	I.D. NUMBER A7094 A8262 A8130
---	---

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
 OR CARRIER SAFETY OPERATIONS

CARRIED Rapid Transit District		PAGE	OF
INSPECTION ADDRESS 724 N. MISSION RD.			
CITY OR COUNTY L.A.			DATE 10/17/89
CIRCLE ONE TRUCK	TRACTOR <input checked="" type="checkbox"/> BUS	TRAILER DOLLY	ODOMETER
MAKE G.M.C.	EQUIPMENT NO. 8709	LICENSE NO. 2 746872	VIN
CIRCLE ONE TRUCK	TRACTOR <input checked="" type="checkbox"/> BUS	TRAILER DOLLY	ODOMETER
MAKE	EQUIPMENT NO.	LICENSE NO.	VIN
VANS/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER
			<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE
			ODOMETER

SECTION

24252ave Back up lamp inoperative
Ex 1242 Fire Extinguisher compartment not marked
Ex 1232 NUMEROUS SEAT CUSHIONS LOOSE,
24252ave center left clearance lamp inoperative

CIRCLE ONE TRUCK	TRACTOR <input checked="" type="checkbox"/> BUS	TRAILER DOLLY	ODOMETER
MAKE G.M.C.	EQUIPMENT NO. 8653	LICENSE NO. 2 746578	VIN
CIRCLE ONE TRUCK	TRACTOR <input checked="" type="checkbox"/> BUS	TRAILER DOLLY	ODOMETER
MAKE	EQUIPMENT NO.	LICENSE NO.	VIN
VANS/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER
			<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE
			ODOMETER

SECTION

Ex 1232 NUMEROUS SEAT CUSHIONS LOOSE
Ex 1232 AXLE #2 AXLE MOUNT TO AIR RIDE WELDS CRACKED

INSPECTED BY S. BILLS, F. Mendiola, RAMIREZ, KAUSMAN	I.D. NUMBER 47044 42262
--	---

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
 ON CARRIER SAFETY OPERATIONS

CARRIER Rapid Transit District		PAGE	OF
INSPECTION ADDRESS 742 N MISSION RD.			
CITY OR COUNTY L.A.			DATE 10/17/87
CIRCLE ONE TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> TRUCK <input checked="" type="checkbox"/> BUS <input type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE G.M.C.	EQUIPMENT NO. 9054	LICENSE NO. 776412
CIRCLE ONE TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> TRUCK <input checked="" type="checkbox"/> BUS <input type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE	EQUIPMENT NO.	LICENSE NO.
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE
			ODOMETER

SECTION

2045² are parking brake lining oil soaked *
 2a 1232 AXLE #2, welds cracked Axle to Air-ride
 2670⁰ are windshield wipers inoperative.
 2672⁰ are unapplied Audible Air leak over Axle #1

* OUT OF SERVICE *

CIRCLE ONE TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> TRUCK <input checked="" type="checkbox"/> BUS <input type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
CIRCLE ONE TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> TRUCK <input checked="" type="checkbox"/> BUS <input type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER	

SECTION

~~2672~~

INSPECTED BY S. BUTS, E. Mendivil, Ramirez, Kaufman	I.D. NUMBER H 7094 H 8262
--	---------------------------------

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
OR CARRIER SAFETY OPERATIONS

CARRIER Rapid Transit District		PAGE 1 OF 1	
INSPECTION ADDRESS 742 N. MISSION RD.			
CITY OR COUNTY L.A.			DATE 10/17/89
CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR TRAILER	MARK G.M.C.	EQUIPMENT NO. 8656	LICENSE NO. 746519
CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR TRAILER	MARK	EQUIPMENT NO.	LICENSE NO.
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE
			<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED
			ODOMETER

SECTION

24252 low back up lamp inop.

24952 left turn signal indicator inoperative

CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR TRAILER	MARK G.M.C.	EQUIPMENT NO. 4332	LICENSE NO. (E) 617340	VIN	ODOMETER
CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR TRAILER	MARK	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER	

SECTION

None Noted

INSPECTED BY S. BUTTS, F. Mendiolia RAMIREZ KAUFMAN	I.D. NUMBER A7094 A5262
---	---------------------------------------

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
OR CARRIER SAFETY OPERATIONS

CARRIER Rapid Transit District		PAGE	OF
INSPECTION ADDRESS 742 N. MISSION RD.			
CITY OR COUNTY L.A.			DATE 10/17/89
CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/>	MAKE G.M.C.	EQUIPMENT NO. 8563	LICENSE NO. 746723
CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/>	MAKE	EQUIPMENT NO.	LICENSE NO.
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE
			ODOMETER

SECTION

2643aa PACKING BRAKE LINING OIL SOAKED *

OUT OF SERVICE

CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/>	MAKE G.M.C.	EQUIPMENT NO. 8796	LICENSE NO. (E) 746847
CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/>	MAKE	EQUIPMENT NO.	LICENSE NO.
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE
			ODOMETER

SECTION

EX25200 BACK UP LAMP INOPERATIVE

EX 1232 NUMEROUS SEAT CUSHIONS LOOSE

EX 1232 PINION SEAL LEAKING

EX 1232 EXCESSIVE GREASE & OIL ON ENGINE

INSPECTED BY S. BUTTS, E. MENDIOLA, R. RIVERA, K. S. MAN	I.D. NUMBER 17094 AB662
---	-------------------------------

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
FOR CARRIER SAFETY OPERATIONS

CARRIER R.T.O		PAGE	OF
INSPECTION ADDRESS 747 N MISSION RD			
CITY OR COUNTY L.A.		DATE 10-17-89	
CIRCLE ONE TRUCK <input checked="" type="checkbox"/> BUS TRAILER	MAKE GMC	EQUIPMENT NO. 8577	LICENSE NO. E776385
CIRCLE ONE TRUCK <input checked="" type="checkbox"/> BUS TRAILER	MAKE	EQUIPMENT NO.	LICENSE NO.
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE
		<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED ODOMETER 110640	

SECTION

3CCP232 RIGHT SIDE EMERGENCY EXIT WINDOW LOOSE
 1615300 LEFT AXLE 1 AIR F.I.H.V. LOOSE

CIRCLE ONE TRUCK <input checked="" type="checkbox"/> BUS TRAILER	MAKE FLEXIBLE	EQUIPMENT NO. 4341	LICENSE NO. E617399
CIRCLE ONE TRUCK <input checked="" type="checkbox"/> BUS TRAILER	MAKE	EQUIPMENT NO.	LICENSE NO.
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE
		<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED ODOMETER 34496	

SECTION

2125200 BACK-UP LIGHTS INOPERATIVE
 1252010 LICENSE PLATE LIGHT INOPERATIVE
 00R1232 SEVERAL WINDOWS CRACKED
 2CCR1232 EXCESSIVE GREASE & OIL ON CHASSIS
 3CCP1232 PASSENGER SEAT LOOSE AT MOUNT

INSPECTED BY P. RUIRGAZ / S. BUTTS / G. Mendiolu, Kaufman	I.D. NUMBER A8134 A5235
---	---

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
 FOR CARRIER SAFETY OPERATIONS

CARRIER P.T.D		PAGE 1 OF 1	
INSPECTION ADDRESS 742 N MISSION RD			
CITY OR COUNTY L.A.			DATE 10-17-89
CIRCLE ONE TRUCK <input checked="" type="checkbox"/> BUS <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/>	MAKE GMC	EQUIPMENT NO. 8666	LICENSE NO. 8746522
CIRCLE ONE TRUCK <input checked="" type="checkbox"/> BUS <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/>	MAKE	EQUIPMENT NO.	LICENSE NO.
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER
CERTIFICATE TYPE		CERTIFICATE NUMBER	DATE ISSUED
			REINSPECTION DATE
			ODOMETER

SECTION

14252 PVC BACK-UP LIGHTS INOPERATIVE

25100 PVC LEFT REAR SIDE MARKER LIGHT INOPERATIVE

3CCR1268 SEVERAL EMERGENCY EXITS NOT PROPERLY
 SECURED

13CCR1237 EXCESSIVE GREASE & OIL ON CHASSIS

CIRCLE ONE TRUCK <input checked="" type="checkbox"/> BUS <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/>	MAKE	EQUIPMENT NO. 4338	LICENSE NO. E617346	VIN	ODOMETER 15106
CIRCLE ONE TRUCK <input checked="" type="checkbox"/> BUS <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/>	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE		CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER

SECTION

24252 PVC LEFT OUTSIDE HEAD LIGHT INOP

16711 PVC DRIVERS VIEW EYE SHADE MISSING

3CCR1232 SEVERAL WINDOWS CRACKED

3CCR1232 LOOSE PASSENGER SEATS

3CCR1232 PINNIN RING SEAL LACKING

INSPECTED BY P RAMIREZ / S BUTTS / E Mendiala / KAUFMAN	I.D. NUMBER A8134 A5235 A7094 A7063
---	---

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
 OR CARRIER SAFETY OPERATIONS

CARRIER R.T.D	PAGE OF
INSPECTION ADDRESS 742 N MISSION RD	
CITY OR COUNTY L.A	DATE 10-17-89

CIRCLE ONE TRUCK BUS TRAILER DOLLY	MAKE GMC	EQUIPMENT NO. 8853	LICENSE NO. E775381	VIN	ODOMETER 5299
CIRCLE ONE TRUCK TRAILER BUS DOLLY	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER	

SECTION

CCR 1281 REAR EXIT DOORS DEFECTIVE
 5300 C.V.C ONLY 2 SERVICEABLE WORKING DEVICES
 3CCR 1245 AUDIBLE AIR LEAK AXLE 2
 3CCR 1232 EXCESSIVE GROSS WEIGHT

CIRCLE ONE TRUCK BUS TRAILER DOLLY	MAKE GMC	EQUIPMENT NO. 8747	LICENSE NO. E746819	VIN	ODOMETER
CIRCLE ONE TRUCK TRAILER BUS DOLLY	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER	

SECTION

4252 C.V.C BACK-UP LIGHTS INOPERATIVE
 5300 C.V.C NO. ROADSIDE WORKING DEVICES
 CCR 1232 SEVERAL EMERGENCY EXITS NOT SECURED

INSPECTED BY
P RAMIREZ / KAUFMAN / S. BUTTS / E. Mendola

I.D. NUMBER
**A 8134
 A5285**

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
 OR CARRIER SAFETY OPERATIONS

BARRIER R.T.D		PAGE OF	
INSPECTION ADDRESS 742 N MISSION RD			
CITY OR COUNTY L.A		DATE 10-17-87	
EQUIPMENT NO. 8689		LICENSE NO. E746735	
VIN		ODOMETER 07158	
EQUIPMENT NO.		LICENSE NO.	
VIN		ODOMETER	
TANK/CONTAINER MAKE		SPEC./TYPE	
SERIAL NO./UNIT NO.		CT NUMBER	
		<input type="checkbox"/> VMS INSPECTED <input type="checkbox"/> VMS TESTED	
CERTIFICATE TYPE		CERTIFICATE NUMBER	
DATE ISSUED		REINSPECTION DATE	
		ODOMETER	

SECTION

25100CVC SIDE MARKER REAR OF VEHICLE IMPERATIVE
 13CCR1232 Bell CRANK BUSHING WORN
 25300CVC ONLY 2 EMERGENCY WARNING DEVICES IN VEHICLE
 16453CVC HATE LOCK BRAKE OIL SOAKED PARKING BRAKE
 13CCR1232 EXCESSIVE GREASE OIL ON CHASSIS

1P1230 OUT OF SERVICE - BRAKE

CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/>		MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TRUCK <input type="checkbox"/> BUS <input type="checkbox"/> DOLLY <input type="checkbox"/>			8697	E746866		87315
CIRCLE ONE TRUCK <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/>		MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TRUCK <input type="checkbox"/> BUS <input type="checkbox"/> DOLLY <input type="checkbox"/>						
TANK/CONTAINER MAKE		SPEC./TYPE		SERIAL NO./UNIT NO.		CT NUMBER
				<input type="checkbox"/> VMS INSPECTED <input type="checkbox"/> VMS TESTED		
CERTIFICATE TYPE		CERTIFICATE NUMBER		DATE ISSUED		REINSPECTION DATE
						ODOMETER

SECTION

25300CVC ONLY 2 EMERGENCY WARNING DEVICES
 12CCR1242 FIRE EXTINGUISHER CERTIFICATE MENT NOT MAKE?

INSPECTED BY P RAMIREZ / KUEHMAN / S. BUTTS / E. MENDOZA	I.D. NUMBER AF187 AS235
--	---------------------------------------

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
 FOR CARRIER SAFETY OPERATIONS

CARRIER R.T.D	PAGE 1 OF 1
INSPECTION ADDRESS 742 N MISSION RD	DATE 10-17-85
CITY OR COUNTY LID	
CIRCLE ONE TRUCK <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input checked="" type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE LMC
EQUIPMENT NO. 4403	LICENSE NO. 794726
VIN	ODOMETER
CIRCLE ONE TRUCK <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input checked="" type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE
EQUIPMENT NO.	LICENSE NO.
VIN	ODOMETER
TANK/CONTAINER MAKE	SPEC./TYPE
SERIAL NO./UNIT NO.	CT NUMBER
<input type="checkbox"/> VRS INSPECTED	<input type="checkbox"/> VRS TESTED
CERTIFICATE TYPE	CERTIFICATE NUMBER
DATE ISSUED	REINSPECTION DATE
	ODOMETER

SECTION

12520VC RIGHT BACK-UP LIGHT INOPERATIVE

CCR1232 RIGHT AXLE ASSEMBLY WORKING

3CCR1232 EXCESSIVE GREASE & OIL ON CHASSIS

3CCR1232 RIGHT INNER TIRE AXLE CUT TO COFO

CIRCLE ONE TRUCK <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input checked="" type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE FLEETBLE
EQUIPMENT NO. 4346	LICENSE NO. 617348
VIN	ODOMETER
CIRCLE ONE TRUCK <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input checked="" type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE
EQUIPMENT NO.	LICENSE NO.
VIN	ODOMETER
TANK/CONTAINER MAKE	SPEC./TYPE
SERIAL NO./UNIT NO.	CT NUMBER
<input type="checkbox"/> VRS INSPECTED	<input type="checkbox"/> VRS TESTED
CERTIFICATE TYPE	CERTIFICATE NUMBER
DATE ISSUED	REINSPECTION DATE
	ODOMETER

SECTION

13CCR1232 EXCESSIVE GREASE & OIL ON CHASSIS

CCR1232 LOOSE PASSENGER SEATS

CCR1232 Several WINDOWS CRACKED

INSPECTED BY P RAMIREZ / KAUFMAN / S. BUTTS / E. MENDIOLA	I.D. NUMBER A8134 A5235
---	---

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
 FOR CARRIER SAFETY OPERATIONS

CARRIER R.T.O		PAGE	OF
INSPECTION ADDRESS 742 N MISSION RD			
CITY OR COUNTY L.P.			DATE 10-17-81
<input type="checkbox"/> TRUCK <input checked="" type="checkbox"/> BUS <input type="checkbox"/> TRACTOR <input type="checkbox"/> DOLLY	MAKE GMC	EQUIPMENT NO. 8755	LICENSE NO. E746544
<input type="checkbox"/> TRUCK <input checked="" type="checkbox"/> BUS <input type="checkbox"/> TRACTOR <input type="checkbox"/> DOLLY	MAKE	EQUIPMENT NO.	LICENSE NO.
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE
		<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
		ODOMETER	

SECTION

3.CCR1232 SEVERAL EMERGENCY EXITS NOT SECURED

<input type="checkbox"/> TRUCK <input checked="" type="checkbox"/> BUS <input type="checkbox"/> TRACTOR <input type="checkbox"/> DOLLY	MAKE GMC	EQUIPMENT NO. 8587	LICENSE NO. 746574
<input type="checkbox"/> TRUCK <input checked="" type="checkbox"/> BUS <input type="checkbox"/> TRACTOR <input type="checkbox"/> DOLLY	MAKE	EQUIPMENT NO.	LICENSE NO.
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE
		<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
		ODOMETER	

SECTION

3.CCR1232 SEVERAL EMERGENCY EXITS NOT SECURED

INSPECTED BY P. RAMIREZ / KAUFMAN / S. BUTTS / E. MENDICOLA	I.D. NUMBER A8134 A5235
---	---------------------------------------

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
FOR CARRIER SAFETY OPERATIONS

CARRIER Rapid Transit District		PAGE	OF
INSPECTION ADDRESS 742 N. MISSION RD.			
CITY OR COUNTY L.A.			DATE 10/17/89
VEHICLE ONE CIRCLE ONE TRUCK <input type="checkbox"/> TRACTOR <input checked="" type="checkbox"/> BUS <input type="checkbox"/> TRAILER <input type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE G.M.C.	EQUIPMENT NO. 8753	LICENSE NO. (E) 775349
TANK/CONTAINER MAKE		SPEC./TYPE	SERIAL NO./UNIT NO.
CERTIFICATE TYPE		CERTIFICATE NUMBER	DATE ISSUED
			REINSPECTION DATE
			ODOMETER

SECTION

Pr. 1268 sensitive Edge & door warning device inoperative
Pr. 1268 right rear Emergency Exit window won't close properly

VEHICLE ONE CIRCLE ONE TRUCK <input type="checkbox"/> TRACTOR <input checked="" type="checkbox"/> BUS <input type="checkbox"/> TRAILER <input type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE G.M.C.	EQUIPMENT NO. 8624	LICENSE NO. 746784
TANK/CONTAINER MAKE		SPEC./TYPE	SERIAL NO./UNIT NO.
CERTIFICATE TYPE		CERTIFICATE NUMBER	DATE ISSUED
			REINSPECTION DATE
			ODOMETER

SECTION

2530000 one of three roadside warning devices missing

INSPECTED BY S. BUTTS, F. MENCHOLA RAMIREZ KAUFMAN	I.D. NUMBER A7094 AB262
--	---

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
OR CARRIER SAFETY OPERATIONS

BARRIER	724 N. MISSION RD.	DATE	10/17/83
INSPECTION ADDRESS			
CITY OR COUNTY	L.A.		

CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input checked="" type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE G.M.C.	EQUIPMENT NO. 8643	LICENSE NO. 746T16	VIN	ODOMETER
CIRCLE ONE TRUCK <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER	

SECTION

26453 one Air Leak at front right (under bumper) with wipers on
~~at 1232 cracked axle welds to air ride, axle #2~~

CIRCLE ONE TRUCK <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input checked="" type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE G.M.C.	EQUIPMENT NO. 8621	LICENSE NO. (E) 746514	VIN	ODOMETER
CIRCLE ONE TRUCK <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER	

SECTION

See 1232 cracked welds axle to air ride, axle #2

INSPECTED BY S. BUTTS, F. Mendiolaza, RAMIREZ, KAUFMAN	I.D. NUMBER A7094 A5662
---	-------------------------------

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
SAFETY COMPLIANCE REPORT
 MOTOR CARRIER SAFETY OPERATIONS

INSPECTION NO. **7** AREA CODE **213**
 CARRIER TYPE **Bus** CARRIER NUMBER **6310**

Bus - B Pemik Victoria D. M.R.

FLEET AND EMERGENCY RESOURCE INFORMATION

NEW LIC. NO.	NEW REG. NO.	INS LIC. NO.	PUC NUMBER			
EXP. DATE	EXP. DATE	EXP. DATE				
TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES BY TYPE	REG. C.T.	HW VEH.	HW CONT.	DRIVERS
		260 550				500
SHOP	FUEL					
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

INSPECTIONS

MAINTENANCE RECORDS	DRIVER RECORDS	REGULATED EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
1 5 2 5 3 5 4 4	1 5 2 5 3 5 4 5	1 5 2 5 3 5 4 5	1 5 2 5 3 5 4 5	1 5 2 5 3 5 4 5
NO. 10 TIME	NO. 15 TIME	NO. 10 TIME	TIME	TIME IN TIME OUT

CONTAINERS/TANKS	VAPOR RECOVERY SYS.	MISTER CATEGORY	DATE OF LAST
		<input type="checkbox"/> CARRIER <input type="checkbox"/> TERMINAL <input type="checkbox"/> BOTH	CNP 302 CNP 304

REQM'TS.	VIOL.	REMARKS
MAINTENANCE RECORDS	3	13 AIR 12 AIR Not all driver inspect vehicles daily prior to placing vehicle in operation on Highway
DRIVER RECORDS		
RIVER HOURS		7.16.13 11.12.13 (K) Carrier does not ensure that
BRAKES	5	all drivers under their control inspect
LAMPS-SIGNALS	6	vehicles properly prior to placing vehicles in operation.
CONNECTING DEVICES		11.12.13 11.12.13 preventive maintenance
STEERING & SUSPENSION	1	pedal gear requires close attention when performing periodic safety inspections.
TIRES & WHEELS		
EQUIPMENT REQM'TS.	39	
CONTAINERS/TANKS		
HAZARDOUS MATERIALS		INSPECTED BY P. Hernandez ALBERTS N. Cook I.D. NO. AGW1 SUSPENSE DATE

MOTOR CARRIER CERTIFICATION

reby certify that all violations described hereon and recorded on attached vehicle inspection reports (pages 1 through 1),
 be corrected in accordance with applicable provisions of the California Vehicle Code and the California Administrative Code.
 An unsatisfactory rated carrier who believes the rating is not justified, may, within five calendar days of the rating, request a review
 by a Motor Carrier Safety Unit Supervisor.

SIGNATURE AND TITLE **Alberts N. Cook** DATE **8-17-05**

445 E Main St
 Los Angeles
 90053
 DATE 8-17-05
 CARRIER'S NAME
 Transit Dist
 CA 37363
 CNP CARRIER NUMBER

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
 OR CARRIER SAFETY OPERATIONS

CARRIER <i>So Calif Radio Transit Dist</i>		PAGE	OF
INSPECTION ADDRESS <i>742 N. MISSION ROAD</i>			
CITY OR COUNTY <i>LOS ANGELES</i>		STATE <i>CA</i>	DATE <i>8-17-80</i>
EQUIPMENT NO. <i>7402</i>		LICENSE NO. <i>E657721</i>	VIN
ODOMETER			
ODOMETER			
TANK/CONTAINER MAKE		SPEC./TYPE	SERIAL NO./UNIT NO.
			CT NUMBER
		<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE
			ODOMETER

SECTION

MR 12324 #4 window right side glazing material shattered.
MR 12324 Rear bench seat cushion not properly secured.
MR 12324 Rear window glazing material shattered.

CIRCLE ONE TRACTOR TRAILER		MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TRUCK BUS DOLLY						
CIRCLE ONE TRACTOR TRAILER		MAKE <i>1975</i>	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TRUCK <u>BUS</u> DOLLY <i>2X</i>		<i>Flexible</i>	<i>7323</i>	<i>E648485</i>		
TANK/CONTAINER MAKE		SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER		

SECTION

MR 12327 #4 exit door lower touch bar switch defective.
MR 12324 windows #3; #4 left; right window glazing material shattered.
MR 12327 Storage bar not properly secured by rear exit.
MR 12324 Rear bench seat; several seat frame cushions not properly secured.
MR 12324 Left side seat #5 frame cracked at weld to mounting bracket.
MR 12328 Parking brake knob not identified.
MR 12327 Front head lamps out of adjustment and not secured.
MR 12324 axle 2 differential 3rd member mounting bolts loose; Gear set Defect #1.
MR 12324 Exhaust muffler brackets broken not properly secured.

INSPECTED BY *R. Hernandez N. Cook* AL 1015.

NO. NUMBER
161118
15364
17467

CARRIER
San Catalina Rapid Transit Dist.
 INSPECTION ADDRESS
 742 N. Mission Road
 CITY OR COUNTY
 Los Angeles CA 90033
 DATE
 8-17-88

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
 VEHICLE/EQUIP. INSPECTION REPORT
 MOTOR CARRIER SAFETY OPERATIONS

CIRCLE ONE TRUCK	TRACTOR BUS	TRAILER DOLLY	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
CIRCLE ONE TRUCK	TRACTOR BUS	TRAILER DOLLY	MAKE <i>Flexible</i>	EQUIPMENT NO. <i>7429</i>	LICENSE NO. <i>E65771B</i>	VIN	ODOMETER
TANK/CONTAINER MAKE			SPEC. TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE		CERTIFICATE NUMBER		DATE ISSUED	REINSPECTION DATE	ODOMETER	

SECTION

CHK 24252 REAR STOP LAMPS INOPERATIVE.
CHK 41251 REVERSE LAMPS VERY DIM
CHK 12324 SEATS #7 AND #9 LEFT SIDE BACK CUSHIONS TORN.
CHK 12324 NUMEROUS SEAT ~~AND~~ FRAMES LOOSE.
CHK 1267 RIGHT REAR STANCHION BAR LOOSE ABOUT REAR SEAT.
CHK 12324 MUFFLER BRACKET NOT PROPERLY SECURED.
CHK 127124 MUFFLER INLET NOT GAS TIGHT.
CHK 12324 RIGHT REAR ENGINE MOUNT MOUNTING BOLTS LOOSE.

CIRCLE ONE TRUCK	TRACTOR BUS	TRAILER DOLLY	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
CIRCLE ONE TRUCK	TRACTOR BUS	TRAILER DOLLY	MAKE <i>G.M.C.</i>	EQUIPMENT NO. <i>44106</i>	LICENSE NO. <i>6T4778</i>	VIN	ODOMETER
TANK/CONTAINER MAKE			SPEC. TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE		CERTIFICATE NUMBER		DATE ISSUED	REINSPECTION DATE	ODOMETER	

SECTION

CHK 12324 #4 WINDOW RIGHT SIDE WILL NOT LATCH PROPER.
CHK 12324 POWER STEERING GEAR BOX LEAKING FLUID

INSPECTED BY
R. Hernandez Alvaris N. Lopez

NUMBER
12345

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
 FOR CARRIER SAFETY OPERATIONS

CARRIER: San Gabriel Rapid Transit Dist.
 INSPECTION ADDRESS: 742 N. Mission Road
 CITY OR COUNTY: Los Angeles CA 90033 DATE: 8-17-88

CIRCLE ONE TRUCK	TRACTOR BUS	TRAILER DOLLY	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
CIRCLE ONE TRUCK	TRACTOR BUS	TRAILER DOLLY	MAKE <u>G.M.C.</u>	EQUIPMENT NO. <u>R638</u>	LICENSE NO. <u>F74270</u>	VIN	ODOMETER
TANK/CONTAINER MAKE			SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER		<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED		REINSPECTION DATE		ODOMETER	

SECTION

NR 1267 REAR EXIT DOOR SENSITIVE EDGE INSTANTANEOUS
 NR 12653 UNAPPLIED BRAKE AIR LOSS AT THROTTLE INTERLOCK
 AIR VALVE
 NR 12329 ENGINE CRADLE 2 BAR MISSING

CIRCLE ONE TRUCK	TRACTOR BUS	TRAILER DOLLY	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
CIRCLE ONE TRUCK	TRACTOR BUS	TRAILER DOLLY	MAKE <u>F.H.I.B.</u>	EQUIPMENT NO. <u>7380</u>	LICENSE NO. <u>F653297</u>	VIN	ODOMETER
TANK/CONTAINER MAKE			SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER		<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED		REINSPECTION DATE		ODOMETER	

SECTION

NR 1267 STANCHION BAR LOOSE AT REAR EXIT DOOR
 NR 12329 #1 SEAT RIGHT FRAME BROKEN
 NR 12329 REAR WINDOW DOES NOT LATCH CLOSED
 NR 12329 REAR WINDOW GLAZING MATERIAL SHATTERED
 NR 1268 3 of 8 SIDE WINDOW EMERGENCY EXITS WILL NOT
 OPEN.
 NR 12329 3 RIGHT; #4 LEFT TENSION WINDOWS OK
 NR 12329 NUMEROUS SEAT CUSHIONS NOT SECURED

INSPECTED BY: R. Hernandez Al Torres N. Cook

I.S. NUMBER: 12329

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
 FOR CARRIER SAFETY OPERATIONS

CARRIER <i>So Calif Rapid Transit Dist</i>		INSPECTION ADDRESS <i>742 N. Mission Road</i>		CITY OR COUNTY <i>Los Angeles</i>		STATE <i>CA</i>		DATE <i>9-17-81</i>	
EQUIPMENT NO. <i>7412</i>		LICENSE NO. <i>E65777K</i>		VIN		ODOMETER			
CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/>		MAKE <i>Fluhla</i>		EQUIPMENT NO. <i>7412</i>		LICENSE NO. <i>E65777K</i>		VIN	
TANK/CONTAINER MAKE		SPEC./TYPE		SERIAL NO./UNIT NO.		CT NUMBER		<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE		CERTIFICATE NUMBER		DATE ISSUED		REINSPECTION DATE		ODOMETER	

SECTION

CR 12324 Front & Rear side seats mounting bracket to wall cracked at all walls.

CR 12324 Rear bench seat cushion not secured.

CR 12324 #2 windows right side glazing material shattered.

CR 12324 AXLE #1 Right side sub frame cracked as marked.

CR 12324 AXLE #2 Left brake push rod clevis Jam nut loose.

CR 12324 Steam clean engine & repair all oil leaks.

CR 12324 Small fuel leak at top of fuel tank.

CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/>		MAKE <i>Fluhla</i>		EQUIPMENT NO. <i>7401</i>		LICENSE NO. <i>E65777K</i>		VIN	
TANK/CONTAINER MAKE		SPEC./TYPE		SERIAL NO./UNIT NO.		CT NUMBER		<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE		CERTIFICATE NUMBER		DATE ISSUED		REINSPECTION DATE		ODOMETER	

SECTION

CR 12327 Right High beam head lamp improperly mounted and left high beam head lamp inoperative.

CR 12327 Right Rear stop lamp steady burning at all times.

CR 12327 AXLE #1 Right brake push rod clevis Jam nut loose.

CR 12324 Right Rear engine motor mount mounting bolts loose.

CR 12324 excessive oil leak right side of engine.

CR 12324 windows #3 & #4 right side glazing material shattered.

CR 12324 numerous sub frame loose as marked.

INSPECTED BY
R. Hernandez Al Paris N. Cook

INSPECTOR'S SIGNATURE

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
 FOR CARRIER SAFETY OPERATIONS

CARRIER: So. Calif Rapid Transit Dist.
 INSPECTION ADDRESS: 742 N. Mission Road.
 CITY OR COUNTY: Los Angeles CA 90033 DATE: 8-17-68

CIRCLE ONE TRUCK	TRACTOR BUS	TRAILER DOLLY	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
CIRCLE ONE TRUCK	TRACTOR BUS	TRAILER DOLLY	MAKE <u>GM</u>	EQUIPMENT NO. <u>8698</u>	LICENSE NO. <u>E74867</u>	VIN	ODOMETER
TANK/CONTAINER MAKE			SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VBI INSPECTED <input type="checkbox"/> VBI TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER			

SECTION

CR12322 Reverse lamps inoperative.
CR12320 Excessive amount of grease & oil on engine & manifold.
REPAIR ALL ENGINE OIL LEAKS.
CR12344 1 of 2 rear engine motor mount mounting bolts loose.
CR12324 Engine cradle cracked as marked by red bulb.
CR12451 Parking brake out of adjustment.

CIRCLE ONE TRUCK	TRACTOR BUS	TRAILER DOLLY	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
CIRCLE ONE TRUCK	TRACTOR BUS	TRAILER DOLLY	MAKE <u>Fluible</u>	EQUIPMENT NO. <u>7414</u>	LICENSE NO. <u>E65775X</u>	VIN	ODOMETER
TANK/CONTAINER MAKE			SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VBI INSPECTED <input type="checkbox"/> VBI TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER			

SECTION

CR12324 Front passenger side seats cracked at old weld to wall mounting bracket.
CR12324 #6 left & right seat frames not properly secured.
CR12452 Front entrance door step well lamp inoperative.
CR126707 Right windshield wiper blade deteriorated.
CR12344 Engine cradle mounting bolts to rear bulkhead loose.
CR12324 Rear engine to motor mounting securement bolts loose and engine cradle brace mounting bolts loose.

INSPECTED BY: R. Hernandez AL Aris N. Cook I.D. NUMBER: 76416
7746
7124

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
SAFETY COMPLIANCE REPORT
 MOTOR CARRIER SAFETY OPERATIONS

INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY) 745 N. ... Div. 10	TELEPHONE 72-6310	AREA CODE 710
CARRIER TYPE E-1	CODE E	CARRIER REPRESENTATIVE'S NAME AND TITLE ERMILO ...

FLEET AND EMERGENCY RESOURCE INFORMATION

NM LIC. NO.	NM REG. NO.	IMS LIC. NO.	TCF/PSC NUMBER
EXP. DATE	EXP. DATE	EXP. DATE	
TRUCKS AND TYPES	TRAILERS AND TYPES	BUSES	DRIVERS
		250	
		SHOP	FUEL
		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	GAS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DIESEL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO LPG <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

INSPECTIONS

MAINTENANCE RECORDS	DRIVER RECORDS	REGULATED EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
1 KR 2 S 3 E 4 S	1 KR 2 S 3 E 4 S	1 KR 2 S 3 E 4 S	1 KR 2 S 3 E 4 S	1 KR 2 S 3 E 4 S
NO. 50 TIME	NO. 50 TIME	NO. 12 TIME	TIME	TIME IN TIME OUT

CONTAINERS/TANKS

REMARKS

NO. TIME	REMARKS
	1815 GAC DRIVER DAILY VEHICLE INSPECTION
VAPOR RECOVERY SYS.	REPAIRS DO NOT MEET TAP
TESTED	CONDITION OF VEHICLE
REQM'TS. VIOL.	15 GAC 1224 (E) CARRIER DOES NOT ENSURE
MAINTENANCE RECORDS	THAT ALL DRIVER COMPLIANCE AND
DRIVER RECORDS	SUBMIT DOCUMENTED DAILY VEHICLE
DRIVER HOURS	INSPECTIONS AS REQUIRED.
BRAKES	2
LAMPS-SIGNALS	6
CONNECTING DEVICES	
STEERING & SUSPENSION	5
TIRES & WHEELS	
EQUIPMENT REQM'TS.	10
CONTAINERS/TANKS	

HAZARDOUS MATERIALS	INSPECTED BY P. RAMIREZ	I.D. NO. A6637 AS235	SUSPENSE DATE
---------------------	----------------------------	----------------------------	---------------

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on attached vehicle inspection reports (pages 1 thru ...) will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Administrative Code.

SIGNATURE AND TITLE [Signature] / Equipment maint. rep	DATE 6.4.87
---	----------------

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
 VEHICLE/EQUIP. INSPECTION REPORT
 OR CARRIER SAFETY OPERATIONS

INSPECTION ADDRESS
 742 N MISSION RD
 CITY OR COUNTY
 LOS ANGELES DATE
 6-4-87

CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input checked="" type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE GMC	EQUIPMENT NO. 8668	LICENSE NO. E744862	VIN	ODOMETER
CIRCLE ONE TRUCK <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER		<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER	

SECTION
 1232 CAL DRIVER'S MIRROR PANEL NOT OPERATIONAL
 SECURED

CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input checked="" type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE GMC	EQUIPMENT NO. 3284	LICENSE NO. E642138	VIN	ODOMETER
CIRCLE ONE TRUCK <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER		<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER	

SECTION
 1232 CAL DYLE WLE... REPAIRS (EX. EX. US)
 137 CAL SPECIAL PASSENGER WINDOW CRACKED
 WINDOW LEFT SIDE TO BE REPARATIVE
 FRONT S...
 FUEL LINE AT...
 ...

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
OR CARRIER SAFETY OPERATIONS

INSPECTION ADDRESS
 742 N MISSION RD
 CITY OR COUNTY
 LOS ANGELES
 DATE
 6-4-87

CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR BUS <input checked="" type="checkbox"/> DOLLY	TRAILER	MAKE GMC	EQUIPMENT NO. 8671	LICENSE NO. 8746863	VIN	ODOMETER
CIRCLE ONE TRUCK <input type="checkbox"/> TRACTOR BUS <input type="checkbox"/> DOLLY	TRAILER	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER		<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE		ODOMETER	

SECTION

1232 CAL LEFT CONTROL PANEL BRACKET (DOOR
 CONTROL - HARD TO PRESS)

1232 CAL DRIVE SHAFT COMPLETE PANEL BROKEN

1232 CAL LEFT AXLE 2 1 NUT OUT OF PLACE
 NUT MISSING

25100 CAL RIGHT REAR CLEANSING LIGHT INOPERATIVE

1232 CAL RIGHT AXLE 1 AIR END BUSH WITH

CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR BUS <input checked="" type="checkbox"/> DOLLY	TRAILER	MAKE GMC	EQUIPMENT NO. 3258	LICENSE NO. E64060	VIN	ODOMETER
CIRCLE ONE TRUCK <input type="checkbox"/> TRACTOR BUS <input type="checkbox"/> DOLLY	TRAILER	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER		<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE		ODOMETER	

SECTION

1232 CAL DRIVE SHAFT MISSING

INSPECTED BY
 P. SAMIRAZ / H. JONES

I.D. NUMBER
 76637
 AS200

LICENSE NO. **SO CALIF RTD DIV. #10** PAGE **00**
 INSPECTION ADDRESS **792 N MISSION RD**
 CITY OR COUNTY **LOS ANGELES** DATE **6-4-87**

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
OR CARRIER SAFETY OPERATIONS

CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/>	MAKE GMC	EQUIPMENT NO. 4401	LICENSE NO. E 794729	VIN	ODOMETER
TRUCK <input type="checkbox"/> BUS <input checked="" type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER	

SECTION

062 CAL REAR EMERGENCY EXIT NOT MARKED
 1222 CAL REAR ENGINE COMPARTMENT DOOR RIGHT
 HINGE BROKEN.

CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/>	MAKE GMC	EQUIPMENT NO. 8646	LICENSE NO. E 746774	VIN	ODOMETER
TRUCK <input type="checkbox"/> BUS <input checked="" type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER	

SECTION

10452 CAL PARKING BRAKE NOT MARKED & SECURED
 1227 CAL TIRE IN LOWER PART OF CURB NOT
 SECURED
 NUMBER 3, AIR LINE VALVE
 BROKEN, VENTILATOR, CHECK TEST DISCUSS VALVE

INSPECTED BY **P. J. M. RAZ** / **M. J. M. S.** I.D. NUMBER **A26-7**
12355

CARRIER SO CALIF RTD DIV 410		PAGE 00
INSPECTION ADDRESS 742 N MISSION RD		
CITY OR COUNTY LOS ANGELES		DATE 6-4-87

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
OR CARRIER SAFETY OPERATIONS

CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input checked="" type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE GMC	EQUIPMENT NO. 8738	LICENSE NO. E746843	VIN	ODOMETER
CIRCLE ONE TRUCK <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
------------------	--------------------	-------------	-------------------	----------

SECTION

249510VC RIGHT REAR TURN SIGNAL LIGHT INOPERATIVE
 1232CAC LEFT CONTROL PANEL BROWN (DOOR CONTROL ATTACHED)
 264530VC FRONT BUMPERS NOT ATTACHED
 1232CAC AXLE 1 RIGHT AND LEFT HUBS FOLLOW B76 WORK

CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input checked="" type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE GMC	EQUIPMENT NO. 8624	LICENSE NO. F146784	VIN	ODOMETER
CIRCLE ONE TRUCK <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	

CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER
------------------	--------------------	-------------	-------------------	----------

SECTION

1232CAC AXLE 1 RIGHT AND LEFT HUBS FOLLOW B76 WORK

INSPECTED BY P. Ramirez / H. [unclear]	I.D. NUMBER 16627-16235
--	-----------------------------------

CHARGE
 SD CALIF RTD DIVISION #16 PAGE 01

INSPECTION ADDRESS
 742 N MISSION RD

CITY OR COUNTY
 LOS ANGELES DATE
 6-4-67

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
 VEHICLE/EQUIP. INSPECTION REPORT
 OR CARRIER SAFETY OPERATIONS

CIRCLE ONE TRUCK	TRACTOR <input checked="" type="checkbox"/> BUS	TRAILER DOLLY	MAKE GMC	EQUIPMENT NO. 8665	LICENSE NO. F746645	VIN	ODOMETER
CIRCLE ONE TRUCK	TRACTOR BUS	TRAILER DOLLY	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TANK/CONTAINER MAKE			SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER			

SECTION

12520VC IMPERATIVE STOP

1268CAC REE = EMERGENCY STOP

1232CAC SPECIAL LIGHTS

1232CAC FLIGHT LIGHTS

CIRCLE ONE TRUCK	TRACTOR <input checked="" type="checkbox"/> BUS	TRAILER DOLLY	MAKE GMC	EQUIPMENT NO. 8626	LICENSE NO. F776785	VIN	ODOMETER
CIRCLE ONE TRUCK	TRACTOR BUS	TRAILER DOLLY	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TANK/CONTAINER MAKE			SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER			

SECTION

12520VC 1 ONE OF TWO STOP SIGNWELL LIGHT

12520VC IMPERATIVE

25120VC REE 1800 12 LIGHT IMPERATIVE

INSPECTED BY
 P. SANDERZ / L. MINGO

I.D. NUMBER
 A6637
 A635

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE/EQUIP. INSPECTION REPORT
 OR CARRIER SAFETY OPERATIONS

CARRIER SO CALIF. RTD DIV # 10
INSPECTION ADDRESS 742 W MISSION RD
CITY OR COUNTY LOS ANGELES
DATE 6-4-87

CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE GMC	EQUIPMENT NO. 8636	LICENSE NO. E746789	VIN	ODOMETER
CIRCLE ONE TRUCK <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER	

SECTION

1732 C.A.C. LEFT FRONT LIGHT OPERATING LIGHT
 DEFECTIVE

CIRCLE ONE TRUCK <input checked="" type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE GMC	EQUIPMENT NO. 8522	LICENSE NO. E746795	VIN	ODOMETER
CIRCLE ONE TRUCK <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> BUS <input type="checkbox"/> DOLLY <input type="checkbox"/>	MAKE	EQUIPMENT NO.	LICENSE NO.	VIN	ODOMETER
TANK/CONTAINER MAKE	SPEC./TYPE	SERIAL NO./UNIT NO.	CT NUMBER	<input type="checkbox"/> VRS INSPECTED <input type="checkbox"/> VRS TESTED	
CERTIFICATE TYPE	CERTIFICATE NUMBER	DATE ISSUED	REINSPECTION DATE	ODOMETER	

SECTION

1732 C.A.C. ONE OF THE REAR LIGHT OPERATING LIGHT
 DEFECTIVE

INSPECTED BY P. RAMIREZ / HAYNES	I.S. NUMBER A6637 A5235
--	---------------------------------------

APPENDIX B

DRUG & ALCOHOL POLICY

Comprehensive D & A Policy

COMPREHENSIVE DRUG AND ALCOHOL POLICY

1.0 INTRODUCTION

There is no single greater potential threat to the future of the District and society in general, than that posed by drug and alcohol abuse. Increasing drug use among society members is rapidly becoming the most serious problem of the twentieth century. Not only is drug abuse very costly, it causes such changes in behavior among users that the safety of the workplace and the ability of workers to properly carry out their responsibilities and duties are severely threatened.

The District must have a drug and alcohol free environment for its employees and the approximately 1.5 million people it carries each day. It was in this context that the District, working with the leadership of its unions and the policy makers in the larger community, first developed a sound, consistent Alcohol and Drug Abuse Policy in 1985, with revisions in 1986. When incident-based drug and alcohol testing was first implemented in 1985, 20.5% of the tests were positive. By 1989 the percentage of positive tests dropped to between two and three percent.

The Drug-free Workplace Act enacted by the Federal government in 1988, and the Guidelines for Control of Drug Use in Mass Transportation Operations, issued by the Urban Mass Transportation

Comprehensive D & A Policy

Administration in 1988, required additions to this policy to foster a sober and drug free workforce. in which employees do not manufacture, sell, distribute, possess, or use drugs without a prescription. The impairing effects of drugs and the substantial risks to public safety by transit personnel who use drugs underlie the compelling governmental interest in requiring drug testing of transit workers.

The Policy emphasizes deterrence from use of drugs and abuse of alcohol by employees as its first element. Its second element is detection, if persons cannot be deterred from use of drugs and abuse of alcohol. Its third element is rehabilitation from use and abuse, which is of critical importance in making the Policy work in the real world. Finally, the Policy has a detailed enforcement element which is absolutely essential if deterrence, detection, and rehabilitation are to be successful.

To get the drug free environment to which every transit rider, citizen, and employee of the District is entitled will require the best efforts of employees, management, and labor union leadership.

2.0 PURPOSE

The District must have a drug and alcohol free environment to protect the health and safety of the public and District employees.

The purpose of this Policy is to provide specific guidelines for employees and management as to (1) deterrence from use of drugs and abuse of alcohol; (2) detection of users; (3) rehabilitation of

Comprehensive D & A Policy

users; and (4) the procedures and standards for enforcement of the policy including the responsibilities of managers and employees.

3.0 DEFINITIONS

For purposes of this Alcohol and Drug Policy, the following definitions of terms apply.

1. Absence - Time away from work of one hour or more, excluding approved vacation, holidays, bereavement leave, military leave, jury duty and occupational injuries.
2. Alcohol Abuse - Occurs when an employee arrives at the work site with alcohol in his/her system, the odor of alcohol on his/her breath, or consumes a beverage containing alcohol while on duty or subject to duty, during coffee and/or lunch breaks, or is late to work or absent from work due to the consumption of alcohol.
3. Controlled Substance - Any drugs that are classified by the Drug Enforcement Administration (DEA) into the five schedules or classes on the basis of their potential for abuse, accepted use, and accepted safety under medical supervision. A drug in any of these schedules identifies that it is "controlled" and determines the nature of supervisory control that must be exercised. Prescriptions for drugs in all these controlled schedules must bear the physician's DEA license number.
4. Cut - An absence of less than an hour at the end of the work

Comprehensive D & A Policy

shift. Two cuts equal one instance of absence. (see Absence)

5. Discharge Proceeding - A disciplinary step requiring written charges and a formal hearing. It follows guidelines set by District policy and practice and/or labor/management agreement.
6. Drug Use - Use of a prescribed medication or controlled substance.
7. Extended Leave - An absence from work of thirty calendar days or more by an employee because of illness or injury.
8. Formal Hearing/Review - Part of a discharge proceeding convened to consider the accuracy of allegations regarding the performance of an employee who has been charged with a violation of this Policy.
9. Incident - A single event or occurrence which triggers a drug and alcohol test, as defined in this Policy.
10. Missout - A failure to report for assignment at the scheduled time. If inability to report is because of illness, and the employee calls in at least 40 minutes prior to his/her scheduled work time, it will not be charged as a missout.
11. Off Duty - The status of an employee who is not required to report to work.
12. On Duty - The status of an employee who is working. Any time

Comprehensive D & A Policy

the employee is not fully and completely released from work.

13. Pattern - Any behavior that is so routine as to become generally predictable.
14. Periodic Testing - Unannounced drug and alcohol tests given to employees who have returned to duty after management referral to EAP.
15. Positive Alcohol Test - Any breath, urine or blood that is chemically tested (screened) and shows the presence of alcohol.
16. Positive Drug Test - Any urine or blood that is chemically tested (screened), and shows the presence of controlled substances.
17. Random Drug/Alcohol Test - Drug and alcohol testing conducted on an unannounced basis using a scientifically valid random number generation method. Each employee shall have an equal chance of selection and shall remain in the pool from which random selection is made, even after being tested.
18. Return to Work - The status of an employee who: is released from medical care by his/her treating physician after an extended leave; is reinstated to employment; or has been off work as a mandatory participant in EAP.
19. Safety Sensitive Employee - An employee whose duties are related to the safe operation of mass transportation service,

Comprehensive D & A Policy

including but not limited to, operation of a revenue service vehicle, controlling dispatch or movement of a revenue service vehicle, maintaining revenue service vehicles or equipment used in revenue service, providing security, or supervising an employee who performs such functions. Supervision of safety sensitive employees shall extend all the way up the chain of command to the General Manager.

20. Subject to Duty - The status of an employee who is scheduled to report for work at an assigned time and who has not been finally and completely released from the responsibility of performing further work that day. Subject to duty also means any employee who is responsible for being available to perform work on an emergency basis when called to do so, (i.e., in an "on call" status) if said employee is guaranteed extra compensation because of his/her status as being "on call". An employee who is simply responsible for responding if available, when said employee is not within either definition above, is not considered to be "subject to duty" for the purposes of this Policy.
21. Tardy - An absence of less than an hour at the beginning of the work shift. Two tardies equal one instance of absence.
22. Use - The presence of drugs or alcohol in the body.

4.0 ELEMENTS OF THE POLICY

Comprehensive D & A Policy

4.1 DETERRENCE

The first element of the Policy is deterrence. This means that the District, its employees, management, and policy makers shall do everything within their power to discourage the use of drugs and alcohol. Deterrence means educating and informing employees that it is not in their interests to be or become a user of drugs or an abuser of alcohol.

4.2 DETECTION

The second element of the Policy is detection. This means that the District, through its employees and management, shall do everything appropriate to identify and detect users of drugs and abusers of alcohol. There are a number of ways detection is to be accomplished under this Policy, the most important of which is self or user identification, which will lead directly to a specific rehabilitation program. Other means of detection include union, management, and peer identification, incident based testing, random testing, and periodic testing. Other state of the art methods available to detect possible users may be employed.

4.3 REHABILITATION

The third element in the Policy is rehabilitation. This means that users of drugs and abusers of alcohol must be encouraged to make every effort to overcome the abuse and addiction that comes from use. Successful rehabilitation hinges upon users rehabilitating themselves, with the assistance of outside

Comprehensive D & A Policy

professionals. The District, working with the leadership of its labor unions, has established a comprehensive Employee Assistance Program (EAP) for employees who have problems with use of drugs and alcohol. The EAP is the vehicle or means for rehabilitation. Employees of the District who have a problem with drug or alcohol use are strongly encouraged to go to the EAP on their own, voluntarily. [For confidential assistance from EAP, employees may call 1-(800) 221-0942.]

4.4 ENFORCEMENT

The final element of the Policy is enforcement. It is the responsibility of all employees to insure that the specific procedures contained in the policy are carried out and the standards of performance in the Policy are met by every District employee. Enforcement of the policy must occur when deterrence fails and when rehabilitation of the users of drugs and alcohol does not occur.

Each of the elements of the comprehensive policy--deterrence, detection, rehabilitation, and enforcement -- is detailed further in later paragraphs. These four elements together form the basis for insuring that a drug free environment can and will be created and sustained in the District.

5.0 GENERAL POLICY PROVISIONS FOR ALCOHOL AND DRUG FREE ENVIRONMENT

5.1 POLICY STATEMENT

Employees shall not report to work with alcohol or drugs in

Comprehensive D & A Policy

their systems or the odor of alcohol on their breath, or possess or utilize such substances while they are on duty or subject to duty. In order to maintain a drug free workplace, employees shall not use, possess, manufacture, sell or distribute controlled substances in the workplace.

This Policy applies to all employees, including those employees represented by unions, non-contract employees, and all temporary and as-needed employees.

Department heads are responsible for communicating the policy to their employees. Employees at all levels are responsible for ensuring adherence to the policy.

Managers and supervisors at all levels will be held strictly accountable for consistent enforcement of the policy.

5.2 DETERRENCE OF EMPLOYEES FROM USE OF DRUGS & ALCOHOL

Educational programs will be provided by the District. Said programs may include distribution of the comprehensive policy to all employees, discussions with employees about the problems of drug and alcohol abuse, posting of signs and information, and establishment of employee committees to assist in the dissemination of information and the awareness of employees.

5.3 DETECTION OF EMPLOYEES USE OF DRUGS AND ALCOHOL

5.3.1 SELF IDENTIFICATION

Comprehensive D & A Policy

Employees who are users are encouraged to identify and detect their problems and to enter the Employee Assistance Program (EAP). Voluntary enrollment in EAP does not excuse or exempt an employee from discipline if s/he has drugs or alcohol in his/her system while on duty. Supervisors shall not refer employees to EAP in lieu of discipline, except as provided for in Section 6.4.2.

5.3.2 DISTRICT DETECTION

The District shall require employees to take a drug and alcohol test following accidents, events, or occurrences as provided for in Section 6.3.1 of this Policy. Furthermore, all District employees in safety sensitive classifications are subject to drug and alcohol testing on an unannounced and random basis. In accordance with applicable federal and state laws the District may search persons, personal property, lockers, and vehicles located on all District owned, leased, or operated property.

5.4 REHABILITATION OF EMPLOYEES

Rehabilitation of individual employees from drug use or alcohol abuse is important to the District. Accordingly, the District, in cooperation with its unions, has established an Employee Assistance Program (EAP) to assist those employees who voluntarily seek help for a range of problems including

Comprehensive D & A Policy

alcohol or substance abuse. Employees who have job performance problems or other personal problems, such as poor attendance, tardiness, garnishments, alcohol, or substance abuse, may also be referred to EAP by supervisors.

There are three ways to begin rehabilitation through the EAP. The first is for an employee to voluntarily seek help. District management is not involved in the rehabilitation. The second is for management to refer an employee for any problems impacting job performance. The third is to send the employee when marijuana use is detected, instead of initiating formal disciplinary proceedings, as provided for in Section 6.4.2 of this Policy.

5.5 ENFORCEMENT OF THE POLICY

All managers and supervisors are responsible for enforcement of this Policy.

An employee will be subject to discharge proceedings if:

1. An alcohol or drug test performed when she/he is on duty or subject to duty is positive for alcohol or a controlled substance for which the employee does not possess a valid prescription; or
2. An alcohol or drug test performed off duty (resulting from an incident on duty) which is positive for alcohol or a controlled substance for which the employee does not possess a valid prescription; or

Comprehensive D & A Policy

3. The employee uses, manufactures, distributes, sells, or possesses controlled substances on property or in equipment owned, leased, or operated by the District.

Violations of this Policy shall be grounds for discharge proceedings, except as provided for in Section 6.4.2. Refusal to submit immediately to a drug and alcohol analysis at a District-authorized medical clinic when ordered by a District supervisor, manager, or law enforcement personnel shall be grounds for discharge for insubordination and gross misconduct. Such refusal shall be considered an admission of guilt.

6.0 STANDARDS FOR IMPLEMENTATION OF THE POLICY

6.1 APPLICATION OF POLICY

This Policy applies to all employees. If a conflict occurs between the implementation of this policy and any current collective bargaining agreement, the collective bargaining agreement shall prevail. Nothing in this Policy supercedes more stringent work rules adopted by individual departments. Each employee shall receive and sign for a copy of this Policy.

6.2 EMPLOYEE RESPONSIBILITIES

As a condition of employment, an employee must:

1. be able to perform his/her job duties without impairment due to use of alcohol or a controlled substance when on duty or subject to duty.

Comprehensive D & A Policy

2. report to work without alcohol or drugs in his/her system, and without the odor of alcohol on his/her breath. Further, an employee must not possess or utilize such substances while the employee is on duty or subject to duty, or have his/her ability to work impaired as a result of either the on duty or off duty use of alcohol or drugs.
3. submit immediately to an alcohol and controlled substance test at a District authorized medical clinic when ordered by a District supervisor, manager, or law enforcement personnel.
4. notify his/her department or division manager when taking any medications which may interfere with the safe and effective performance of duties or operation of District equipment.
5. provide, within forty-eight hours of order, proof of a current valid prescription for any controlled substances identified when a drug test is positive. The prescription must be in the employee's name and dated prior to the test.
6. promptly notify his/her immediate supervisor when he/she observes or has knowledge of another employee:
 - a) using, possessing, manufacturing, distributing, or selling drugs at work, or

Comprehensive D & A Policy

- b) in a condition which impairs his/her ability to perform job duties or which poses a hazard to the safety or welfare of others.
- 7. not use without prescription, possess, manufacture, sell or distribute controlled substances in the workplace.
- 8. notify his/her supervisor of any criminal drug statute conviction he/she receives for a violation occurring in the workplace, no later than five days after such a conviction.

6.3 MANAGEMENT RESPONSIBILITIES

6.3.1 REQUIRED ACTIONS

Managers and supervisors are responsible for enforcement of this Policy. The supervisor shall send any employee for an alcohol and controlled substance test after an employee is involved in any event, altercation, or accident as described below:

1. Accidents:
 - (a) A fatal accident.
 - (b) Any accident where an individual is injured by a bus or other District owned or operated vehicle or equipment, and is transported by ambulance to the hospital.
 - (c) Any collision involving the operator of a District owned or operated vehicle or equipment where the

Comprehensive D & A Policy

total property damage from the accident exceeds \$1,000.

(d) Any accident or incident which may have been caused by employee negligence on facilities owned, leased, or operated by the District, regardless of whether the employee is on duty or off duty.

2. When traumatic injuries may have been caused by negligence and require medical treatment. Both the employee who caused the injury and the employee who has been injured, where more than one employee is involved, shall be tested.
3. A physical altercation between two or more employees. In such cases all employees involved shall be tested. When one or more employees is attempting to restrain those involved in the altercation, or police or security officers are performing their official duties, they shall not be tested.
4. An employee shall be tested when two supervisors can articulate and substantiate specific behavioral, performance, or physical indicators of probable drug use or alcohol abuse including, but not limited to, the following:
 - a. When an employee is tardy five times within a floating ninety day period; or when an operator or

Comprehensive D & A Policy

other UTU represented employee has five Missouts.

- b. When an employee is excessively absent, in accordance with the District attendance policy or applicable union contract.
- c. A verbal altercation sufficiently disruptive as to warrant possible disciplinary action;
- d. Any accident involving damage less than the limits set forth in paragraph 1 of this section, where human factors may be a cause.
- e. When an employee's absences from work occur in a pattern of days off, such as the day after payday, or the day before or after their regular days off.

6.3.2 ACTIONS AFTER INCIDENTS OR ACCIDENTS

1. Following an event, altercation, or accident as described above in Section 6.3.1, field supervisory personnel at the scene shall do an immediate assessment of the condition of the employee(s) to detect possible signs of the presence of drugs or alcohol.
2. Whenever possible, the employee(s) should be transported immediately to the nearest authorized medical clinic to be checked for injuries and to receive first aid. The employee(s) shall be given an alcohol and drug test at this time.

Comprehensive D & A Policy

total property damage from the accident exceeds \$1,000.

(d) Any accident or incident which may have been caused by employee negligence on facilities owned, leased, or operated by the District, regardless of whether the employee is on duty or off duty.

2. When traumatic injuries may have been caused by negligence and require medical treatment. Both the employee who caused the injury and the employee who has been injured, where more than one employee is involved, shall be tested.
3. A physical altercation between two or more employees. In such cases all employees involved shall be tested. When one or more employees is attempting to restrain those involved in the altercation, or police or security officers are performing their official duties, they shall not be tested.
4. An employee shall be tested when two supervisors can articulate and substantiate specific behavioral, performance, or physical indicators of probable drug use or alcohol abuse including, but not limited to, the following:
 - a. When an employee is tardy five times within a floating ninety day period; or when an operator or

Comprehensive D & A Policy

3. The responsibility for allowing the employee to continue in service will rest with the field supervisor at the scene of the accident, event or altercation. However, at no time will an employee knowingly be permitted to work for more than three hours following an event, altercation, or accident as defined above, even if this results in a service cancellation or disruption. This provision does not require that an employee must be tested within three hours of an event, altercation, or accident. However, the employee must be tested as soon as practicable.
4. Following a test, an employee shall be removed from service until the results of the test are known to the District and the employee.

6.3.3 ACTIONS AFTER TESTING PROCEDURES ARE UNDERWAY

1. A positive test for drugs or alcohol, except for marijuana as described in Section 6.4 below, will result in discharge proceedings being initiated. A formal hearing/review must be scheduled.
2. Following a positive finding of the presence of any drugs (except hallucinogens) or alcohol, detected during an off-duty physical exam, an employee shall be retested immediately upon return to work. The employee shall be withheld from service, unless light duty is available.

Comprehensive D & A Policy

until the results of the on-duty test are known to the District and the employee.

6.4 STANDARDS FOR DISCHARGE OR REHABILITATION PROCEEDINGS

When a test shows the presence of alcohol or drugs, the following standards shall apply.

6.4.1 Marijuana: A positive on duty test will result in discharge proceedings when the test follows:

1. An "on street" accident;
2. Moving, or "yard", accident;
3. Physical altercation; or

when the employee has a history of using controlled substances.

6.4.2 When a positive test for marijuana occurs in all other instances, the employee shall be permitted to enter the EAP on a management referral, in lieu of a hearing which may result in discharge, if the employee agrees in writing to each of the following conditions:

1. The employee must agree to rehabilitation proceedings within twenty-four hours after the test results are known and must start them within seventy-two hours.
2. The employee must satisfactorily complete EAP;
3. The employee shall remain out of service without District compensation until released to return to

Comprehensive D & A Policy

work by the EAP;

4. The employee must test negative in order to return to service;
5. The employee shall be subject to mandatory, periodic drug and alcohol testing for a period of two years after return to duty; and
6. The employee shall be subject to discharge following any subsequent, positive on-duty test for alcohol or drugs.

If the employee does not agree to each condition, discharge proceedings shall be instituted. If the employee fails to satisfactorily complete EAP, discharge proceedings shall be instituted.

- 6.4.3 Alcohol: The employee will be subject to discharge proceedings following a first on-duty positive test.
- 6.4.4 Hallucinogenics: The employee will be subject to discharge proceedings for the first off-duty or on-duty positive test.
- 6.4.5 Prescription Drugs: The employee will be required to submit proof of the prescription to the manager within forty-eight hours of order to do so. The prescription must be in the employee's name and dated prior to the test. If the employee does not have a current, valid prescription, or if the prescription is not in the

Comprehensive D & A Policy

employee's name, the employee will be subject to discharge proceedings.

6.4.6 All other drugs will result in discharge proceedings following a first on-duty positive test.

6.4.7 Voluntary enrollment in EAP does not excuse or exempt an employee from discipline if s/he has alcohol or drugs in his/her system while on duty.

7.0 DRUG AND ALCOHOL TESTS

Drug and alcohol tests shall be given:

- a. following an incident, accident, or event as defined in this policy;
- b. during any annual or biennial physical examinations at District contracted clinics;
- c. during return to work physical examinations for an employee who has been on extended leave, reinstated to employment, or been a management referred participant in the EAP.
- d. on a random basis, in accordance with federal regulations; and
- e. on a periodic basis for management referred EAP participants.

8.0 CONCLUSION

The District must make every possible effort to ensure a drug-free workplace. It is an agency-wide task, and every employee has a specific responsibility to maintain public confidence in the transportation system and provide safe, reliable service.

APPENDIX C

EMPLOYEE ASSISTANCE PROGRAM

I. POLICY STATEMENT

It is the District's policy to provide an Employee Assistance Program (EAP) to assist employees with personal problems. The District recognizes that poor employee performance may be due to personal problems such as marital or financial difficulties, medical problems, or an alcohol or drug abuse problem.

II. PURPOSE

The purpose of this policy is to establish guidelines for use of the Employee Assistance Program.

III. APPLICATION

This policy applies to all regular employees.

IV. PROCEDURE

The Employee Assistance Program provides prompt, professionally rendered problem assessment, crisis intervention, and appropriate community referrals and counseling services for a wide variety of problems.

Three visits to the Employee Assistance Program for any one problem may be made by any employee and/or an immediate family member(s) without charge to the employee. The EAP may refer employees to other agencies or benefit programs. Costs for additional visits are the responsibility of the employee or the employee's insurance plan.

Employees are encouraged to use the Employee Assistance Program. Any employee and/or eligible family member may make a confidential self-referral by telephoning the EAP directly to schedule an appointment to see a counselor. The EAP Helpline number is listed on current brochures or may be obtained from the supervisor or the Personnel Department.

Managers and supervisors may refer an employee to the Employee Assistance Program when job performance is deteriorating. The existence of a personal problem is not justification for lowering job requirements. Participation in the Employee Assistance Program does not imply or result in any special privileges or exemptions from the requirements established for satisfactory job performance or normal disciplinary procedures, just as participation in any other mental health benefit plan does not result in any special privileges or exemptions. The decision to accept assistance or treatment for any illness or personal problem is the employee's responsibility. If an employee refuses to accept assistance, and the unsatisfactory performance continues, the supervisor is required to take appropriate action.

The EAP maintains high standards of confidentiality. No information disclosed by the employee to an EAP counselor will be given to District staff or entered into the employee's personnel record. If an employee has been referred to the EAP by a supervisor, the EAP will notify the supervisor only that the employee did or did not keep an appointment, whether treatment required time away from work, whether the employee did or did not complete treatment, or was terminated from treatment. Under no circumstances will the EAP discuss the diagnosis of the problem or any other details regarding the employee with RTD personnel, unless any other details regarding the employee with RTD personnel, unless specific, written permission to do so is given by the employee.

When it is necessary for a supervisor/manager to refer an employee with job performance problems to the Employee Assistance Program, the following guidelines are to be followed.(1) A management referral is not an alternative to discipline, but functions within the framework of the District's discipline policy.

- Step 1. A supervisor becomes aware of a job performance or attendance problem of an employee. The supervisor documents performance by keeping a record of all instances that are below standard in the areas of employee job performance, behavior, and attendance.
- Step 2. The employee is scheduled for a formal counseling session, as determined by the usual District disciplinary rules. The supervisor discusses with the employee the job performance problems and what action is expected to correct these problems. Reference should be made to the documentation. The employee should be informed of possible future disciplinary action if job performance does not improve.
- Step 3. The supervisor must not attempt to diagnose medical or behavioral causes for work deterioration. The supervisor's concern is job performance. The supervisor should recommend the employee use the EAP, if necessary, to resolve any personal factors affecting job performance.
- Step 4. If an employee agrees to a referral, the supervisor should schedule an appointment for the employee while (s)he is in the office. The supervisor should indicate to the employee that improvements in job performance are still expected, and that accepting the offer to utilize the EAP does not constitute a guarantee or continued employment, nor will it prevent future disciplinary action if performance fails to improve.

(1) Please refer to the District Drug and Alcohol Policy for the correct supervisory procedures, including EAP referrals and disciplinary actions to be taken following policy violations.

- Step 5. If an employee rejects the offer or a referral to the EAP, the supervisor still must monitor the employee's performance. If job performance improves to meet standards for the job, the problem may have been resolved and further action is not necessary.
- Step 6. If the employee's job performance does not improve to meet standards or continues to deteriorate, the next step in the progressive discipline process should be taken. The supervisor should repeat the offer of a referral to the EAP. However, the employee is still subject to disciplinary action. An offer to use the EAP and the acceptance of the offer is not a substitute for administering discipline.
- Step 7. If the employee's performance still has not improved, the employee will be subject to further disciplinary proceedings leading to more severe discipline or termination. The employee should be offered a referral to the EAP at each step of the disciplinary process. However, if job performance still has not improved and the employee is subject to termination, the employee cannot choose then to use the EAP in lieu of termination.
- Step 8. Offers of a management referral to the Employee Assistance Program are to be noted in the employee's 3IR file. If the employee agrees to a referral the supervisor should call the EAP prior to the employee's appointment to describe the specific job performance problems which have prompted the referral.

When a supervisor refers an employee to the EAP, the supervisor will only be advised whether the employee kept the appointment as arranged, if the employee will or will not require time away from work, if the employee is terminated from the EAP for non-compliance, or if the employee completed treatment. If a supervisor makes a mandatory, managerial referral to the EAP, the employee may refuse to go and (s)he may then be subject to termination.

V. FURTHER INFORMATION

If you need additional information or have any questions regarding this policy, please contact the Personnel Department, Extension 27164.

APPENDIX D

INSURANCE



Barbara Y. Anderson
Director of the
Department of Risk Management

April 3, 1992

County of Los Angeles
Department of Public Works
Attention: David Stringer
Project Manager
900 South Fremont Avenue
Alhambra, CA 91803 - 1331

Re: SCRTD Self-Insurance

Please accept this letter as proof of Liability Insurance covering the Children's Court Shuttle Service between the Southern California Rapid Transit District (SCRTD) and the County of Los Angeles.

SCRTD is self-insured for the first \$4.5 million of each liability claim and have been self-insured since August 1986. We also carry \$25.5 million of excess liability insurance. The self-insured retention is fully funded each year and more than meets your requirements of liability coverage.

We hope this meets your contractual requirements. If you have any questions or need further assistance, please contact me at (213) 972-4936.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Anderson".

Barbara Anderson
Director of Risk Management

cc: Tom Rubin

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS
OFFICE OF THE DIRECTOR

NUMBER P-0108

CERTIFICATE OF CONSENT TO SELF-INSURE

THIS IS TO CERTIFY, That SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
has complied with the requirements of the Director of Industrial Relations under the provisions of Sections 3700 to 3705, inclusive, of the Labor Code of the State of California and is hereby granted this Certificate of Consent to Self-Insure.

This certificate may be revoked at any time for good cause shown.*



EFFECTIVE:

THE 1st DAY OF JANUARY, 19 79

DEPARTMENT OF INDUSTRIAL RELATIONS
OF THE STATE OF CALIFORNIA

Ronald Vial

DIRECTOR

Richard S. Rubenstein
MANAGER

* Revocation of Certificate.—“A certificate of consent to self-insure may be revoked by the Director of Industrial Relations at any time for good cause after a hearing. Good cause includes, among other things, the impairment of the solvency of such employer, the inability of the employer to fulfill his obligations, or the practice by such employer or his agent in charge of the administration of obligations under this division of any of the following: (a) Habitually and as a matter of practice and custom inducing claimants for compensation to accept less than the compensation due or making it necessary for them to resort to proceedings against the employer to secure the compensation due; (b) Discharging his compensation obligations in a dishonest manner; (c) Discharging his compensation obligations in such a manner as to cause injury to the public or those dealing with him.” (Section 3702 of Labor Code.) The Certificate may be revoked for noncompliance with Title 8, California Administrative Code, Group 2—Administration of Self-Insurance.

APPENDIX E

MBE/DBE PARTICIPATION

EEO CERTIFICATE

**SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
DISADVANTAGED BUSINESS ENTERPRISE ACTIVITY**

FY'88/89

District Established Goal: 20%

Note: Includes combined rail and bus activity.

1st Quarter - DBE participation toward goal:	16.45%
2nd Quarter - DBE participation toward goal:	22.86%
3rd Quarter - DBE participation toward goal:	38.10%
4th Quarter - DBE participation toward goal:	25.78%

FY'89/90

District Established Goal: 17%

Note: Includes combined rail and bus activity.

1st Quarter - DBE participation toward goal:	20.00%
2nd Quarter - DBE participation toward goal:	11.60%
3rd Quarter - DBE participation toward goal:	9.90%
4th Quarter - DBE participation toward goal:	9.60%

FY'90/91

District Established Goal: 19%

Note: Activity reflects bus activity only.

1st Quarter - DBE participation toward goal:	16.40%
2nd Quarter - DBE participation toward goal:	6.40%
3rd Quarter - DBE participation toward goal:	12.10%
4th Quarter - DBE participation toward goal:	23.00%

FY'91/92

District Established Goal: 16%

Note: Activity reflects bus activity only.

1st Quarter - DBE participation toward goal:	26.90%
--	--------

ATTACHMENT 2 - EEO CERTIFICATION

OFFEROR'S EEO CERTIFICATION

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

OFFEROR'S NAME

425 SO. MAIN STREET, LOS ANGELES, CA 90013

ADDRESS

95-1978576

INTERNAL REVENUE SERVICE EMPLOYER IDENTIFICATION NUMBER

GENERAL

Contractor, supplier, or vendor certifies and agrees that all persons employed by such firms, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

OFFEROR'S CERTIFICATION

1. The offeror has a written policy statement prohibiting any discrimination in all phases of employment.

Yes X No _____

2. The offeror periodically conducts a self-analysis of utilization analysis of its work force.

Yes X No _____

3. The offeror has a system for determining if its employment practices are discriminatory against protected groups.

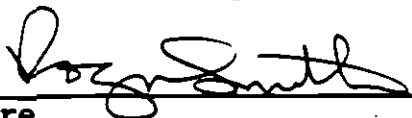
Yes X No _____

4. Where problem areas are identified in employment practices, the offeror has a system for taking reasonable corrective action to include establishment of goals and timetables.

Yes X No _____

Roger Smith, Director of Equal Opportunity

Name of Title of Signer



4/1/92

Signature

Date

APPENDIX F

ADDENDUMS

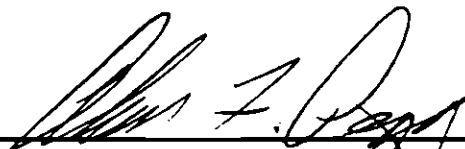
LOS ANGELES COUNTY
DEPARTMENT OF PUBLIC WORKS

CHILDREN'S COURT SHUTTLE SERVICE
REQUEST FOR PROPOSAL

ADDENDUM #1:

TRANSMITTAL OF DRAFT AGREEMENT, NEW VEHICLE
SPECIFICATIONS AND REVISIONS TO RFP

MARCH 19, 1992



(Signature of Company Representative
acknowledges receipt of above items)

Bjornsen at (818) 458-3957 to arrange for inspections of vehicles and their maintenance records. The County will lease these six temporary vehicles to Contractor for \$1 per vehicle per year or portion thereof.

5. Replace the second paragraph of Section I.B.4.a "Mechanic Recruitment, Selection, and Supervision", on page 7, with the following:

Contractor shall ensure that any mechanics working on the air-conditioning units are properly qualified and are supervised by a mechanic having a minimum of two years experience in air-conditioning repairs on transit type vehicles.

6. Replace the first paragraph of Section I.E.1.b "Temporary Vehicles", on page 9, with the following:

Since it is anticipated that the new vehicles will not be available until after service begins, Public Works will, on a short-term basis, lease to the Contractor six used El Dorado Falcon buses for \$1 per vehicle per year or portion thereof.

7. Replace Section I.E.4 "Communication Equipment", on page 10, with the following:

The Contractor shall be responsible for providing two-way radio communications equipment which includes a communication frequency, base station, and repeater, if needed, for the purpose of providing communications between the dispatch center and shuttle service vehicles. The cost of this equipment shall be isolated in the proposal. Contractor shall be responsible for proper maintenance of said equipment and shall comply with all applicable Federal statutes and regulations in connection with such use. At its sole discretion, Public Works may elect to provide the radio frequency(ies) and equipment.

Contractor shall describe in detail its existing two-way radio communication system. This should include a description of Contractor's current equipment, base station and frequency(ies), as well as plans for inclusion of equipment, base station and frequency(ies) for the vehicles required in this RFP. If the communication frequency is shared by Contractor and another company, this shall be described in the proposal. Citizen Band (CB-type) equipment and frequencies will not be accepted.

8. Replace Section II.A.4.a "Cost Breakdown", on pages 22 and 23, with the following:

Exhibits 3B, 3C, and 3D of Attachment 3 must be submitted showing the detailed cost breakdown of the proposer's overall cost per vehicle service hour proposal for the Children's Court Shuttle service for each year of the proposed three-year contract. Cost per vehicle service hour for individual loops are not to be shown. The proposer should submit a separate cost per vehicle service hour for each vehicle type that will be utilized, the new vehicles County is procuring and the short-term use of the El Dorado Falcons. The El Dorado Falcon cost per vehicle service hour shall only be shown for the first year of the three-year contract (see Exhibit 3B of Attachment 3).

9. Replace Section II.B.2 "Evaluation Criteria", on page 23, with the following:

A Public Works-selected panel will grade and rank all proposals in accordance with the following evaluation criteria. The point value for each criteria will be set by Public Works and notarized prior to opening the proposals.

10. Replace the first sentence of Section II.D.2 "Contractor Responsibility", on page 25, with the following:

Proposers shall make a good faith effort to fulfill this policy to utilize DBE as part of the proposal.

11. Replace the Note in Exhibit 3-A, on page 2 of Attachment 3, with the following:

Note: All Information requested on proposal Forms should be provided according to the following instructions to be considered a responsive proposal:

12. Replace the first sentence of paragraph (D) in Exhibit 3-A, on page 2 of Attachment 3, with the following:

For each proposal, the Contractor shall state the items to be adjusted in the rate per vehicle service hour for operating expanded service beyond a 50 percent service level increase.

LOS ANGELES COUNTY
DEPARTMENT OF PUBLIC WORKS

CHILDREN'S COURT SHUTTLE SERVICE
REQUEST FOR PROPOSAL

ADDENDUM #2:

TRANSMITTAL OF QUESTION AND ANSWER SESSION
OF THE PRE-PROPOSAL CONFERENCE AND
ADDITION TO THE NEW VEHICLE SPECIFICATIONS

APRIL 1, 1992



Signature of Company Representative

QUESTION AND ANSWER SESSION

Responses to the March 19, 1992 Pre-Proposal conference questions.

1. Mr. John Clark, Mark IV

Q: What type of destination sign will be put in the open space as described in the specifications? Will it be a curtain sign or electronic?

A: It will be a curtain type sign with approximately three destinations shown and a "Not in Service" sign, but the curtain will have space for approximately 20 items.

2. Mr. John Clark, Mark IV

Q: Given the headways on each loop, do you want the sign changed each loop?

A: Public Works foresees only changing the headsigns two or three times a day.

3. Mr. Tony Morello, Western Stage Line, Inc.

Q: Do you have the criteria used in selecting this vehicle and a list of current users contacted?

A: Yes, see attachment to this addenda for criteria and contacts.

4. Ms. Cynthia Victoria, Southern California Rapid Transit District (SCRTD)

Q: Are Proposition A funds to be used to fund this service?

A: Public Works is currently seeking Los Angeles County Transportation Commission (LACTC) Discretionary Funds, if they are unavailable, we will utilize Proposition A local returns.

5. Ms. Cynthia Victoria, SCRTD

Q: Has LACTC gone through their normal review process because SCRTD has not reviewed this yet?

A: SCRTD's Operations Planning and SCRTD's Stops and Zones Departments were involved in the planning phase of this service and their comments have been incorporated into the shuttle routes. LACTC has been contacted with our

request for funding but they have not yet formally replied. Public Works has contacted LACTC and requested that they complete the formal process as soon as possible.

6. Mr. John Clark, Mark IV

Q: Are there going to be any warranties on mechanical components on the short term vehicles, because they are used vehicles?

A: Contractors should review the vehicles and the vehicle maintenance records to satisfy themselves of the vehicle condition. The Draft Agreement specifies in Section 8.F the procedures for the Contractor to follow to inform Public Works of the need for either engine or transmission rebuilding or replacements. No other parts will be covered.

7. Mr. John Clark, Mark IV

Q: What is the lead time from order date to delivery for the Orion II's?

A: Orion has informed us that they may be able to complete construction on the four Orion II's by September, if ordered prior to June.

8. Ms. Beth McCormick, D.A.V.E. Transportation Systems

Q: What type of transfer agreements and arrangements will be in effect with other regional and local operators?

A: As this shuttle shall operate free of charge, no transfer agreements with other regional and local operators will be required. No transfers will be issued to patrons for their return trips. Any one who wishes to board or alight may do so at "our" designated stops.

9. Ms. Beth McCormick, D.A.V.E. Transportation Systems

Q: Is there a specific DBE goal for this procurement and is there a DBE directory for the County that will be available?

A: There is no specific DBE goal for this service. The County does have a DBE Directory (Directory of Minority and Women Owned Businesses) which is available to the public.

10. Ms. Beth McCormick, D.A.V.E. Transportation Systems

Q: What kind of seats are on the short term vehicles and what kind of seats will be specified for the new vehicles, are they cloth or plastic?

A: The short term vehicles may have a variety of material coverings on the seats which shall include two of the following materials:

blue cloth, grey cloth or blue vinyl (probably three grey cloth and three blue vinyl).

Public Works shall work with the successful contractor to determine appropriate replacement materials if the seats are vandalized.

The new vehicle seats will be Otaco Model #850 with "VR-50" (vandal resist) inserts.

11. Ms. Cynthia Victoria, SCRTD

Q: What services have these short term vehicles been operated in?

A: All eleven vehicles were utilized in the local routes of the Bus Service Continuation Project which was a precursor to the Foothill Transit Zone. The local routes were in the Pomona-C Claremont area. One of the vehicles was also used on the Hollywood Bowl Shuttle Service, but that is not one of the six vehicles that will be utilized in the Children's Court Shuttle.

12. Mr. John Clark, Mark IV

Q: Will the new vehicles be equipped with a retarder system?

A: Orion is unable to install a drive line retarder or a retarder equipped transmission on Orion-II vehicles.

13. Mr. John Clark, Mark IV

Q: What is the ball park cost for the new vehicles?

A: The County has placed a cap of \$180,000 per vehicle, which includes sales tax. Orion has estimated that the proposed vehicle will cost between \$150,000 and \$160,000 before sales tax.

14. Mr. Tony Morello, Western Stage Lines, Inc.

Q: Will there be a 30-day holding period before payment on each segment o the procurement?

A: The County normally has a 30-day processing period for invoices. Therefore, subject to the receipt and approval of an acceptable invoice, payment will normally be made within 30 days. Each phase of the procurement process has enough of a lag time that the successful contractor should be able to invoice the County approximately 30 days before making an actual payment, thereby minimizing the time period between contractor's payment and contractor's receipt of the County's payment.

15. Mr. John Clark, Mark IV

Q: Do the Orion II's have a fiberglass roof cap on them?

A: Roof: Aluminum with fiberglass end caps.
Antenna: Dome or "hat" type incorporating a fiberglass cover.

16. Mr. John Clark, Mark IV

Q: Are the Orion II's engines mounted transversely?

A: They are mounted on an angle.

17. Mr. Tony Morello, Western Stage Lines, Inc.

Q: Will the temporary vehicles be allowed to be used once the new vehicles have arrived?

A: Yes, arrangements will be made with the successful contractor to remove the majority of the temporary vehicles from service as soon as the new vehicles are available, the remaining temporary vehicles may be utilized during the transition period, but only as spares.

18. Mr. John Clark, Mark IV

Q: On the temporary vehicles, will the same cleanliness standards be required as for the new vehicles?

A: Yes

19. Mr. John Clark, Mark IV

Q: Please address the warranty on the tires, especially regarding what Public Works expects upon return of the vehicles?

A: Public Works expects the same type of tire that the vehicles had when leased to the Contractor, with the exception of normal wear and tear. If tread on the short term vehicles is worn to the point that a new tread is required during their service, Public Works expects Contractor to put a tire with acceptable tread depth on the vehicles.

20. Mr. John Clark, Mark IV

Q: Do the temporary vehicles still have fareboxes on them?

A: Public Works has had the fareboxes removed from the vehicles and holes in the stanchions have been plugged.

21. Mr. Tony Morello, Western Stage Lines, Inc.

Q: Will you require passenger counts to include disabled patrons?

A: Depending upon the funding source the disabled patrons may need to be counted. However, at this time, Public Works does not foresee this as being required. Public Works does expect passenger counts to be maintained based on the following age groups:

Birth to 5 years old, 5 years old to adult and adults

ADDITION TO NEW VEHICLE SPECIFICATIONS

1. Insert the following between "PROPOSED SHUTTLE BUS SPECIFICATIONS" and "LENGTH (OVER BUMPERS) 26' 4" on the first page of the new vehicle specification released on March 19, 1992 as part of Addendum #1:

PROPOSED VEHICLE	MANUFACTURER:	BUS INDUSTRIES OF AMERICA, INC.
	MODEL:	ORION-II (Model 2.501)
	YEAR:	1992 (or equivalent, which meets the following specifications, subject to Public Works approval.)

ATTACHMENT 1

Criteria used in Vehicle Selection

Vehicle Selection Criteria

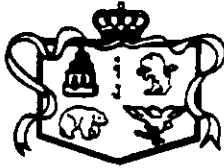
- Heavy-duty construction - meets 12-year life cycle.
- Mechanical reliability - heavy-duty components.
- Maintainability - parts availability.
- "Low floor" design, bus kneels to 8" floor height above ground.
- Wheelchair lift not required. Reduced maintenance/cost.
- Meets current "ADA" requirements.
- Complies with SC-AQMD requirements.
- Has been in production a minimum of five years.
- Current user input consideration.

Current Users Contacted

- 1) Long Beach Transit, Long Beach, California
- 2) Phoenix Transit System, Phoenix, Arizona
- 3) Petaluma Municipal Transit, Petaluma, California
- 4) Sonoma County Transit, Santa Rosa, California
- 5) Stockton Metropolitan Transit District, Stockton, California

APPENDIX G

BID BOND



INSURANCE COMPANY OF THE WEST
P. O. BOX 85563 - SAN DIEGO, CALIFORNIA 92138-5563

BID OR PROPOSAL BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

(hereinafter called the principal), and INSURANCE COMPANY OF THE WEST, a corporation organized and doing business under and by virtue of the laws of the State of California, and duly licensed for the purpose of making, guaranteeing or becoming sole surety upon bonds or undertakings required or authorized by the laws of the State of CALIFORNIA

as Surety, are held and firmly bound unto COUNTY OF LOS ANGELES, (hereinafter called the obligee)
DEPARTMENT OF PUBLIC WORKS

in the just and full sum of TEN PERCENT OF THE AMOUNT OF THE ACCOMPANYING BID-----

Dollars (\$ 10% OF BID) lawful money of the United States of America, for the payment of which, well and truly to be made, we hereby bind ourselves and our and each of our successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, WHEREAS, the above bounden principal as aforesaid, is about to hand in and submit to the obligee a bid or proposal dated 4-9-92 for CHILDREN'S COURT SHUTTLE

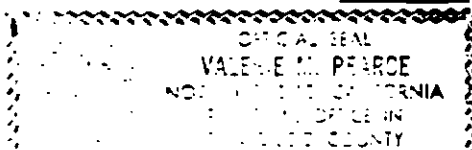
in accordance with the plans and specifications filed in the office of the obligee and under the notice inviting proposals therefor.

STATE OF CALIFORNIA)
) ss.:
CITY AND COUNTY OF SAN DIEGO)

On this 7TH day of APRIL 19 92, before me, the undersigned Notary Public in and for the State, personally appeared BETTIE L. GARCIA a person known to me (or proved to me on the basis of satisfactory evidence), to be the person who executed the written instrument as Attorney-in-Fact on behalf of the corporation therein named and acknowledged to me that the corporation executed it.

Given under my hand and Notarial Seal this 7TH day of APRIL A.D., 19 92

My commission expires



Valerie M Pearce
Notary Public

INSURANCE COMPANY OF THE WEST

HOME OFFICE: SAN DIEGO, CALIFORNIA

Certified Copy of

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That INSURANCE COMPANY OF THE WEST, a Corporation duly authorized and existing under the laws of the State of California and having its principal office in the City of San Diego, California, does hereby nominate, constitute and appoint:

Bettie L. Garcia

its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, seal, acknowledge and deliver any and all bonds, undertakings, recognizances or other written obligations in the nature thereof.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of INSURANCE COMPANY OF THE WEST at a meeting duly called and held on the Sixth day of February, 1973, which said Resolution has not been amended or rescinded and of which the following is a true, full, and complete copy:

"RESOLVED: That the President or Secretary may from time to time appoint Attorneys-in-Fact to represent and act for and on behalf of the Company, and either the President or Secretary, the Board of Directors or Executive Committee may at any time remove such Attorneys-in-Fact and revoke the Power of Attorney given him or her; and be it further

RESOLVED: That the Attorney-in-Fact may be given full power to execute for and in the name of and on behalf of the Company any and all bonds and undertakings as the business of the Company may require, and any such bonds or undertakings executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Secretary."

IN WITNESS WHEREOF, INSURANCE COMPANY OF THE WEST has caused its official seal to be hereunto affixed and these presents to be signed by its duly authorized officers this 20th day of July, 1990

INSURANCE COMPANY OF THE WEST



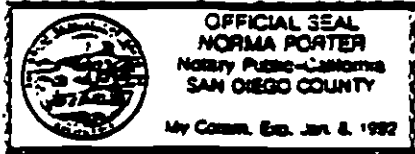
B. Feldman

President

STATE OF CALIFORNIA
COUNTY OF SAN DIEGO SS:

On this 20th day of July, 1990 before the subscriber, a Notary Public of the State of California, in and for the County of San Diego, duly commissioned and qualified, came BERNARD M. FELDMAN, President of INSURANCE COMPANY OF THE WEST, to me personally known to be the individual and officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposeth and saith, that he is the said officer of the Corporation aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of the said Corporation, and that the said Corporate Seal and his signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Official Seal, at the City of San Diego, the day and year first above written.



Norma Porter

Notary Public

STATE OF CALIFORNIA
COUNTY OF SAN DIEGO SS:

I, the undersigned, JAMES W. AUSTIN, III, Secretary of INSURANCE COMPANY OF THE WEST, do hereby certify that the original POWER OF ATTORNEY, of which the foregoing is a full, true and correct copy, is in full force and effect, and has not been revoked.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Secretary, and affixed the Corporate Seal of the Corporation, this 7TH day of APRIL 19 92



James W. Austin III

Secretary