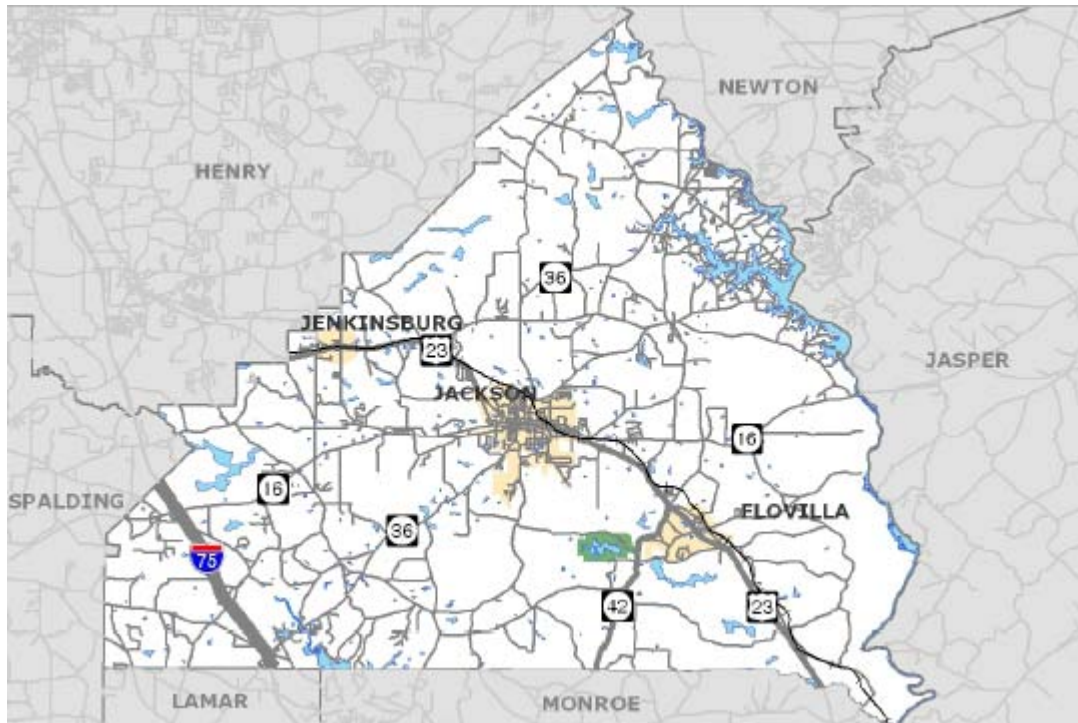


# **BUTTS COUNTY RURAL TRANSIT DEVELOPMENT PLAN**

**JUNE 2009**



**DEVELOPED BY:**

**McIntosh Trail Regional Development Center**

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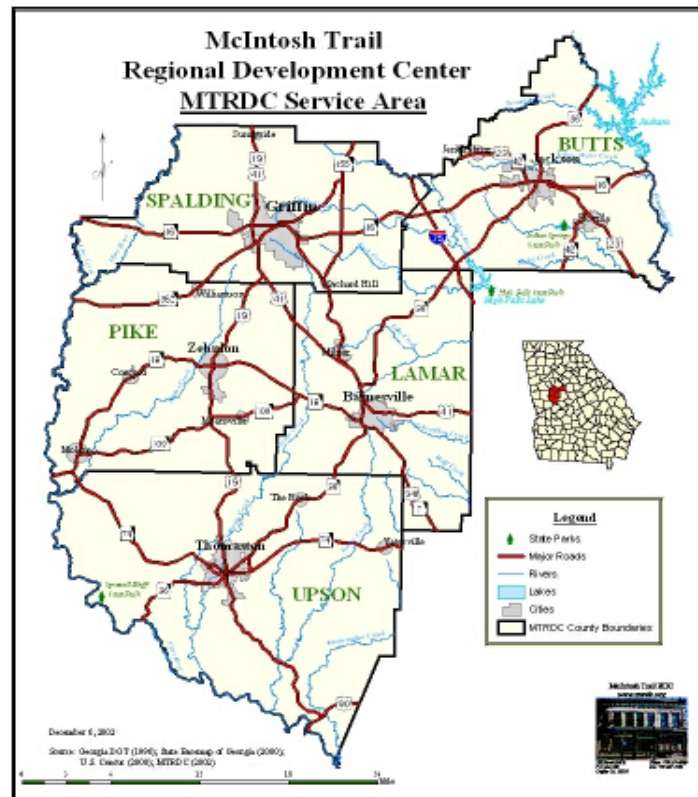
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## EXECUTIVE SUMMARY

### 1. Introduction

Butts County participates in a regional rural public transportation service area that includes other counties such as Lamar, Pike, Spalding, and Upson. The service area is collectively known as the McIntosh Trail Transit System, and it is administered by the McIntosh Trail Regional Development Center (MTRDC) on behalf of its member governments. The McIntosh Trail Transit System was the first regional rural/suburban public transit service area established within the state. The regional approach has proved to be a cost effective way to provide public transportation within the service area. The system is most heavily used by the senior citizens, local workforce, and disabled populations within the service area.

The Section 5311 Program offers Butts County the opportunity to provide transit services for improving access to business, commercial and activity centers. Section 5311 is the name of the Federal funding program administered by the Federal Transit Administration (FTA) to provide assistance for rural public transportation. Federal transit funds are allocated to the states on a formula basis, and can be used for capital assistance, operating assistance, planning, and program administration. The Georgia Department of Transportation (GDOT) is responsible for administering the program.



## 2. The Transit System

The five counties that make up the McIntosh Trail Transit System, as of 2007, are Butts, Lamar, Pike, Spalding, and Upson Counties. The transit system, however, has been operating throughout four of these five counties since September 8, 1999. Public transportation is used to assist people to obtain and retain employment, receive regular medical attention, provide access to job training, provide access to commercial zones, and quality of life enhancement purposes.

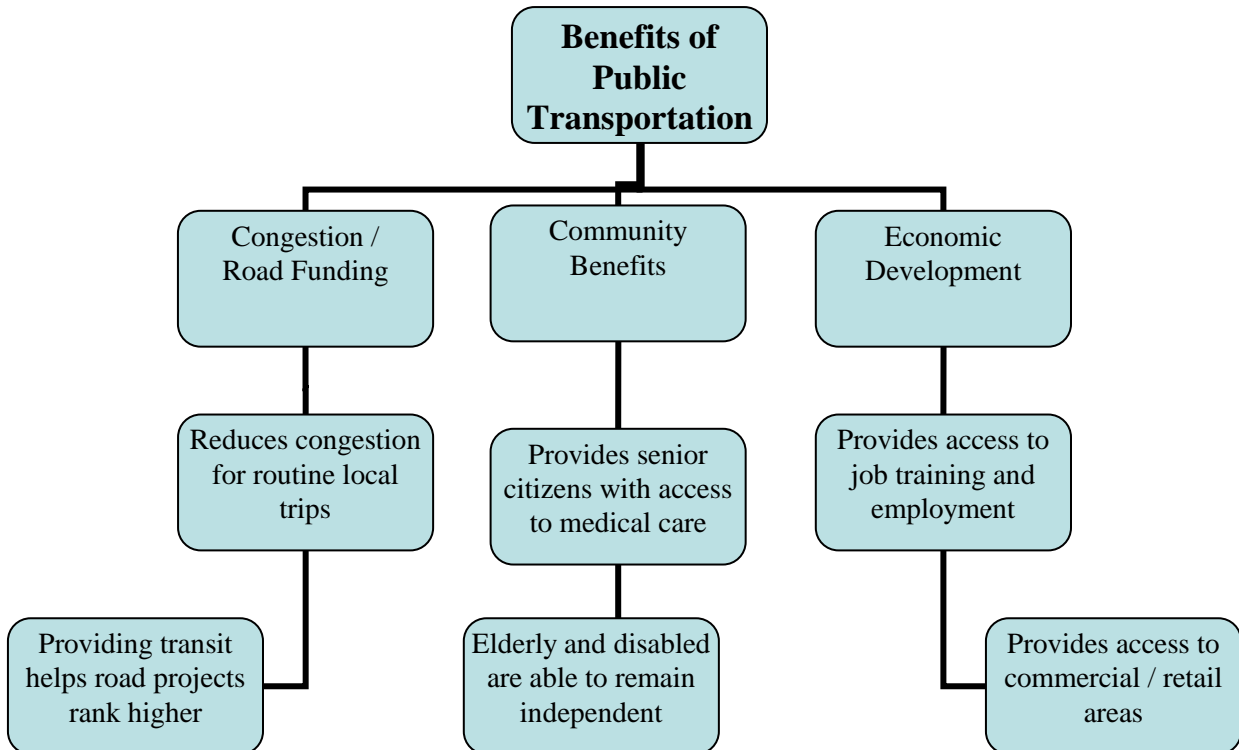
The public transportation system functions under the guidance of a management team comprised of key staff members of the MTRDC who include the following:

### McIntosh Trail RDC Management Team:

Lanier Boatwright, Executive Director  
Robert Hiatt, Governmental Services Director  
Peggi Tingle, Administrative Assistant  
Amanda Turner, Governmental Services Coordinator

There are many benefits of having a public transportation service available to local communities. Some of these benefits are displayed Chart 1 below:

**CHART 1 - Public Transportation Benefits**



### **Contract Administration**

The MTRDC functions as central contractor and administrator for the McIntosh Trail Transit System. By contract, the MTRDC has a responsibility to each County which includes the completion and submission of monthly progress and expenditure reports to the Georgia Department of Transportation (GDOT), and to ensure that compliance with state and federal regulations are implemented and ongoing. Each participating county within the McIntosh Trail Transit System enters into a yearly agreement with the MTRDC, and pays their share of projected transportation funding.

### **Third Party Operator**

The Third Party Operator (TPO) manages the day-to-day operation and maintenance of the system Regional Transit Program. The TPO is responsible for registering calls for service, route management, driver supervision and training, submission of monthly service reports, and general bookkeeping. The drivers are hired by the TPO; and the TPO is expected to enforce compliance with all federal regulations applicable to the program. The current TPO for the transit program is the Council on Aging for McIntosh Trail, Inc.

The MTRDC monitors all work done by the Third Party Operator (TPO) and will review all monthly reports and records prior to submission to GDOT. The MTRDC will work with the TPO regarding problems or issues involving transportation. Most problems and issues can be dealt with administratively; but if needed, the MTRDC will bring them before the regional Technical Coordinating Committee. A county's representative on the Technical Coordinating Committee has decision making authority and if warranted, will take the problem or issue back to the respective County Commission for further discussion and/or resolution.

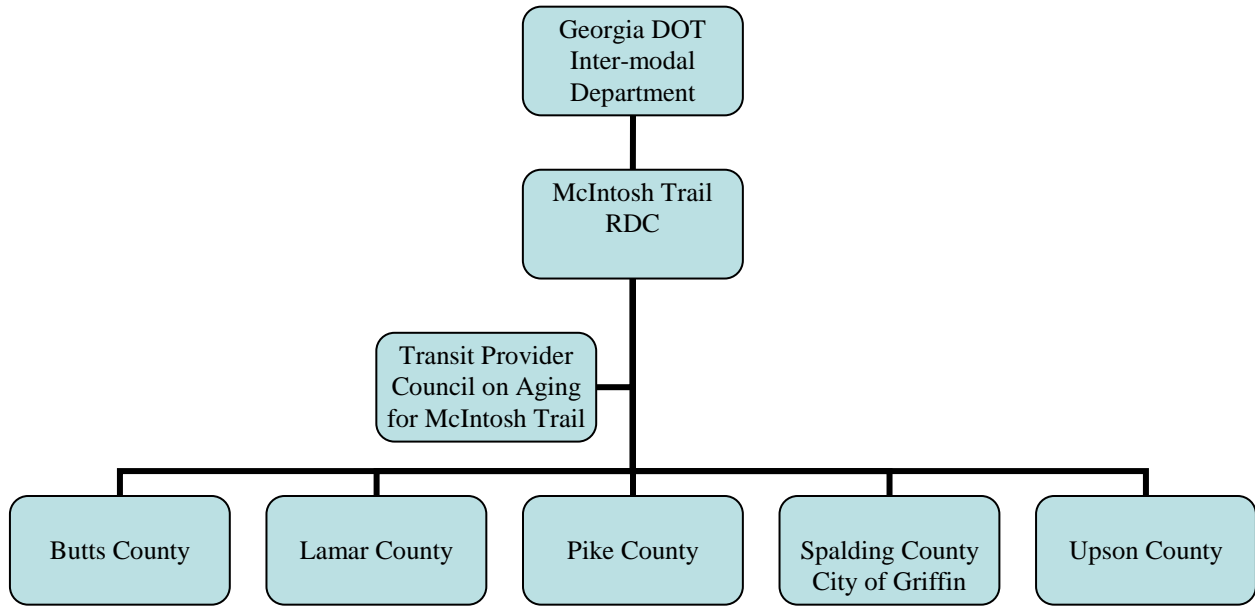
### **Regional Technical Coordinating Committee**

The Regional Technical Coordinating Committee (RTCC) for the McIntosh Trail Transit System is comprised of individual MTRDC board members that are also county commissioners, and the current county commission chairman for counties that do not have an active county commissioner on the MTRDC board. The RTCC meetings are called when an issue or policy needs to be discussed prior to being changed and implemented.

Butts County:	Mitch McEwen
Lamar County:	Jay Matthews
Pike County:	Doug Mangham
Spalding County:	Eddie Goss
Upton County:	Maurice Raines
McIntosh Trail RDC:	Lanier Boatwright

Chart 2 below provides a visual as to how the contractual relationship for the McIntosh Trail Transit System functions.

**CHART 2 - Contractual Relationships**



## **2. Services Provided**

### **Demand Response**

The McIntosh Trail Transit System uses a demand response service model where passengers must call in to schedule a trip. Van routes and capacity are checked versus the time of day of the desired trip and new passengers are added if there is capacity to accommodate the trip. Non-subscription passengers are required to call 24 hours in advance to schedule a trip.

### **Purchase of Service (POS) / Subscription Trips**

The Purchase of Service/Subscription Trips are designed to allow any government agency or local business group can buy trips on the rural public transportation system. POS create additional revenues for the Transit System and assist in reducing the local government's cost to provide public transportation.

Funds are provided to local human service agencies such as senior centers, labor departments, and agencies that deal with the disabled. The funding is provided through a coordinated transportation program administered by the Department of Human Resources, and human service trips are then purchased on the public transportation system. A more detailed description of the most common types of human service trips can be found below:

## **Senior Centers**

DHR's Aging Division administers a statewide system of services for older Georgians. Most of these services are provided in each county at the regional level by Area Agencies on Aging (AAA) and delivered by local senior centers.

**Type(s) of Service:** The types of services that are provided to Senior Centers include the transport of eligible persons to and from community facilities and resources applying for and receiving services, reducing isolation, or otherwise promoting independent living. Subscription Services are ordered by participating agencies. Trips may be provided on the basis of Subscription Service, Scheduled Response, Demand Response and Group Trips. Door-to-Door Service is a requirement due to the various age and mobility status of the participants.

**Points of Origins and Destinations:** Descriptions of the various types of trips offered to Senior Center participants are provided below.

- From senior adults' homes to Senior Centers and return.
- From Senior Centers or residences to field trip locations in and out of the county of residence and return.
- From Senior Centers or residences to shopping districts and return.
- From Senior Centers or residences to service access points (social service agencies) in the community.
- From Senior Centers or residences to health services and return.

## **Department of Family and Children Services**

County offices of the Division of Family and Children Services (DFCS) administer social service programs, support services for employment and financial assistance to families with problems caused by poverty, neglect or lack of education. Transportation is among one of the support services provided to help families become self-sufficient. This service is of particular importance under the Temporary Assistance to Needy Families Program (TANF), as transportation is often a barrier to accessing and maintaining training and employment.

**Type(s) of Service:** The types of services that are provided to DFCS participants are curb to curb and include Scheduled Demand Response, Demand Response, and Subscription Service.

**Points of Origins and Destinations:** Points of Origins and Destinations vary between participants. The origination of trips initiate from residential addresses throughout the region and involve destination points to day care providers, education and training activities, work sites, work experience locations, and job search activities. Return trips from each of these destination points are also provided.

## **Department of Labor – Vocational Rehabilitation Services (VRS)**

The Department of Labor administers rehabilitation services, including providing physical rehabilitation, job training and job placement of people with disabilities. Vocational Rehabilitation Services (VRS) provide opportunities for work and personal independence for people with disabilities. Local offices

throughout Georgia coordinate employment readiness and other services for people with physical, mental or emotional disabilities. Services include: job analysis, accessibility surveys, work and job readiness, work adjustment, job coaching, and supportive employment.

Type(s) of Service: The types of services that are provided to VRS participants include Door-to-Door, Subscription and Demand Response Services.

Points of Origins and Destinations: Origins and destinations vary between consumers. Examples of destinations include colleges, vocational schools, medical appointments, work /training sites, etc.

### **Division of Mental Health, Developmental Disabilities and Addictive Diseases (MHDDAD)**

The Division of MHDDAD serves people of all ages and those with the most severe problems. Services are provided across the state through seven state hospitals, one mental retardation institution, and through contracts with 26 community service boards, boards of health and various private providers. In addition to providing treatment, support and prevention services, contracted community programs screen people for admission to state hospitals and give follow-up care when they are discharged. Transportation to and from services is among the many support services provided by MHDDAD.

Type(s) of Service: The types of services that are provided to VRS participants include Door-to-Door, Subscription Services.

Points of Origins and Destinations: The origination of trips initiate from residences to and from day rehabilitation, training sites, work sites, medical appointments, and day treatment, etc.

## **3. Vehicle Fleet Information**

The vehicle fleet is comprised of fourteen passenger Goshen shuttle vans. These vans cost between \$41,300 (without lift) and \$44,500 (with lift), and do not require a CDL license to operate. Prior to 2003, the regional transit system did use CDL vehicles but those vehicles were cycled out due to cost concerns and the inability to retain CDL qualified drivers.

Listed below are descriptions of the vehicles that are utilized in the delivery of transportation services in Butts County.

GDOT Fleet Number	County	VIN	Type	Year	Seats	WC Lift	Tag
2407	BUTTS	1FDXE45S94HA17450	Shuttle Bus	2004	16	Y	Y



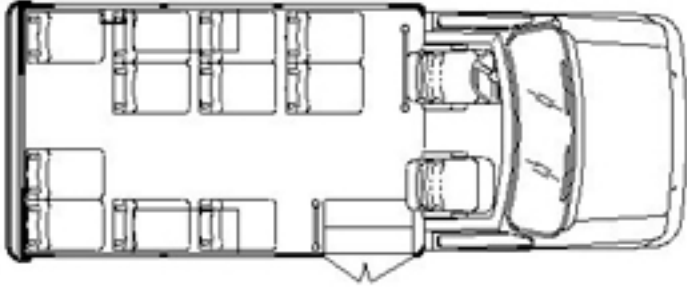
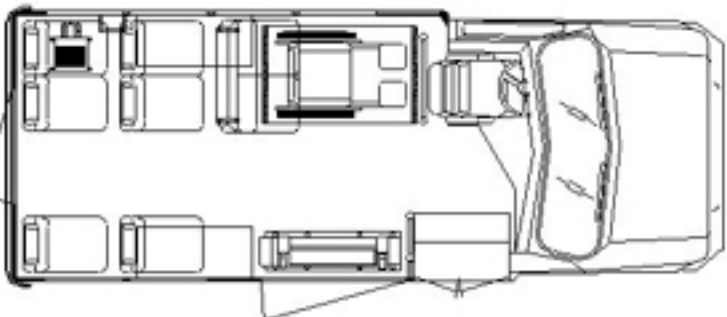
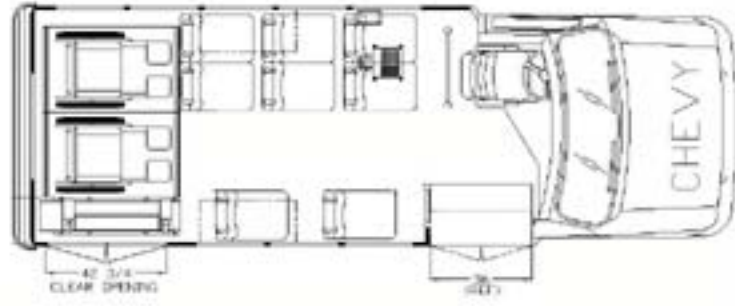
**CHART 3 - Pacer II Goshen Shuttle Van**



Non-CDL Shuttle Van  
84" Width, Wide Aisle, 6' Headroom  
Excellent Turning Radius & Maneuverability

<b>Passengers (Adult)</b>	14
<b>Headroom</b>	74"
<b>Audio</b>	AM/FM/CD Stereo or PA
<b>Video</b>	6" Flip down or 32" LCD
<b>Heat &amp; A/C</b>	Rear & A/C Available
<b>Rear Luggage</b>	Available in 36" or 40"
<b>Overhead Luggage</b>	Available with/out reading lights
<b>Wheelchair Lift</b>	Braun or Rico
<b>Seats</b>	Standard, Recliner, or 3PT
<b>Chassis</b>	Ford E-350, E-450, or Chevrolet
<b>Transmission</b>	Automatic
<b>Exterior</b>	Aluminum or High Gloss Fiberglass
<b>Structure</b>	Fully Welded Steel Cage
<b>Engine</b>	5.4L, or 6.8L Gas / 6.0L Diesel
<b>Weight</b>	10,700# GVWR

**CHART 4 - Interior Vehicle Layouts**

<b>Overall Height</b>	113"
<b>Overall Width</b>	84"
<b>Overall Length</b>	230", 250", or 255"
<b>Wheel Base</b>	138" or 158"
	
	
	

**Insurance**

Insurance is a requirement of the McIntosh Trail Transit System. Contractors must maintain minimum liability coverage in the amount of \$100,000 for the death or injury of one (1) person; \$300,000 in the event of injury or death of two (2) or more persons in a single accident including liability to and employees engaged in the operation of the vehicles; and \$50,000 for property damage. Vehicles with capacity over 15 passengers must maintain minimum liability coverage in an amount of \$100,000 for the death or injury

of one (1) person, \$500,000 in the event of injury or death of two (2) or more persons in a single accident including liability to any employees engaged in the operation of the vehicles, and \$50,000 for property damage.

Since the counties maintain the titles to the vehicles while they are in service, the MTRDC recommends that participating local governments place the vehicles on their fleet policy rather than having private operators insuring the vehicles.

### **Accident Reporting**

In the general course of business, it is conceivable that accidents may and will occur. It is the responsibility of the TPO to report any accident to the MTRDC within one (1) hour of the occurrence, or if the offices are closed, by 9:00 a.m. the next business day, unless otherwise mutually agreed. An initial written incident/accident report, completed by the TPO, is forwarded to the MTRDC on the next business day. The MTRDC then send all relevant information to the appropriate local government, so they can begin to process an insurance claim.

The TPO provides a copy of the investigating officer's accident report within five (5) business days from the date of the accident, and the MTRDC forwards that information to the county. The TPO maintains copies of each accident report in the files of both the vehicle and the driver.

### **Drug and Alcohol Testing**

As a condition of FTA funding, the Act requires recipients to establish alcohol and drug testing programs (POLICY). The Drug/Alcohol Testing Policy must be approved by GDOT prior to execution of new contracts or the selection of new TPO's.

The Act mandates four types of testing: (1) Pre-Employment; (2) Random; (3) Reasonable Suspicion; and (4) Post Accident. In addition, the Act permits return-to-duty and follow-up testing under specific circumstances. It is also a requirement that recipients follow the testing procedures as designed by the Department of Health and Human Services (DHHS). The Act does not require recipients to follow a particular course of action when they learn that a safety-sensitive employee has violated a law or Federal regulation concerning alcohol or drug use. Rather, the Act directs FTA to issue regulations establishing consequences for the use or abuse of alcohol or drugs in violation of FTA regulations. Possible consequences include Education, Counseling, Rehabilitation programs and Suspension or Termination from employment.

## **4. Quality Control**

Quality Control helps to assure that transportation services are being provided to the program participants in the most professional and most proficient manner possible. However, the MTRDC is aware that problems will and can occur in the delivery of program services. Therefore, any comments or complaints regarding the quality of service provided by the system or the performance of any system employee will be handled routinely by the Authorized Representative at the MTRDC and the TPO. If warranted, the Authorized Representative may recommend to the Technical Coordinating Committee that official action be taken to address any problems that have been identified in the course of investigating a customer

complaint. Receipts and expenditures will be monitored by the MTRDC on a monthly basis. The driver will maintain daily passenger trip logs and vehicle service logs which will be consolidated by the TPO and transferred to monthly reporting forms. These will be forwarded to the MTRDC.

### **Program Reporting**

The McIntosh Trail Transit System has an extensive reporting requirement that was put in place to assure that it meets the standards of both GDOT and DHR. The information below provides an overview of the program reporting system necessary for the functioning of the transit system.

#### Reports from the TPO to MTRDC (Monthly)

- Program data by vehicle characterizing origin, number and type of One Way Passenger Trips (OWPT's), Rural Transportation Monthly Reporting Form: pages 1-2, revenues and expenditures, maintenance records, and customer complaints.
- TPO monthly bills for services rendered.

#### Reports from MTRDC to the County (Monthly)

- Programmatic monitoring reports (these are done quarterly)
- Request for Funds (as needed)

#### Reports from the County to MTRDC (Monthly or as Requested)

- Payments from the County to the MTRDC based on invoices submitted on a monthly or quarterly basis.

#### Reports from MTRDC to TPO (Monthly or as Requested)

- Payment for services rendered.
- Information regarding upcoming training opportunities
- Information regarding regulatory changes.

#### Reports from MTRDC to GDOT (Monthly or as Requested)

- Requests for County reimbursements on the Section 5311 Operating Assistance Reimbursement Form.

#### Reports from GDOT to RDC (Monthly or as Requested)

- Reimbursements of federal matching funds.

### **Corrective Actions**

Throughout the term of the contract, the MTRDC will work with the TPO to review the performance measures as prescribed in GDOT administrative guide. If the TPO should fail to adequately meet these measures, the MTRDC will meet with the TPO in an attempt to resolve the issues. If the TPO still fails to perform according to the specified measures, the MTRDC may take actions, including but not limited to, the actions described in this section.

In relation to taking corrective actions, the TPO shall:

1. Agree that the MTRDC has the sole authority to determine whether the TPO has met, exceeded, or failed to meet any requirements or standards;
2. Within three (3) business days of the date that the MTRDC notifies the TPO in writing that it has failed to meet a requirement or performance standard, submit a corrective action plan to the MTRDC for its review and approval. The corrective action plan shall include:
  - A description of the problem including the administrative guide performance standard, if applicable;
  - The reason(s) the problem occurred;
  - A description of what steps will be taken to prevent the problem from recurring;
  - A listing of the organizations or staff functions impacted by the problem's resolution; and
  - A timeline for implementing the resolutions(s).
3. Implement the corrective action plan within ten (10) business days of receiving the MTRDC approval of the plan or longer if so stated in the MTRDC's approval.

### **Pick Up and Delivery Standards**

The TPO must assure that transportation services are provided which comply with the following minimum pick up and delivery service requirements and which shall be delineated in any applicable transportation service agreements:

- a. The TPO being on time shall be a standard practice. The vehicles must be on time for pick up and delivery, unless there are extenuating circumstances beyond the TPO's or driver's control. **A 95% on-time performance rate is required.** A 20-minute pick up and delivery window period will be allowed (10 minutes before pick up time and 10 minutes past pick up time). Notification must be given by the TPO to the consumer in the event of unavoidable delays.
- b. The driver may arrive up to ten (10) minutes before the scheduled pick-up time; however, a consumer shall not be required to board the vehicle before the scheduled pick-up time for return trips. The Provider(s) is not required to wait more than five (5) minutes after the scheduled pick-up time.
- c. The TPO must ensure that consumers are transported to and from appointments on time.
- d. The TPO must ensure that no consumer served is forced to remain in the vehicle more than one (1) hour longer than the average travel time for direct transport from point of pick-up to destination.

- e. The TPO will monitor trips to ensure that consumers are picked-up and delivered timely.

## **6. Public Involvement**

During the creation of this Rural Transit Development Plan for Butts County, the MTRDC involved several governmental and public citizen groups. The primary focus group involved in the creation of this plan was a steering committee comprised of members who participated in the Butts County Long Range Transportation Plan. This is an advisory committee made up of private citizens, business, and governmental officials within Butts County. The MTRDC also solicited feedback from the Butts County Chamber of Commerce, and the Department of Human Resources Regional Transportation Office.



## **DEMOGRAPHIC ANALYSIS**

### **Butts County Profile**

As of the census of 2000, there were 19,522 people, 6,455 households, and 4,867 families residing in Butts County. The population density was 127 persons per square mile. The racial makeup of the county was 69.22% White, 28.82% Black or African American, 0.39% Native American, 0.26% Asian, 0.02% Pacific Islander, 0.34% from other races, and 0.95% from two or more races. 1.42% of the population was Hispanic or Latino of any race. The 2007 population projection for Butts County is 23,759 with 21% of the population living in urban areas, and 79% of the population living in rural areas.

Census figures identify 6,455 households out of which 34.5% had children under the age of 18 living with them, 57% were married couples living together, 13.9% had a female householder with no husband present, and 24.6% were non-families. Census data reflects that 20.9% of all households were made up of individuals, and 8% had someone living alone who was 65 years of age or older. The median age within the County was 36 years.

The median income for a household within the county was \$39,879, and the median income for a family was \$44,937. Males had a median income of \$33,155 versus \$21,869 for females. The per capita income for the county was \$17,016. About 8.6% of families and 11.5% of the population were below the poverty line, including 15% of those under age 18 and 16.7% of those age 65 or over.

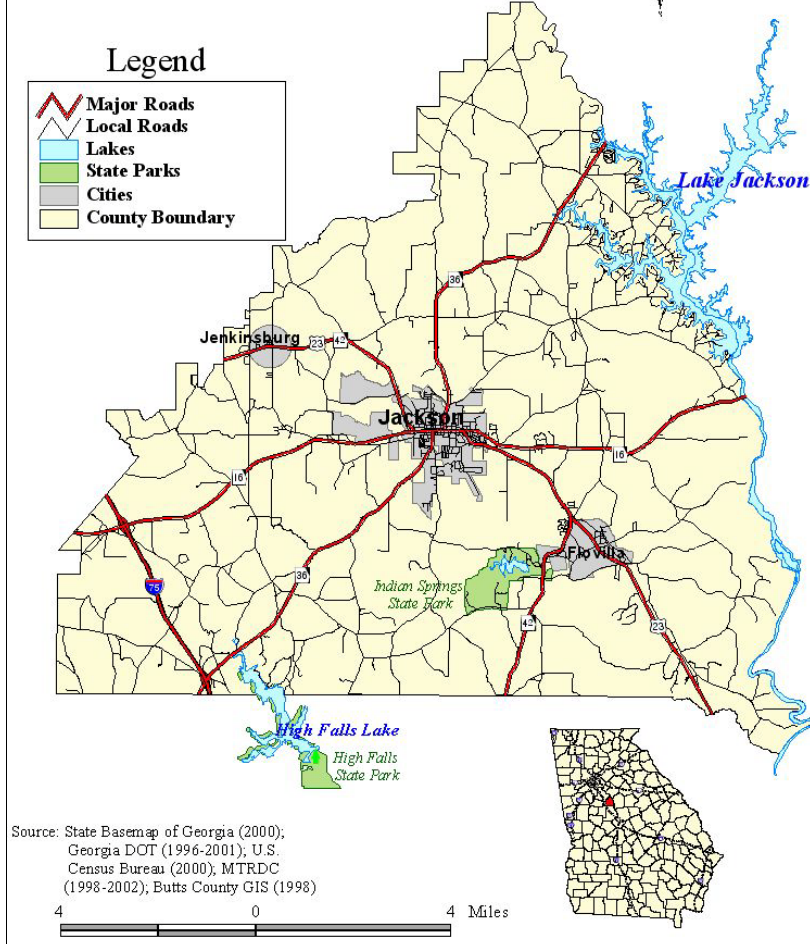
### **Butts County Activity Centers – 2009**

Butts County is inclusive of urban clusters which include the City of Jackson, the City of Flovilla, and the City of Jenkinsburg. The City of Jackson is the central location within the county where major activity centers can be found, including hospitals and major medical facilities, and work sites for individuals with developmental disabilities. These are common locations to which low income workers or people who use specialized transportation services may travel.

Under present conditions, it is more likely that the common destination for most public transit trips will be inside Butts County's limits. However, it is worthy to note that the McIntosh Trail Transit System does perform occasional out of county trips a few days per week. The central location for these trips is the City of Griffin which is located within Spalding County and to the west of Butts County. Map 1 below provides a view of the Activity Centers that are located throughout Butts County.

## MAP 1

# Location Map Butts County, GA



### Recreational Transit Activity Centers

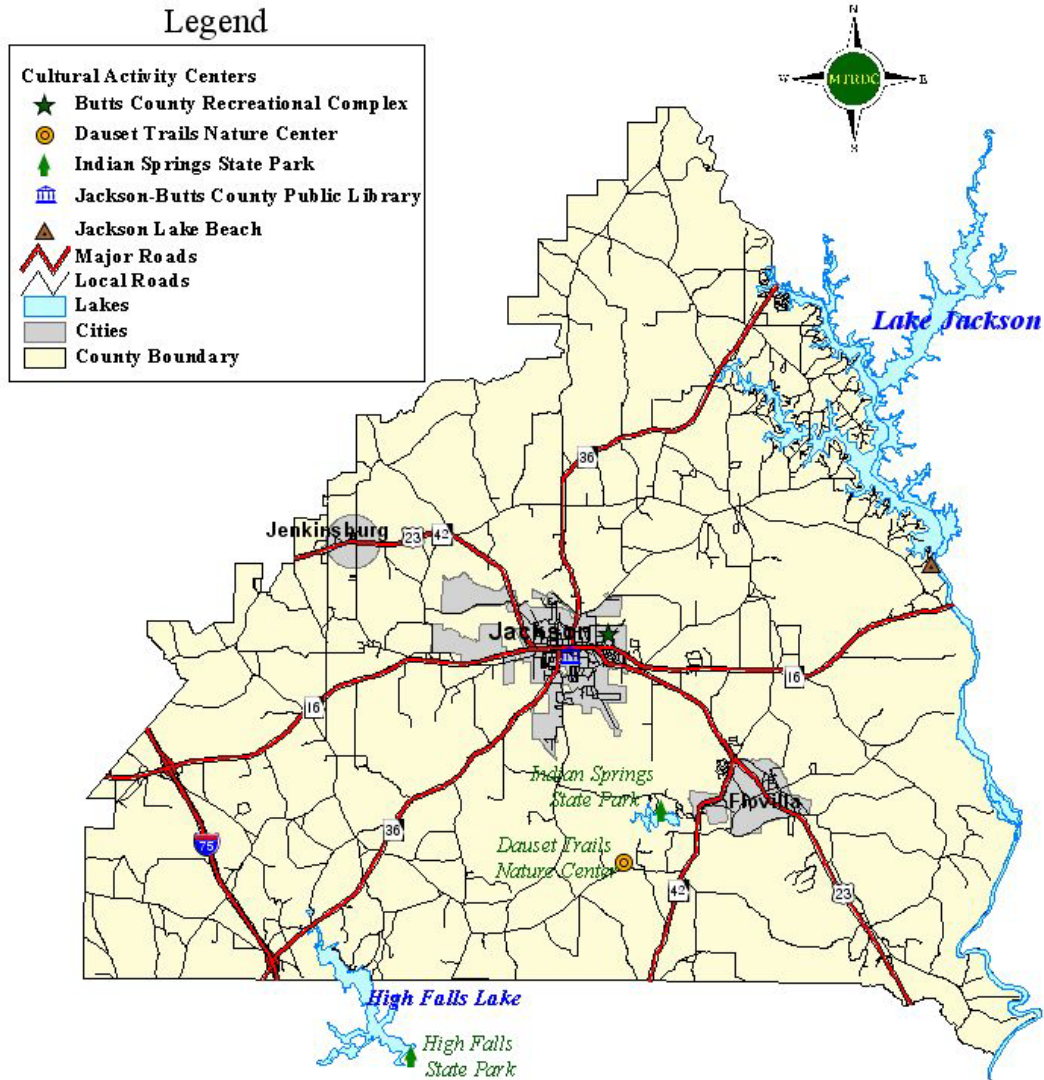
Some transit trips performed each year fall into the “other” category and generally include those trips that are recreational in nature. Senior citizens or the local senior centers may order trips to visit old historical sites, parks, or other types of recreational facilities. Maps 2 and 3 below display other possible destinations within the county for trips of this nature.



MAP 2

# Cultural Activity Centers

## Map 7.4



Source: State Basemap of Georgia (2000); Georgia DOT (1996-2001); U.S. Census Bureau (2000); MTRDC (1998-2002); Butts County GIS (1998)



MAP 3

# Historic Sites

# Map 4.7



Source: State Basemap of Georgia (2000); Georgia DOT (1996); U.S. Census Bureau (2000); MTRDC (1998-2002)



## **Transit Dependent Population – 2009**

Several characteristics tend to identify individuals that may be dependent on public transit. These characteristics may include families with low incomes, individuals with disabilities, and the number of individuals over age 65. Financial limitations, however, may make it difficult for low income populations to purchase and maintain an automobile. Individuals with temporary or permanent disabilities that limit their ability to drive can be served by local transportation services. Older adults face the decision about curtailing driving due to frailty and age related physical impediments such as reduced vision.

In Butts County, the McIntosh Trail Transit System caters heavily to the transit dependent population. The transit system for the County currently performs between 6,000 and 8,000 trips per year. While the percentages fluctuate from year to year, the two primary uses for transit in Butts County are related to senior citizen activities and employment based activities. Individuals within these two population groups greatly benefit from the transit program. This is especially true with the senior citizens, as it affords them the ability to continue to contribute to the community. Some of the general benefits of access to public transportation include the following:

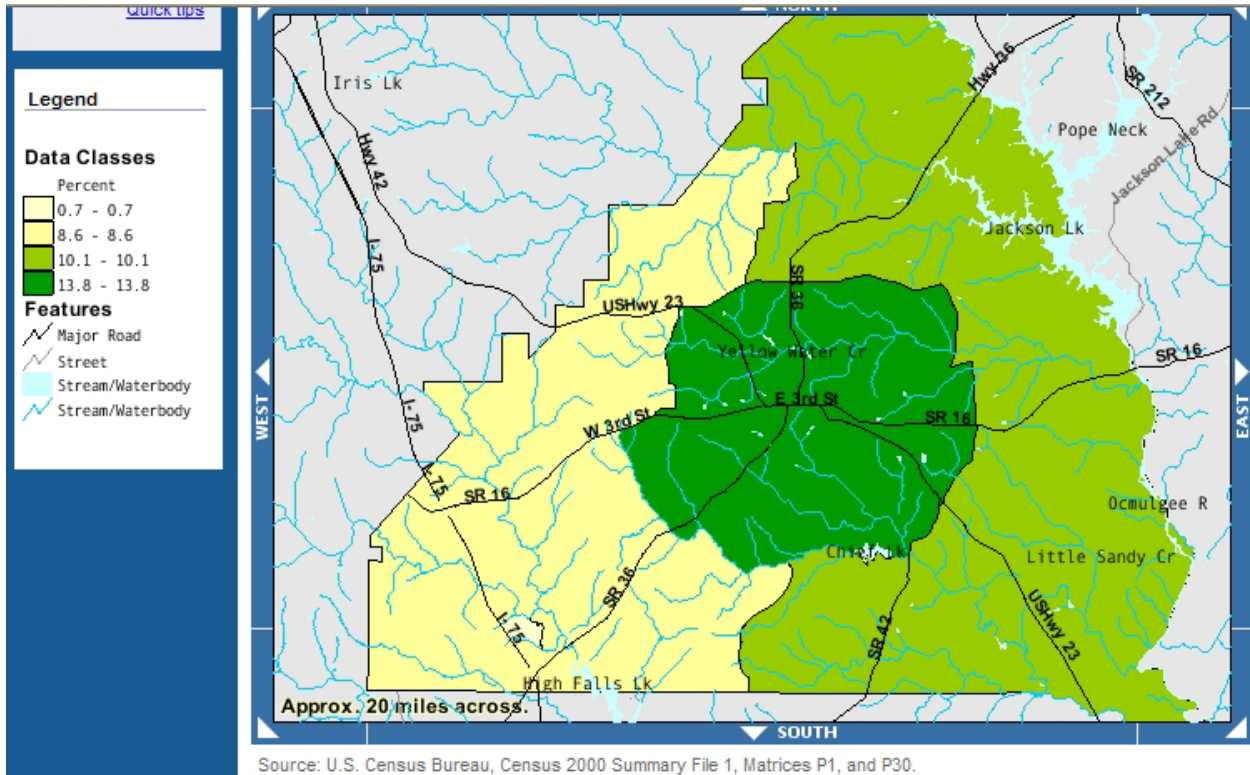
- Providing access to employment.
- Access to routine medical care, which reduces emergency room visits and associated costs.
- Continued participation in the local economy. Public Transportation advocates cite that \$4 in economic activity is generated for every \$1 spent supporting transit services.
- Increased quality of life and mobility options for people of all ages, but especially for senior citizens.

## **Findings**

On a county wide level, approximately 44.2% of the County's population meets the criteria to be considered transit dependent. This is due to the high number of senior citizens who make-up the County's population. In fact, data from the 2000 Census indicates that the County's population is comprised of 10.2% of senior citizens, 11% of low income, and 23% of disabled adults between the ages of 21-64. There are portions of people from each of these groups that are already riders of the local transit system. Those not currently using the public transit system are assumed to have access to other modes of transportation, or are not in need of public transit services at this time. The performance and demand analysis outlined in later sections of this study demonstrate that the existing transit fleet size is sufficient to handle the current demand. If demand from the transit dependent population group were to increase above current levels, additional vehicles would be needed to accommodate these individuals.

The remaining sections of the demographic analysis will cover the existing conditions for each specific group that could be part of the traditional transit dependent population. Comments related to demand from these groups will be in the demand analysis portion of this transit development plan.

### MAP 4 Butts County Senior Citizen Population Centers – 2000



The MTRDC performed a census block analysis of the three main population types that are considered to be the primary “transit dependent population”. One of those populations is senior citizens, and 2000 census information placed seniors in Butts County as 10.2% of the total population. In Map 4 above, above the MTRDC has identified the areas of highest concentration for the senior population. Most of the senior population is located in areas served by a major road connection, which allows for more efficient route scheduling.

Senior citizens on fixed incomes are more likely to become users of transit when it is available. In Butts County, surveys indicated that senior citizens accounted for 65% of the total trips performed during the 2009 service year. Providing seniors with access to transit allows them to live independently for longer periods of time, continue to contribute to the local economy, and helps to provide access to routine medical care.

#### Butts County Median Age

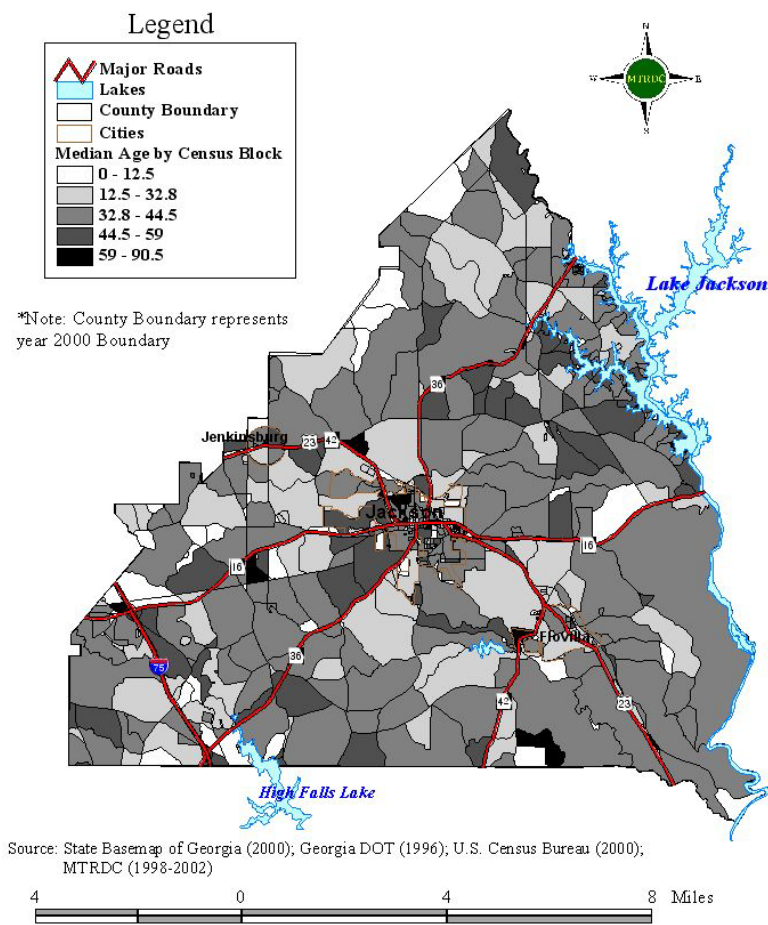
Using GIS analysis, the MTRDC has identified the areas of the county that should undergo the most rapid growth of the senior citizen population. The median age map identifies the western central portion of Butts County as having the highest median age. The two highest areas of median age concentration to consider for future planning are the western part of the City of Jackson, and the northeastern portion of the county between state routes 36 and 16.

The remaining parts of the county include areas that have younger populations, and those areas should not have a higher need for transit services until 2020. Map 5 below provides a view of the median age distribution for Butts County as of 2000.

### MAP 5

## Median Age (2000)

## Map 2.2





**MAP 6**

**Butts County Disabled Population (Ages 21-64)**



Source: U.S. Census Bureau

The MTRDC conducted an analysis of the disabled population based on 2000 census update figures, and limited the analysis to the 21-64 age group. Persons aged 65+ would already be identified in the senior citizens analysis and were not included in this particular analysis. The 21 to 64 year old disabled population represents approximately 23% of the total population for Butts County. There are approximately 1,259 persons within this age group who are disabled but also employed. While transit ridership statistics are not kept for disabled passengers, the current fleet for the Butts County portion of the regional transit does include one (1) vehicle that is wheelchair lift equipped.

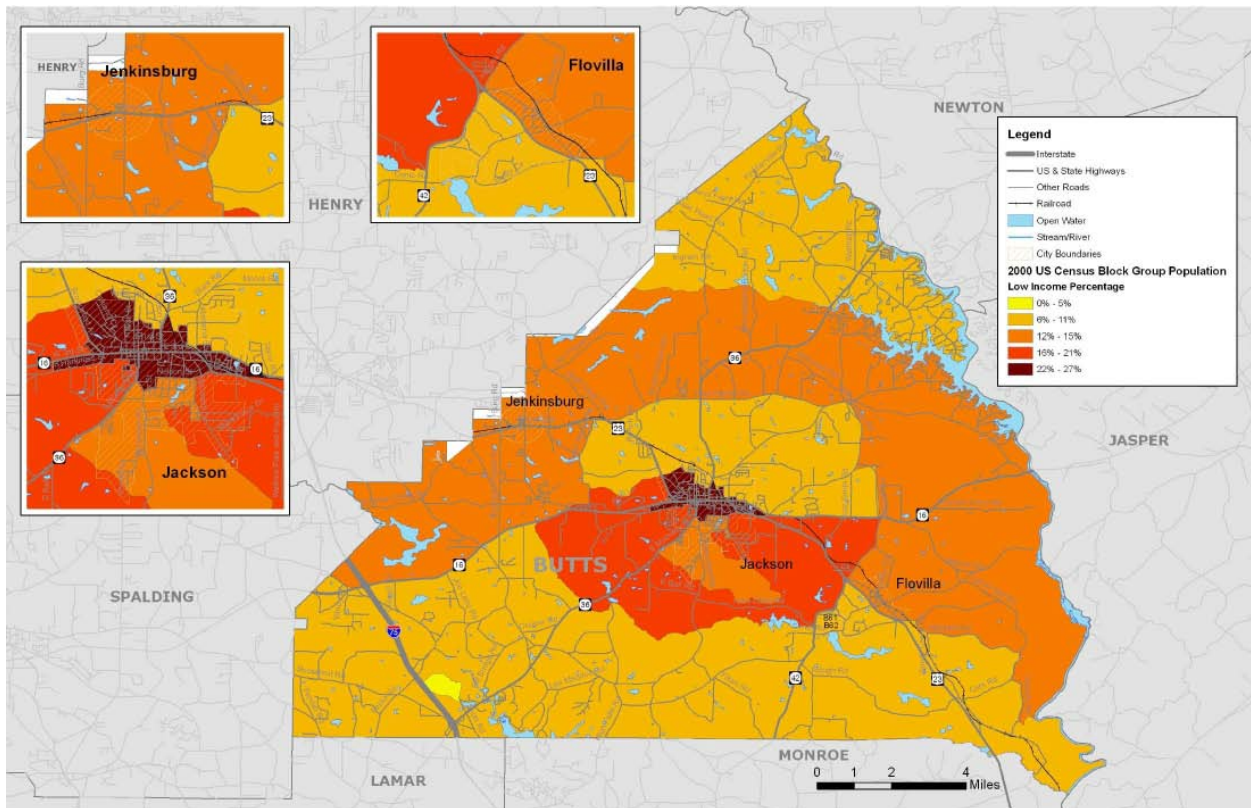
**TABLE 1**  
**Disability Population - 2000**

	Total	M	F
<b>Population 21 to 64 years</b>	<b>10,415</b>	<b>5,112</b>	<b>5,303</b>
With a disability	2,420	1,286	1,134
Percent employed	52.4	58.9	45.0
No disability	7,995	3,826	4,169
Percent employed	77.0	85.4	69.3

Source: U.S. Census Bureau

## MAP 7

### Potential Ridership Based On Income



Source: U.S. Census Bureau Low Income Statistics, Butts County LRTP 2008

National studies of public transit over the years have continuously shown that low to moderate income workers are most likely to use public transit where the service is available. A common income threshold that is used to estimate potential ridership based on income is approximately \$25,000 per year. However, with fuel prices changing in an unpredictable manner, it is possible that local demand for transit could increase across several income groups.

In Butts County, the MTRDC used the information from the Butts County Long Range Transportation Plan census data to identify geographic areas of potential ridership based on income levels. Based on the income analysis, the largest concentrations of low income households are in the central portions of Butts County. The City of Jackson and the areas just south of the city appear to have the highest percentages of the low income population. The areas with smaller percentages of low income populations are least likely to use public transit, but would likely use available carpools, vanpool programs, or a commute alternative with a destination outside of the county.

## **PROGRAM GOALS AND OBJECTIVES**

The main program objective of the McIntosh Trail Transit System for the Butts County area is to provide cost effective and affordable public transportation to all citizens within Butts County through participation in the regional public transportation program administered by the MTRDC.

### **Short Term Goals and Objectives: 2009 – 2014**

The Short-term Goals and Objectives of the McIntosh Trail Transit System for the period 2009 through 2014 are as follows:

- Provide public transportation to residents of Butts, Lamar, Pike, Spalding, and Upson Counties.
- Contract with the Department of Human Resources and other interested local groups to provide purchase of service trips in order to reduce the operating cost required by local governments.
- Expand the regional transit program to include neighboring Counties that have no local transit, and are seeking to participate in a cost effective regional transit system that serves local needs.
- Develop and implement an effective marketing campaign.
- Offer technical assistance to TPO regarding bookkeeping, transit system operations enhancement recommendations, and identifying training opportunities.
- Achieve or exceed all Section 5311 service criteria as outlined in the GDOT administrative guide.
- Evaluate scheduling and trip routing options to identify the most effective way to operate the system.
- Ensure that the TPO is complying with all federal and state guidelines for operating the transportation program.



## SYSTEM PERFORMANCE

The McIntosh Trail Transit System adheres to the GDOT performance standards outlined in its administrative guide. The performance standards involve meeting any combination of performing 500 trips per month, meeting or exceeding 120 service hours, meeting or exceeding 1,000 service miles, and meeting or exceeding 10% in fare collections. Butts County is a participant in this regional program; and based upon the statistical demographics for the County, it does meet the GDOT criteria for performance requirements.

**TABLE 2**

**GDOT System Performance Measures (Monthly Averages)**

Participation Based Upon any Combination of the Following	Exceeded Standards	Meets Standards	Did Not Meet Standards
500 Trips Per Month	X		
120 Service Hours		X	
1,000 Vehicle Miles	X		
10% Farebox Target	X		

### **General Transit System Information for Butts County:**

General statistical and financial information relating to the Transit System in existence in Butts County is provided below:

Public Fare Cost: \$2.00 per one way trip

Trip Types - Senior Trips: **65%**

Employment: **34%**

Other: **.02%**

#### System Usage (July 2008 – March 2009)

1. Total Trips: **5,349**
2. Avg Trips Per Month: **595**
3. Total Miles Traveled: **21,200**
4. Average Distance Per trip: **4 Miles**
5. Peak Usage Times: **6 to 9:30 AM & 3 to 5:30 PM**

### **Performance Evaluation Findings:**

Based on GDOT performance measures for a rural transit system, the Butts County portion of the McIntosh Trail Transit System currently meets or exceeds most program performance requirements.

### **Trips Per Month Standard**

The vehicle utilized for the transit system serving Butts County typically averages over 500 trips per month. During the nine month period from July 2008 through March 2009, the vehicle was not out of service for any extended time. During peak travel hours, which are from 6:00 a.m. to 9:30 a.m. and 3:00 p.m. to 5:30 p.m., the vehicle is currently operating near full capacity. During off peak travel hours, the vehicle still has the capacity to increase its performance to accommodate more trip requests.

## **DEMAND EVALUATION**

The Butts County component of the McIntosh Trail Transit System is a consistent trip generator within the regional system. Local surveys indicate that in 2008 34% of transit ridership in Butts County is employment related, 2% for recreational purposes, and 65% of transit trips are for senior citizens. It is logical to assume that the availability of local transit greatly assists citizens with obtaining and retaining employment, and provides the senior citizens with a way to continue to live independently. Transit demand will continue to grow in the coming years as more commercial development occurs, and as the senior population grows.

### **Current Demand**

As previously indicated, Butts County currently has one (1) vehicle in operation in the McIntosh Trail Transit System. This vehicle is able to meet the current local demand for transit service. The TPO has registered no complaints of having to deny requests for public trips. Trip volume has been relatively stable, even as marketing efforts have been underway. If trip volumes were to increase to the point to where the Butts County vehicle was averaging at least 650 trips per month on a consistent basis, then a request to add more vehicles should be considered.

### **Public Involvement: Community Survey**

Recently a comprehensive transportation plan was completed for the three county area of Butts, Jones and Monroe Counties. As one of the components of the plan, an intensive public survey was conducted to obtain input from the citizens on what they felt were the top transportation priorities facing the county. At the time of the study, transit did not make the list of top concerns but the study did yield some transit related information such as the journey to work data for the county.

**Journey and Mode to Work**

As part of the Butts, Jones, and Monroe Transportation study, Journey to Work and Mode to Work data were analyzed using census 2000 information. The table below refers to how many people worked in or out of the county, and provide a census block and county wide analysis of the mode of transportation the citizens used at that time.

**TABLE 3**  
**Journey to Work Data**

Work Commute	Butts County	Percentage	Statewide	
			Total	Percentage
Total Workers (Age 16+)	7,924	100%	3,832,803	100%
Drove Alone	6,374	80.4%	2,968,910	78%
Carpooled	1,271	16.0%	557,062	15%
Transit/Taxi	8	0.1%	90,030	2%
Biked or Walked	36	0.5%	65,776	2%
Motorcycle or Other Means	54	0.7%	42,039	1%
Worked at Home	181	2.3%	108,986	3%
Mean Travel Time to Work (min.)	31		27.7	

Source: 2000 US Census  
Butts County CTP

The Butts County journey to work data is nearly identical to the statewide averages for the modes of travel reviewed. In 2006, the percent of total employed Butts County residents traveling to Atlanta area counties was:

- Henry - 18 percent;
- Fulton - 9 percent;
- Clayton - 8 percent; and
- DeKalb - 4 percent.

The I-75 corridor is attracting industrial and commercial employment centers that will provide additional jobs to Butts County, and will increase demand for transportation facilities, including transit, to the area. It should be noted that new census data will be available by the time the Butts County transit plan will need a new update. The new data may show more use of transit as a travel alternative in light of expansions by GRTA vanpools, GRTA express bus, and increased local transit ridership.

**Future Transit Needs**

The Butts County transportation study did go on to comment that the county would see a 325% rise in the number of senior citizens, and that many of them would likely need access to public transit services. In the demographic analysis portion of this plan, Maps 4 & 5 show the locations of the current senior citizen population as well as the areas of the county where more seniors are likely to live over the next twenty years.

Over the next five years the most likely transit needs of Butts County citizens will continue to be to assist with mobility for senior citizens, to help local citizens gain and retain employment, and to provide access to social, recreational, and medical types of services. If the current vehicle averages were to approach 650 trips per month, then the County would need to consider whether or not to add additional capacity to service all of the transit needs.

**Human Service Transportation Needs**

DHR provides transportation funds for local citizens who are enrolled in its various programs. Where possible, DHR purchases trips on local transit systems, and the additional revenue generated helps to keep the annual operating cost low to local governments that provide public transit.

DHR conducted a needs assessment survey of their clients, and had the following findings:

**FIGURE 2  
Unmet Travel Needs by Age Group**

<b>Need Categories</b>	<b>Under 16</b>	<b>17-54</b>	<b>55-59</b>	<b>Over 60</b>
Going to Work	2%	81%	14%	3%
Grocery Shopping	0%	44%	11%	45%
Social Services	0%	55%	20%	26%
Finding a Job	2%	86%	8%	4%
Pharmacy and Drug Store	0%	26%	12%	62%
Medical Care/Dr. Visits	0%	39%	11%	49%

If these needs are broken down into age groups, the following issues are of the most importance:

1. 17 to 54 Year Olds: Going to work and finding work
2. 55 to 59 Year Olds: Obtaining social services and going to work
3. 60+ Year Olds: Pharmacy and medical service visits

The results of this survey indicate that these age groups need transportation that is not currently being provided by DHR. If state funding was available to meet these needs, it would likely increase the amount of ridership on Butts County vehicles and bring in more revenue to help cover daily transit operating expenses. Or the additional revenues would help to fund a possible expansion to grow the Butts County fleet to two vehicles.

### **Demand Evaluation Summary**

The Council on Aging for McIntosh Trail and the MTRDC are both involved in regular marketing and public awareness efforts during each year. These marketing efforts have helped to keep the ridership on the system stable for several years, but both agencies have found it very challenging to maintain a sustained level of public awareness about the system. In 2009 the Council on Aging for McIntosh Trail and the MTRDC plan to continue marketing efforts that involve using a combination of one page handouts, distributing transit system information to major activity centers, and to utilize existing media outlets when opportunities arise.

Based on available program data the Butts County component of the McIntosh Trail Transit System is capable of handling existing demand. Based on reviews of trip denial logs at the McIntosh Trail Council on Aging, no trip requests are being regularly denied due to availability or capacity issues. Therefore unless trip volume increases or demand for additional service is requested by the citizens of the County, it may be assumed that the current fleet of one (1) vehicle is sufficient for the next 3-5 years.

## Transit Alternatives

### Fixed Route Services

There is currently no fixed route transit services offered within Butts County. In regards to any Section 5311 funds being used to provide fixed route service, the GDOT administrative guide has issued the following guidance.

**Fixed-route, fixed schedule service may also be appropriate in areas of sufficient population density. Fixed-route services operate along a prescribed path on a fixed schedule, serving pre-established stops and sometimes flag stops. However, such service usually requires the provision of separate complementary paratransit service under the provisions of the Americans with Disabilities Act (ADA) (described later in this section). In most rural areas and small communities, route deviation service will be the appropriate and cost-effective way to implement scheduled services that comply with the ADA requirements. Implementation of fixed-route, fixed-schedule service with ADA complementary paratransit should only be considered after planning efforts have determined that the projected demand will support such service, and that ADA requirements can be met in a cost-effective manner.**

### Commuter Rail

Commuter rail has been studied extensively in the Spalding and Lamar County areas for over the last fifteen years. Commuter rail would benefit Butts County and the rest of the MTRDC region by providing a direct connection to downtown Atlanta. If commuter rail were to become a reality, McIntosh Trail Transit System would likely expand its capacity to become a feeder system to the commuter rail service.

**MAP 8  
Commuter Rail Line**



**FIGURE 3**

Station	Fares to MMPT (one-way / monthly)	Running time to MMPT *
Forest Park	\$4.10 / \$3.30	25 min
Morrow	\$4.60 / \$3.70	29 min
Jonesboro	\$5.50 / \$4.50	36 min
Lovejoy	\$6.30 / \$5.00	46 min
Hampton	\$7.30 / \$5.80	55 min
Griffin	\$8.20 / \$6.60	1 hr 7 min
Barnesville	\$9.10 / \$7.30	1 hr 28 min
Forsyth	\$10.10 / \$8.10	1 hr 48 min
Bolingbroke	\$11.00 / \$8.80	2 hr 01 min
Macon local	\$11.90 / \$9.50	2 hr 23 min
<b>Potential future Macon 2-stop express</b>		<b>1 hr 45 min</b>

*Source: Georgia Passenger Rail Authority 2003*

For residents of Butts County, the likely train terminal destination would be in Griffin, Georgia with alternate entry points at the Barnesville terminal or the Macon terminal. With fuel costs fluctuating between \$2.00 to \$4.00 per gallon, the cost of taking public transit to link to the train terminals is more feasible than it was at the time of the last Atlanta to Macon rail corridor study.

Currently, the commuter rail concept has gained momentum and a project approval was voted for by the GDOT Board of Directors in the Fall of 2007. In 2008, the commuter rail concept was presented to the Georgia General Assembly for funding for operations and maintenance. The Georgia General Assembly passed a resolution of support for the commuter rail line, and urged GDOT to implement the service. As of June 2008, GDOT is in the implementation planning phase to begin operations, and the first phase of the project will provide service from Atlanta to Griffin.



## **Georgia Regional Transportation Authority (GRTA)**

### **GRTA Vanpool Service**

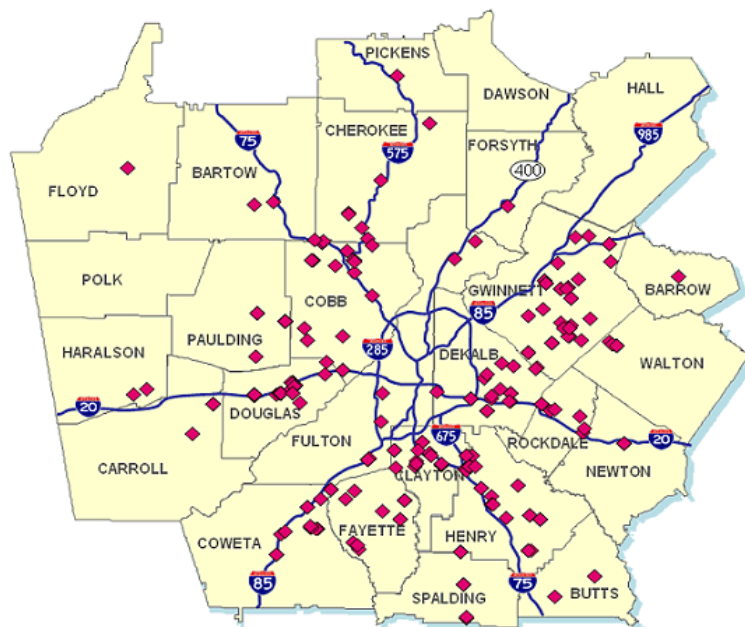
A vanpool is a group of 7-15 people who have a similar commute pattern and agree to commute together in a van while sharing the costs of the commute. Vanpools are a flexible form of transit, allowing the occupants to choose whether to pick up participants from a park-and-ride lot, personal residences, a common meeting point or a combination. Vanpools are typically organized with a volunteer driver operating the vanpool and receiving a free commute. The fares paid by the riders normally covers depreciation of the van, vehicle maintenance and insurance. Generally, a driver makes a month-to-month commitment to participate in the vanpool.

Vanpool programs are used widely throughout the Atlanta area as an alternative means of transportation, and can carrying as many as 15 commuters on each one way trip. Vanpools can help an area reduce the amount of cars on the road each day, and provide a cost effective means of providing some type of mass transportation to commutes between Butts County and downtown Atlanta.

Currently, there are two GRTA vans that are driven by citizens that commute from Butts County to downtown Atlanta. Since there is no park and ride in Butts County for citizens to use, at least one of the vanpools is using the Ingles parking lot as a place to meet up to carpool while others use areas around 3<sup>rd</sup> street.

### **Vanpool Service Map**

**Map 9  
GRTA Express Bus Service Area**



### **Ridefind:**

The regional ride matching service for the vanpool program maintains a database of individuals who work in the region, and who have expressed a desire to commute to work via carpool or vanpool. This commuter database uses a person's home address, work address and work hours to find others who live and work near them and who have similar schedules. Information on Ridefind and the vanpool program can be found by utilizing the following link: [www.187ridefind.com](http://www.187ridefind.com).

### **Express Bus Service**

Butts County does have an established commuting pattern towards the Atlanta Area, and citizens who are able to drive to the park and ride lot could participate in the GRTA express bus service. The closest GRTA express bus service to citizens in Butts County is located north in Henry County at Exit 218. At the present time GRTA has stated that the express bus service in Henry County is standing room only, and GRTA is working with Henry County to try to expand the service.

### **Private Transportation Solutions:**

There are a variety of local taxi companies that provide transportation within the Butts County area. These services charge rates much higher than the fee charged by the public transit system, but they also have a greater ability to accommodate nearly any trip request at any time.

## Capital and Operating Plan

Since Butts County is part of the McIntosh Trail Transit System, its operating budget is combined with the operating budgets from Lamar, Pike, Spalding, and Upson Counties. In order to help with planning and programming, GDOT moved from a calendar year funding cycle to a fiscal year funding cycle. The budget reflected below is a 12 month budget for the McIntosh Trail Transit System from July 1, 2009 to June 30, 2010.

Operating Period:                      From: July 1, 2009      To: June 30, 2010	
County/City: McIntosh Trail Regional Transit System	
<b>Part A: Expenditures Estimate</b>	
Line Item Description	TOTAL BUDGET
<b>ADMINISTRATIVE BUDGET</b>	
1. Director Salary	30,000
2. Supervisory Salary	22,958
3. Bookkeeper Salary	12,653
4. Secretary Salary	10,452
5. Training	1,200
6. Marketing	500
7. Telephone	2,040
8. Office Supplies	1,800
9. Facilities/Rental	6,100
10. Computer Software Maintenance	-
11. Audit	2,250
12. Other	
<b>SUM OF LINES 1-12 = ADMIN BUDGET</b>	<b>89,953</b>
13. Driver Salary	339,161
14. Dispatcher Salary	19,998
15. Mechanic Salary	-
16. Fuel	167,000
20. Maintenance and Repair	25,000
21. Vehicle Insurance	-
22. Drug and Alcohol Testing	1,000
23. License	-
24. Uniforms	-
25. Other	6,864
<b>26. EXPENSE TOTAL (sum of lines 1-25)</b>	<b>648,976</b>
<b>NET OPERATING DEFICIT SUMMARY</b>	
27. Less Purchase of Service Revenue	532,896
28. Net Operating Expense (Line 26 minus 27)	116,080
29. Less Fare Revenue (10% of line 28)	11,608
30. Net Operating Deficit (line 28 minus 29)	104,472

<b>NET DEFICIT FINANCIAL SUMMARY</b>	
31. Purchase of Service Income	
32. Net Local Match (50% of line 30)	52,236
33. Excess Purchase of Service Income Above Local Match (line 31 minus 32)	0

**5311 Application Budget**  
**Page 2 of 2**

<b>Part B: Net Operating Budget</b>			
Line Item Description	Total Budgeted Costs	GDOT Share (50%)	Local Share (50%)
34. Net Operating Deficit (line 30)	104,472	52,236	52,236
35. Less Excess Purchase of Service Income above Local Match (line 33)	0	0	0
<b>36. OPERATING BUDGET TOTAL (line 34 minus 35)</b>	<b>104,472</b>	<b>52,236</b>	<b>52,236</b>

<b>Part C: Capital Expenditures Estimate (15% State Match is for vehicles only)</b>						
<b>CAPITAL BUDGET</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
Equipment Description	Unit Cost	No. of Units	Total Costs	Federal (80%)	State (10%)	Local (10%)
37. Standard Van	35,500	0		0	0	0
38. Modified Van	25,500	0		0	0	0
39. Conversion Van	39,500	0		0	0	0
40. Conversion Van/Lift	41,500	0		0	0	0
41. Shuttle Van	41,300	0	0	0	0	0
42. Shuttle Van /Lift	46,700	0	0	0	0	0
43. Shuttle Bus	45,000	0	0	0	0	0
44. Shuttle Bus/Lift	50,800	0	0	0	0	0
45. Mobile Radio Unit	1,800	0	0	0	0	0
46. Base Station	6,600	0	0	0	0	0
47. Computer, Printer, Software	3,300	0	0	0	0	0
48. Computer & Dispatching Software	20,500	0	0	0	0	0
49. Other		0		0	0	0
50. Other		0		0	0	0
<b>51. Capital Budget Total (sum of lines 37 thru 50)</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Part D: BUDGET SUMMARY</b>				
	A	B	C	D
Budget Totals	Total	Federal	State	Local
<b>52. Operating Budget Total (line 36)</b>	104,472	52,236		52,236
<b>53. Capital Budget Total (line 51)</b>	0	0	0	0
<b>Grand Total (sum of lines 52 and 53)</b>	104,472	52,236	0	52,236

**Section 5311 CY 2010 Budget Methodology  
12 Month Ridership Projection**

<b>Contract Year</b>	<b>Ridership</b>	<b>Active Vehicles</b>
2010	76,000	13

**FAC (Cost Per Trip)**

Total CY2009 Expenses:	648,976
Total CY 2009 Trips:	76,000
FAC:	\$8.54

**Budget Summary**

The Section 5311 program budget is created by determining the operating cost for the year, deducting a farebox revenue goal from the total operating cost, and then assessing the difference between the state and local governments. Local purchase of service contracts and farebox collections generate revenue for the transit system and **buy down** the local match obligation. If enough farebox or purchase of service revenue is generated, it can buy down the entire local obligation.

As the state contractor for both DHR Human Service Transportation and GDOT Rural Public Transportation, the MTRDC ensures that its transit operators coordinate trips between systems to maintain a certain level of purchase of service revenue to keep the costs low to participating local governments.

**Local Match Requirements 2010 to 2014**

The MTRDC pro-rates the amount of local match for each participating local government based on the percentage of the vehicle fleet. Butts County has one (1) vehicle, and is approximately 8% of the regional system. Therefore once the MTRDC calculates the local match required for a contract year, Butts County is asked to provide 8% of the total matching funds. The local operational match expenses will assume that the fleet size remains at one (1) vehicle through the year 2014. The MTRDC will use the FY 2010 required match as a baseline funding level, and adjust 5% per year for inflation.

A capital acquisition cost will be programmed in 2014 as old the vehicle is replaced due to expected wear and tear. The capital costs also assume the local governments will be required to provide a 10% replacement cost match.

Capital replacements and expansions for this scenario are programmed as follows:

FY 2009:

1 Wheelchair Lift Shuttle Bus

FY 2014

1 Wheelchair Lift Shuttle Bus

Local Operating and Capital Match Based On One Vehicle (Existing Fleet)

Year	2010	2011	2012	2013	2014
Operating	\$4,179	\$4,388	\$4,607	\$4,838	\$5,079
Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$4,670
<b>Total</b>	<b>\$4,179</b>	<b>\$4,388</b>	<b>\$4,607</b>	<b>\$4,838</b>	<b>\$9,749</b>

**\*\* These figures only represent the Butts County local match, not the GDOT match for the regional system.**

GDOT requires a five year capital and operations estimate for all rural transit development plans, and the full McIntosh Trail Transit System operating and capital costs can be found in Appendix E.

## **Appendix A: Sample County Authorizing Resolution**

AUTHORIZING RESOLUTION  
BETWEEN  
BUTTS COUNTY  
AND  
MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER  
(MTRDC)

**WHEREAS**, the Georgia Department of Transportation in cooperation with the McIntosh Trail Regional Development Center has agreed to participate in the formation of a Regional 5311 Transportation System; and

**WHEREAS**, Butts County has agreed to participate in this regional transportation program lead by the McIntosh Trail Regional Development Center; and

**THEREFORE**, the parties agree as follows:

Article I.

The McIntosh Regional Development Center will act as the designated agency for the receipt of funds from the Georgia Department of Transportation for the purpose of operating the McIntosh Trail Regional Transit System.

Butts County will participate in a regional transportation program by entering into an agreement with the McIntosh Trail Regional Development Center, appropriating annual transportation funds as requested, insuring public transportation vehicles assigned to the county, and appropriating funds for vehicle replacement when needed. The McIntosh Trail Regional Development Center will utilize such funds in a manner consistent with state/federal laws and regulations, and existing agreements, for the operation and administration of the McIntosh Trail Regional Transit System.

Article II.

In the event either party wishes to terminate this understanding, the terminating party will give sixty (60) days written notice to the other party.

This resolution shall become effective upon the adoption of such resolution by the governing body of Butts County.

\_\_\_\_\_  
Chairman, Butts County

\_\_\_\_\_  
Date

**Appendix B: Sample County Contract**

**SECTION 5311 PUBLIC TRANSPORTATION  
SERVICE AGREEMENT**

**FOR OPERATION OF  
MCINTOSH TRAIL REGIONAL TRANSIT SYSTEM**

**BETWEEN THE  
BOARD OF COMMISSIONERS OF BUTTS COUNTY**

**AND**

**MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER**

**PREAMBLE**

This Agreement is made and entered into this 1st day of July, 2009 by and between the Board of Commissioners of BUTTS County hereinafter referred to collectively as the “COUNTY”; and MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER, hereinafter referred to as “MTRDC”; and shall terminate on the 30th day of June, 2010, unless terminated earlier under other provisions of this agreement.

**WHEREAS**, the Georgia Department of Transportation (GDOT) in cooperation with the McIntosh Trail Regional Development Center has agreed to participate in the formation of a Regional 5311 Public Transportation System; and

**WHEREAS**, BUTTS County has agreed to participate in this regional transportation system administered by the McIntosh Trail Regional Development Center; and

NOW, THEREFORE, the parties agree as follows:

**ARTICLE I**

**TERM OF AGREEMENT  
TERMINATION PROVISIONS  
AND ATTACHED DOCUMENTS**

1. Engagement: The MTRDC is retained and engaged by the counties for the purpose of operating a 49 U.S.C. 5311 public transportation program.



2. Term of Agreement: The term of Agreement shall be from July 1, 2009 through June 30, 2010.
3. Termination of Agreement: The COUNTY or MTRDC reserves the right to terminate this Agreement for just cause upon 60 (sixty) days written notice to the other party.

## ARTICLE II

### SCOPE OF WORK

#### COUNTY RESPONSIBILITIES

1. The COUNTY will appropriate funds to operate the Section 5311 Rural Public Transportation Program for the stated contract year.
2. The COUNTY shall procure a Commercial General Liability Insurance Policy for all DOT assigned vehicles including personal and advertising liability (or Comprehensive General Liability Policy with endorsement to insure contractual liability, broad from property damage, personal injury, personal and advertising liability), and other insurance policies.

#### MTRDC RESPONSIBILITIES

1. The MTRDC will manage the day-to-day operation of the Regional 5311 Public Transportation program. The MTRDC will retain and monitor a third party operator for compliance with local, state, and federal regulations.
2. The MTRDC will manage the financial reporting and statistical analysis for the program, and request the appropriated funds from each participating COUNTY no more than monthly and no less than once a year.

## ADDITIONAL RESPONSIBILITIES

1. The MTRDC and the third party operator shall defend all lawsuits, not related to insurance claims, brought upon the FTA Section 5311 regional public transportation program (commonly known as the McIntosh Trail Regional Transit System), or any claim related to the aforementioned public transportation program. The MTRDC agrees to pay in full all costs and expenses incidental thereto; however, a COUNTY may have the right, at its own expense, to participate in the defense of any suit, without relieving MTRDC of any obligation.
2. All wages, salaries, fringe benefits, other employee costs, services, fuels, lubricants, parts, materials, taxes and the expenses required for the performance of this contract shall be supplied and paid for by the third party operator retained by the MTRDC. Payment from the COUNTY to the MTRDC for all expenses incurred in fulfilling the intent of this contract shall be the fund amount listed in Article IV.
3. MTRDC shall operate the FTA Section 5311 Regional Public Transportation program services in accordance with the guidelines and policies set by GDOT. MTRDC further agrees to maintain appropriate books, records, documents, papers, and other evidence pertaining to public transportation operations for the period of this Agreement and for three years beyond the period of this Agreement and to make such materials available for inspection, upon request by the Authorized Representative or his designee, any COUNTY, and the GDOT or their representatives.
4. Service expansions or improvements may be recommended by MTRDC to the participating COUNTY. It is agreed that the MTRDC must have approval and additional funds (if applicable) from the COUNTY before implementation of expansions or improvements.

## ARTICLE III

### SCOPE OF SERVICES

#### SERVICES TO BE OFFERED

Services to be offered under this Agreement will be based on response to specific requests (hereinafter “demand response transportation”), within the following parameters:

1. This service (demand response transportation) will be offered only under the terms of this agreement.
2. Demand response service constitutes service with at least 24-hour advance notice. Any advance notice less than 24-hours should be worked into the regular schedule when feasible. Demand response service is either subscription service (prearranged to meet the repetitive travel needs of riders) or random service (scheduled sporadically by riders).
3. Service is available to passengers a minimum of 8 (eight) hours a day, Monday through Friday excluding holidays.
4. Passenger constitutes any resident of Butts, Lamar, Pike, Spalding, and Upson COUNTIES, and a passenger trip constitutes transporting one passenger one-way between two locations.

#### REVENUE AND EXPENSE REPORTING AND INVOICING

Fare Box Revenue: There is a fare box structure established for the transit system. The fare amount is between \$2.00 and \$2.50 per one-way passenger trip. The fare structure shall remain in force until the MTRDC has sufficient data to justify a change.

#### ACCIDENT REPORTING

A written report must be filed with the McIntosh Trail RDC by the TPO within 24 hours after an accident. This accident report shall describe the nature of the accident, the findings as to cause, personal injury sustained, property damage and information, and if a drug and alcohol test was administered. The MTRDC will notify the COUNTY so that an insurance claim can be prepared, and an accident report will be forwarded to the COUNTY once it is received.

## FEDERAL COMPLIANCE

The COUNTY and MTRDC must agree as a condition of participating in the Section 5311 Rural Transportation Program, that:

1. No persons shall on the grounds of race, color, religion, creed, national origin, sex, age, or handicap be excluded from participation in, or denied the benefits of, or be subject to discrimination under any project, program, or activity for which this recipient receives federal financial assistance from the Federal Transit Act;
2. MTRDC or its third party operator shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin, and shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, or national origin;
3. MTRDC or its third party operator will conduct any program or operate any facility that receives or benefits from federal financial assistance administered by the Department of Transportation in compliance with all requirements imposed by or pursuant to 49 CFR, Part 27, Non-discrimination on the Basis of Handicap in Federally Assisted Programs and Activities received or benefiting from Federal Financial Assistance.

## ARTICLE IV

### COMPENSATION

Operating \$ \_\_\_\_\_

The COUNTY's maximum obligation to the MTRDC shall not exceed \$ \_\_\_\_\_ for services rendered between July 1, 2009 and June 30, 2010. This maximum amount will be requested no more than monthly and no less than once a year, and the amount requested can be less than the maximum amount if the transit system exceeds its yearly ridership goals.

On behalf of the Board of Commissioners  
of BUTTS County

\_\_\_\_\_  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Clerk, Board of Commissioners of  
BUTTS County

\_\_\_\_\_  
MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Notary Public (Seal)

## **TERMS OF USAGE**

**An Attachment to the Third Party Operator Agreement Between  
*The Boards of Commissioners of BUTTS County*  
AND  
MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER**

WHEREAS, the Boards of Commissioners for the aforementioned COUNTY have indicated a desire to contract with MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER to provide public transportation services within their county area, located in the McIntosh Trail region; and

WHEREAS, the aforementioned COUNTY has supplied at least one vehicle for operation of a public transportation system in the McIntosh Trail region.

THEREFORE, the parties agree to the following, as an Attachment to their Third Party Operator agreement as referenced above:

1. MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER will have the right to operate and manage vehicles placed by the above named COUNTY into the McIntosh Trail Regional Transit System, an FTA Section 5311 program.
2. MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER will follow all state and federal laws regarding the safe operation of any vehicle placed in the McIntosh Trail Regional Transit System.
3. MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER recognizes that program vehicles are the property of the respective COUNTY, and will treat said property with proper care and attention. Nothing in the "Terms of Usage" shall constrain the COUNTY from its rights of ownership and supervision over respective program vehicles.
4. MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER acknowledges the following: Should the COUNTY withdraw from the main Third Party Operator agreement, program vehicle(s) must be returned to the county.

This "Terms of Usage" agreement is effective only upon execution of the main agreement between the COUNTIES and MCINTOSH TRAIL REGIONAL DEVELOPMENT CENTER. Termination of the main agreement automatically eliminates any claim the MTRDC may have pertaining to rights of operation for said program vehicles.

## Appendix C: Sample Press Release

### **McIntosh Trail Regional Development Center**

Post Office Box 818  
Griffin, Georgia 30224

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DATE: July 1, 2009  
CONTACT: Robert Hiatt  
TITLE: Governmental Services Director  
PHONE: (770) 227-6300

#### *PRESS RELEASE*

FOR IMMEDIATE DISTRIBUTION

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### **PUBLIC TRANSPORTATION IN SPALDING COUNTY**



The regional public transportation program provides public transportation for residents of Butts, Lamar, Pike, Spalding, and Upson Counties, and has operated in the region since 1999. The regional public transportation program is administered by the McIntosh Trail Regional Development Center, and is one of two suburban regional public transportation systems approved by the Georgia Department of Transportation.

The regional public transportation program operates under a “demand response” model which means that there are no fixed routes, bus stops, or pick up times. With a demand response model residents call in and order a trip 24 hours in advance, and daily routes are generated based on the destinations requested. The transportation operator will attempt to accommodate all callers for the times they request. During peak times (**8:00 am to 10:00 am and 2:00 pm to 5:00 pm**) the system may be at or near full capacity, and trips scheduled during off peak times (**10:00 am to 1:30 pm**) have the most seating capacity available.

In order to schedule a trip on the public transportation system, please call 770-229-4885 or in Upson County you can call 1-800-906-3257. The fee is \$2.00 per one way trip, and the service is offered Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.

## Appendix D: Sample Advertisement

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RURAL PUBLIC TRANSPORTATION  
IS AVAILABLE TO ALL LOCAL  
RESIDENTS.  
IT SERVES EVERYONE ON A REGULAR  
BASIS AND HAS  
AFFORDABLE RATES WITH FRIENDLY  
WELL-TRAINED DRIVERS.  
  
IT IS SAFE, CLEAN, DEPENDABLE AND  
PROVIDES SERVICE FOR:  
EDUCATION • SHOPPING • MEDICAL  
RECREATION • EMPLOYMENT  
  
THE LACK OF TRANSPORTATION  
PRESENTS A MAJOR PROBLEM FOR  
SOME RESIDENTS.  
  
IN THE EFFORT TO ALLEVIATE  
SUCH PROBLEMS, THE COUNTY  
COMMISSIONERS SECURED FUNDS  
TO OPERATE RURAL PUBLIC  
TRANSPORTATION VANS.  
  
THE NEXT TIME YOU NEED A RIDE  
YOU CAN COUNT ON US.  
  
TO INSURE A RESERVATION FOR A  
SPECIFIC DATE AND TIME.  
  
**CONTACT 770-229-4885**

**Council on Aging Transportation  
Service**  
  
Serving  
Butts • Lamar • Pike  
Spalding • Upson  
  
PO Box 169  
Griffin Ga 30224  
770-229-4885



### Public Transportation

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Council on Aging  
Transportation Service

Serving  
Butts • Lamar • Pike  
Spalding • Upson



*\$2.00  
per one way trip*

**770-229-4885**

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**Appendix E:**  
**MTRDC Regional Transit Capital and Operating Projections**  
**2010 to 2014**

MTRDC Regional Transit - 5 Year Capital and Operating Projection

	<b>CY 10</b>	<b>CY11</b>	<b>CY12</b>	<b>CY13</b>	<b>CY14</b>
<b>Operating Cost</b>					
Total Expenses	\$648,976	\$681,425	\$715,496	\$751,271	\$788,834
Revenues	\$532,896	\$559,541	\$587,518	\$616,894	\$647,738
Net Operating Expense	\$116,080	\$121,884	\$127,978	\$134,377	\$141,096
Farebox	\$11,608	\$12,188	\$12,798	\$13,438	\$14,110
Deficit	\$104,472	\$109,696	\$115,180	\$120,939	\$126,986
Local Operating Match	<b>\$52,236</b>	<b>\$54,848</b>	<b>\$57,590</b>	<b>\$60,470</b>	<b>\$63,493</b>
GDOT Operating Match	<b>\$52,236</b>	<b>\$54,848</b>	<b>\$57,590</b>	<b>\$60,470</b>	<b>\$63,493</b>
<b>Capital Cost</b>					
	<b>CY 10</b>	<b>CY11</b>	<b>CY12</b>	<b>CY13</b>	<b>CY14</b>
<b>Total</b>	<b>\$ 129,200</b>	<b>\$ 87,200</b>	<b>\$ -</b>	<b>\$133,300</b>	<b>\$233,200</b>
GDOT Match	<b>\$ 12,920</b>	<b>\$ 8,720</b>	<b>\$ -</b>	<b>\$ 13,330</b>	<b>\$ 23,320</b>
Local Match	<b>\$ 12,920</b>	<b>\$ 8,720</b>	<b>\$ -</b>	<b>\$ 13,330</b>	<b>\$ 23,320</b>

## **References**

1. Georgia DOT Section 5311 Administrative Guide
2. U.S. Census Bureau – Butts County & Related Statistics
3. Butts County Comprehensive Transportation Plan - 2008
4. Butts County Comprehensive Plan 2008

## **Websites**

1. Georgia Department of Transportation – Intermodal Department
2. Georgia Regional Transportation Authority & Ride Find Home Page
3. Georgia Rail Passenger Authority
4. Community Transportation Association of America
5. Transportation Research Board & Transit Cooperative Research Program