

# Agenda



## Regular Board Meeting of the Board of Directors

*Meeting Location:*

**Basin Transit Operations Center  
62405 Verbena Road  
Joshua Tree, CA 92252**

It is the intention of Basin Transit to comply with the Americans with Disabilities Act in all respects. If you have a disability and need accommodation to participate in the meeting, please call the Assistant Board Secretary at 760-366-2986 or email [michal@basin-transit.com](mailto:michal@basin-transit.com) for assistance so the necessary arrangements can be made.

Public comments may be submitted via email to the Assistant Board Secretary at [michal@basin-transit.com](mailto:michal@basin-transit.com) prior to March 25, 2026, at 5:00 PM with your name, telephone number, and subject of your public comment (agenda item or non-agenda item). If you send written comments, your comments will be made part of the official record of the proceedings and read into the record if they are received by the deadline above.

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### **Board of Directors**

Merl Abel, Chair  
McArthur Wright, Vice Chair  
Jeff Drozd  
Jennifer Henning  
Daniel L. Mintz, Sr.  
Dawn Rowe (Danielle Harrington Designee)  
William Sasnett, Jr.

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### **Officers**

Cheri Holsclaw, Board Secretary  
Michal Brock, Assistant Board Secretary



## REGULAR MEETING OF THE BOARD OF DIRECTORS

### AGENDA

Thursday, March 26, 2026  
62405 Verbenia Road, Joshua Tree CA 92252  
5:00 PM

#### 1.0 CALL TO ORDER

##### PLEDGE OF ALLEGIANCE

**ROLL CALL:** Board Members: Drozd, Harrington, Henning, Mintz, Sasnett, Wright and Chair Abel

#### 2.0 SPECIAL RECOGNITIONS AND PRESENTATIONS

NONE

#### 3.0 PUBLIC COMMENTS

3.1 This is a time for comments from the public on any subject not on the agenda. The Brown Act prohibits the Basin Transit Board of Directors from responding at length to questions on matters not on the agenda. Matters may, however, be referred to staff for scheduling on a future agenda. Comment time is limited to three minutes.

3.2 Public comments on specific agenda items will be deferred until consideration of the item on the agenda. Comment time is limited to three minutes.

**4.0 CONSENT CALENDAR**—All matters listed under the Consent Calendar are to be considered routine by the Basin Transit Board and will be enacted by one motion in the form listed. Any item may be removed from the Consent Calendar and considered separately by the Board under item 5.0 on the agenda. The public may comment on Consent Calendar items prior to Board action (roll call vote).

4.1 [Minutes of January 22, 2026 Board Meeting](#)  
**Staff Recommendation: Approve Minutes**

4.2 [Treasurer's Report for December 2025 and January 2026](#)  
**Staff Recommendation: Approve Treasurer's Reports**

4.3 [Warrant Register through January 30, 2026](#)  
**Staff Recommendation: Approve Warrant Register**

- 4.4 [Ridership Reports](#)  
**Staff Recommendation: Receive and File**
- 4.5 [Financial Reports](#)  
**Staff Recommendation: Receive and File**
- 4.6 [Taxi Report](#)  
**Staff Recommendation: Receive and File**
- 4.7 [General Manager's Report](#)  
**Staff Recommendation: Receive and File**
- 4.8 [Operations Report](#)  
**Staff Recommendation: Receive and File**
- 4.9 [LCTOP Resolutions](#)  
**Staff Recommendation: Adopt Resolution 26-01; Authorize LCTOP Agent and Certification and Assurances**

ACTION: Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Roll Call Vote

**5.0 ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION AND/OR PARTICIPATION AND/OR ADDED AGENDA ITEMS**

**6.0 OLD BUSINESS**

NONE

**7.0 NEW BUSINESS**

- 7.1 [FY 2026/27 Draft Operating and Capital Budgets](#)  
**Staff Recommendation: Review, Discuss & Provide Direction to Staff (No Action)**

ACTION: Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Roll Call Vote

- 7.2 [Transit Ambassador Program Presentation](#)  
**Staff Recommendation: Review, Discuss & Provide Direction to Staff (No Action)**

- 7.3 [ADA Paratransit Plan Update](#)  
**Staff Recommendation: Adopt ADA Paratransit Plan Update**

ACTION: Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Roll Call Vote

7.4 [Revisions to Employee Handbook](#)

**Staff Recommendation: Approve 2026 Employee Handbook Revisions**

ACTION: Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Roll Call Vote

**8.0 CLOSED SESSION**

NONE

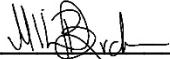
**9.0 GENERAL MANAGER UPDATE**

**10.0 FUTURE BOARD INITIATED AGENDA ITEMS**

**11.0 BOARD MEMBER COMMENTS** - This is the time for comments from the Board members on any subject.

**12.0 ADJOURNMENT** - The next regularly scheduled board meeting will be held on Thursday, May 28, 2026, at 5:00 PM at the Basin Transit Operations Center, 62405 Verbena Road, Joshua Tree CA 92252.

All items appearing on this Agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board. **This agenda is certified to have been posted on or before March 23, 2026, at 5:00 PM.**

  
\_\_\_\_\_  
Michal Brock, Assistant Board Secretary

3/20/2026  
\_\_\_\_\_  
Date

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: March 26, 2026  
  
RE: Minutes of the January 22, 2026 Board Meeting

**STAFF RECOMMENDATION: APPROVE MINUTES**

**ITEM 4.1**

BASIN TRANSIT

**REGULAR MEETING OF  
THE BOARD OF DIRECTORS**

Thursday, January 22, 2026, 5:00 p.m.  
Basin Transit Operations Center  
62405 Verbena Road  
Joshua Tree, CA 92252

**ACTION MINUTES**

**1.0 CALL TO ORDER** – Chair Mintz called the meeting to order at 5:00 p.m.

**PLEDGE OF ALLEGIANCE** – Ben Sasnett

**ROLL CALL**

Members Present:

Jeff Drozd

\*Jennifer Henning

\*\*Ben Sasnett

Danielle Harrington

Dan Mintz

McArthur Wright

\*Board member Henning arrived at 5:07 p.m.

\*\*Board member Sasnett joined the meeting as a voting member after being re-elected as Member At-Large in agenda item 7.2.

Members Absent:

Merl Abel

**2.0 SPECIAL RECOGNITIONS AND PRESENTATIONS**

2.1 Recognition of Employee of the Quarter: Matt Atkins, Operations Manager, recognized Renee Payne as the Employee of the Quarter.

**3.0 PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Public comment made by: Eric Menendez

**4.0 CONSENT CALENDAR**

4.1 \*Minutes of the November 20, 2025 Board Meeting

4.2 Treasurer's Report for October and November 2025

- 4.3 Warrant Register through November 30, 2025
- 4.4 Ridership Reports
- 4.5 Financial Reports
- 4.6 Taxi Report
- 4.7 General Manager's Report(s)
- 4.8 Operations Report
- 4.9 Ralph M. Brown Act
- 4.10 Audited Financial Statement for Fiscal Year 2025
- 4.11 Health Summary Plan Description Update
- 4.12 Approval of Purchase Orders issued to RVBA, FMC, and FMS
- 4.13 Adopt 2026 Board Meeting Calendar

\*Michal Brock informed the Board that the November 20, 2025 Board Meeting minutes erroneously listed Thomas Hathaway as the Employee of the Quarter and should be corrected to reflect Timothy Nash.

**ACTION:** Chair Minta moved to approve the Consent Calendar (items 4.1 - 4.13) with the correction to the November 20, 2025 meeting minutes; seconded by Board Member Wright: motion passed by Roll Call Vote (5-0).

**5.0 ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION AND/OR PARTICIPATION AND/OR ADDED AGENDA ITEMS**

NONE

**6.0 OLD BUSINESS**

NONE

**7.0 NEW BUSINESS**

- 7.1 Election of Board Officers for Calendar Year 2026

Cheri Holsclaw explained past practice in determining the Board Chair and Vice Chair positions, which traditionally rotates and would call to elect Vice Chair Abel as Chairperson, Board Member Wright as Vice Chair, and the General Manager as

Secretary for calendar year 2026. Cheri further explained that the Board is free to use another method to elect those positions if they choose.

**ACTION:** Chair Mintz moved to approve the use of past practice and elect Vice Chair Abel as Chairperson, Board Member Wright as Vice Chair, and re-elect Cheri Holsclaw as Board Secretary with terms to expire January 2027; seconded by Board Member Wright: motion passed by Roll Call Vote (5-0).

## 7.2 Election of Member “At-Large” for Calendar Year 2026 and 2027

Cheri Holsclaw requested that the elect a Basin Transit Board Member “At-Large” from the list of five (5) candidates that submitted letter of interest for a two-year term, expiring in January 2028.

**ACTION:** Board Member Mintz moved to re-elect Ben Sasnett as Basin Transit’s “Member At-Large for the two-year term from 2026 through 2027; seconded by Board Member Henning, motion passed by Roll Call Vote (5-0).

## 7.3 Basin Transit Sub-Committee Assignments

Cheri Holsclaw requested that the Board discuss and assign or re-assign Board Members to the following standing subcommittees: Technical Advisory/Budgets, Facilities & Real Estate Advisory (Ad Hoc), Marketing, Personnel, Taxicab, Transportation Assistance Grant (TAG) Program, and Management Oversight Committee.

**ACTION:** Board Member Harrington moved the item forward with all Subcommittee assignments remaining the same; seconded by Vice Chair Wright, motion passed by Roll Call Vote (6-0).

## 7.4 Revisions to FY26 Operating Budget

Cheri Holsclaw requested that the Board approve revisions to Basin Transit’s FY 2025/26 Operating Budget incorporating TIRCP funds received and additional expenses to address unresolved issues with the GMV technology.

**ACTION:** Vice Chair Wirght moved approve the FY 2025/26 Operating Budget revisions presented; seconded by Board Member Henning, motion passed by Roll Call Vote (6-0).

## 7.5 Disposal of 2004 Ford Ranger

Cheri Holsclaw requested that the Board approve the disposal of a 2004 Ford Ranger that has exceeded its useful life and mileage through an internal silent

auction with a beginning bid of \$2,000. Proceeds from the auction will be applied toward the agency's end-of-year employee recognition dinner.

**ACTION:** Board Member Drozd moved to approve the disposal of a 2004 Ford Ranger through an internal silent auction with a starting bid of \$2,000, with the proceeds to be applied to the Basin Transit end-of-year employee recognition dinner; seconded by Vice Chair Wright, motion passed by Roll Call Vote (6-0).

#### 7.6 Bus Stop Improvement (IFB #26-01)

Cheri Holsclaw requested approval to proceed with IFB #26-01 which involves the necessary labor, equipment, and materials to construct two (2) bus turnouts and shelters located in front of the Monterey Business Center and the Mohawk Apartments, respectively.

**ACTION:** Board Member Drozd moved to approve proceeding with IFB #26-01; seconded by Vice Chair Wright, motion passed by Roll Call Vote (6-0).

### 8.0 CLOSED SESSION

NONE

### 9.0 GENERAL MANAGER UPDATE

Cheri announced that in addition to distributing the updated Brown Act requirements to the Board electronically, a copy was also included under the consent calendar. Cheri also shared that Basin Transit began the added trips to routes 12 and 15 on January 2<sup>nd</sup>, and that so far when comparing ridership to those routes for the first two and a half weeks of 2025, there have been over 50 more riders.

### 10.0 FUTURE BOARD INITIATED AGENDA ITEMS

NONE

### 11.0 BOARD MEMBER COMMENTS

The following Board Members made comments:

Board Member Sasnett

Board Member Drozd

Vice-Chair Wright

Board Member Mintz

**12.0 ADJOURNMENT**

The meeting adjourned at 5:23 p.m., Thursday, January 22, 2026.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michal Brock", written over a horizontal line.

Michal Brock, Assistant Board Secretary

## **BASIN TRANSIT**

TO: Board of Directors

FROM: Cheri Holsclaw, General Manager

DATE: March 26, 2026

RE: Treasurer's Report for December 2025 and January 2026

**STAFF RECOMMENDATION: APPROVE TREASURER'S REPORT**

**BASIN TRANSIT**  
**TREASURER'S REPORT**  
**December 31, 2025**

Beginning Balance:	November 30, 2025	11,496,315
Receipts		658,786
Disbursements		870,263
Interest Received		<u>399</u>
Ending Balance:	December 31, 2025	<u>11,285,238</u>

LOCATION OF FUNDS:	BALANCE	INTEREST EARNED	INTEREST RATE
US Bank General	\$ 53,732	-	0.00%
US Bank Class E	\$ -	-	0.00%
Pacific Western Bank Procurement Fees	\$ 1,934,524	-	0.00%
US Bank MAIN	\$ 4,309,600	-	0.00%
Pacific Western Bank	\$ 308,857	-	0.00%
LAIF	\$ 5,000,482	-	0.00%
US Bank PTMISEA	\$ 0	-	0.00%
US Bank LCTOP	\$ 265,227	-	0.00%
US Bank SGR (SB1)	\$ 66,514	-	0.00%
	<u>\$</u>	<u>-</u>	<u>0.00%</u>
<b>TOTAL INVESTMENTS</b>	<u><u>\$ 11,938,935</u></u>	<u><u>-</u></u>	

**BASIN TRANSIT**  
**TREASURER'S REPORT**  
**January 31, 2026**

Beginning Balance:	December 31, 2025	11,286,238
Receipts		769,243
Disbursements		1,017,071
Interest Received		<u>45,373</u>
Ending Balance:	January 31, 2026	<u>11,083,783</u>

LOCATION OF FUNDS:	BALANCE	INTEREST EARNED	INTEREST RATE
US Bank General	\$ 53,987	-	0.00%
US Bank Class E	\$ -	-	0.00%
Pacific Western Bank Procurement Fees	\$ 2,004,161	-	0.00%
US Bank MAIN	\$ 4,064,587	-	0.00%
Pacific Western Bank	\$ 32,675	-	0.00%
LAIF	\$ 5,045,476	-	0.00%
US Bank PTMISEA	\$ 0	-	0.00%
US Bank LCTOP	\$ 469,076	-	0.00%
US Bank SGR (SB1)	\$ 66,519	-	0.00%
	<u>\$</u>	<u>-</u>	<u>0.00%</u>
<b>TOTAL INVESTMENTS</b>	<u><u>\$ 11,736,481</u></u>	<u><u>-</u></u>	

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: March 26, 2026  
  
RE: Warrant Register through January 31, 2026

**STAFF RECOMMENDATION: APPROVE WARRANT REGISTER**

**BASIN TRANSIT**  
**WARRANT REGISTER**  
December 2025

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
12/01/2025	INTERMEDIA.NET	TELEPHONE	-537.14
12/02/2025	ARCO	FUEL	-130.32
12/02/2025	SPECTRUM	TELEPHONE	-181.25
12/03/2025	FRONTIER COMMUNICATIONS	TELEPHONE	-73.51
12/03/2025	SCOTT NOBEN	EMPLOYEE EXPENSE	-100.00
12/03/2025	GEORGE HALLAS	EMPLOYEE EXPENSE	100.00
12/03/2025	TREP	TREP MILEGES REIMBURSEMENT	-188.48
12/03/2025	SENTINEL BENEFITS	OUTSIDE SERVICES	-25.00
12/04/2025	TREP	TREP MILEGES REIMBURSEMENT	-52.92
12/05/2025	SOUTHERN CALIFORNIA EDISON	UTILITIES	-8,949.49
12/07/2025	NOEMI ADDERLEY	EMPLOYEE EXPENSE	-100.00
12/07/2025	SYLVIA L ARAIZA	EMPLOYEE EXPENSE	-100.00
12/07/2025	ROBERT ARVIZU	EMPLOYEE EXPENSE	-100.00
12/07/2025	MATTHEW ATKINS	EMPLOYEE EXPENSE	-100.00
12/07/2025	PAULA BALDWIN	EMPLOYEE EXPENSE	-100.00
12/07/2025	SHEMIKA BORTEE	EMPLOYEE EXPENSE	-100.00
12/07/2025	MICHAL BROCK	EMPLOYEE EXPENSE	-100.00
12/07/2025	MOSES BROOKS	EMPLOYEE EXPENSE	-100.00
12/07/2025	GARY COOPER	EMPLOYEE EXPENSE	-100.00
12/07/2025	BLAS CRUZ	EMPLOYEE EXPENSE	-100.00
12/07/2025	ROY DAVIS	EMPLOYEE EXPENSE	-100.00
12/07/2025	CORY DOUGLASS	EMPLOYEE EXPENSE	-100.00
12/07/2025	PATRICK FERREE	EMPLOYEE EXPENSE	-100.00
12/07/2025	WILLIAM FIKE	EMPLOYEE EXPENSE	-100.00
12/07/2025	SABRINA FRANKLIN	EMPLOYEE EXPENSE	-100.00
12/07/2025	SYMON GARCIA	EMPLOYEE EXPENSE	-100.00
12/07/2025	JOSE GIRON	EMPLOYEE EXPENSE	-100.00
12/07/2025	CHRISTINA GUTIERREZ	EMPLOYEE EXPENSE	-100.00
12/07/2025	GEORGE HALLAS	EMPLOYEE EXPENSE	-100.00
12/07/2025	SALINA HIDAY	EMPLOYEE EXPENSE	-100.00
12/07/2025	CHERI HOLSCLOW	EMPLOYEE EXPENSE	-100.00
12/07/2025	DOUG HUNTER	EMPLOYEE EXPENSE	-100.00
12/07/2025	EDWARD JANDT	EMPLOYEE EXPENSE	-100.00
12/07/2025	GARY JOHNSON	EMPLOYEE EXPENSE	-100.00
12/07/2025	LYDIA KNUDSON	EMPLOYEE EXPENSE	-100.00
12/07/2025	CYNTHIA LOPEZ	EMPLOYEE EXPENSE	-100.00
12/07/2025	NICHOLAS LUTRELL	EMPLOYEE EXPENSE	-100.00
12/07/2025	HECTOR MANZANO	EMPLOYEE EXPENSE	-100.00
12/07/2025	ADAH MARTINEZ	EMPLOYEE EXPENSE	-100.00
12/07/2025	JOE MEER	EMPLOYEE EXPENSE	-100.00
12/07/2025	VENTURA MUNOZ III	EMPLOYEE EXPENSE	-100.00
12/07/2025	TIMOTHY NASH	EMPLOYEE EXPENSE	-100.00
12/07/2025	JAMES OROZCO	EMPLOYEE EXPENSE	-100.00

**BASIN TRANSIT**  
**WARRANT REGISTER**  
December 2025

12/07/2025	ROBIN OSIP	EMPLOYEE EXPENSE	-100.00
12/07/2025	MICHAEL PADILLA	EMPLOYEE EXPENSE	-100.00
12/07/2025	RENEE PAYNE	EMPLOYEE EXPENSE	-100.00
12/07/2025	ANITA PETKE	EMPLOYEE EXPENSE	-100.00
12/07/2025	CHRISTOPHER RASMUSSEN	EMPLOYEE EXPENSE	-100.00
12/07/2025	JANUARY RODRIGUEZ	EMPLOYEE EXPENSE	-100.00
12/07/2025	LUTHER ROGERS	EMPLOYEE EXPENSE	-100.00
12/07/2025	ESMERALDA VILLA	EMPLOYEE EXPENSE	-100.00
12/07/2025	JAMES WATSON	EMPLOYEE EXPENSE	-100.00
12/07/2025	GEORGE HALLAS	EMPLOYEE EXPENSE	-100.00
12/07/2025	THOMAS HATHAWAY	EMPLOYEE EXPENSE	-100.00
12/09/2025	ARCO	FUEL	-116.91
12/10/2025	CALPERS HEALTH/RETIREMENT	HEALTH INSURANCE	-29,755.07
12/10/2025	FRONTIER COMMUNICATIONS	TELEPHONE	-139.98
12/10/2025	[EMPLOYEE]	WAGES	-933.33
12/10/2025	BURRTEC	UTILITIES	-103.08
12/10/2025	BURRTEC	UTILITIES	-251.76
12/10/2025	BURRTEC	UTILITIES	-233.11
12/10/2025	SPECTRUM	TELEPHONE	-181.25
12/11/2025	RENEE PAYNE	EMPLOYEE EXPENSE	-10.00
12/11/2025	PATRICK FERREE	TOOL REIMB	-248.25
12/11/2025	MOSES BROOKS	EMPLOYEE EXPENSE	-98.00
12/11/2025	LUTHER ROGERS	EMPLOYEE EXPENSE	-98.00
12/11/2025	MORONGO BASIN TRANSIT AUTHORITY	REIMB. OPERATING ACCT FOR SSGR PROJETS	196,912.00
12/11/2025	ALLIANT INSURANCE SERVICES	INSURANCE	-6,490.80
12/11/2025	AMAZON CAPITAL SERVICES, INC	OFFICE, FACILITY & SHOP SUPPLIES	-699.35
12/11/2025	AVALON URGENT CARE	EMPLOYEE EXPENSE	-300.00
12/11/2025	BENEFIT COORDINATORS CORP	DENTAL INSURANCE	-1,544.30
12/11/2025	COPPER MOUNTAIN BROADCASTING	MARKETING & PROMOTION	-400.00
12/11/2025	DECALS BY DESIGN	PRINTING & REPRODUCTION	-266.15
12/11/2025	DIAMOND ENVIRONMENTAL SERVICES	UTILITIES	-126.19
12/11/2025	FORENSIC DRUG TESTING	EMPLOYEE EXPENSE	-836.75
12/11/2025	GOLD MOUNTAIN CALIFORNIA NEW MEDIA INC.	MARKETING & PROMOTION	-744.75
12/11/2025	HI-DESERT GLASS	OUTSIDE SERVICES	-294.47
12/11/2025	KCDZ	MARKETING & PROMOTION	-460.00
12/11/2025	NAPA AUTO PARTS	PARTS, FLUIDS. & SHOP SUPPLIES	-438.29
12/11/2025	O'REILLY AUTO PARTS	PARTS	-649.74
12/11/2025	PRUDENTIAL OVERALL SUPPLY	UNIFORM & SHOP SUPPLIES	-226.12
12/11/2025	QUILL CORPORATION	OFFICE & FACILITY SUPPLIES	-640.46
12/11/2025	RUTAN & TUCKER, LLP	PROFESSIONAL FEES	-248.00
12/11/2025	SOUTHWEST NETWORKS	PROFESSIONAL FEES	-3,171.00
12/11/2025	THE CASTLE PRESS	PRINTING & REPRODUCTION	-3,167.85
12/11/2025	THE GAS COMPANY	FUEL	-22,360.23
12/11/2025	XPRESS GRAPHICS AND PRINTING	PRINTING & REPRODUCTION	-359.76

**BASIN TRANSIT**  
**WARRANT REGISTER**  
December 2025

12/11/2025	VALLEY INDEPENDENT PRINTING	PRINTING & REPRODUCTION	-347.73
12/11/2025	VISUAL EDGE IT	PRINTING & REPRODUCTION	-33.99
12/11/2025	ADP	WAGE GARNISHMENT(S)	-75.00
12/12/2025	ADP	WAGES	-87,427.42
12/12/2025	ADP	WAGES	-15,978.17
12/12/2025	ADP	OUTSIDE SERVICES	-617.52
12/12/2025	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,898.12
12/12/2025	CALPERS HEALTH/RETIREMENT	RETIREMENT	-12,367.78
12/12/2025	CALPERS HEALTH/RETIREMENT	RETIREMENT	-4,725.79
12/12/2025	ADP	OUTSIDE SERVICES	-360.05
12/14/2025	FRONTIER COMMUNICATIONS	TELEPHONE	-572.38
12/15/2025	HI DESERT WATER DISTRICT	UTILITIES	-111.35
12/15/2025	HI DESERT WATER DISTRICT	UTILITIES	-65.74
12/15/2025	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-25.29
12/15/2025	CALPERS HEALTH/RETIREMENT	CERBT	-14,165.00
12/15/2025	CALPERS HEALTH/RETIREMENT	CEPPT	-10,034.00
12/15/2025	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-41.01
12/16/2025	VISION SERVICE PLAN	VISION INSURANCEE	-484.53
12/16/2025	ARCO	FUEL	-183.38
12/18/2025	ACE ALTERNATORS	OUTSIDE SERVICES	-494.76
12/18/2025	AMAZON CAPITAL SERVICES, INC	OFFICE, FACILITY & SHOP SUPPLIES	-258.96
12/18/2025	AVALON URGENT CARE	EMPLOYEE EXPENSE	-150.00
12/18/2025	BATTERY SYSTEMS	PARTS	-170.28
12/18/2025	CARL OTTESON'S CERTIFIED BACKFLOW TESTING	OUTSIDE SERVICES	-360.00
12/18/2025	CLEAN ENERGY	CNG MAINTENANCE	-3,000.00
12/18/2025	DEPARTMENT OF JUSTICE	EMPLOYEE EXPENSE	-96.00
12/18/2025	KIMBALL MIDWEST	TOOLS & SHOP SUPPLIES	-619.49
12/18/2025	KK RENTS LLC	OUTSIDE SERVICES	-271.99
12/18/2025	NAPA AUTO PARTS	PARTS, FLUIDS. & SHOP SUPPLIES	-606.05
12/18/2025	O'REILLY AUTO PARTS	PARTS	-392.12
12/18/2025	PRO SECURITY SYSTEMS	OUTSIDE SERVICES	-156.00
12/18/2025	PRUDENTIAL OVERALL SUPPLY	UNIFORM & SHOP SUPPLIES	-284.20
12/18/2025	VERIZON	TELEPHONE	-1,110.74
12/18/2025	VOYAGER	FUEL	-1,348.48
12/18/2025	WORLD OIL ENVIRONMENTAL SERVICES	FLUIDS	-264.00
12/18/2025	ZONAR	OUTSIDE SERVICES	-270.79
12/18/2025	ANITA PETKE	MILEAGE REIMBURSEMENT	-37.24
12/18/2025	LYDIA KNUDSON	MARKETING & PROMOTION REIMB	-42.37
12/20/2025	JOSHUA BASIN WATER DISTRICT	UTILITIES	-577.43
12/20/2025	JOSHUA BASIN WATER DISTRICT	UTILITIES	-254.90
12/23/2025	ARCO	FUEL	-158.14
12/24/2025	SPECTRUM	TELEPHONE	-311.67
12/24/2025	TREP	MILEAGE REIMBURSEMENT	-2,657.20
12/24/2025	ADP	WAGE GARNISHMENT(S)	-75.00

**BASIN TRANSIT**  
**WARRANT REGISTER**  
 December 2025

12/25/2025	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-833.75
12/26/2025	AREG ABARYANTS	TREP MILEGES REIMBURSEMENT	-120.00
12/26/2025	[EMPLOYEE]	WAGES	-100.00
12/26/2025	ADP	WAGES	-81,588.33
12/26/2025	ADP	WAGES	-14,101.15
12/26/2025	ADP	OUTSIDE SERVICES	-238.55
12/26/2025	CALPERS HEALTH/RETIREMENT	RETIREMENT	-12,013.77
12/26/2025	CALPERS HEALTH/RETIREMENT	RETIREMENT	-4,763.80
12/26/2025	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,891.94
12/29/2025	FRONTIER COMMUNICATIONS	TELEPHONE	-395.52
12/30/2025	ARCO	FUEL	-80.79
12/30/2025	SOUTHERN CALIFORNIA EDISON	UTILITIES	-22.29
12/31/2025	FRONTIER COMMUNICATIONS	TELEPHONE	-74.78
12/31/2025	[EMPLOYEE]	WAGES	-366.73
12/31/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-2,084.19
12/31/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-469.02
12/31/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-644.29
12/31/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-174.00
12/31/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-425.00
12/31/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-316.79
12/31/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-115.00
12/31/2025	[EMPLOYEE]	HRA REIMBURSEMENTS	-518.23
			<u>-184,039.04</u>
			<u><b>-184,039.04</b></u>

**BASIN TRANSIT  
WARRANT REGISTER  
January 2026**

Date	Name	Memo	Paid Amount
01/01/2026	INTERMEDIA.NET	TELEPHONE	-533.64
01/03/2026	FRONTIER COMMUNICATIONS	TELEPHONE	-73.51
01/03/2026	SENTINEL BENEFITS	OUTSIDE SERVICES	-25.00
01/05/2026	SOUTHERN CALIFORNIA EDISON	UTILITIES	-9,634.68
01/05/2026	CALPERS HEALTH/RETIREMENT	HESLTH INSURANCE	-35,187.40
01/05/2026	SPECTRUM	TELEPHONE	-181.25
01/06/2026	ARCO	FUEL	-129.21
01/08/2026	ADP	WAGES	-75.00
01/09/2026	ADP	WAGES	-83,638.27
01/09/2026	ADP	WAGES	-18,920.15
01/09/2026	NOEMI ADDERLEY	MILEAGE REIMBURSEMENT	-127.40
01/09/2026	PAULA BALDWIN	FACILITY SUPPLIES REMINBURSEMENT	-134.00
01/09/2026	ERMA	INSURANCE	-1,377.00
01/09/2026	US BANK	CREDIT CARD PYMNT	-6,157.67
01/09/2026	ADP	OUTSIDE SERVICES	-241.25
01/09/2026	CALPERS HEALTH/RETIREMENT	RETIREMENT	-11,809.08
01/09/2026	CALPERS HEALTH/RETIREMENT	RETIREMENT	-4,757.87
01/09/2026	CALPERS 457 PROGRAM	SUPL RETIREMENT	-4,934.34
01/09/2026	ADP	OUTSIDE SERVICES	-637.77
01/10/2026	FRONTIER COMMUNICATIONS	TELEPHONE	-139.98
01/10/2026	BURRTEC	UTILITIES	-103.08
01/10/2026	BURRTEC	UTILITIES	-233.11
01/10/2026	BURRTEC	UTILITIES	-251.76
01/10/2026	SPECTRUM	TELEPHONE	-181.25
01/12/2026	AIS	PRINTING & REPRODUCTION	-117.08
01/12/2026	AMAZON CAPITAL SERVICES, INC	OFFICE, FACILITY & SHOP SUPPLIES	-883.85
01/12/2026	AWARDS NETWORK	EMPLOYEE EXPENSE	-515.96
01/12/2026	BROADLUX INC.	OUTSIDE SERVICES	-2,578.84
01/12/2026	BUSINESS RADIO LICENSING	RADIO EXPENSE	-125.00
01/12/2026	CALIFORNIA ASSOC FOR COORD TRANSPORTATION	OUTSIDE SERVICES	-880.00
01/12/2026	CHARLES ABBOTT & ASSOCIATES INC.	PROFESSIONAL FEES	-1,400.00
01/12/2026	CITY OF TWENTYNINE PALMS	PROFESSIONAL FEES	-100.00
01/12/2026	CLEAN ENERGY	CNG MAINTAINANCE	-405.31
01/12/2026	COPPER MOUNTAIN BROADCASTING	MARKETING & PROMOTION	-920.00
01/12/2026	CUMMINS CAL PACIFIC	PARTS	-347.33
01/12/2026	DESERT ARC	OUTSIDE SERVICES	-270.00
01/12/2026	DIAMOND ENVIRONMENTAL SERVICES	UTILITIES	-126.19
01/12/2026	FORENSIC DRUG TESTING	EMPLOYEE EXPENSE	-377.95
01/12/2026	GOLD MOUNTAIN CALIFORNIA NEW MEDIA INC.	MARKETING & PROMOTION	-1,165.39
01/12/2026	KCDZ	MARKETING & PROMOTION	-460.00
01/12/2026	KIMBALL MIDWEST	SHOP SUPPLIES	-251.91
01/12/2026	MODEL 1 COMMERCIAL VEHICLES, INC.	INVOICE CORRECTION ON BUS #38 PURCHASE	-12,063.96
01/12/2026	MOJAVE DESERT AQMD	OUTSIDE SERVICES	-432.72
01/12/2026	NAPA AUTO PARTS	PARTS, FLUIDS. & SHOP SUPPLIES	-1,649.15
01/12/2026	O'REILLY AUTO PARTS	PARTS	-1,034.54

**BASIN TRANSIT**  
**WARRANT REGISTER**  
January 2026

01/12/2026	PALM SPRINGS MOTORS	PARTS	-509.11
01/12/2026	PARKHOUSE TIRES	TIRES	-5,230.71
01/12/2026	PRUDENTIAL OVERALL SUPPLY	UNIFORM & SHOP SUPPLIES	-339.18
01/12/2026	RETROFIT SERVICE COMPANY, INC.	MAINTENANCE DEPT SWAMP COOLER REPLACEMENT	-27,757.50
01/12/2026	RUTAN & TUCKER, LLP	PROFESSIONAL FEES	-761.00
01/12/2026	SAFETY-KLEEN	FLUIDS	-2,618.24
01/12/2026	SOUTHWEST NETWORKS	PROFESSIONAL FEES	-727.53
01/12/2026	SUNNY AND SONS	OUTSIDE SERVICES	-149.00
01/12/2026	SWRCB FEES	OUTSIDE SERVICES	-1,873.00
01/12/2026	VALLEY INDEPENDENT PRINTING	PRINTING & REPRODUCTION	-347.73
01/12/2026	YUCCA VALLEY TOWING INC	OUTSIDE SERVICES	-1,000.00
01/12/2026	ZONAR	OUTSIDE SERVICES	-171.89
01/12/2026	ELK GROVE AUTO	SUPPORT VEHICLE PURCHASE	-38,101.69
01/13/2026	ARCO	FUEL	-133.98
01/13/2026	THE GAS COMPANY	FUEL	-12,799.10
01/13/2026	THE GAS COMPANY	FUEL	-7,962.31
01/14/2026	FRONTIER COMMUNICATIONS	TELEPHONE	-572.38
01/15/2026	HI DESERT WATER DISTRICT	UTILITIES	-87.95
01/15/2026	HI DESERT WATER DISTRICT	UTILITIES	-65.74
01/15/2026	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-25.29
01/15/2026	TWENTYNINE PALMS WATER DISTRICT	UTILITIES	-30.53
01/15/2026	CALPERS HEALTH/RETIREMENT	CERBT	-14,165.00
01/15/2026	CALPERS HEALTH/RETIREMENT	CEPPT	-10,034.00
01/16/2026	VISION SERVICE PLAN	VISION INSURANCE	-489.36
01/20/2026	JOSHUA BASIN WATER DISTRICT	UTILITIES	-469.93
01/20/2026	JOSHUA BASIN WATER DISTRICT	UTILITIES	-254.90
01/20/2026	ARCO	FUEL	-229.52
01/22/2026	RENEE PAYNE	EMPLOYEE EXPENSE	-50.00
01/22/2026	KCDZ	MARKETING & PROMOTION	-4,200.00
01/23/2026	ADP	WAGES	-87,894.37
01/23/2026	ADP	WAGES	-19,662.12
01/23/2026	AREG ABARYANTS	TREP MILEAGE REIMBURSEMENT	-120.00
01/23/2026	ACE ALTERNATORS	OUTSIDE SERVICES	-206.57
01/23/2026	AIS	PRINTING & REPRODUCTION	-279.10
01/23/2026	AMAZON CAPITAL SERVICES, INC	OFFICE, FACILITY & SHOP SUPPLIES	-120.34
01/23/2026	AVALON URGENT CARE	EMPLOYEE EXPENSE	-450.00
01/23/2026	BATTERY SYSTEMS	PARTS	-546.84
01/23/2026	CLEAN ENERGY	CNG MAINTAINANCE	-3,220.50
01/23/2026	DIAMOND ENVIRONMENTAL SERVICES	UTILITIES	-126.19
01/23/2026	GILLIG LLC	PARTS	-165.15
01/23/2026	KK RENTS LLC	OUTSIDE SERVICES	-284.54
01/23/2026	NAPA AUTO PARTS	PARTS, FLUIDS. & SHOP SUPPLIES	-1,078.47
01/23/2026	O'REILLY AUTO PARTS	PARTS	-470.09
01/23/2026	PRO SECURITY SYSTEMS	OUTSIDE SERVICES	-231.50
01/23/2026	PRUDENTIAL OVERALL SUPPLY	UNIFORM & SHOP SUPPLIES	-371.88
01/23/2026	QUILL CORPORATION	OFFICE & FACILITY SUPPLIES	-110.41

**BASIN TRANSIT**  
**WARRANT REGISTER**  
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01/23/2026	RACEWAY FORD	OUTSIDE SERVICES	-2,847.64
01/23/2026	SCHROEDER PLUMBING	OUTSIDE SERVICES	-405.00
01/23/2026	SUNNY AND SONS	OUTSIDE SERVICES	-99.00
01/23/2026	THE CASTLE PRESS	PRINTING & REPRODUCTION	-1,759.56
01/23/2026	VERIZON	TELEPHONE	-1,110.74
01/23/2026	VISUAL EDGE IT	PRINTING & REPRODUCTION	-17.52
01/23/2026	MOSES BROOKS	EMPLOYEE EXPENSE	-10.00
01/23/2026	LUTHER ROGERS	EMPLOYEE EXPENSE	-10.00
01/23/2026	ADP	OUTSIDE SERVICES	-238.55
01/23/2026	CALPERS HEALTH/RETIREMENT	RETIREMENT	-12,248.73
01/23/2026	CALPERS HEALTH/RETIREMENT	RETIREMENT	-4,841.46
01/23/2026	CALPERS 457 PROGRAM	SUPPL RETIREMENT	-4,920.20
01/23/2026	ADP	WAGES	-116.53
01/24/2026	SPECTRUM	TELEPHONE	-311.67
01/24/2026	TREP	MILEAGE REIMBURSEMENTS	-2,752.92
01/25/2026	JOSHUA TREE LANDSCAPE & GROUNDS MAINT	OUTSIDE SERVICES	-833.75
01/25/2026	FRONTIER COMMUNICATIONS	TELEPHONE	-397.13
01/27/2026	ARCO	FUEL	-84.27
01/27/2026	BEN SASNETT	BOARD MEMBER STIPEND	-100.00
01/27/2026	BEN SASNETT	BOARD MEMBER STIPEND	-300.00
01/28/2026	[EMPLOYEE]	WAGES	-1,005.25
01/28/2026	DAN MINTZ	BOARD MEMBER STIPEND	-150.00
01/28/2026	DANIELLE HARRINGTON	BOARD MEMBER STIPEND	-150.00
01/28/2026	JEFF DROZD	BOARD MEMBER STIPEND	-150.00
01/28/2026	JENNIFER HENNING	BOARD MEMBER STIPEND	-150.00
01/28/2026	McARTHUR WRIGHT	BOARD MEMBER STIPEND	-150.00
01/30/2026	[EMPLOYEE]	HRA REIMBURSEMENT	-1,814.28
01/30/2026	[EMPLOYEE]	HRA REIMBURSEMENT	-500.00
01/30/2026	[EMPLOYEE]	HRA REIMBURSEMENT	-129.78
01/30/2026	[EMPLOYEE]	HRA REIMBURSEMENT	-5,000.00
01/30/2026	[EMPLOYEE]	HRA REIMBURSEMENT	-5,171.00
01/30/2026	[EMPLOYEE]	HRA REIMBURSEMENT	-568.76
01/30/2026	[EMPLOYEE]	HRA REIMBURSEMENT	-52.19
01/30/2026	[EMPLOYEE]	HRA REIMBURSEMENT	-668.59
01/30/2026	[EMPLOYEE]	HRA REIMBURSEMENT	-169.70
01/30/2026	[EMPLOYEE]	HRA REIMBURSEMENT	-30.00
01/30/2026	[EMPLOYEE]	HRA REIMBURSEMENT	-3,600.00
01/30/2026	[EMPLOYEE]	HRA REIMBURSEMENT	-302.88
01/30/2026	AMAZON CAPITAL SERVICES, INC	OFFICE, FACILITY & SHOP SUPPLIES	-92.45
01/30/2026	CUMMINS CAL PACIFIC	PARTS	-402.77
01/30/2026	DESERT ARC	OUTSIDE SERVICES	-270.00
01/30/2026	GILLIG LLC	PARTS	-2,589.37
01/30/2026	KIMBALL MIDWEST	SHOP SUPPLIES	-127.58
01/30/2026	KK RENTS LLC	OUTSIDE SERVICES	-142.27
01/30/2026	NAPA AUTO PARTS	PARTS, FLUIDS. & SHOP SUPPLIES	-724.31
01/30/2026	O'REILLY AUTO PARTS	PARTS	-334.99

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**BASIN TRANSIT**  
**WARRANT REGISTER**  
January 2026

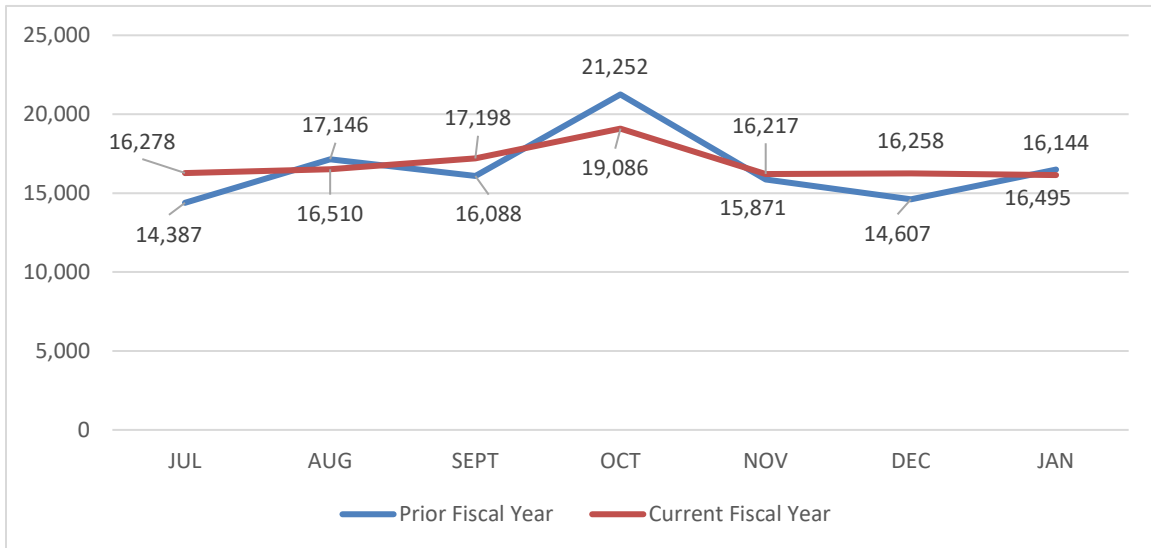
01/30/2026	QUILL CORPORATION	OFFICE & FACILITY SUPPLIES	-179.73
01/30/2026	RUTAN & TUCKER, LLP	PROFESSIONAL FEES	-520.40
01/30/2026	TRILLIUM SOLUTIONS, INC	OPERATIONS SUPPORT	-8,216.99
01/30/2026	VOYAGER	FUEL	-1,923.21
01/30/2026	JOE MEER	TRAINING/MEETINGS	-597.70
01/30/2026	NOEMI ADDERLEY	MILEAGE REIMBURSEMENT	-90.72
01/31/2026	FRONTIER COMMUNICATIONS	TELEPHONE	-75.13
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## BASIN TRANSIT

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: March 26, 2026  
  
RE: Ridership Reports

Ridership levels are comparable to those observed last year with only 351 (2%) fewer passengers.

During the first pilot month for routes 12 and 15 to Palm Springs, they experienced a 9.74% (56) increase in ridership, primarily on route 15.



**STAFF RECOMMENDATION: RECEIVE AND FILE**

Performance Indicators & Data	Prior Year Total	Current Year Target	Current Year To Date	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year To Date Performance
Farebox Recovery Ratio	7.47%	>= 10.00%	6.59%	6.94%	7.38%	3.28%		Fails to Meet Target
Operating Costs Per Revenue Hour	\$135.99	<= \$166.19	\$144.80	\$144.60	\$144.45	\$146.45		Exceeds Target
Passenger Revenue Per Revenue Hour (a)	\$10.16		\$9.55	\$10.03	\$10.66	\$4.81		
Subsidy Per Revenue Hour	\$125.82		\$135.26	\$134.57	\$133.79	\$141.64		
Operating Cost Per Revenue Mile	\$7.02	<= \$8.39	\$8.00	\$7.73	\$8.30	\$7.91		
Passenger Revenue Per Revenue Mile	\$0.52		\$0.53	\$0.54	\$0.61	\$0.26		Exceeds Target
Subsidy Per Revenue Mile	\$6.50		\$7.47	\$7.19	\$7.69	\$7.65		
Operating Costs Per Passenger	\$23.53	<= \$34.08	\$25.68	\$24.96	\$25.79	\$27.59		
Passenger Revenue Per Passenger (Avg Fare) (a)	\$1.76		\$1.69	\$1.73	\$1.90	\$0.91		Exceeds Target
Subsidy Per Passenger	\$21.77		\$23.99	\$23.22	\$23.89	\$26.68		
Operating Cost Per Passenger Mile								
Passenger Revenue Per Passenger Mile (a)								Exceeds Target
Subsidy Per Passenger Mile								
Passengers Per Revenue Hour	5.8		5.6	5.8	5.6	5.3		
Passengers Per Revenue Mile	0.30		0.31	0.31	0.32	0.29		Fails to Meet Target
Revenue Miles Between NTD Reportable Accidents (b)								Exceeds Target
Percentage of Trips On Time	76.4%		74.0%	74.7%	73.4%	73.8%		
Passengers Served Between Complaints	9,579		9,053	5,554	12,890			
Complaints Per 100,000 Passengers	10.44		11.05	18.01	7.76			
Revenue Miles Between NTD System Failures (c)	235,483							
Total Miles Between Total NTD System Failures (c)	252,759							
Total Miles Between Major NTD System Failures (d)								
Passengers	210,741	>= 161,000	117,691	49,986	51,561	16,144		
Passenger Miles								Fails to Meet Target
Revenue Hours	36,468		20,873	8,627	9,205	3,041		Exceeds Target
Total Hours	40,835		24,214	10,179	10,634	3,401		
Revenue Miles	706,449		377,917	161,450	160,136	56,331		
Total Miles	758,277		405,052	174,608	170,917	59,527		
Operating Costs	\$4,959,192		\$3,022,457	\$1,247,427	\$1,329,668	\$445,362		
Passenger Revenue (a)	\$370,624		\$199,254	\$86,528	\$98,101	\$14,625		Exceeds Target
Operating Subsidy	\$4,588,568		\$2,823,204	\$1,160,899	\$1,231,567	\$430,737		
NTD Reportable Accidents (b)	0		0	0	0	0		
Total Roadcalls (NTD System Failures) (c)	3		0	0	0	0		
Major Mechanical Failures (Roadcalls) (d)	0		0	0	0	0		
Complaints	22		13	9	4			
Trips On Time	80,566		57,569	27,947	27,163	2,459		
On-Time Performance Trips Sampled	105,405		77,753	37,432	36,988	3,333		

(a) Includes Auxiliary Revenues and other Local Support related to reduced fares. (b) Collision Accidents reportable per NTD Definition. (c) Total System Failures per NTD Definition. (d) Major System Failures per NTD Definition.



**Monthly Ridership Report**

December, FY 2026

**Total (All Day Types)**

Service	Passengers		Passengers Per Revenue Hour		Farebox Recovery Ratio	
	Prior Year	Current Year	Prior Year	Current Year	Prior Year	Current Year
<b>Route Subtotals</b>						
1	6,372	7,651	7.5	9.1	5.60%	5.24%
12	432	420	3.0	2.6	9.75%	8.78%
15	91	123	1.3	1.9	10.01%	10.02%
21	760	817	3.3	3.2	2.57%	1.61%
3A	1,331	1,612	5.7	6.7	2.59%	2.58%
3B	1,697	1,917	7.0	6.6	4.69%	4.24%
7A	1,354	1,641	5.4	6.2	2.32%	3.22%
7B	1,257	1,295	5.4	5.5	3.03%	2.60%
Ready Ride	1,313	782	4.8	1.3	8.21%	1.02%
<b>Program Subtotals</b>						
Commuter Service	523	543	2.4	2.4	9.84%	9.13%
Demand Response	1,313	782	4.8	1.3	8.21%	1.02%
Neighborhood Shuttles	12,771	14,933	6.3	7.0	4.14%	3.86%
<b>System Total</b>	<b>14,607</b>	<b>16,258</b>	<b>5.8</b>	<b>5.5</b>	<b>4.89%</b>	<b>3.72%</b>

Performance Indicators & Data	December - FY 2026	December - FY 2025	Percentage Variance	FY 2026 YTD	FY 2025 YTD	YTD Variance	Year To Date Performance
Farebox Recovery Ratio	3.72%	4.89%	(23.93%)	7.16%	8.54%	(16.16%)	Fails to Meet Target
Operating Costs Per Revenue Hour	\$138.52	\$169.99	(18.51%)	\$144.52	\$133.95	7.89%	Exceeds Target
Passenger Revenue Per Revenue Hour (a)	\$5.15	\$8.32	(38.10%)	\$10.35	\$11.44	(9.53%)	
Subsidy Per Revenue Hour	\$133.37	\$161.67	(17.50%)	\$134.17	\$122.51	9.52%	
Operating Cost Per Revenue Mile	\$7.38	\$7.52	(1.86%)	\$8.01	\$6.61	21.18%	Exceeds Target
Passenger Revenue Per Revenue Mile	\$0.27	\$0.37	(27.03%)	\$0.57	\$0.56	1.79%	
Subsidy Per Revenue Mile	\$7.11	\$7.15	(0.56%)	\$7.44	\$6.04	23.18%	
Operating Costs Per Passenger	\$25.24	\$29.44	(14.27%)	\$25.38	\$25.64	(1.01%)	Exceeds Target
Passenger Revenue Per Passenger (Avg Fare) (a)	\$0.94	\$1.44	(34.72%)	\$1.82	\$2.19	(16.89%)	
Subsidy Per Passenger	\$24.31	\$28.00	(13.18%)	\$23.56	\$23.45	0.47%	
Operating Cost Per Passenger Mile	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Passenger Revenue Per Passenger Mile (a)	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Subsidy Per Passenger Mile	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Passengers Per Revenue Hour	5.5	5.8	(4.85%)	5.7	5.2	9.00%	Fails to Meet Target
Passengers Per Revenue Mile	0.29	0.26	11.54%	0.32	0.26	23.08%	
Revenue Miles Between NTD Reportable Accidents (b)	0	0	0.00%	0	0	0.00%	
Percentage of Trips On Time	74.8%	0.0%	0.00%	74.1%	98.2%	(24.57%)	
Passengers Served Between Complaints	16,258	4,869	233.91%	7,811	9,032	(13.52%)	
Complaints Per 100,000 Passengers	6.15	20.54	(70.06%)	12.80	11.07	15.63%	
Revenue Miles Between NTD System Failures (c)	0	0	0.00%	0	192,741	(100.00%)	
Total Miles Between Total NTD System Failures (c)	0	0	0.00%	0	208,518	(100.00%)	
Total Miles Between Major NTD System Failures (d)	0	0	0.00%	0	0	0.00%	
Passengers	16,258	14,607	11.30%	101,547	99,351	2.21%	
Passenger Miles	0	0	0.00%	0	0	0.00%	
Revenue Hours	2,963	2,530	17.11%	17,832	19,018	(6.24%)	
Total Hours	3,393	2,508	35.26%	20,813	20,690	0.59%	
Revenue Miles	55,614	57,232	(2.83%)	321,586	385,482	(16.58%)	
Total Miles	59,297	60,512	(2.01%)	345,525	417,035	(17.15%)	
Operating Costs	\$410,431	\$430,101	(4.57%)	\$2,577,095	\$2,547,433	1.16%	
Passenger Revenue (a)	\$15,261	\$21,041	(27.47%)	\$184,629	\$217,630	(15.16%)	
Operating Subsidy	\$395,170	\$409,059	(3.40%)	\$2,392,467	\$2,329,803	2.69%	
NTD Reportable Accidents (b)	0	0	0.00%	0	0	0.00%	
Total Roadcalls (NTD System Failures) (c)	0	0	0.00%	0	2	(100.00%)	
Major Mechanical Failures (Roadcalls) (d)	0	0	0.00%	0	0	0.00%	
Complaints	1	3	(66.67%)	13	11	18.18%	
Trips On Time	9,564	0	0.00%	55,110	6,421	758.28%	
On-Time Performance Trips Sampled	12,790	0	0.00%	74,420	6,541	1,037.75%	

(a) Includes Auxiliary Revenues and other Local Support related to reduced fares. (b) Collision Accidents reportable per NTD Definition. (c) Total System Failures per NTD Definition. (d) Major System Failures per NTD Definition.



**Monthly Ridership Report**

January, FY 2026

**Total (All Day Types)**

Service	Passengers		Passengers Per Revenue Hour		Farebox Recovery Ratio	
	Prior Year	Current Year	Prior Year	Current Year	Prior Year	Current Year
<b>Route Subtotals</b>						
1	7,195	7,658	8.3	8.9	9.24%	5.07%
12	442	405	2.8	2.0	10.28%	4.47%
15	133	226	2.2	1.3	17.01%	5.04%
21	847	729	3.5	3.4	3.49%	1.41%
3A	1,668	1,471	6.8	5.9	6.26%	2.12%
3B	1,982	1,884	8.0	8.0	7.72%	4.52%
7A	1,549	1,496	6.0	6.4	5.10%	2.84%
7B	1,486	1,273	6.1	5.4	5.09%	2.20%
Ready Ride	1,193	1,002	1.7	1.6	8.54%	1.08%
<b>Program Subtotals</b>						
Commuter Service	575	631	2.6	1.7	12.15%	4.74%
Demand Response	1,193	1,002	1.7	1.6	8.54%	1.08%
Neighborhood Shuttles	14,727	14,511	7.0	7.1	7.09%	3.67%
<b>System Total</b>	<b>16,495</b>	<b>16,144</b>	<b>5.5</b>	<b>5.3</b>	<b>7.86%</b>	<b>3.28%</b>



**FY 2026 -- Monthly Performance Statistics**  
**Systemwide Summary**  
**All Routes**

**Performance Statistics for January**

Level Item	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Passengers Per Rev. Hour	Operating Cost Per Passenger	Operating Cost Per Rev. Hour	Passenger Revenue Per Passenger	Passenger Revenue Per Rev. Hour	Farebox Recovery Ratio
<b>Reporting Route #:</b>										
1	7,658	857.0	\$127,515	\$6,460	8.9	\$16.65	\$148.79	\$0.84	\$7.54	5.07%
3A	1,471	250.0	\$34,469	\$729	5.9	\$23.43	\$137.88	\$0.50	\$2.92	2.12%
3B	1,884	237.0	\$31,439	\$1,420	8.0	\$16.69	\$132.65	\$0.75	\$5.99	4.52%
7A	1,496	235.0	\$31,336	\$890	6.4	\$20.95	\$133.34	\$0.59	\$3.79	2.84%
7B	1,273	238.0	\$33,220	\$732	5.4	\$26.10	\$139.58	\$0.57	\$3.08	2.20%
12	405	208.0	\$32,393	\$1,448	2.0	\$79.98	\$155.73	\$3.58	\$6.96	4.47%
15	226	175.0	\$29,271	\$1,475	1.3	\$129.52	\$167.26	\$6.53	\$8.43	5.04%
21	729	217.0	\$33,986	\$478	3.4	\$46.62	\$156.62	\$0.66	\$2.20	1.41%
Ready Ride	1,002	624.0	\$91,735	\$993	1.6	\$91.55	\$147.01	\$0.99	\$1.59	1.08%
<b>Program:</b>										
Commuter Service	631	383.0	\$61,663	\$2,923	1.7	\$97.72	\$161.00	\$4.63	\$7.63	4.74%
Demand Response	1,002	624.0	\$91,735	\$993	1.6	\$91.55	\$147.01	\$0.99	\$1.59	1.08%
Neighborhood Shuttles	14,511	2,034.0	\$291,964	\$10,709	7.1	\$20.12	\$143.54	\$0.74	\$5.27	3.67%
<b>Mode:</b>										
Bus (Motorbus)	14,511	2,034.0	\$291,964	\$10,709	7.1	\$20.12	\$143.54	\$0.74	\$5.27	3.67%
Commuter Bus	631	383.0	\$61,663	\$2,923	1.7	\$97.72	\$161.00	\$4.63	\$7.63	4.74%
Demand Response	1,002	624.0	\$91,735	\$993	1.6	\$91.55	\$147.01	\$0.99	\$1.59	1.08%
<b>System Total:</b>	16,144	3,041.0	\$445,362	\$14,625	5.3	\$27.59	\$146.45	\$0.91	\$4.81	3.28%

# Service Change Marketing Overview

January 2026



## Social Media Performance (Organic Posts)

### Instagram

#### Views

3,491 |

524 Accounts Reached

225.5% Increase

#### Engagement

109

### Facebook

#### Views

10,057 |

4,347 Accounts Reached

182% Increase

#### Engagement

88

### Followers

+4% growth across both platforms

*Campaign Theme: 15 Day Countdown to Tie Into/Utilize Trending "Holiday Countdown"*





## Infotainment Sized Graphic

**BASIN TRANSIT** | **BIG SERVICE CHANGES COMING** EFFECTIVE JANUARY 2, 2026

**ROUTE 15**  
WEEKENDS  
DOUBLED  
SERVICE

**NEW STOP:**  
WALMART

**ROUTE 1**  
NO HOUR  
BREAK

**ROUTE 7**  
ACCESS TO  
FUTURE  
AQUATIC CENTER

SCAN FOR  
MORE INFO



## Press Release & Radio PSAs

### Continued Next Steps

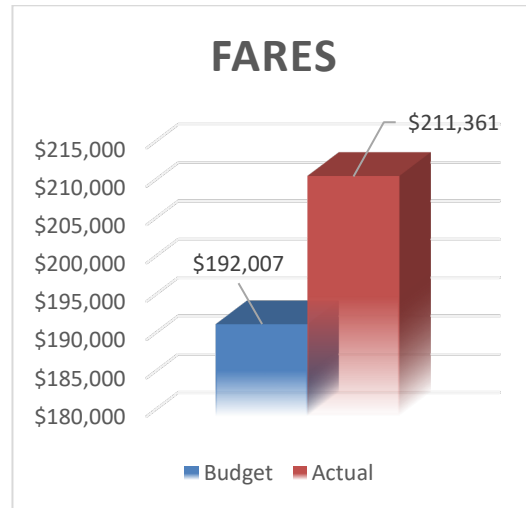
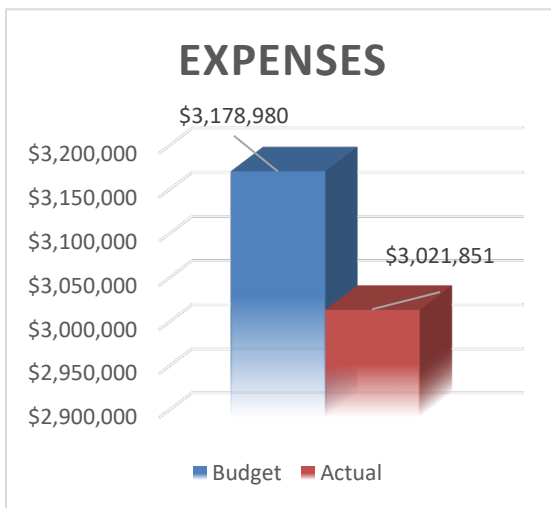
- Social Media Paid Ads
- Google Paid Ads
- Social Media Content with SunLine
- Onboard Signs with SunLine

## BASIN TRANSIT

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: March 26, 2026  
  
RE: Financial Report

At the conclusion of January, Basin Transit expenses were \$157,128 (5%) below budget.

Passenger Fares were \$19,353 (10%) higher than the budgeted amount, primarily due to higher than anticipated fare collection on fixed route.



**STAFF RECOMMENDATION: RECEIVE AND FILE**

**BASIN TRANSIT**  
**Statement of Expenditures - Accrual Basis**  
**During Fiscal Year ending 06/30/2026**  
**For Period Ending 12/31/2025**

Line	Administrative Exp.	FY 25/26 Budget	DECEMBER		Year to Date		Year to Date Variance	%
			Budget	Actual	Budget	Actual		
1	Mgmt. Salaries	\$ 152,528.00	\$ 11,732.92	\$ 11,718.40	\$ 76,264.00	\$ 79,020.45	\$ (2,756.45)	-4%
2	Office Salaries	\$ 189,751.00	\$ 14,596.23	\$ 14,011.73	\$ 94,875.50	\$ 85,558.70	\$ 9,316.80	10%
3	Board Members	\$ 6,300.00	\$ -	\$ -	\$ 3,150.00	\$ 1,950.00	\$ 1,200.00	38%
4	Payroll Taxes	\$ 12,236.00	\$ 941.23	\$ 604.86	\$ 6,118.00	\$ 3,855.31	\$ 2,262.69	37%
5	Health & Welfare	\$ 77,712.00	\$ 6,476.00	\$ 5,761.61	\$ 38,856.00	\$ 39,446.98	\$ (590.98)	-2%
6	Retirement:PERS	\$ 56,565.00	\$ 4,351.15	\$ 4,704.03	\$ 28,282.50	\$ 30,875.84	\$ (2,593.34)	-9%
7	Mileage	\$ 5,000.00	\$ 416.67	\$ 37.24	\$ 2,500.00	\$ 719.32	\$ 1,780.68	71%
8	Outside Services	\$ 31,228.00	\$ 2,602.33	\$ 1,935.17	\$ 15,614.00	\$ 11,945.29	\$ 3,668.71	23%
9	Prof. Fees	\$ 78,507.00	\$ 6,542.25	\$ 7,480.78	\$ 39,253.50	\$ 31,579.42	\$ 7,674.08	20%
10	Utilities	\$ 187,698.00	\$ 15,641.50	\$ 10,761.64	\$ 93,849.00	\$ 78,365.06	\$ 15,483.94	16%
11	Marketing/Promotions	\$ 50,493.00	\$ 4,207.75	\$ 3,194.34	\$ 25,246.50	\$ 16,954.10	\$ 8,292.40	33%
12	Office Supplies	\$ 17,389.00	\$ 1,449.08	\$ 1,241.15	\$ 8,694.50	\$ 10,841.68	\$ (2,147.18)	-25%
13	Postage	\$ 2,503.00	\$ 208.58	\$ 120.99	\$ 1,251.50	\$ 1,590.00	\$ (338.50)	-27%
14	Printing/Reproduction	\$ 14,425.00	\$ 1,202.08	\$ 1,076.25	\$ 7,212.50	\$ 6,288.12	\$ 924.38	13%
15	Training/Meetings	\$ 14,831.00	\$ 1,235.92	\$ -	\$ 7,415.50	\$ 6,184.66	\$ 1,230.84	17%
16	<b>Total Administrative</b>	\$ 897,165.00	\$ 71,603.71	\$ 62,648.19	\$ 448,583.00	\$ 405,174.93	\$ 43,408.07	10%
<b>Maintenance Expense</b>								
17	Mechanic Salaries	\$ 188,641.00	\$ 14,510.85	\$ 14,334.23	\$ 94,320.50	\$ 95,527.90	\$ (1,207.40)	-1%
18	Utility Workers & Maint Admin Salaries	\$ 144,452.00	\$ 11,111.69	\$ 10,772.57	\$ 72,226.00	\$ 71,092.06	\$ 1,133.94	2%
19	Payroll Taxes	\$ 7,994.00	\$ 614.92	\$ 369.24	\$ 3,997.00	\$ 2,420.28	\$ 1,576.72	39%
20	Health & Welfare	\$ 30,932.00	\$ 2,577.67	\$ 4,345.34	\$ 15,466.00	\$ 20,442.58	\$ (4,976.58)	-32%
21	Retirement:PERS	\$ 26,514.00	\$ 2,039.54	\$ 1,676.20	\$ 13,257.00	\$ 10,275.76	\$ 2,981.24	22%
22	Uniforms	\$ 4,551.00	\$ 379.25	\$ 341.20	\$ 2,275.50	\$ 2,500.28	\$ (224.78)	-10%
23	Outside Services	\$ 65,777.00	\$ 5,481.42	\$ 4,685.64	\$ 32,888.50	\$ 35,917.33	\$ (3,028.83)	-9%
24	Parts	\$ 74,463.00	\$ 6,205.25	\$ 4,343.38	\$ 37,231.50	\$ 28,914.16	\$ 8,317.34	22%
25	Fluids	\$ 18,613.00	\$ 1,551.08	\$ 3,102.29	\$ 9,306.50	\$ 9,270.55	\$ 35.95	0%
26	Tires	\$ 63,251.00	\$ 5,270.92	\$ 5,230.71	\$ 31,625.50	\$ 29,620.11	\$ 2,005.39	6%
27	Accident Repair	\$ 26,369.00	\$ 2,197.42	\$ -	\$ 13,184.50	\$ 2,646.30	\$ 10,538.20	80%
28	Tools	\$ 750.00	\$ 62.50	\$ 717.13	\$ 375.00	\$ 1,008.36	\$ (633.36)	-169%
29	Consulting	\$ 1,000.00	\$ 83.33	\$ -	\$ 500.00	\$ 95.00	\$ 405.00	81%
30	Shop Supplies	\$ 1,250.00	\$ 104.17	\$ 614.80	\$ 625.00	\$ 7,076.33	\$ (6,451.33)	-1032%
31	Facility Supplies	\$ 7,527.00	\$ 627.25	\$ 634.96	\$ 3,763.50	\$ 4,386.46	\$ (622.96)	-17%
32	Training/Meetings	\$ 5,000.00	\$ 416.67	\$ 87.35	\$ 2,500.00	\$ 3,784.35	\$ (1,284.35)	-51%
33	Shelter Maintenance	\$ 2,000.00	\$ 166.67	\$ -	\$ 1,000.00	\$ 300.88	\$ 699.12	70%
34	CNG Stations Maint.	\$ 75,000.00	\$ 6,250.00	\$ 3,000.00	\$ 37,500.00	\$ 54,959.50	\$ (17,459.50)	-47%
35	<b>Total Maintenance</b>	\$ 744,084.00	\$ 59,650.58	\$ 54,255.04	\$ 372,042.00	\$ 380,238.19	\$ (8,196.19)	-2%
<b>Operations Expense</b>								
36	Mgmt/Supv Salaries	\$ 205,015.00	\$ 15,770.38	\$ 14,973.86	\$ 102,507.50	\$ 97,932.24	\$ 4,575.26	4%
37	Operator Wages	\$ 1,552,484.00	\$ 119,421.85	\$ 117,442.40	\$ 776,242.00	\$ 724,957.64	\$ 51,284.36	7%
38	Dispatch Wages	\$ 291,521.00	\$ 22,424.69	\$ 20,248.06	\$ 145,760.50	\$ 138,420.87	\$ 7,339.63	5%
39	Payroll Taxes	\$ 49,176.00	\$ 3,782.77	\$ 2,365.18	\$ 24,588.00	\$ 14,364.64	\$ 10,223.36	42%
40	Health & Welfare	\$ 298,861.00	\$ 24,905.08	\$ 24,281.65	\$ 149,430.50	\$ 151,248.86	\$ (1,818.36)	-1%
41	Retirement:PERS	\$ 276,227.00	\$ 21,248.23	\$ 23,660.95	\$ 138,113.50	\$ 144,036.09	\$ (5,922.59)	-4%
42	Safety Incentive Program	\$ 12,900.00	\$ 1,075.00	\$ 100.00	\$ 6,450.00	\$ 4,311.52	\$ 2,138.48	33%
43	Workers'Comp	\$ 243,000.00	\$ 20,250.00	\$ 18,085.08	\$ 121,500.00	\$ 108,510.48	\$ 12,989.52	11%
44	Other Employee Exp.	\$ 36,409.00	\$ 3,034.08	\$ 9,711.78	\$ 18,204.50	\$ 23,110.51	\$ (4,906.01)	-27%
45	Mileage	\$ 1,850.00	\$ 154.17	\$ -	\$ 925.00	\$ -	\$ 925.00	100%
46	Uniforms	\$ 8,076.00	\$ 673.00	\$ -	\$ 4,038.00	\$ 10,137.19	\$ (6,099.19)	-151%
47	Outside Services	\$ 16,635.00	\$ 1,386.25	\$ 327.89	\$ 8,317.50	\$ 2,850.98	\$ 5,466.52	66%
48	Tel/Cell/Internet/Fax	\$ 53,638.00	\$ 4,469.83	\$ 5,023.88	\$ 26,819.00	\$ 32,254.81	\$ (5,435.81)	-20%
49	Radio Expense	\$ 5,935.00	\$ 494.58	\$ 4,200.00	\$ 2,967.50	\$ 4,325.00	\$ (1,357.50)	-46%
50	Fuel	\$ 336,885.00	\$ 28,073.75	\$ 19,009.81	\$ 168,442.50	\$ 116,616.22	\$ 51,826.28	31%
51	Trainings/Meetings	\$ 4,400.00	\$ 366.67	\$ (379.60)	\$ 2,200.00	\$ 956.50	\$ 1,243.50	57%
52	Insurance	\$ 396,077.00	\$ 33,006.42	\$ 30,647.82	\$ 198,038.50	\$ 191,788.72	\$ 6,249.78	3%
53	Deferred Comp Match	\$ 53,680.00	\$ 4,129.23	\$ 3,829.24	\$ 26,840.00	\$ 25,253.59	\$ 1,586.41	6%
54	<b>Total Operations</b>	\$ 3,842,769.00	\$ 304,665.99	\$ 293,528.00	\$ 1,921,384.50	\$ 1,791,075.86	\$ 130,308.64	7%
55	<b>Grand Total of Op Exp</b>	\$ 5,484,019.00	\$ 435,920.28	\$ 410,431.23	\$ 2,742,009.50	\$ 2,576,488.98	\$ 165,520.52	6%

**BASIN TRANSIT**  
**Statement of Income**  
 During Fiscal Year ending 06/30/2026  
 For Period Ending 12/31/2025

		DECEMBER		Year to Date		Year to Date Variance	%	
		Budget	Actual	Budget	Actual			
<b>Other Revenue</b>								
1	Interest	\$ 87,966.00	\$ 7,330.50	\$ 365.95	\$ 43,983.00	\$ 80,320.14	\$ 36,337.14	83%
2	Other Revenue	\$ 22,848.00	\$ 1,904.00	\$ 959.00	\$ 11,424.00	\$ 2,434.95	\$ (8,989.05)	-79%
3	CNG Fuel	\$ 100,000.00	\$ 8,333.33	\$ 8,682.21	\$ 50,000.00	\$ 38,001.74	\$ (11,998.26)	-24%
4	Renewable Gas Credits	\$ 71,951.00	\$ 5,995.92	\$ 7,197.68	\$ 35,975.50	\$ 33,916.47	\$ (2,059.03)	-6%
5	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
6	Gain on Sale of Assets	\$ 3,427.00	\$ 285.58	\$ -	\$ 1,713.50	\$ -	\$ (1,713.50)	100%
7	<b>Total Other Revenue</b>	\$ 286,192.00	\$ 23,849.33	\$ 17,204.84	\$ 143,096.00	\$ 154,673.30	\$ 11,577.30	8%

		DECEMBER		Year to Date		Year to Date Variance	%	
		Budget	Actual	Budget	Actual			
<b>Passenger Fares</b>								
8	Fixed Route	\$ 233,528.00	\$ 19,460.67	\$ 11,107.82	\$ 116,764.00	\$ 145,967.11	\$ 29,203.11	25%
9	Ready Ride	\$ 23,648.00	\$ 1,970.67	\$ 881.50	\$ 11,824.00	\$ 9,417.65	\$ (2,406.35)	-20%
9	Palm Spr./Palm Des.	\$ 38,429.00	\$ 3,202.42	\$ 3,271.52	\$ 19,214.50	\$ 22,077.27	\$ 2,862.77	15%
10	LCTOP FY25/26 K-12 Free Fare Program	\$ 33,550.00	\$ 2,795.83	\$ 2,856.25	\$ 16,775.00	\$ 15,948.53	\$ (826.47)	-5%
11	<b>Total Fare Revenue</b>	\$ 329,155.00	\$ 27,429.58	\$ 18,117.09	\$ 164,577.50	\$ 193,410.56	\$ 28,833.06	18%

		Invoiced		YTD Invoiced	Fund Balance	
		Budget	Actual			
<b>Current Support Funding - Operations</b>						
12	Local Transit Funds	\$ 4,120,055.00	\$ -	\$ -	\$ 2,061,288.00	\$ 2,058,767.00
13	Section 5311 Operating Asst (FY26)	\$ 555,516.00	\$ -	\$ -	\$ 566,145.00	\$ (10,629.00)
14	Measure I	\$ 153,100.00	\$ -	\$ 8,254.99	\$ 72,580.29	\$ 80,519.71
15	TIRCP - SB 125	\$ -	\$ -	\$ -	\$ 3,639,476.00	\$ -
16	AB 2766	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	\$ -
17	<b>Total Sup. Fund.Ops</b>	\$ 4,868,671.00	\$ -	\$ 8,254.99	\$ 6,379,489.29	\$ 2,128,657.71

18	<b>Total Operating Revenues</b>	\$ 5,484,019.00	\$ 43,576.92	\$ 6,727,573.15	\$ 2,169,068.07
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		Grant Amt	Invoiced	Invoiced in Previous FY(s)	Invoiced Current FY	Fund Balance
19	Operations Support Equip	\$ 83,550.00	\$ 11,363.77		\$ 69,465.45	\$ 14,084.55
20	CERBT / CEPPT Trust	\$ 290,388.00	\$ 72,597.00		\$ 145,194.00	\$ 145,194.00
21	Engine Overhauls	\$ 50,000.00			\$ 50,000.00	\$ -
22	Bus Stop Improvements/PV Stops	\$ 214,246.00	\$ 2,783.00		\$ 2,783.00	\$ 211,463.00
23	Shop Equipment	\$ 20,000.00			\$ 20,000.00	\$ -
24	Non-Revenue Vehicles	\$ 110,000.00			\$ 81,547.00	\$ 28,453.00
25	Facilities	\$ 615,341.00	\$ 36,794.16		\$ 78,962.51	\$ 536,378.49
26	<b>Total Current Capital Funding</b>	\$ 1,383,525.00	\$ 123,537.93	\$ -	\$ 447,951.96	\$ 935,573.04

		Grant Amt	Invoiced	Invoiced in Previous FY(s)	Invoiced Current FY	Fund Balance
27	AVL/GPS Equipment	\$ 85,000.00		\$ 19,535.31		\$ 65,464.69
28	Bus Wash System	\$ 67,950.00	\$ 6,206.69	\$ 38,770.06	\$ 29,179.94	\$ -
29	Bus Wash System	\$ 7,500.00	\$ 7,500.00		\$ 7,500.00	\$ -
30	Bus Stop Improvements/PV Stops	\$ 220,200.00		\$ 219,812.26		\$ 387.74
31	CNG Compressor	\$ 650,000.00		\$ 69,275.46		\$ 580,724.54
32	Cost Allocation Study	\$ 20,000.00		\$ 19,835.08		\$ 164.92
33	Engine Overhauls	\$ 159,422.66		\$ 58,190.76		\$ 101,231.90
34	Facilities	\$ 150,000.00		\$ 109,226.32	\$ 40,773.68	\$ -
35	Facilities	\$ 1,012,587.00	\$ 15,206.63	\$ 9,687.47	\$ 38,906.63	\$ 963,992.90
36	Facilities	\$ 84,081.00				\$ 84,081.00
37	Fare Media Structure	\$ 50,000.00				\$ 50,000.00
38	GMV OPIS ITS System	\$ 905,550.01	\$ 94,439.00	\$ 305,387.09	\$ 95,074.01	\$ 505,088.91
39	Operations Support Equip	\$ 50,000.00		\$ 49,659.76	\$ 340.24	\$ (0.00)
40	Short Range Transit Plan (SRTP)	\$ 100,000.00		\$ 78,415.96		\$ 21,584.04
41	Staff Vehicles Replacemen	\$ 50,000.00		\$ 49,812.68		\$ 187.32
42	Vehicles Replacements: 1 Class E	\$ 68,368.00	\$ 44,789.95	\$ 12,385.95	\$ 55,982.05	\$ -
43	Vehicle Replacements	\$ 287,076.00	\$ 5,375.70		\$ 5,375.70	\$ 281,700.30
44	Vehicle Replacements	\$ 1,079,970.00		\$ 384,387.81	\$ 695,582.19	\$ -
45	Vehicle Replacements	\$ 823,183.00				\$ 823,183.00
46	Vehicle Replacements	\$ 1,164,329.00			\$ 83,477.95	\$ 1,080,851.05
47	Zero Emission RFP	\$ 246,734.00				\$ 246,734.00
48	Zero Emission Projects	\$ 369,937.22		\$ 24,060.00		\$ 345,877.22
49	<b>Total Prior Capital Funding</b>	\$ 7,651,887.89	\$ 173,517.97	\$ 1,448,441.97	\$ 1,052,192.39	\$ 5,151,253.53

FY 24/25 Procurement Budget			Sent	Invoiced	Sent	Invoiced	Fund Balance
50	Procurement Bid Income	\$ 350,000.00		\$ 53,449.88		\$ 248,473.90	\$ 101,526.10
51	Procurement Bid Expenses	\$ (197,302.00)	\$ 13,350.40		\$ 74,573.88		\$ (122,728.12)
52	TAG Program	\$ (80,000.00)	\$ 2,009.17		\$ 42,461.92		\$ (37,538.08)
53	Total Procurement Budget	\$ 72,698.00	\$ 15,359.57	\$ 53,449.88	\$ 117,035.80	\$ 248,473.90	\$ 131,438.10

FY 24/25 TREP Budget		Grant Amt	Sent	Invoiced	Sent	Invoiced	Fund Balance
56	5310 TREP Revenue	<i>FY26 Award Allocation</i>	\$ 114,526.00		\$ 22,632.10		\$ 67,549.06
57	Program Administrator		\$ (2,298.00)	\$ 132.88		\$ 2,258.93	\$ (39.07)
58	Client Relations Clerk		\$ (53,325.00)	\$ 4,720.08		\$ 26,208.41	\$ (27,116.59)
59	TREP Program Expenses		\$ (1,000.00)	\$ -			\$ (785.00)
60	Mileage Reimbursements		\$ (57,903.00)	\$ 2,982.60		\$ 18,509.60	\$ (39,393.40)
61	Total TREP Funding		\$ -	\$ 7,835.56	\$ 22,632.10	\$ 46,976.94	\$ 46,976.94

**BASIN TRANSIT**  
**Statement of Expenditures - Accrual Basis**  
**During Fiscal Year ending 06/30/2026**  
**For Period Ending 1/31/2026**

Line	Administrative Exp.	FY 25/26 Budget	JANUARY		Year to Date		Year to Date Variance	%
			Budget	Actual	Budget	Actual		
1	Mgmt. Salaries	\$ 152,528.00	\$ 11,732.92	\$ 11,718.40	\$ 87,996.92	\$ 90,738.85	\$ (2,741.93)	-3%
2	Office Salaries	\$ 189,751.00	\$ 14,596.23	\$ 12,829.69	\$ 109,471.73	\$ 98,388.39	\$ 11,083.34	10%
3	Board Members	\$ 6,300.00	\$ 1,050.00	\$ 1,150.00	\$ 4,200.00	\$ 3,100.00	\$ 1,100.00	26%
4	Payroll Taxes	\$ 12,236.00	\$ 941.23	\$ 1,933.61	\$ 7,059.23	\$ 5,788.92	\$ 1,270.31	18%
5	Health & Welfare	\$ 77,712.00	\$ 6,476.00	\$ 9,658.38	\$ 45,332.00	\$ 49,105.36	\$ (3,773.36)	-8%
6	Retirement:PERS	\$ 56,565.00	\$ 4,351.15	\$ 4,754.27	\$ 32,633.65	\$ 35,630.11	\$ (2,996.46)	-9%
7	Mileage	\$ 5,000.00	\$ 416.67	\$ 218.12	\$ 2,916.67	\$ 937.44	\$ 1,979.23	68%
8	Outside Services	\$ 31,228.00	\$ 2,602.33	\$ 2,759.40	\$ 18,216.33	\$ 14,704.69	\$ 3,511.64	19%
9	Prof. Fees	\$ 78,507.00	\$ 6,542.25	\$ 12,309.15	\$ 45,795.75	\$ 43,888.57	\$ 1,907.18	4%
10	Utilities	\$ 187,698.00	\$ 15,641.50	\$ 11,283.16	\$ 109,490.50	\$ 89,648.22	\$ 19,842.28	18%
11	Marketing/Promotions	\$ 50,493.00	\$ 4,207.75	\$ 3,347.36	\$ 29,454.25	\$ 20,301.46	\$ 9,152.79	31%
12	Office Supplies	\$ 17,389.00	\$ 1,449.08	\$ 466.95	\$ 10,143.58	\$ 11,308.63	\$ (1,165.05)	-11%
13	Postage	\$ 2,503.00	\$ 208.58	\$ 212.28	\$ 1,460.08	\$ 1,802.28	\$ (342.20)	-23%
14	Printing/Reproduction	\$ 14,425.00	\$ 1,202.08	\$ 6,663.73	\$ 8,414.58	\$ 12,951.85	\$ (4,537.27)	-54%
15	Training/Meetings	\$ 14,831.00	\$ 1,235.92	\$ 753.00	\$ 8,651.42	\$ 6,937.66	\$ 1,713.76	20%
16	<b>Total Administrative</b>	\$ 897,165.00	\$ 72,653.71	\$ 80,057.50	\$ 521,236.71	\$ 485,232.43	\$ 36,004.28	7%
<b>Maintenance Expense</b>								
17	Mechanic Salaries	\$ 188,641.00	\$ 14,510.85	\$ 14,874.53	\$ 108,831.35	\$ 110,402.43	\$ (1,571.08)	-1%
18	Utility Workers & Maint Admin Salaries	\$ 144,452.00	\$ 11,111.69	\$ 11,011.07	\$ 83,337.69	\$ 82,103.13	\$ 1,234.56	1%
19	Payroll Taxes	\$ 7,994.00	\$ 614.92	\$ 1,444.99	\$ 4,611.92	\$ 3,865.27	\$ 746.65	16%
20	Health & Welfare	\$ 30,932.00	\$ 2,577.67	\$ 4,039.24	\$ 18,043.67	\$ 24,481.82	\$ (6,438.15)	-36%
21	Retirement:PERS	\$ 26,514.00	\$ 2,039.54	\$ 1,631.31	\$ 15,296.54	\$ 11,907.07	\$ 3,389.47	22%
22	Uniforms	\$ 4,551.00	\$ 379.25	\$ 444.35	\$ 2,654.75	\$ 2,944.63	\$ (289.88)	-11%
23	Outside Services	\$ 65,777.00	\$ 5,481.42	\$ 6,895.32	\$ 38,369.92	\$ 42,812.65	\$ (4,442.73)	-12%
24	Parts	\$ 74,463.00	\$ 6,205.25	\$ 6,525.78	\$ 43,436.75	\$ 35,439.94	\$ 7,996.81	18%
25	Fluids	\$ 18,613.00	\$ 1,551.08	\$ 1,002.60	\$ 10,857.58	\$ 10,273.15	\$ 584.43	5%
26	Tires	\$ 63,251.00	\$ 5,270.92	\$ 230.58	\$ 36,896.42	\$ 29,850.69	\$ 7,045.73	19%
27	Accident Repair	\$ 26,369.00	\$ 2,197.42	\$ 2,790.02	\$ 15,381.92	\$ 5,436.32	\$ 9,945.60	65%
28	Tools	\$ 750.00	\$ 62.50	\$ -	\$ 437.50	\$ 1,008.36	\$ (570.86)	-130%
29	Consulting	\$ 1,000.00	\$ 83.33	\$ -	\$ 583.33	\$ 95.00	\$ 488.33	84%
30	Shop Supplies	\$ 1,250.00	\$ 104.17	\$ 243.29	\$ 729.17	\$ 7,319.62	\$ (6,590.45)	-904%
31	Facility Supplies	\$ 7,527.00	\$ 627.25	\$ 500.47	\$ 4,390.75	\$ 4,886.93	\$ (496.18)	-11%
32	Training/Meetings	\$ 5,000.00	\$ 416.67	\$ -	\$ 2,916.67	\$ 3,784.35	\$ (867.68)	-30%
33	Shelter Maintenance	\$ 2,000.00	\$ 166.67	\$ -	\$ 1,166.67	\$ 300.88	\$ 865.79	74%
34	CNG Stations Maint.	\$ 75,000.00	\$ 6,250.00	\$ 3,220.50	\$ 43,750.00	\$ 58,180.00	\$ (14,430.00)	-33%
35	<b>Total Maintenance</b>	\$ 744,084.00	\$ 59,650.58	\$ 54,854.05	\$ 431,692.58	\$ 435,092.24	\$ (3,399.66)	-1%
<b>Operations Expense</b>								
36	Mgmt/Supv Salaries	\$ 205,015.00	\$ 15,770.38	\$ 15,565.51	\$ 118,277.88	\$ 113,497.75	\$ 4,780.13	4%
37	Operator Wages	\$ 1,552,484.00	\$ 119,421.85	\$ 119,884.09	\$ 895,663.85	\$ 844,841.73	\$ 50,822.12	6%
38	Dispatch Wages	\$ 291,521.00	\$ 22,424.69	\$ 19,758.40	\$ 168,185.19	\$ 158,179.27	\$ 10,005.92	6%
39	Payroll Taxes	\$ 49,176.00	\$ 3,782.77	\$ 8,862.79	\$ 28,370.77	\$ 23,227.43	\$ 5,143.34	18%
40	Health & Welfare	\$ 298,861.00	\$ 24,905.08	\$ 39,500.43	\$ 174,335.58	\$ 190,749.29	\$ (16,413.71)	-9%
41	Retirement:PERS	\$ 276,227.00	\$ 21,248.23	\$ 23,466.70	\$ 159,361.73	\$ 167,502.79	\$ (8,141.06)	-5%
42	Safety Incentive Program	\$ 12,900.00	\$ 1,075.00	\$ 100.00	\$ 7,525.00	\$ 4,411.52	\$ 3,113.48	41%
43	Workers'Comp	\$ 243,000.00	\$ 20,250.00	\$ 18,085.08	\$ 141,750.00	\$ 126,595.56	\$ 15,154.44	11%
44	Other Employee Exp.	\$ 36,409.00	\$ 3,034.08	\$ 1,403.08	\$ 21,238.58	\$ 24,513.59	\$ (3,275.01)	-15%
45	Mileage	\$ 1,850.00	\$ 154.17	\$ -	\$ 1,079.17	\$ -	\$ 1,079.17	100%
46	Uniforms	\$ 8,076.00	\$ 673.00	\$ -	\$ 4,711.00	\$ 10,137.19	\$ (5,426.19)	-115%
47	Outside Services	\$ 16,635.00	\$ 1,386.25	\$ 398.05	\$ 9,703.75	\$ 3,249.03	\$ 6,454.72	67%
48	Tel/Cell/Internet/Fax	\$ 53,638.00	\$ 4,469.83	\$ 5,022.32	\$ 31,288.83	\$ 37,277.13	\$ (5,988.30)	-19%
49	Radio Expense	\$ 5,935.00	\$ 494.58	\$ -	\$ 3,462.08	\$ 4,325.00	\$ (862.92)	-25%
50	Fuel	\$ 336,885.00	\$ 28,073.75	\$ 22,549.97	\$ 196,516.25	\$ 139,166.19	\$ 57,350.06	29%
51	Trainings/Meetings	\$ 4,400.00	\$ 366.67	\$ -	\$ 2,566.67	\$ 956.50	\$ 1,610.17	63%
52	Insurance	\$ 396,077.00	\$ 33,006.42	\$ 32,024.82	\$ 231,044.92	\$ 223,813.54	\$ 7,231.38	3%
53	Deferred Comp Match	\$ 53,680.00	\$ 4,129.23	\$ 3,829.24	\$ 30,969.23	\$ 29,082.83	\$ 1,886.40	6%
54	<b>Total Operations</b>	\$ 3,842,769.00	\$ 304,665.99	\$ 310,450.48	\$ 2,226,050.49	\$ 2,101,526.34	\$ 124,524.15	6%
55	<b>Grand Total of Op Exp</b>	\$ 5,484,019.00	\$ 436,970.28	\$ 445,362.03	\$ 3,178,979.78	\$ 3,021,851.01	\$ 157,128.77	5%

**BASIN TRANSIT**  
**Statement of Income**  
 During Fiscal Year ending 06/30/2026  
 For Period Ending 1/31/2026

		JANUARY		Year to Date		Year to Date Variance	%	
		Budget	Actual	Budget	Actual			
<b>Other Revenue</b>								
1	Interest	\$ 87,966.00	\$ 7,330.50	\$ 45,339.19	\$ 51,313.50	\$ 125,659.33	\$ 74,345.83	145%
2	Other Revenue	\$ 22,848.00	\$ 1,904.00	\$ 200.00	\$ 13,328.00	\$ 2,634.95	\$ (10,693.05)	-80%
3	CNG Fuel	\$ 100,000.00	\$ 8,333.33	\$ 14,205.54	\$ 58,333.33	\$ 52,207.28	\$ (6,126.05)	-11%
4	Renewable Gas Credits	\$ 71,951.00	\$ 5,995.92	\$ 4,669.24	\$ 41,971.42	\$ 38,585.71	\$ (3,385.71)	-8%
5	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
6	Gain on Sale of Assets	\$ 3,427.00	\$ 285.58	\$ -	\$ 1,999.08	\$ -	\$ (1,999.08)	100%
7	<b>Total Other Revenue</b>	\$ 286,192.00	\$ 23,849.33	\$ 64,413.97	\$ 166,945.33	\$ 219,087.27	\$ 52,141.94	31%

		JANUARY		Year to Date		Year to Date Variance	%	
		Budget	Actual	Budget	Actual			
<b>Passenger Fares</b>								
8	Fixed Route	\$ 233,528.00	\$ 19,460.67	\$ 10,709.14	\$ 136,224.67	\$ 156,676.25	\$ 20,451.58	15%
9	Ready Ride	\$ 23,648.00	\$ 1,970.67	\$ 993.10	\$ 13,794.67	\$ 10,410.75	\$ (3,383.92)	-25%
9	Palm Spr./Palm Des.	\$ 38,429.00	\$ 3,202.42	\$ 2,922.93	\$ 22,416.92	\$ 25,000.20	\$ 2,583.28	12%
10	LCTOP FY25/26 K-12 Free Fare Program	\$ 33,550.00	\$ 2,795.83	\$ 3,325.25	\$ 19,570.83	\$ 19,273.78	\$ (297.05)	-2%
11	<b>Total Fare Revenue</b>	\$ 329,155.00	\$ 27,429.58	\$ 17,950.42	\$ 192,007.08	\$ 211,360.98	\$ 19,353.90	10%

		Invoiced		YTD Invoiced	Fund Balance	
		Budget	Actual			
<b>Current Support Funding - Operations</b>						
12	Local Transit Funds	\$ 4,120,055.00	\$ -	\$ -	\$ 2,061,288.00	\$ 2,058,767.00
13	Section 5311 Operating Asst (FY26)	\$ 555,516.00	\$ -	\$ -	\$ 566,145.00	\$ (10,629.00)
14	Measure I	\$ 153,100.00	\$ -	\$ 10,310.58	\$ 82,890.87	\$ 70,209.13
15	TIRCP - SB 125	\$ -	\$ -	\$ -	\$ 3,639,476.00	\$ -
16	AB 2766	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	\$ -
17	<b>Total Sup. Fund.Ops</b>	\$ 4,868,671.00	\$ -	\$ 10,310.58	\$ 6,389,799.87	\$ 2,118,347.13

18	<b>Total Operating Revenues</b>	\$ 5,484,019.00	\$ 92,674.97	\$ 6,820,248.12	\$ 2,189,842.96
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		Grant Amt	Invoiced	Invoiced in Previous FY(s)	Invoiced Current FY	Fund Balance
19	Operations Support Equip	\$ 83,550.00			\$ 69,465.45	\$ 14,084.55
20	CERBT / CEPPT Trust	\$ 290,388.00			\$ 145,194.00	\$ 145,194.00
21	Engine Overhauls	\$ 50,000.00			\$ 50,000.00	\$ -
22	Bus Stop Improvements/PV Stops	\$ 214,246.00	\$ 169,246.00		\$ 172,029.00	\$ 42,217.00
23	Shop Equipment	\$ 20,000.00			\$ 20,000.00	\$ -
24	Non-Revenue Vehicles	\$ 110,000.00			\$ 81,547.00	\$ 28,453.00
25	Facilities	\$ 615,341.00			\$ 78,962.51	\$ 536,378.49
26	<b>Total Current Capital Funding</b>	\$ 1,383,525.00	\$ 169,246.00	\$ -	\$ 617,197.96	\$ 766,327.04

		Grant Amt	Invoiced	Invoiced in Previous FY(s)	Invoiced Current FY	Fund Balance
27	AVL/GPS Equipment	\$ 85,000.00		\$ 19,535.31		\$ 65,464.69
28	Bus Wash System	\$ 67,950.00		\$ 38,770.06	\$ 29,179.94	\$ -
29	Bus Wash System	\$ 7,500.00			\$ 7,500.00	\$ -
30	Bus Stop Improvements/PV Stops	\$ 220,200.00		\$ 219,812.26		\$ 387.74
31	CNG Compressor	\$ 650,000.00		\$ 69,275.46		\$ 580,724.54
32	Cost Allocation Study	\$ 20,000.00		\$ 19,835.08		\$ 164.92
33	Engine Overhauls	\$ 159,422.66		\$ 58,190.76		\$ 101,231.90
34	Facilities	\$ 150,000.00		\$ 109,226.32	\$ 40,773.68	\$ -
35	Facilities	\$ 1,012,587.00		\$ 9,687.47	\$ 38,906.63	\$ 963,992.90
36	Facilities	\$ 84,081.00				\$ 84,081.00
37	Fare Media Structure	\$ 50,000.00				\$ 50,000.00
38	GMV OPIS ITS System	\$ 905,550.01		\$ 305,387.09	\$ 95,074.01	\$ 505,088.91
39	Operations Support Equip	\$ 50,000.00		\$ 49,659.76	\$ 340.24	\$ (0.00)
40	Short Range Transit Plan (SRTP)	\$ 100,000.00		\$ 78,415.96		\$ 21,584.04
41	Staff Vehicles Replacemen	\$ 50,000.00		\$ 49,812.68		\$ 187.32
42	Vehicles Replacements: 1 Class E	\$ 68,368.00		\$ 12,385.95	\$ 55,982.05	\$ -
43	Vehicle Replacements	\$ 287,076.00			\$ 5,375.70	\$ 281,700.30
44	Vehicle Replacements	\$ 1,079,970.00		\$ 384,387.81	\$ 695,582.19	\$ -
45	Vehicle Replacements	\$ 823,183.00				\$ 823,183.00
46	Vehicle Replacements	\$ 1,164,329.00			\$ 83,477.95	\$ 1,080,851.05
47	Zero Emission RFP	\$ 246,734.00				\$ 246,734.00
48	Zero Emission Projects	\$ 369,937.22		\$ 24,060.00		\$ 345,877.22
49	<b>Total Prior Capital Funding</b>	\$ 7,651,887.89	\$ -	\$ 1,448,441.97	\$ 1,052,192.39	\$ 5,151,253.53



**BASIN TRANSIT**

TO: Board of Directors  
FROM: Michal Brock, Office Manager  
DATE: March 26, 2026

RE: Taxi Report

<b>December 2025</b>		<b>January 2026</b>	
Cab Companies:	2	Cab Companies:	2
Registered Cabs:	3	Registered Cabs:	3
Registered Drivers:	4	Registered Drivers:	4
New Driver Permits:	0	New Driver Permits:	0
Driver Permit Renewals:	0	Driver Permit Renewals:	0
Taxi Business Applications:	0	Taxi Business Applications:	0

**Fiscal-Year-to-Date 2025/26 Taxi Administration Financial Summary**

- As of January 31, 2026, expenditures are \$537.85 or 13% over the FYTD budget.
- As of January 31, 2026, revenues are \$378.33 or 23% over the FYTD budget.
- The net FYTD operating gain (loss) after expenses is (\$2,711.02).

**STAFF RECOMMENDATION: RECEIVE AND FILE**

MORONGO BASIN TRANSIT AUTHORITY  
TAXI ADMINISTRATION  
**Statement of Expenditures**  
During Fiscal Year ending 6/30/26  
For Period ending 12/31/2025

Line		FY 25/26	MONTH	DECEMBER	Year to Date		Year to Date	
		Budget	Budget	Actual	Budget	Actual	Variance	%
	<b>Administrative Exp.</b>							
1	Legal Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
2	Insurance	\$ 1,200.00	\$ 100.00	\$ 100.00	\$ 600.00	\$ 600.00	\$ -	0%
3	Taxicab Administrator	\$ 2,700.00	\$ 225.00	\$ 398.64	\$ 1,350.00	\$ 2,131.56	\$ 781.56	58%
4	Office Clerk	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
5	Drug & Alcohol Testing	\$ 240.00	\$ 20.00		\$ 120.00	\$ 36.85	\$ (83.15)	-69%
6	Background Checks	\$ 64.00	\$ 5.33	\$ -	\$ 32.00	\$ -	\$ (32.00)	-100%
7	Printing/Office/Meters	\$ 550.00	\$ 45.83	\$ 45.00	\$ 275.00	\$ 278.22	\$ 3.22	1%
8	Rent & Utilities	\$ 2,400.00	\$ 200.00	\$ 200.00	\$ 1,200.00	\$ 1,200.00	\$ -	0%
9	<b>Total Administrative Exp.</b>	<b>\$ 7,154.00</b>	<b>\$ 596.17</b>	<b>\$ 743.64</b>	<b>\$ 3,577.00</b>	<b>\$ 4,246.63</b>	<b>\$ 669.63</b>	<b>19%</b>

MORONGO BASIN TRANSIT AUTHORITY  
TAXI ADMINISTRATION  
**Statement of Income**

Line		FY 25/26	MONTH	DECEMBER	Year to Date		Variance	%
		Budget	Budget	Actual	Budget	Actual		
	<b>REVENUE</b>							
10	Taxi Business Permit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
11	Driver Permit Fees	\$ 100.00	\$ 8.33	\$ -	\$ 50.00	\$ -	\$ (50.00)	-100%
12	Vehicles Permit Fees	\$ 2,400.00	\$ 200.00	\$ 300.00	\$ 1,200.00	\$ 1,600.00	\$ 400.00	33%
13	Driver Renewal Fees	\$ 180.00	\$ 15.00	\$ -	\$ 90.00	\$ -	\$ (90.00)	-100%
14	Transfer Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
15	Fines	\$ 100.00	\$ 8.33	\$ -	\$ 50.00	\$ -	\$ (50.00)	-100%
16	<b>TOTAL REVENUE</b>	<b>\$ 2,780.00</b>	<b>\$ 231.67</b>	<b>\$ 300.00</b>	<b>\$ 1,390.00</b>	<b>\$ 1,600.00</b>	<b>\$ 210.00</b>	<b>15%</b>

\$ (2,646.63)

MORONGO BASIN TRANSIT AUTHORITY  
TAXI ADMINISTRATION  
**Statement of Expenditures**  
During Fiscal Year ending 6/30/26  
For Period ending 1/31/2026

Line		FY 25/26	MONTH	JANUARY	Year to Date		Year to Date	
		Budget	Budget	Actual	Budget	Actual	Variance	%
	<b>Administrative Exp.</b>							
1	Legal Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
2	Insurance	\$ 1,200.00	\$ 100.00	\$ 100.00	\$ 700.00	\$ 700.00	\$ -	0%
3	Taxicab Administrator	\$ 2,700.00	\$ 225.00	\$ 119.39	\$ 1,575.00	\$ 2,250.95	\$ 675.95	43%
4	Office Clerk	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
5	Drug & Alcohol Testing	\$ 240.00	\$ 20.00		\$ 140.00	\$ 36.85	\$ (103.15)	-74%
6	Background Checks	\$ 64.00	\$ 5.33	\$ -	\$ 37.33	\$ -	\$ (37.33)	-100%
7	Printing/Office/Meters	\$ 550.00	\$ 45.83	\$ 45.00	\$ 320.83	\$ 323.22	\$ 2.39	1%
8	Rent & Utilities	\$ 2,400.00	\$ 200.00	\$ 200.00	\$ 1,400.00	\$ 1,400.00	\$ -	0%
9	<b>Total Administrative Exp.</b>	<b>\$ 7,154.00</b>	<b>\$ 596.17</b>	<b>\$ 464.39</b>	<b>\$ 4,173.17</b>	<b>\$ 4,711.02</b>	<b>\$ 537.85</b>	<b>13%</b>

MORONGO BASIN TRANSIT AUTHORITY  
TAXI ADMINISTRATION  
**Statement of Income**

Line		FY 25/26	MONTH	JANUARY	Year to Date		Variance	%
		Budget	Budget	Actual	Budget	Actual		
	<b>REVENUE</b>							
10	Taxi Business Permit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
11	Driver Permit Fees	\$ 100.00	\$ 8.33	\$ 100.00	\$ 58.33	\$ 100.00	\$ 41.67	71%
12	Vehicles Permit Fees	\$ 2,400.00	\$ 200.00	\$ 300.00	\$ 1,400.00	\$ 1,900.00	\$ 500.00	36%
13	Driver Renewal Fees	\$ 180.00	\$ 15.00	\$ -	\$ 105.00	\$ -	\$ (105.00)	-100%
14	Transfer Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
15	Fines	\$ 100.00	\$ 8.33	\$ -	\$ 58.33	\$ -	\$ (58.33)	-100%
16	<b>TOTAL REVENUE</b>	<b>\$ 2,780.00</b>	<b>\$ 231.67</b>	<b>\$ 400.00</b>	<b>\$ 1,621.67</b>	<b>\$ 2,000.00</b>	<b>\$ 378.33</b>	<b>23%</b>

\$ (2,711.02)

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: March 26, 2026  
  
RE: General Manager's Report

**STAFF RECOMMENDATION: RECEIVE AND FILE**

## General Manager's Report

March 2026

### CAPITAL PROJECTS

- Construction of the bus stop improvements at the Monterey Business Center and Mohawk Apartments in Yucca Valley were delayed until the Encroachment Permit is processed.
- Temporary personnel was hired, and an existing staff member has been dedicated to Onboard Passenger Information System (OPIS) repairs and system reliability installed in the buses.

### ACTIVITIES

- Provided 1,053 free fares in recognition of Transit Equity Day on February 4<sup>th</sup>, both courtesy of SBCTA and 411 free fares to assist the Flying Doctors event held in Yucca Valley on March 7<sup>th</sup> & 8<sup>th</sup>.
- Hosted a social media morning to capture content across various setting for future “how-to”, etiquette, and behind-the-scenes posts.
- Celebrated Valentine's Day by distributing candy boxes to staff and riders with “We Love Our Drivers” and “We Love our Riders” messaging.
- Supported employee morale through team-building and appreciation efforts, including a Firebirds hockey game outing, National Chocolate Mint Day, and Transit Workers Appreciation Day. Staff was provided a Firehouse Subs boxed lunch for Transit Workers Appreciation Day.
- Basin Transit once again passed its annual California Highway Patrol terminal inspection. This two (2) day inspection consisted of sampling the condition of the bus's safety adherence, maintenance records, an inspection of coach operator records, drug & alcohol records, and hours of service compliance. This is an accomplishment to be proud of and gives the public a renewed sense of confidence that Basin Transit is focused on safety and compliance.



## **PROCUREMENT**

Vehicle Purchases on the Basin Transit contract were authorized to the following agencies: Counties of San Luis Obispo, Imperial, Tehama, Tulare, Butte and Eldorado. Cities of Santa Clarita, Rialto, Manteca and Pasadena. We are also in the process of executing a large number of big bus purchases on contract 23-01 that should be reflected in the next board report.

A large number of proposals are due to be received on Friday, March 20<sup>th</sup>. This is for the large Paratransit bid. A minimum of 3,944 and a maximum of 9,775 small cutaway buses and vans are to be purchased by our consortium over the next 5 years. After evaluation and inspections of vehicles and manufacturing plants, we expect to bring this contract up to the board for approval by early summer of this year.

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Matthew Atkins, Operations Manager  
DATE: March 26, 2026  
  
RE: Operations Report

**STAFF RECOMMENDATION: RECEIVE AND FILE**



# Operations Report

March 26, 2026

## PERSONNEL

### Staffing

Total Coach Operators: December - 26, January - 26

Total Dispatchers: December - 4, January - 4

### Overtime

Operators: December – 1.15%, January – 2.41%

Dispatchers: December – 1.53%, January – 1.43%

## OPERATIONS/ SAFETY/ CUSTOMER SERVICE

On-time performance for the reporting period:

Ready Ride: December – 99.7%, January – 99.5%

Fixed Route: December – 77.9%, January – 78.5%

Fixed Route On-time Performance is based on 100% of our time points (12,084 for December and 12,783 for January) recorded by GMV.

Staff received six (6) customer contacts for December and January. These contacts were recorded as four (4) complaints about drivers, one (1) compliment about a driver and one (1) service request. The compliment has been shared with the employee, and the complaints have all been addressed with customer follow-up.

As of January 31, 2025, our team reached five (5) consecutive days without a preventable accident or injury. A minor preventable collision occurred on January 26<sup>th</sup> that caused the safety board to be reset.

## EMPLOYEE TRAINING/RECRUITMENT

Training staff has completed the initial training course for two (2) new employees who started on February 9<sup>th</sup>. They have now progressed to the route training portion of the program.



## **MAINTENANCE**

The following is the maintenance mileage, road call and cost per mile information for December and January.

December: 4 road calls with 0 tows

Mileage: 59,297 with a CPM (cost per mile) of \$0.92

January: 0 road calls & 0 tows

Mileage: 59,527 with a CPM (cost per mile) of \$0.92

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: March 26, 2026  
  
RE: LCTOP Resolution

The Low Carbon Transit Operations Program (LCTOP) is one of several programs funded as part of 2014-15 State of California budget (by Senate Bills 852 and 862) which have a goal of reduced greenhouse gas emissions and achievement of other benefits.

Staff requests the Board to adopt Resolution 26-01, the Authorized Agent and the Certification and Assurances allowing Basin Transit to apply for LCTOP funds for two (2) projects.

The first project is to cover bus fares for students K-12 throughout Morongo Basin.

The second project is to enhance bus stops for ADA accessibility at two (2) locations on the Marine Corps Air Ground Combat Center (MCAGCC).

**STAFF RECOMMENDATION: ADOPT RESOLUTION 26-01; AUTHORIZE LCTOP AGENT AND CERTIFICATIONS AND ASSURANCES**

**RESOLUTION # 26-01**

**AUTHORIZATION FOR THE EXECUTION OF THE  
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS  
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)  
FOR THE FOLLOWING PROJECTS:  
FREE FARES \$40,000  
MCAGCC BUS STOP IMPROVEMENTS \$91,184**

**WHEREAS**, the Morongo Basin Transit Authority (Basin Transit) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the Basin Transit wishes to delegate authorization to execute these documents and any amendments thereto to Cheri Holsclaw, General Manager.

**WHEREAS**, the Basin Transit wishes to implement the following LCTOP project(s) listed above,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Basin Transit that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that Cheri Holsclaw, General Manager, be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Basin Transit that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY25-26 LCTOP funds:

**List project(s), including the following information:**

**Project Name:** Free Fares

**Amount of LCTOP funds request:** \$40,000 (99313: \$40,000)

**Short description of project:** Provide free fares for students K-12 throughout Morongo Basin

**Project Name:** MCAGCC Bus Stop Improvements

**Amount of LCTOP funds request:** \$91,184 (99313: \$79,203. 99314: \$11,981)

**Short description of project:** Enhancing Bus Stops for ADA accessibility

**PASSED AND ADOPTED** by the Board of Directors of the Basin Transit in San Bernardino County, State of California, on this 26<sup>th</sup> day of March, 2026.

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Chair of the Board

## BASIN TRANSIT

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: March 26, 2026  
  
RE: FY 2026/27 Draft Operating and Capital Budgets

Staff proposes a fully-funded budget for Fiscal Year 2026/27. Summary of factors used in developing the FY 2026/27 Operating Budget are as follows:

### Revenues

- Passenger Fares (**\$310,385**) with the LCTOP Subsidy (**\$40,000**) is a conservative estimate; reflecting increases of 5% and 19%, respectively. LCTOP Subsidy is to continue free fares to students K-12.
- Federal 5311 funding (**\$566,145**) is apportioned on an annual basis to non-urban areas based on the size of the rural population.
- Other Funds (**\$180,000**) include miscellaneous revenues such as interest income, gain of assets, taxi rent, etc.
- Natural Gas (**\$145,000**) includes Renewable Natural Gas credits monetized by Clean Energy and Compressed Natural Gas fuel sold.
- Measure I fund (**\$137,800**) is a half-cent sales tax collected throughout San Bernardino County for transportation improvements for service to the senior and disabled.
- AB 2766 (**\$40,000**) is an ongoing fixed apportionment. AB 2766 is a bill that authorized a \$6 motor vehicle registration fee surcharge to provide funds to local jurisdictions that assist in the reduction of mobile source emissions (such as funding transit operations).
- Transit and Intercity Rail Capital Program (TIRCP) and Zero-Emission Transit Capital Program (ZETCP) (**\$1,784,504**) provides a one-time bridge funding, allowing Basin Transit to allocate LTF funds to address zero-emissions infrastructure. TIRCP and ZETCP are provided by Greenhouse Gas Reduction Funding.

- LTF (**\$5,133,694**) is 4.59% more than FY26. Local Transportation Fund (LTF) comes from .25% of sales tax generated within the County. The Transportation Development Act (TDA) provides LTF which is a major source of funding for public transportation. **\$2,945,093** will be used for Operating, the remaining funds will be allocated for Capital expenses. Per SBCTA, any LTF operating revenue that exceeds our operating expenses must go towards zero-emission infrastructure and vehicles before we are eligible for CMAQ funds.

**Expenses** are projected to be **7.05%** more than last Fiscal Year.

Basin Transit has historically based the cost-of-living adjustment (COLA) on the December Consumer Pricing Index (CPI) report. The increased cost of consumables as noted in the CPI as of December 2025 for San Bernardino was 4.5%.

Administrative Expenses show a 1.4% increase.

- Wages (*Lines 11-14*): Administrative staff would receive 4.5% COLA. Staff not on the final step would be eligible for their 5% merit increase. Wage increases affect Payroll Taxes (*Line 16*) and Retirement (*Line 18*).
- Health & Welfare (*Line 17*): 3.3% increase is due to increased CalPERS Health Premiums.
- Mileage (*Line 19*): Decreased 50% since many meetings are available online.
- Software Services (*Line 21*): These expenses have been reclassified from Outside Services (*Line 20*) to a standalone category to better monitor the growing prevalence of annual software costs.
- Marketing/Promotions (*Line 24*): Most targeted marketing efforts were completed; therefore, we anticipate a cost savings of 20.78%.
- Postage (*Line 26*): 19.83% increase due to the increase in postage rates.

Maintenance Expenses show a 5.65% increase.

- Wages (*Lines 29-34*): Maintenance staff would receive 4.5% COLA. Staff not on the final step would be eligible for their 5% merit increase. Wage increases affect Payroll Taxes (*Line 35*) and Retirement (*Line 37*).
- Safety Supplies (*Line 47*): These expenses have been reclassified from Shop Supplies (*Line 46*) to a standalone category to better monitor personal protective equipment (PPEs) including gloves, hard hats, safety glasses and first aid kits for buses and facilities.
- Increases in Uniforms (*Line 38*), Outside Services (*Line 39*), Shop Supplies (*Line 46*), and Facility Supplies (*Line 48*) reflect higher pricing from vendors.

## ITEM 7.1

Operations Expenses show a 8.56% increase.

- Wages (*Lines 53-56*): In addition to the 4.5% COLA, this budget proposes adding wage steps 7-10 (Exhibit C) which provides a 5% wage increase every five years. This approach supports employee retention and recognizes employee longevity. Wage increases affect Payroll Taxes (*Line 57*) and Retirement (*Line 59*).
- Worker's Comp (*Line 59*): The estimate from PRISM includes a rate increase for reinsurance costs.
- Mileage (*Line 63*): and Training/Meetings (*Line 69*): Decreased 50% since many meetings are available online.
- Increases in Uniforms (*Line 64*) and Telephone lines (*Line 66*) reflect higher pricing from vendors.
- Fuel (*Line 68*): estimates cost savings with the refurbishment of one of the CNG stations.

The FY 2026/27 Capital budget is included in lines 74-80 which total **\$3,644,404**. This includes the following:

- STA (**\$340,000**): \$100,000 in Operations Support covers everything from replacement computers to large annual software costs. \$109,044 to match LCTOP funds to improve bus stops. \$50,000 in shop equipment to purchase a telehandler. \$40,000 to replace a 2011 maintenance truck. \$40,956 to match SGR funds to install a solar canopy.
- LTF (**\$2,180,034**): \$290,388 is to cover our CERPT and CEPPT payments to CalPERS, \$86,397 is our match for CMAQ dollars to replace buses. \$1,803,249 is allocated for Zero Emissions infrastructure required to meet the mandate.
- SGR (**\$156,673**): To install a solar canopy over the staff parking lot.
- LCTOP (**\$91,184**): To improve bus stops on the Marine Corps Air Ground Combat Center (MCAGCC).
- CMAQ (**\$876,513**): These replacement vehicles are in accordance with our Short Range Transit Plan (SRTP) and Federal Transportation Improvement Program (FTIP) to expand and replace buses 320-322.

Additional funding from competitive grants will continue to be sought after and will be added to the budget as Basin Transit is awarded during the fiscal year.

### **Procurement Budget** (*Lines 82-85*)

Basin Transit's Procurement Program is an arrangement with the California Association for Coordinated Transportation (CalACT) wherein access to Basin Transit's vehicle contracts and bus specifications is granted to the association's membership for a procurement fee shared equally between the agency and CalACT.

- Revenue is projected to increase by \$25,000 due to bus purchases rising.
- Allocation of \$80,000 to the Transit Assistance Grant (TAG) program to be approved by the Board. The TAG program is designed to assist local agencies and non-profits in the Morongo Basin with the implementation of transportation programs that improve access to or augment Basin Transit services.
- \$80,000 to cover expenses that may be occurred for the administration of the procurement program. This bid cycle will result in legal fees that may not be recoverable.
- Procurement Director's wages include a 4.5% COLA.

### **TREP Budget** (*Lines 87-90*)

TREP program is funded by a 5310 Caltrans grant to administer the program. This is a volunteer driver mileage reimbursement program and is designed to help fill transportation gaps that exist in the Basin by helping people in inaccessible parts of Basin Transit's service area to get to town for lifeline services. Revenue: \$137,500 / Expenses: \$137,500

### **TAP Budget** (*Lines 92-95*)

The Transit Ambassador Program (TAP) is funded by a 5310 Caltrans grant to enhance the rider experience by engaging community volunteers who guide passengers, provide support, and serve as trusted liaisons to the Basin Transit system.

### **Taxi Budget** (*Lines 97-98*)

The taxi budget is to continue revenue and administrative expenses for Taxi Regulatory activities. The taxi bank account has a reserve from revenue generated in previous years to cover the deficit.

**STAFF RECOMMENDATION: REVIEW, DISCUSS AND PROVIDE DIRECTION TO STAFF (NO ACTION)**

EXHIBIT A

BASIN TRANSIT  
2026/27 DRAFT OPERATING BUDGET

Line	Revenue Section	Approved FY26 Budget	FY 2026 Estimate	Proposed FY27 Budget	Notes	% Chg.
1	Passenger Fares	\$ 295,605	\$ 353,271	\$ 310,385		5.00%
2	LCTOP Subsidy	\$ 33,550	\$ 33,550	\$ 40,000	K-12 Free Fares	19.23%
3	FTA Section 5311	\$ 555,516	\$ 566,145	\$ 566,145	Federal funding	1.91%
4	Other	\$ 114,242	\$ 165,510	\$ 180,000	Interest, Gain of Assets	57.56%
5	Natural Gas	\$ 171,951	\$ 143,836	\$ 145,000	CNG Sales & RNG Credits	-15.67%
6	Measure I	\$ 136,700	\$ 136,700	\$ 137,800	Half-cent sales tax	0.80%
7	AB 2766	\$ 40,000	\$ 40,000	\$ 40,000	Motor vehicle registration surcharge	0.00%
8	TIRCP	\$ 3,639,476	\$ 3,639,476	\$ 1,784,504	SB125	-50.97%
9	LTF	\$ 764,918	\$ 764,918	\$ 2,953,660	.25% sales tax generated in County	286.14%
10	<b>Total Revenues:</b>	<b>\$ 5,751,958</b>	<b>\$ 5,843,407</b>	<b>\$ 6,157,494</b>		<b>7.05%</b>

Line	Administrative Expenses	Approved FY26 Budget	FY 2026 Estimate	Proposed FY27 Budget	Notes	% Chg.
11	General Manager	\$ 152,528	\$ 152,528	\$ 159,392	4.5% COLA	4.50%
12	Office Manager	\$ 101,702	\$ 101,702	\$ 111,364	4.5% COLA + Merit	9.50%
13	F/T Office Clerk	\$ 55,264	\$ 55,264	\$ 60,514	4.5% COLA + Merit	9.50%
14	P/T Office Clerk	\$ 24,076	\$ 24,076	\$ 25,159	4.5% COLA	4.50%
15	Board Meetings	\$ 6,300	\$ 4,050	\$ 6,300		0.00%
16	Payroll taxes	\$ 12,236	\$ 9,195	\$ 9,527		-22.14%
17	Health & Welfare	\$ 79,858	\$ 78,894	\$ 82,492		3.30%
18	Retirement	\$ 56,565	\$ 61,752	\$ 50,316	Employer Rate per CalPERS	-11.05%
19	Mileage	\$ 5,000	\$ 1,439	\$ 2,500		-50.00%
20	Outside Services	\$ 31,228	\$ 23,891	\$ 26,528		-15.05%
21	Software Services	\$ -	\$ -	\$ 4,700	MS365, Quickbooks, Adobe, etc.	100.00%
22	Prof. Fees	\$ 78,507	\$ 63,159	\$ 78,507		0.00%
23	Utilities	\$ 187,698	\$ 156,730	\$ 196,144		4.50%
24	Marketing/Promotions	\$ 50,493	\$ 33,908	\$ 40,000		-20.78%
25	Office Supplies	\$ 17,389	\$ 21,683	\$ 17,389		0.00%
26	Postage	\$ 2,503	\$ 3,180	\$ 3,000	Increase in postage rates.	19.83%
27	Printing & Reproduction	\$ 14,425	\$ 12,576	\$ 14,425		0.00%
28	Training/Meetings	\$ 14,831	\$ 12,369	\$ 14,831		0.00%
29	<b>Total Administration:</b>	<b>\$ 890,602</b>	<b>\$ 816,396</b>	<b>\$ 903,087</b>		<b>1.40%</b>

Line	Maintenance Expenses	Approved FY26 Budget	FY 2026 Estimate	Proposed FY27 Budget	Notes	% Chg.
30	Lead Tech Supervisor	\$ 111,472	\$ 111,472	\$ 116,488	4.5% COLA	4.50%
31	Mechanic B	\$ 77,169	\$ 77,169	\$ 84,500	4.5% COLA + Merit	9.50%
32	Utility Worker	\$ 57,555	\$ 57,555	\$ 63,022	4.5% COLA + Merit	9.50%
33	Utility Worker/Safety Coord.	\$ 88,682	\$ 88,682	\$ 97,107	4.5% COLA + Merit	9.50%
34	Maint Admin	\$ 42,842	\$ 42,842	\$ 41,932	4.5% COLA	-2.12%
35	Payroll Taxes	\$ 7,994	\$ 6,709	\$ 7,076		-11.48%
36	Health & Welfare	\$ 33,078	\$ 40,885	\$ 33,078		0.00%
37	Retirement	\$ 26,514	\$ 20,552	\$ 31,962	Employer Rate per CalPERS	20.55%
38	Uniforms	\$ 4,551	\$ 5,001	\$ 5,006		10.00%
39	Outside Services	\$ 65,777	\$ 71,835	\$ 72,355	Windshield Replacements	10.00%
40	Parts	\$ 75,952	\$ 57,828	\$ 75,952		0.00%
41	Fluids	\$ 18,986	\$ 18,541	\$ 19,840		4.50%
42	Tires	\$ 64,516	\$ 59,240	\$ 64,516		0.00%
43	Accident Repair	\$ 26,369	\$ 5,293	\$ 26,369		0.00%
44	Tools	\$ 750	\$ 1,513	\$ 750		0.00%
45	Consulting	\$ 1,000	\$ 940	\$ 1,000		0.00%
46	Shop Supplies	\$ 1,250	\$ 14,153	\$ 1,875		50.00%
47	Safety Supplies	\$ -	\$ -	\$ 4,575	Protective gear, First Aid kits, etc.	100.00%
48	Facility Supplies	\$ 7,527	\$ 8,773	\$ 9,409		25.00%
49	Training/Meetings	\$ 5,000	\$ 5,465	\$ 5,000	CNG Certification	0.00%
50	Shelter Maintenance	\$ 2,000	\$ 602	\$ 2,000		0.00%
51	CNG Stations Maintenance	\$ 75,000	\$ 109,919	\$ 75,000		0.00%
52	<b>Total Maintenance:</b>	<b>\$ 793,984</b>	<b>\$ 804,966</b>	<b>\$ 838,812</b>		<b>5.65%</b>

Line		Approved FY26 Budget	FY 2026 Estimate	Proposed FY27 Budget	Notes	% Chg.
53	Operations Manager	\$ 126,721	\$ 126,721	\$ 139,043	4.5% COLA + New Step	9.72%
54	Safety & Training Supervisor	\$ 78,294	\$ 78,294	\$ 85,731	4.5% COLA + Merit	9.50%
55	Operator Wages	\$ 1,732,545	\$ 1,449,915	\$ 1,992,103	COLA, Merits + New Steps	14.98%
56	Dispatch Wages	\$ 291,523	\$ 276,842	\$ 289,506	COLA, Merits + New Steps	-0.69%
57	Payroll Taxes	\$ 49,176	\$ 43,411	\$ 51,743		5.22%
58	Health & Welfare	\$ 343,402	\$ 302,498	\$ 343,402		0.00%
59	Retirement	\$ 276,227	\$ 288,072	\$ 353,278	includes Accrued Liability per CalPERS	27.89%
60	Safety Incentive Program	\$ 12,900	\$ 8,623	\$ 12,900	43 employees at (3) 100 days	0.00%
61	Workers' Comp.	\$ 243,000	\$ 243,000	\$ 271,000		11.52%
62	Other Employee Exp.	\$ 36,409	\$ 32,091	\$ 36,409		0.00%
63	Mileage	\$ 1,850	\$ -	\$ 925		-50.00%
64	Uniforms	\$ 8,076	\$ 12,574	\$ 12,921		60.00%
65	Outside Services	\$ 16,635	\$ 16,702	\$ 16,635		0.00%
66	Tel/cell/internet/fax etc.	\$ 53,638	\$ 64,510	\$ 67,048		25.00%
67	Radio Exp.	\$ 5,935	\$ 4,450	\$ 5,935		0.00%
68	Fuel	\$ 336,885	\$ 233,232	\$ 285,059		-15.38%
69	Training/Meetings	\$ 4,400	\$ 1,913	\$ 2,200		-50.00%
70	Insurance	\$ 396,077	\$ 383,577	\$ 396,077		0.00%
71	Deferred Comp Match	\$ 53,680	\$ 50,507	\$ 53,680		0.00%
72	<b>Total Operations:</b>	<b>\$ 4,067,372</b>	<b>\$ 3,616,932</b>	<b>\$ 4,415,595</b>		<b>8.56%</b>

73	<b>Grand Total Operations:</b>	<b>\$ 5,751,958</b>	<b>\$ 5,238,294</b>	<b>\$ 6,157,494</b>		<b>7.05%</b>
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## EXHIBIT B

### BASIN TRANSIT CAPITAL BUDGET

Line	FY26 Capital Budget	STA	LTF	SGR	LCTOP	CMAQ	TOTAL
74	Operations Support	100,000					\$ 100,000
75	CERBT / CEPPT Trust		\$ 290,388				\$ 290,388
76	Replacement Vehicles		\$ 86,397			\$ 876,513	\$ 962,910
77	Bus Stop Improvements	\$ 109,044			\$ 91,184		\$ 200,228
78	Shop Equipment	\$ 50,000					\$ 50,000
79	Non-Revenue Vehicles	\$ 40,000					\$ 40,000
80	Facilities	\$ 40,956	\$ 1,803,249	\$ 156,673			\$ 2,000,878
<b>81</b>	<b>Total Capital Budget:</b>	<b>\$ 340,000</b>	<b>\$ 2,180,034</b>	<b>\$ 156,673</b>	<b>\$ 91,184</b>	<b>\$ 876,513</b>	<b>\$ 3,644,404</b>

### PROCUREMENT BUDGET

Line	FY26 Procurement Budget		Revenue*	Expenses	TOTAL
82	Procurement Bid Income	<i>Accrued receivables &amp; RVBA</i>	\$ 375,000		\$ 375,000
83	TAG Program			\$ 80,000	\$ (80,000)
84	Procurement Bid Expenses	<i>Consulting, Legal, Meetings, etc.</i>		\$ 95,000	\$ (95,000)
85	Procurement Director			\$ 135,595	\$ (135,595)
<b>86</b>	<b>Total Procurement Reserves:</b>		<b>\$ 375,000</b>	<b>\$ 310,595</b>	<b>\$ 64,405</b>

### TREP BUDGET

Line	FY26 TREP Budget		Revenue	Expenses	TOTAL
87	5310 Grant Award		\$ 137,500		\$ 137,500
88	Direct Labor			\$ 58,780	\$ (58,780)
89	TREP Program Expenses			\$ 2,000	\$ (2,000)
90	Mileage Reimbursements			\$ 76,720	\$ (76,720)
<b>91</b>	<b>Total TREP Budget:</b>		<b>\$ 137,500</b>	<b>\$ 137,500</b>	<b>\$ -</b>

### TAP BUDGET

Line	FY26 TAP Budget		Revenue	Expenses	TOTAL
92	5310 Grant Award		\$ 31,790		\$ 31,790
93	Direct Labor			\$ 15,720	\$ (15,720)
94	Recruitment Activities			\$ 7,270	\$ (7,270)
95	Travel Training			\$ 8,800	\$ (8,800)
<b>96</b>	<b>Total TREP Budget:</b>		<b>\$ 31,790</b>	<b>\$ 31,790</b>	<b>\$ -</b>

### TAXI BUDGET

Line	FY26 Taxi Budget		Revenue	Expenses	TOTAL
97	Revenue		\$ 5,240		\$ 5,240
98	Administrative Expenses			\$ 7,301	\$ (7,301)
<b>99</b>	<b>Total Taxi Budget:</b>		<b>\$ 5,240</b>	<b>\$ 7,301</b>	<b>\$ (2,061)</b>

# EXHIBIT C

## PROPOSED WAGE STEPS

	<b>STEP 1 START</b>	<b>STEP 2 1 YEAR</b>	<b>STEP 3 2 YEARS</b>	<b>STEP 4 3 YEARS</b>	<b>STEP 5 4 YEARS</b>	<b>STEP 6 5 YEARS</b>	<b>STEP 7 10 YEARS</b>	<b>STEP 8 15 YEARS</b>	<b>STEP 9 20 YEARS</b>	<b>STEP 10 25 YEARS</b>
Operations Manager	103,756	108,944	114,391	120,111	126,117	132,422	139,043	145,996	153,295	160,960
Office Manager	92,423	97,044	101,896	106,991	112,340	117,957	123,855	130,048	136,550	143,378
Office Clerk(s)	24.07	25.27	26.54	27.86	29.26	30.72	32.26	33.87	35.56	37.34
Lead Tech Shop Supervisor	42.77	44.91	47.16	49.51	51.99	54.59	57.32	60.19	63.19	66.35
Mechanic B	36.92	38.77	40.71	42.74	44.88	47.13	49.48	51.96	54.55	57.28
Utility Worker(s)	23.68	24.86	26.10	27.41	28.78	30.22	31.73	33.31	34.98	36.73
Drivers	25.33	26.59	27.92	29.32	30.79	32.33	33.94	35.64	37.42	39.29
Dispatchers	25.83	27.09	28.42	29.82	31.29	32.83	34.44	36.14	37.92	39.79
Lead Dispatcher	27.83	29.09	30.42	31.82	33.29	34.83	36.44	38.14	39.92	41.79
Safety & Training Supervisor	30.61	32.14	33.75	35.44	37.21	39.07	41.02	43.07	45.23	47.49

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: March 26, 2026  
  
RE: Transit Ambassador Program Presentation

Presentation by staff.

**STAFF RECOMMENDATION: RECEIVE AND DISCUSS**



# TRANSIT AMBASSADOR PROGRAM INTRODUCTION

## What is a Transit Ambassador?

A Transit Ambassador (TAs) is a community volunteer or employee trained to know Basin Transit's services that operate throughout the Morongo Basin.

- Help passengers by offering assurance, experience, information, and a friendly face to riders.
- Provide a presence at the bus stops, on the buses, and at community events.
- Promote service changes and special events.
- Provide feedback to Basin Transit staff on suggested improvements and unmet needs.

# Transit Ambassador Program (TAP) Mission Statement

*“Enhance the rider experience by engaging community volunteers who guide passengers, provide support, and serve as trusted liaisons to the Basin Transit system.”*

# TAP Goals

- Enhance the rider experience
- Build community connections
- Promote accessibility
- Support safety and courtesy
- Increase rider confidence

# TAP Objectives

- Rider travel training
- Rider liaison
- Community outreach
- Support safety awareness
- Accessibility support

# Target Volunteer Outreach & Recruitment Demographic

- Local non-profit community organizations
- CMC student interns
- Senior centers
- High schools
- Military base

# TAP Volunteer Activities

Participant duties will include:

- Attend initial training sessions to learn about Basin Transit services
- Provide customer service to passengers
- Help new and current riders use transit services
- Provide information
- Assisting staff at public meetings and events

# Getting Started

Sept. '25	5310 Grant Application Submission
Aug. – Nov. '26	Ambassador Recruitment & Training
Jan. '27	Launch Transit Ambassador Program

**QUESTIONS?**



**THANK YOU!**



## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: March 26, 2026  
  
RE: ADA Paratransit Plan Update

This Americans with Disabilities Act (ADA) Paratransit Plan for the Morongo Basin Transit Authority (Basin Transit) was originally developed in 2012 in accordance with the Code of Federal Regulations, Title 49, Volume 1, from the U.S. Government Printing Office via GPO Access, cite 49CFR37. This is a periodic plan update to reflect changes in service, effective April 1, 2026.

Key updates to the Paratransit Plan:

- Transition from Door-to-Door to Curb-to-Curb Service. This change is driven by ongoing operational and safety challenges, including long or difficult to navigate driveways, unpaved dirt roads, and limited vehicle access due to property layout or obstructions.
- Alignment of Operations with Current Practices. The plan has been updated to reflect how service is currently being delivered for improved alignment between policy and day-to-day operations.
- Operator Training Requirements. Operator training standards have been formalized in accordance with 49 CFR §37.173, which requires that personnel be trained to proficiency in serving individuals with disabilities.
- Maintenance Requirements. Maintenance policies have been included to comply with 49 CFR §37.161, ensuring that accessibility features are properly maintained.
- Eligibility Application Process. The eligibility process has been improved to provide greater flexibility and accessibility. Updates include allowing verification by a certified professional (e.g., medical or rehabilitation professional) and reducing reliance on outdated or overly restrictive documentation requirements.

**STAFF RECOMMENDATION: ADOPT ADA PARATRANSIT PLAN UPDATE**

**ITEM 7.3**

2026 Update

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# ADA PARATRANSIT UPDATE

Morongo Basin Transit Authority





## INTRODUCTION

This Americans with Disabilities Act (ADA) Paratransit Plan for the Morongo Basin Transit Authority (Basin Transit) was originally developed in 2012 in accordance with the Code of Federal Regulations, Title 49, Volume 1, from the U.S. Government Printing Office via GPO Access, cite 49CFR37. This is a periodic plan update to reflect changes in service, effective April 1, 2026

## AGENCY INFORMATION

Basin Transit is the designated transit service provider for the Morongo Basin area that includes most communities in the Twentynine Palms – Morongo Valley Census County Division (CCD), in the southeast area of San Bernardino County. Basin Transit's service area includes the cities of Yucca Valley and Twentynine Palms, and the census-designated places (CDP) of Morongo Valley, Joshua Tree, and Homestead Valley. This is a vast area that encompasses more than 400 square miles that, to provide some perspective, it is similar in size to the City of Los Angeles. Basin Transit's service area is delimited in the north by the Twentynine Palms Marine Corps Air Ground Combat Center (MCAGCC), and in the south by Joshua Tree National Park.

## SUBMITTING ENTITY

Basin Transit  
62405 Verbena Road  
Joshua Tree, CA 92252

### *Contact person:*

Cheri Holsclaw  
General Manager  
Basin Transit  
Telephone: (760) 366-2986

## ADMINISTRATION AND OVERSIGHT

Basin Transit is a Joint Powers Authority (JPA), formed between the City of Twentynine Palms, Town of Yucca Valley, and County of San Bernardino. Basin Transit's service delivery approach is well-suited to serve the specific land-use and population distribution found throughout the Morongo Basin sub-region. Approximately 70,700 individuals reside within the Basin Transit service area, according to recent (2025) American Community Survey (ACS) data. All transit services are provided by Basin Transit employees.

To provide service to most communities in the Morongo Basin, Basin Transit operates the following transit services:

- Fixed Route transit serving the main cities in the Morongo Basin
- Deviated Fixed Route on a Demand Response Curb-to-Curb Basis
- Commuter Service to connect with Palm Springs (approximately 40 miles away)
- Supplementary General Public Demand Response that provides additional weekday coverage to communities spread throughout the basin

## FIXED-ROUTE SERVICES

In FY 2025, Basin Transit provided 186,917 unlinked trips on its fixed-route service. Exhibit 1 shows the hours of service by Route. Basin Transit’s current fixed route services are comprised of three modes:

- Intercity Highway Service runs hourly between Yucca Valley and Twentynine Palms and makes stops in the community of Joshua Tree.
- Local services, also called Neighborhood Shuttles, are one-way looped routes that depart hourly to serve Yucca Valley and Twentynine Palms neighborhoods.
- Commuter services provide direct round-trip service from Yucca Valley to the Palm Springs Airport and from the Marine Base to the Palm Springs Airport.

## INTERCITY HIGHWAY SERVICE

Basin Transit offers Intercity Highway Service on three Routes: Routes 1, 12, and 15.

**ROUTE 1** operates Monday through Sunday, providing bi-directional service between the Twentynine Palms Marine Base and Yucca Valley. Route 1 also stops in Joshua Tree at the Copper Mountain College and High Desert Medical Center.

**ROUTE 12** operates Monday through Friday offering three daily round trips between Yucca Valley Transit Center and Palm Springs Airport. In January 2026, Basin Transit began an 18 month pilot to offer an additional round trip daily to test the demand for more frequent service between Yucca Valley and the airport.

**ROUTE 15** is essentially the weekend version of Route 12. However, it also serves the Twentynine Palms Marine Base. Route 15 provides one round trip each Friday evening and four round trips on Saturday and Sunday.

## LOCAL NEIGHBORHOOD SHUTTLE

Local transit service is provided in the form of five (5) Deviated Fixed-Routes (DFR) directly serving the communities of Yucca Valley, Twentynine Palms, Joshua Tree and Landers, as well as the Twentynine Palms Marine Base. Routes 3A/B, 7A/B, and 21 are operated as Deviated Fixed Route (DFR). These routes deviate up to 1 1/2 miles of the posted route on a curb-to-curb basis, depending on the route. Deviations are available to all Basin Transit customers. Deviations are by reservation only; requests must be made one hour in advance of the planned trip. The DFR services are publicized on our Rider Guides, website and social media. No additional fare charged for a route deviation on Routes 3A/B and 7A/B; for deviations on Route 21, there is an additional fare of \$1.25 for Adults and \$0.75 for seniors/disabled.)

**ROUTE 3A** operates Monday through Friday linking the Twentynine Palms Marine Base and the city of Twentynine Palms. Route 3A connects with Routes 1 and 3B at the Twentynine Palms Transit Center. Route 3A provides connections with the Route 15 on Fridays.

**ROUTE 3B** operates during the same service hours as Route 3A, yet travels only within Twentynine Palms. Route 3B also provides connections with the Route 15 on Fridays.

**ROUTES 7A/B** operate Monday through Friday, traveling within Yucca Valley and connecting with Routes 1, 21, 12, and 15 at the Transit Center in Yucca Valley.

**ROUTE 21** operates Monday through Friday linking the Yucca Valley Transit Center with the unincorporated community of Landers.

The DFR services are augmented by a significant level of supplementary general public curb-to-curb service (Routes 30, 31, 34, 36 and 50) under the Ready Ride umbrella. Ready Ride is a community transportation service available at a reduced fare to disabled and senior members of the community. Ready Ride service is also available to other members of the general public for a premium fare. Ready Ride service keeps fixed-route deviations to a manageable level. **Service Area Maps** in Exhibits 2 and 3 illustrate service provided to the community.

**Exhibit 1 Fixed-Route Service Span**

Route	Hours of Operation		
	Monday - Friday	Saturday	Sunday
1	6:00 am - 10:17 pm	7:15 am - 9:49 pm	9:00 am – 4:40 pm
3A	7:00 am - 5:50 pm		
3B	7:00 am - 5:55 pm		
7A	7:00 am - 5:50 pm		
7B	7:00 am - 5:50 pm		
12	7:00 am - 7:00 pm		
15	5:25 pm - 8:09 pm (Friday Only)	10:30 am - 8:59 pm	10:30 am - 8:59 pm
21	6:45 am - 6:16 pm		

**OPERATOR TRAINING**

ADA regulations (49 CFR Section 37.173) require all public and private transit operators to train personnel to proficiency in safely operating vehicles and equipment (lifts/ramps, securement systems) and providing respectful, courteous assistance to individuals with disabilities. Training must cover recognizing diverse needs, proper service techniques, and maintaining accessible features. Basin Transit provides bus operators training in the following areas to assure ADA compliance.

- **Proficiency in Equipment Use:** Operators must be trained to properly operate wheelchair lifts, ramps, and securement devices.
- **Safe and Courteous Service:** Personnel must provide service in a respectful manner, including allowing enough time for passengers with disabilities to board and disembark.
- **Specific Assistance Requirements:** While personal care services (like lifting) are not required, operators must assist with boarding/disembarking, including pushing manual wheelchairs up steep ramps.
- **Recognizing Diverse Disabilities:** Training should cover the various types of disabilities and the different needs that require specific, individualized assistance.
- **Service Animals:** Personnel must be trained on policies regarding service animals.



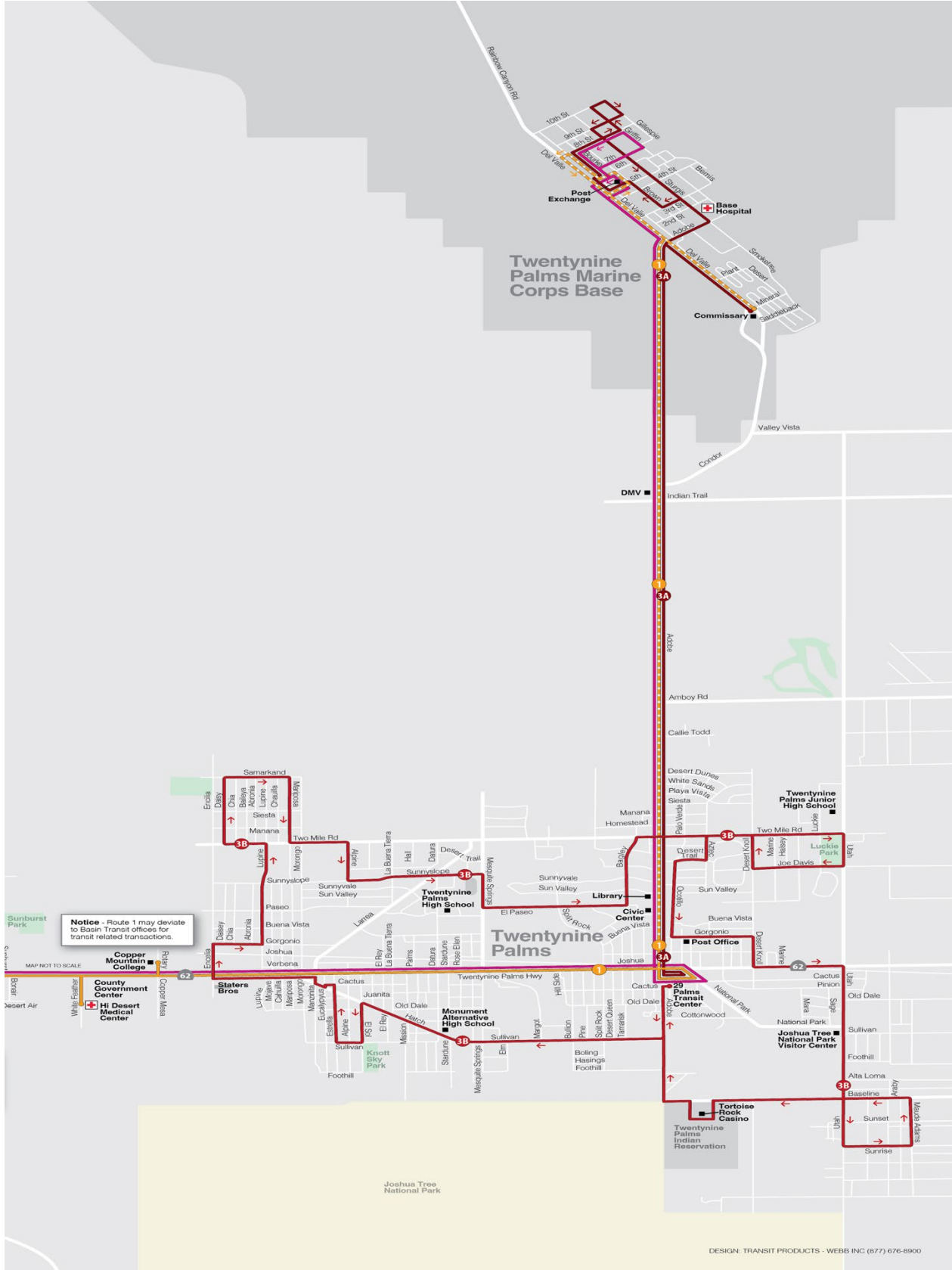


Exhibit 3: Routes serving Twentynine Palms and the Marine Corps Base

## FIXED-ROUTE DEVIATIONS

As a means of complying with the ADA, Basin Transit offers route deviation options to ADA certified individuals who wish to use the fixed-route service, yet are unable to access an established bus stop. All Basin Transit vehicles are ADA compliant to provide increased accessibility to the Morongo Basin service area. Route deviations effectively expand the reach of Basin Transit's fixed-route service by increasing the number of potential pick-up/drop-off locations.

At present, deviations are permitted on all fixed-route alignments to all customers, including ADA and senior patrons. For Routes 3A/B and 7A/B, requests for deviations within three-quarters of a mile of the route alignment are accepted. For inter-city Routes 1, 12, and 15, deviations are permitted within three-quarters of a mile from an established bus stop. All deviations on these routes are free of charge.

Many of the roads in the service area are unpaved and have the potential to damage vehicles, interrupting critical service to Basin Transit customers. Therefore, for first time deviation requests, and after inclement weather, where, for example, flash flood warnings have been issued, customers are advised that Basin Transit reserves the right to inspect the requested deviation location before approving the request. Floodwater often washes out roads or compromises their structural integrity. These structural issues may damage a vehicle and compromise Basin Transit's ability to provide service. If current road conditions present a direct threat to the health or safety of others (rider, staff), Basin Transit may deny service to locations on an unsafe road.

Deviation rules are slightly different for Route 21 (Landers), which is open to the general public and provides deviations beyond the minimum three-quarters of a mile, up to 1 ½ miles – upon prior approval. However, many roads within Landers are unimproved and could potentially damage Basin Transit vehicles. Therefore, deviations along Route 21 within Landers must be authorized by Basin Transit staff. An additional fee applies to deviations on Route 21. ADA Certified passengers and Seniors pay an additional 75 cents, adults and students pay an additional \$1.50 above the published fare.

**Appendix D to 49 CFR 37.3** states that U.S. DOT would regard a system that permits user-initiated deviations from routes or schedules as demand-responsive. This distinction is important, because demand-responsive service is not subject to the requirement for complementary paratransit service.

Basin Transit's route deviations policy allows all customers to request deviations on any route. Passengers who wish to schedule a deviation are encouraged to place their request 24 hours in advance. Same-day requests are subject to availability. Exhibits 4.1 through 4.3 illustrate service coverage boundaries for route deviations. Basin Transit customers use the DFR with regularity, and demand for deviations is growing. Customers requested 567 deviations in FY 2025 that provided additional access to 579 customers in the Morongo Basin. All the deviations were provided as requested. Of these customers, 35 customers, roughly 6%, identified themselves as certified for disability. Review of the first six months of FY 2026 show that 274 deviations were requested

and that there were no denials. This illustrates that the DFR service is providing adequate coverage to ADA certified individuals within the Basin Transit service area.

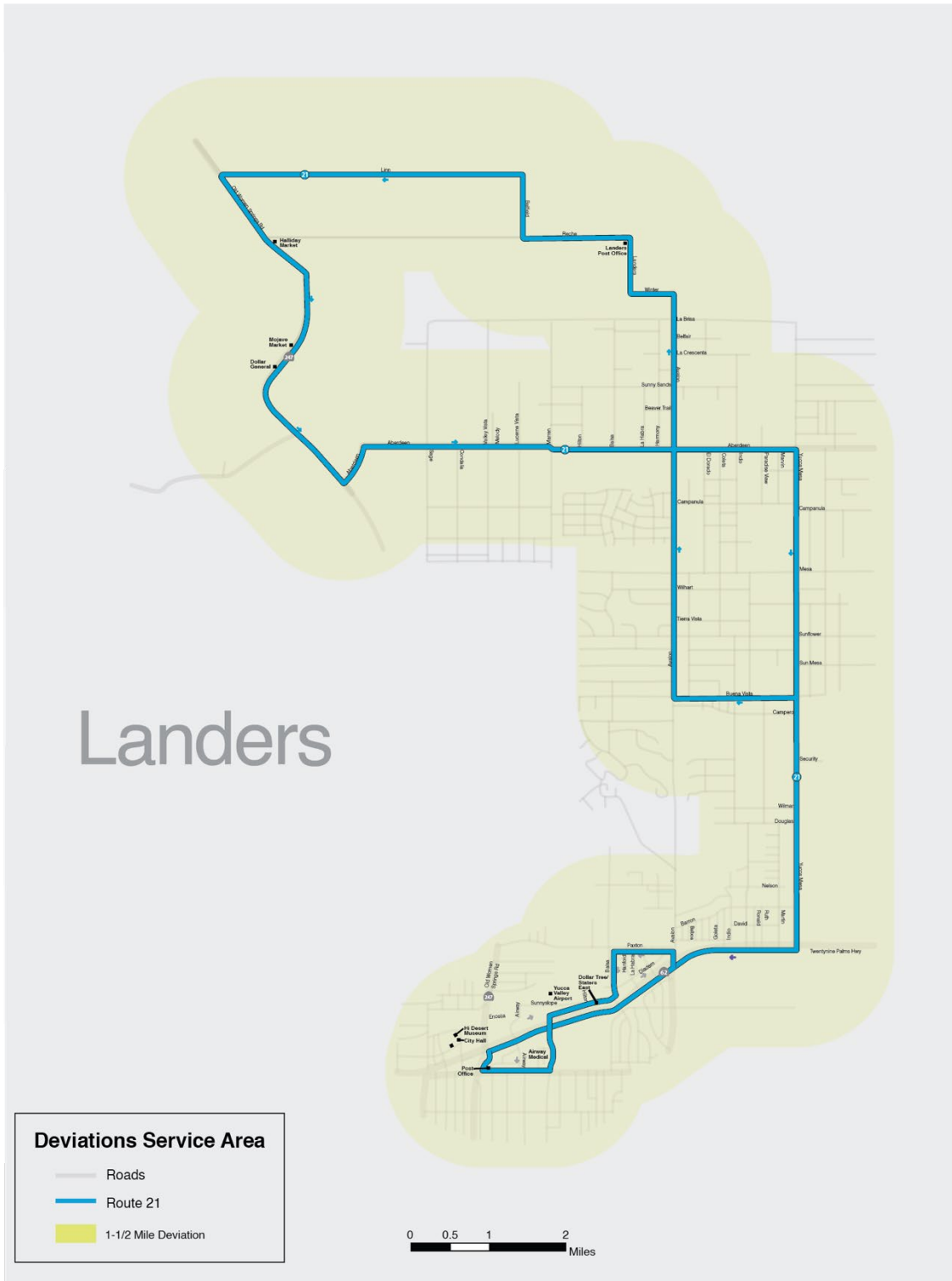


Exhibit 4.1 Route 21 Deviation Limit

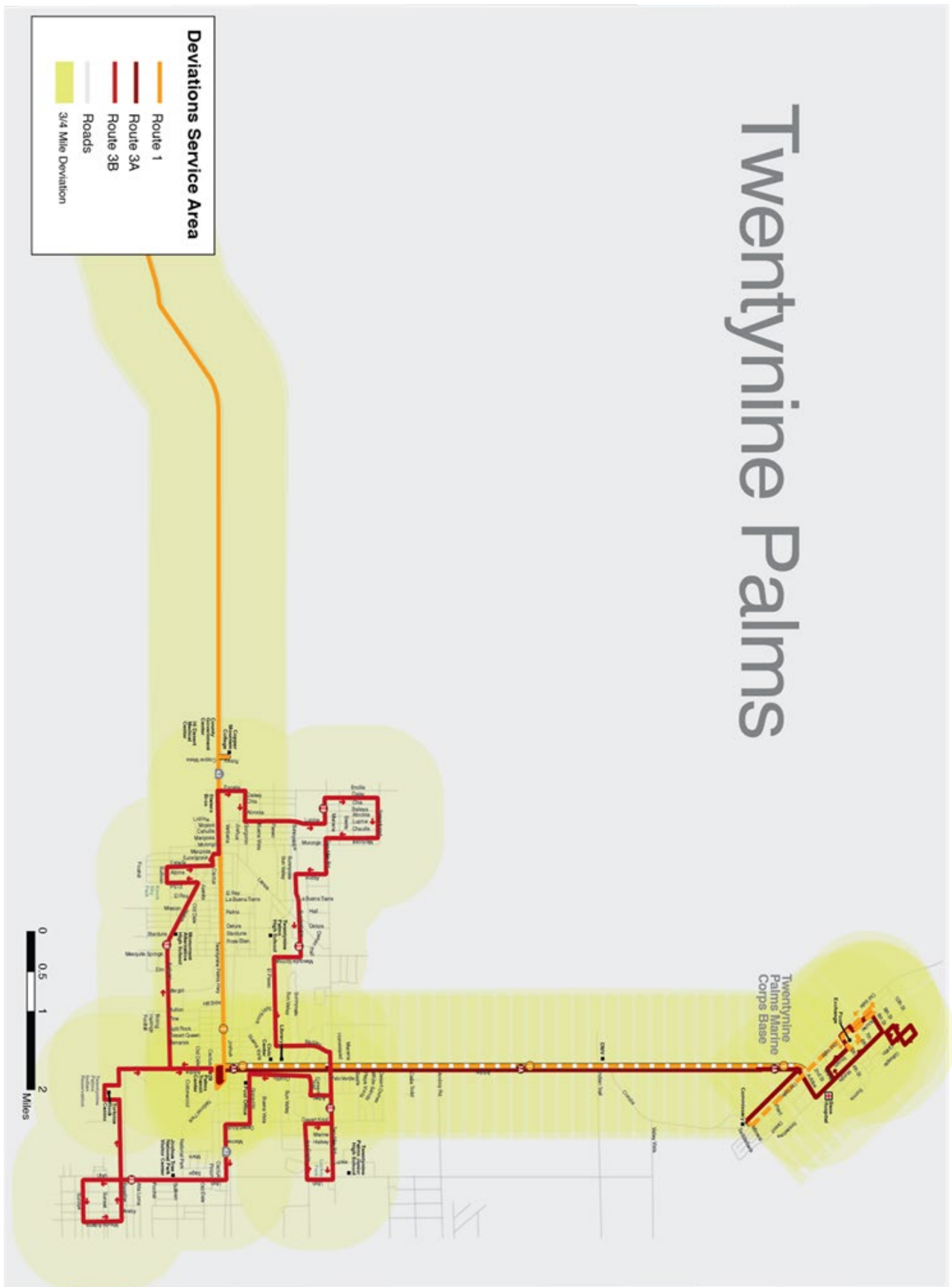


Exhibit 4.3 Yucca Valley Deviation Limits

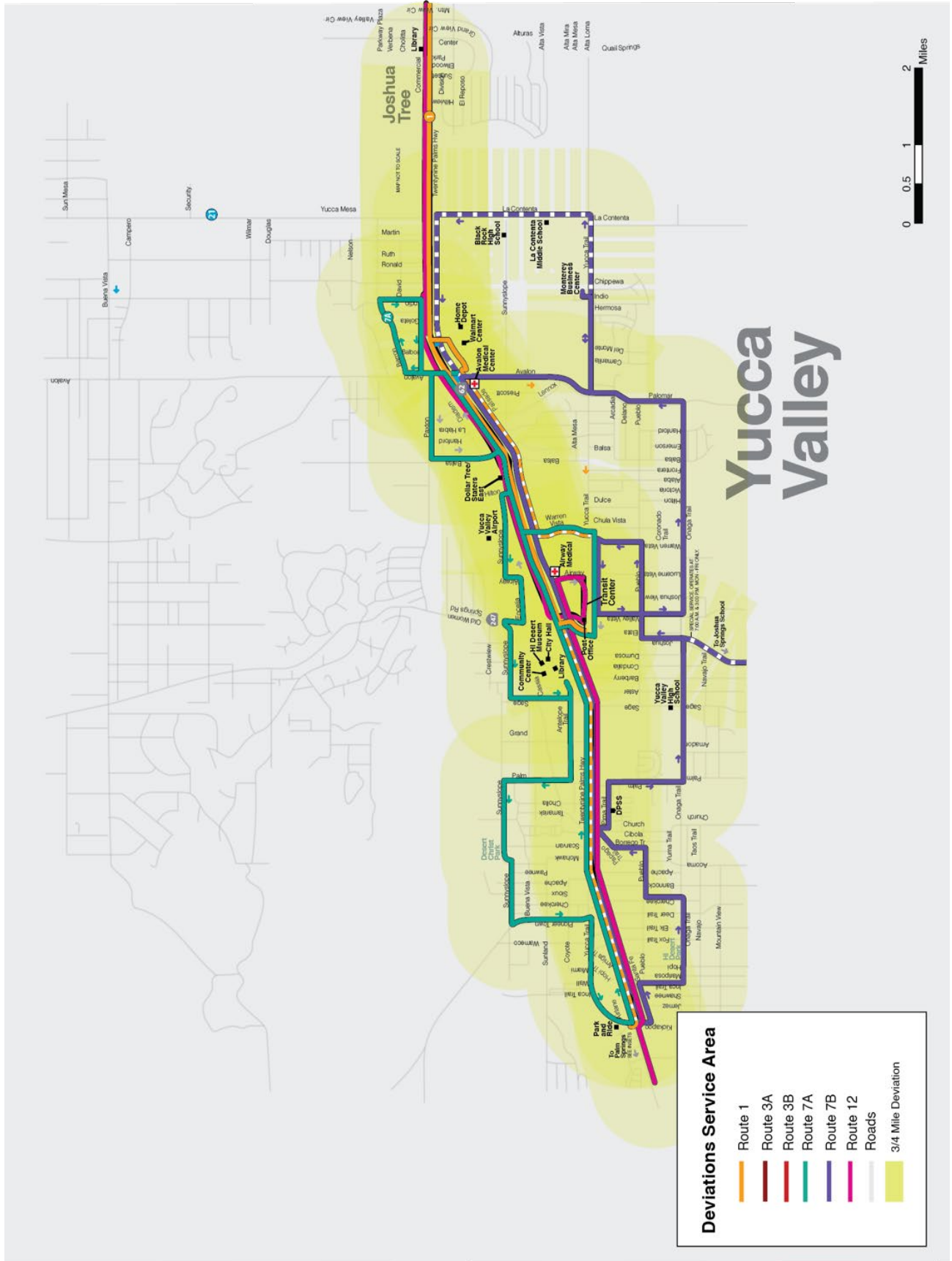


Exhibit 4.3 Yucca Valley Deviation Limits

## FIXED ROUTE SERVICE FLEET

ADA-compliant fixed-route vehicles are required to be accessible to people with disabilities, featuring lifts or ramps, mobility device securement areas, high-contrast markings, and grab bars. Key features include wheelchair lifts and securements, priority seating, and audio stop announcements to ensure accessibility for all passengers. The Basin Transit vehicles are all assigned for use in fixed route service and are assigned as needed to various services Basin Transit provides to their customers. All Basin Transit vehicles are ADA compliant. The fleet is listed by size in Exhibits 5 & 7 in this report. The following list helps illustrate key features that vehicles used in fixed route service must have to ensure accessibility for all Basin Transit customers.

### Key ADA Requirements for Fixed-Route Vehicles

- **ACCESS EQUIPMENT:** Vehicles must have functional ramps or lifts for wheelchairs and mobility devices.
- **SECUREMENT AREAS:** Designated, secure areas with tie-downs must be available for wheelchairs.
- **STOP REQUESTS:** Accessible, one-hand-operable stop request controls (15–48 inches high) must be installed near securement spots.
- **STOP ANNOUNCEMENTS:** Public address systems must be used, particularly on vehicles longer than 22 feet, to announce stops.
- **SIGNAGE AND LIGHTING:** Illuminated exterior signs for route info and lighting at steps/doors are required.
- **KNEELING FEATURES:** Some of Basin Transit vehicles provide kneeling convenience to reduce step height and improve accessibility for senior and disabled passengers. Given the varied terrain in the Basin Transit service area, the kneeling feature while attractive, requires roadway integrity to offer this service. For these reasons, Basin Transit provides this additional accessibility on the Routes 1 and 30 only. NOTE: Fixed-route buses **are not explicitly required** by the [Americans with Disabilities Act \(ADA\)](#) to have a "kneeling" feature, but they must be accessible via lifts or ramps. All Basin Transit passenger revenue vehicles are lift-equipped. However, if a bus is equipped with a kneeling feature, it must be maintained in operational condition, as it is considered vital accessibility equipment, especially for ensuring a compliant ramp slope. Maintenance of the kneeling feature is a consideration in future purchases of passenger vehicles.

### ADA Requirements for Maintenance of Passenger Revenue Vehicles

In order for Basin Transit customers to enjoy reliable service, the vehicles providing the transportation have to be consistently and proactively maintained. ADA regulations (49 CFR § 37.161) require transit providers to maintain vehicle accessibility features—lifts, ramps, securement devices, signage, and communication systems—in operative condition. Prompt repair of broken equipment is mandatory, with reasonable alternative accommodations required in the interim. A pattern of inoperable, broken equipment is considered discrimination.

**Key Maintenance Requirements**

- **Preventative Maintenance:** Regular inspections of lifts, ramps and wheelchair securement devices (straps) are essential to ensure they are functional.
- **Prompt Repair:** If an accessibility feature breaks, it must be fixed immediately. If a lift or ramp is broken, that vehicle should be removed from service until repaired.
- **Alternative Service:** If an accessible vehicle is out of service, a reasonable, equivalent alternative must be provided. (This is where the spare bus ratio comes in; maintaining the fleet to replace vehicles as needed.)
- **Reporting Procedures:** Bus operators must immediately report to their supervisors any failure of wheelchair lifts or ramps.
- **System Components:** It is important to maintain all functionality of accessibility features. This includes not only wheelchair lifts and ramps, stop announcement systems, signage and securement systems.

Basin Transit (Morongo Basin Transit Authority - MBTA) maintains its vehicles through a commitment to manufacturer recommendations to ensure safety and reliability.

**Exhibit 5 Fleet Composition  
Fixed Route Passenger Revenue Vehicles**

Vehicle #	Vehicle Year	Make	Seating Capacity
317	2018	GLAVAL	26 +2 wheelchair
318	2018	GLAVAL	26 +2 wheelchair
319	2018	GLAVAL	26 +2 wheelchair
320	2018	GLAVAL	26 +2 wheelchair
321	2019	GLAVAL	26 +2 wheelchair
322	2019	GLAVAL	26 +2 wheelchair
323	2020	EL DORADO	24 +2 wheelchair
324	2024	STARCRAFT	16 +2 wheelchair
325	2024	STARCRAFT	16 +2 wheelchair
754	2020	EL DORADO	27 +2 wheelchair
757	2020	GILLIG**	33 +2 wheelchair
758	2021	GILLIG**	33 +2 wheelchair
759	2023	GILLIG**	33 +2 wheelchair
760	2023	GILLIG**	33 +2 wheelchair

\*\*GILLIG VEHICLES HAVE KNEELING FEATURE

**READY RIDE**

An additional supplementary component of Basin Transit’s ADA compliance effort is Ready Ride, a general public curb-to-curb demand-response program which primarily serves ADA certified and senior (60 years and older) passengers. General public passengers may use Ready Ride for a premium rate (i.e., higher fare). This weekday demand-response service is intended to supplement Basin Transit’s deviated fixed-route service. In FY 2025, Ready Ride provided 13,824 unlinked trips. Exhibit 6 illustrates Ready Ride’s service hours by community. Basin Transit’s Demand Responsive Fixed Route Deviations provide the required ADA complimentary service where Ready Ride service hours do not mirror fixed-route hours.

**Exhibit 6 Ready Ride Service Areas and Hours**

Community	Service Days	Service Hours
Yucca Valley	Monday – Friday	7:30 a.m. to 4:15 p.m.
Morongo Valley	Monday & Thursday	8:30 a.m. to 12:00 p.m.
Joshua Tree	Monday – Friday	7:30 a.m. to 3:00 p.m.
Twentynine Palms	Monday – Friday	7:30 a.m. to 1:00 p.m.
Wonder Valley	Tuesday & Friday	7:00 a.m. to 12:00 p.m.

**READY RIDE PASSENGER VEHICLES**

All Basin Transit vehicles assigned to Ready Ride include wheelchair lifts and are equipped with two wheelchair tie-downs; seating ranges from 5 to 16 depending upon vehicle size. The number of vehicles required for Ready Ride service varies by service day (given vehicle assignments may vary by customer demand). Exhibit 8 presents details regarding the current Ready Ride fleet.

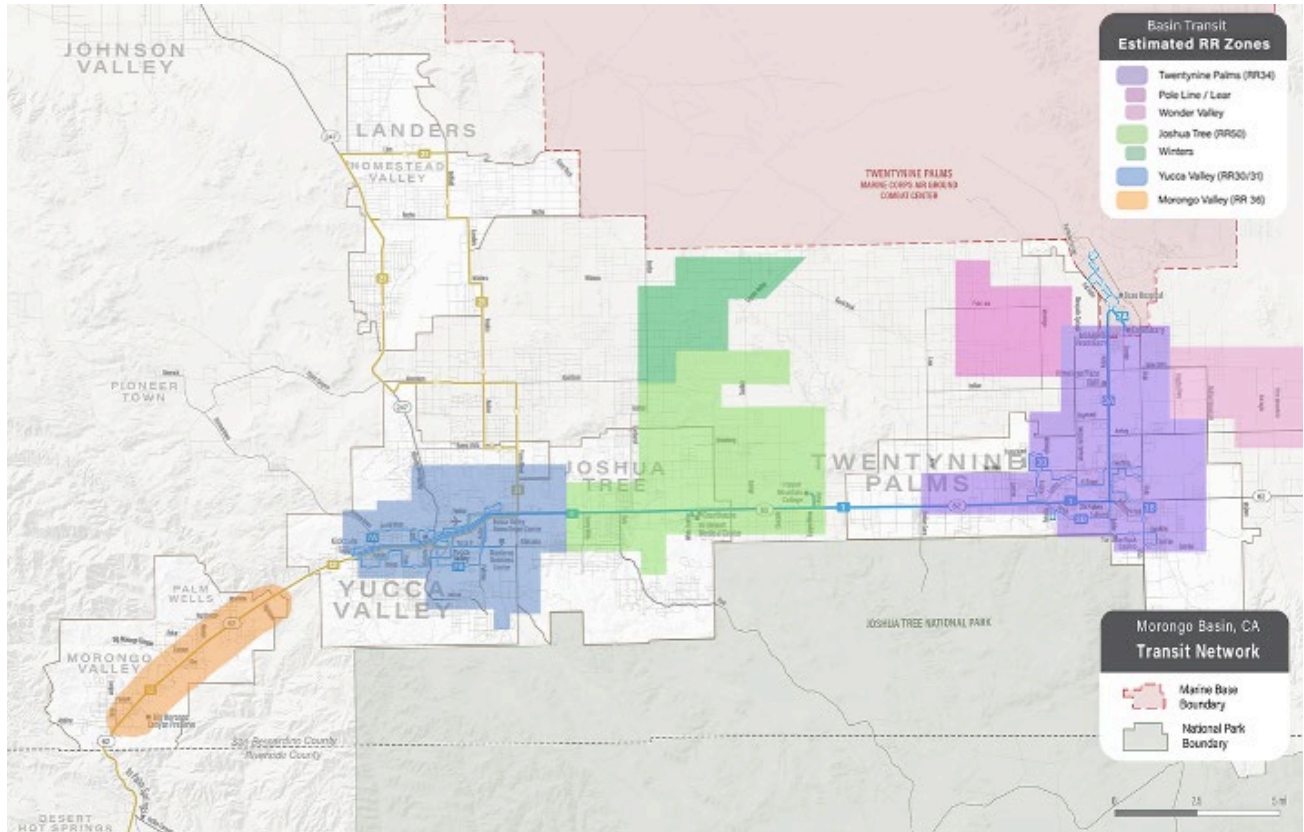
**Exhibit 7 Fleet Composition**  
**Fixed Route Passenger Revenue Vehicles**  
**Used Most Frequently on Ready Ride**

Vehicle #	Vehicle Year	Make	Seating Capacity
29	2018	SENATOR	14 +2 wheelchair
30	2018	SENATOR	14 +2 wheelchair
31	2018	SENATOR	14 +2 wheelchair
32	2018	SENATOR	14 +2 wheelchair
33	2018	SENATOR	14 +2 wheelchair
34	2018	SENATOR	14 +2 wheelchair
35	2019	ARBOC**	13 +2 wheelchair
36	2019	SENATOR	16 +2 wheelchair
37	2024	STARCRAFT	14 +2 wheelchair
38	2024	STARCRAFT	14 +2 wheelchair
39	2025	STARCRAFT	14 +2 wheelchair
40	2024	STARCRAFT	14 +2 wheelchair
88	2022	FORD	5 +1 wheelchair

\*\*ARBOC HAS KNEELING FEATURE

**READY RIDE SERVICE AREA**

The Ready Ride service area is illustrated in Exhibit 8 below. Ready Ride was designed to provide service to neighborhoods away from Highway 62 that were not covered by the intercity service or the neighborhood shuttles. Initially designed to cover the urban communities of Yucca Valley, Joshua Tree and Twentynine Palms, overtime the service has been extended to serve residents in outlying rural areas where significant demand developed, such as Wonder Valley.



**Exhibit 8 Ready Ride Service Area**

Ready Ride service is available to all residents of the Morongo Basin. Ready Ride service is provided in 7 different service areas or zones, Monday to Friday. Demand for service determines the schedules offered within the 7 zones. Demand for transportation in the Yucca Valley, Joshua Tree, and Twentynine Palms support service Monday to Friday from 7:00 am to 3:00 pm. Sustainably supporting service in the more sparsely populated areas requires consolidation of services, until significantly more demand materializes. Rural residents of Morongo Valley, north of Joshua Tree up to Winters Road and Sunfair Road, north of Twentynine Palms up to Pole Line Road and Lear Avenue, and Wonder Valley are able to connect with the rest of the Morongo Basin two days a week on Ready Ride.

**FARES**

Basin Transit’s fare structure varies by route and service. Exhibit 9.1 shows the fare media and pricing for Routes 3A/B, 7A/B, 21 and Ready Ride. Exhibits 9.2, 9.3 and 9.4 present the distance-based fares for intercity Routes 1A/B,12 and 15.

**Exhibit 9.1 Fare Structure For ROUTES 3A/B, 7A/B, 21 & Ready Ride**

Pass/Fare Media	ROUTES 3A/B, 7A/B, & 21		Ready Ride		Benefit
	Adults/Students	Seniors/Disabled	Adults/Students	ADA/Seniors	
Base Cash Fare (one trip)	\$1.25	\$1.00	\$5.00	\$2.00	No obligation; pay per ride for any given trip.
Day Pass	\$3.75	\$3.00			Unlimited rides in a given day.
31-Day Go Pass	\$40.00	\$25.00			Unlimited rides for a 31-day period (consecutive days).
10-Punch Pass				\$12.50	Discount booklet of ten rides; taken on any given day.
20-Punch Pass				\$25.00	Discount booklet of ten rides; taken on any given day.

**Exhibit 9.2 ROUTE 12 Fare Structure**

ROUTE 12	One-Way		Roundtrip	
Pass/Fare Media	Adults/Students	ADA/Seniors	Adults/Students	ADA/Seniors
29 Palms	\$10.00		\$15.00	
Joshua Tree & Yucca Valley	\$7.00		\$11.00	
Morongo Valley	\$5.00		\$9.00	
All Above Locations		\$4.50		\$9.00
10-Ride Punch (Palm Springs)	\$42.00	\$42.00		

**Exhibit 9.3 ROUTE 15 Fare Structure**

ROUTE 15				
Location	Adults/Students		ADA/Seniors	
	One-Way	Roundtrip	One-Way	Roundtrip
29 Palms	\$20.00	\$25.00	\$14.50	\$19.00
Joshua Tree & Yucca Valley	\$17.00	21.00	\$14.50	\$19.00
Morongo Valley	\$15.00	\$19.00	\$14.50	\$19.00

Apart from Routes 12 and 15, there are three types of fare media available to the general public and five for senior adults (60 years or older) as well as persons with disabilities. Ready Ride accepts cash fares as well as 10 and 20-punch passes. However, punch passes are available only to seniors and persons with disabilities.

**Exhibit 9.4 ROUTE 1A/B Fare Structure**

<b>INTERCITY HWY ROUTES 1A/B</b>	
<b>Adults/Students</b>	<b>ADA/Seniors</b>
<b>One-Way</b>	<b>One-Way</b>
<b>\$2.50</b>	<b>\$1.25</b>

As defined by the ADA, a “comparable” fare as it applies to ADA paratransit “shall not exceed twice the fare that would be charged to an individual paying full fare...on the entity’s fixed-route system.”<sup>1</sup> As such, the current Ready Ride fare structure complies with ADA regulations.

<sup>1</sup> DOT ADA regulations at 49 CFR Section 37.131(c)

## BASIN TRANSIT ADA CERTIFICATION PROCESS

### VISITORS

ADA-certified persons visiting the Morongo Basin may use Ready Ride service and pay the discounted fare (along with all other benefits which may apply) upon completion of a Basin Transit ADA eligibility application. Visitors are encouraged to contact Basin Transit directly for assistance.

Visitors to the area may not be familiar with the inclement weather and flash flooding that may occur in the Morongo Basin, especially on the dirt roads throughout the service area. Many of the roads in the service area are unpaved and have the potential to damage vehicles, interrupting critical service to Basin Transit customers. Therefore, for first time deviation requests, and after inclement weather, where, for example, flash flood warnings have been issued, customers are advised that Basin Transit reserves the right to inspect the requested deviation location before approving the request. Floodwater often washes out roads or compromises their structural integrity. These structural issues may damage a vehicle and compromise Basin Transit 's ability to provide service.

### ADA PERSONS WITH DISABILITIES

As outlined in the ADA, there are three categories under which a person may be eligible for complementary ADA paratransit service:

1. An individual with a disability who is unable, as the result of a physical or mental impairment (including a vision impairment), and without the assistance of another individual (except the operator of a wheelchair lift or other boarding assistance device) to board, ride, or disembark from any vehicle on the system.
2. An individual with a disability who needs the assistance of a wheelchair lift or boarding assistance device is able, with such assistance, to board, ride, and disembark from any vehicle which is readily accessible to, and usable by, individuals with disabilities, if the individual wants to travel on a route on the system during the hours of operation of the system, at a time when such a vehicle is not being used, to provide designated public transportation on the route.
3. An individual with a disability who has a specific impairment-related condition, which prevents the individual from traveling to a boarding location or from a regular disembarking location on the regular system.

Currently Basin Transit currently has 70 customers certified as disabled; sixteen (16) certifications were completed in FY2025. Basin Transit Fiscal Year starts July 1 and ends the following calendar year on June 30. As of December 31, 2025, thirteen individuals sought ADA certifications in FY 2026.

## ADA ELIGIBILITY APPLICATION PROCESS

To become certified for Ready Ride, prospective riders are required to complete an application process for ADA certification. The application can be obtained by calling (760) 366-2986, emailing [admin@basin-transit.com](mailto:admin@basin-transit.com), or completing the form online at [www.Basin-Transit.com/ready-ride/](http://www.Basin-Transit.com/ready-ride/). After completing the application, the application may be mailed to the address below or submitted via email to [admin@basin-transit.com](mailto:admin@basin-transit.com). A copy of the two-page application form follows in Exhibits 10.1 & 10.2, on pages 18 & 19.

ADA Administrator  
Basin Transit  
62405 Verbena Road  
Joshua Tree, CA 92252

## COMPLETE APPLICATION

An application is considered complete when the form is completed, signed by the passenger, accompanied with state or federally issued ID and either signed by a certifying professional OR with a copy of one of any of the documents listed below:

- DMV Disabled Identification Card  
OR
- Social Security Disability Insurance (SSDI) award letter or statement  
OR
- Supplemental Security Income (SSI) award letter or statement  
OR
- Veterans Administration (VA) certification for 40-percent disability or more.

## APPLICATION REVIEW

Once a complete application is received, it will be reviewed by Basin Transit staff. Determination of eligibility will be made within 21 calendar days, and the applicant will be notified.

## CUSTOMER NOTIFICATION OF APPROVAL/DENIAL DETERMINATION

Approval or denial of the ADA certification application is contingent on either the signature of a certifying individual OR with a copy of the previously mentioned documents (DMV Disabled ID, SSDI, SSI or VA certification). Once a determination has been made, a written notification will be mailed regarding ADA certification status. If an alternate accessible format was requested, the determination will be provided in the alternative format.

## RECERTIFICATION

Any applicant who is granted a permanent Basin Transit ADA card may use the card until otherwise advised. The card does not expire, therefore there is no recertification process once certification is approved. Basin Transit reserves the right to request a brief follow-up interview (via phone or in person) every two years to update customer contact information.



**ADA ELIGIBILITY CARD APPLICATION**

To be eligible for a Basin Transit’s reduced fare, you must have an ADA Eligibility Card, or be sixty (60) years of age or over. **If you are 60 years of age and older, simply show proof when boarding. No card is necessary.** If you have a disability that makes riding the fixed route service difficult, please fill out this application.

**APPLICATION INSTRUCTIONS:**

1. If you are applying because of **disability, you may present a copy of documents listed below in Step 2 or be certified by a professional.** The reverse side must be completed by a professional from a social service agency or your doctor’s office. Please provide emergency contact information in Section 6.

**APPLICANTS ARE ALSO REQUIRED TO PRESENT A VALID, GOVERNMENT-ISSUED PHOTO IDENTIFICATION (PHOTO ID)**

<p><b>STEP 1 TO BE COMPLETED BY ALL APPLICANTS <u>(PLEASE PRINT CLEARLY)</u></b></p> <p>I HEREBY AUTHORIZE THE CERTIFYING INDIVIDUAL LISTED ON THE REVERSE SIDE TO RELEASE INFORMATION TO BASIN TRANSIT FOR THE PURPOSE OF ISSUING AN ADA ELIGIBILITY CARD.</p> <p>(PRINT NAME): _____ DOB: ____/____/____</p> <p>STREET/PO BOX _____ CITY _____ ZIP _____</p> <p>DATE FILED: _____ PHONE NUMBER: _____</p> <p>EMAIL ADDRESS: _____</p> <p>APPLICANT SIGNATURE: _____</p>
<p><b>STEP 2 DOCUMENTATION BASIS FOR ELIGIBILITY-CHECK ONE BOX ONLY</b></p> <p><input type="checkbox"/> DMV Disabled Identification Card</p> <p><input type="checkbox"/> Social Security Disability Insurance Award Letter or Statement</p> <p><input type="checkbox"/> Supplemental Security Income Award Letter or Statement</p> <p><input type="checkbox"/> Veterans Administration Certification for 40 Percent or More Disability</p> <p><input type="checkbox"/> ADA Disability ID Card</p>
<p style="text-align: center;"><b><u>FOR BASIN TRANSIT USE ONLY</u></b></p> <p>DATE APPLICATION RECEIVED: _____ DATE APPLICATION APPROVED _____</p> <p>APPROVED BY (PRINT NAME): _____</p> <p>SIGNATURE _____</p>

**CERTIFYING PROFESSIONAL MUST COMPLETE STEPS 3,4 & 5**

<p><b>STEP 3</b> The Federal Transit Administration’s (FTA) definition of disabled: “Disability means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.”</p> <p><b>Please initial below if this applicant meets the qualifying standard stated above:</b></p> <p>_____ <b>YES</b>, this applicant meets the qualifications required for an ADA eligibility card.</p>									
<p><b>STEP 4 Personal Care Attendant (PCA).</b> Does the applicant require an attendant to accompany him/her/them when using Basin Transit Services?</p> <p><input type="checkbox"/> <b>Yes</b>    <input type="checkbox"/> <b>No</b></p> <p><i>(A disabled passenger’s attendant rides free when assisting a passenger. Fraudulent use of an attendant is considered fare evasion and is against the law.)</i></p>									
<p><b>STEP 5 Social Service Agency or Physician’s Confirmation</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; padding-bottom: 5px;">Name of Certifying Professional (Print)</td> <td style="width: 25%; border-bottom: 1px solid black; padding-bottom: 5px;">Signature</td> <td style="width: 25%; border-bottom: 1px solid black; padding-bottom: 5px;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding-bottom: 5px;">Title</td> <td colspan="2" style="border-bottom: 1px solid black; padding-bottom: 5px;">Address</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding-bottom: 5px;">Facility/Organization</td> <td colspan="2" style="border-bottom: 1px solid black; padding-bottom: 5px;">Phone</td> </tr> </table>	Name of Certifying Professional (Print)	Signature	Date	Title	Address		Facility/Organization	Phone	
Name of Certifying Professional (Print)	Signature	Date							
Title	Address								
Facility/Organization	Phone								
<p><b>STEP 6 EMERGENCY CONTACT INFORMATION</b>          Emergencies are rare, but have happened.          Whom should Basin Transit contact for you in the event of an emergency?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; padding-bottom: 5px;">Name</td> <td style="width: 50%; border-bottom: 1px solid black; padding-bottom: 5px;">Phone Number</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; padding-bottom: 5px;">Address</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; padding-bottom: 5px;">Email Address</td> </tr> </table> <p style="text-align: center; font-size: small;">Please complete and return this form and a copy of documents (if necessary) to          BASIN TRANSIT , 62405 Verbena Road, Joshua Tree, CA 92252          Or email to <a href="mailto:admin@basin-transit.com">admin@basin-transit.com</a>          Visit our Website: <a href="http://www.Basin-Transit.com">www.Basin-Transit.com</a></p>	Name	Phone Number	Address		Email Address				
Name	Phone Number								
Address									
Email Address									

**Exhibit 10.2 ADA ELIGIBILITY APPLICATION PAGE 2**

## SENIORS 60 AND OLDER

Seniors (60 and older) who wish to use the Ready Ride need only present proof upon boarding the vehicle (state or federally issued identification card), no additional identification is necessary

## TRIP RESERVATION/FIXED STOP DEVIATION PROCEDURE

Once an individual has been certified, he/she may schedule a trip or deviation for any purpose at the discounted price. To schedule a trip/deviation, the rider (or the person scheduling the request on behalf of the rider) must call (760) 366-2395. The caller should be prepared to provide the following information to the customer service representative: information.

- Rider's first and last name.
- If an attendant, child, companion, or service animal will also be riding.
- Rider's exact address, including an apartment number, building, or business name if appropriate.
- Exact pick-up address (if location differs from rider's address).
- The exact address of rider's destination, including suite or apartment number, building, or business name.
- Rider's requested pick-up time and appointment time (if applicable).
- If the rider is traveling with a wheelchair or other mobility device (scooter, crutches, etc.).

Reservations are accepted seven days a week. Booking for reservations begin as early as two weeks (fourteen calendar days) prior to the desired trip. To help accommodate customer ride requests, Basin Transit asks that reservations be made at least 24 hours in advance. Same-day requests will be accepted on an as-received basis, space permitting.

Patrons are asked to allow at least a 30-minute travel time to their destination for Ready Ride trips, as the vehicle may make additional pick-ups and drop-offs enroute. Basin Transit will make every attempt to accommodate a rider's requested trip time. However, should the requested pick-up time be unavailable, the dispatcher will offer alternate times.

Many of the roads in the service area are unpaved and have the potential to damage vehicles, interrupting critical service to Basin Transit customers. Therefore, for first time requests, and after inclement weather, where, for example, flash flood warnings have been issued, customers are advised that Basin Transit reserves the right to inspect the requested pick-up location and possibly the drop-off location before approving the request. Floodwater often washes out roads or compromises their structural integrity. These structural issues may damage a vehicle and compromise Basin Transit's ability to provide service.

## **NO-SHOW POLICY**

Basin Transit makes every effort to accommodate as many passengers as possible. If a customer no longer needs a trip as requested, it is important that the trip is cancelled to allow service to function smoothly. To ensure service quality, Basin Transit has established a No-Show/Late Cancellation policy to guide passenger behavior. This policy allows Basin Transit to maintain the highest quality service as possible to all Basin Transit customers.

Failing to appear for a scheduled trip or canceling a trip without proper notice is considered a “No-Show”. No-Shows can create unnecessary delays for fellow passengers, reducing overall service quality.

### **A “NO-SHOW” occurs when:**

- A passenger who doesn’t cancel an unneeded or unwanted scheduled trip/deviation.
- 
- **OR**
- 
- A passenger who is not at the designated pick-up location within the allotted (45) minutes of the scheduled time or service window.

### **OR**

- A passenger who cancels a scheduled ride less than two (2) hours in advance of their scheduled pick-up time.

To encourage good communication regarding passenger transportation needs, the following limitations may be implemented as necessary:

- Two (2) No-Shows within a 30-day period will result in a verbal warning.
- Three (3) No-Shows within a 30-day period may result in a 30-Day suspension from Ready Ride transportation.
- After the 30-day suspension has ended, a patron will be allowed to resume use of the service to any destination.

Basin Transit will notify any customer subject to service restrictions in writing. Upon request, such notification will be made available in alternate format.

## ADA COMPLAINT PROCEDURE

In compliance with the U.S Department of Transportation Americans with Disabilities Act (ADA) of 1990, Basin Transit is committed to ensuring that no person is excluded from participation in or denied the benefits of its services and programs on the basis of disability.

Any person who believes that he or she has been subjected to discrimination on the basis of disability may file an ADA complaint with Basin Transit. Exhibits 11.1 & 11.2 show the Basin Transit ADA Complaint form on pages 24 & 25.

- The complaint should be submitted by the complainant and his/her designee.
- The complaint should be filed as soon as possible but must be filed within 180 days of the date of the alleged discrimination.
- The Complaint should (but doesn't have to) be detailed in the ADA complaint form.

### Acknowledgement of The Complaint

Basin Transit will acknowledge in writing the receipt of the complaint within ten (10) working days.

### Investigation of The Complaint

All complaints alleging discrimination based on disability in a transit service or benefit provided by Basin Transit will be investigated promptly. Based upon the receipt of all information required, the investigation will be completed within ninety (90) days of receipt of all information. If Basin Transit requires additional information to investigate the complaint, Basin Transit may submit a written request to the complainant to provide additional information. The request will contain a deadline to submit the additional information. Receipt of additional relevant information may impact the timing of the complaint resolution.

### Findings of Investigation of Complaint

Responsible Basin Transit operating divisions or administrative departments investigate all complainants. The Basin Transit ADA General Manager will determine if the complaint may be administratively closed or if a final written response is needed. If a final written response is needed, Basin Transit will send the response to the complainant. The written response will notify the complainant that there were violations and that efforts that are underway to correct them or that they file will be closed because the investigation did not uncover any violations.

### Appealing Findings of Investigation of Complaint

The complainant also will be advised of his/her right to appeal the response to federal and state authorities as appropriate. The individual's right to a prompt and equitable resolution of a complaint will not be impaired by his/her pursuit of other remedies. The use of this grievance process is not a prerequisite to the pursuit of other remedies.

## ADA Complaint Form

Section I: <i>Please write legibly</i>		
1. Name:		
2. Address:		
3. Telephone:	3.a. Secondary Phone ( <i>Optional</i> ):	
4. Email Address:		
5. Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
Section II:		
6. Are you filing this complaint on your own behalf?	YES*	NO
*If you answered "yes" to #6, go to Section III.		
7. If you answered "no" to #6, what is the name of the person for whom you are filing this complaint? Name:		
8. What is your relationship with this individual:		
9. Please explain why you have filed for a third party:		
10. Please confirm that you have obtained permission of the aggrieved party to file on their behalf.	YES	NO
Section III:		
10. I believe I was discriminated against due to my disability:	YES	NO
12. Date of alleged discrimination: ( <i>mm/dd/yyyy</i> )		
13. Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		

Exhibit 11.1 ADA COMPLAINT FORM PAGE 1

**ADA Complaint Form, Page 2**

<b>Section IV:</b>		
14. Have you previously filed an ADA complaint with Basin Transit?	YES	NO
<b>Section V:</b>		
15. Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? <input type="checkbox"/> YES* <input type="checkbox"/> NO If yes, check all that apply: <input type="checkbox"/> Federal Agency_ <input type="checkbox"/> State Agency _ <input type="checkbox"/> Federal Court_ <input type="checkbox"/> Local Agency <input type="checkbox"/> State Court _____		
16. If you answered "yes" to #15, provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		Email:
<b>Section VI:</b>		
Name of Transit Agency complaint is against:		
Contact Person:		
Telephone:		

You may attach any written materials or other information that you think is relevant to your complaint. Signature and date are required below to complete form:

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Basin Transit ADA Administrator  
 62405 Verbena Road  
 Joshua Tree, CA 92252

Exhibit 11.2 ADA COMPLAINT FORM PAGE 2

## RECOMMENDATIONS

In order to be considered a demand-responsive service, a transit agency needs to advertise the availability of route deviations (e.g., including the information on schedules and in other public information)—and to provide the requested deviations as advertised. Basin Transit, as evidenced by its fixed-route deviation traffic in FY2025 and FYTD 2026, provided deviations as requested. **FTA ADA Circular 4710.1** notes that designating services as route deviation in plans and other documents, but not advertising them as such, would be considered a discriminatory practice. **IT IS RECOMMENDED THAT BASIN TRANSIT:**

- A) More prominently feature the public information about trip deviations.** The information should be posted more prominently on the Basin Transit website’s fixed-route page in addition to highlighting the deviation services on future printings of Rider Guides. Inability to locate this information easily could be considered a capacity constraint.
  
- B) Actively monitor the potential for capacity constraints on the Deviated Fixed-Routes.** A denial log should be maintained to record denials that may occur. A singular denial, or even several denials does not result in an ADA finding. The purpose of the log is to have a mechanism to track the potential for capacity constraints that may or may not, evolve over time and if such a constraint were to develop, the agency’s planners have data to support the most effective response, including the potential expansion of service, i.e. time of day.
  
- C) Remove the ADA assistance personal information requirement from the current application.** Under the ADA, a passenger can have as many different attendants as necessary to help the passenger complete travel throughout the course of a year. All that is needed is that the person identifies when certifying that he/she may need an attendant, some of the time or all of the time. The ADA passenger does not necessarily have to use an attendant each trip, and the attendant may not be required to assist with the travel. The assistance may be needed at the destination of the ADA traveler.
  
- D) Update the Civil Rights Complaint Information on website to include ADA specific information.**

## **BASIN TRANSIT**

TO: Board of Directors  
FROM: Cheri Holsclaw, General Manager  
DATE: March 26, 2026  
RE: Revisions to Employee Handbook

Recent updates to the Employee Handbook were made collaboratively by staff and legal counsel to ensure that our procedures align with the latest laws and regulations.

- Page 5: Chapter 2 was added to comply with discrimination and harassment laws. The Equal Employment Opportunity and Policy Against Discrimination and Harassment were relocated to this chapter to better align related policies.
- Page 13: Language updated from “timesheet” to “an automated payroll processing program”.
- Page 20: Incorporates a June 2024 internal memo that prohibits the use of Bain Transit’s logo.
- Page 22: Incorporates an October 2024 internal memo that prohibits playing religious or political stations in the workspace (including buses).
- Page 22: Incorporates a February 2026 internal memo that prohibits providing access codes, or any other security related information to individuals not currently affiliated with Basin Transit.
- Page 22: Incorporates a June 2025 internal memo that prohibits monitoring security camera feeds for any non-operational purpose.
- Page 26: Removed a paragraph under Attendance that already exists under the vacation and sick policies.
- Page 32: Added a paragraph about surveillance for complete transparency.
- Page 42: Eliminated Workers Compensation section as it’s duplicated under section AA.
- Page 51: Pregnancy Accommodation was added to comply with laws.

### **ITEM 7.4**

- Page 51: California Sick Leave Law and the Pregnant Workers Fairness Act (PWFA) limits notice to “as far in advance as practicable” for foreseeable leave and “as soon as practicable” for unforeseeable leave.
- Page 52: Sick leave use language has been updated to reflect California Assembly Bill (AB) 406
- Page 53: Added CalPERS retirement information.
- Page 54: Jury duty language has been updated in accordance with AB 406 and pays the employee for the entire period of jury service, not just 5 days.
- Page 55: Qualifying Acts of Violence (QAV) has been added in accordance with AB 406.
- Page 58: Crime Victims Leave has been added in accordance with AB 406.

**STAFF RECOMMENDATION: APPROVE 2026 EMPLOYEE HANDBOOK REVISIONS**

## CHAPTER 1

### INTRODUCTORY POLICIES

#### A. INTRODUCTORY STATEMENT

Welcome! As an employee of ~~the~~ Basin Transit, you are an important member of a team effort. We hope that you will find your position with Basin Transit rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of Basin Transit.

This employee handbook (Handbook) is intended to explain the terms and conditions of employment for all employees. Written employment contracts between Basin Transit and certain individuals may supersede some of the provisions of this Handbook.

Your supervisor or manager will be happy to answer any questions you may have.

#### B. STATEMENT OF AT-WILL EMPLOYMENT STATUS

Basin Transit personnel are employed on an AT-WILL basis. Employment at-will may be terminated with or without cause and with or without advance notice at any time by the employee or Basin Transit. Nothing in this Handbook shall limit the right to terminate at-will employment. No one other than the Basin Transit Board of Directors is authorized to enter into an agreement contrary to this at-will policy. Any such agreement made by the Board of Directors and the employee must be in writing and signed by the Board of Directors and the employee as part of a fully integrated individual employment agreement that specifically references an express intention to modify the at-will employment policy of Basin Transit.

#### C. INTEGRATION CLAUSE AND THE RIGHT TO REVISE

This Handbook expresses guidelines regarding the employment policies and practices of Basin Transit in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Basin Transit reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this Handbook or in any other document at any time, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the General Manager of Basin Transit. Basin Transit reserves full discretion to exercise all managerial rights in the operation of its business.

Any written changes to this Handbook will be distributed to all employees so that employees will be aware of the new policies or procedures, and all employees will be required to sign a statement acknowledging receipt of any Handbook revisions. No oral statements or representations can in any way change or alter the provisions of this Handbook. Nothing in this employee Handbook, or any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

If any section, subsection, sentence, clause, phrase, or portion of this Handbook is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Handbook. Basin Transit hereby declares that it would have adopted this Handbook and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions may be declared invalid or unconstitutional.

#### **D. DEFINITIONS OF TERMS**

All words and terms used in this Handbook shall be defined as they are normally and generally understood in the field of personnel administration. ~~For the purpose of convenience, the~~ following words and terms most commonly used are defined as follows:

- 1) *Controlled Substance*: Any substance which could potentially impair the employee's ability to effectively and safely perform the functions of their duties, including, but not limited to: alcohol, coca leaves, cocaine, marijuana, opium and opiates, amphetamines, methamphetamine, lysergic acid (L.S.D.), etc.
- 2) *Days*: Calendar days unless otherwise stated.
- 3) *Demotion*: The voluntary or involuntary transfer of an employee from one position to another position with a lower salary grade.
- 4) *Disciplinary Action*: The discharge, demotion, reduction of pay, suspension, placing on probation, or the issuance of a written reprimand or formal warning, or any other action for punitive, corrective, or disciplinary reasons.
- 5) *Employee*: An elected, appointed, or hired person occupying a position in Basin Transit employment. This excludes independent and outside contractors, commissioners, members of advisory boards, and volunteers.
- 6) *Fair Labor Standards Act (FLSA)*: The Federal Law which that guarantees employees certain minimum wages and time and one-half overtime standards.

- 7) *General Manager*: The General Manager serves at the pleasure of the Board of Directors. The General Manager has the overall responsibility for recommending policy to the Board, and upon Board authorization of such policies, shall effectively implement those policies in addition to all other policies of Basin Transit. In addition, the General Manager oversees all areas of operation for the agency and is primarily responsible for training and supervising all management personnel.
- 8) *General Non-Exempt Employee*: An employee who is not exempt from the pay and overtime provisions of FLSA.
- 9) *Introductory Period*: An employee's initial six (6) month period of employment with Basin Transit is considered an integral part of the examination process during which an employee is required to demonstrate fitness for the position to which the employee is appointed by actual performance of the duties of the position. The Introductory Period does not change the AT-WILL status of any employee.
- 10) *Leave of Absence Without Pay*: A period of time during which an employee may take time off without receiving compensation or benefits, unless otherwise stated in this Handbook.
- 11) *Misconduct*: Any act or unsatisfactory conduct or job performance which that may be subject to disciplinary action.
- 12) *New Hire*: An employee who is serving an introductory period for the position and/or class in which the employee is currently employed. As with all Basin Transit employees, a New Hire is still an AT-WILL employee and may be terminated at any time.
- 13) *Overtime*: The time which a non-exempt employee is required or permitted to work beyond the number of hours prescribed for an employee in that position in excess of forty (40) hours in one work week. Overtime compensation shall be authorized as provided in Chapter 23, Section E.
- 14) *Pay Period Workweek*: A regularly reoccurring period of seven (7) consecutive twenty-four (24) hour days beginning at 12:01 a.m. on Wednesday and concluding at 12:00 (Midnight) the following Wednesday morning. This shall not be construed to constitute a guarantee of hours of work per day or per workweek or of days of work per workweek. Basin Transit may change the starting or stopping times of the Workweek with notice to employees.
- 15) *Position*: A specific job assignment within a specific work group.

- 16) *Promotion*: The advancement of an employee from one position to another position ~~having with~~ a higher salary range.
- 17) *Punctuality and Attendance*: See Chapter ~~34~~, Sections D and E.
- 18) *Reductions in Force*: A layoff in ~~the~~ Basin Transit work-force due to lack of work, lack of funds, position reclassification, or other non-disciplinary factors.
- 19) *Resignation*: The voluntary separation by an employee from Basin Transit employment, or abandonment of the job by an employee.
- 20) *Salaried Employee*: An employee who is generally exempt from overtime pay and FLSA requirements who receives a regular salary for any week in which work is performed, except as otherwise provided in Chapter ~~23~~, Section L.
- 21) *Supervisor*: An employee with the responsibility of evaluating and/or directing other employees and ~~for~~ organizing and assigning their work.
- 22) *Termination*: The separation of an employee from Basin Transit service because of retirement, resignation, permanent disability, death, or termination.
- 23) *Temporary Employees*: Temporary employees are those employed for short-term assignments. Short-term assignments will generally be periods of less than three (3) months, however, such assignments may be extended.
- 24) *Transfer*: The change of an employee from one department, division, position, or employment duty to another department, division, position, or employment duty without changing the employee's salary grade.
- 25) *Weapons*: Firearms of any type; knives with folding blades in excess of 3-1/2 inches; sheath knives; any knives prohibited by State Law; personal defense chemical weapons, including: (a) mace (tear gas) or (b) oleoresin capsicum (pepper spray); any martial arts weapons; electric stun guns (tasers); clubs, bats, other impact weapons, or other objects used in a dangerous or threatening manner.

## CHAPTER 2

### DISCRIMINATION AND HARASSMENT

#### E.A. **EQUAL EMPLOYMENT OPPORTUNITY**

Basin Transit is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. Basin Transit policy prohibits discrimination against ~~qualified~~ applicants or employees with respect to any terms or conditions of employment based race (including traits associated with race, including but not limited to, hair texture and protective hairstyles), religion, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, reproductive health decisionmaking, gender, gender identity, gender expression, age, military status, veteran status, uniformed service member status, sexual orientation, transgender identity, citizenship status, pregnancy, or any other consideration made unlawful by federal, state, or local laws.~~on gender, pregnancy, childbirth or related medical conditions, race, religion, creed, color, national origin, ancestry, physical or mental disability, veteran status, other medical condition including genetic predisposition, marital status, age, sexual orientation, reproductive health decision-making, or any other basis protected by federal, state, or local law or ordinance or regulation.~~ It also prohibits discrimination based on any combination of protected characteristics, the perception that the employee or applicant~~anyone~~ has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics, or a combination of characteristics. All such discrimination is unlawful and prohibited in all operations of Basin Transit.

Basin Transit is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of Basin Transit and prohibits discrimination by any employee of Basin Transit, including supervisors and co-workers. Equal employment opportunity will be extended to all persons in all aspects of the employment relationship, including recruitment, hiring, training, promotion, transfer, compensation, benefits, discipline, layoff, recall, and termination. Any employee who violates this policy and Basin Transit's commitment to equal employment opportunities will be subject to disciplinary action, up to and including termination of employment.

If an employee believes that they have been subjected to any form of unlawful discrimination, the employee should immediately notify the employee's supervisor, General Manager, or any member of management. As part of its commitment to a workplace that is free of unlawful discrimination and harassment, the Company requires all employees to participate in anti-harassment training and employees may access additional training information by visiting: <https://calcivilrights.ca.gov/shpt/>.

~~To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Basin Transit will make reasonable accommodations for the~~

~~known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result to Basin Transit. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Basin Transit representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The requested accommodations will be evaluated on a case-by-case basis. Basin Transit will engage in a good faith interactive process to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her essential job functions. Basin Transit will identify possibly accommodations, if any, that will help eliminate the limitations. If an accommodation is reasonable and will not impose an undue hardship on Basin Transit, Basin Transit will make the accommodation.~~

~~If you believe you have been subjected to any form of unlawful discrimination report such conduct immediately to your supervisor or the individual with day-to-day personnel responsibilities. Your complaint should be specific, and you should provide the supervisor or individual with day-to-day personnel responsibilities with the names of the individual(s) involved and any witnesses to such conduct. Basin Transit will immediately undertake a thorough and objective investigation and attempt to resolve the situation.~~

~~If Basin Transit determines that prohibited discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. You will be notified when and if action is taken. Basin Transit will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management, employees or your co-workers for such complaint. However, knowingly filing a false discrimination claim is cause for discipline, up to and including termination.~~

## **F.B. POLICY AGAINST DISCRIMINATION AND HARASSMENT PROHIBITED HARASSMENT**

Basin Transit is committed to providing a work environment that is free of unlawful discrimination and harassment and requires all employees to treat each other with dignity and respect. In keeping with this commitment, Basin Transit maintains a strict policy prohibiting unlawful harassment and discrimination in the workplace, including sexual harassment, by any employee or supervisor and by any third parties such as contractors, guests, or vendors. In addition, any discrimination or harassment of an employee on the basis of race (including traits associated with race, including but not limited to, hair texture and protective hairstyles), religion, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, reproductive health decisionmaking, gender, gender identity, gender expression, age, military status, veteran status, uniformed service member status, sexual orientation, transgender identity, citizenship status, pregnancy, or any other consideration made unlawful by federal, state, or local laws is also strictly prohibited. Basin Transit also prohibits unlawful discrimination and harassment based on any combination of protected characteristics, the perception of having any of those characteristics, or any combination of those characteristics, or the perception of being associated with a person who has, or

is perceived as having, any of those characteristics or combination of characteristics. Harassment can come in many forms, including verbal harassment (e.g., epithets, derogatory comments, or slurs), physical harassment (e.g., assault, touching, impeding or blocking movement, or any physical interference with normal work or movement), or visual harassment (e.g., images or gestures) directed towards an individual on the basis of a protected characteristic or any combination of protected characteristics. As part of its commitment to a workplace that is free of unlawful discrimination and harassment, Basin Transit requires all employees to participate in anti-harassment training, and employees may access additional training information by visiting: <https://calcivilrights.ca.gov/shpt/>.

### *Sexual Harassment*

Unwelcome sexual advances, requests for sexual favors, widespread sexual favoritism, and other verbal, physical, or visual conduct of a sexual nature constitute unlawful sexual harassment if (i) submission to such conduct is made an explicit or implicit term or condition of employment; (ii) submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual; or (iii) such conduct has the purpose or effect of either (a) unreasonably interfering with an individual's work performance or (b) creating an intimidating, hostile, or offensive working environment. Sexual harassment includes gender harassment and harassment on the basis of pregnancy, childbirth, or related medical conditions, and also includes sexual harassment of an employee of the same gender as the harasser.

Examples of conduct which may violate this policy include, but are not limited to: offensive or unwelcome sexual flirtations, advances, or propositions; threats and demands to submit to sexual requests; offering employment benefits in exchange for sexual favors; making or threatening reprisals after a negative response to sexual advances; widespread sexual favoritism; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; sexually-oriented jokes, e-mails, or written materials; visual conduct, including leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters; accessing sexually explicit, pornographic, and/or socially offensive websites, chat rooms, or other material on the internet or other computer systems; and the unwelcome physical touching of others. Basin Transit is committed to providing a work environment free of all harassment. Basin Transit policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religion, creed, color, national origin, sex, gender, ancestry, physical or mental disability, veteran status, other medical condition, including genetic predisposition, marital status, age, sexual orientation, reproductive health decision-making, or any other basis protected by federal, state, or local law or ordinance or regulation. *All such harassment is unlawful.* Basin Transit's anti-harassment policy applies to all persons involved in the operation of Basin Transit and prohibits harassment by any employee of Basin Transit, including supervisors and co-workers, as well as by non-employees with whom Basin Transit employees deal during work. It also prohibits harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited harassment includes, but is not limited to, the following unwanted behavior:

- ~~Verbal conduct such as epithets, derogatory jokes or comments, slurs, unwanted sexual advances, invitations or comments, or suggestive or insulting sounds;~~
- ~~Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, leering or obscene gestures;~~
- ~~Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with a person's normal work movements because of sex, race or any other protected basis;~~
- ~~Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, or offers of employment benefits in return for sexual favors; or~~
- ~~Retaliation for having reported or threatened to report harassment.~~

~~If you believe that you have been harassed, or if you have observed or been informed of harassing conduct toward anyone else that may violate this policy, report such conduct immediately to your supervisor or the individual with day-to-day personnel responsibilities. Your complaint should be specific, and you should provide the supervisor or individual with day-to-day personnel responsibilities with the names of the individual(s) involved and any witnesses to such conduct. Supervisors will refer all harassment complaints to the General Manager or the Board of Directors of Basin Transit. Basin Transit will immediately undertake a thorough and objective investigation of the harassment allegations.~~

~~If Basin Transit determines that prohibited harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by Basin Transit to be responsible for prohibited harassment will be subject to disciplinary action, up to and including termination. The complaining employee will be notified when and if action is taken against the harasser. Basin Transit will not retaliate against you for filing a complaint, or participating in an investigation, and will not tolerate or permit retaliation by management, employees or co-workers for such complaint or participation. All reports of harassment will be kept confidential to the greatest extent possible, but some disclosure will be necessary to conduct a proper investigation.~~

~~Basin Transit encourages all employees to report any incidents of harassment forbidden by this policy *immediately* so that complaints can be quickly and fairly resolved. You should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a~~

complaint with the appropriate agency. The nearest offices for these agencies are located at:

### **C. COMPLAINT PROCEDURE**

If an employee believes that the employee has been discriminated against or has been harassed by an employee, supervisor, or anyone else; has witnessed possible discrimination and/or harassment; or believes that Basin Transit or another employee has violated any applicable law in the conduct of its business, the employee has a duty to immediately bring the incident(s) to the attention of the employee's supervisor. As an alternative, the employee may report any complaints directly to the General Manager or to any member of management. Any supervisor who receives such a complaint must promptly report it to the General Manager. If the complaint involves the General Manager, or if the supervisor is otherwise uncomfortable reporting it to the General Manager, the supervisor should report it to the Board President. The description of the incident(s) can be given verbally or in writing.

Basin Transit will investigate all reports or complaints of harassment or discrimination thoroughly, promptly, fairly, and discreetly. The investigator will be impartial and qualified, and will document the investigator's progress throughout the investigation. The investigator will afford all parties appropriate due process and will reach a reasonable conclusion based on the evidence collected. It is the obligation of all employees to cooperate fully in the investigation process. To the extent possible, the confidentiality of an employee or any other person who has reported a problem, and that of any witnesses and the alleged harasser, will be protected against unnecessary disclosure. The outcome of the investigation and a timely resolution of each complaint will be reached and, in appropriate circumstances, communicated to the employee and the other parties involved. If an investigation has concluded that harassment or discrimination occurred, Basin Transit will take appropriate remedial corrective action, up to and including termination.

Basin Transit will take action to deter any future discrimination and/or harassment. Basin Transit considers any discrimination and/or harassment to be a serious offense that can result in disciplinary action for the offender, up to and including termination. In addition, disciplinary action will be taken against any employee who attempts to discourage or prevent another employee from bringing discrimination, harassment, and/or a violation of law to the attention of management.

### **D. POLICY AGAINST RETALIATION**

Basin Transit strictly prohibits retaliation, coercion, or intimidation against any person who has, in good faith, opposed harassment or discrimination, filed a complaint of harassment or discrimination, or participated in any proceeding involving a complaint of harassment or discrimination. Any employee who is found to have committed such retaliation will be subject to discipline, up to and including termination. Any employee who experiences or

witnesses any conduct believed to be retaliatory should immediately follow the complaint reporting procedures stated above.

### **E. DISABILITY ACCOMMODATION**

Basin Transit will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. Any applicant or employee who requires accommodation in order to perform the essential functions of a job should contact their supervisor or the General Manager. The applicant or employee should advise Basin Transit of what accommodations the applicant or employee believes are needed in order to perform the job. Together with the applicant or employee, Basin Transit will engage in an interactive process to determine effective, reasonable accommodations, if any. If such an accommodation is possible and will not impose an undue hardship on Basin Transit, Basin Transit will make the accommodation.

### **F. RELIGIOUS ACCOMMODATION**

Basin Transit will make reasonable accommodations for an employee's religious beliefs or practices (e.g., grooming, dress, scheduling), unless doing so would result in an undue hardship for Basin Transit.

### **G. WHISTLEBLOWER PROTECTION**

No employee is ever expected, encouraged, or allowed to violate any law when conducting Company business. Employees must promptly report any suspected violations of laws or violations of ethical standards to their supervisor or the General Manager. Basin Transit prohibits retaliation on the basis that the employee has, in good faith, engaged in "whistleblower activity." Any concerns regarding suspected violations of laws or violations of ethical standards will be taken seriously and appropriately investigated.

Equal Employment Opportunity  
Commission  
255 E. Temple, 4th Floor  
Los Angeles, CA 90012  
Phone: 213-894-1000  
Toll Free: 1-800-669-4000  
TTY: 213-894-1121

California Department of Fair Employment &  
Housing  
1055 West 7 Street, Suite 1400  
Los Angeles, CA 90017  
Phone: 213-439-6799  
Toll Free: 1-800-884-1684  
TTY: 1-800-700-2320

## CHAPTER 3

### EMPLOYMENT POLICIES AND PRACTICES

#### A. NEW HIRES

The first six months of continuous employment is-are considered an Introductory Period. During this time, you will learn your responsibilities, get acquainted with fellow employees, and determine whether you are happy with your job. During this time, your supervisor will closely monitor your performance. Employment is not guaranteed for the entire six months of the introductory period.

Upon completion of the Introductory Period, Basin Transit will review your performance. If Basin Transit finds your performance satisfactory and decides to continue your employment, it will advise you of any improvements expected from you. At this time, you may express suggestions to improve Basin Transit's efficiency and operations.

Satisfactory completion of the Introductory Period does not alter the AT-WILL nature of the employment relationship with Basin Transit, and does not entitle you to remain employed by Basin Transit for any definite period of time, but rather allows both you and Basin Transit to evaluate whether or not you are right for the position. After completion of the Introductory Period, eligible employees will qualify to receive many of the benefits described in this Handbook.

#### B. TEMPORARY TRANSFERS

Employees who request a temporary transfer for medical and/or family medical reasons will be considered for that transfer if a position exists at the time of the request and if the employee is qualified to perform the job. The employee will be paid in accordance with the responsibilities and duties of the temporary job.

#### C. JOB DUTIES

During the Introductory Period, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects or to assist with other work necessary or important to the operation of Basin Transit. Your cooperation and assistance in performing such additional work is expected.

Basin Transit reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Basin Transit employees may be required to attend safety and training meetings as determined by their manager.

#### **D. WORK SCHEDULES**

Basin Transit has a wide range of operating hours, Monday through Saturday, with limited operations on Sundays. Business hours may change as the needs of Basin Transit dictate. Although regular employees will be assigned distinct work schedules, they ~~will probably~~ may change from time to time.

Nothing contained in this Handbook shall be construed to constitute a guarantee of minimum hours of work per day or per workweek or ~~of~~ days of work per workweek. When economic conditions dictate, management may direct a reduction of hours, a furlough, or a Reduction in Force.

Exchanging work schedules with other employees is discouraged. However, if it is necessary to request to exchange schedules, notify your supervisor, who may authorize an exchange if possible. ~~Work~~ schedule exchanges will not be approved for mere convenience or if the exchange will result in disruption of or interference with normal operations or will result in excessive overtime.

#### **E. OVERTIME**

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Basin Transit will attempt to distribute overtime evenly and accommodate individual schedules. No overtime shall be worked without the express prior approval from a supervisor or manager. The following information is used for the purpose of calculating overtime for employees working standard workweeks:

- A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks for payroll purposes begin each Wednesday at 12:01 a.m.;
- Compensation for hours in excess of 40 for the workweek shall be paid at a rate of one and one-half times the employee's regular rate of pay; and
- For nonexempt, full-time, salaried employees, ~~compensation for overtime~~ overtime compensation shall be computed by using the employee's regular hourly salary as one-fortieth (1/40) of the employee's weekly salary. Exempt salaried employees may be required to work hours beyond their usual schedules as work demands required, but no overtime compensation will be paid to such employees unless otherwise required by applicable law.

As permitted by law, Basin Transit may offer a group of employees an alternative workweek schedule.

## **F. MEAL AND REST PERIODS**

Meals and rest periods will be observed in compliance with the Industrial Welfare Commission Order No. 9, a copy of which is available in the employee lounge at Basin Transit Joshua Tree Operations Center. You are expected to observe your assigned working hours and the time allowed for meal and rest periods.

## **G. TIMEKEEPING REQUIREMENTS**

Basin Transit pays its non-exempt employees for all hours worked. In order to assure accurate payment of wages, all non-exempt employees are required to record all working time and meal periods using Basin Transit's timekeeping system.

The following rules apply to recording working time:

- Employees must accurately record the time they begin and end work, as well as the beginning and end time of each applicable meal period, [and any departures from work for any non-work-related reasons].
- Employees must accurately record all hours they spend on the job performing work duties. Under no circumstances are employees permitted or required to work off the clock (i.e., without recording the time worked). This means that employees may not work before recording the start of their shift, during a recorded meal period, or after recording the end of their shift. If employees are ever asked to work off-the-clock or feel compelled to do so, they must immediately notify their supervisor or the Office Manager so that appropriate action may be taken. No employee will be retaliated against for raising a concern regarding off-the-clock work or similar timekeeping issues.
- Falsifying any time records or recording time for another employee is not permitted.
- Violations of these timekeeping requirements will result in disciplinary action, up to and including termination.

Salaried employees may also be required to record their time on either a timecard or a [timesheet.n automated payroll processing program.](#)

In the event you fail to submit a leave request form by the close of business on Tuesday preceding the payroll Friday, the leave request will be processed and, if approved, included in the next regular paycheck.

## H. PAYMENT OF WAGES

All employees of Basin Transit are paid every other Friday for work performed during the previous two-week pay period. The pay period ends at Tuesday midnight preceding the payroll Friday and includes the prior two weeks of hours worked. If a payday falls on a holiday, you will be paid on the preceding workday. Paychecks are normally available by 3:00 p.m. on payday at [the](#) Basin Transit office. If there is an error on your paycheck, please report it immediately to your supervisor.

In the event there is a shortage in pay on a regular paycheck due to a data entry error, such [a](#) shortage may be made up in accordance with the following procedure (tax is the same as the rate on file):

- A shortage of less than twenty-five dollars (\$25) will be included in the next regular paycheck.
- Shortages of twenty-five dollars (\$25) or more will require the issuance of a special check no later than the next scheduled Payroll workday.

Basin Transit does not permit advances against paychecks or against unaccrued vacation.

## I. AUTOMATIC DEPOSIT

Basin Transit offers automatic payroll deposit for employees. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from the Office Manager) and return it to the Office Manager at least 10 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for accuracy [for](#) the first two pay periods after the service begins.

To stop automatic payroll deposit, submit [a](#) written notification to the Office Manager at least 10 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than 10 days before the end of the pay period.

## J. CALL-IN PAY

Basin Transit will pay a minimum of two hours of pay to employees who are required to report to work on a day other than their normally scheduled workday, or who were required to return to work after completing their workday, whether or not the employee actually worked during the full two-hour period.

## K. REPORTING TO WORK PAY

Basin Transit will pay employees for half of the regularly scheduled workday if employees report to work as scheduled, but no work is available. Reporting time hours will not be considered hours worked for purposes of determining overtime unless work is actually performed during those hours.

Basin Transit will not pay employees for reporting under the following circumstances:

- Interruption of work because of the failure of any or all public utilities; or
- Interruption of work because of natural causes or other circumstances beyond Basin Transit's power to control.

## L. SALARIED EMPLOYEE PAY REDUCTIONS

Salaried employees will receive their full salary for any week in which they perform any work. For purposes of this salary pay policy, a week is Wednesday 12:01 a.m. and concluding at 12:00 a.m. (midnight) the following Wednesday morning. An employee will receive his or her full salary for any week in which an-the employee does any work, subject to the following rules:

- Deductions from pay are permissible: when a salaried, exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith.
- Basin Transit is not required to pay the full salary in the initial or terminal week of employment of salaried, exempt employees.
- In any of the above circumstances, either partial-day or full-day deductions may be made.

This salary pay policy is intended to comply with the salary pay requirements of the FLSA and shall be construed in accordance with the FLSA. Employees are encouraged to direct any questions concerning their salary pay to the General Manager so that any inadvertent error-errors can be corrected. Basin Transit does not allow deductions that violate the FLSA.

## **M. PERSONNEL RECORDS**

You have a right to inspect documents in your personnel file, as provided by law, in the presence of a Basin Transit representative at a mutually convenient time during normal business hours. You also have the right to request copies of all employment-related documents that you have signed. Personnel files are the property of Basin Transit and may not be removed from Basin Transit without prior written authorization from the General Manager.

The information contained in an employee's personnel file is permanent and confidential and must be current and up-to-date. Employees must inform Basin Transit immediately whenever there are changes in personal data, such as address, telephone number, marital status, number of dependents, and person(s) to notify in case of an emergency.

Basin Transit will exert reasonable efforts to restrict disclosure of your personnel file to authorized individuals within Basin Transit. Any request or subpoena for information from personnel files must be directed to the General Manager. Only the General Manager is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited in accordance with [the law](#). However, Basin Transit will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations, properly issued subpoenas, or court orders. Personnel records shall be destroyed in accordance with Basin Transit's system for destruction of records, or in accordance with other applicable laws.

## **N. EMPLOYEE REFERENCES**

All requests for references must be directed to the General Manager. No other manager, supervisor, or employee is authorized to provide references for current or former employees. Basin Transit's policy as to references for employees who are no longer employed by Basin Transit is to disclose only the dates of employment and the title of the last position held. If you authorize disclosure in writing, Basin Transit will also inform the prospective employers of the amount of salary or wage you earned.

## **O. PERFORMANCE EVALUATIONS**

Each employee will receive periodic performance evaluations conducted by his or her supervisor. Your first performance evaluation will take place after completion of your Introductory Period. Generally, subsequent performance evaluations may be conducted on an approximately annual basis, on or about the anniversary date of ~~your~~ [the employee's](#) employment with Basin Transit. The frequency of performance evaluations may vary depending upon the length of service, job position, past performance, changes in job duties, or recurring performance problems.

Performance evaluations may review factors such as the quality ~~of~~ and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are not required at any time, are solely within the discretion of Basin Transit, and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents. You may submit a written response to your evaluation within ten (10) days after you receive a copy, and it will be attached to your evaluation.

#### **P. OPEN-DOOR POLICY**

Suggestions for improving Basin Transit are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your good-faith complaints, questions, and suggestions are of concern to Basin Transit, and we suggest that you bring them to the attention of your supervisor and /or the General Manager, who will then make every effort to address them as appropriate.

#### **Q. EMPLOYMENT OF RELATIVES**

Basin Transit may refuse to hire relatives of present employees if it is found by the General Manager that doing so would result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create potential conflicts of interest. For the purposes of this section, the term "relative" includes a spouse, child, sibling, parent, grandparent, in-law, registered domestic partner, or step-relative. An actual or potential problematic relationship or conflict of interest between employees may include, but not be limited to, the following circumstances:

- One employee would have a supervisor-subordinate relationship with a relative.
- Two relatives would be under the jurisdiction of the same immediate supervisor.
- One employee would have access to confidential or financial information concerning their relative.
- One employee would have the power or authority to make recommendations or decisions about their relative, which could or would have a financial or other impact upon the employee's relative.
- One employee would have the authority to discipline a relative.

Employees who marry or become related will be permitted to continue employment only if they do not work in a direct supervisory relationship with one another, or otherwise pose difficulties for supervision, security, safety, or morale. If two employees marry or become related, causing actual or potential problems such as those described in the previous paragraph, only one of the employees will be retained with Basin Transit, unless reasonable accommodations can be made to eliminate the actual or potential problems. The employees will have 30 days to decide which relative will stay with Basin Transit. If this decision is not made within the time allowed, if this decision is not made within the time allowed, Basin Transit will terminate the employment of both employees.

## R. CONFLICTS OF INTEREST

Employees are not allowed to have any personal, business, or financial interest outside Basin Transit ~~which that~~ in any way conflicts with or appears to conflict with the interests of Basin Transit or places the employee in a position in which the employee can use his or her association with Basin Transit for direct or indirect gain to the possible detriment ~~to~~ of or embarrassment ~~of to~~ Basin Transit. A conflict of interest may arise in a variety of circumstances and may be direct or indirect. A conflict of interest arises whenever an employee's outside interests might affect or might reasonably be thought by others to affect an employee's judgment or conduct in matters which involve Basin Transit. Employees are to avoid personal or organizational conflicts of interest, whether real or potential.

No employee may accept a gift or gratuity from any vendor, supplier, or other person doing business with Basin Transit because doing so may give the appearance of influencing business decisions, transactions, or service. Basin Transit employees are prohibited from receiving a gift or gratuity that would influence the quality of service rendered to the customer. Please discuss with the General Manager expenses paid by such persons for business meals or trips in advance. Disciplinary action up to and including termination may apply to the employee for violation of this policy.

Personal or romantic involvement with a competitor, supplier, or subordinate employee of Basin Transit, which impairs an employee's ability to exercise good judgment on behalf of Basin Transit, creates an actual or potential conflict of interest. ~~S~~supervisor--subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this section should immediately and fully disclose the relevant circumstances to the General Manager, for a determination as to whether a potential or actual conflict exists. If an actual or potential conflict is found, Basin Transit may take whatever corrective action appears appropriate according to the circumstances. Each case will be evaluated on an individual basis. Failure to disclose relevant facts shall constitute grounds for disciplinary action, up to and including termination.

## **S. REDUCTIONS IN FORCE**

Under some circumstances, Basin Transit may need to reduce its workforce due to a lack of work, lack of funds, or restructuring. If it becomes necessary to restructure our operations or reduce the number of employees, Basin Transit will attempt to provide advance notice, if possible, so as to minimize the impact on those affected. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, Basin Transit may ~~take into account~~consider, among other things, operational requirements, the skill, productivity, ability, and past performance of those involved, and also, where feasible, the employee's length of service. However, Basin Transit retains the sole and absolute discretion to determine which employees are subject to layoff.

## **T. DISCIPLINE AND INVOLUNTARY TERMINATIONS.**

Violation of Basin Transit policies and rules may warrant disciplinary action. The disciplinary system is not formal, and Basin Transit may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, without going through progressive discipline, up to, and including, termination of employment. Forms of discipline may include, without limitation, verbal counseling, written counseling, or reprimands, suspension from duty, transfer, or termination. Basin Transit reserves the right to place any employee on paid administrative leave with full benefits while investigating any potential violation of these rules. Paid administrative leave is not disciplinary in nature. Basin Transit's policy of discipline in no way limits or alters the AT-WILL employment relationship. All Basin Transit-owned property (vehicles, keys, uniforms, identification badges, other Basin Transit-issued equipment, etc.) must be returned immediately upon termination of employment.

## **U. VOLUNTARY TERMINATION**

Voluntary termination results when an employee voluntarily resigns his or her employment or fails to report to work for three consecutive scheduled workdays without notice to, or approval by, his or her supervisor. All Basin Transit-owned property (vehicles, keys, uniforms, identification badges, other Basin Transit-issued equipment, etc.) must be returned immediately upon termination of employment.

## CHAPTER 4 STANDARDS OF CONDUCT

### A. PROHIBITED CONDUCT

The following conduct is prohibited and will not be tolerated by Basin Transit. This list is not intended to be exclusive and is illustrative only; other types of conduct injurious to security, personal safety, employee welfare, and Basin Transit's operations are prohibited as well. Any one of these violations may result in discipline up to and including termination.

- Falsification of employment records, employment information, or other Basin Transit records.
- General inefficiency or incompetence.
- Dishonesty
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time record, either your own or another employee's, or adding time to your work day by failing to proceed immediately to the Basin Transit yard after your last passenger is dropped off.
- Theft of any Basin Transit property or the property of any employee or customer.
- Deliberate or careless destruction, damage, or defacing of any Basin Transit property or the property of any employee or customer.
- Removing or borrowing Basin Transit property without prior authorization.
- Unauthorized use of Basin Transit equipment, time, materials, or facilities.
- Unauthorized use of Basin Transit's name, logo, or branding.
- Consumption of, possession of, selling, or providing Controlled Substances during working time, or at a time or in a manner affecting work performance.
- Provoking a fight or fighting during working hours or on Basin Transit property, including vehicles.
- Participating in horseplay or practical jokes on Basin Transit time or on Basin Transit premises or vehicles.

- Carrying Weapons or other unauthorized, dangerous objects on Basin Transit premises or vehicles at any time.
- Engaging in criminal conduct, whether or not related to job performance.
- Causing, creating, or participating in a disruption of any kind during working hours on Basin Transit property, including vehicles.
- Insubordination, including but not limited to failure or refusal to obey the reasonable orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
- Using profane or abusive language at any time on Basin Transit property, including vehicles.
- Excessive unexcused absenteeism, tardiness, or abuse of break and lunch periods, including failure to notify supervisors of break time or other absences from work, and failure to take required breaks and meal periods.
- Failure to notify a supervisor at least 2 hours in advance of shift time when unable to report to work.
- Unreported absences ~~to~~from scheduled work shifts.
- Failure to obtain permission to leave work for any reason during normal working hours.
- Failure to observe working schedules, including rest and lunch periods.
- Abuse of paid sick leave.
- Failure to provide a physician's certificate with regard to absences from work when requested or required to do so.
- Sleeping or malingering on the job.
- Making or accepting personal telephone calls of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances.
- Working overtime without prior authorization or refusing to work assigned overtime.
- Wearing extreme, unprofessional, or inappropriate styles of dress or hair (or refusal to wear Basin Transit uniform) while working.

- Violation of any safety, health, security, or Basin Transit policies, rules, or procedures.
- Committing a fraudulent act or a breach of trust under any circumstances.
- Prohibited harassment of any kind.
- Engaging in unauthorized secondary employment.
- Engaging in political activity while in uniform or on duty.
- Unauthorized cell phone, phone, or computer usage during work hours.
- Defamatory or derogatory comments about Basin Transit, its employees, or appointed officials.
- Playing, streaming, or broadcasting religious or political programming, commentary, or stations in Basin Transit the workspaces where others may be present or working, or through any Basin Transit equipment or vehicle speakers (including bus public-address systems).
- Providing keys, gate access codes, or any other security-, or personnel-related information with to any individual who is not authorized or currently affiliated not actively associated with Basin Transit.
- Accessing, viewing, or monitoring security-camera feeds for any purpose not related to legitimate non-operational purposes duties, including personal interest or the targeted observation of specific individuals.

This statement of prohibited conduct is not intended to alter or conflict with Basin Transit's policy of AT-WILL employment. Furthermore, the decision of Basin Transit to employ any disciplinary action less severe than termination does not waive Basin Transit's AT-WILL policy. Either you or Basin Transit remain free to terminate the employment relationship at any time, with or without reason or may terminate the employment relationship at any time, with or without cause and without advance notice.

## **B. OUTSIDE EMPLOYMENT**

While Basin Transit does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with Basin Transit's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect Basin Transit's or their own integrity, reputation, or credibility. Illegal or immoral off-duty conduct on the part of an employee that may adversely affects Basin Transit's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

While employed by Basin Transit, employees are expected to devote their energies to their jobs with Basin Transit. For this reason, second jobs are strongly discouraged and must be approved in writing and in advance. The following types of additional employment are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities;
- Additional employment that creates a real or potential conflict of interest or is incompatible with the employee's employment with Basin Transit;
- Additional employment that impairs or has a detrimental effect on the employee's work performance with Basin Transit;
- Additional employment that requires the employee to conduct non-Basin Transit work or related activities on Basin Transit's property during Basin Transit's working hours or using Basin Transit's facilities, uniforms, and/or equipment;
- Additional employment that directly or indirectly competes with the business or the interests of Basin Transit.

Employees who wish to engage in outside employment must submit a written request to the General Manager explaining the details of the outside employment. If the outside employment is authorized, Basin Transit assumes no responsibility for the outside employment. Basin Transit shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time.

### **C. DRUG AND ALCOHOL ABUSE**

Basin Transit is concerned about the use of alcohol, illegal drugs, or Controlled Substances, or abuse of prescription drugs, as it affects the workplace. Use of these substances, whether on or off the job, can adversely affect an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to Basin Transit. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of the public as well as other employees and exposes Basin Transit to the risks of property loss or damage, or injury to other persons. While on paid duty time or on Basin Transit property, including Basin Transit vehicles or while operating Basin Transit equipment, employees shall not consume, possess, be under the influence of, sell, purchase, transfer, distribute, or provide for free any Controlled Substances.

Furthermore, the use of prescription drugs and/or over-the-counter drugs ~~also may~~ also affect an employee's job performance and thereby endanger the public, and

seriously impair the employee's value to Basin Transit. The use of prescription drugs, that would not alter an employee's work performance is acceptable, if prescribed in writing by a qualified physician. Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or may affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work. In the event there is a question regarding an employee's ability to perform assigned duties safely and effectively while using such drugs, a written clearance from a qualified physician shall be required before the employee is allowed to resume ~~the employee's~~their regular duties.

The following rules and standards of conduct apply to all employees either on Basin Transit property, including vehicles, or during the workday (including meals and rest periods).

Behavior that violates Basin Transit policy includes:

- The unlawful manufacture, distribution, dispensing, possession, or consumption of any Controlled Substance on the job, in Basin Transit workplace (including Basin Transit vehicles), or while subject to duty.
- Reporting to work or being subject to duty while their ability to perform job duties is impaired due to on or off-duty alcohol or drug use.
- Driving a Basin Transit vehicle while under the influence of a Controlled Substance, or a legally prescribed medication carrying a warning label that the medication ~~may~~ may cause drowsiness or other impairment of motor skills.
- Distribution, sale, or purchase of an illegal or Controlled Substance while on the job.

Violation of the above rules and standards of conduct will not be tolerated and may subject an employee to discipline, up to and including termination. An employee who is convicted under a criminal drug statute for a violation occurring in the workplace or during any Basin Transit-related activity or event will be deemed to have violated this policy. Basin Transit ~~also may~~may also bring the matter to the attention of appropriate law enforcement authorities.

#### *Inspections and Testing to Administer and Enforce Policy*

~~In order to~~To enforce the policies, set forth in this section, Basin Transit reserves the right to inspect employees, as well as any articles and property in their possession, to detect inappropriate materials. All Basin Transit lockers, desks, cabinets, vehicles, computer files, and computer diskettes are the property of Basin Transit and are subject to search without the employee's consent by Basin Transit management at any time, with or without notice. Refusal to cooperate with a search may result in disciplinary action, up to and including termination.

Basin Transit may conduct pre-employment drug testing on applicants for certain safety-sensitive positions. Any applicant for employment to whom an offer of employment has been made may be required to pass a test for Controlled Substances. In such cases, Basin Transit's offer of employment is conditioned on a negative test result. Any applicant who tests positive shall be disqualified from consideration for employment with Basin Transit for a period of one year.

In addition, Basin Transit also reserves the right to require that an existing employee undergo testing if Basin Transit determines that reasonable suspicion exists to believe that the employee is under the influence of any illegal drug or Controlled Substance, as defined in this Handbook, or has abused a prescription or over-the-counter medication. Reasonable suspicion shall, whenever possible, be evaluated based on personal observations by a trained member of management who is familiar with the employee's normal behavior. Information that is obtained from a reliable person with personal knowledge of the employee may also be utilized in appropriate circumstances.

An employee's conviction on a charge of illegal sale or possession of any Controlled Substance while off Basin Transit property will not be tolerated because such conduct, even though off duty, reflects adversely on Basin Transit. In addition, Basin Transit must keep people who sell or possess Controlled Substances off Basin Transit's premises in order to keep the Controlled Substances themselves off the premises.

Basin Transit will encourage and assist employees with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. Basin Transit is not obligated, however, to continue to employ any person whose job performance is impaired because of drug or alcohol use. This policy on treatment and rehabilitation is not intended to affect Basin Transit's treatment of employees who violate the regulations described above. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency. In accordance with state and federal law, Basin Transit will make every effort to provide reasonable accommodation to any employee who chooses to voluntarily participate in a rehabilitation program.

In addition to the abovementioned policies regarding drug and alcohol abuse, Basin Transit employees who drive a Class B or Class A vehicle, or who are required to dispatch or maintain such vehicles, are required to comply with the following rules and regulations:

- Drug-Free Workplace Act of 1988
- California Drug-Free Workplace Act of 1990 (Cal. Govt. Code Sections 8350 et seq.)
- FTA Prevention of Prohibited Drug Use and Alcohol Misuse in Transit Operations (49 CFR Part 655)
- Procedures for Transportation Workplace Drug and Alcohol Testing Program (49 CFR Part 40)

The specifics of the abovementioned rules and regulations of Basin Transit's Drug and Alcohol Abuse Policy are provided in a separate handbook to employees. All applicable employees are required to familiarize themselves with these rules and regulations. If any applicable employee has any questions regarding these rules and regulations, he/she should immediately discuss with the Designated Employee Representative (Operations Manager or General Manager).

#### **D. ATTENDANCE**

As an employee of Basin Transit, you are expected to be regular in attendance. Any absence causes problems for the public, your fellow employees, and your supervisor. When you are absent, your assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, fit, and prepared to start work. Employees ~~also are~~ are also expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Basin Transit business. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

~~If you are unable to report for work on any particular day, you must call your supervisor at least two hours before the time you are scheduled to begin working for that day. If you call less than one two hours before your scheduled time to begin work, you may be subject to discipline up to and including termination. In all cases of absence, employees must provide their supervisor with an honest reason or explanation. Employees also must inform their supervisors of the expected duration of any absence. Absent extenuating circumstances, you must call in on any day you are scheduled to work and will not report to work. Falsification of sickness is grounds for discipline up to and including termination.~~

Absenteeism (whether excused or not) will be recorded. Excessive absenteeism may be grounds for discipline up to and including termination of employment. Each situation of excessive absenteeism shall be evaluated on a case-by-case basis. However, even one unexcused absence may be considered excessive, depending on the circumstances.

If you fail to report for work without any notification to your supervisor and your absence continues for a period of three days, Basin Transit will consider that you have voluntarily terminated your employment.

#### **E. PUNCTUALITY**

As an employee of Basin Transit, you are expected to be punctual. Any tardiness causes problems for the public, your fellow employees, and your supervisor. In all cases of tardiness, employees must provide their supervisor with an honest reason or explanation. All tardiness will be recorded. Excessive tardiness may be grounds for discipline up to and including termination of employment. Each situation of excessive tardiness shall be

evaluated on a case-by-case basis. However, even one tardy may be considered excessive, depending on the circumstances.

If a coach operator arrives within 15 minutes after his or her scheduled shift report time, he or she may be placed on the extra board and be given a late arrival. If an employee arrives after 15 minutes, the employee may voluntarily remain on site while waiting for the next available work, and the waiting period is not subject to compensation. If two or more coach operators are late, assignments will be given first to the employee who arrived first. Coach operators voluntarily staying shall notify dispatch of availability by signing in and shall sign out when they leave and are no longer available.

Any employee arriving late and voluntarily remaining on site while waiting for the next available work will be paid only for the time actually worked. Once another employee, including an extra, is assigned the run or shift, the employee arriving late will forfeit all privileges to that run or shift for the day.

## **F. DRESS AND GROOMING STANDARDS**

Employees are expected to dress conservatively, in good taste, and according to the requirements of their position, as set forth below. Exceptions may be made for employees observing established religious dress and grooming practices. If there are any questions as to what constitutes proper attire within a given department, the Supervisor or General Manager should be consulted.

Any employee who is inappropriately dressed when he or she arrives for work will be considered unsuitable to commence work and will be sent home. The employee may be asked to return to work later in the same day in proper attire that conforms to Basin Transit standards. Employees who are asked to leave because of inappropriate dress or attire will not be compensated for any time expended in going home or returning to work.

Those employees provided with uniforms shall wear their uniforms when at work. Uniforms shall not be worn when off duty, except for traveling to and from work. It is recognized that employees may have to make brief stops on the way to and from work to take care of personal business; however, uniforms shall not be worn in businesses or locations that would create a negative impression, such as bars or nightclubs. Uniforms shall be neat, clean, and in good condition at the start of the work shift. They shall not be altered inappropriately and shall be worn as they are designed to be worn.

You will receive summary plan descriptions (SPDs) describing the uniform policy in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to the Operations Manager if you have any questions.

### *Tattoos and Piercings*

Basin Transit employees are expected to project a professional appearance while at work. These requirements apply to tattoos and piercings:

- No tattoos, branding, or intentional scarification are allowed anywhere on the head or face (this does not include permanent makeup).
- Visible tattoos, branding, or intentional scarification shall not be obscene, sexually explicit, extremist, gang-related, or discriminatory to gender, race, religion, or national origin, and/or any protected class.
- Any non-conforming tattoos as categorized above, branding, or intentional scarification must be covered with clothing or a bandage while at work.
- Employees should wear jewelry that is tasteful and appropriate considering their job duties. Employees should not wear jewelry that presents a safety hazard.

If an employee has a question about a tattoo or piercing, that matter should be promptly raised with their supervisor for consideration and determination.

a. Enforcement.

If, in the opinion of a manager, an employee is not adhering to the intent of this policy, the person will be informed that they must dress in accordance with the policy. In severe cases, the Manager shall send the person home to change. The time away from work shall not be considered hours worked.

## **G. REPORTING ACCIDENTS OR INCIDENTS**

For purposes of this section, the term “accident” shall mean any injury or damage to person or property. The term “incident” shall mean any unusual occurrence on or about the job site to which the employee has knowledge.

Every employee shall make a written report for each accident or incident occurring during their run or shift, and such written report shall be made at the scene of the incident, accident, or at the immediate completion of the employee’s run or shift, at the option of the employee’s supervisor. In any case, no matter how minor, accidents or incidents shall be orally reported immediately to the dispatcher and to the employee’s supervisor. Failure to report accidents or incidents can result in a violation of legal requirements and can lead to difficulties in processing insurance and benefit claims. Failing to report an accident or incident may result in disciplinary action up to and including termination.

Accident prevention is necessary to the operation of Basin Transit’s transportation system and is mutually beneficial to the public, Basin Transit, and its employees. Employees are required to cooperate with Basin Transit and to take an active part and interest in accident prevention work.

## **H. CUSTOMER RELATIONS**

Employees are expected to be polite, courteous, prompt, and attentive to every customer. When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, or a matter that exceeds the employee's authority, a supervisor should be called immediately.

Customers are to be treated with courtesy and given proper attention at all times. Never regard a customer's question or concern as an interruption or an annoyance. You must respond to inquiries from customers, whether in person or by telephone, promptly and professionally.

Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received.

Through your conduct, show your desire to assist the customer in obtaining the help he or she needs. If you are unable to help a customer, find someone who can.

All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

Never argue with a customer. If a problem develops or if a customer remains dissatisfied, ask your Supervisor or another member of management to intervene.

## **I. CONFIDENTIALITY**

Each employee is responsible for safeguarding confidential information obtained in connection with his or her employment. In the course of your work, you may have access to confidential information regarding Basin Transit, its suppliers, its customers, or perhaps even fellow employees. It is your responsibility to not reveal or divulge any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated, and legal action may be taken by Basin Transit.

## **J. MEDIA CONTACTS**

Employees may be approached for interviews or comments by the news media. Only people designated by the General Manager as media contacts may comment on Basin Transit policy or events that have an impact on Basin Transit.

## CHAPTER 5 OPERATIONAL CONSIDERATIONS

### A. EMPLOYER PROPERTY

Storage units, lockers, desks, vehicles, uniforms, keys, and ID cards are Basin Transit property and must be maintained according to Basin Transit rules and regulations. They must be kept clean and tidy and are to be used only for work-related purposes. Basin Transit reserves the right to inspect all Basin Transit property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

No personal locks may be used on Basin Transit-provided lockers unless the employee furnishes a copy of the key or the combination to the lock to Basin Transit management. Unauthorized use of a personal lock by an employee may result in a loss of the privilege to use a Basin Transit locker. Basin Transit shall not be responsible for lost or stolen personal property as ~~the a~~ result of an employee's use of a Basin Transit-provided locker.

Prior authorization must be obtained before Basin Transit property may be removed from the premises.

For security reasons, employees should not leave personal belongings of value in the workplace.

Terminated employees should remove any personal items at the time they leave Basin Transit. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

### B. USE OF BASIN TRANSIT TECHNOLOGY

Basin Transit provides computers, internet access, telephones, electronic mail, voicemail, and other electronic communication devices to some employees to assist them in performing their jobs. Each employee is required to use these resources in a productive and respectful manner and for business purposes only. Failure to do so may result in discipline up to and including termination.

Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for ~~any other purpose that is illegal~~ any other illegal purpose, against Basin Transit policy, or not in the best interest of Basin Transit.

Basin Transit voice mail and/or electronic mail (e-mail) are to be used for business purposes only. Basin Transit reserves the right to monitor voice mail and e-mail messages to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

Basin Transit may periodically need to assign and/or change “passwords” and personal codes for voice mail, e-mail, computers, etc. These communication technologies and related storage media and databases are to be used only for Basin Transit business, and they remain the property of Basin Transit. Basin Transit reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system.

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination.

Employees may not install personal software on Basin Transit computer systems.

All electronic information created by any employee using any means of electronic communication is the property of Basin Transit and remains the property of Basin Transit. Personal passwords may be used for purposes of security, but the use of a personal password does not affect Basin Transit’s ownership of electronic information.

Basin Transit will override all personal passwords if necessary for any reason.

Basin Transit reserves the right to access and review electronic files, messages, e-mail, voice mail, and other digital archives, and to monitor the use of electronic communications and internet usage as necessary to ensure that no misuse or violation of Basin Transit policy or any law occurs. Basin Transit reserves the right to restrict or terminate an employee’s use of the internet due to misuse or abuse by the employee. Employees should understand that they have no right of privacy with respect to any messages, data, or information that is sent, received, or stored on Basin Transit’s electronic, voicemail, or computer, or information systems. Under some circumstances, communications sent via email or text message may be subject to disclosure under the Public Records Act or Freedom of Information Act, or in cooperation with law enforcement, or as a result of litigation. If disclosure of email messages (or other data files) should be required (despite the designation of any communication as “private” or “confidential”), Basin Transit shall not be liable for any such disclosure. In short, Basin Transit’s information system does not provide any guarantee of personal privacy protection, and employees should use the system with this in mind.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Basin Transit management.

No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications, except as specifically authorized by the General Manager.

Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, portable computers, fax machines, and voice mail communications, are required to use these methods in strict compliance with the trade secrets and confidential communication policy established by

Basin Transit. Except for such uses, these communication tools should not be used for communicating confidential or sensitive information or any trade secrets.

Any information about Basin Transit, its products or services, or other types of information that will appear in the electronic media about Basin Transit must be approved by the General Manager before the information is placed on an electronic information resource that is accessible to others.

Questions about access to electronic communications or issues relating to security should be addressed to the General Manager.

### **C. OFF-DUTY USE OF FACILITIES AND VEHICLES**

Employees are prohibited from being on Basin Transit premises or making use of Basin Transit facilities while not on duty. An exception to this rule would be an employee waiting in the driver's lounge during a split shift, lunch, or other authorized break period. Employees are expressly prohibited from using Basin Transit facilities, Basin Transit property, Basin Transit vehicles, or Basin Transit equipment for personal use. Property belonging to Basin Transit must be returned to its appropriate location when it is no longer used for Basin Transit business.

Drivers of Basin Transit vehicles are expected to return such vehicles to the Basin Transit site immediately when the employee's shift ends or when the vehicle is no longer in use for Basin Transit business. Drivers are expected to return Basin Transit vehicles by direct route, without any unnecessary or personal detours. An employee may remove a Basin Transit vehicle or other Basin Transit property from the Basin Transit site for non-business reasons only with the prior written consent of the General Manager.

### **D. SECURITY**

Basin Transit has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to security personnel. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness, and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

All facilities and buses are equipped with surveillance systems for safety, security, and operational purposes. Areas where farebox revenue is handled or stored are also monitored. These systems are not intended to monitor or observe staff performance, but

rather to protect employees, passengers, and public assets, and are used in accordance with applicable laws and agency policy.

## **E. HEALTH AND SAFETY**

Basin Transit is committed to the safety of its employees and property. Every employee is responsible for their own safety as well as the safety of others in the workplace, and all employees are obligated to be aware of, and comply with, all applicable safety rules and policies. To achieve our goal of maintaining a safe workplace, everyone must be safety-conscious at all times. Employees must immediately report any unsafe or hazardous condition directly to their supervisor. Basin Transit asks you to cooperate in helping to promote safety and to prevent accidents by observing the following common-sense rules:

- Learn Basin Transit's posted fire rules, the location of fire alarm boxes, and your own duties in case of fire.
- Promptly report all unsafe or potentially hazardous conditions, such as the following, to your supervisor:
  - a. Wet or slippery floors,
  - b. Equipment left in halls or walkways,
  - c. Exposed wiring,
  - d. Careless handling of equipment,
  - e. Defective equipment.
- Help to avoid all accidents by eliminating fire hazards.
- Always be on the alert for safety hazards.
- Do not operate electrical equipment in wet conditions.

In compliance with California law, and to promote its commitment to safety in the workplace, Basin Transit maintains an Injury and Illness Prevention Program, which is managed by the General Manager. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives. —In compliance with Proposition 65, Basin Transit will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

All employees are required to comply with Basin Transit's safety and health policies and practices. This includes employees at every level and in all positions within Basin Transit. Performance evaluations take into consideration all aspects of an employee's performance, including the employee's compliance with safety standards. Consequently,

strict adherence to the safety standards and legal obligations concerning safety will be viewed positively in an evaluation. In the same manner, employees who fail to promote the interests of safety and health in the workplace may be viewed negatively in an evaluation. In addition, violations of safety standards or conduct that show either a disregard for safety concerns or negligent or reckless conduct may result in disciplinary action up to and including termination. In this regard, it should be remembered that the employment relationship is at the mutual consent of the employee and Basin Transit and can be terminated at will, at any time, either by the employee or by Basin Transit.

## **F. WORKPLACE VIOLENCE**

Basin Transit recognizes that workplace violence is a growing concern among employers and employees across the country. Basin Transit is, therefore, committed to providing a safe, violence-free workplace. In this regard, Basin Transit strictly prohibits employees, consultants, guests, visitors, or anyone else on Basin Transit premises or engaging in a Basin Transit-related activity from behaving in a violent or threatening manner. Moreover, as a part of this policy, Basin Transit seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

Basin Transit believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence.

Workplace violence includes, but is not limited to, the following:

- Threats of any kind;
- Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others;
- Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of Basin Transit property, or a demonstrated pattern of refusal to follow Basin Transit policies and procedures;
- Defacing Basin Transit property or causing physical damage to its facilities and/or vehicles; or
- With the exception of security personnel and as otherwise allowed in this Handbook, bringing Weapons of any kind on Basin Transit premises, in Basin Transit parking lots, or while conducting Basin Transit business.

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, guest, consultant, visitor, or anyone else, he or she should notify any supervisor or manager immediately. Further, employees should notify their

supervisors or managers if any restraining order is in effect, or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, Basin Transit will inform the reporting individual of the results of the investigation. To the extent possible, Basin Transit will maintain the confidentiality of the reporting employee and of the investigation but may need to disclose results in appropriate circumstances, for example, in order to protect individual safety. Basin Transit will not tolerate retaliation against any employee who reports workplace violence. Basin Transit may take action under California Code of Civil Procedure Section 527.8 to obtain a temporary restraining order or injunction against any person who threatens workplace violence against an employee.

If Basin Transit determines that workplace violence has occurred, Basin Transit will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts, but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, Basin Transit will take appropriate corrective action in an attempt to ensure that such behavior is not repeated. Under certain circumstances, Basin Transit may forego disciplinary action on the condition that the employee takes a medical leave of absence. In addition, Basin Transit may request that the employee participate in counseling or training, either voluntarily or as a condition of continued employment.

## **G. PHYSICAL EXAMINATIONS**

To the extent permitted by law, Basin Transit reserves the right to require an employee to submit to a fitness for duty physical examination if Basin Transit believes or suspects that the employee may not be able to perform the essential duties of the job without risk of harm to him/herself or others. The examining physician may be selected by Basin Transit, and the cost of such examinations shall be paid by Basin Transit. Any employee, when required by Basin Transit to be relieved from duty for the purpose of taking a physical examination, shall be paid for the time lost in taking such physical examination.

As a condition of continued employment with Basin Transit, any physical examination must reveal the physical and mental fitness of the employee involved to perform their duties with or without accommodation.

## **H. PERSONAL SAFETY**

No employee, other than those required by their position, shall bring a Weapon (exclusive of personal defense chemical spray) of any type to a Basin Transit facility, including parking lots and public streets outside or immediately adjacent to a Basin Transit building, or place in a Basin Transit vehicle or equipment. Violation of this “zero tolerance” policy will lead to discipline, up to and including termination. An employee may bring a personal defense chemical spray to a Basin Transit facility, including parking lots and public streets

outside or immediately adjacent to a Basin Transit building, or place in a Basin Transit vehicle or equipment if approved by his or her supervisor after (1) having demonstrated a legitimate need for such spray and (2) having obtained any necessary certification for the same.

## I. ERGONOMICS

Basin Transit encourages and continuously strives to maintain a safe and healthful workplace by furnishing equipment ~~which that~~ is necessary to enable employees to carry out assigned duties in a safe and healthful manner. Basin Transit is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. Basin Transit will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes, and employee training. Basin Transit encourages safe and proper work procedures and requires all employees to follow safety laws, rules, instructions, and guidelines, and ~~shall~~ use all safety equipment specified for the work they are performing.

Basin Transit believes that the reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to our business. We intend to provide appropriate resources to create a risk-free environment.

If you have any questions about ergonomics, please contact the General Manager.

## J. SMOKING POLICIES

Basin Transit is committed to a healthy and safe working environment. Accordingly, smoking is prohibited in all Basin Transit facilities and vehicles, including remote facilities utilized by Basin Transit, ~~with the exception of~~ except those areas specifically designated by Basin Transit as a smoking area.

## K. TELEPHONES ~~CALLS~~ AND MOBILE DEVICES

Employees are requested to keep all personal phone calls and text messages to a minimum. Friends and relatives should be discouraged from calling or sending text messages during working hours unless there is an emergency. Under no circumstances should an employee make or charge a long-distance phone call to Basin Transit unless it is work-related and approved in advance by the employee's supervisor. Employees should make every effort to keep any necessary, personal phone calls to less than three minutes in duration.

No Basin Transit employee shall use any mobile device or smartphone while operating any Basin Transit vehicle. This includes, but is not limited to, sending, or reading text messages. Employees who violate this policy are subject to immediate termination.

## **L. HOUSEKEEPING**

All employees are expected to keep their work areas clean and organized. People using common areas such as lunch rooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

## **M. PARKING**

Employees may park their vehicles in designated areas of Basin Transit property, if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of Basin Transit property. Employees may not use parking areas specifically designated for customers, vendors, or Basin Transit vehicles. For purposes of this policy, the parking spaces in front of the Basin Transit Operations Center (north side) in Joshua Tree are considered reserved for customers, vendors, and disabled /handicapped drivers. The parking of personal vehicles along the red-painted curb or areas designated for bus parking is prohibited.

Basin Transit is not responsible for any loss or damage to employee vehicles or vehicle contents while parked on Basin Transit property.

## **N. CONDUCTING PERSONAL BUSINESS**

Employees are to conduct only Basin Transit business while at work. Employees may not conduct personal business or business for another employer or organization during their scheduled working hours or while on Basin Transit premises.

## **O. POLICIES FOR BASIN TRANSIT DRIVERS**

Employees who are required to drive a Basin Transit vehicle or their own vehicle on Basin Transit business will be required to show proof of a current, valid driver's license and current appropriate insurance coverage before the first day of employment.

Basin Transit participates in a system that regularly checks the state Department of Motor Vehicles records of all employees who drive as part of their job.

Basin Transit retains the right to terminate an employee whose license is revoked, who fails to maintain personal automobile insurance coverage, or who is uninsurable under Basin Transit's policy for failure to meet the minimum qualifications of their job.

Employees who drive their own vehicles on Basin Transit business will be reimbursed at the federal reimbursement rate.

## **P. BULLETIN BOARDS**

Basin Transit maintains bulletin boards located in the driver's lounge of the Basin Transit Operations Center.

Bulletin boards are used to provide information to employees concerning federal, state, and local laws, as well as company policies, upcoming Basin Transit events, news, and other pertinent information of concern to all employees.

Employees may not post items on Basin Transit bulletin boards unless the following conditions are met:

- Posting may be made by Basin Transit employees only;
- The information to be posted must be approved by management prior to posting;
- Postings are limited to letter or legal size paper, except for required federal and state information; and
- Posted items will be dated and will be removed after 90 days, or when an event has concluded, whichever comes first.

## CHAPTER 6 EMPLOYEE BENEFITS

### A. HOLIDAYS

Basin Transit observes the following paid holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas
- New Year's Day
- Martin Luther King Day\*
- President's Day\*
- Juneteenth\*
- Veteran's Day\*
- Day After Thanksgiving\*

\* Basin Transit operates a normal schedule on these days.

When a holiday falls on a Saturday, it may be observed either on the preceding Friday or the following Monday. When a holiday falls on a Sunday, it may be observed on the following Monday. However, Basin Transit may close on a different day or grant compensating time off instead of closing. Holiday observance will be announced in advance. Holidays falling within a vacation period shall not be considered as part of an employee's vacation.

Holiday pay is the equivalent of an employee's straight-time pay. Eligibility for holiday pay begins after completion of the introductory period.

If you are required to work on a scheduled paid holiday, you will be compensated straight time pay plus holiday pay. If an employee is not scheduled to work on the paid holiday, the employee will receive 8 hours of Holiday Pay for that holiday. Holiday pay will not be granted to an employee if he/she incurs an absence on the day before or after an observed paid holiday that was not approved in advance by their supervisor.

*Example One:*

Mark, who has completed his introductory period, is scheduled to work his normal ten (10) hour shift on President's Day. His pay for President's Day is calculated as follows:

10 hours	X	\$18.00 (straight time wage)	=	\$180.00 Gross Pay
10 hours	X	\$18.00 (holiday pay)	=	\$180.00 Holiday Pay
Total Pay = \$360.00				

Basin Transit may have other reduced-hour operating days during which some regular employees will have unpaid holiday leave, and some employees may be working, at the discretion of your supervisor. Those days might occur during the week between Christmas and New Year's Day.

## **B. VACATIONS**

### *General Policy*

Vacation is a benefit earned as a condition of employment for all employees who work 40 or more hours in a pay period. Eligible employees accrue benefits on a prorated basis (see section titled *Rate of Accrual* for accrual rates per hour worked and maximum number of hours that can accrue in a given year). Employees working fewer than 40 hours in a pay period do not accrue vacation.

Vacation will accrue while an employee is on vacation. Temporary Employees are not entitled to vacation benefits.

### *Usage*

New hires accrue vacation as do other Basin Transit employees. However, earned vacation can be used only after the completion of six (6) months on the job, when the introductory period is over.

### *Approval*

Earned vacation periods shall be taken with the prior approval of the employee's supervisor and at such time as will not impair the work schedule or efficiency of Basin Transit, except that no employee shall lose earned vacation time because of the urgency of the work.

### *Minimum Charge*

The minimum charge against accumulated vacation time shall be one-half (1/2) hour or multiples thereof.

### *Maximum Accrual*

In order to encourage employees to use their accrued vacation time, vacation is allowed to accrue up to a maximum of 35 work-days (280 hours). Once an employee has reached the maximum vacation accrual, the employee will cease to accrue more vacation until the accrued vacation time falls below the thirty-five work-day (280 hours) level.

Basin Transit wishes to encourage the taking of vacation time off for the well-being of its employees. Vacation should be scheduled at least one week in advance. Your supervisor will grant vacation leave, provided it does not create a hardship for Basin Transit.

Employees may apply to management for a "buy out" to be paid in lieu of vacation time, at the regular rate of pay, paid in one-week vacation time increments per pay period, up to a maximum of 3 vacation weeks in any one calendar year. This buyout will not be granted by management in 2 consecutive years, as vacation time off is encouraged.

However, if an employee's job is terminated, either voluntarily or involuntarily, the employee will receive compensation for any accrued but unused vacation time. Vacation leave shall not count as time worked under FLSA or for overtime purposes.

*Rate of Accrual*

Employees shall accrue vacation on a prorated basis according to the following policy:

<i>Years of Service</i>	<i>Rate Per Hour Worked</i>	<i>Maximum # of Days Per Year Allowable</i>
First thru Third Years (1-3)	.0385	10
Fourth thru Fifth Years (4-5)	.0462	12
Sixth thru Tenth Years (6-10)	.0577	15
After Ten Years (11+)	.0770	20

Example One (1):

John is in his second year with Basin Transit. He has worked two (2) forty (40) hour workweeks in the last pay period. His paycheck will show 3.08 hours of accrued vacation for the last pay period.

$$80 \text{ hours in pay period} \times .0385 \text{ rate} = 3.08 \text{ hours of vacation accrued}$$

Example Two (2):

Jane is in her second year with Basin Transit. She is scheduled to work a thirty-four (34) hour workweek, and has just completed two (2) thirty-four (34) hour workweeks in the last payroll period. Her paycheck will show 2.62 hours of accrued vacation for the last pay period.

$$68 \text{ hours in pay period} \times .0385 \text{ rate} = 2.62 \text{ hours of vacation accrued}$$

**C. BENEFIT PLANS**

Basin Transit is a member of the California Public Employees Retirement System (PERS). All employees are enrolled in PERS and are eligible for approved Health Care Coverage. Eligible employees will receive comprehensive health, retirement, and other insurance coverage for themselves and their families, as well as other benefits. You will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to the Office Manager if you have any questions.

## **D. DISABILITY INSURANCE**

California State Disability Insurance (“SDI”) is a partial wage-replacement insurance plan for California workers. The SDI program is State-mandated and funded through employee payroll deductions. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at Basin Transit or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Specific rules and regulations governing disability are available from [the](#) Basin Transit office staff. See the Office Manager for assistance in applying for SDI.

## ~~**E. WORKERS COMPENSATION**~~

~~You are protected by Basin Transit's workers' compensation insurance policy while employed by Basin Transit, at no cost to you. The policy covers you in case of occupational injury or illness. See Chapter 5.S for more detailed information about Workers Compensation and how/when you should notify Basin Transit about an on-the-job injury.~~

## **FE. UNEMPLOYMENT COMPENSATION**

Basin Transit contributes each year to the California Unemployment Insurance Fund on behalf of its employees.

## **F. MEDICARE**

All employees pay Medicare deductions, as does Basin Transit, which contributes an equal amount.

## **G. TRANSPORTATION PRIVILEGES**

Employees are provided fixed route transportation privileges during employment. A spouse or registered domestic partner and dependent children of an employee are provided transportation privileges only while accompanying a Basin Transit employee.

## **H. REIMBURSEMENTS**

Basin Transit will reimburse employees for authorized business expenses, including but not limited to, business-related mileage where required. In addition, employees who work more than 40 hours per pay period may participate in other reimbursement programs. You will receive summary plan descriptions (SPDs) describing these Basin Transit's reimbursement programs in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to the Office Manager if you have any questions.

## **I. LEAVES OF ABSENCE WITHOUT PAY**

Basin Transit may grant leaves of absence without pay to employees in certain circumstances in which it is not otherwise required by law. In order to be considered for a leave of absence under this section, the employee must have successfully completed the six-month introductory period.

Leave of absence without pay, and for reasons other than those for which other leaves of absence may be taken, shall be approved in advance and in writing by the employee's supervisor or the General Manager. Any employee requesting a leave of absence without pay pursuant to this section may be required to utilize all of their accrued vacation time, and sick leave, if appropriate, prior to the start of the leave without pay. It is important to clearly state the reason for requesting any leave in writing as far in advance as possible, to keep in touch with your supervisor during your leave, and to give prompt notice if there is any change in your return date. If your leave expires and you have not contacted your supervisor, it will be assumed that you do not plan to return and that you have terminated your employment.

Upon return from a leave of absence under this section, the employee will be returned to employment status. However, it is possible that a bid on employment hours will have taken place in the employee's employment category, and that the returning employee will need to remain in an on-call status until a subsequent bid occurs.

Time accumulated during the leave will not count as time worked for any purpose.

Basin Transit does not continue to pay premiums for health insurance coverage, or contribute towards employees' cafeteria plan, for employees on leaves of absence under this section. However, you may self-pay the premiums under the provisions of COBRA of 1985. Basin Transit's Office Manager can give you additional information on this subject.

## **J. CALIFORNIA FAMILY RIGHTS ACT LEAVE**

Basin Transit provides family and medical leave to eligible employees under the California Family Rights Act (CFRA). Basin Transit refers to this leave as "CFRA Leave." The function of this policy is to provide employees with a general description of their CFRA rights. In the event of any conflict between this policy and applicable law, employees will be afforded all rights as required by law. When an employee takes CFRA Leave for a reason that also qualifies for FMLA Leave, the leave will run concurrently under CFRA and FMLA for a combined total of up to 12 weeks of leave.

### *Eligibility*

To be eligible to take CFRA Leave, employees must meet all of the following conditions:

- Have worked at least 12 months for Basin Transit;

- Have worked at least 1,250 hours for Basin Transit over the preceding 12 months; and
- Work at a worksite in California.

#### *Permissible Purposes of CFRA Leave*

CFRA Leave may be taken for any of the following reasons:

- Birth of a child or to care for a newly-born child (“bonding leave”);
- Placement of a child for adoption or foster care (“bonding leave”);
- To care for a child, parent, grandparent, grandchild, sibling, spouse, domestic partner, parents-in-law, or employee designated person (collectively, referred to as a “family member” in this policy) with a serious health condition (“family care leave”). For purposes of this policy, “employee designated person” is defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship. An employee may identify their employee-designated person at the time the employee requests CFRA Leave, and is limited to identifying one employee-designated person per 12-month period;
- Because of an employee’s own serious health condition, which makes the employee unable to perform the functions of the employee’s job, except for leave taken for disability on account of the employee’s pregnancy, childbirth, or related medical conditions (“serious health condition leave”); or
- Because of a qualifying exigency related to the covered active duty or call to covered active duty of an employee’s spouse, domestic partner, child, or parent in the Armed Forces of the United States.

#### *Length of Leave*

An eligible employee is entitled to take up to 12 weeks of CFRA Leave during a 12-month period. The 12-month period in which the CFRA Leave occurs will be calculated on a “rolling” 12-month period measured backward from the date an employee uses any CFRA Leave.

Bonding leave must be concluded within 12 months of the birth or placement of the child. If both parents work for Basin Transit and are eligible for leave under this policy, the parents will each be permitted to take 12 workweeks of CFRA Leave.

If eligible for CFRA Leave, an employee may take CFRA Leave intermittently, by reducing the employee’s normal weekly or daily work schedule, when medically necessary for the employee’s own or immediate family member’s serious health condition. Intermittent bonding leave may be available, but may be subject to additional restrictions. Leave taken intermittently may be taken in increments of no less than 1 hour. If an employee requires intermittent leave or reduced-schedule leave for a planned medical treatment,

the employee must try to schedule the leave in a manner that will least disrupt Basin Transit's operations.

#### *Pregnancy-Related Disabilities*

Pregnancy-related disabilities are not counted against an employee's CFRA Leave entitlement. Instead, they are covered by California's Pregnancy Disability Leave Law, which is explained below in Basin Transit's Pregnancy Disability Leave Policy.

#### *Health Benefits During CFRA Leave*

During CFRA Leave, Basin Transit will continue making contributions for the employee's group health benefits on the same terms as if the employee had continued to work. This means that if the employee wants benefits coverage to continue during CFRA Leave, the employee must continue to pay the employee's portion of any premium payments during CFRA Leave. In some instances, Basin Transit may recover premiums it paid to maintain health coverage if the employee fails to return to work following a CFRA Leave. If the employee has exhausted all available CFRA Leave, continuation coverage will be available at the employee's expense under COBRA.

#### *Pay During CFRA Leave*

CFRA Leave is unpaid unless the employee qualifies for state-provided disability/family leave benefits. Employees may substitute accrued paid sick time and accrued vacation for all unpaid CFRA Leave.

Employees do not accrue seniority or benefits, including vacation and paid sick leave, during unpaid CFRA Leave.

#### *Employment Status After CFRA Leave*

Employees granted CFRA Leave are guaranteed reinstatement to the same or an equivalent job position at the end of the leave, unless the job ceased to exist for legitimate business reasons, and subject to any other defense allowed under the law.

#### *Notice and Certification Procedures*

When seeking CFRA Leave, employees must provide all of the following to the General Manager, where applicable:

- 1) 30 days' advance notice of the need to take CFRA Leave, if the need is foreseeable, or notice as soon as practicable in the case of unforeseeable leave. When leave is for planned medical treatment, employees must try to schedule treatment so as not to unduly disrupt Basin Transit's operation;
- 2) Medical certification supporting the need for leave due to a serious health condition affecting the employee or the employee's family member must be provided before the leave begins, or if not possible, within 15 days of Basin Transit's request to provide the certification;
- 3) Periodic updates as permitted by law during the leave regarding the employee's status and intent to return to work; and

- 4) Medical certification of fitness for duty before returning to work if the leave was due to the employee's own serious health condition.

At Basin Transit's expense, Basin Transit may also require a second or third medical opinion regarding an employee's own serious health condition. Employees are expected to cooperate with Basin Transit in obtaining additional medical opinions that Basin Transit may require.

*Failure to Provide Certification and to Return from Leave*

Failure to comply with the notice and certification requirements may result in a delay or denial of the CFRA Leave. If an employee fails to return to work at the end of the CFRA Leave's expiration and has not obtained an extension of the leave, Basin Transit may presume that the employee does not plan to return to work and has resigned from employment.

**K. FAMILY/MEDICAL LEAVE (FMLA)**

Basin Transit provides family and medical leave to eligible employees under both the federal Family and Medical Leave Act (FMLA). The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and applicable law, employees will be afforded all rights as required by law. When an employee takes FMLA Leave for a reason that also qualifies for CFRA Leave, the leave will run concurrently under CFRA and FMLA for a combined total of up to 12 weeks of leave.

*Eligibility*

To be eligible to take FMLA Leave, employees must meet all of the following conditions:

- 1) Have worked at least 12 months for Basin Transit;
- 2) Have worked at least 1,250 hours for Basin Transit over the preceding 12 months; and
- 3) Work at a location where there are at least 50 employees within 75 miles.

*Permissible Purposes for Leave*

FMLA Leave may be taken for any of the following reasons:

- 1) Birth of a child or to care for a newly-born child ("bonding leave");
- 2) Placement of a child for adoption or foster care ("bonding leave");
- 3) To care for an immediate family member (spouse, registered domestic partner, child, or employee's parent) with a serious health condition ("family care leave");

- 4) Because of an employee's own serious health condition, which makes the employee unable to perform the functions of the employee's job ("serious health condition leave");
- 5) Because of a "qualifying exigency" arising out of the fact that an employee's spouse, son, daughter, or parent is on active duty or ordered to active duty in the armed forces ("military emergency leave"); or
- 6) To care for an injured service member if the employee is the spouse, son, daughter, parent, or next of kin of the injured or ill service member ("military caregiver leave").

### *Length of Leave*

An eligible employee can take up to 12 workweeks of unpaid leave during any "rolling" 12-month period, measured backward from the date an employee uses any leave under this policy. If both spouses work for Basin Transit and are eligible for leave under this policy, the spouses will be limited to a total of 12 workweeks off between the two of them for bonding leave and family care leave for a parent. Bonding leave must be concluded within 12 months of the birth or placement of the child.

If eligible for FMLA Leave, an employee may take FMLA Leave intermittently, by reducing the employee's normal weekly or daily work schedule, when medically necessary for the employee's own or immediate family member's serious health condition. Intermittent bonding leave may be available, but may be subject to additional restrictions. Leave taken intermittently may be taken in increments of no less than 1 hour. If an employee requires intermittent leave or reduced-schedule leave, the employee must try to schedule the leave in a manner that will least disrupt Basin Transit's operations.

For military caregiver leave, an eligible employee can take a combined total of 26 workweeks of leave for military caregiver leave and leave for any other FMLA-qualifying reason during the same "single 12-month period." Of this 26-week period, the eligible employee may not exceed 12 workweeks of leave for any reason other than military caregiver leave. For purposes of military caregiver leave, a "single 12-month period" begins on the first day the eligible employee takes military caregiver leave and ends 12 months after that date. If the employee takes less than 26 weeks of leave during that 12-month period, the unused weeks are forfeited. If both spouses work for Basin Transit and are eligible for leave under this policy, the spouses may be limited to a total of 26 workweeks off between the two of them, depending on the reasons for the leave.

### *Health Benefits During Leave*

During FMLA Leave, Basin Transit will continue making contributions for the employee's group health benefits on the same terms as if the employee had continued to work. This means that if the employee wants benefits coverage to continue during the FMLA Leave, the employee must continue to pay his or her portion of any premium payments during the FMLA Leave. In some instances, Basin Transit may recover premiums it paid to maintain health coverage if the employee fails to return to work following ~~a~~an FMLA

Leave. If the employee has exhausted all available FMLA Leave, continuation coverage will be available at the employee's expense under COBRA.

### *Pay During FMLA Leave*

FMLA Leave is unpaid except to the extent the employee qualifies for paid leave benefits through a state-provided program or Basin Transit-provided program. Employees are required to substitute accrued vacation time for unpaid FMLA Leave. Employees are required to substitute accrued sick leave for unpaid FMLA Leave for their own serious health condition, and may substitute accrued sick leave for any other type of FMLA Leave.

Employees do not accrue seniority or benefits, including vacation and sick leave, during unpaid FMLA Leave.

### *Employment Status After FMLA Leave*

Employees granted FMLA Leave are guaranteed reinstatement to the same or an equivalent job position at the end of the leave, unless the job ceased to exist for legitimate business reasons, and subject to any other defense allowed under the law. "Key employees," as defined by law, may be subject to reinstatement limitations in some circumstances. If an employee is a "key employee," the employee will be notified of the possible limitations at the time the employee requests a leave.

### *Notice and Certification Procedures*

When seeking FMLA Leave, employees must provide all of the following to the Human Resources Director, where applicable:

- 1) 30 days' advance notice of the need to take FMLA Leave, if the need is foreseeable, or notice as soon as practicable in the case of unforeseeable leave. When leave is for planned medical treatment, employees must try to schedule treatment so as not to unduly disrupt Basin Transit's operation;
- 2) Medical certification supporting the need for leave due to a serious health condition affecting the employee or the employee's immediate family member must be provided before the leave begins, or if not possible, within 15 days of Basin Transit's request to provide the certification;
- 3) Certification of the family member's active duty status or call to active duty for emergency military leave;
- 4) Periodic updates as permitted by law during the leave regarding the employee's status and intent to return to work; and
- 5) Medical certification of fitness for duty before returning to work, if the leave was due to the employee's own serious health condition.

At Basin Transit's expense, Basin Transit may also require a second or third medical opinion regarding an employee's own serious health condition. Employees are expected to cooperate with Basin Transit in obtaining additional medical opinions that Basin Transit may require.

#### *Failure to Provide Certification and to Return from Leave*

Failure to comply with the notice and certification requirements may result in a delay or denial of the leave. If an employee fails to return to work at the end of the leave's expiration and has not obtained an extension of the leave, Basin Transit may presume that the employee does not plan to return to work and has resigned from employment.

#### *Pregnancy-Related Disabilities*

Under FMLA, a disability due to pregnancy, childbirth, or related medical condition is a "serious health condition," but under the California Family Rights Act, it is not. Under California law, pregnancy-related disabilities are not counted against an employee's leave entitlement under the California Family Rights Act. Instead, they are covered by California's Pregnancy Disability Leave Law, which is explained below in Basin Transit's Pregnancy Disability Leave Policy.

## **L. PREGNANCY DISABILITY LEAVE**

#### *Eligibility for Pregnancy Disability Leave*

An employee who is disabled by pregnancy, childbirth, or related medical conditions is eligible to take a pregnancy disability leave ("PDL"). An employee affected by pregnancy or a related medical condition is also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, provided the employee is qualified and such a position is available. In addition, if it is medically advisable for the employee to take intermittent leave or work a reduced leave schedule, Basin Transit may require the employee to transfer temporarily to an alternative position with equivalent pay and benefits that can better accommodate recurring periods of leave.

The PDL is for any period(s) of actual disability caused by an employee's pregnancy, childbirth, or related medical condition up to 4 months (or 17 1/3 workweeks for a full-time employee) per pregnancy.

The PDL does not need to be taken in one continuous period of time, but can be taken on an as-needed basis. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth is covered by PDL.

#### *Requesting PDL*

Employees are required to obtain a certification from their health care provider of their pregnancy disability or the medical advisability of a transfer. The certification should include: (1) the date on which the employee became disabled due to pregnancy or the date of the medical advisability of a transfer; (2) the probable duration of the period(s) of

disability or the period(s) for the advisability of a transfer; and, (3) a statement that, due to the disability, the employee is either unable to work at all or to perform any one or more of the essential functions of the employee's position without undue risk to the employee, the pregnancy's successful completion, or to other persons; or (4) a statement that, due to the pregnancy, a transfer to a less strenuous or hazardous position or duties is medically advisable.

#### *Pay While on PDL*

PDL Leave is unpaid except to the extent the employee qualifies for paid leave benefits through a state-provided program or Basin Transit-provided program. Employees are required to substitute accrued sick leave for all unpaid PDL. Employees may substitute accrued vacation for any unpaid PDL. The use of any accrued sick leave or vacation will not extend the duration of available PDL.

Basin Transit encourages employees to contact the California Employment Development Department regarding an employee's eligibility for state disability insurance for the unpaid portion of the employee's leave.

Employees will not be eligible to accrue seniority or benefits, including sick leave or vacation, during any period of unpaid leave.

#### *Health Benefits While On PDL*

During the PDL, Basin Transit will maintain the employee's health insurance coverage under any group health plan as if the employee had remained actively employed. During PDL, the employee must continue to pay any employee contribution to the health coverage. After the PDL is exhausted, the employee will be eligible for continuation coverage under COBRA, except as otherwise required by law.

#### *Returning From PDL*

Upon return from PDL, the employee will be reinstated to the same position unless the job ceases to exist because of legitimate business reasons unrelated to the PDL, or to a comparable position for which the employee is qualified. As a condition of the employee's return from PDL, or transfer, Basin Transit requires the employee to obtain a release to return to work from the employee's health care provider stating that the employee is able to resume her original job duties.

PDL will run concurrently with leave under the federal Family ~~Medical and~~ Medical Leave Act. Any request for leave after the employee's pregnancy disability has ended will be treated as a request for leave under the California Family Rights Act, if the employee is eligible for such leave. Please contact the Human Resource Director for additional information.

## M. PREGNANCY ACCOMMODATION

Basin Transit will provide a reasonable accommodation for the known limitation of an employee or applicant related to their pregnancy, childbirth, or related medical conditions, unless doing so would create an undue hardship on Basin Transit. Together with the employee or applicant, Basin Transit will engage in an interactive process to determine what reasonable accommodations are possible, if any. If such an accommodation is possible and will not impose an undue hardship on Basin Transit, Basin Transit will make the accommodation.

Basin Transit will not require employees to take a leave of absence if another reasonable accommodation can be provided. No employee will be discriminated against or retaliated against for seeking a pregnancy accommodation under this policy.

## M.N. SICK LEAVE

### *General Policy*

Sick leave is a form of insurance that employees accumulate in order to provide a cushion for incapacitation. It is not for “personal” absences.

Earned sick leave shall be available for use on the first day following the payroll period in which it is earned. Sick leave accrues at the rate of .0462 hours per hour worked, with the maximum number of sick days allowable set at 12 per year. Sick leave will accrue while an employee is taking sick leave.

Accrued sick leave does carry over from year to year. Basin Transit does not pay employees in lieu of unused sick leave, nor does Basin Transit pay unused sick leave upon termination of employment with Basin Transit.

#### Example of Sick Leave Calculation:

Mary is in her 6th year with Basin Transit. She is scheduled to work thirty (30) hours per week and has worked two (2) thirty (30) hour workweeks in the last pay period. Her paycheck will show 2.77 hours of accrued sick leave for the last pay period.

60 hours in pay period X .0462 rate = 2.77 hours of sick leave accumulated

### *Notice of Sickness*

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to Basin Transit of the need for leave. For events that are unforeseeable, employees must notify Basin Transit of the need for leave as soon as practicable. No employee will be retaliated against for using paid sick leave under this policy. All employees must orally notify their supervisor, or if unavailable, a member of management, on the first day of absence at least 2 hours prior to their scheduled shift.

~~Notice of subsequent days of absence should be communicated at the earliest possible convenience to one's supervisor or a member of management, but in all cases at least 2 hours prior to the employee's scheduled shift.~~

If you anticipate being unable to work on the next scheduled day, please proactively call in before 4:00 pm to inform dispatch of your situation.

### *Investigation*

It is the option of the supervisor or management to investigate each request for sick leave and allow sick leave with pay only in accordance with these rules. A health care provider's certificate or other adequate proof of illness may be required following the use of five days of paid sick leave in a calendar year (either consecutively or nonconsecutively).

### *Improper Use*

Evidence substantiating the use of sick leave for purposes other than allowed in these rules shall be considered as grounds for disciplinary action up to and including termination.

### *Minimum Charge*

The minimum charge against accumulated sick leave shall be one-half (1/2) hour or multiples thereof.

### *Use*

Paid sick leave is to be used for the diagnosis, care, or treatment of an existing health condition of an employee or an employee's family member, preventive care for an employee or their family member, or bereavement upon the death of a family member (see Bereavement Leave policy). For purposes of this policy, "family member" includes the employee's: parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, sibling, and employee-designated person (a person the employee designates at the time the employee requests paid sick leave). An employee is limited to identifying one employee-designated person per 12-month period. Paid sick leave may also be used for reasons related to being the victim or the family member of a victim of a qualifying act of violence as set forth in Basin Transit's Leave for Victims of Qualifying Acts of Violence Policy, being a crime victim or the family member of a crime victim as set forth in Basin Transit's Crime Victims Leave Policy, and jury duty or witness leave as set forth in Basin Transit's Jury and Witness Duty Policy. Paid sick leave may also be used for any other permissible reason under applicable local law. Paid sick leave is not to be used for vacation or personal time off. Basin Transit shall provide paid sick leave for (i) the diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member (as defined in Labor Code § 245.5); or (ii) to obtain relief or service related to being a victim of domestic violence, sexual assault, or stalking.

### Reporting Paid Sick Leave

Total available paid sick leave hours will be reported on the pay stub, along with other currently reported payroll information.

### Retirement

Once invested in CalPERS, members are eligible to convert remaining accrued sick leave into retirement service credit.

### **N.O. BEREAVEMENT LEAVE**

Basin Transit will grant a request by an employee to take up to 5 days of bereavement leave upon the death of a covered family member. To be eligible for bereavement leave, the employee must have been employed with Basin Transit for at least 30 days prior to taking leave, and the leave must be completed within 3 months of the date of the covered family member's death. "Covered family member" for purposes of this policy is defined as spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law.

Bereavement leave is unpaid, but employees may elect to ~~apply~~use any available accrued vacation, paid sick leave, or other paid leave to ~~any offset~~ unpaid ~~leave time taken~~ under this policy.

### **O.P. REPRODUCTIVE LOSS LEAVE**

Basin Transit will provide employees who have been employed by Basin Transit for at least 30 days with up to 5 days of reproductive loss leave for a "reproductive loss event," as defined in this policy. Reproductive loss leave does not need to be taken consecutively, but the leave must be completed within 3 months of the date of the reproductive loss event. If, prior to or immediately following a reproductive loss event, the employee is on or chooses to go on Pregnancy Disability Leave, California Family Rights Act leave, or any other protected leave under state or federal law, the reproductive loss leave must be completed within 3 months of the end date of the employee's other leave.

A "reproductive loss event" for purposes of this policy is defined as the day or final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. If an employee suffers more than one reproductive loss event within a 12-month period, Basin Transit will provide the employee with a maximum of 20 days of reproductive loss leave per rolling 12-month period. The 12-month period in which the reproductive loss leave occurs will be calculated on a "rolling" 12-month period measured backward from the date an employee uses any reproductive loss leave.

Reproductive loss leave is unpaid, and employees may elect to apply any accrued and available vacation, paid sick leave, or other paid leave to any otherwise unpaid leave time under this policy.

Employees must inform the General Manager about taking reproductive loss leave. Basin Transit will make reasonable efforts to maintain confidentiality relating to an employee's request to use reproductive loss leave.

## **P.Q. MILITARY LEAVE**

Employees who wish to serve in the military and take military leave should contact the General Manager for information about their rights before and after such leave. Basin Transit provides unpaid leave to employees for military service in accordance with the provisions of the Uniform Services Employment and Re-Employment Rights Act of 1994. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

## **Q.R. JURY DUTY / WITNESS LEAVE**

~~Basin Transit encourages employees to serve on a jury or as a witness when called. Employees who have completed their introductory periods will receive full pay while serving up to five (5) days of jury duty. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of having served as a juror or witness. If work time remains after any day of jury selection or jury duty you must contact your supervisor to find out if you will be expected to return to work for the remainder of your work schedule.~~ provides time off for jury or witness duty to any employee who: (i) has been notified to serve on a jury; or (ii) must take time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding. Upon receipt of the notice to serve jury duty or a subpoena or court order to appear as a witness in any judicial proceeding, the employee should immediately notify their supervisor. Employees are expected to return to work as soon as service as a witness or juror is completed.

Non-exempt employees who have completed their introductory period will receive full pay for the first 5 days of the entire period of jury or witness duty, after which jury duty and witness leave will be unpaid. Exempt employees will not incur any reduction in pay for a partial week's absence due to jury or witness duty. Employees may elect to use available vacation, paid sick leave, or other applicable paid time off for any unpaid time off under this policy.

No employee will be penalized or retaliated against for taking time off to serve jury or witness duty.

R.—

S. ~~You may retain any mileage allowance or other fee paid by the court for jury services.~~

## **T.S. TIME OFF FOR VOTING**

If an employee does not have sufficient time outside of working hours to vote in an official state election, the employee may take off enough working time, but no more than two (2) hours, to vote. Such time off shall be taken at the beginning or the end of the employee's

regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days' notice.

An employee who is permitted such leave must present a voter's receipt upon return to work.

### **U.T. WORKING WHILE ON LEAVE**

Any employee who accepts gainful employment while on leave terminates their employment with Basin Transit, unless such employment is approved by the General Manager in writing prior to such employment. –Authorization to engage in such employment while on leave may be revoked by Basin Transit at any time.

### **V.U. VOLUNTEER FIREFIGHTERS**

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter. You are also eligible for unpaid leave to attend required training for such duties. If you are an official volunteer firefighter, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

### **W.V. LEAVE FOR VICTIMS OF QUALIFYING ACTS OF VIOLENCE RELATED TO DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND VICTIMS OF CRIME**

#### Definitions

A Qualifying Act of Violence (“QAV”) for purposes of this policy is defined as follows, regardless of whether anyone is arrested for, prosecuted for, or convicted of committing any crime:

1. domestic violence;
2. sexual assault;
3. stalking; or
4. any act, conduct, or pattern of conduct that includes (i) bodily injury or death to another; (ii) brandishing, exhibiting, or drawing a firearm or other dangerous weapon; or (iii) a perceived or actual threat to use force against another to cause physical injury or death.

Family member, for purposes of this policy, is defined as: a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner; or an employee-designated person. For purposes of this policy, "employee designated person" is defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship. An employee may identify their employee-designated person at the time the employee requests leave under this policy, and is limited to identifying one employee-designated person per 12-month period.

### Leave Entitlements

Employees who are victims of a QAV or who have a family member who is a victim of a QAV may take unpaid leave for the following reasons:

1. obtaining or attempting to obtain relief, including but not limited to a temporary restraining order, restraining order, or other injunctive relief, or to help ensure the health, safety, or welfare of the victim or family member of the victim;
2. seeking or obtaining, or assisting a family member in seeking or obtaining, medical attention for or to recover from injuries;
3. seeking or obtaining, or assisting a family member in seeking or obtaining, services from a domestic violence shelter, program, rape crisis center, or similar victim services organization as a result of a QAV;
4. seeking or obtaining, or assisting a family member in seeking or obtaining, psychological counseling or other mental health services related to an experience of a QAV;
5. participating in safety planning or taking other actions to increase safety from future qualifying acts of violence;
6. relocating or engaging in the process of securing a new residence due to the QAV, including but not limited to, securing temporary or permanent housing or enrolling children in a new school;
7. providing care to a family member who is recovering from injuries caused by a QAV;
8. seeking or obtaining, or assisting a family member in seeking or obtaining, civil or criminal legal services in relation to a QAV;
9. preparing for, participating in, or attending any civil, administrative, or criminal legal proceeding related to the QAV; or
10. seeking, obtaining, or providing childcare or care to a care-dependent adult if the childcare or care is necessary to ensure the safety of the child or dependent adult as a result of the QAV.

### Leave Duration

The following outlines the maximum amount of leave available to employees under this policy:

1. For Employees Who Are Victims of a QAV: Employees who are victims of a QAV may take up to 12 weeks of unpaid leave per 12-month period for any of the purposes outlined in this policy.
2. For Employees Whose Family Members Are Victims of a QAV: Employees whose family members are victims of a QAV may take up to 5 days of unpaid leave per 12-month period for relocating or engaging in the process of securing a new residence due to the QAV, including securing temporary or permanent housing or enrolling children in a new school. Additionally, employees may take up to 10 days of unpaid leave per 12-month period for any other purposes outlined in this policy, provided the victim is not deceased as a result of the crime and the employee is not the victim.

Any leave available under this policy runs concurrently with leave under FMLA and CFRA, if applicable. Leave under this policy does not extend the time allowable under the FMLA and/or CFRA policy in this Handbook.

### Requests for Leave

If an employee needs time off for one of the above purposes, the employee should give advance notice to the employee's supervisor or General Manager as soon as possible so that arrangements to accommodate the absence may be made. If advance notice is not possible, the employee must provide appropriate written certification of the reason for the absence as soon as reasonably practical under the circumstances.

### Reasonable Accommodations

Basin Transit will provide reasonable accommodations for an employee covered by this policy who requests an accommodation for the safety of the victim, or whose family member is a victim, of a QAV while at work, so long as it does not constitute an undue hardship. Basin Transit will engage in the interactive process to identify a reasonable accommodation. If circumstances change and the employee needs a new accommodation, the employee must request a new accommodation. If the employee no longer needs an accommodation, the employee must notify Basin Transit that the accommodation is no longer needed.

Basin Transit may require proof of the employee's or their family member's status as a victim of a QAV and/or need for leave or accommodation as permitted by applicable law.

### Additional Details

To the extent allowed by and consistent with applicable law, Basin Transit shall maintain the confidentiality of any employee leave or accommodation request under this policy and related documentation.

Time off under this type of leave is generally unpaid. However, employees may utilize any available accrued vacation or sick leave. No adverse action will be taken against any employee in any manner for requesting accommodations or taking time off as provided in this policy or for their or their family member's status as a victim of a QAV. Basin Transit will provide unpaid time off to an employee who has been the victim of domestic violence, or whose child has been a victim of domestic violence, to obtain any relief to help ensure the health, safety, or welfare of the domestic violence victim.

Basin Transit will also provide unpaid time off to an employee who has been the victim of sexual assault or whose child has been a victim of sexual assault for taking time off work to obtain any relief to help ensure the health, safety, or welfare of the sexual assault victim.

Basin Transit will also provide unpaid time off to an employee who has been the victim of domestic violence or sexual assault or whose child has been a victim of domestic violence or sexual assault to seek medical attention for injuries caused by domestic violence or sexual assault, to obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence or sexual assault, to participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation, or to obtain psychological counseling related to an experience of domestic violence or sexual assault.

Basin Transit will also permit an employee who is a victim, the immediate family member of a victim, the registered domestic partner of a victim, or the child of a registered domestic partner of a victim, of a serious or violent felony to be absent to attend judicial proceedings related to the crime.

Basin Transit requires reasonable advance notice of the leave when feasible. If time off is taken due to an emergency, the employee must, within 15 days of the absence, provide Basin Transit with certification of the need for the leave such as a police report, court order, or documentation from a healthcare provider, domestic violence advocate, or counselor, or in the case of victim of serious or violent felonies and their relatives, a copy of the notice of each scheduled proceeding that is provided to the crime victim unless advance notice is not feasible.

Basin Transit will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

An employee taking leave under this provision may use vacation, sick, or any other compensatory time off that is otherwise available to him or her, unless otherwise prohibited.

## W. CRIME VICTIMS LEAVE

### Definitions

Victim for purposes of this policy is defined as: (a) a person against whom a violent or serious felony was committed, or a felony involving theft or embezzlement; or (b) a person who suffers direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of any of the following crimes or delinquent acts: Vehicular manslaughter while intoxicated; felony child abuse likely to produce great bodily harm or a death; assault resulting in the death of a child under eight years of age; felony domestic violence; felony physical abuse of an elder or dependent adult; felony stalking; solicitation for murder; a serious felony; hit-and-run causing death or injury; felony driving under the influence causing injury; or sexual assault.

Family member, for purposes of this policy, is defined as: a child, parent (including but not limited to a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child), grandparent, grandchild, sibling, spouse, domestic partner, or employee designated person. For purposes of this policy, "employee-designated person" is defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship. An employee may identify their employee-designated person at the time the employee requests leave under this policy, and is limited to identifying one employee-designated person per 12-month period.

### Eligibility & Length Of Leave

Employees who are the victim or family member of a victim may take unpaid time off from work ("Crime Victims Leave") in order to attend judicial proceedings related to that crime or offense, including, but not limited to, any delinquency proceeding, a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding where a right of that person is an issue.

Any leave available under this policy runs concurrently with leave under the FMLA and CFRA, if applicable. Leave under this policy does not extend the time allowable under the FMLA and/or CFRA policy in this Handbook. The maximum amount of Crime Victims Leave pursuant to this policy is 12 weeks.

### Requests for Leave

If an employee needs time off for one of the above purposes, the employee should give advance notice to the employee's supervisor or the General Manager as soon as possible so that arrangements to accommodate the absence may be made. If advance notice is not possible, the employee must provide appropriate written certification of the reason for the absence within a reasonable amount of time upon the employee's return to work.

### Additional Details

To the extent allowed by and consistent with applicable law, Basin Transit will maintain the confidentiality of any employee leave under this policy and related documentation.

Time off under this type of leave is generally unpaid. However, employees may utilize any available accrued paid sick leave, vacation, or other applicable paid time off for any unpaid time off under this policy.

No adverse action will be taken against any employee in any manner for requesting or taking time off as provided in this policy.

## **X. CHILD-RELATED ACTIVITIES LEAVE**

Employees are encouraged to participate in the child-related activities of their child(ren). The absence is subject to all of the following conditions:

- Parents, guardians, stepparents, foster parents, grandparents, or a person who stands in loco parentis of one or more children in kindergarten or grades one (1) to twelve (12) or at a licensed child care provider may take time off for the following child-related activities: to enroll or reenroll a child in a school or with a licensed child care provider, to participate in the activities of the school or licensed child care provider, and to address a child care provider or school emergency if the employee gives notice to the employer.
- A child care provider or school emergency means that an employee's child cannot remain in a school or with a child care provider because: the school or child care provider has requested that the child be picked up, or has an attendance policy, excluding holidays, that prohibits the child from attending or requires the child to be picked up; behavioral or discipline problems; closure or unexpected unavailability of the school or child care provider, excluding holidays; or a natural disaster.
- The time off for child-related activity participation cannot exceed eight (8) hours in any calendar month, or a total of 40 hours each school year.
- Employees planning to take time off for a child-related activity must provide as much advance notice as possible to their supervisor.
- ~~If both parents are employed by Basin Transit~~Basin Transit employs both parents, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor.
- Employees must use vacation or personal leave in order to receive compensation for participating in child-related activities.
- Employees who do not have paid time off available will take the time off without pay.

- Employees must provide their supervisor with documentation from the school or ~~child-care~~childcare provider verifying that the employee participated in a child-related activity on the day of the absence for that purpose.

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In accordance with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

## **Y. EMPLOYEE EDUCATION, TRAINING, AND MEETINGS**

Basin Transit views employee participation in educational opportunities, training, and meetings as a benefit to the employee, Basin Transit, and the community. Thus, Basin Transit has developed the following education, training, and meeting policies:

### *Mandatory Attendance*

Basin Transit will pay employees for their attendance at meetings, lectures, training programs, and other educational opportunities where attendance is required by Basin Transit. An employee who is required to attend such meetings, lectures, training programs, or other educational opportunities will be notified of the necessity for such attendance by his or her supervisor. Employees will be compensated at their regular rate of pay for attendance at mandatory meetings, lectures, training programs, or other educational opportunities. Any hours in excess of eight in a day or 40 in a week will be paid at the appropriate overtime rate to non-exempt employees, at the hourly rate in effect at the time the overtime is being performed. In addition, customary and reasonable expenses will be reimbursed for mandatory attendance at meetings, lectures, training programs, or other educational opportunities upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with the General Manager in advance.

### *Optional Attendance*

Voluntary attendance at any meeting, lecture, training program, or other educational opportunity during the employee's work schedule will be compensated only with the prior written approval of the General Manager. To obtain approval, the employee wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While Basin Transit generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

## **Z.        LITERACY EDUCATION**

The law requires employers to reasonably accommodate and assist any employee who reveals a problem with illiteracy. Consistent with this obligation, if an employee reveals such a problem and requests Basin Transit's assistance in enrolling in an adult literacy education program, Basin Transit will attempt to assist the employee if the accommodation requested would not result in an undue hardship. The type of assistance available from Basin Transit will include, as examples, providing the employee with the locations of local literacy education programs or arranging for a literacy education provider to visit the job site. Basin Transit does not provide paid time off, however, for participation in an adult literacy education program.

## **AA.       WORKERS' COMPENSATION**

Basin Transit, in accordance with state law, provides insurance coverage for employees in case of work-related injuries, including even minor first-aid injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care
- Cash benefits, tax-free, to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure that you receive workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to management; and
- Provide Basin Transit with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee, under most circumstances, will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining Basin Transit's ability to

operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her ~~job~~ because of physical or mental disability, Basin Transit's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

Basin Transit provides medical treatment for work-related injuries through State Fund Insurance to provide medical care to injured employees because of ~~their~~ its experience in treating work-related injuries.

Employees who are injured in a work-related incident will be referred to a physician selected by Basin Transit for medical treatment for up to 30 days, unless, prior to a work-related injury, Basin Transit has received from the employee a written notice that the employee wishes to be treated by his or her own physician. In all cases, employees may seek treatment from their own physician after 30 days, should they so desire.

The law requires Basin Transit to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may also apply.

Basin Transit or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties. This includes Basin Transit rodeos, recognition dinners, etc.

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## **BASIN TRANSIT ACRONYM LIST**

5309	Federal Transit Administration Capital Projects Grant Program
5310	Federal Transit Administration Grant Program for Elderly and Disabled
5311	Federal Transit Administration Rural Grant Program
5316	Job Access and Reverse Commute Grant Program
5339	Rural Discretionary Grant Program
5311f	Federal Transit Administration Intercity Bus Grant Program
CALACT	California Association for Coordinated Transportation
CALPERS	California Public Employees Retirement System
CALTIP	California Transit Insurance Pool
CALTRANS	California Department of Transportation'
CMAQ	Congestion Mitigation and Air Quality
CNG	Compressed Natural Gas
CTA	California Transit Association
DOT	Department of Transportation
FTA	Federal Transit Administration
IFB	Invitation for Bid
LAIF	Local Agency Investment Fund
LCTOP	Low Carbon Transit Operations Program
LTF	Local Transportation Funding
MBTA	Morongo Basin Transit Authority
PTIMSEA	Passenger Transportation Improvement Modernization & Service Acct.
RFP	Request for Proposal
SBCTA	San Bernardino County Transportation Authority
SGR	State of Good Repair
SRTP	Short Range Transit Plan
STA	State Transit Assistance
STIP	State Transportation Improvement Program
TAG	Transportation Assistance Grant Program
TREP	Transportation Reimbursement Escort Program
TSSDRA	Transit System Safety and Disaster Response Account

## **BASIN TRANSIT ROUTES**

ROUTE 1	Highway Route Yucca Valley-Twenty-nine Palms
ROUTE 3A	Twenty-nine Palms-Base
ROUTE 3B	Twenty-nine Palms-Neighborhood
ROUTE 7A	North Yucca Valley
ROUTE 7B	South Yucca Valley
ROUTE 12	Palm Springs
ROUTE 15	Palm Springs Weekend
ROUTE 21	Landers
ROUTE 30 & 31	Yucca Valley Ready Ride
ROUTE 34	Twenty-nine Palms Ready Ride
ROUTE 36	Morongo Valley
ROUTE 50	Joshua Tree Ready Ride
ROUTE 1X	Highway Route Sunday Service