

**Board of Commissioners Regular Meeting Agenda**  
**February 10, 2025 - 4:00 p.m.**



**Physical Meeting Location:**  
**Pierce Transit Training Center**  
**3720 96<sup>th</sup> Street SW**  
**Lakewood, WA 98499**

**Virtual Meeting Participation Information:**

Dial: 1-253-215-8782 Meeting ID No. 89889710668

Webinar link: <https://us02web.zoom.us/j/89889710668>

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**Call to Order**

**Roll Call**

**Flag Salute and Land Acknowledgement**

**Presentations**

1. Honoring Ricardo Munoz for Operator of the Month for January 2025

Ron Makenzie  
Assistant Transportation Manager

**Public Comment**

*Citizens wishing to provide comment will be given up to three minutes to comment on transit-related matters regardless of whether it is an agenda item or not. The Chair, at his or her discretion, may reduce the comment time to allow sufficient time for the Board to conduct business.*

*To request to speak virtually during public comment, please press the Raise Hand button near the bottom of your Zoom window or press \*9 on your phone. If speaking in person, please sign in at the table at the back of the room. Your name or the last four digits of your phone number will be called out when it is your turn to speak. Written comments may also be emailed to [Djacobson@piercetransit.org](mailto:Djacobson@piercetransit.org).*

**Consent Agenda**

*(Items listed below were distributed to commissioners in advance for reading and study and are enacted with one motion. Item(s) may be moved to the Action Agenda at the request of a commissioner.)*

1. Approval of Vouchers: January 1-31, 2025
2. Approval of Minutes: January 13, 2025, regular board meeting; January 24, 2025, Joint Board of Commissioners/Community Transportation Advisory Group
3. FS 2025-007, Authorize the Chief Executive Officer to Purchase up to Fifty-Four (54) Replacement Rideshare Vehicles in an Amount not to Exceed \$3,424,360 and to Purchase up to Fifteen (15) Replacement Support Vehicles in an Amount not to Exceed \$1,266,880 from the Washington State Department of Enterprise Services Contract No. 28423, for a total not to Exceed Amount of \$4,691,240

**Action Agenda**

1. Appointments to Executive Finance Committee and Service Delivery and Capital Committee

Chair Walker

- |  |                                    |
|--|------------------------------------|
| 2. FS 2025-008, A Resolution of the Board of Commissioners of Pierce Transit Authorizing Revisions to the Pierce Transit Drug and Alcohol Abuse Policy and Authorizing the Removal of Outdated and Antiquated Language Set Forth in Chapter 1.14 of the Pierce Transit Code – Drug and Alcohol Abuse Policy  | Brandy Tuggle<br>HR Assistant Mgr. |
| 3. FS 2025-009, Authorize the Chief Executive Officer to Execute a Contract with Gillig, LLC, Contract No. E2165, to Purchase two (2) Gillig, LLC, Battery Electric Forty-Foot, Low Floor Coaches Pursuant to Washington State Department of Enterprise Services (DES) State Cooperative Purchasing Master Contract No. 06719-01- Transit for a Total Contract Authority Amount of \$3,630,000.00  | Marah Harris<br>Fleet Manager      |
| 4. FS 2025-010, Authorize the Chief Executive Officer to Execute Contract No. E2200 with Gillig, LLC, to Purchase up to Ten (10) Forty-foot, Low Floor, Compressed Natural Gas (CNG) and up to Three, (3) Thirty-foot, Low Floor, Compressed Natural Gas (CNG) Coaches Pursuant to Washington State Department of Enterprise Services (DES) State Cooperative Purchasing Schedule Master Contract No. 06719-01 Transit Buses for a Total Contract Spending Authority of \$13,651,990 | Marah Harris<br>Fleet Manager      |

**Discussion Cont'd from Joint Board/CTAG Meeting of 01/24/2025**

- |   |                              |
|---|------------------------------|
| 1. Continue Discussion on Questions 3 & 4 | Tina Lee<br>Planning Manager |
|---|------------------------------|

**Staff Updates**

- |                 |   |
|-----------------|---|
| 1. CEO's Report | Mike Griffus<br>Chief Executive Officer |
|-----------------|---|

**Informational Items**

- |  |                     |
|--|---------------------|
| 1. Chair Report  | Chair Walker        |
| 2. Sound Transit Update  | Commissioner Mello  |
| 3. Puget Sound Regional Council Transportation Policy Board Update | Commissioner Walker |
| 4. Committee Chair Reports   |                     |
| 5. Commissioners' Comments   |                     |

**Executive Session – None Scheduled**

**Adjournment**

**Handouts: N/A**

Pierce Transit does not discriminate on the basis of disability in any of its programs, activities, or services. To request this information in an alternative format or to request a reasonable accommodation, please contact the Clerk's Office at 253.581.8066, before 4:00 p.m., no later than the Thursday preceding the Board meeting.



**Pierce  
Transit**

# **Operator of the Month January 2025**

524

Pierce Transit

WASHINGTON  
C4313C

# Ricardo Munoz

January 2025

- Operator since 2019
- Excellent Customer Service
- Outstanding Safety Record
- Mentor

*Meet one of Pierce Transit's finest drivers.*

**TRANSIT OPERATOR OF THE MONTH**

**Ricardo**



*January  
2025*



*"I enjoy driving on all the routes  
and seeing all the different places."*

**PIERCE TRANSIT**  
**Board Payments Over \$50,000**  
**Payments From: Jan 1, 2025 to Jan 31, 2025**  
**Cash and Investment Balance: \$240,608,566.55**

Payment Numbers CK 00384899 through CK 00385133  
Wire Numbers EFT 00019000 through EFT 00019276  
Total \$13,620,456.94

Payments in Excess of \$50,000 are as follows:

Operating Fund				
	Check	Vendor	Item/Service	Amount
CHK	00384940	UNIVERSAL PROTECTION SERVICE L	SECURITY SERVICES 11/01-11/28/24	177,225.62
CHK	00384991	PUGET SOUND ENERGY	ENERGY BILL 12/24	53,597.10
CHK	00385008	US BANK NA	FUEL VP 12/02/24-01/01/25	52,548.96
CHK	00385014	UNIVERSAL PROTECTION SERVICE L	SECURITY SERVICES 11/29-12/26/24	173,522.65
CHK	00385038	PIERCE COUNTY	POLICING SERVICES 12/24	74,950.03
CHK	00385054	ATU LOCAL 758 CORP	EE DED PP2 2025	61,003.75
CHK	00385056	CITY OF LAKEWOOD	POLICING SERVICES 12/24	56,916.75
EFT	00019003	BRIDGESTONE AMERICA	TIRES 11/24	80,086.24
EFT	00019007	CUMMINS INC	MISC INVENTORY BUS PARTS	73,845.57
EFT	00019023	PETROCARD INC	DIESEL USAGE	90,413.31
EFT	00019046	ANGI ENERGY SYSTEMS	PARTS	97,123.66
EFT	00019096	SWIFTLY INC	Sub Loc App 11/19/24-11/18/25	239,836.04
EFT	00019109	EMPOWER	DEF COMP PP1 2025	63,132.91
EFT	00019110	ICMA RETIREMENT	DEF COMP CEO PP1 2025	232,709.43
EFT	00019118	ASSOCIATION OF WASHINGTON CITI	ANNUAL ASSESSMENT FEE 2025	116,575.77
EFT	00019120	BRIDGESTONE AMERICA	TIRES 12/24	81,364.91
EFT	00019123	CHEVRON PRODUCTS CO	DIESEL USAGE	50,608.48
EFT	00019128	CUMMINS INC	PARTS	60,353.48
EFT	00019133	FIRST TRANSIT INC	ADA Paratransit Svc 12/24	1,010,815.70
EFT	00019136	GILLIG LLC	PARTS	57,170.28
EFT	00019148	PETROCARD INC	DIESEL USAGE	128,250.31
EFT	00019154	S & A SYSTEMS INC	HARDWARE FLEET 2025	62,114.60
EFT	00019168	UNITED ENERGY TRADING LLC	CNG Supply 12/24	82,236.93
EFT	00019170	VIA TRANSPORTATION INC	GIG HARBOR RUNNER 12/24	202,251.59
EFT	00019171	WA ST TRANSIT INSURANCE POOL	INSURANCE GL 01/25	4,628,491.00
EFT	00019175	AWC EMPLOYEE BENEFIT TRUST	ER BGLI 01/25	1,517,182.49
EFT	00019181	CUMMINS INC	PARTS	50,709.94
EFT	00019201	PETROCARD INC	DIESEL USAGE	98,917.31
EFT	00019223	US BANK CORPORATE PAYMENT SYST	PURCHASE CARD INVOICE	74,031.19
EFT	00019226	ICMA RETIREMENT	DEF COMP CEO PP2 2025	303,206.19
EFT	00019230	ALLIANT INSURANCE SERVICES INC	PREM COMM GEN LIABILITY 2025	463,531.53
EFT	00019242	GILLIG LLC	PARTS	61,968.60
<b>Payments for Fund 1 Total</b>				<b>\$10,576,692.32</b>

Capital Fund				
	Check	Vendor	Item/Service	Amount
CHK	00385045	SECURITY SOLUTIONS NORTHWEST I	CAMERAS PURDY P&R 12/24	61,839.64
EFT	00019125	CLARY LONGVIEW LLC	FORD INTERCEPTOR 2025 2273	165,734.94
EFT	00019139	HUITT-ZOLLARS INC	PROF SERVICES BLDG 1 11/24	55,621.74
EFT	00019147	NORTHWEST BUS SALES INC	FORD PRIMETIME VAN 2566	176,318.22
EFT	00019180	CLARY LONGVIEW LLC	FORD EXPLORER 7791 2025	309,936.65
EFT	00019237	CLARY LONGVIEW LLC	FORD INTERCEPTOR 2558 2025	54,008.13
EFT	00019255	PARAMETRIX ENGINEERING	PROF SERVICES SPANTC 11/03-11/29/24	70,025.19
<b>Payments for Fund 9 Total</b>				<b>893,484.51</b>
<b>Total Payments in Excess of \$50,000.00</b>				<b>\$11,470,176.83</b>

**PIERCE TRANSIT**  
**Payment Certification for Jan 31, 2025**  
**Payments Jan 1, 2025 to Jan 31, 2025**

**Payment Numbers CK 00384899 through CK 00385133**  
**Wire Numbers EFT 00019000 through EFT 00019276**

Bank ID		Check Numbe	Check Date	Amount	Vendor Name
01	CHK	00384899	01/02/2025	11,575.65	AT&T
01	CHK	00384900	01/02/2025	132.23	AUTOZONE STORES LLC
01	CHK	00384901	01/02/2025	540.80	CITY OF TACOMA
01	CHK	00384902	01/02/2025	183.36	COMCAST HOLDINGS CORPORATION
01	CHK	00384903	01/02/2025	265.32	COMCAST HOLDINGS CORPORATION
01	CHK	00384904	01/02/2025	3,750.00	SIMON AND COMPANY INC
01	CHK	00384905	01/02/2025	730.80	DAILY JOURNAL OF COMMERCE INC
01	CHK	00384906	01/02/2025	727.55	FAIRWAY COLLECTIONS LLC
01	CHK	00384907	01/02/2025	11.39	FEDERAL EXPRESS CORPORATION
01	CHK	00384908	01/02/2025	3,870.89	GENES TOWING CORP
01	CHK	00384909	01/02/2025	184.44	GILCHRIST CHEVROLET BUICK GMC
01	CHK	00384910	01/02/2025	1,643.51	KELLEY CREATE CO
01	CHK	00384911	01/02/2025	1,926.75	M2 PROJECT LLC
01	CHK	00384912	01/02/2025	1,007.37	MCMASTER-CARR SUPPLY
01	CHK	00384913	01/02/2025	170.67	O'REILLY AUTO ENTERPRISES LLC
01	CHK	00384914	01/02/2025	120.00	OCCUPATIONAL HEALTH CENTERS OF
01	CHK	00384915	01/02/2025	173.00	PUGET SOUND CLEAN AIR AGENCY
01	CHK	00384916	01/02/2025	12,030.08	PUGET SOUND ENERGY
01	CHK	00384917	01/02/2025	2,037.05	REPUBLIC PARKING NORTHWEST LLC
01	CHK	00384918	01/02/2025	587.24	REX V PEGG FABRICS INC
01	CHK	00384919	01/02/2025	66.14	SNAP-ON INDUSTRIAL ICSC
01	CHK	00384920	01/02/2025	341.87	SOUND PUBLISHING
01	CHK	00384921	01/02/2025	9,553.74	THE FITNESS OUTLET INC
01	CHK	00384922	01/02/2025	38,594.34	TOOLE DESIGN GROUP LLC
01	CHK	00384923	01/02/2025	4,478.20	VERIZON WIRELESS
01	CHK	00384924	01/02/2025	560.13	VERIZON WIRELESS
01	CHK	00384925	01/02/2025	560.25	VERIZON WIRELESS
01	CHK	00384926	01/02/2025	800.25	VERIZON WIRELESS
01	CHK	00384927	01/02/2025	1,881.43	VERIZON WIRELESS
01	CHK	00384928	01/02/2025	560.25	VERIZON WIRELESS
01	CHK	00384929	01/02/2025	620.25	VERIZON WIRELESS
01	CHK	00384930	01/02/2025	1,378.64	VERIZON WIRELESS
01	CHK	00384931	01/02/2025	1,220.84	VERIZON WIRELESS
01	CHK	00384932	01/02/2025	772.20	VERIZON WIRELESS
01	CHK	00384933	01/02/2025	1,220.84	VERIZON WIRELESS
01	CHK	00384934	01/02/2025	1,220.84	VERIZON WIRELESS
01	CHK	00384935	01/02/2025	602.06	VERIZON WIRELESS
01	CHK	00384936	01/02/2025	686.32	VERIZON WIRELESS
01	CHK	00384937	01/02/2025	212.49	WA ST DEPT OF ENTERPRISE SVCS
01	CHK	00384938	01/02/2025	6,559.17	WESCO EQUIPMENT
01	CHK	00384939	01/02/2025	487.49	WURTH USA INC
01	CHK	00384940	01/09/2025	177,225.62	UNIVERSAL PROTECTION SERVICE L
01	CHK	00384941	01/09/2025	263.00	AMERICAN PUBLIC WORKS ASSOCIAT
01	CHK	00384942	01/09/2025	333.33	AMPLIFIED WIRELESS SOLUTIONS I
01	CHK	00384943	01/09/2025	2,500.00	ASIA PACIFIC CULTURAL CENTER
01	CHK	00384944	01/09/2025	30.61	AT&T
01	CHK	00384945	01/09/2025	3,550.00	ATU LOCAL 758 CORP
01	CHK	00384946	01/09/2025	1,314.39	BEN'S CLEANER SALES INC
01	CHK	00384947	01/09/2025	620.00	BOUSH MOVING AND STORAGE
01	CHK	00384948	01/09/2025	4,100.00	BRASCO INTERNATIONAL INC.
01	CHK	00384949	01/09/2025	120.00	BUILDERS EXCHANGE OF WASHINGTO
01	CHK	00384950	01/09/2025	98.69	BUNCE RENTALS INC
01	CHK	00384951	01/09/2025	94.46	QWEST CORPORATION
01	CHK	00384952	01/09/2025	1,931.26	CITY OF TACOMA
01	CHK	00384953	01/09/2025	24,173.36	CITY OF TACOMA
01	CHK	00384954	01/09/2025	2,813.14	COLONIAL SUPPLEMENTAL LIFE
01	CHK	00384955	01/09/2025	167.17	COMCAST HOLDINGS CORPORATION
01	CHK	00384956	01/09/2025	178.36	COMCAST HOLDINGS CORPORATION
01	CHK	00384957	01/09/2025	731.34	COMMITTEE ON POLITICAL EDUCATI
01	CHK	00384958	01/09/2025	452.85	CONSERVE
01	CHK	00384959	01/09/2025	1,600.00	CRANE CONSULTANTS INC
01	CHK	00384960	01/09/2025	185.60	DAILY JOURNAL OF COMMERCE INC
01	CHK	00384961	01/09/2025	3,217.98	DM RECYCLING CO INC
01	CHK	00384962	01/09/2025	20,000.00	DOWNTOWN ON THE GO
01	CHK	00384963	01/09/2025	50.59	DS SERVICES OF AMERICA INC
01	CHK	00384964	01/09/2025	1,450.00	EC COMPANY
01	CHK	00384965	01/09/2025	15,340.60	ENERGY SYSTEMS MANAGEMENT/TRS
01	CHK	00384966	01/09/2025	22.06	FIRST RESPONDER OUTFITTERS INC
01	CHK	00384967	01/09/2025	847.22	LIQUID ENVIRONMENTAL SOLUTIONS
01	CHK	00384968	01/09/2025	50.00	FORMFOX INC.
01	CHK	00384969	01/09/2025	137.09	FRUITLAND MUTUAL WATER COMPANY



01	CHK	00384970	01/09/2025	712.38	GILCHRIST CHEVROLET BUICK GMC
01	CHK	00384971	01/09/2025	1,100.00	GOVERNMENT FINANCE OFFICERS AS
01	CHK	00384972	01/09/2025	8,567.29	HAROLD LEMAY ENTERPRISES
01	CHK	00384973	01/09/2025	600.00	HILLTOP ACTION COALITION
01	CHK	00384974	01/09/2025	965.50	IAM & AW
01	CHK	00384975	01/09/2025	1,063.74	INGERSOLL RAND IND TECH
01	CHK	00384976	01/09/2025	220.00	INTERNAL REVENUE SERVICE
01	CHK	00384977	01/09/2025	335.00	JAMES GUERRERO ARCHITECT
01	CHK	00384978	01/09/2025	440.40	KELLEY CREATE CO
01	CHK	00384979	01/09/2025	382.72	LEMAY MOBILE SHREDDING
01	CHK	00384980	01/09/2025	1,575.21	LOOMIS ARMORED US LLC
01	CHK	00384981	01/09/2025	685.39	MICHAEL G MALAIER
01	CHK	00384982	01/09/2025	117.82	SIT TOOL CO INC
01	CHK	00384983	01/09/2025	3,597.00	MYRA RAE BRYANT GOLDEN
01	CHK	00384984	01/09/2025	1,770.40	NELSON TRUCK EQUIPMENT CO INC
01	CHK	00384985	01/09/2025	419.50	NH DEPT OF H&HS
01	CHK	00384986	01/09/2025	2,616.90	NORTHWEST IAM BENEFIT TRUST
01	CHK	00384987	01/09/2025	315.39	PENINSULA LIGHT COMPANY
01	CHK	00384988	01/09/2025	45,000.00	PIERCE COUNTY
01	CHK	00384989	01/09/2025	5,773.18	PIERCE COUNTY
01	CHK	00384990	01/09/2025	6.75	PTBA PETTY CASH
<b>01</b>	<b>CHK</b>	<b>00384991</b>	<b>01/09/2025</b>	<b>53,597.10</b>	<b>PUGET SOUND ENERGY</b>
01	CHK	00384992	01/09/2025	38.31	ROBERT HUNTLEY
01	CHK	00384993	01/09/2025	17,400.36	SENTINEL TECHNOLOGIES INC
01	CHK	00384994	01/09/2025	15.40	SHAWN HARRIS
01	CHK	00384995	01/09/2025	49.65	SHERWIN-WILLIAMS
01	CHK	00384996	01/09/2025	553.15	OD SNIDER & SON INC
01	CHK	00384997	01/09/2025	5,000.00	SOURCE PANEL
01	CHK	00384998	01/09/2025	466.87	T-MOBILE
01	CHK	00384999	01/09/2025	76.52	SOUND PUBLISHING
01	CHK	00385000	01/09/2025	5,000.00	THE BUS COALITION
01	CHK	00385001	01/09/2025	4,166.18	THE OLD CANNERY FURNITURE WHS
01	CHK	00385002	01/09/2025	13.20	THOMAS ADAMS
01	CHK	00385003	01/09/2025	13.00	TODD ROSENBAUM
01	CHK	00385004	01/09/2025	55.10	TRUVIEW BSI LLC
01	CHK	00385005	01/09/2025	1,530.28	UNITED SITE SERVICES OF NEVADA
01	CHK	00385006	01/09/2025	1,097.51	UNITED WAY OF PIERCE COUNTY
01	CHK	00385007	01/09/2025	15,650.00	UNIVOX MEDIA LLC
<b>01</b>	<b>CHK</b>	<b>00385008</b>	<b>01/09/2025</b>	<b>52,548.96</b>	<b>US BANK NA</b>
01	CHK	00385009	01/09/2025	112.50	WA ST DEPT OF SOCIAL & HEALTH
01	CHK	00385010	01/09/2025	1,277.34	WALTER E NELSON CO
01	CHK	00385011	01/09/2025	18.32	WESCO EQUIPMENT
01	CHK	00385012	01/16/2025	16,790.00	AARON HORTON
01	CHK	00385013	01/16/2025	363.33	ALL STAR RENT A FENCE INC
<b>01</b>	<b>CHK</b>	<b>00385014</b>	<b>01/16/2025</b>	<b>173,522.65</b>	<b>UNIVERSAL PROTECTION SERVICE L</b>
01	CHK	00385015	01/16/2025	16,005.00	AM SIGNAL LLC
01	CHK	00385016	01/16/2025	23,021.06	AT&T
01	CHK	00385017	01/16/2025	22,776.04	AT&T
01	CHK	00385018	01/16/2025	140.13	BUNCE RENTALS INC
01	CHK	00385019	01/16/2025	913.86	QWEST CORPORATION
01	CHK	00385020	01/16/2025	80.51	QWEST CORPORATION
01	CHK	00385021	01/16/2025	9,199.19	QWEST CORPORATION
01	CHK	00385022	01/16/2025	31,299.25	CITY OF FEDERAL WAY
01	CHK	00385023	01/16/2025	6,003.04	CITY OF TACOMA
01	CHK	00385024	01/16/2025	173.32	COMCAST HOLDINGS CORPORATION
01	CHK	00385025	01/16/2025	309.13	COMCAST HOLDINGS CORPORATION
01	CHK	00385026	01/16/2025	6,359.43	CONVERGINT TECHNOLOGIES LLC
01	CHK	00385027	01/16/2025	121.13	DISH NETWORK LLC
01	CHK	00385028	01/16/2025	9,000.00	LOCAL DEVELOPMENT COUNCIL
01	CHK	00385029	01/16/2025	3,000.00	ECONOMIC DEVELOPMENT BOARD
01	CHK	00385030	01/16/2025	2,200.00	GRAND TACOMA CINE CLUB
01	CHK	00385031	01/16/2025	2,039.41	HDR ENGINEERING INC
01	CHK	00385032	01/16/2025	3,420.00	JOAQUIN'S TREE EXPERT COMPANY
01	CHK	00385033	01/16/2025	312.99	JON-DON LLC
01	CHK	00385034	01/16/2025	7.04	LANGUAGE LINE SERVICES
01	CHK	00385035	01/16/2025	199.27	MCMASTER-CARR SUPPLY
01	CHK	00385036	01/16/2025	27,866.31	NORTHWEST PLAYGROUND EQUIPMENT
01	CHK	00385037	01/16/2025	40,076.64	PEASE CONSTRUCTION INC.
<b>01</b>	<b>CHK</b>	<b>00385038</b>	<b>01/16/2025</b>	<b>74,950.03</b>	<b>PIERCE COUNTY</b>
01	CHK	00385039	01/16/2025	2,618.57	PURE FILTRATION PRODUCTS INC
01	CHK	00385040	01/16/2025	7,500.00	PUYALLUP MAIN STREET ASSOCIATI
01	CHK	00385041	01/16/2025	34.98	REFRIGERATION SUPPLIES DISTRIB
01	CHK	00385042	01/16/2025	184.58	REX V PEGG FABRICS INC
01	CHK	00385043	01/16/2025	21,633.55	SAFETY VISION
01	CHK	00385044	01/16/2025	616.56	SCHINDLER ELEVATOR CORPORATION
<b>01</b>	<b>CHK</b>	<b>00385045</b>	<b>01/16/2025</b>	<b>61,839.64</b>	<b>SECURITY SOLUTIONS NORTHWEST I</b>
01	CHK	00385046	01/16/2025	535.00	ROBIN LUCAS
01	CHK	00385047	01/16/2025	303.88	SMITH FIRE SYSTEMS INC
01	CHK	00385048	01/16/2025	1,687.44	SNAP-ON INDUSTRIAL ICSC
01	CHK	00385049	01/16/2025	2,368.62	SM STEMPER ARCHITECTS PLLC
01	CHK	00385050	01/16/2025	147.80	TERMINIX INTERNATIONAL COMPANY



01	CHK	00385051	01/16/2025	156.63	TERMINIX INTERNATIONAL COMPANY
01	CHK	00385052	01/16/2025	2,325.12	TOKEN TRANSIT INC
01	CHK	00385053	01/23/2025	96.96	AT&T
01	CHK	00385054	01/23/2025	61,003.75	ATU LOCAL 758 CORP
01	CHK	00385055	01/23/2025	359.10	AVANT ASSESSMENT LLC
01	CHK	00385056	01/23/2025	56,916.75	CITY OF LAKEWOOD
01	CHK	00385057	01/23/2025	477.98	CITY OF PUYALLUP
01	CHK	00385058	01/23/2025	36,383.61	CITY OF PUYALLUP
01	CHK	00385059	01/23/2025	8,842.32	CITY OF TACOMA
01	CHK	00385060	01/23/2025	11,046.43	CITY OF TACOMA
01	CHK	00385061	01/23/2025	157.37	COMCAST HOLDINGS CORPORATION
01	CHK	00385062	01/23/2025	404.02	CONSERVE
01	CHK	00385063	01/23/2025	1,863.31	CREDIT INTERNATIONAL CORPORATI
01	CHK	00385064	01/23/2025	4,530.25	COURVAL SCHEDULING INC
01	CHK	00385065	01/23/2025	176.90	DAILY JOURNAL OF COMMERCE INC
01	CHK	00385066	01/23/2025	1,514.60	GENES TOWING CORP
01	CHK	00385067	01/23/2025	2,747.88	GILCHRIST CHEVROLET BUICK GMC
01	CHK	00385068	01/23/2025	5.35	HAWAII STATE TAX COLLECTOR
01	CHK	00385069	01/23/2025	840.01	HOME DEPOT USA INC
01	CHK	00385070	01/23/2025	220.00	INTERNAL REVENUE SERVICE
01	CHK	00385071	01/23/2025	3,953.00	KAISER FOUNDATION HEALTH PLAN
01	CHK	00385072	01/23/2025	13,921.71	LAWSON PRODUCTS INC
01	CHK	00385073	01/23/2025	140.47	LAKEWOOD WATER DISTRICT
01	CHK	00385074	01/23/2025	139.58	LAWSON PRODUCT
01	CHK	00385075	01/23/2025	2,161.74	SYNCHRONY BANK
01	CHK	00385076	01/23/2025	58.50	M2 PROJECT LLC
01	CHK	00385077	01/23/2025	101.73	MCMASTER-CARR SUPPLY
01	CHK	00385078	01/23/2025	685.39	MICHAEL G MALAIER
01	CHK	00385079	01/23/2025	12,374.17	SIT TOOL CO INC
01	CHK	00385080	01/23/2025	419.50	NH DEPT OF H&HS
01	CHK	00385081	01/23/2025	207.12	ODP BUSINESS SOLUTIONS LLC
01	CHK	00385082	01/23/2025	120.00	OLYMPIC SPORTS & SPINE PLLC
01	CHK	00385083	01/23/2025	316.07	PARKLAND LIGHT & WATER CO
01	CHK	00385084	01/23/2025	90.15	PENINSULA LIGHT COMPANY
01	CHK	00385085	01/23/2025	75.00	POST LAKE LENDING INC
01	CHK	00385086	01/23/2025	532.91	PUGET SOUND ENERGY
01	CHK	00385087	01/23/2025	422.78	SMITH FIRE SYSTEMS INC
01	CHK	00385088	01/23/2025	338.23	OD SNIDER & SON INC
01	CHK	00385089	01/23/2025	69.50	SOUND PUBLISHING
01	CHK	00385090	01/23/2025	1,500.00	TACOMA-PIERCE COUNTY AFFORDABL
01	CHK	00385091	01/23/2025	1,548.89	THE RUSTY RACK GUYS
01	CHK	00385092	01/23/2025	10,000.00	TRANSPORTATION CHOICES
01	CHK	00385093	01/23/2025	622.97	ULINE INC
01	CHK	00385094	01/23/2025	1,097.51	UNITED WAY OF PIERCE COUNTY
01	CHK	00385095	01/23/2025	112.50	WA ST DEPT OF SOCIAL & HEALTH
01	CHK	00385096	01/23/2025	1,376.08	WALTER E NELSON CO
01	CHK	00385097	01/30/2025	1,222.94	AAA FIRE PROTECTION INC
01	CHK	00385098	01/30/2025	950.00	ASSOCIATION FOR COMMUTER TRANS
01	CHK	00385099	01/30/2025	11,362.99	AT&T
01	CHK	00385100	01/30/2025	1,844.27	CHEF BETTE ANNE CURRY & CATERI
01	CHK	00385101	01/30/2025	821.86	CITY OF TACOMA
01	CHK	00385102	01/30/2025	470.27	CITY OF TACOMA
01	CHK	00385103	01/30/2025	2,556.79	CITY OF TACOMA
01	CHK	00385104	01/30/2025	49.42	FEDERAL EXPRESS CORPORATION
01	CHK	00385105	01/30/2025	55.13	FIRST RESPONDER OUTFITTERS INC
01	CHK	00385106	01/30/2025	3,354.13	GENES TOWING CORP
01	CHK	00385107	01/30/2025	247.84	INTERWEST METALS INC
01	CHK	00385108	01/30/2025	558.00	IOPREDICT INC
01	CHK	00385109	01/30/2025	1,006.94	KITE REALTY GROUP LP
01	CHK	00385110	01/30/2025	210.73	MCMASTER-CARR SUPPLY
01	CHK	00385111	01/30/2025	1,632.00	NATIONAL FIRE PROTECTION ASSOC
01	CHK	00385112	01/30/2025	54.27	O'REILLY AUTO ENTERPRISES LLC
01	CHK	00385113	01/30/2025	1,500.00	PUYALLUP/SUMNER CHAMBER OF COM
01	CHK	00385114	01/30/2025	9,661.20	REX V PEGG FABRICS INC
01	CHK	00385115	01/30/2025	5,928.70	SM STEMPER ARCHITECTS PLLC
01	CHK	00385116	01/30/2025	5,436.56	TACOMA MALL PARTNERSHIP
01	CHK	00385117	01/30/2025	13.00	TODD ROSENBAUM
01	CHK	00385118	01/30/2025	82.86	VERIZON WIRELESS
01	CHK	00385119	01/30/2025	1,729.99	VERIZON WIRELESS
01	CHK	00385120	01/30/2025	4,694.13	VERIZON WIRELESS
01	CHK	00385121	01/30/2025	560.19	VERIZON WIRELESS
01	CHK	00385122	01/30/2025	560.31	VERIZON WIRELESS
01	CHK	00385123	01/30/2025	560.31	VERIZON WIRELESS
01	CHK	00385124	01/30/2025	1,237.79	VERIZON WIRELESS
01	CHK	00385125	01/30/2025	1,348.67	VERIZON WIRELESS
01	CHK	00385126	01/30/2025	671.71	VERIZON WIRELESS
01	CHK	00385127	01/30/2025	527.15	VERIZON WIRELESS
01	CHK	00385128	01/30/2025	560.31	VERIZON WIRELESS
01	CHK	00385129	01/30/2025	1,881.49	VERIZON WIRELESS
01	CHK	00385130	01/30/2025	1,220.90	VERIZON WIRELESS
01	CHK	00385131	01/30/2025	1,220.90	VERIZON WIRELESS

01	CHK	00385132	01/30/2025	1,220.90	VERIZON WIRELESS
01	CHK	00385133	01/30/2025	1,220.90	VERIZON WIRELESS
01	EFT	00019000	01/02/2025	2,075.09	ALL STARZ STAFFING AND CONSULT
01	EFT	00019001	01/02/2025	732.40	AMAZON CAPITAL SERVICES INC
01	EFT	00019002	01/02/2025	723.27	CONTINENTAL BATTERY COMPANY
01	EFT	00019003	01/02/2025	80,086.24	BRIDGESTONE AMERICA
01	EFT	00019004	01/02/2025	1,607.66	CINTAS CORPORATION NO 2
01	EFT	00019005	01/02/2025	1,116.77	COMMERCIAL BRAKE & CLUTCH
01	EFT	00019006	01/02/2025	495.00	CONFLICT MANAGEMENT STRATEGIES
01	EFT	00019007	01/02/2025	73,845.57	CUMMINS INC
01	EFT	00019008	01/02/2025	8,681.66	CUSTOM EDGE INC
01	EFT	00019009	01/02/2025	23,348.05	DELL MARKETING LP
01	EFT	00019010	01/02/2025	3,008.01	TRUCKPRO HOLDING CORPORTATION
01	EFT	00019011	01/02/2025	28,976.30	FENCE SPECIALISTS INC
01	EFT	00019012	01/02/2025	671.61	FSX INC
01	EFT	00019013	01/02/2025	19,308.58	GILLIG LLC
01	EFT	00019014	01/02/2025	1,884.09	GRAINGER
01	EFT	00019015	01/02/2025	7,098.06	KENT D BRUCE CO LLC
01	EFT	00019016	01/02/2025	1,995.00	LANGUAGE TESTING INTERNATIONAL
01	EFT	00019017	01/02/2025	241.85	LARSCO INC
01	EFT	00019018	01/02/2025	297.27	LARSEN SIGN COMPANY
01	EFT	00019019	01/02/2025	10,184.88	DB PRINTING LLC
01	EFT	00019020	01/02/2025	1,526.12	MOHAWK MFG & SUPPLY
01	EFT	00019021	01/02/2025	944.69	MOTION INDUSTRIES, INC.
01	EFT	00019022	01/02/2025	1,150.64	NORTHWEST PUMP & EQUIPMENT CO
01	EFT	00019023	01/02/2025	90,413.31	PETROCARD INC
01	EFT	00019024	01/02/2025	119.82	PRINT NW
01	EFT	00019025	01/02/2025	536.88	PURCELL TIRE & RUBBER COMPANY
01	EFT	00019026	01/02/2025	1,344.54	ROMAINE ELECTRIC CORP
01	EFT	00019027	01/02/2025	218.43	ROBERT JOHNSON
01	EFT	00019028	01/02/2025	1,268.98	SEATTLE AUTOMOTIVE DISTRIBUTIN
01	EFT	00019029	01/02/2025	33,599.64	SOUND TRANSIT SMART CARD CENTR
01	EFT	00019030	01/02/2025	705.56	SOUTH TACOMA GLASS
01	EFT	00019031	01/02/2025	161.39	STANDARD PARTS CORP
01	EFT	00019032	01/02/2025	161.20	STANLEY HAMBLIN
01	EFT	00019033	01/02/2025	1,813.35	STAPLES INC
01	EFT	00019034	01/02/2025	26.50	STERICYCLE INC
01	EFT	00019035	01/02/2025	1,353.16	TACOMA SCREW PRODUCTS INC
01	EFT	00019036	01/02/2025	1,367.19	TITUS-WILL FORD SALES INC
01	EFT	00019037	01/02/2025	15,997.13	THE AFTERMARKET PARTS CO LLC
01	EFT	00019038	01/02/2025	39.00	UNITED PARCEL SERVICE INC
01	EFT	00019039	01/02/2025	2,851.59	UNITED RENTALS (NORTH AMERICA)
01	EFT	00019040	01/02/2025	1,515.20	WAXIE SANITARY SUPPLY
01	EFT	00019041	01/02/2025	2,069.67	WESMAR COMPANY INC
01	EFT	00019042	01/02/2025	17,096.36	DOBBS HEAVY DUTY HOLDINGS LLC
01	EFT	00019043	01/02/2025	4,138.89	XEROX CORPORATION
01	EFT	00019044	01/09/2025	10,595.27	ALL STARZ STAFFING AND CONSULT
01	EFT	00019045	01/09/2025	5,909.33	AMAZON CAPITAL SERVICES INC
01	EFT	00019046	01/09/2025	97,123.66	ANGI ENERGY SYSTEMS
01	EFT	00019047	01/09/2025	14,897.05	ATWORK! COMMERCIAL ENTERPRISES
01	EFT	00019048	01/09/2025	281.27	ALL PURPOSE BATTERIES INC
01	EFT	00019049	01/09/2025	4,559.46	CONTINENTAL BATTERY COMPANY
01	EFT	00019050	01/09/2025	15,138.12	BRAVO ENVIRONMENTAL NW INC
01	EFT	00019051	01/09/2025	22.46	PACIFIC WELDING SUPPLY INC
01	EFT	00019052	01/09/2025	6,377.43	CINTAS CORPORATION NO 2
01	EFT	00019053	01/09/2025	30,956.82	CLEVER DEVICES LTD
01	EFT	00019054	01/09/2025	2,804.10	COGENT COMMUNICATIONS INC
01	EFT	00019055	01/09/2025	10,781.58	CUMMINS INC
01	EFT	00019056	01/09/2025	250.00	CYBERSOURCE CORPORATION
01	EFT	00019057	01/09/2025	160.74	DENNIS BEHM
01	EFT	00019058	01/09/2025	7,209.56	DRUG FREE BUSINESS
01	EFT	00019059	01/09/2025	65.00	GABRIEL DORSEY
01	EFT	00019060	01/09/2025	13,000.00	GALLUP INC
01	EFT	00019061	01/09/2025	221.15	SPX CORPORATION
01	EFT	00019062	01/09/2025	46,051.68	GILLIG LLC
01	EFT	00019063	01/09/2025	6,500.00	GORDON THOMAS HONEYWELL
01	EFT	00019064	01/09/2025	152.55	GRAINGER
01	EFT	00019065	01/09/2025	19,870.76	LIBERTY MUTUAL GROUP INC
01	EFT	00019066	01/09/2025	15,813.19	HUBSPOT INC
01	EFT	00019067	01/09/2025	65.39	LARSCO INC
01	EFT	00019068	01/09/2025	7,861.17	LEXIPOL LLC
01	EFT	00019069	01/09/2025	128.82	MALLORY SAFETY & SUPPLY LLC
01	EFT	00019070	01/09/2025	135.98	MARAH HARRIS
01	EFT	00019071	01/09/2025	1,674.75	MAYES TESTING ENGINEERS INC
01	EFT	00019072	01/09/2025	115.51	MCGUIRE BEARING CO
01	EFT	00019073	01/09/2025	1,067.04	MOHAWK MFG & SUPPLY
01	EFT	00019074	01/09/2025	127.38	MOOD MEDIA NORTH AMERICA HOLDI
01	EFT	00019075	01/09/2025	445.84	MOTION INDUSTRIES, INC.
01	EFT	00019076	01/09/2025	3,727.16	MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00019077	01/09/2025	1,358.80	NAVIA BENEFIT SOLUTIONS

01	EFT	00019078	01/09/2025	45.38	NORTHWEST STEEL & PIPE CO
01	EFT	00019079	01/09/2025	3,782.30	PACIFICA LAW GROUP LLP
01	EFT	00019080	01/09/2025	385.97	PEAK INDUSTRIAL INC
01	EFT	00019081	01/09/2025	177.83	PRINT NW
01	EFT	00019082	01/09/2025	445.68	PURCELL TIRE & RUBBER COMPANY
01	EFT	00019083	01/09/2025	117.60	QUADIENT FINANCE USA INC
01	EFT	00019084	01/09/2025	630.94	SHUMAN LLC
01	EFT	00019085	01/09/2025	6,783.45	VIA TRANSPORTATION INC
01	EFT	00019086	01/09/2025	18,393.75	RIGHT! SYSTEMS INC
01	EFT	00019087	01/09/2025	656.28	ROBBLEE'S TOTAL SECURITY INC
01	EFT	00019088	01/09/2025	121.32	RUSSELL LOWE
01	EFT	00019089	01/09/2025	6,066.50	S AND S METAL FABRICATION INC
01	EFT	00019090	01/09/2025	446.39	SEATTLE AUTOMOTIVE DISTRIBUTIN
01	EFT	00019091	01/09/2025	44,104.52	SOUND TRANSIT
01	EFT	00019092	01/09/2025	2,472.96	SOUND TRANSIT SMART CARD CENTR
01	EFT	00019093	01/09/2025	710.35	SOUTH TACOMA GLASS
01	EFT	00019094	01/09/2025	466.82	STANDARD PARTS CORP
01	EFT	00019095	01/09/2025	467.59	STAPLES INC
01	EFT	00019096	01/09/2025	239,836.04	SWIFTLY INC
01	EFT	00019097	01/09/2025	3,850.92	SYSTEMS FOR PUBLIC SAFETY INC
01	EFT	00019098	01/09/2025	5,675.05	TACOMA SCREW PRODUCTS INC
01	EFT	00019099	01/09/2025	6,000.00	SIJ HOLDINGS LLC
01	EFT	00019100	01/09/2025	8,250.12	THE WW WILLIAMS COMPANY LLC
01	EFT	00019101	01/09/2025	8,057.92	THE AFTERMARKET PARTS CO LLC
01	EFT	00019102	01/09/2025	65.40	UNITED PARCEL SERVICE INC
01	EFT	00019103	01/09/2025	2,587.35	UNITED RENTALS (NORTH AMERICA)
01	EFT	00019104	01/09/2025	1,042.50	WA ST AUDITOR'S OFFICE
01	EFT	00019105	01/09/2025	12.00	WARREN DRUMMOND
01	EFT	00019106	01/09/2025	24,350.77	DOBBS HEAVY DUTY HOLDINGS LLC
01	EFT	00019107	01/09/2025	290.66	WHELEN ENGINEERING CO INC
01	EFT	00019108	01/09/2025	1,246.33	ZUMAR INDUSTRIES INC
01	EFT	00019109	01/10/2025	63,132.91	EMPOWER
01	EFT	00019110	01/10/2025	232,709.43	ICMA RETIREMENT
01	EFT	00019111	01/10/2025	17,634.36	NAVIA BENEFIT SOLUTIONS
01	EFT	00019112	01/10/2025	17,306.48	TACOMA EMPLOYEES RETIREMENT SY
01	EFT	00019113	01/10/2025	6,977.61	WA ST CHILD SUPPORT REGISTRY
01	EFT	00019114	01/10/2025	171.44	WA ST (STORAGE TANKS)
01	EFT	00019115	01/16/2025	25,092.00	AMERICAN CUSTODIAN INC
01	EFT	00019116	01/16/2025	4,536.47	ALL STARZ STAFFING AND CONSULT
01	EFT	00019117	01/16/2025	7,399.64	AMAZON CAPITAL SERVICES INC
01	EFT	00019118	01/16/2025	116,575.77	ASSOCIATION OF WASHINGTON CITI
01	EFT	00019119	01/16/2025	4,120.50	CONTINENTAL BATTERY COMPANY
01	EFT	00019120	01/16/2025	81,364.91	BRIDGESTONE AMERICA
01	EFT	00019121	01/16/2025	1,745.16	PRECARE INC
01	EFT	00019122	01/16/2025	24,270.80	CENTENNIAL CONTRACTORS ENTERPR
01	EFT	00019123	01/16/2025	50,608.48	CHEVRON PRODUCTS CO
01	EFT	00019124	01/16/2025	1,898.61	CINTAS CORPORATION NO 2
01	EFT	00019125	01/16/2025	165,734.94	CLARY LONGVIEW LLC
01	EFT	00019126	01/16/2025	748.19	COMMERCIAL BRAKE & CLUTCH
01	EFT	00019127	01/16/2025	10,747.96	PACIFIC APEX CONSTRUCTION LLC
01	EFT	00019128	01/16/2025	60,353.48	CUMMINS INC
01	EFT	00019129	01/16/2025	3,981.67	DELL MARKETING LP
01	EFT	00019130	01/16/2025	8,328.94	DKS ASSOCIATES
01	EFT	00019131	01/16/2025	664.24	TRUCKPRO HOLDING CORPORATION
01	EFT	00019132	01/16/2025	1,772.00	EASTER SEALS WASHINGTON
01	EFT	00019133	01/16/2025	1,010,815.70	FIRST TRANSIT INC
01	EFT	00019134	01/16/2025	12,737.62	GALLS LLC
01	EFT	00019135	01/16/2025	11,434.93	SPX CORPORATION
01	EFT	00019136	01/16/2025	57,170.28	GILLIG LLC
01	EFT	00019137	01/16/2025	35.93	GLEN JOHNSON
01	EFT	00019138	01/16/2025	739.29	GRAINGER
01	EFT	00019139	01/16/2025	55,621.74	HUITT-ZOLLARS INC
01	EFT	00019140	01/16/2025	26.00	JOSE ARTEAGA
01	EFT	00019141	01/16/2025	7,265.41	LEVEL 3 FINANCING INC
01	EFT	00019142	01/16/2025	210.30	MALLORY SAFETY & SUPPLY LLC
01	EFT	00019143	01/16/2025	965.20	MB ELECTRIC LLC
01	EFT	00019144	01/16/2025	5,232.00	DB PRINTING LLC
01	EFT	00019145	01/16/2025	879.74	MOHAWK MFG & SUPPLY
01	EFT	00019146	01/16/2025	164.01	MOTION INDUSTRIES, INC.
01	EFT	00019147	01/16/2025	176,318.22	NORTHWEST BUS SALES INC
01	EFT	00019148	01/16/2025	128,250.31	PETROCARD INC
01	EFT	00019149	01/16/2025	1,186.26	PURCELL TIRE & RUBBER COMPANY
01	EFT	00019150	01/16/2025	927.74	QUALITY BUSINESS SYSTEMS INC
01	EFT	00019151	01/16/2025	1,010.97	QUALITY PRESS
01	EFT	00019152	01/16/2025	19,412.80	VIA TRANSPORTATION INC
01	EFT	00019153	01/16/2025	124.07	RICK BUMGARNER
01	EFT	00019154	01/16/2025	62,114.60	S & A SYSTEMS INC
01	EFT	00019155	01/16/2025	53.98	SCOTT G GAINES
01	EFT	00019156	01/16/2025	191.24	SEATTLE AUTOMOTIVE DISTRIBUTIN
01	EFT	00019157	01/16/2025	30,622.28	SOUND TRANSIT SMART CARD CENTR
01	EFT	00019158	01/16/2025	14,615.00	SOUTH SOUND 911

01	EFT	00019159	01/16/2025	644.93	SOUTH TACOMA GLASS
01	EFT	00019160	01/16/2025	1,323.43	STANDARD PARTS CORP
01	EFT	00019161	01/16/2025	1,638.99	STAPLES INC
01	EFT	00019162	01/16/2025	659.63	UNIVERSAL AUTO GROUP 1
01	EFT	00019163	01/16/2025	1,703.55	TACOMA SCREW PRODUCTS INC
01	EFT	00019164	01/16/2025	1,807.24	THE WW WILLIAMS COMPANY LLC
01	EFT	00019165	01/16/2025	71.41	TINA GIVENS
01	EFT	00019166	01/16/2025	732.92	TITUS-WILL FORD SALES INC
01	EFT	00019167	01/16/2025	17,114.70	THE AFTERMARKET PARTS CO LLC
01	EFT	00019168	01/16/2025	82,236.93	UNITED ENERGY TRADING LLC
01	EFT	00019169	01/16/2025	403.94	UNITED PARCEL SERVICE INC
01	EFT	00019170	01/16/2025	202,251.59	VIA TRANSPORTATION INC
01	EFT	00019171	01/16/2025	4,628,491.00	WA ST TRANSIT INSURANCE POOL
01	EFT	00019172	01/16/2025	9,817.38	DOBBS HEAVY DUTY HOLDINGS LLC
01	EFT	00019173	01/16/2025	26.21	WORLDPAK INC
01	EFT	00019174	01/16/2025	226.49	XPO LOGISTICS FREIGHT INC
01	EFT	00019175	01/17/2025	1,517,182.49	AWC EMPLOYEE BENEFIT TRUST
01	EFT	00019176	01/23/2025	16,432.20	WA ST DEPT OF REVENUE
01	EFT	00019177	01/23/2025	5,441.09	ALL STARZ STAFFING AND CONSULT
01	EFT	00019178	01/23/2025	6,677.70	AMAZON CAPITAL SERVICES INC
01	EFT	00019179	01/23/2025	33,058.62	CENTENNIAL CONTRACTORS ENTERPR
01	EFT	00019180	01/23/2025	309,936.65	CLARY LONGVIEW LLC
01	EFT	00019181	01/23/2025	50,709.94	CUMMINS INC
01	EFT	00019182	01/23/2025	1,079.64	TRUCKPRO HOLDING CORPORTATION
01	EFT	00019183	01/23/2025	10,107.18	FORMAGRID INC
01	EFT	00019184	01/23/2025	4,755.12	SPX CORPORATION
01	EFT	00019185	01/23/2025	7,755.76	GILLIG LLC
01	EFT	00019186	01/23/2025	368.63	GRAINGER
01	EFT	00019187	01/23/2025	1,290.00	JAJ ENTERPRISES LLC
01	EFT	00019188	01/23/2025	21,482.19	RONALD E JENSEN & JAMES W JENS
01	EFT	00019189	01/23/2025	52.00	JOSE GUZMAN
01	EFT	00019190	01/23/2025	49,905.20	LAKEVIEW LIGHT & POWER CO
01	EFT	00019191	01/23/2025	5,191.62	LEVEL 3 FINANCING INC
01	EFT	00019192	01/23/2025	145.88	MALLORY SAFETY & SUPPLY LLC
01	EFT	00019193	01/23/2025	16.00	MICHAEL GRIFFUS
01	EFT	00019194	01/23/2025	1,744.00	DB PRINTING LLC
01	EFT	00019195	01/23/2025	5,467.30	MOHAWK MFG & SUPPLY
01	EFT	00019196	01/23/2025	127.38	MOOD MEDIA NORTH AMERICA HOLDI
01	EFT	00019197	01/23/2025	311.63	MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00019198	01/23/2025	5,707.08	NORTHWEST PUMP & EQUIPMENT CO
01	EFT	00019199	01/23/2025	1,148.96	WORKSPACE DEVELOPMENT LLC
01	EFT	00019200	01/23/2025	102.50	OUTFITTER SATELLITE INC
01	EFT	00019201	01/23/2025	98,917.31	PETROCARD INC
01	EFT	00019202	01/23/2025	805.33	PURCELL TIRE & RUBBER COMPANY
01	EFT	00019203	01/23/2025	4,399.59	DANIEL A SHARRON
01	EFT	00019204	01/23/2025	87.32	RS AMERICAS INC
01	EFT	00019205	01/23/2025	554.59	SCHETKY NORTHWEST SALES INC
01	EFT	00019206	01/23/2025	739.36	SEATTLE AUTOMOTIVE DISTRIBUTIN
01	EFT	00019207	01/23/2025	311.37	SOUND TRANSIT SMART CARD CENTR
01	EFT	00019208	01/23/2025	219.71	STANDARD PARTS CORP
01	EFT	00019209	01/23/2025	1,717.96	STAPLES INC
01	EFT	00019210	01/23/2025	52.00	SUMMERLYN CLAUSEN
01	EFT	00019211	01/23/2025	112.50	SUMMIT LAW GROUP PLLC
01	EFT	00019212	01/23/2025	2,069.07	UNIVERSAL AUTO GROUP 1
01	EFT	00019213	01/23/2025	109.35	TACOMA SCREW PRODUCTS INC
01	EFT	00019214	01/23/2025	75.96	TERRYBERRY COMPANY LLC
01	EFT	00019215	01/23/2025	670.10	THE WW WILLIAMS COMPANY LLC
01	EFT	00019216	01/23/2025	1,140.05	TITUS-WILL FORD SALES INC
01	EFT	00019217	01/23/2025	13,410.34	THE AFTERMARKET PARTS CO LLC
01	EFT	00019218	01/23/2025	68.27	UNITED PARCEL SERVICE INC
01	EFT	00019219	01/23/2025	2,699.65	UNITED RENTALS (NORTH AMERICA)
01	EFT	00019220	01/23/2025	1,255.51	WAXIE SANITARY SUPPLY
01	EFT	00019221	01/23/2025	8,636.42	DOBBS HEAVY DUTY HOLDINGS LLC
01	EFT	00019222	01/23/2025	580.20	ZAYO GROUP HOLDINGS INC
01	EFT	00019223	01/23/2025	80,012.15	US BANK CORPORATE PAYMENT SYST
01	EFT	00019224	01/24/2025	17,321.15	TACOMA EMPLOYEES RETIREMENT SY
01	EFT	00019225	01/24/2025	7,087.06	WA ST CHILD SUPPORT REGISTRY
01	EFT	00019226	01/24/2025	303,206.19	ICMA RETIREMENT
01	EFT	00019227	01/24/2025	19,692.76	NAVIA BENEFIT SOLUTIONS
01	EFT	00019228	01/30/2025	317.66	AIRGAS INC
01	EFT	00019229	01/30/2025	3,005.33	ALL STARZ STAFFING AND CONSULT
01	EFT	00019230	01/30/2025	463,531.53	ALLIANT INSURANCE SERVICES INC
01	EFT	00019231	01/30/2025	5,395.84	AMAZON CAPITAL SERVICES INC
01	EFT	00019232	01/30/2025	13,125.00	APPAREL ARE US INC
01	EFT	00019233	01/30/2025	2,620.87	CONTINENTAL BATTERY COMPANY
01	EFT	00019234	01/30/2025	2,254.29	BRAUN CORPORATION
01	EFT	00019235	01/30/2025	538.00	CDW GOVERNMENT INC
01	EFT	00019236	01/30/2025	7,820.16	CINTAS CORPORATION NO 2
01	EFT	00019237	01/30/2025	54,008.13	CLARY LONGVIEW LLC
01	EFT	00019238	01/30/2025	1,521.30	CUMMINS INC
01	EFT	00019239	01/30/2025	16,509.50	CUSTOM EDGE INC

01	EFT	00019240	01/30/2025	45,237.50	FEHR & PEERS
01	EFT	00019241	01/30/2025	5,654.89	SPX CORPORATION
<b>01</b>	<b>EFT</b>	<b>00019242</b>	<b>01/30/2025</b>	<b>61,968.60</b>	<b>GILLIG LLC</b>
01	EFT	00019243	01/30/2025	1,432.59	GRAINGER
01	EFT	00019244	01/30/2025	555.47	INTERCLEAN EQUIPMENT LLC
01	EFT	00019245	01/30/2025	2,635.00	JAJ ENTERPRISES LLC
01	EFT	00019246	01/30/2025	1,532.37	K & L GATES
01	EFT	00019247	01/30/2025	1,152.75	LARSEN SIGN COMPANY
01	EFT	00019248	01/30/2025	2,023.92	MALLORY SAFETY & SUPPLY LLC
01	EFT	00019249	01/30/2025	85.26	MCGUIRE BEARING CO
01	EFT	00019250	01/30/2025	3,806.73	DB PRINTING LLC
01	EFT	00019251	01/30/2025	2,807.02	MOHAWK MFG & SUPPLY
01	EFT	00019252	01/30/2025	4,746.48	MOTION INDUSTRIES, INC.
01	EFT	00019253	01/30/2025	1,038.24	MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00019254	01/30/2025	1,328.82	NEOPART TRANSIT LLC
<b>01</b>	<b>EFT</b>	<b>00019255</b>	<b>01/30/2025</b>	<b>70,025.19</b>	<b>PARAMETRIX ENGINEERING</b>
01	EFT	00019256	01/30/2025	30.34	PEAK INDUSTRIAL INC
01	EFT	00019257	01/30/2025	242.50	PRINT NW
01	EFT	00019258	01/30/2025	706.33	PURCELL TIRE & RUBBER COMPANY
01	EFT	00019259	01/30/2025	25,592.30	QUALITY BUSINESS SYSTEMS INC
01	EFT	00019260	01/30/2025	30.17	ROMAINE ELECTRIC CORP
01	EFT	00019261	01/30/2025	636.38	SIR SPEEDY
01	EFT	00019262	01/30/2025	837.25	STANDARD PARTS CORP
01	EFT	00019263	01/30/2025	2,962.90	STAPLES INC
01	EFT	00019264	01/30/2025	710.02	STELLAR INDUSTRIAL SUPPLY INC
01	EFT	00019265	01/30/2025	5,665.56	TACOMA COMMUNITY COLLEGE
01	EFT	00019266	01/30/2025	2,887.85	TACOMA SCREW PRODUCTS INC
01	EFT	00019267	01/30/2025	68.86	TERRYBERRY COMPANY LLC
01	EFT	00019268	01/30/2025	2,730.14	THE WW WILLIAMS COMPANY LLC
01	EFT	00019269	01/30/2025	763.51	TITUS-WILL FORD SALES INC
01	EFT	00019270	01/30/2025	8,324.95	THE AFTERMARKET PARTS CO LLC
01	EFT	00019271	01/30/2025	800.00	WA ST TRANSIT INSURANCE POOL
01	EFT	00019272	01/30/2025	10,418.16	DOBBS HEAVY DUTY HOLDINGS LLC
01	EFT	00019273	01/30/2025	42,000.00	WASHINGTON STATE TRANSIT ASSOC
01	EFT	00019274	01/30/2025	2,261.20	XEROX CORPORATION
01	EFT	00019275	01/30/2025	4,002.14	ZUMAR INDUSTRIES INC
01	EFT	00019276	01/31/2025	2,124.00	FTA
<b>Total Payments</b>				<b><u>\$13,620,456.94</u></b>	

**PIERCE TRANSIT  
BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING MINUTES**

**January 13, 2025**

**CALL TO ORDER**

Chair Walker called the regular board meeting to order at 4:05 p.m.

**ROLL CALL**

Commissioners present:

Olgy Diaz, City of Tacoma Councilmember  
Doug Fagundes, City of Fife Councilmember  
*(representing Fife/Milton/Edgewood/Pacific/Auburn/Ruston/Steilacoom)*  
John Hines, City of Tacoma Deputy Mayor  
John Hoheusle, President of ATU 758, Represents IAM and ATU  
Jim Kastama, City of Puyallup Mayor *(Mayor of the City of Puyallup)*  
Ryan Mello, Pierce County Councilmember  
Kristina Walker, Chair, City of Tacoma Councilmember  
Jason Whalen, Vice Chair, City of Lakewood Mayor  
Shannon Reynolds, City of Fircrest Councilmember *(representing Fircrest, University Place, and Gig Harbor)*

Commissioners excused:

None

Staff present:

Mike Griffus, Chief Executive Officer  
Deanne Jacobson, Clerk of the Board  
Mona Sullivan, Deputy Clerk of the Board  
Abraham Weill, Counsel from KL Gates

**LAND ACKNOWLEDGMENT AND FLAG SALUTE**

Chair Walker led attendees in the land acknowledgment, followed by the flag salute.

**OPENING REMARKS AND HOUSEKEEPING ITEMS**

Chair Walker welcomed board members, staff, and citizens to the meeting and provided attendees with instructions for meeting participation.

**PRESENTATIONS**

**1. Honoring Sung “Kenny” Yun for Operator of the Month for December 2024**

Assistant Transportation Manager Ron Makenzie honored Sung “Kenny” Yun for being selected Operator of the Month for December 2024. He reported that Mr. Yun

is known for his dedication to safety and service and over the course of his more than 10 years of service at Pierce Transit he has enjoyed nine years of accident-free driving. He was recognized for being friendly and courteous, helping new operators, and for assisting with the bid shift process for operators.

Mr. Yun was presented with a congratulatory letter and Operator of the Month certificate.

On behalf of the Board, Chair Walker congratulated Mr. Yun and thanked him for his service.

Mr. Yun expressed his gratitude for receiving the award and for the opportunity to work at Pierce Transit.

### **PUBLIC COMMENT**

Chair Walker provided participation instructions to the public and opened public comment. The following individual(s) spoke:

- Trey Parish, Northeast Tacoma resident, provided comments in support of restoring Route 63 service to Northeast Tacoma.

There being no further comments, Chair Walker closed public comment.

### **CONSENT AGENDA**

*(Items listed below were distributed to Commissioners in advance for reading and study and are enacted with one motion. Item(s) may be moved to the Action Agenda at the request of a commissioner.)*

Commissioners Mello and Kastama **moved** and seconded to approve the consent agenda as presented.

Motion **carried**, 8-0.

1. Approval of Vouchers, December 1-31, 2024  
Operating Fund #10  
Self-Insurance Fund #40  
Capital Fund #90  
Payment Nos. 384691 through 384898  
Wire Nos. 18745 through 18999  
Total \$8,498,156.71
2. Approval of Minutes: December 9, 2024, regular meeting
3. 2024 Q4 Report for Contracts Executed Over \$100,000 and Sole Source Contracts Over \$10,000



4. FS 2025-001, approved Resolution No. 2025-001 adopting the 2025 State Legislative Priorities in the same form as presented in Exhibit A.
5. FS 2025-002, authorized the Chief Executive Officer to increase the contract authority amount for Contract No. 1169 with Karras Consulting in the amount of \$100,000 for agency recruitments on an as needed basis.

### **ACTION AGENDA**

**1. FS 2025-003, A Resolution of the Board of Commissioners of Pierce Transit Electing Primary and Alternate Transit Representatives to the Puget Sound Regional Council Transportation Policy Board (TPB) for Calendar Year 2025**

Chair Walker facilitated the election process for the primary and alternate positions for the Puget Sound Regional Council Transportation Policy Board.

Commissioner Fagundes was nominated to serve as the primary representative. Commissioner Hines was nominated to serve as the alternate representative.

Nominations were closed.

Commissioners Kastama and Mello **moved** and seconded to approve Resolution No. 2025-002, electing Commissioner Fagundes to serve as the primary transit representative, and Commissioner Hines to serve as the alternate transit representative for the Puget Sound Regional Council Transportation Policy Board for calendar year 2025.

Motion **carried**, 8-0.

**2. FS 2025-004, A Resolution of the Board of Commissioners of Pierce Transit Acknowledging Final Acceptance of Title VI Fare Equity Analysis and Authorizing Amendments to Pierce Transit Code Section 3.72.040 (C) to Reduce the Price of the Pierce Transit All Day Pass Reduced Senior/Disabled, Pierce Transit All Day Pass Reduced/LIFT, and Human Service Agency (HSA) Pass Sales Price**

Senior Planner Anna Petersen provided an overview of the recently implemented ORCA Joint Board promotional fare change, which reduced the cost for ORCA All Day Fare Passes. She advised that staff recommends reducing the cost of Pierce Transit's All Day Fare Pass so there is parity with the regional fare costs.

Ms. Petersen reviewed the new fare structure for the affected fares and reviewed the estimated financial impact the reduction will have on revenue, which was noted to be nominal. She provided an overview of the Title VI Analysis, noting that no disparate impact or disproportionate burden impact was identified to affect low income or disadvantaged communities because of the fare reduction.

Ms. Petersen responded to general questions.

Commissioners Whalen and Fagundes **moved** and seconded to adopt Resolution No. 2025-003 acknowledging final acceptance of the Title VI Fare Equity Analysis as presented in Exhibit A, and authorizing amendments to Pierce Transit's Code Section 3.72.040 (C) reducing the price of the Pierce Transit All Day Pass Reduced Senior/Disabled, Pierce Transit All Day Pass-Reduced/LIFT, and Human Service Agency (HSA) Pass Sales Price as presented in Exhibit B.

Motion **carried**, 8-0.

## **STAFF UPDATES:**

### **1. CEO's Report**

CEO Mike Griffus reported on the following items:

- Announced that Pierce Transit will celebrate its 45<sup>th</sup> anniversary this year and will keep the Board posted about various events.

Reported that he enjoyed taking part in the MLK Welcome Walk at Fort Steilacoom on Saturday, January 11<sup>th</sup>.

- Reported that the 2024 Report to the Community is available on the Agency's website.
- Showcased a short video featuring CTAG Member Linda Moran, who shared her transit story explaining why Pierce Transit's paratransit services are essential to her life.

CEO Griffus advised that Pierce Transit would be pushing out a series of videos to the community showcasing stories of people explaining the importance of transit in their lives.

## **INFORMATIONAL BOARD ITEMS**

### **1. Chair's Report**

Chair Walker reported on the following:

- The January 16 Executive Finance Committee meeting has been cancelled. The next meeting is scheduled for March 20 at 3:00 p.m.
- Reported that the joint Board/CTAG meeting has been set for Friday, January 24 from 4:00 – 5:30 p.m.
- Reported that she will be participating in the regional ORCA fare forum.

## 2. Sound Transit Update

Commissioner Kastama reviewed the topics that were covered at the December 19<sup>th</sup> meeting. He reported that he would no longer be serving on the Sound Transit Board and talked about the areas that he felt that he contributed to the Pierce County region.

He thanked incoming Pierce County Executive Ryan Mello and wished him well.

Chair Walker thanked Commissioner Kastama for his service on the Sound Transit Board. She announced that public meetings/hearings on the Draft Environmental Impact Statement (EIS) for the Tacoma Dome Link Extension project will be held January 23 at the Greater Tacoma Convention Center, and in Fife on January 30.

## 3. Puget Sound Regional Council Transportation Policy Board (TPB) Update

Chair Walker reported on the work that was done at the last meeting, Discussion ensued around the Regional Transportation Plan, which will impact transit.

## 4. Committee Chair Reports

No report.

## 5. Commissioners' Comments

- Chair Walker expressed her sorrow about the recent death of local transit advocate Steven Bird and spoke highly about his advocacy work in transit.

## **EXECUTIVE SESSION**

There was no executive session held.

## **ADJOURNMENT**

Commissioners Fagundes and Mello **moved** and seconded to adjourn the meeting at 5:00 p.m.

Motion **carried**, 8-0.

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Deanne Jacobson  
Clerk of the Board

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Kristina Walker, Chair  
Board of Commissioners

**PIERCE TRANSIT  
JOINT BOARD OF COMMISSIONERS  
COMMUNITY TRANSPORTATION ADVISORY GROUP (CTAG)  
SPECIAL BOARD MEETING MINUTES**

**January 24, 2025**

**CALL TO ORDER**

Chair Walker called the special meeting to order at 4:05 p.m.

**ROLL CALL**

Commissioners present:

Rosie Ayala, Pierce County Councilmember  
Olgy Diaz, City of Tacoma Councilmember  
Doug Fagundes, City of Fife Councilmember  
*(representing Fife/Milton/Edgewood/Pacific/Auburn/Ruston/Steilacoom)*  
John Hines, City of Tacoma Deputy Mayor  
Ryan Mello, Pierce County Councilmember  
Kristina Walker, Chair, City of Tacoma Councilmember  
Jason Whalen, Vice Chair, City of Lakewood Mayor

Commissioners excused:

John Hoheusle, President of ATU 758, Represents IAM and ATU  
Jim Kastama, City of Puyallup Mayor (*Mayor of the City of Puyallup*)  
Shannon Reynolds, City of Fircrest Councilmember (*representing Fircrest, University Place, and Gig Harbor*)

Staff present:

Mike Griffus, Chief Executive Officer  
Deanne Jacobson, Clerk of the Board  
Mona Sullivan, Deputy Clerk of the Board  
Chris Schuler, Chief Financial Officer  
Brittany Carbullido, Planner  
Andrew Arnes, Assistant Planning Manager  
Brandon Enns, Planner  
Tina Lee, Planning Manager  
Darin Stavish, Principal Planner  
Aaron Gooze, Consultant from Fehr & Peers

CTAG members present:

Brandi DeCoteau  
Marlene Druker, Chair  
Amin Tony Hester, Vice Chair  
Parker Hill  
Ivan Tudela  
Kye Robinson  
Sean Walker  
Sherry Wilber

CTAG members excused:

Deirdre Maxwell

Ben Yoder

## **OPENING REMARKS AND HOUSEKEEPING ITEMS**

Chair Walker welcomed attendees to the joint meeting, and members present introduced themselves.

CTAG Chair Marlene Druker also provided introductory/welcoming comments.

## **PRESENTATION/Discussion**

### **1. Review of Fixed Route Classifications and Route Productivity Standards**

Planner Brittany Carbullido led the presentation and introduced staff that assisted with the proposed standards. She advised that the proposed standards will be included in the appendix of the Long-Range Plan – Destination 2045. Ms. Carbullido noted that the classifications and route productivity standards have remained largely unchanged since 2003 and that Interim Route Productivity Standards were adopted in December of 2022 as a result of ridership patterns due to the COVID pandemic. The proposed standards would replace the Interim Route Productivity Standards.

Ms. Carbullido reviewed the methodology and definitions used to develop the proposed route classifications, which help to determine what constitutes poor or well-performing routes. It was noted that using density to guide transit service hierarchies/route classifications is a regional and national best practice.

The members present reviewed the proposed route classifications for the Pierce Transit system. It was noted that the updated classifications help describe the current ridership environment and assist with route productivity analysis. Routes that are categorized in less frequent categories would not necessarily result in service reductions down the road. She also advised that the agency continues to implement the System Recovery Plan that was previously adopted by the Board as resources become available.

The members present received an overview of definitions and methodologies used to develop the new benchmarks for the proposed route productivity standards for each route classification. The agency uses this data to make informed decisions about the allocation of resources and route productivity improvements.

Ms. Carbullido advised that a yearly Route Performance Report would be issued every April, which would include productivity benchmarks based on the prior year's data, productivity results for routes and trips; actions being taken to address issues, fixed route customer survey data, costs, on-time performance, and bus stop amenity distribution.

Ms. Carbullido responded to general questions. There were no concerns or objections raised from any of the members present.

## **2. Recap of Six Year Financial Forecast**

Chief Financial Officer Chris Schuler led the presentation and discussion on the Six Year Financial Forecast, which was provided to give context to the service level scenarios and future Pierce County growth projections for population and employment detailed in the proposed Long-Range Plan – Destination 2045, to be reviewed by the members present next on the agenda.

Ms. Schuler advised that the agency does have healthy reserves, but beginning in 2027 estimated forecasts show that expenditures start to exceed estimated revenue and eventually lead to reserve funds depleting by 2030.

He responded to general questions and confirmed that the financial forecast assumes 482,000 annual service hours and does not contemplate additional tax revenue that could be realized next year when the World Cup comes to the region. *[CTAG Vice Chair Tony Hester arrived at approximately 4:44 p.m.]*

## **3. Review of Draft Long-Range Plan – Destination 2045, and Discussion About Level of Service Capabilities Meeting Future Growth and Employment Projections in Pierce County**

Principal Planner Darin Stavish led the presentation and introduced the team that worked on the Long Range Plan (LRP). He advised that the LRP provides a guide for long-term service and capital investments, which inform near-term plans and processes such as the annual Transit Development Plan (TDP) and the annual budget. The proposed plan outlines the priorities that were heard from the communities within the Pierce Transit boundary and through coordination with their comp plans and with Pierce County population and employment projections over the next 20 years.

Mr. Stavish reviewed the implementation timeline, and the public engagement process with stakeholders and the public. He noted that to date Pierce Transit has received 25 comments on the proposed plan.

Consultant Aaron Gooze from Fehr & Peers discussed the common themes heard while building the 2045 plan, which included requests such as the following:

- New bus routes and service
- Frequency and scheduling improvements
- Transit service to growing and underserved areas and populations
- Better regional integration
- Environmental and economic considerations
- Improved infrastructure at transit locations

The members present also reviewed projected population growth forecasts for Pierce County, some of which exist outside of the current Pierce Transit boundary. They reviewed four service expansion scenarios, all of which would require the need of additional funding greater than the .06 percent sales tax that is currently collected in order to operationalize.

Mr. Stavish responded to general questions, and noted that the second iteration of the proposed plan will contain cost estimates for the infrastructure and resources needed to support future services, i.e. labor costs, bus and facility costs, etc.

The members present considered four questions, which are attached hereto. The members present did not complete the discussion but indicated that the remainder of the questions would be considered at their next respective meetings. The following input was offered:

- There were suggestions that the agency should support more frequent service in transit dense areas before expanding service to areas that do not have density.
- If Pierce Transit were to expand service outside its service boundary, would the agency be able to prioritize transit service to areas with high density.
- There was support for data driven decisions and support for better transit in high density areas. Buy-in will be necessary from the other jurisdictions to subsidize the service for areas that aren't as transit dependent.
- The agency should not rely on Runner service to fill gaps without appropriate resources allocated to it.
- Fare free analysis information was requested.
- Conduct an analysis of where essential services are located in the service area and align bus service from the lesser density areas to where these essential services are located.
- Hold a study session to talk about the need for better transit in the area, and have jurisdictions invite transit into their discussions to discuss the need.
- Transit service should be balanced between service and access to all who cannot drive.
- The proposed plan shows that additional sales tax is needed in order to deliver service to the community.

CEO Griffus concluded the meeting by thanking everyone for coming together this afternoon. He advised that Pierce Transit needs additional funding and it isn't a pretty picture for transit service in Pierce County after 2039 based on population and growth projections. He reported that good cities and counties have good transit, and he appreciated the input received this afternoon.

There being no further business, Commissioners Fagundes and Whalen moved and seconded to adjourn the meeting at 5:40 p.m.

Motion carried unanimously.

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Deanne Jacobson  
Clerk of the Board

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Kristina Walker, Chair  
Board of Commissioners

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Marlene Druker  
CTAG Chair



The following questions are included in the Long Range Plan presentation, but are also being provided for convenience upfront:

**1. Balancing Frequency and Coverage**

How can we balance the trade-offs between providing more frequent service in core areas and expanding service geography?

**2. Framing the Challenge**

To start, what do you see as the most important consideration for Pierce Transit as we work to fund and delivery the services outlined in this plan?

**3. Community Messaging**

What are your suggestions for how Pierce Transit can best communicate our plans and funding needs to your community?

**4. Role of Local Governments**

How can cities and the county best support Pierce Transit in advocating for greater local transit funding?

TITLE: Authority to Purchase up to Fifty-Four (54)  
Replacement Rideshare Vehicles and up to Fifteen (15)  
Replacement Support Vehicles Utilizing Washington State  
Department of Enterprise Services (DES) Contract No.  
28423

DIVISION: Maintenance

SUBMITTED BY: Brenda Lacey, Warranty Coordinator

RELATED ACTION: N/A

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Financial

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### BUDGET INFORMATION

Is it Budgeted? ☒ Yes / ☐ No

Project Name or Number: Rideshare 2025 and Support  
Vehicle Replacement 2025

☐ Operating Budget

☒ Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 4,691,240	The Rideshare Replacement project is included in the 2025 Capital Budget in the amount of \$3,424,360. The Support Replacement project is included in the 2025 Capital Budget in the amount of \$1,266,880.
Total Expenditure	\$ 4,691,240	

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### BACKGROUND:

The 2025 capital budget includes funds to replace existing vehicles that meet the replacement parameters and that are beyond their useful life. Staff has reviewed the replacement schedule and found that up to fifty-four (54) Rideshare Vehicles and up to fifteen (15) Support Vehicles are eligible for replacement per Pierce Transit's and the FTA's Useful Life Benchmark Schedule (ULB) replacement policy of: eight (8) years or 120,000 miles. The replaced vehicles will be sold as surplus in accordance with our surplus policy and exchanged one for one.

The State of Washington has established vehicle contracts that allow for use by political subdivisions. Maintenance staff has reviewed the contracts available and is looking to replace these vehicles with vehicles appropriate for the intended purpose. State contract pricing is obtained on a competitive bid basis and is considered fair and reasonable. Replacing the vehicles in accordance with the Pierce Transit and FTA's ULB's will help mitigate major component failures, downtime, and unplanned maintenance costs. Replacing in accordance with the FTA schedule helps ensure we have a reliable fleet to meet the needs of our customers.

Potential vendors include Bud Clary Dodge, Chevy and Ford, Dwayne Lane Chrysler, Jeep, and Dodge and any other vendors on contract though DES Contract No. 28423.

Utilizing the state contract provides Pierce Transit with the best opportunity to purchase vehicles when they become available. It is the intent to purchase Hybrid or Electric vehicles when they are available for purchase; however, at this time there are limited Electric or Hybrid vehicles that meet our requirements and previous orders have been canceled by the manufacturers. This may result in gas powered vehicles being ordered.

**STAFF RECOMMENDATION:**

Staff recommends replacing up to fifty-four (54) Rideshare Vehicles and up to fifteen (15) Support Vehicles. Utilizing the state contract.

**ALTERNATIVES:**

Develop specifications and solicit bids ourselves; however, in the past Pierce Transit was not able to achieve the same discounts offered in the state contract due to combined statewide volume. Alternatively we could decide not to replace any of the Rideshare or Support Vehicles; however, these vehicles will be beyond their useful life and will incur higher maintenance costs.

**PROPOSED MOTION:**

Move to: Authorize the Chief Executive Officer to purchase up to fifty-four (54) Replacement Rideshare Vehicles in an amount not to exceed \$3,424,360 and to purchase up to fifteen (15) replacement Support Vehicles in an amount not to exceed \$1,266,880 from the Washington State Department of Enterprise Services Contract No. 28423, for a total not to exceed amount of \$4,691,240.

**TITLE:** A Resolution of the Board of Commissioners of Pierce Transit Authorizing Revisions to the Pierce Transit Drug and Alcohol Abuse Policy and Authorizing the Removal of Outdated and Antiquated Language Set Forth in Chapter 1.14 of the Pierce Transit Code – Drug and Alcohol Abuse Policy

**DIVISION:** Administration

**SUBMITTED BY:** Tara Schaak, Human Resources Manager

**RELATED ACTION:** Resolution No. 2018-007, Authorizing Revisions to Pierce Transit’s Drug and Alcohol Abuse Policy.

**ATTACHMENTS:** Proposed Resolution  
Exhibit A, Proposed revisions to D&A Policy  
Exhibit B, Proposed Code Changes  
Exhibit C, Clean D&A Policy

**RELATION TO STRATEGIC PLAN:** Employee

**BUDGETED:** N/A

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## BACKGROUND:

The Federal Transit Administration (FTA) requires transit agencies, such as Pierce Transit, who receive federal funding to develop and adopt a Drug and Alcohol Misuse Policy pursuant to the rules and regulations set forth in 49 CFR Part 40 & 49 CFR Part 655. These rules are designed to help prevent accidents, injuries, and fatalities resulting from the misuse of alcohol and use of prohibited drugs by employees who perform safety-sensitive functions. The Drug and Alcohol Abuse Policy also addresses drug and alcohol testing procedural requirements of covered employees who engage in alcohol misuse or prohibited drug use, sets forth report and recordkeeping requirements, and documentation of compliance.

Pierce Transit’s Drug and Alcohol Abuse Policy was last updated in 2018. The proposed revisions to the policy reflected in Exhibit A include recommended administrative clarifications to the agency’s Drug and Alcohol Abuse Policy following a routine FTA audit of Pierce Transit’s program. The attached resolution and recommended policy ensures that Pierce Transit remains in compliance with FTA recommendations and requirements.

Pierce Transit staff also recommends the removal of outdated and antiquated language set forth in Section 1.14 of the Pierce Transit Code relating to the administration of the Drug and Alcohol Abuse Policy. This language is outdated, no longer applicable, and redundant as Pierce Transit is required to administer a Drug and Alcohol Abuse Policy in accordance with the rules and regulations set forth in 49 CFR Part 40 & 49 CFR Part 655.

## STAFF RECOMMENDATION:

Approve the proposed revisions to the Pierce Transit Drug and Alcohol Abuse Policy in substantially the same form as set forth in Exhibit A and authorize the removal of outdated and antiquated language in its entirety as set forth in Chapter 1.14 of the Pierce Code Section – Drug and Alcohol Abuse Policy as set forth in Exhibit B.

## ALTERNATIVES:

Reject the revisions to the policy and related code removal; however, Pierce Transit would then be out of compliance with the DOT/FTA drug and alcohol testing regulations and could be subject to loss of FTA funding.

PROPOSED MOTION:

Move to: Approve Resolution No. 2025-004, adopting the Drug and Alcohol Abuse Policy in substantially the same form as Exhibit A and authorizing the removal of outdated and antiquated language as set forth in Chapter 1.14 of the Pierce Transit Code – Drug and Alcohol Abuse Policy, as set forth in Exhibit B.

## RESOLUTION NO. 2025-004

1 A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing Revisions to the Pierce Transit  
2 Drug and Alcohol Abuse Policy and Authorizing the Removal of Outdated and Antiquated Language Set Forth  
3 in Chapter 1.14 of the Pierce Transit Code – Drug and Alcohol Abuse Policy  
4

5 WHEREAS, the Federal Transit Administration (FTA) requires transit agencies, such as Pierce Transit, who  
6 receive federal funding to develop and adopt a Drug and Alcohol Abuse Policy pursuant to the rules and  
7 regulations set forth in 49 CFR Part 40 & 49 CFR Part 655; and

8 WHEREAS, these rules are designed to help prevent accidents, injuries, and fatalities resulting from the  
9 misuse of alcohol and use of prohibited drugs by employees who perform safety-sensitive functions; and

10 WHEREAS, the Federal Transit Administration (FTA) conducted a routine audit of Pierce Transit's FTA-  
11 mandated drug and alcohol testing program and recommended administrative clarifications to the Agency's  
12 policy; and

13 WHEREAS, Pierce Transit strives to fully comply with the Department of Transportation (DOT) and  
14 Federal Transit Administration (FTA) rules and recommendations; and

15 WHEREAS, FTA rules require that the governing board of transit agencies that receive federal funding  
16 adopt a Drug and Alcohol Abuse Policy; and

17 WHEREAS, Pierce Transit wishes to remove in its entirety outdated and antiquated language set forth  
18 in Chapter 1.14 of the Pierce Transit Code – Drug and Alcohol Abuse Policy, relating to the administration of the  
19 Drug and Alcohol Abuse Policy.

20 NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit as follows:

21 Section 1. The Board of Commissioners authorizes the amendments to the Pierce Transit Drug and  
22 Alcohol Abuse Policy in substantially the same form as set forth in Exhibit A and attached hereto.

23 Section 2 Said Policy shall replace the former policy adopted by Resolution No. 2018-007 and shall  
24 remain in full force and effect until a new policy is adopted; and

25 Section 3. The Board of Commissioners authorizes the removal of Pierce Transit Code  
26 Section 1.14 – Drug and Alcohol Abuse Policy in its entirety as presented in Exhibit B.  
27  
28  
29

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 10th day of February 2025.

PIERCE TRANSIT

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Kristina Walker, Chair  
Board of Commissioners

ATTEST/AUTHENTICATED

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Deanne Jacobson, CMC  
Clerk of the Board





Exhibit A

# DRUG AND ALCOHOL ABUSE POLICY

Effective: December 1, 2020

Revised: ~~June 2023~~ November 2024

## PIERCE TRANSIT DRUG AND ALCOHOL ABUSE POLICY

### 1.0 POLICY STATEMENT<sup>1</sup>

Pierce Transit performs a vital public service to our community. To ensure that this service is delivered safely, we are dedicated to providing and maintaining a drug and alcohol-free working environment in compliance with the Drug-Free Workplace Act of 1988 and the

<sup>1</sup> Portions of this policy are not FTA-mandated, but reflect Pierce Transit's policy. The additional provisions are identified by italicized text.

Omnibus Transportation Employees Testing Act of 1991. *Employees must abide by the terms of the policy statement as a condition of employment.* It is Pierce Transit's policy to:

- Assure that employees have the ability to perform assigned duties in a safe, healthy and productive manner;
- Create a workplace free from the adverse effects of drug and alcohol abuse or misuse;
- Prohibit the unlawful manufacture, distribution, possession or use of controlled substances.

Pierce Transit recognizes that its employees' use of illegal drugs and misuse of alcohol pose a significant risk to public safety, as well as the employee's health and well-being.

*Drug use includes, ~~but is not limited to,~~ marijuana, amphetamines, opiates, cocaine, and phencyclidine, as well as any substance which causes the presence of these drugs or drug metabolites such as hemp-related products, coca leaves or any substance not approved for use by the U.S. Food and Drug Administration. Illegal use is the use of any drug in violation of federal, state, or local laws, including the misuse of legally prescribed drugs, and use of illegally- obtained prescription drugs. The "use" of drugs means presence in an employee's body system while on duty. Pierce Transit cooperates fully with local, state, and federal authorities in matters pertaining to the use, possession, or sale of controlled substances by anyone on agency premises.*

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Pierce Transit cares about the health and well-being of its employees. We urge anyone who believes that they are having an alcohol or chemical dependency problem to seek treatment before their job performance and employment are endangered.

## 1.1 PURPOSE

The purpose of this policy is to assure employee fitness for duty and to protect our employees, customers, and the public from risks posed by worker misuse of alcohol and drugs. This policy is written to comply with all the applicable federal, state and local legislation and regulations governing workplace drug abuse and alcohol misuse. Those include DOT 49 CFR Part 40 and FTA 49 CFR Part 655. If any conflict occurs between state and local laws and any requirement of the above-mentioned federal regulations, the federal regulations prevail. However, Federal regulations do not preempt provisions of state criminal laws that impose sanctions for reckless conduct attributed to prohibited drug use or alcohol misuse, whether the provisions apply specifically to transportation employees, employers, or the public in general.

This policy sets forth the Pierce Transit alcohol and drug abuse program and the testing and reporting guidelines for safety-sensitive employees as required by those regulations. The DOT enacted the Drug-Free Workplace Act of 1988 (DFWA) which requires the establishment of drug-free workplace policies and the reporting of certain drug related offenses to the FTA. Additional information about the Drug Free Awareness Program is provided in Section 4.0.

The Drug and Alcohol Policy incorporates federal requirements in addition to Pierce Transit requirements. To distinguish DOT and/or FTA requirements from Pierce Transit-specific requirements, portions of the Policy text have been *italicized* when references are made to the inclusion of non-safety sensitive employees or other Pierce Transit authority requirements. Pierce Transit mandated policies are in addition to the

DOT/FTA requirements and are chosen to provide additional safety provisions. As used herein from time to time, the term “Covered Employees” means safety-sensitive employees.

Copies of this policy will be given to non-safety sensitive employees during new employee orientation and to safety-sensitive employees during Employee Awareness training. It is the responsibility of all safety sensitive Pierce Transit employees to read, understand and comply with the Drug and Alcohol Policy. Employees will be kept apprised of changes and clarification through periodic newsletters or items in Agency newsletters. Revised policies will be distributed, and receipt certified by safety-sensitive employees.

The Drug and Alcohol Policy includes several components for prevention and intervention. To promote a drug free workplace and comply with FTA regulations, Pierce Transit provides supervisory and employee education and contracts for EAP (Employee Assistance Program) and SAP (Substance Abuse Professional) services that provide employees access to professionals in addressing substance abuse.

## **1.2 APPLICABILITY**

This policy applies in general to all transit system employees: full-time, part-time and contract employees and contractors when they are on transit property or when performing transit-related business off property. Employees who perform safety-sensitive functions, or contractors performing safety-sensitive functions for Pierce Transit, will be subject to the specific requirements of federal regulations 49 CFR Part 40 and 49 CFR Part 655. Participation in the federally mandated testing program is a condition of performing safety-sensitive functions.

*Employees shall promptly report to his/her supervisor or to the Drug and Alcohol Program Manager/Designated Employer Representative (DAPM/DER) whenever he/she observes or has knowledge of an employee who poses a hazard to the safety and welfare of others. Failure to report may result in discipline under Pierce Transit authority.*

*Supervisory level staff is required to use and apply all aspects of this policy. Any supervisory level employee who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including discharge under Pierce Transit authority.*

A safety-sensitive function is any duty related to the safe operation of public transportation service as defined in 49 CFR Part 655:

- 1.2.1 Operating a revenue service vehicle, including when not in revenue service;
- 1.2.2 Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
- 1.2.3 Controlling dispatch or movement of a revenue service vehicle;
- 1.2.4 Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service;
- 1.2.5 Carrying a firearm for security purposes.

A list of positions determined to be safety-sensitive is found in Appendix A.

### 1.3 PROHIBITED SUBSTANCES

#### **Prohibited Drugs**

~~Unless legally prescribed, e~~ Consumption of the following substances is prohibited at all times. Safety Sensitive employees may be tested for drugs any time they are on duty.

- Marijuana metabolites
- Cocaine metabolites
- Opioids
- Amphetamines
- Phencyclidine (PCP)

#### **Prohibited Usage of Alcohol**

Alcohol testing may occur just prior to, during, or immediately following performance of a safety-sensitive function. The following uses of alcohol are prohibited under this policy:

- Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
- Using alcohol while performing safety sensitive functions.
- Using alcohol within four (4) hours prior to performing a safety sensitive function.
- Employees are prohibited from using alcohol during their specified on-call hours. However, any on-call employee who has used alcohol during his/her on call hours will be given the opportunity to acknowledge such use and/or their inability to perform a safety-sensitive function at the time they are called to report to duty. If an on-call employee acknowledges the use of alcohol, but claims to be able to perform their safety-sensitive function, they will be required to submit to an alcohol test.
- Eight hours following an accident, or until after testing is completed.

### 1.4 PRESCRIPTION OR OVER-THE-COUNTER MEDICATION

*The use of legally prescribed drugs and over-the-counter medications is not prohibited. It is the responsibility of employees to either not report for duty or to remove themselves from service if they are experiencing any adverse effects from medication. Employees are responsible for informing their physician of the safety sensitive nature of their work. Employees must use medically-authorized drugs or over-the-counter medications in a manner which will enable them to perform their job without impairment.*

*A verified positive drug test result whether for prohibited drugs, illegal use of prescriptions, or misuse of prescriptions will result in disciplinary action up to and including termination. A prescription is considered valid only if it is in writing and indicates the employee's name, date, the name of the substance, the quantity or amount to be taken and the period of authorization. It is a violation of this policy to use any controlled substance in a manner that is inconsistent with the prescription.*

## 1.5 PROHIBITED CONDUCT

In compliance with the Drug Free Workplace Act of 1988 employees are absolutely prohibited from using, manufacturing, dispensing, distributing drugs or possessing or being impaired by alcohol or drugs when reporting for duty, while on duty, or when on Pierce Transit's premises. Such behavior constitutes a threat to the health, safety and security of themselves, their fellow employees, customers and other members of the public. Therefore, employees must not report for work or continue working under these circumstances.

*Under Pierce Transit authority non-safety-sensitive employees are prohibited from reporting to work unfit for duty due to drug or alcohol use.*

## 1.6 COMPLIANCE WITH TESTING

Safety-sensitive employees who refuse to comply with a request for drug and/or alcohol testing under the circumstances defined in Section 3.1 – Types of Testing will be prohibited from performing or continuing to perform a safety-sensitive function and will be subject to discipline. *Non-safety-sensitive employees under the same circumstances will be removed from duty immediately and could be subject to discipline under Pierce Transit authority.* The following behaviors constitute a test refusal:

- 1.6.1 Failure to appear for any test (except for pre-employment) within a reasonable time, as determined by the employer;
- 1.6.2 Failure to remain at the testing site until the testing process is complete;
- 1.6.3 Failure to provide a ~~breath or urine~~ specimen for any required drug or alcohol test;
- 1.6.4 Failure to sign the certification at Step 2 of the DOT required alcohol testing form;
- 1.6.5 Failure to permit the observation or monitoring of the specimen collection when required to do so;
- 1.6.6 Failure to provide a specimen ~~(a urine specimen of less than 45 mL or a breath specimen inadequate for analysis by an approved EBT)~~ without a valid medical explanation for the failure;
- 1.6.7 Failure to take a second test when directed to do so by the employer or collector;
- 1.6.8 Failure to undergo a medical examination when directed to do so by the MRO or DER;
- 1.6.9 Leaving the scene of an accident prior to testing without a valid reason or without notifying Pierce Transit;
- 1.6.10 Failure to cooperate with any part of the testing process (e.g. refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector);
- 1.6.11 Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process – this refusal only applies to urine drug testing, in line with updated 40.191.(a)(4);

- 1.6.12 Possess or wear a prosthetic or other device that could be used to interfere with the collection process; and
- 1.6.13 Admit to the collector or MRO that you adulterated or substituted the specimen.
- 1.6.14 If the MRO reports a verified adulterated or substituted test result.

Such refusals to comply with a request for testing will be recorded as a positive test for FTA purposes and *treated as insubordination under Pierce Transit authority with the employee subject to discharge as called for in the labor contract and in Section 5.0 – Discipline of this document.*

## **2.0 CONFIDENTIALITY**

Pierce Transit will carry out this policy in a manner that respects the dignity and confidentiality of those involved. Confidentiality will be maintained throughout the drug/alcohol testing process from notification of the request to test, to collection of the required specimens, to notification of results.

### **2.1 MAINTENANCE OF RECORDS**

The Employee Services Department will maintain records of results in the strictest of confidence in a separate locked file cabinet from the official personnel file. In cases where disciplinary action results from a positive test, such information is shared only with those in a supervisory capacity directly involved in the disciplinary decisions related to the test result.

### **2.2 RELEASE OF RECORDS**

Testing records and results will be released only to those authorized by the FTA rules to receive such information. This includes:

- The employee, if requested in writing.
- National Traffic Safety Board (NTSB) when investigating an accident.
- Decision-maker in a lawsuit, grievance, or other proceeding initiated on behalf of the employee, including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.
- DOT agency or State Oversight Agency authorized by the DOT.
- Other DOT employers when a current or former employee is an applicant for a safety-sensitive position within two years of their PT employment.
- Subsequent employers, if requested in writing by the employee.
- Other identified means if requested by the employee.

### **2.3 REPORTING TO THE WA STATE DEPARTMENT OF LICENSING (RCW 46.25)**

*In accordance with the provisions of RCW 46.25, Pierce Transit shall report a verified positive drug test or a positive alcohol confirmation test or refusals to test of current CDL holders for tests conducted under the authority of the FTA regulations 49 CFR Part 655 to the Washington State Department of Licensing under the following circumstances:*

- *An employee is terminated or resigns; and*
- *An employee has exhausted all grievance processes up to, but not including, arbitration; and*
- *An employee has not been cleared to return to performing safety-sensitive functions.*

*Also, in accordance with this regulatory requirement, Pierce Transit's Medical Review Officer (MRO) shall report all positive pre-employment drug test results or refusals to test of current CDL holders to DOL after consultation with Pierce Transit's Drug & Alcohol Program Manager to confirm applicability of the regulation.*

*Individuals whose positive test results or refusals to test are reported to DOL will be subject to the consequences outlined in the Uniform Commercial Driver's License Act found at RCW 46.25.*

### 3.0 DRUG AND ALCOHOL TESTING PROCEDURES

Testing will be conducted in accordance with 49 CFR, Part 40, as amended, and in a manner to assure a high degree of accuracy and reliability by using the techniques, chain of custody procedures, equipment and laboratory facilities as called for in the regulations. Both alcohol and drug testing will be conducted in an environment that affords maximum privacy.

Immediately after receiving notice from a MRO that a covered employee has a verified positive drug test result, Pierce Transit will require that the employee cease performing a safety-sensitive function. If an employee refuses to submit to a drug or alcohol test, Pierce Transit will require that the employee cease performing a safety-sensitive function. If a covered employee has a verified positive drug test result, or has a confirmed alcohol test of 0.04 or greater, or refuses to submit to a drug or alcohol test, Pierce Transit will advise the employee of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs.

To test for prohibited drugs, an initial screening test using an immunoassay technique will be performed at a DHHS certified laboratory. If the specimen is positive, a DOT-authorized confirmatory test will be performed. If the test is confirmed positive (or adulterated, substituted or invalid), the MRO will conduct a verification process, which includes giving the employee an opportunity to provide a valid medical explanation for the positive test result.

The employee must produce at least 45 mL of urine for it to be considered a valid specimen for testing. If the employee cannot produce the required quantity of urine, the collector will offer the employee the opportunity to consume up to 40 oz. of water within a three (3) hour time frame in order to produce the required 45 mL. The employee may NOT exit the premises of the testing facility during this time. In the event the employee is still unable to produce the required quantity of urine, it is considered a "shy bladder". ~~The employee will be placed on home assignment and must undergo a medical evaluation.~~ The agency will refer the employee to a physician acceptable to the MRO and the employee will be required to provide evidence of a

medical condition hindering the production of urine. The employee will have five (5) days to get a medical evaluation once a shy bladder occurs. If there is no valid medical condition relating to hindering the production of urine, the employee will be considered to have refused to test.

To test for alcohol, the employee shall be required to provide a breath sample using an Evidential Breath Testing (EBT) device on the NHTSA conforming products list and operated by a trained Breath Alcohol Technician (BAT). If the initial test result is 0.02 or higher the employee will be directed to take a confirmation test after a 15-minute waiting period. Employees having a confirmed alcohol concentration of 0.02 or greater but less than 0.04 are prohibited from performing or continuing to perform safety-sensitive functions, until (1) The employee's alcohol concentration measures less than 0.02; or (2) The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test. Employees having a confirmed alcohol concentration of 0.04 or greater are prohibited from performing or continuing to perform a safety-sensitive function.

In the event of a "shy lung", where the employee is unable to provide a sufficient breath sample using an EBT ~~the employee will be placed on home assignment and the employee will be~~ referred to a physician of Pierce Transit's choice within five (5) days to determine if there is a valid medical reason for being unable to provide a sufficient amount of breath. If there is no valid medical reason, the employee will be considered to have refused to test.

Specimen validity testing will be conducted on all ~~urine~~ specimens provided for testing under DOT authority. ~~Specimen validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.~~

### 3.1 TYPES OF TESTING

#### 3.1.1 PRE-EMPLOYMENT TESTING/PRE-TRANSFER (49 CFR Part 655.41)

Applicants for all safety-sensitive positions shall undergo urine drug testing prior to employment. A verified negative drug test result must be received before any applicant shall be permitted to perform any safety sensitive job function. A pre-employment drug test must also be performed, and a verified negative drug test result received for an employee who transfers from a non-safety sensitive to a safety-sensitive position prior to the employee assuming his or new position. If a pre-employment drug test is cancelled by the MRO or the results are negative dilute, the applicant or covered employee will be required to complete another DOT test with a verified negative result in order for the appointment to a safety-sensitive position to occur.

If an applicant previously worked for any DOT-covered employer in the past two years, Pierce Transit will also conduct a pre-employment drug background check from the previous employers. The agency will inquire in writing if the applicant has previously failed or refused a DOT pre-employment drug test. If there was any previous violation the employee must provide the employer proof of having successfully completed a referral, evaluation, and treatment plan prior to appointment



to the safety-sensitive position. If an applicant tests positive for drug(s) or refuses to submit to a test when required, Pierce Transit shall advise the individual of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse and document such a refusal.

When a covered employee or applicant has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the employee has not been in the employer's random selection pool during that time, the employer shall ensure that the employee takes a pre-employment drug test with a verified negative result.

### 3.1.2 REASONABLE SUSPICION TESTING (49 CFR Part 655.43)

All employees will be subject to testing for reasonable suspicion, ~~and return to duty and follow up testing if allowed to return to work after failing a test or upon the completion of prescribed substance abuse treatment.~~ *For non-safety-sensitive employees this testing is conducted under the authority of Pierce Transit. For safety-sensitive employees this testing is conducted under FTA authority. Pierce Transit shall conduct a drug and/or alcohol test when there is reasonable suspicion that a safety sensitive employee is under the influence of any of the prohibited drugs while on duty or alcohol immediately prior to, during, or immediately after performing safety-sensitive duties or while on the property, in Agency vehicles or in Agency uniform. Non-safety-sensitive employees are also subject to a fitness for duty evaluation including drug and/or alcohol testing in these same circumstances under Pierce Transit authority.*

A determination that reasonable suspicion exists shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the covered employee. Supervisory personnel who are trained to detect the signs and symptoms of drug abuse and alcohol misuse will make referrals to drug and/or alcohol testing based on such reasonable suspicion. Safety-sensitive employees will be removed immediately from performing safety-sensitive functions and subject to discipline under Employer authority as outlined in Section 5.0 – Discipline of this policy.

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Alcohol testing is authorized under this section only if the observations required by the above paragraph of this section are made during, just preceding, or just after the covered employee's workday. A trained supervisor shall direct a covered employee to undergo reasonable suspicion testing for alcohol only while the employee is performing safety sensitive functions; just before the employee is to perform safety sensitive functions; or just after the employee has ceased performing safety sensitive functions.

*Non-safety-sensitive employees who are reasonably suspected of not being fit for duty due to drug or alcohol use shall be placed on home assignment pending the outcome of test results, an investigation, and verification of condition. Such employees who fail to pass a drug or alcohol test shall be removed from duty immediately and subject to disciplinary action, up to and including termination.*

### 3.1.3 POST-ACCIDENT TESTING (49 CFR Part 655.44)

Federal regulations require surviving safety-sensitive employees to be tested if they are involved in an accident, or if their performance could have contributed to an accident involving a Pierce Transit vehicle (in or out of service) that results in:

- A fatality. In the event of a fatality, any surviving covered employee operating a public transportation vehicle at the time of an accident will be required to submit to tests for alcohol and prohibited drugs as soon as practicable.
- Bodily injury for which the injured party receives immediate attention away from the scene of the accident and the supervisor in charge of the accident scene determines, using the best information available at the time, that the covered employee's performance cannot be completely discounted as a contributing factor to the accident; or
- One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle and the supervisor in charge of the accident scene determines, using the best information available at the time, that the covered employee's performance cannot be completely discounted as a contributing factor to the accident.

In all post-accident testing decisions, the agency will also test any other employee whose performance could have contributed to the accident, as determined by the agency using the best information available at the time of the decision.

Following an accident under the above circumstances, the employee will be tested as soon as possible, but not to exceed eight hours for alcohol testing and 32 hours for drug testing. Testing will be stayed while the employee assists in the resolution of the accident or receives medical attention as required.

Covered employees are prohibited from using alcohol for eight hours following any accident or until the required post-accident test is administered, whichever occurs first. Employees must remain readily available for testing. Those who leave the scene of an accident without appropriate authorization prior to the testing will be considered to have refused the test and be subject to discipline, as outlined in Section 6.0 – Discipline.

If an alcohol test is not administered within two hours following the accident, the employer shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test is not administered within eight hours following an accident, the agency will make no further attempt to administer an alcohol test and document the reasons why the test was not administered within eight hours. In the event a drug test is not administered within 32 hours following an accident, the agency will cease its attempts to administer any further testing and document the reasons why the test was not performed.

If the employer determines that the covered employee will not be tested because the employee's performance can be completely discounted as a contributing factor to the accident, the employer will document the decision in detail, including the employer's decision-making process.

*It is Pierce Transit's policy that following a post-accident test the employee will not be allowed to perform any safety sensitive function until negative results have been received.*

#### 3.1.4 RANDOM TESTING (49 CFR Part 655.45)

Employees in safety-sensitive positions will be subject to random, unannounced testing. Each year Pierce Transit will conduct the number of tests required to meet the established Federal minimum rates for drug and alcohol testing. The random testing rates are subject to change on an annual basis, depending on the industry-wide positive rate determined by the FTA from the annual MIS reports submitted by covered employers.

Selection of employees for random testing shall be made by a scientifically valid computer based random number generator that is matched to the employee's social security number, payroll identification number, or other comparable identifying number. This method ensures that all covered employees have an equal chance of being tested each time a selection is made. Testing will be continuous throughout the year and conducted on all days and hours during which Pierce Transit is in operation. Employees selected for testing will receive a notification letter and are required to immediately proceed to the designated collection site for testing.

Random drug and alcohol testing will be unannounced and unpredictable. Random lists are only valid for the current selection period. The DAPM/DER will make every effort to test all employees on the list for that selection period. If an employee is unavailable for testing due to an approved absence (i.e. vacation, leave of absence, illness) the DAPM/DER must test that employee when they return as long as it is within the random selection period. All employees selected for random testing are required to be tested during the random selection period. For missed tests, a legitimate reason must be documented and kept on file with the random selection list.

#### 3.1.5 RETURN-TO-DUTY TESTING (49 CFR Part 655.46)

Under FTA authority safety-sensitive employees who previously tested positive on a drug or alcohol test, or refused to test, and who, under the Employer's discipline policy are allowed to return to work, will be subject to testing for either drugs or alcohol or both prior to after being released for duty by a Substance Abuse Professional. Per Final Rule §40.67 which amends 49 CFR Part 40, an observed test collection is required for return-to-duty testing. Test results must be negative. A negative alcohol test result is ≤0.02. *Non-safety-sensitive employees may also be subject to return-to-duty testing using non-federal forms under Pierce Transit authority.*

#### 3.1.6 FOLLOW-UP TESTING (49 CFR Part 655.47)

Employees who are allowed to return to work following a violation of this policy will be required to undergo frequent follow-up drug and/or alcohol testing during the period of their re-entry contract with a minimum of six tests scheduled randomly during the first twelve months following their return. Per Final Rule §40.67 which amends 49 CFR Part 40, an observed test collection is required for follow-up testing. The Substance Abuse Professional will determine the frequency and duration of the

testing (see Discipline section). *Non-safety-sensitive employees may also be subject to randomly scheduled follow up tests using non-federal forms under Pierce Transit authority.*

### 3.2 POLICY VIOLATIONS

Refusal to test (as defined in Section 1.6), a verified positive drug test result and/or a confirmed alcohol test result of 0.04 or greater will be considered a violation of this policy. Safety-sensitive employees who violate this policy will be removed immediately from performing safety-sensitive functions and subject to discipline as outlined in Section 6.0 – Discipline of this policy. *Non-safety-sensitive employees found in violation of this policy will be subject to discipline under Pierce Transit authority.*

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### 3.3 RETESTS AND OBSERVED TESTS

#### SPLIT SPECIMEN TESTING

Employees that have a verified positive drug test result or a test refusal due to adulteration or substitution may request within 72 hours of notification, a test of the split specimen. Employees do not have access to a test of their split specimen following an invalid result. If more than 72 hours have passed, but the employee can present information that demonstrates to the satisfaction of the MRO that extenuating circumstances unavoidably prevented the employee from making a timely request, the split specimen may be tested. *If the result of the second test remains the same as the original test, the employee shall be required to reimburse the agency for the cost of the test. The employee will be made whole if the second test invalidates the original test or if the test was cancelled.* As used herein, all specimens are split into two bottles before being sent to the laboratory. The primary specimen bottle is tested at the laboratory and the non-tested portion will be stored for a period of time unless the circumstances as described above require that the “split specimen” be tested.

#### OBSERVED COLLECTIONS

Directly observed collections are required in the following circumstances:

- All return-to-duty tests;
- All follow-up tests;
- Anytime the employee is directed to provide another specimen because the temperature on the original specimen was out of the accepted temperature range of 90°F - 100°F;
- Anytime the employee is directed to provide another urine specimen because the original specimen appeared to have been tampered with;
- Anytime a collector observes material brought to the collection site or the employee’s conduct clearly indicates an attempt to tamper with a specimen;

- Anytime the employee is directed to provide another specimen because the laboratory reported to the MRO that the original specimen was invalid, and the MRO determined that there was not an adequate medical explanation for the result;
- Anytime the employee is directed to provide another specimen because the MRO determined that the original specimen was positive, adulterated or substituted, but had to be canceled because the test of the split specimen could not be performed.

For observed collections, ~~The~~ observer shall be the same gender as the employee, but ~~need not be~~ the collector does not need to be. The observer is responsible for ensuring that the specimen goes from the employee's body into the collection container.

#### NEGATIVE DILUTE

If there is a dilute test result with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, that employee will be directed to undergo a recollection under direct observation. If the employee is on duty at the time of the report, they will be removed immediately from performing safety sensitive functions and directed to report to the collection site for the observed recollection. If the employee is not on duty when the report is received, they will be directed to report immediately to the agency's collection site for the recollection when they next report for duty. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

*Except in cases when a negative test is required (i.e. pre-employment, return-to-duty and follow up), when Pierce Transit receives an MRO determination reporting a negative test result with a dilute specimen outside those parameters requiring retesting as stated above, the test will be treated as a negative test result and no retesting will be required.*

### 3.4 MEDICAL REVIEW OFFICER (MRO)

Pierce Transit will establish a contractual relationship with a qualified Medical Review Officer who is a licensed physician with knowledge of substance abuse disorders and who has met the qualification training requirements outlined in 49 CFR Part 40 Subpart G. The MRO or authorized staff will review all drug test results to ensure that the chain of custody form has been properly completed and the specimen has been handled according to DOT established protocol. The MRO will personally review at least 5% of all chain of custody forms quarterly. In addition, the MRO will review and interpret all confirmed positive test results (as well as adulterated, substituted and invalid results) examining alternative medical explanations for these results. Prior to verifying a positive test, the MRO will contact the affected employee to discuss the test results and provide an opportunity to offer a legitimate medical reason for the test results. If the MRO determines the test is a verified positive, the MRO will contact both the Pierce Transit Program Manager and the employee with that determination. Pierce Transit's MRO will fully comply with the role and responsibilities prescribed in Subpart G of 49 CFR Part 40.

### 3.5 SUBSTANCE ABUSE PROFESSIONAL (SAP)

Pierce Transit will contract with a qualified Substance Abuse Professional to evaluate employees who have violated this policy to determine what help they need in resolving problems associated with drug abuse and/or alcohol misuse. The SAP shall be a licensed physician (Medical Doctor or Doctor of Osteopathy); or a licensed or certified psychologist, social worker, or employee assistance professional; or a state licensed or certified marriage and family therapist; or a drug and alcohol counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse (ICRC), or by the National Board for Certified Counselors, Inc. and Affiliates/Master Addictions Counselor (NBCC). The SAP shall have knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorder. Pierce Transit's SAP will determine education or treatment for all employees referred for violation of DOT drug and alcohol regulations.

### 4.0 DRUG-FREE WORKPLACE ACT OF 1988

In compliance with the Drug-Free Workplace Act of 1988 the distribution, dispensing, possession or use of a controlled substance is prohibited at Pierce Transit. Employees violating this prohibition will be disciplined up to and including discharge. Also, all employees are required to notify Pierce Transit of any conviction under a criminal drug statute for violations occurring on or off the property within five days of conviction. Failure to report such a conviction, *or any moving violation causing the loss of driver's license, by state or local law enforcement involving drugs or alcohol*, will result in discipline, up to and including discharge, within thirty days of the notification. Pierce Transit will notify the FTA within ten days after receiving notice of such conviction. In addition, Pierce Transit will conduct an on-going drug-free awareness program informing employees about the dangers of drug abuse in the workplace and available substance abuse counseling, rehabilitation and employee assistance programs.

### 5.0 EMPLOYEE ASSISTANCE PROGRAM (EAP)

*Pierce Transit supports employees who volunteer for treatment of alcohol or drug abuse. Alcoholism and drug dependency are treatable illnesses and can be successfully dealt with if identified in their early stages and referred to an appropriate source for treatment. Indications of alcohol and drug abuse include extreme changes in personality, problems with employer or other employees, interrupted or changing sleep patterns, attendance and late problems, concealment of social habits involving drugs and alcohol, and family problems. Continued alcohol and drug dependency can lead to deteriorating health.*

*Pierce Transit encourages employees to seek treatment voluntarily and in addition to other benefits, makes available the Employee Assistance Program (EAP). Any employee who comes forth and notifies the Agency of alcohol or chemical abuse problems will be given the assistance and accommodation as appropriate and as extended to employees with any other illness. Sick leave, vacation leave or leave of absence without pay may be granted for treatment and rehabilitation as in other illnesses. The Agency provides health insurance coverage for employees as a benefit; such health insurance may provide coverage for alcohol or drug treatment.*

*Employees are encouraged to contact the Employee Services Department for help in understanding benefits and leave policies. Any decision to seek help through the EAP or privately will not interfere with an employee's continued employment or eligibility for promotional opportunities. CONFIDENTIALITY of information will be maintained at all times.*

*While Pierce Transit is anxious to assist employees with alcohol or chemical dependency problems, employees are expected to remember that safety is the Agency's first priority. Therefore, employees must not report for work or continue working if they are under the influence or impaired by alcohol or any controlled substance. Failure to observe the Prohibited Conduct rules established in Section 1.5 of this policy will result in disciplinary action (see Discipline section) regardless of whether or not an employee is participating in a treatment program. Such employees are expected to observe all other job performance standards and work rules, including attendance, required of all employees.*

## 6.0 DISCIPLINE – CONSEQUENCES OF POLICY VIOLATIONS

Under FTA regulations, discipline for program violations is determined at the local level. *The Pierce Transit discipline policy for Prohibited Conduct is as follows; however, individual circumstances involving any positive test may merit additional actions, up to and including discharge (see Article 11 of the Labor Contract)*

- 6.1 Any safety-sensitive employee, or other employee performing a safety-sensitive task, who tests positive for alcohol at a 0.04 alcohol level or higher will be removed from duty, given a list of treatment resources available for evaluating and resolving drug and alcohol problems, referred to the SAP, and *discharged*.
- 6.2 Any employee who tests positive for the presence of illegal or prohibited drugs from random, post-accident, or reasonable suspicion testing will be removed from duty, given a list of treatment resources available for evaluating and resolving drug and alcohol problems, referred to the SAP, and *discharged*.
- 6.3 Any employee who tests positive under random, post-accident, or reasonable suspicion testing for alcohol at a 0.02 – 0.039 level, must successfully complete all of the following before being allowed to return to work:
- Removal from their safety-sensitive position;
  - Referral to and assessment by an Employee Assistance Professional;
  - Complete a treatment and rehabilitation program as developed by the Employee Assistance Professional;
  - Suspensions as they may apply consistent with work rules;
  - Return to duty drug and/or alcohol tests under Pierce Transit authority and will be collected on non-DOT forms and
  - Last chance agreement that is developed in conjunction with the Employee Assistance Professional outlining terms of return to work, including ongoing treatment, aftercare conditions, and additional random testing for up to five years, with a minimum of six tests the first year.

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- 6.4 *Any employee who tests for alcohol at a level above 0.00 but below 0.02 will at the least be verbally counseled and be provided information about the EAP. As stated in the introductory paragraph to this section, individual circumstances related to this test may merit additional actions, up to and including discharge. With a second test at this level within 12 months, appropriate discipline will apply.*
- 6.5 *Any employee who uses alcohol within four hours prior to reporting for a safety-sensitive function will be subject to discipline, up to and including discharge, in accordance with the Labor Contract and existing work rules.*
- 6.6 *Any safety sensitive employee who refuses to comply with a request for testing will be subject to discipline for insubordination. The employee will be subject to discharge as called for in the labor contract.*

## 7.0 EDUCATION AND TRAINING

*It is the policy of Pierce Transit that training and education programs will be made available to all Agency employees. As required by FTA regulations, Pierce Transit will provide a minimum of 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.*

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All supervisory personnel or agency officials who are in a position to determine employee fitness for duty will receive an initial 60 minutes of reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse. *Periodic refresher training will also be required of all supervisory personnel.*

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## 8.0 PROGRAM OVERSIGHT

The Administration Division is responsible for administering the Drug and Alcohol Policy. Any questions about the policy or testing program may be addressed to the Drug & Alcohol Program Manager, or to the Executive Director, Administration, at the Pierce Transit Headquarters.

APPROVED:

Kent Keel, Chairman  
Board of Commissioners

\_\_\_\_\_  
Date

ATTEST:



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Deanne Jacobson  
Executive Assistant, Clerk of the Board

Policy approved: July 12, 1994; Revised July 11, 1995, October 1, 1995, November 9, 1998, August 14, 2000, August 1, 2001, January 15, 2004, July 15, 2005, September 15, 2006, March 30, 2007, May 14, 2012, and February 12, 2018

**APPENDIX A**  
**SAFETY SENSITIVE POSITIONS**

Apprentice Diesel Mechanic  
Automotive Technician  
Lead Attendant  
Body Repair Technician  
Bus Lot Attendant  
Bus Training Assistant Manager  
Communication Technician  
Communication Technician, Lead  
Communication Controller  
Communication Center Assistant Manager  
Communication Equipment Installer  
Communications Systems Assistant Manager  
Dispatch Supervisor  
Fleet Assistant Manager  
Fleet Care Attendant  
Fleet Manager  
Instructor  
Journey Level Mechanic  
Transit Maintenance Worker  
Maintenance Training Coordinator  
Mechanic I  
Mechanic, Lead  
Microtransit Driver  
Paratransit Driver  
Preventative Maintenance Service Technician  
Relief Transit Operator  
Service Impact Supervisor  
Service Station Attendant  
Service Supervisor  
Service Support Training Coordinator  
Special Events Coordinator  
Specialized Transportation Dispatcher  
Specialized Transportation Manager  
Transit Operator  
Transit Operator Trainee  
Transportation Assistant Manager (Delivery, Support & Dispatch)  
Transportation Manager (Delivery & Support)  
Upholsterer

## APPENDIX B

### CONTACTS FOR PROGRAM INFORMATION

#### **Drug and Alcohol Program Manager/DER**

Brandy Tuggle, Human Resources Assistant Manager

Work phone: 253.581.8058

Cell phone: 253.377.5130

Alternate cell phone: 253.983.3426

#### **Alternate:**

Tara Schaak, Human Resources Manager

Work phone: 253.983.3364

Cell phone: 253.495.7262

#### **Collection Sites**

Fastest Labs of Tacoma (Collections M – F, 9:00 a.m. to 5:00 p.m.)

2115 South 56<sup>th</sup> Street Suite 105

Tacoma, WA 98409

Phone: 253.302.5025

#### **Laboratory**

Quest Diagnostics

10101 Renner Boulevard

Lenexa, KS 66219

Phone: 1.800.877.7484

#### **Medical Review Officer (MRO)**

Mark Peacock, M.D.

Drug Free Business

18912 North Creek Parkway, Ste 202

Bothell, WA 98011

Phone: 425.488.9755 or 800.598.3437

#### **Substance Abuse Professional (SAP)**

SAP Referral Services, d/b/a SRS, LLC

8441 Belair Road, Ste 204

Nottingham, MD 21236

Phone: 410.668.8110

#### **Employee Assistance Program**

ComPsych

Website: [www.guidanceresources.com](http://www.guidanceresources.com)

Phone: 1.800.570.9315

**APPENDIX C**  
**COMMUNITY HOTLINE AND RESOURCE INFORMATION**

Substance Abuse Treatment Locator OR <a href="http://www.findtreatment.samhsa.gov">www.findtreatment.samhsa.gov</a>	800.662.4357
American Council on Alcoholism OR <a href="http://www.aca-usa.org">www.aca-usa.org</a>	800.527.5344
National Cocaine Hotline OR <a href="http://www.ca.org">www.ca.org</a>	800.347.8998
National Council on Alcoholism and Drug Dependence HopeLine OR <a href="http://www.ncadd.org">www.ncadd.org</a>	800.622.2255
Al-Anon or Alateen OR <a href="http://www.al-anon.alateen.org">www.al-anon.alateen.org</a>	888.425.2666

## APPENDIX D

### DRUG AND ALCOHOL FACT SHEETS

#### Drug Detection Periods

Detection periods vary; rates of metabolism and excretion are different for each drug and use. Detection periods should be viewed as estimates. Cases can always be found to contradict these approximations.

<u>Drug</u>	<u>Detection Period</u>
Amphetamines	
Amphetamine	1-2 days
Methamphetamine	1-2 days
Ecstasy (MDMA)	1-4 days
Cocaine	2-3 days
Cannabinoids (Marijuana)	
Casual use	2-7 days
Chronic use	up to 30 days or more after heavy use and/or in users with high body fat
Alcohol	12-24 hours
Opiates	
Codeine	Usually up to 2 days
Heroin	1-4 days
Phencyclidine (PCP)	3 to 7 days for single use; up to 30 days in chronic users

## ALCOHOL FACT SHEET

Alcohol is a drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

**Duration of Single Dose Effect:** Alcohol is fully absorbed into the bloodstream within 30 minutes to 2 hours, depending upon the beverage consumed and associated food intake. The body can metabolize about one quarter of an ounce (0.25 oz. – roughly half the amount in a can of beer) of alcohol per hour.

The effects of alcohol on behavior (including driving behavior) vary with the individual and with the concentration of alcohol in the individual's blood. The level of alcohol achieved in the blood depends in large part (although not exclusively) upon the amount of alcohol consumed and the time period over which it was consumed. One rule of thumb says that in a 150-pound person, each drink adds 0.02% to blood alcohol concentration and each hour that passes removes 0.01 percent from it.

Generally speaking, alcohol is absorbed into the blood relatively quickly and metabolized more slowly. Therefore, the potential exists for alcohol concentrations to build steadily throughout a drinking session. The table below shows some general effects of varying levels of BAC:

<b><u>BAC</u></b>	<b><u>Behavioral Effects</u></b>
0.02 – 0.09%	Loss of muscular coordination, impaired senses, changes in mood and personality
0.10 – 0.19%	Marked mental impairment, further loss of coordination, prolonged reaction time
0.20 – 0.29%	Nausea, vomiting, double vision
0.30 – 0.39%	Hypothermia, blackouts, anesthesia
0.40 – 0.70%	Coma, respiratory failure, death

**Dependency Level:** The chronic use of alcohol can produce dependence in some individuals manifested by craving, withdrawal, and tolerance. Despite the fact that many individuals consume alcoholic beverages (more than 90 percent of Americans at some point during their lives), relatively few of them (only about 10 percent of drinkers) develop psychological and physical dependency on it.

### Signs and Symptoms of Use

- **Physical Symptoms:** Reduction in reflexes, slurred speech, loss of coordination, unsteady gait.
- **Behavioral Symptoms:** Increased talkativeness, reduced emotional control, distorted judgment, impaired driving ability, gross effects on thinking and memory.

## Effects of Alcohol on the Individual

### Physical Health Effects

- The liver is the primary site of alcohol metabolism and can be severely affected by heavy alcohol use. The three primary dangers are fatty liver, alcoholic hepatitis, and cirrhosis.
- Heavy alcohol use can also severely affect the gastrointestinal tract, contributing to inflammation of the esophagus, exacerbating peptic ulcers, and causing acute chronic pancreatitis. It interferes with the absorption of nutrients from food and contributes to malnutrition.
- Heavy alcohol use affects the heart and vascular system, contributing to heart attacks, hypertension and strokes.
- Either because of direct action or indirectly through the malnutrition, liver disease, and other effects it causes, alcohol depresses immune system functioning and increases the likelihood of infection.
- There is considerable evidence that alcohol abuse is associated with the incidence of cancer, particularly cancers of the liver, esophagus, nasopharynx, and larynx.
- Heavy alcohol consumption causes brain damage, manifested through dementia, blackouts, seizures, hallucinations and peripheral neuropathy.

### Other Health Effects

- In addition to having direct health effects through physiological changes in the drinker's body, alcohol contributes significantly to health problems indirectly. While most of the medical consequences of alcohol use listed above result from chronic use, these other effects can often result from a single episode of acute use:
  - One half of all traffic accident fatalities are alcohol-related
  - The risk of a traffic fatality per mile driven is at least eight times higher for a drunk driver than for a sober one.
  - Falls are the most common cause of nonfatal injuries in the U.S. and the second most common cause of fatal accidents. A BAC between 0.05 and 0.10 percent increases the likelihood of a fall by three times. Between 0.10 and 0.15 percent, it increases by a factor of 10, and above 0.16 percent it increases by a factor of 60.
  - Alcohol also plays a significant role in crime and family violence, including spousal and child abuse.

### Effects on Driver Performance

- The statistics reported above make it clear that alcohol can have a devastating effect on driver performance. By affecting vision, reflexes, coordination, emotions, aggressiveness, and judgment, alcohol deprives the professional driver of most of the tools he or she relies upon to perform safely.
- Hangovers also present a risk to driving behavior, as would other illnesses. The sick feeling associated with hangovers, including headaches, nausea, and other symptoms, can distract a driver's attention and lead to accidents even though alcohol may no longer be detectable in the body.

## AMPHETAMINE FACT SHEET

Amphetamines are central nervous system stimulants that speed up the mind and body. The physical sense of energy at lower doses and the mental exhilaration at higher doses are the reasons for their abuse. Although widely prescribed at one time for weight reduction and mood elevation, the legal use of amphetamines is now limited to a very narrow range of medical conditions. Most amphetamines that are abused are illegally manufactured in foreign countries and smuggled into the United States or clandestinely manufactured in crude laboratories.

**Duration of Single Dose Effect:** 2 to 4 hours after use. Amphetamines can be detected 1 to 2 days after use. Psychological dependence on amphetamines is known to be high. Physical dependence is possible.

### Signs and Symptoms of Use

- **Physical Symptoms:** Dilated pupils, sweating, increased blood pressure, palpitations, rapid heartbeat, dizziness, decreased appetite, dry mouth, headaches, blurred vision, insomnia, high fever (depending on the level of the dose).
- **Behavioral Symptoms:** Confusion, panic, talkativeness, hallucinations, restlessness, anxiety, moodiness, false sense of confidence and power.

### Effects of Amphetamine Use on the Individual

#### Physical Health Effects

- Regular use produces strong psychological dependence and increasing tolerance to drug
- High doses may cause toxic psychosis resembling schizophrenia
- Intoxication may induce a heart attack or stroke due to spiking of blood pressure
- Chronic use may cause heart and brain damage due to severe constriction of capillary blood vessels.
- The euphoric stimulation increases impulsive and risk-taking behaviors, including bizarre and violent acts
- Long term heavy use can lead to malnutrition, skin disorders, ulcers, and various diseases that come from vitamin deficiencies
- Lack of sleep, weight loss, and depression also result from regular use
- Users who inject drugs intravenously can get serious and life-threatening infections (e.g. lung or heart disease, kidney damage) from non-sterile equipment or contaminated self-prepared solutions.

#### Effects on Driver Performance

- Amphetamines cause a false sense of alertness and potential hallucinations, which can result in risky driving behavior and increased accidents. Because amphetamines alleviate the sensation of fatigue, they may be abused to increase alertness due to unusual overtime demands or failure to get rest. However, although low doses of amphetamines will cause a short-term improvement in mental and physical functioning, greater use impairs functioning. The hangover effect of amphetamines is characterized by physical fatigue and depression, which make operation of equipment or vehicles dangerous.



## COCAINE FACT SHEET

Cocaine is used medically as a local anesthetic. It is abused as a powerful physical and mental stimulant. The entire central nervous system is energized. Muscles are tenser, the heart beats faster and stronger, and the body burns more energy. The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevations.

**Duration of Single Dose Effect:** 1 to 2 hours after use. Cocaine can be detected up to 2 to 3 days after last use. Psychological dependence on cocaine is known to be high.

### Signs and Symptoms of Use

- **Physical Symptoms:** Dilated pupils, runny or irritated nose, profuse sweating, dry mouth, tremors, needle tracks, loss of appetite, hyperexcitability, restlessness, high blood pressure, heart palpitations, insomnia, talkativeness, formication (sensation of bugs crawling on skin).
- **Behavioral Symptoms:** Increased physical activity, depression, isolation and secretive behavior, unusual defensiveness, frequent absences, wide mood swings, difficulty in concentration, paranoia, hallucinations, confusion, false sense of power and control.

### Effects of Cocaine Use on the Individual

#### Physical Health Effects

- Research suggests that regular cocaine use may upset the chemical balance of the brain. As a result, it may speed up the aging process by causing irreparable damage to critical nerve cells. The onset of nervous system illnesses such as Parkinson's disease could also occur.
- Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. In addition, cocaine causes spasms of blood vessels in the brain and heart. Both effects lead to ruptured vessels causing strokes or heart attacks.
- Strong psychological dependency can occur with one "hit" of crack. Usually, mental dependency occurs within days of using crack or within several months of snorting coke. Cocaine causes the strongest mental dependency of any known drug.
- Treatment success rates are lower than those of other chemical dependencies
- Cocaine is extremely dangerous when taken with depressant drugs. Death due to overdose is rapid. The fatal effects of an overdose are not usually reversible by medical intervention. The number of cocaine overdose deaths in the United States has tripled in the last four years.

#### Effects on Driver Performance

- Cocaine use results in an artificial sense of power and control, which leads to a sense of invincibility. Lapses in attention and the ignoring of warning signals brought on by cocaine use greatly increase the potential for accidents. Paranoia, hallucinations, and extreme mood swings make for erratic and unpredictable reactions while driving.
- The high cost of cocaine frequently leads to workplace theft and/or dealing. Forgetfulness, absenteeism, tardiness, and missed assignments can translate into lost business.

## CANNABINOIDS (MARIJUANA) FACT SHEET

Marijuana is one of the most misunderstood and underestimated drugs of abuse. People use marijuana for the mildly tranquilizing and mood and perception-altering effects it produces.

**Duration of Single Dose Effect:** The most obvious effects are felt for 4 to 6 hours. Preliminary studies suggest that performance impairment lasts longer. The active chemical, THC, is stored in body fat and slowly metabolized over time. Traces of marijuana will remain in the urine of an occasional user for up to 1 week, and, in the case of a chronic user, for 3 to 4 weeks. Evidence indicates moderate psychological dependence.

### Signs and Symptoms of Use

- **Physical Symptoms:** Reddened eyes (often masked by eye drops); stained fingertips from holding “joints,” particularly for non-smokers; chronic fatigue, irritating cough; chronic sore throat; accelerated heartbeat; slowed speech; impaired motor coordination; altered perception; increased appetite.
- **Behavioral Symptoms:** Impaired memory, time-space distortions, feeling of euphoria, panic reactions, paranoia, “I don’t care” attitude, false sense of power.

### Effects of Marijuana Use on the Individual

#### General Health Effects

- When marijuana is smoked, it is irritating to the lungs. Chronic smoking causes emphysema-like conditions.
- One joint causes the heart to race and be overworked. People with undiagnosed heart conditions are at risk.
- Marijuana smoking lowers the body’s immune system response, making users more susceptible to infection.

#### Mental Function

Regular use can cause the following effects:

- Delayed decision-making
- Diminished concentration
- Impaired short-term memory, interfering with learning
- Impaired signal detection (ability to detect a brief flash of light), a risk for users who are operating machinery
- Impaired tracking (the ability to follow a moving object with the eyes) and visual distance measurements
- Erratic cognitive functions
- Distortions in time estimation
- Long term negative effects on mental function are known as “acute brain syndrome,” which is characterized by disorders in memory, cognitive function, sleep patterns, and physical condition.

#### Effects on Driver Performance

- The mental impairments resulting from the use of marijuana produce reactions that can lead to unsafe and erratic driving behavior. Distortions in visual perceptions, impaired signal detection, and altered reality can make driving a vehicle very dangerous.
- The active chemical, THC, is stored in body fat and slowly releases over time. Marijuana smoking has a long term effect on performance.
- A 500 to 800 percent increase in THC concentration in the past several years makes smoking three to five joints a week today equivalent to 15 to 40 joints a week in 1978.
- Combining alcohol or other depressant drugs and marijuana can produce a multiplied effect, increasing the impairing effect of both the depressant and the marijuana.

## OPIATES (NARCOTICS) FACT SHEET

Opiates (also called narcotics) are drugs that alleviate pain, depress body functions and reactions, and, when taken in large doses, cause a strong euphoric feeling.

**Duration of Single Dose Effect:** 3 to 6 hours after use. Opiates can be detected usually up to 2 days. Both physical and psychological dependence on opiates are known to be high. Dependence on codeine is moderate.

### Signs and Symptoms of Use

- **Physical Symptoms:** Constricted pupils, sweating, nausea and vomiting, diarrhea, needle marks or “tracks,” wearing long sleeves to cover “tracks,” loss of appetite, slurred speech, slowed reflexes, depressed breathing and heartbeat, and drowsiness and fatigue.
- **Behavioral Symptoms:** Mood swings, impaired coordination, depression and apathy, stupor, euphoria

### Effects of Narcotics Use on the Individual

#### General Health Effects

- IV needle users have a high risk for contracting hepatitis and AIDS due to the sharing of needles.
- Narcotics increase pain tolerance. As a result, people could more severely injure themselves or fail to seek medical attention after an accident due to the lack of pain sensitivity
- Narcotics’ effects are multiplied when used in conjunction with other depressant drugs and alcohol, causing increased risk for an overdose.

#### Effects on Driver Performance

- The apathy caused by opiates can translate into an “I don’t really care” attitude toward performance. The physical effects as well as the depression, fatigue, and slowed reflexes impede the reaction time of the driver, raising the potential for accidents. Although opiates have a legitimate medical use in alleviating pain, workplace use may cause impairment of physical and mental functions.

### Workplace Issues

- Unwanted side effects such as nausea, vomiting, dizziness, mental clouding and drowsiness place the legitimate user and abuser at higher risk for an accident.

## PHENCYCLIDINE (PCP) FACT SHEET

Phencyclidine (PCP) was originally developed as an anesthetic, but the adverse side effects prevented its use except as a large animal tranquilizer. Phencyclidine acts as both a depressant and a hallucinogen, and sometimes as a stimulant. It is abused primarily for its variety of mood-altering effects. Low doses produce sedation and euphoric mood changes. The mood can change rapidly from sedation to excitation and agitation. Larger doses may produce a coma-like condition with muscle rigidity and a blank stare with the eyelids half-closed. Sudden noises or physical shocks may cause a “freak-out,” in which the person has abnormal strength, extremely violent behavior, and an inability to speak or comprehend communication.

**Duration of Single Dose Effect:** Several days after use. PCP can be detected for up to 8 days. Psychological dependence on PCP is known to be high.

### Signs and Symptoms of Use

- **Physical Symptoms:** Dilated or floating pupils, blurred vision, nystagmus (jerky eye movement), drooling, muscle rigidity, profuse sweating, decreased sensitivity to pain, dizziness, drowsiness, impaired physical coordination (e.g., drunken-like walk, staggering) severe disorientation, rapid heartbeat.
- **Behavioral Symptoms:** Anxiety, panic/fear/terror, aggressive/violent behavior, distorted perception, severe confusion and agitation, disorganization, mood swings, poor perception of time and distance, poor judgment, auditory hallucinations.

### Health Effects

- The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.
- Use can cause irreversible memory loss, personality changes, and thought disorders.
- There are four phases to PCP abuse. The first phase is acute toxicity. It can last up to three days and can include combativeness, catatonia, convulsions, and coma. Distortions of size, shape, and distance perception are common. The second phase, which does not always follow the first, is a toxic psychosis. Users may experience visual and auditory delusions, paranoia, and agitation. The third phase is a drug-induced schizophrenia that may last a month or longer. The fourth phase is PCP-induced depression. Suicidal tendencies and mental dysfunction can last for months.

### Effects on Driver Performance

- The distortion in perception and potential visual and auditory delusions make driver performance unpredictable and dangerous. PCP use can cause drowsiness, convulsions, paranoia, agitation, or coma, all obviously dangerous to driving.

## Exhibit B

### ~~Chapter 1.14—DRUG AND ALCOHOL ABUSE POLICY~~

#### ~~1.14.010—Adoption—Distribution to all employees.—~~

~~The chief executive officer is authorized to implement and disseminate the adopted drug and alcohol abuse policy substantially in the form of the document on file in the office of executive director of administration, and by this reference incorporated herein as though fully set forth, to all employees.~~

~~(Res. 89-109 §1; Res. 00-019 §1)~~

~~(Ord. No. 17-013, § 1(Exh. A), 4-10-17; Res. 18-007, § 1(Exh. A), 2-12-18)~~

#### ~~1.14.020—Policy amendment.—~~

~~The drug and alcohol abuse policy is amended to reflect changes contained in the document attached to the resolution codified in this chapter and on file in the office of the executive director of administration.~~

~~(Res. 98-082 §2; Res. 94-089 §1; Res. 00-019 §1)~~

~~(Ord. No. 17-013, § 1(Exh. A), 4-10-17; Res. 18-007, § 1(Exh. A), 2-12-18)~~

#### ~~1.14.030—Development and implementation of procedures.—~~

~~The chief executive officer or his or her designee is authorized to develop and implement such procedures as may be required to enforce the revised policy.~~

~~(Res. 94-089 §2; Res. 00-019 §1)~~

~~(Ord. No. 17-013, § 1(Exh. A), 4-10-17; Res. 18-007, § 1(Exh. A), 2-12-18)~~

#### ~~1.14.040—Approval of subsequent changes.—~~

~~The chief executive officer is authorized and delegated to approve subsequent changes to the policy that may be required by DOT/FTA regulatory changes or clarifications on behalf of the board of commissioners.~~

Exhibit C

# DRUG AND ALCOHOL ABUSE POLICY

Effective: December 1, 2020

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Revised: January 2025

# PIERCE TRANSIT DRUG AND ALCOHOL ABUSE POLICY

## 1.0 POLICY STATEMENT<sup>1</sup>

Pierce Transit performs a vital public service to our community. To ensure that this service is delivered safely, we are dedicated to providing and maintaining a drug and alcohol-free working environment in compliance with the Drug-Free Workplace Act of 1988 and the Omnibus Transportation Employees Testing Act of 1991. *Employees must abide by the terms of the policy statement as a condition of employment.* It is Pierce Transit's policy to:

- Assure that employees have the ability to perform assigned duties in a safe, healthy and productive manner;
- Create a workplace free from the adverse effects of drug and alcohol abuse or misuse;
- Prohibit the unlawful manufacture, distribution, possession or use of controlled substances.

Pierce Transit recognizes that its employees' use of illegal drugs and misuse of alcohol pose a significant risk to public safety, as well as the employee's health and well-being.

*Drug use includes marijuana, amphetamines, opiates, cocaine, and phencyclidine, as well as any substance which causes the presence of these drugs or drug metabolites such as hemp-related products, coca leaves or any substance not approved for use by the U.S. Food and Drug Administration. Illegal use is the use of any drug in violation of federal, state, or local laws, including the misuse of legally prescribed drugs, and use of illegally- obtained prescription drugs. The "use" of drugs means presence in an employee's body system while on duty. Pierce Transit cooperates fully with local, state, and federal authorities in matters pertaining to the use, possession, or sale of controlled substances by anyone on agency premises.*

Pierce Transit cares about the health and well-being of its employees. We urge anyone who believes that they are having an alcohol or chemical dependency problem to seek treatment before their job performance and employment are endangered.

## 1.1 PURPOSE

The purpose of this policy is to assure employee fitness for duty and to protect our employees, customers, and the public from risks posed by worker misuse of alcohol and drugs. This policy is written to comply with all the applicable federal, state and local legislation and regulations governing workplace drug abuse and alcohol misuse. Those include DOT 49 CFR Part 40 and FTA 49 CFR Part 655. If any conflict occurs between state and local laws and any requirement of the above-mentioned federal regulations, the federal regulations prevail. However, Federal regulations do not preempt provisions of state criminal laws that impose sanctions for reckless conduct attributed to prohibited drug use or alcohol misuse, whether the provisions apply specifically to transportation employees, employers, or the public in general.

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<sup>1</sup> Portions of this policy are not FTA-mandated, but reflect Pierce Transit's policy. The additional provisions are identified by italicized text.



This policy sets forth the Pierce Transit alcohol and drug abuse program and the testing and reporting guidelines for safety-sensitive employees as required by those regulations. The DOT enacted the Drug-Free Workplace Act of 1988 (DFWA) which requires the establishment of drug-free workplace policies and the reporting of certain drug related offenses to the FTA. Additional information about the Drug Free Awareness Program is provided in Section 4.0.

The Drug and Alcohol Policy incorporates federal requirements in addition to Pierce Transit requirements. To distinguish DOT and/or FTA requirements from Pierce Transit-specific requirements, portions of the Policy text have been *italicized* when references are made to the inclusion of non-safety sensitive employees or other Pierce Transit authority requirements. Pierce Transit mandated policies are in addition to the DOT/FTA requirements and are chosen to provide additional safety provisions. As used herein from time to time, the term “Covered Employees” means safety-sensitive employees.

Copies of this policy will be given to non-safety sensitive employees during new employee orientation and to safety-sensitive employees during Employee Awareness training. It is the responsibility of all safety sensitive Pierce Transit employees to read, understand and comply with the Drug and Alcohol Policy. Employees will be kept apprised of changes and clarification through periodic newsletters or items in Agency newsletters. Revised policies will be distributed, and receipt certified by safety-sensitive employees.

The Drug and Alcohol Policy includes several components for prevention and intervention. To promote a drug free workplace and comply with FTA regulations, Pierce Transit provides supervisory and employee education and contracts for EAP (Employee Assistance Program) and SAP (Substance Abuse Professional) services that provide employees access to professionals in addressing substance abuse.

## **1.2 APPLICABILITY**

This policy applies in general to all transit system employees: full-time, part-time and contract employees and contractors when they are on transit property or when performing transit-related business off property. Employees who perform safety-sensitive functions, or contractors performing safety-sensitive functions for Pierce Transit, will be subject to the specific requirements of federal regulations 49 CFR Part 40 and 49 CFR Part 655. Participation in the federally mandated testing program is a condition of performing safety-sensitive functions.

*Employees shall promptly report to his/her supervisor or to the Drug and Alcohol Program Manager/Designated Employer Representative (DAPM/DER) whenever he/she observes or has knowledge of an employee who poses a hazard to the safety and welfare of others. Failure to report may result in discipline under Pierce Transit authority.*

*Supervisory level staff is required to use and apply all aspects of this policy. Any supervisory level employee who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including discharge under Pierce Transit authority.*

A safety-sensitive function is any duty related to the safe operation of public transportation service as defined in 49 CFR Part 655:

- 1.2.1 Operating a revenue service vehicle, including when not in revenue service;
- 1.2.2 Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
- 1.2.3 Controlling dispatch or movement of a revenue service vehicle;
- 1.2.4 Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service;
- 1.2.5 Carrying a firearm for security purposes.

A list of positions determined to be safety-sensitive is found in Appendix A.

### **1.3 PROHIBITED SUBSTANCES**

#### **Prohibited Drugs**

Consumption of the following substances is prohibited at all times. Safety Sensitive employees may be tested for drugs any time they are on duty.

- Marijuana metabolites
- Cocaine metabolites
- Opioids
- Amphetamines
- Phencyclidine (PCP)

#### **Prohibited Usage of Alcohol**

Alcohol testing may occur just prior to, during, or immediately following performance of a safety-sensitive function. The following uses of alcohol are prohibited under this policy:

- Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
- Using alcohol while performing safety sensitive functions.
- Using alcohol within four (4) hours prior to performing a safety sensitive function.
- Employees are prohibited from using alcohol during their specified on-call hours. However, any on-call employee who has used alcohol during his/her on call hours will be given the opportunity to acknowledge such use and/or their inability to perform a safety-sensitive function at the time they are called to report to duty. If an on-call employee acknowledges the use of alcohol but claims to be able to perform their safety-sensitive function, they will be required to submit to an alcohol test.
- Eight hours following an accident, or until after testing is completed.

### **1.4 PRESCRIPTION OR OVER-THE-COUNTER MEDICATION**

*The use of legally prescribed drugs and over-the-counter medications is not prohibited. It is the responsibility of employees to either not report for duty or to remove themselves from service if they are experiencing any adverse effects from medication. Employees are responsible for informing their physician of the safety sensitive nature of their work. Employees must use medically-authorized drugs or over-the-counter medications in a manner which will enable them to perform their job without impairment.*

*A verified positive drug test result whether for prohibited drugs, illegal use of prescriptions, or misuse of prescriptions will result in disciplinary action up to and including termination. A prescription is considered valid only if it is in writing and indicates the employee's name, date, the name of the substance, the quantity or amount to be taken and the period of authorization. It is a violation of this policy to use any controlled substance in a manner that is inconsistent with the prescription.*

## **1.5 PROHIBITED CONDUCT**

In compliance with the Drug Free Workplace Act of 1988 employees are absolutely prohibited from using, manufacturing, dispensing, distributing drugs or possessing or being impaired by alcohol or drugs when reporting for duty, while on duty, or when on Pierce Transit's premises. Such behavior constitutes a threat to the health, safety and security of themselves, their fellow employees, customers and other members of the public. Therefore, employees must not report for work or continue working under these circumstances.

*Under Pierce Transit authority non-safety-sensitive employees are prohibited from reporting to work unfit for duty due to drug or alcohol use.*

## **1.6 COMPLIANCE WITH TESTING**

Safety-sensitive employees who refuse to comply with a request for drug and/or alcohol testing under the circumstances defined in Section 3.1 – Types of Testing will be prohibited from performing or continuing to perform a safety-sensitive function and will be subject to discipline. *Non-safety-sensitive employees under the same circumstances will be removed from duty immediately and could be subject to discipline under Pierce Transit authority.* The following behaviors constitute a test refusal:

- 1.6.1 Failure to appear for any test (except for pre-employment) within a reasonable time, as determined by the employer;
- 1.6.2 Failure to remain at the testing site until the testing process is complete;
- 1.6.3 Failure to provide a specimen for any required drug or alcohol test;
- 1.6.4 Failure to sign the certification at Step 2 of the DOT required alcohol testing form;
- 1.6.5 Failure to permit the observation or monitoring of the specimen collection when required to do so;
- 1.6.6 Failure to provide a specimen without a valid medical explanation for the failure;
- 1.6.7 Failure to take a second test when directed to do so by the employer or collector;
- 1.6.8 Failure to undergo a medical examination when directed to do so by the MRO or DER;

- 1.6.9 Leaving the scene of an accident prior to testing without a valid reason or without notifying Pierce Transit;
- 1.6.10 Failure to cooperate with any part of the testing process (e.g. refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector);
- 1.6.11 Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process – this refusal only applies to urine drug testing, in line with updated 40.191.(a)(4);
- 1.6.12 Possess or wear a prosthetic or other device that could be used to interfere with the collection process; and
- 1.6.13 Admit to the collector or MRO that you adulterated or substituted the specimen.
- 1.6.14 If the MRO reports a verified adulterated or substituted test result.

Such refusals to comply with a request for testing will be recorded as a positive test for FTA purposes and *treated as insubordination under Pierce Transit authority with the employee subject to discharge as called for in the labor contract and in Section 5.0 – Discipline of this document.*

## **2.0 CONFIDENTIALITY**

Pierce Transit will carry out this policy in a manner that respects the dignity and confidentiality of those involved. Confidentiality will be maintained throughout the drug/alcohol testing process from notification of the request to test, to collection of the required specimens, to notification of results.

### **2.1 MAINTENANCE OF RECORDS**

The Employee Services Department will maintain records of results in the strictest of confidence in a separate locked file cabinet from the official personnel file. In cases where disciplinary action results from a positive test, such information is shared only with those in a supervisory capacity directly involved in the disciplinary decisions related to the test result.

### **2.2 RELEASE OF RECORDS**

Testing records and results will be released only to those authorized by the FTA rules to receive such information. This includes:

- The employee, if requested in writing.
- National Traffic Safety Board (NTSB) when investigating an accident.
- Decision-maker in a lawsuit, grievance, or other proceeding initiated on behalf of the employee, including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.
- DOT agency or State Oversight Agency authorized by the DOT.

- Other DOT employers when a current or former employee is an applicant for a safety-sensitive position within two years of their PT employment.
- Subsequent employers, if requested in writing by the employee.
- Other identified means if requested by the employee.

### **2.3 REPORTING TO THE WA STATE DEPARTMENT OF LICENSING (RCW 46.25)**

*In accordance with the provisions of RCW 46.25, Pierce Transit shall report a verified positive drug test or a positive alcohol confirmation test or refusals to test of current CDL holders for tests conducted under the authority of the FTA regulations 49 CFR Part 655 to the Washington State Department of Licensing under the following circumstances:*

- *An employee is terminated or resigns; and*
- *An employee has exhausted all grievance processes up to, but not including, arbitration; and*
- *An employee has not been cleared to return to performing safety-sensitive functions.*

*Also, in accordance with this regulatory requirement, Pierce Transit's Medical Review Officer (MRO) shall report all positive pre-employment drug test results or refusals to test of current CDL holders to DOL after consultation with Pierce Transit's Drug & Alcohol Program Manager to confirm applicability of the regulation.*

*Individuals whose positive test results or refusals to test are reported to DOL will be subject to the consequences outlined in the Uniform Commercial Driver's License Act found at RCW 46.25.*

### **3.0 DRUG AND ALCOHOL TESTING PROCEDURES**

Testing will be conducted in accordance with 49 CFR, Part 40, as amended, and in a manner to assure a high degree of accuracy and reliability by using the techniques, chain of custody procedures, equipment and laboratory facilities as called for in the regulations. Both alcohol and drug testing will be conducted in an environment that affords maximum privacy.

Immediately after receiving notice from a MRO that a covered employee has a verified positive drug test result, Pierce Transit will require that the employee cease performing a safety-sensitive function. If an employee refuses to submit to a drug or alcohol test, Pierce Transit will require that the employee cease performing a safety-sensitive function. If a covered employee has a verified positive drug test result, or has a confirmed alcohol test of 0.04 or greater, or refuses to submit to a drug or alcohol test, Pierce Transit will advise the employee of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs.

To test for prohibited drugs, an initial screening test using an immunoassay technique will be performed at a DHHS certified laboratory. If the specimen is positive, a DOT-authorized confirmatory test will be performed. If the test is confirmed positive (or adulterated, substituted or invalid), the MRO will conduct a verification process, which

includes giving the employee an opportunity to provide a valid medical explanation for the positive test result.

The employee must produce at least 45 mL of urine for it to be considered a valid specimen for testing. If the employee cannot produce the required quantity of urine, the collector will offer the employee the opportunity to consume up to 40 oz. of water within a three (3) hour time frame in order to produce the required 45 mL. The employee may NOT exit the premises of the testing facility during this time. In the event the employee is still unable to produce the required quantity of urine, it is considered a “shy bladder”. The agency will refer the employee to a physician acceptable to the MRO and the employee will be required to provide evidence of a medical condition hindering the production of urine. The employee will have five (5) days to get a medical evaluation once a shy bladder occurs. If there is no valid medical condition relating to hindering the production of urine, the employee will be considered to have refused to test.

To test for alcohol, the employee shall be required to provide a breath sample using an Evidential Breath Testing (EBT) device on the NHTSA conforming products list and operated by a trained Breath Alcohol Technician (BAT). If the initial test result is 0.02 or higher the employee will be directed to take a confirmation test after a 15-minute waiting period. Employees having a confirmed alcohol concentration of 0.02 or greater but less than 0.04 are prohibited from performing or continuing to perform safety-sensitive functions, until (1) The employee’s alcohol concentration measures less than 0.02; or (2) The start of the employee’s next regularly scheduled duty period, but not less than eight hours following administration of the test. Employees having a confirmed alcohol concentration of 0.04 or greater are prohibited from performing or continuing to perform a safety-sensitive function.

In the event of a “shy lung”, where the employee is unable to provide a sufficient breath sample using an EBT the employee will be referred to a physician of Pierce Transit’s choice within five (5) days to determine if there is a valid medical reason for being unable to provide a sufficient amount of breath. If there is no valid medical reason, the employee will be considered to have refused to test.

Specimen validity testing will be conducted on all specimens provided for testing under DOT authority.

### **3.1 TYPES OF TESTING**

#### **3.1.1 PRE-EMPLOYMENT TESTING/PRE-TRANSFER (49 CFR Part 655.41)**

Applicants for all safety-sensitive positions shall undergo urine drug testing prior to employment. A verified negative drug test result must be received before any applicant shall be permitted to perform any safety sensitive job function. A pre-employment drug test must also be performed, and a verified negative drug test result received for an employee who transfers from a non-safety sensitive to a safety-sensitive position prior to the employee assuming his or new position. If a pre-employment drug test is cancelled by the MRO or the results are negative dilute, the applicant or covered employee will be required to complete another DOT test with a verified negative result in order for the appointment to a safety-sensitive position to occur.

If an applicant previously worked for any DOT-covered employer in the past two years, Pierce Transit will also conduct a pre-employment drug background check from the previous employers. The agency will inquire in writing if the applicant has previously failed or refused a DOT pre-employment drug test. If there was any previous violation the employee must provide the employer proof of having successfully completed a referral, evaluation, and treatment plan prior to appointment to the safety-sensitive position. If an applicant tests positive for drug(s) or refuses to submit to a test when required, Pierce Transit shall advise the individual of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse and document such a refusal.

When a covered employee or applicant has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the employee has not been in the employer's random selection pool during that time, the employer shall ensure that the employee takes a pre-employment drug test with a verified negative result.

### 3.1.2 REASONABLE SUSPICION TESTING (49 CFR Part 655.43)

All employees will be subject to testing for reasonable suspicion. *For non-safety-sensitive employees this testing is conducted under the authority of Pierce Transit.* For safety-sensitive employees this testing is conducted under FTA authority. Pierce Transit shall conduct a drug and/or alcohol test when there is reasonable suspicion that a safety sensitive employee is under the influence of any of the prohibited drugs while on duty or alcohol immediately prior to, during, or immediately after performing safety-sensitive duties *or while on the property, in Agency vehicles or in Agency uniform.* *Non-safety-sensitive employees are also subject to a fitness for duty evaluation including drug and/or alcohol testing in these same circumstances under Pierce Transit authority.*

A determination that reasonable suspicion exists shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the covered employee. Supervisory personnel who are trained to detect the signs and symptoms of drug abuse and alcohol misuse will make referrals to drug and/or alcohol testing based on such reasonable suspicion. Safety-sensitive employees will be removed immediately from performing safety-sensitive functions *and subject to discipline under Employer authority as outlined in Section 5.0 – Discipline of this policy.*

Alcohol testing is authorized under this section only if the observations required by the above paragraph of this section are made during, just preceding, or just after the covered employee's workday. A trained supervisor shall direct a covered employee to undergo reasonable suspicion testing for alcohol only while the employee is performing safety sensitive functions; just before the employee is to perform safety sensitive functions; or just after the employee has ceased performing safety sensitive functions.

*Non-safety-sensitive employees who are reasonably suspected of not being fit for duty due to drug or alcohol use shall be placed on home assignment pending the outcome of test results, an investigation,*

*and verification of condition. Such employees who fail to pass a drug or alcohol test shall be removed from duty immediately and subject to disciplinary action, up to and including termination.*

### 3.1.3 POST-ACCIDENT TESTING (49 CFR Part 655.44)

Federal regulations require surviving safety-sensitive employees to be tested if they are involved in an accident, or if their performance could have contributed to an accident involving a Pierce Transit vehicle (in or out of service) that results in:

A fatality. In the event of a fatality, any surviving covered employee operating a public transportation vehicle at the time of an accident will be required to submit to tests for alcohol and prohibited drugs as soon as practicable.

- Bodily injury for which the injured party receives immediate attention away from the scene of the accident and the supervisor in charge of the accident scene determines, using the best information available at the time, that the covered employee's performance cannot be completely discounted as a contributing factor to the accident; or
- One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle and the supervisor in charge of the accident scene determines, using the best information available at the time, that the covered employee's performance cannot be completely discounted as a contributing factor to the accident.

In all post-accident testing decisions, the agency will also test any other employee whose performance could have contributed to the accident, as determined by the agency using the best information available at the time of the decision.

Following an accident under the above circumstances, the employee will be tested as soon as possible, but not to exceed eight hours for alcohol testing and 32 hours for drug testing. Testing will be stayed while the employee assists in the resolution of the accident or receives medical attention as required.

Covered employees are prohibited from using alcohol for eight hours following any accident or until the required post-accident test is administered, whichever occurs first. Employees must remain readily available for testing. Those who leave the scene of an accident without appropriate authorization prior to the testing will be considered to have refused the test and be subject to discipline, as outlined in Section 6.0 – Discipline.

If an alcohol test is not administered within two hours following the accident, the employer shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test is not administered within eight hours following an accident, the agency will make no further attempt to administer an alcohol test and document the reasons why the test was not administered within eight hours. In the event a drug test is not administered within 32 hours following an accident, the agency will cease its attempts to administer any further testing and document the reasons why the test was not performed.



If the employer determines that the covered employee will not be tested because the employee's performance can be completely discounted as a contributing factor to the accident, the employer will document the decision in detail, including the employer's decision-making process.

*It is Pierce Transit's policy that following a post-accident test the employee will not be allowed to perform any safety sensitive function until negative results have been received.*

#### 3.1.4 RANDOM TESTING (49 CFR Part 655.45)

Employees in safety-sensitive positions will be subject to random, unannounced testing. Each year Pierce Transit will conduct the number of tests required to meet the established Federal minimum rates for drug and alcohol testing. The random testing rates are subject to change on an annual basis, depending on the industry-wide positive rate determined by the FTA from the annual MIS reports submitted by covered employers.

Selection of employees for random testing shall be made by a scientifically valid computer based random number generator that is matched to the employee's social security number, payroll identification number, or other comparable identifying number. This method ensures that all covered employees have an equal chance of being tested each time a selection is made. Testing will be continuous throughout the year and conducted on all days and hours during which Pierce Transit is in operation. Employees selected for testing will receive a notification letter and are required to immediately proceed to the designated collection site for testing.

Random drug and alcohol testing will be unannounced and unpredictable. Random lists are only valid for the current selection period. The DAPM/DER will make every effort to test all employees on the list for that selection period. If an employee is unavailable for testing due to an approved absence (i.e. vacation, leave of absence, illness) the DAPM/DER must test that employee when they return as long as it is within the random selection period. All employees selected for random testing are required to be tested during the random selection period. For missed tests, a legitimate reason must be documented and kept on file with the random selection list.

#### 3.1.5 RETURN-TO-DUTY TESTING (49 CFR Part 655.46)

Under FTA authority safety-sensitive employees who previously tested positive on a drug or alcohol test, or refused to test, and who, under the Employer's discipline policy are allowed to return to work, will be subject to testing for either drugs or alcohol or both after being released for duty by a Substance Abuse Professional. Per Final Rule §40.67 which amends 49 CFR Part 40, an observed test collection is required for return-to-duty testing. Test results must be negative. A negative alcohol test result is <0.02. *Non-safety-sensitive employees may also be subject to return-to-duty testing using non-federal forms under Pierce Transit authority.*

#### 3.1.6 FOLLOW-UP TESTING (49 CFR Part 655.47)

Employees who are allowed to return to work following a violation of this policy will be required to undergo frequent follow-up drug and/or alcohol testing during the

period of their re-entry contract with a minimum of six tests scheduled randomly during the first twelve months following their return. Per Final Rule §40.67 which amends 49 CFR Part 40, an observed test collection is required for follow-up testing. The Substance Abuse Professional will determine the frequency and duration of the testing (see Discipline section). *Non-safety-sensitive employees may also be subject to randomly scheduled follow up tests using non-federal forms under Pierce Transit authority.*

### **3.2 POLICY VIOLATIONS**

Refusal to test (as defined in Section 1.6), a verified positive drug test result and/or a confirmed alcohol test result of 0.04 or greater will be considered a violation of this policy. Safety-sensitive employees who violate this policy will be removed immediately from performing safety-sensitive functions and subject to discipline as outlined in Section 6.0 – Discipline of this policy. *Non-safety-sensitive employees found in violation of this policy will be subject to discipline under Pierce Transit authority.*

### **3.3 RETESTS AND OBSERVED TESTS**

#### **SPLIT SPECIMEN TESTING**

Employees that have a verified positive drug test result or a test refusal due to adulteration or substitution may request within 72 hours of notification, a test of the split specimen. Employees do not have access to a test of their split specimen following an invalid result. If more than 72 hours have passed, but the employee can present information that demonstrates to the satisfaction of the MRO that extenuating circumstances unavoidably prevented the employee from making a timely request, the split specimen may be tested. *If the result of the second test remains the same as the original test, the employee shall be required to reimburse the agency for the cost of the test. The employee will be made whole if the second test invalidates the original test or if the test was cancelled.* As used herein, all specimens are split into two bottles before being sent to the laboratory. The primary specimen bottle is tested at the laboratory and the non-tested portion will be stored for a period of time unless the circumstances as described above require that the “split specimen” be tested.

#### **OBSERVED COLLECTIONS**

Directly observed collections are required in the following circumstances:

- All return-to-duty tests;
- All follow-up tests;
- Anytime the employee is directed to provide another specimen because the temperature on the original specimen was out of the accepted temperature range of 90°F - 100°F;
- Anytime the employee is directed to provide another urine specimen because the original specimen appeared to have been tampered with;

- Anytime a collector observes material brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- Anytime the employee is directed to provide another specimen because the laboratory reported to the MRO that the original specimen was invalid, and the MRO determined that there was not an adequate medical explanation for the result;
- Anytime the employee is directed to provide another specimen because the MRO determined that the original specimen was positive, adulterated or substituted, but had to be canceled because the test of the split specimen could not be performed.

For observed collections, the observer shall be the same gender as the employee, but the collector does not need to be. The observer is responsible for ensuring that the specimen goes from the employee's body into the collection container.

#### NEGATIVE DILUTE

If there is a dilute test result with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, that employee will be directed to undergo a recollection under direct observation. If the employee is on duty at the time of the report, they will be removed immediately from performing safety sensitive functions and directed to report to the collection site for the observed recollection. If the employee is not on duty when the report is received, they will be directed to report immediately to the agency's collection site for the recollection when they next report for duty. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

*Except in cases when a negative test is required (i.e. pre-employment, return-to-duty and follow up), when Pierce Transit receives an MRO determination reporting a negative test result with a dilute specimen outside those parameters requiring retesting as stated above, the test will be treated as a negative test result and no retesting will be required.*

### 3.4 MEDICAL REVIEW OFFICER (MRO)

Pierce Transit will establish a contractual relationship with a qualified Medical Review Officer who is a licensed physician with knowledge of substance abuse disorders and who has met the qualification training requirements outlined in 49 CFR Part 40 Subpart G. The MRO or authorized staff will review all drug test results to ensure that the chain of custody form has been properly completed and the specimen has been handled according to DOT established protocol. The MRO will personally review at least 5% of all chain of custody forms quarterly. In addition, the MRO will review and interpret all confirmed positive test results (as well as adulterated, substituted and invalid results) examining alternative medical explanations for these results. Prior to verifying a positive test, the MRO will contact the affected employee to discuss the test results and provide an opportunity to offer a legitimate medical reason for the test results. If the MRO determines the test is a verified positive, the MRO will contact

both the Pierce Transit Program Manager and the employee with that determination. Pierce Transit's MRO will fully comply with the role and responsibilities prescribed in Subpart G of 49 CFR Part 40.

### **3.5 SUBSTANCE ABUSE PROFESSIONAL (SAP)**

Pierce Transit will contract with a qualified Substance Abuse Professional to evaluate employees who have violated this policy to determine what help they need in resolving problems associated with drug abuse and/or alcohol misuse. The SAP shall be a licensed physician (Medical Doctor or Doctor of Osteopathy); or a licensed or certified psychologist, social worker, or employee assistance professional; or a state licensed or certified marriage and family therapist; or a drug and alcohol counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse (ICRC), or by the National Board for Certified Counselors, Inc. and Affiliates/Master Addictions Counselor (NBCC). The SAP shall have knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorder. Pierce Transit's SAP will determine education or treatment for all employees referred for violation of DOT drug and alcohol regulations.

## **4.0 DRUG-FREE WORKPLACE ACT OF 1988**

In compliance with the Drug-Free Workplace Act of 1988 the distribution, dispensing, possession or use of a controlled substance is prohibited at Pierce Transit. Employees violating this prohibition will be disciplined up to and including discharge. Also, all employees are required to notify Pierce Transit of any conviction under a criminal drug statute for violations occurring on or *off* the property within five days of conviction. Failure to report such a conviction, *or any moving violation causing the loss of driver's license, by state or local law enforcement involving drugs or alcohol*, will result in discipline, up to and including discharge, within thirty days of the notification. Pierce Transit will notify the FTA within ten days after receiving notice of such conviction. In addition, Pierce Transit will conduct an on-going drug-free awareness program informing employees about the dangers of drug abuse in the workplace and available substance abuse counseling, rehabilitation and employee assistance programs.

## **5.0 EMPLOYEE ASSISTANCE PROGRAM (EAP)**

*Pierce Transit supports employees who volunteer for treatment of alcohol or drug abuse. Alcoholism and drug dependency are treatable illnesses and can be successfully dealt with if identified in their early stages and referred to an appropriate source for treatment. Indications of alcohol and drug abuse include extreme changes in personality, problems with employer or other employees, interrupted or changing sleep patterns, attendance and late problems, concealment of social habits involving drugs and alcohol, and family problems. Continued alcohol and drug dependency can lead to deteriorating health.*

*Pierce Transit encourages employees to seek treatment voluntarily and in addition to other benefits, makes available the Employee Assistance Program (EAP). Any employee who comes forth and notifies the Agency of alcohol or chemical abuse problems will be given the assistance and accommodation as appropriate and as extended to employees with any other illness. Sick leave, vacation leave or leave of absence without pay may be*

*granted for treatment and rehabilitation as in other illnesses. The Agency provides health insurance coverage for employees as a benefit; such health insurance may provide coverage for alcohol or drug treatment.*

*Employees are encouraged to contact the Employee Services Department for help in understanding benefits and leave policies. Any decision to seek help through the EAP or privately will not interfere with an employee's continued employment or eligibility for promotional opportunities. CONFIDENTIALITY of information will be maintained at all times.*

*While Pierce Transit is anxious to assist employees with alcohol or chemical dependency problems, employees are expected to remember that safety is the Agency's first priority. Therefore, employees must not report for work or continue working if they are under the influence or impaired by alcohol or any controlled substance. Failure to observe the Prohibited Conduct rules established in Section 1.5 of this policy will result in disciplinary action (see Discipline section) regardless of whether or not an employee is participating in a treatment program. Such employees are expected to observe all other job performance standards and work rules, including attendance, required of all employees.*

## **6.0 DISCIPLINE – CONSEQUENCES OF POLICY VIOLATIONS**

*Under FTA regulations, discipline for program violations is determined at the local level. The Pierce Transit discipline policy for Prohibited Conduct is as follows; however, individual circumstances involving any positive test may merit additional actions, up to and including discharge (see Article 11 of the Labor Contract)*

- 6.1 Any safety-sensitive employee, or other employee performing a safety-sensitive task, who tests positive for alcohol at a 0.04 alcohol level or higher will be removed from duty, given a list of treatment resources available for evaluating and resolving drug and alcohol problems, referred to the SAP, and discharged.*
- 6.2 Any employee who tests positive for the presence of illegal or prohibited drugs from random, post-accident, or reasonable suspicion testing will be removed from duty, given a list of treatment resources available for evaluating and resolving drug and alcohol problems, referred to the SAP, and discharged.*
- 6.3 Any employee who tests positive under random, post-accident, or reasonable suspicion testing for alcohol at a 0.02 – 0.039 level, must successfully complete all of the following before being allowed to return to work:*
  - Removal from their safety-sensitive position;*
  - Referral to and assessment by an Employee Assistance Professional;*
  - Complete a treatment and rehabilitation program as developed by the Employee Assistance Professional;*
  - Suspensions as they may apply consistent with work rules;*
  - Return to duty drug and/or alcohol tests under Pierce Transit authority and will be collected on non-DOT forms and*
  - Last chance agreement that is developed in conjunction with the Employee Assistance Professional outlining terms of return to work, including ongoing treatment, aftercare conditions, and additional random testing for up to five years, with a minimum of six tests the first year.*

- 6.4 *Any employee who tests for alcohol at a level above 0.00 but below 0.02 will at the least be verbally counseled and be provided information about the EAP. As stated in the introductory paragraph to this section, individual circumstances related to this test may merit additional actions, up to and including discharge. With a second test at this level within 12 months, appropriate discipline will apply.*
- 6.5 *Any employee who uses alcohol within four hours prior to reporting for a safety-sensitive function will be subject to discipline, up to and including discharge, in accordance with the Labor Contract and existing work rules.*
- 6.6 *Any safety sensitive employee who refuses to comply with a request for testing will be subject to discipline for insubordination. The employee will be subject to discharge as called for in the labor contract.*

## **7.0 EDUCATION AND TRAINING**

*It is the policy of Pierce Transit that training and education programs will be made available to all Agency employees. As required by FTA regulations, Pierce Transit will provide a minimum of 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.*

*All supervisory personnel or agency officials who are in a position to determine employee fitness for duty will receive an initial 60 minutes of reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse. Periodic refresher training will also be required of all supervisory personnel.*

## **8.0 PROGRAM OVERSIGHT**

The Administration Division is responsible for administering the Drug and Alcohol Policy. Any questions about the policy or testing program may be addressed to the Drug & Alcohol Program Manager, or to the Executive Director, Administration, at the Pierce Transit Headquarters.

APPROVED:

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, Chairman  
Board of Commissioners

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Date

ATTEST:

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Deanne Jacobson  
Executive Assistant, Clerk of the Board

Policy approved: July 12, 1994; Revised July 11, 1995, October 1, 1995, November 9, 1998, August 14, 2000, August 1, 2001, January 15, 2004, July 15, 2005, September 15, 2006, March 30, 2007, May 14, 2012, and February 12, 2018

## APPENDIX A

### SAFETY SENSITIVE POSITIONS

Apprentice Diesel Mechanic  
Automotive Technician  
Lead Attendant  
Body Repair Technician  
Bus Lot Attendant  
Bus Training Assistant Manager  
Communication Technician  
Communication Technician, Lead  
Communication Controller  
Communication Center Assistant Manager  
Communication Equipment Installer  
Communications Systems Assistant Manager  
Dispatch Supervisor  
Fleet Assistant Manager  
Fleet Care Attendant  
Fleet Manager  
Instructor  
Journey Level Mechanic  
Transit Maintenance Worker  
Maintenance Training Coordinator  
Mechanic I  
Mechanic, Lead  
Microtransit Driver  
Paratransit Driver  
Preventative Maintenance Service Technician  
Relief Transit Operator  
Service Impact Supervisor  
Service Station Attendant  
Service Supervisor  
Service Support Training Coordinator  
Special Events Coordinator  
Specialized Transportation Dispatcher  
Specialized Transportation Manager  
Transit Operator  
Transit Operator Trainee  
Transportation Assistant Manager (Delivery, Support & Dispatch)  
Transportation Manager (Delivery & Support)  
Upholsterer



## APPENDIX B

### CONTACTS FOR PROGRAM INFORMATION

#### **Drug and Alcohol Program Manager/DER**

Brandy Tuggle, Human Resources Assistant Manager

Work phone: 253.581.8058

Cell phone: 253.377.5130

Alternate cell phone: 253.983.3426

#### **Alternate:**

Tara Schaak, Human Resources Manager

Work phone: 253.983.3364

Cell phone: 253.495.7262

#### **Collection Sites**

Fastest Labs of Tacoma (Collections M – F, 9:00 a.m. to 5:00 p.m.)

2115 South 56<sup>th</sup> Street Suite 105

Tacoma, WA 98409

Phone: 253.302.5025

#### **Laboratory**

Quest Diagnostics

10101 Renner Boulevard

Lenexa, KS 66219

Phone: 1.800.877.7484

#### **Medical Review Officer (MRO)**

Mark Peacock, M.D.

Drug Free Business

18912 North Creek Parkway, Ste 202

Bothell, WA 98011

Phone: 425.488.9755 or 800.598.3437

#### **Substance Abuse Professional (SAP)**

SAP Referral Services, d/b/a SRS, LLC

8441 Belair Road, Ste 204

Nottingham, MD 21236

Phone: 410.668.8110

#### **Employee Assistance Program**

ComPsych

Website: [www.guidanceresources.com](http://www.guidanceresources.com)

Phone: 1.800.570.9315

## APPENDIX C

### COMMUNITY HOTLINE AND RESOURCE INFORMATION

Substance Abuse Treatment Locator OR <a href="http://www.findtreatment.samhsa.gov">www.findtreatment.samhsa.gov</a>	800.662.4357
American Council on Alcoholism OR <a href="http://www.aca-usa.org">www.aca-usa.org</a>	800.527.5344
National Cocaine Hotline OR <a href="http://www.ca.org">www.ca.org</a>	800.347.8998
National Council on Alcoholism and Drug Dependence HopeLine OR <a href="http://www.ncadd.org">www.ncadd.org</a>	800.622.2255
Al-Anon or Alateen OR <a href="http://www.al-anon.alateen.org">www.al-anon.alateen.org</a>	888.425.2666

## APPENDIX D

### DRUG AND ALCOHOL FACT SHEETS

#### Drug Detection Periods

Detection periods vary; rates of metabolism and excretion are different for each drug and use. Detection periods should be viewed as estimates. Cases can always be found to contradict these approximations.

<u>Drug</u>	<u>Detection Period</u>
Amphetamines	
Amphetamine	1-2 days
Methamphetamine	1-2 days
Ecstasy (MDMA)	1-4 days
Cocaine	2-3 days
Cannabinoids (Marijuana)	
Casual use	2-7 days
Chronic use	up to 30 days or more after heavy use and/or in users with high body fat
Alcohol	12-24 hours
Opiates	
Codeine	Usually up to 2 days
Heroin	1-4 days
Phencyclidine (PCP)	3 to 7 days for single use; up to 30 days in chronic users

## ALCOHOL FACT SHEET

Alcohol is a drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

**Duration of Single Dose Effect:** Alcohol is fully absorbed into the bloodstream within 30 minutes to 2 hours, depending upon the beverage consumed and associated food intake. The body can metabolize about one quarter of an ounce (0.25 oz. – roughly half the amount in a can of beer) of alcohol per hour.

The effects of alcohol on behavior (including driving behavior) vary with the individual and with the concentration of alcohol in the individual's blood. The level of alcohol achieved in the blood depends in large part (although not exclusively) upon the amount of alcohol consumed and the time period over which it was consumed. One rule of thumb says that in a 150-pound person, each drink adds 0.02% to blood alcohol concentration and each hour that passes removes 0.01 percent from it.

Generally speaking, alcohol is absorbed into the blood relatively quickly and metabolized more slowly. Therefore, the potential exists for alcohol concentrations to build steadily throughout a drinking session. The table below shows some general effects of varying levels of BAC:

<b><u>BAC</u></b>	<b><u>Behavioral Effects</u></b>
0.02 – 0.09%	Loss of muscular coordination, impaired senses, changes in mood and personality
0.10 – 0.19%	Marked mental impairment, further loss of coordination, prolonged reaction time
0.20 – 0.29%	Nausea, vomiting, double vision
0.30 – 0.39%	Hypothermia, blackouts, anesthesia
0.40 – 0.70%	Coma, respiratory failure, death

**Dependency Level:** The chronic use of alcohol can produce dependence in some individuals manifested by craving, withdrawal, and tolerance. Despite the fact that many individuals consume alcoholic beverages (more than 90 percent of Americans at some point during their lives), relatively few of them (only about 10 percent of drinkers) develop psychological and physical dependency on it.

### Signs and Symptoms of Use

- **Physical Symptoms:** Reduction in reflexes, slurred speech, loss of coordination, unsteady gait.
- **Behavioral Symptoms:** Increased talkativeness, reduced emotional control, distorted judgment, impaired driving ability, gross effects on thinking and memory.

## Effects of Alcohol on the Individual

### Physical Health Effects

- The liver is the primary site of alcohol metabolism and can be severely affected by heavy alcohol use. The three primary dangers are fatty liver, alcoholic hepatitis, and cirrhosis.
- Heavy alcohol use can also severely affect the gastrointestinal tract, contributing to inflammation of the esophagus, exacerbating peptic ulcers, and causing acute chronic pancreatitis. It interferes with the absorption of nutrients from food and contributes to malnutrition.
- Heavy alcohol use affects the heart and vascular system, contributing to heart attacks, hypertension and strokes.
- Either because of direct action or indirectly through the malnutrition, liver disease, and other effects it causes, alcohol depresses immune system functioning and increases the likelihood of infection.
- There is considerable evidence that alcohol abuse is associated with the incidence of cancer, particularly cancers of the liver, esophagus, nasopharynx, and larynx.
- Heavy alcohol consumption causes brain damage, manifested through dementia, blackouts, seizures, hallucinations and peripheral neuropathy.

### Other Health Effects

- In addition to having direct health effects through physiological changes in the drinker's body, alcohol contributes significantly to health problems indirectly. While most of the medical consequences of alcohol use listed above result from chronic use, these other effects can often result from a single episode of acute use:
  - One half of all traffic accident fatalities are alcohol-related
  - The risk of a traffic fatality per mile driven is at least eight times higher for a drunk driver than for a sober one.
  - Falls are the most common cause of nonfatal injuries in the U.S. and the second most common cause of fatal accidents. A BAC between 0.05 and 0.10 percent increases the likelihood of a fall by three times. Between 0.10 and 0.15 percent, it increases by a factor of 10, and above 0.16 percent it increases by a factor of 60.
  - Alcohol also plays a significant role in crime and family violence, including spousal and child abuse.

### Effects on Driver Performance

- The statistics reported above make it clear that alcohol can have a devastating effect on driver performance. By affecting vision, reflexes, coordination, emotions, aggressiveness, and judgment, alcohol deprives the professional driver of most of the tools he or she relies upon to perform safely.
- Hangovers also present a risk to driving behavior, as would other illnesses. The sick feeling associated with hangovers, including headaches, nausea, and other symptoms, can distract a driver's attention and lead to accidents even though alcohol may no longer be detectable in the body.

## AMPHETAMINE FACT SHEET

Amphetamines are central nervous system stimulants that speed up the mind and body. The physical sense of energy at lower doses and the mental exhilaration at higher doses are the reasons for their abuse. Although widely prescribed at one time for weight reduction and mood elevation, the legal use of amphetamines is now limited to a very narrow range of medical conditions. Most amphetamines that are abused are illegally manufactured in foreign countries and smuggled into the United States or clandestinely manufactured in crude laboratories.

**Duration of Single Dose Effect:** 2 to 4 hours after use. Amphetamines can be detected 1 to 2 days after use. Psychological dependence on amphetamines is known to be high. Physical dependence is possible.

### Signs and Symptoms of Use

- **Physical Symptoms:** Dilated pupils, sweating, increased blood pressure, palpitations, rapid heartbeat, dizziness, decreased appetite, dry mouth, headaches, blurred vision, insomnia, high fever (depending on the level of the dose).
- **Behavioral Symptoms:** Confusion, panic, talkativeness, hallucinations, restlessness, anxiety, moodiness, false sense of confidence and power.

### Effects of Amphetamine Use on the Individual

#### Physical Health Effects

- Regular use produces strong psychological dependence and increasing tolerance to drug
- High doses may cause toxic psychosis resembling schizophrenia
- Intoxication may induce a heart attack or stroke due to spiking of blood pressure
- Chronic use may cause heart and brain damage due to severe constriction of capillary blood vessels.
- The euphoric stimulation increases impulsive and risk-taking behaviors, including bizarre and violent acts
- Long term heavy use can lead to malnutrition, skin disorders, ulcers, and various diseases that come from vitamin deficiencies
- Lack of sleep, weight loss, and depression also result from regular use
- Users who inject drugs intravenously can get serious and life-threatening infections (e.g. lung or heart disease, kidney damage) from non-sterile equipment or contaminated self-prepared solutions.

#### Effects on Driver Performance

- Amphetamines cause a false sense of alertness and potential hallucinations, which can result in risky driving behavior and increased accidents. Because amphetamines alleviate the sensation of fatigue, they may be abused to increase alertness due to unusual overtime demands or failure to get rest. However, although low doses of amphetamines will cause a short-term improvement in mental and physical functioning, greater use impairs functioning. The hangover effect of amphetamines is characterized by physical fatigue and depression, which make operation of equipment or vehicles dangerous.

## COCAINE FACT SHEET

Cocaine is used medically as a local anesthetic. It is abused as a powerful physical and mental stimulant. The entire central nervous system is energized. Muscles are tenser, the heart beats faster and stronger, and the body burns more energy. The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevations.

**Duration of Single Dose Effect:** 1 to 2 hours after use. Cocaine can be detected up to 2 to 3 days after last use. Psychological dependence on cocaine is known to be high.

### Signs and Symptoms of Use

- **Physical Symptoms:** Dilated pupils, runny or irritated nose, profuse sweating, dry mouth, tremors, needle tracks, loss of appetite, hyperexcitability, restlessness, high blood pressure, heart palpitations, insomnia, talkativeness, formication (sensation of bugs crawling on skin).
- **Behavioral Symptoms:** Increased physical activity, depression, isolation and secretive behavior, unusual defensiveness, frequent absences, wide mood swings, difficulty in concentration, paranoia, hallucinations, confusion, false sense of power and control.

### Effects of Cocaine Use on the Individual

#### Physical Health Effects

- Research suggests that regular cocaine use may upset the chemical balance of the brain. As a result, it may speed up the aging process by causing irreparable damage to critical nerve cells. The onset of nervous system illnesses such as Parkinson's disease could also occur.
- Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. In addition, cocaine causes spasms of blood vessels in the brain and heart. Both effects lead to ruptured vessels causing strokes or heart attacks.
- Strong psychological dependency can occur with one "hit" of crack. Usually, mental dependency occurs within days of using crack or within several months of snorting coke. Cocaine causes the strongest mental dependency of any known drug.
- Treatment success rates are lower than those of other chemical dependencies
- Cocaine is extremely dangerous when taken with depressant drugs. Death due to overdose is rapid. The fatal effects of an overdose are not usually reversible by medical intervention. The number of cocaine overdose deaths in the United States has tripled in the last four years.

#### Effects on Driver Performance

- Cocaine use results in an artificial sense of power and control, which leads to a sense of invincibility. Lapses in attention and the ignoring of warning signals brought on by cocaine use greatly increase the potential for accidents. Paranoia, hallucinations, and extreme mood swings make for erratic and unpredictable reactions while driving.
- The high cost of cocaine frequently leads to workplace theft and/or dealing. Forgetfulness, absenteeism, tardiness, and missed assignments can translate into lost business.

## CANNABINOIDS (MARIJUANA) FACT SHEET

Marijuana is one of the most misunderstood and underestimated drugs of abuse. People use marijuana for the mildly tranquilizing and mood and perception-altering effects it produces.

**Duration of Single Dose Effect:** The most obvious effects are felt for 4 to 6 hours. Preliminary studies suggest that performance impairment lasts longer. The active chemical, THC, is stored in body fat and slowly metabolized over time. Traces of marijuana will remain in the urine of an occasional user for up to 1 week, and, in the case of a chronic user, for 3 to 4 weeks. Evidence indicates moderate psychological dependence.

### Signs and Symptoms of Use

- **Physical Symptoms:** Reddened eyes (often masked by eye drops); stained fingertips from holding “joints,” particularly for non-smokers; chronic fatigue, irritating cough; chronic sore throat; accelerated heartbeat; slowed speech; impaired motor coordination; altered perception; increased appetite.
- **Behavioral Symptoms:** Impaired memory, time-space distortions, feeling of euphoria, panic reactions, paranoia, “I don’t care” attitude, false sense of power.

### Effects of Marijuana Use on the Individual

#### General Health Effects

- When marijuana is smoked, it is irritating to the lungs. Chronic smoking causes emphysema-like conditions.
- One joint causes the heart to race and be overworked. People with undiagnosed heart conditions are at risk.
- Marijuana smoking lowers the body’s immune system response, making users more susceptible to infection.

#### Mental Function

Regular use can cause the following effects:

- Delayed decision-making
- Diminished concentration
- Impaired short-term memory, interfering with learning
- Impaired signal detection (ability to detect a brief flash of light), a risk for users who are operating machinery
- Impaired tracking (the ability to follow a moving object with the eyes) and visual distance measurements
- Erratic cognitive functions
- Distortions in time estimation
- Long term negative effects on mental function are known as “acute brain syndrome,” which is characterized by disorders in memory, cognitive function, sleep patterns, and physical condition.



## Effects on Driver Performance

- The mental impairments resulting from the use of marijuana produce reactions that can lead to unsafe and erratic driving behavior. Distortions in visual perceptions, impaired signal detection, and altered reality can make driving a vehicle very dangerous.
- The active chemical, THC, is stored in body fat and slowly releases over time. Marijuana smoking has a long term effect on performance.
- A 500 to 800 percent increase in THC concentration in the past several years makes smoking three to five joints a week today equivalent to 15 to 40 joints a week in 1978.
- Combining alcohol or other depressant drugs and marijuana can produce a multiplied effect, increasing the impairing effect of both the depressant and the marijuana.

## OPIATES (NARCOTICS) FACT SHEET

Opiates (also called narcotics) are drugs that alleviate pain, depress body functions and reactions, and, when taken in large doses, cause a strong euphoric feeling.

**Duration of Single Dose Effect:** 3 to 6 hours after use. Opiates can be detected usually up to 2 days. Both physical and psychological dependence on opiates are known to be high. Dependence on codeine is moderate.

### Signs and Symptoms of Use

- **Physical Symptoms:** Constricted pupils, sweating, nausea and vomiting, diarrhea, needle marks or “tracks,” wearing long sleeves to cover “tracks,” loss of appetite, slurred speech, slowed reflexes, depressed breathing and heartbeat, and drowsiness and fatigue.
- **Behavioral Symptoms:** Mood swings, impaired coordination, depression and apathy, stupor, euphoria

### Effects of Narcotics Use on the Individual

#### General Health Effects

- IV needle users have a high risk for contracting hepatitis and AIDS due to the sharing of needles.
- Narcotics increase pain tolerance. As a result, people could more severely injure themselves or fail to seek medical attention after an accident due to the lack of pain sensitivity
- Narcotics’ effects are multiplied when used in conjunction with other depressant drugs and alcohol, causing increased risk for an overdose.

#### Effects on Driver Performance

- The apathy caused by opiates can translate into an “I don’t really care” attitude toward performance. The physical effects as well as the depression, fatigue, and slowed reflexes impede the reaction time of the driver, raising the potential for accidents. Although opiates have a legitimate medical use in alleviating pain, workplace use may cause impairment of physical and mental functions.

### Workplace Issues

- Unwanted side effects such as nausea, vomiting, dizziness, mental clouding and drowsiness place the legitimate user and abuser at higher risk for an accident.

## PHENCYCLIDINE (PCP) FACT SHEET

Phencyclidine (PCP) was originally developed as an anesthetic, but the adverse side effects prevented its use except as a large animal tranquilizer. Phencyclidine acts as both a depressant and a hallucinogen, and sometimes as a stimulant. It is abused primarily for its variety of mood-altering effects. Low doses produce sedation and euphoric mood changes. The mood can change rapidly from sedation to excitation and agitation. Larger doses may produce a coma-like condition with muscle rigidity and a blank stare with the eyelids half-closed. Sudden noises or physical shocks may cause a “freak-out,” in which the person has abnormal strength, extremely violent behavior, and an inability to speak or comprehend communication.

**Duration of Single Dose Effect:** Several days after use. PCP can be detected for up to 8 days. Psychological dependence on PCP is known to be high.

### Signs and Symptoms of Use

- **Physical Symptoms:** Dilated or floating pupils, blurred vision, nystagmus (jerky eye movement), drooling, muscle rigidity, profuse sweating, decreased sensitivity to pain, dizziness, drowsiness, impaired physical coordination (e.g., drunken-like walk, staggering) severe disorientation, rapid heartbeat.
- **Behavioral Symptoms:** Anxiety, panic/fear/terror, aggressive/violent behavior, distorted perception, severe confusion and agitation, disorganization, mood swings, poor perception of time and distance, poor judgment, auditory hallucinations.

### Health Effects

- The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.
- Use can cause irreversible memory loss, personality changes, and thought disorders.
- There are four phases to PCP abuse. The first phase is acute toxicity. It can last up to three days and can include combativeness, catatonia, convulsions, and coma. Distortions of size, shape, and distance perception are common. The second phase, which does not always follow the first, is a toxic psychosis. Users may experience visual and auditory delusions, paranoia, and agitation. The third phase is a drug-induced schizophrenia that may last a month or longer. The fourth phase is PCP-induced depression. Suicidal tendencies and mental dysfunction can last for months.

### Effects on Driver Performance

- The distortion in perception and potential visual and auditory delusions make driver performance unpredictable and dangerous. PCP use can cause drowsiness, convulsions, paranoia, agitation, or coma, all obviously dangerous to driving.

**TITLE:** Authorize the Chief Executive Officer to Execute a Contract with Gillig, LLC, Contract No. E2165 to Purchase up to Two (2) Gillig, LLC, Battery Electric Forty-foot, Low Floor, Coaches Pursuant to Washington State Department of Enterprise Services (DES) State Cooperative Purchasing Master Contract No. 06719-01 Transit Buses

**DIVISION:** Maintenance

**SUBMITTED BY:** Marah Harris, Fleet Manager

**RELATED ACTION:** N/A

**ATTACHMENTS:** N/A

**RELATION TO STRATEGIC PLAN:** Customer

### BUDGET INFORMATION

Is it Budgeted? ☒ Yes / ☐ No

Project Name or Number: 653 BEB

☐ Operating Budget

☒ Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount Match	\$ 726,000	<p>The total capital project budget is \$4,444,500 (required match included). Grant funds from the Low-no-Grant FY22 will be applied.</p> <ul style="list-style-type: none"> <li>FY22 FTA FY 2022 Section 5339(c) Low No Discretionary Funds - Battery Electric Buses &amp; Conductive Plug-In Charging Infrastructure - Bus Replacement (WA-2024-054-00) Program #506 \$4,444,500 required match included. Note this figure (\$4,444,500) is inclusive of the buses, chargers, and other capital items in the grant.</li> <li>Budget item to be charged: Bus Rolling Stock: <ul style="list-style-type: none"> <li>FTA Amount: \$2,904,000</li> <li>LOCAL Match: \$726,000</li> <li>Total under this line item: \$3,630,00</li> </ul> </li> </ul>
Grant	\$ 2,904,000	
Total Contract	\$ 3,630,000	
Authority Amount		

### BACKGROUND:

The Agency budget for 2025 includes funding for up to two (2) forty-foot, low floor, Battery Electric coaches. These coaches will replace diesel-hybrid buses which have met Pierce Transit's Life Cycle Replacement Policy. Procuring these coaches brings us a step closer to our goal of transitioning 20% of the fixed route bus fleet to zero emissions vehicles by 2030. Considering the recent Presidential Executive Orders and the potential redirection of climate change initiatives; should grant funding become unavailable, Pierce Transit would not pursue the purchase of two (2) forty-foot, low floor, Battery Electric coaches.

Washington State DES has established a State Cooperative Purchasing Schedule currently available to Pierce Transit, to purchase two (2) Electric Transit Buses from DES Master Contract No. 06719-01 on January 10, 2025.

Pierce Transit seeks authority to execute Contract No. E2165 with Gillig, LLC, to purchase up to two (2) forty-foot, low floor, Battery Electric coaches pursuant to Washington State DES State Cooperative Purchasing Schedule Master Contract No. Transit Buses: Heavy Duty that was competitively procured by DES. Expected delivery in third quarter 2026 with anticipated in-service beginning fourth quarter of 2026.

**STAFF RECOMMENDATION:**

Authorize the Chief Executive Officer to execute Contract No. E2165 with Gillig, LLC, for the purchase of up to two (2) forty-foot, low floor, Battery Electric coaches.

**ALTERNATIVES:**

Do not execute a contract with Gillig, LLC. The coaches being replaced are currently sixteen (16) to seventeen (17) years old with average miles of 690,000. Replacement is consistent with Pierce Transit's Replacement Policy. These vehicles are becoming more unreliable and expensive to maintain.

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**PROPOSED MOTION:**

Move to: Authorize the Chief Executive Officer to execute a contract with Gillig, LLC, Contract No. E2165, to purchase up to two (2) Gillig, LLC, battery electric forty-foot, low floor coaches pursuant to Washington State Department of Enterprise Services (DES) State Cooperative Purchasing Master Contract No. 06719-01 Transit Buses, for a total contract authority amount of \$3,630,000.00.

TITLE: Authority to Execute Contract No. E2200 with Gillig, LLC, to Purchase up to Ten (10) Forty-foot, Low Floor, Compressed Natural Gas (CNG) and up to Three, (3) Thirty-foot, Low Floor, Compressed Natural Gas (CNG) Coaches Pursuant to Washington State Department of Enterprise Services (DES) State Cooperative Purchasing Schedule Master Contract No. 06719-01 Transit Buses

DIVISION: Maintenance

SUBMITTED BY: Marah Harris, Fleet Manager

RELATED ACTION: N/A

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Customer

### BUDGET INFORMATION

Is it Budgeted? ☒ Yes / ☐ No

Project Name or Number: 659 Bus Fleet Replacement 2024

☐ Operating Budget

☒ Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 2,730,390	<p>The Total Project Budget is \$13,651,990. Below is a breakdown:</p> <ul style="list-style-type: none"><li>• <b>FY23 FTA Formula Funds (WA-2024-071-00)</b> Program #598 \$8,820,347 required match included (<b>Active/Executed</b>). Breakdown of above figure:<ul style="list-style-type: none"><li>○ 5339-Buses and Bus Facilities Formula (\$708,941)</li><li>○ 5307-Urbanized Area Formula Grants (\$6,140,625)</li><li>○ 5337-State of Good Repair Grants (\$206,710)<ul style="list-style-type: none"><li>▪ Total FY23 FTA Grant Funds: \$7,056,276</li></ul></li><li>○ LOCAL MATCH (\$1,764,071)</li></ul></li><li>• <b>FY24 FTA Formula Funds (1730-2024-10)</b> Program #586 (FY 2024: Section 5307,5337 HIMB, 5339(a) Purchase of Replacement Clean Fuel Buses) \$4,831,643 required match included. Note this amount represents only a portion of the total awarded FTA funds (\$9,463,346) (<b>NOTE: Grant 1730-2024-10 has been awarded but has not yet been executed. Using pre-award authority.</b>)</li></ul> <p>Total Project \$13,651,990</p>
Grant	\$ 10,921,600	
Total Contract	\$ 13,651,990	
Authority Amount		

### BACKGROUND:

The Agency budget for 2025 covers the funding to purchase up to Ten (10) Forty-foot, Low Floor, Compressed Natural Gas (CNG) and three (3) Thirty-foot, Low Floor, Compressed Natural Gas (CNG) Coaches. Replacement is consistent with Pierce Transit's Life Cycle Replacement Policy and these vehicles will replace existing diesel-hybrid and CNG coaches. While it is the Agency's intent to procure low or no emissions buses wherever possible, it is in light of the

recent Presidential Executive Orders and the uncertainties surrounding Federal funding in support of climate change initiatives, that the agency needs to be prepared to purchase CNG buses in lieu of battery electric.

Washington State Department of Enterprise Services (DES) has established a State Cooperative Purchasing Schedule currently available to Pierce Transit. Pierce Transit received the authorization by DES January 14, 2025, to purchase up to ten (10) Forty-foot, Low Floor, Compressed Natural Gas (CNG) and up to three, (3) Thirty-foot, Low Floor, Compressed Natural Gas (CNG) Buses from DES Master Contract No. 06719-01.

Pierce Transit seeks authority to enter into Contract No. E2200 with Gillig, LLC, to purchase Ten (10) Forty-foot, Low Floor, Compressed Natural Gas (CNG) and three (3) Thirty-foot, Low Floor, Compressed Natural Gas (CNG) Buses: that was competitively procured by DES. Expected delivery in fourth quarter 2025 with anticipated in-service beginning fourth quarter of 2025.

**STAFF RECOMMENDATION:**

Authorize the Chief Executive Officer to execute Contract No. E2200 with Gillig, LLC, to purchase up to ten (10) forty-foot, Low Floor, Compressed Natural Gas (CNG) and three (3) thirty-foot, Low Floor, Compressed Natural Gas (CNG) coaches.

**ALTERNATIVES:**

Do not enter into a contract with Gillig, LLC. This is not recommended as the buses are reaching the end of their useful life and becoming more expensive to repair and less reliable to provide service to our customers.

**PROPOSED MOTION:**

Move to: Authorize the Chief Executive Officer to execute Contract No. E2200 with Gillig, LLC, to purchase up to ten (10) Forty-foot, Low Floor, Compressed Natural Gas (CNG) and three, (3) Thirty-foot, Low Floor, Compressed Natural Gas (CNG) coaches for a total contract spending authority of \$13,651,990.

The following questions are included in the Long Range Plan presentation, but are also being provided for convenience upfront:

**1. Balancing Frequency and Coverage**

How can we balance the trade-offs between providing more frequent service in core areas and expanding service geography?

**2. Framing the Challenge**

To start, what do you see as the most important consideration for Pierce Transit as we work to fund and delivery the services outlined in this plan?

**3. Community Messaging**

What are your suggestions for how Pierce Transit can best communicate our plans and funding needs to your community?

**4. Role of Local Governments**

How can cities and the county best support Pierce Transit in advocating for greater local transit funding?