

AGENDA - TOWN BOARD MEETING

November 21, 2019

7:30pm

PUBLIC HEARING: UNSAFE BUILDING-SHAPIRO

REGULAR MEETING:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ACCEPTANCE OF MINUTES

- 1. Public Hearing, 2020 Preliminary Budget, November 7, 2019**
- 2. Public Hearing, 2020 Special Districts Budget, November 7, 2019**
- 3. Regular Meeting, November 7, 2019**

CORRESPONDENCE:

BARBARA KATZ – Good Shepard Lutheran Church. Letter dated November 5, 2019 to the Town Board requesting a refund of a Building Permit.

BEN ASTORINO – DPW Deputy Commissioner, Town of Warwick. Letter dated November 15, 2019 to the Town Comptroller regarding seasonal part-time laborers.

CHRISTINE LITTLE – Planning Board member, Town of Warwick. Email dated November 11, 2019 requesting to be re-appointed to the Town of Warwick Planning Board.

BEN ASTORINO – DPW Deputy Commissioner, Town of Warwick. Letter received November 14, 2019 to the Comptroller regarding resignation of two seasonal employees.

JOHN B. AURICCHIO – Director, Office of Consumer Services. Letter dated November 2019 to the Town Board regarding the management of energy costs for the winter season.

JAN JANSEN – Chairman, Town of Warwick Zoning Board of Appeals. Letter dated November 8, 2019 to the Town Board requesting to be re-appointed to the Town of Warwick Zoning Board of Appeals.

JULIE RICHMOND- Deputy Commissioner, Orange County Planning Department. Email dated November 7, 2019 regarding Long Range Transportation Plan (LRTP) Survey. For more information and to stay involved throughout the 2045 LRTP update process, visit: <https://www.orangecountygov.com/1670/LRTP-2045-Update>

JENNIFER L. CROVER – Supervisor of Transportation, Town of Warwick Dial-a-bus. Email dated November 8, 2019 to the Supervisor regarding the adoption of the Warwick Dial-A-Bus Safety System Safety Program Plan.

FRANK T. SIMEONE – Attorney, Kornfield, Rew, Newman & Simeone. Letter dated October 31, 2019 regarding Notice of Annual Election for the Greenwood Lake Joint Fire District.

BENJAMIN ASTORINO – Chairman, Town of Warwick Planning Board. Letter dated November 5, 2019 requesting to be re-appointed to the Town of Warwick Planning Board.

PAUL ZARRILLO – NJ Co Chair, Greenwood Lake Commission. Email dated November 10, 2019 regarding the HABS Advisory on the New Jersey area Greenwood Lake has been lifted. Any questions please contact the Greenwood Lake Commission.

JAY R. MYROW – Attorney, Town of Warwick. Email dated November 13, 2019 regarding acknowledgement of Howard Shapiro for unsafe building located at 204 West Street, Warwick, NY 10990, Section 42 Block 1 Lot 104.

GREENWOOD LAKE COMMISSION- Submitted the Monthly meeting dates for 2020.

JENNIFER L. CROVER – Supervisor of Transportation, Town of Warwick Dial-a-bus. Email dated November 15, 2019 to the Supervisor regarding the adoption of the Warwick Dial-A-Bus Drug and Alcohol Testing Policy.

KAREN EMMIRICH – Engineer, Lehman & Getz Engineering. Letter received November 15, 2019 to the Town Board requesting Ochs Orchard be included in the Agriculture Protection Overlay District (APO).

HOWARD SHAPIRO – Owner, 204 West Street. Acknowledgement of Service received November 18, 2019 for Unsafe building Section 42, Block 1, Lot 104.

DANIEL GIBSON – Building Inspector, Town of Warwick. Letter dated November 18, 2019 to the Town Board requesting a refund of permit application 20190682.

DANIEL GIBSON – Building Inspector, Town of Warwick. Letter dated November 18, 2019 to the Town Board requesting the Public Hearing scheduled concerning 204 West St. owned by Howard Shapiro be postponed. Renovation has begun to make building safe.

NEIL WINTER – Orange & Rockland Utilities. Email dated November 18, 2019 to the Town Clerk urging O&R customers to be aware of Utility Scams. If you are unsure call 1-877-434-4100 to check.

FRANK T. SIMEONE – Attorney, Kornfield, Rew, Newman & Simeone. Letter dated November 1, 2019 regarding Notice of Annual Election for the Pine Island Fire District.

BOARD’S DISCUSSION ON CORRESPONDENCE

VISITING ELECTED OFFICIALS

REPORTS OF BOARDS AND COMMISSIONS

COMMITTEE REPORTS

DEPARTMENT OF PUBLIC WORKS REPORT

Catch Basins	Sterling Ave.	Install 40'X12" pipe & 2'x2'x2' Basin	Village of GWL
Drainage	Mountain Side Ave	Install Drain	Village of GWL
Tree Work	Bairds Lane	Clear Brush from roads	Town
	Rolling Ridge Dr.	Clear Brush from roads	Town
	Jessup road	Clear Brush from roads	Town
Pot Holes	Town wide	Fill with hot mix	Town
	Village wide	Fill with hot mix	Town
Sanding	Town Wide	Sand all roads 11-12-2019	Town
	Village Wide	Sand all roads 11-12-2019	Village of GWL
Vehicle Maint.	Town wide	As needed	Town
	Village wide	As needed	Village of GWL
Emerg. Repairs	Town	As needed	Town
	Village	As needed	Village of GWL
Road Signs	Town	As Needed	Town
	Village	As Needed	Village of GWL
Haul Material	Road Grit	Haul road grit to stockpile	Town
Water Dept.	Prison Property	Locate Water Valves	Town
	Wha Ta Wah Dr.	Fix Curb boxes	

PARKS DEPARTMENT

ENVIRONMENTAL CONSULTANTS REPORT

COUNCILMAN DE ANGELO REPORT

COUNCILMAN KOWAL REPORT

COUNCILMAN GERSTNER REPORT

COUNCILMAN SHUBACK REPORT

ATTORNEY'S REPORT

TOWN CLERK'S REPORT

SUPERVISORS REPORT

PRIVILEGE OF THE FLOOR (AGENDA ITEMS)

NEW BUSINESS:

1. REFUND BUILDING PERMIT FEE – GOOD SHEPARD LUTHERAN CHURCH
2. ACCEPT RESIGNATION – DARLENE ROSTEN
3. ACCEPT RESIGNATION – ED DEVINE
4. UNPAID WATER AND SEWER RENTS TO THE COUNTY OF ORANGE
5. RE-APPOINTMENT TO TOWN OF WARWICK PLANNING BOARD – BEN ASTORINO
6. STANDARD WORKDAY AND REPORTING TO NEW YORK STATE AND LOCAL EMPLOYEES’ RETIREMENT SYSTEM FOR ELECTED AND APPOINTED OFFICIALS
7. RE-APPOINTMENT TO TOWN OF WARWICK ZONING BOARD OF APPEALS – JAN JANSEN
8. RE-APPOINTMENT TO TOWN OF WARWICK PLANNING BOARD – CHRISTINE LITTLE
9. APPOINT PART-TIME SEASONAL LABORERS – DPW
10. AUTHORIZE SUPERVISOR TO SIGN A SIDE LETTER OF AGREEMENT – TOWN OF WARWICK POLICE DEPARTMENT
11. AUTHORIZE PURCHASE OF POLICE VEHICLE
12. ADOPT WARWICK DIAL-A-BUS SYSTEM SAFETY PROGRAM PLAN
13. ADOPT WARWICK DIAL-A-BUS DRUG AND ALCOHOL TESTING PROGRAM POLICY
- 14.. AUTHORIZE SUPERVISOR TO SIGN AGREEMENT – REALTERM ENERGY
15. AUTHORIZE SUPERVISOR TO SIGN AGREEMENT – ORANGE & ROCKLAND UTILITIES
16. REFUND BUILDING APPLICATION – PERMIT #20190682
17. SOLICIT BIDS FOR GENERAL CONSTRUCTION – ORIGINAL MANOR HOUSE
18. SOLICIT BIDS FOR ELECTRICAL SERVICES - ORIGINAL MANOR HOUSE
19. SOILICT BIDS FOR HVAC- ORIGINAL MANOR HOUSE
20. SOLICIT BIDS FOR PLUMBING-ORIGINAL MANOR HOUSE

BILLS:

PRIVILEGE OF THE FLOOR (GENERAL)

RECONVENE:

ADJOURN:

NOTICE IS HEREBY GIVEN that a hearing will be conducted by the Town of Warwick Town Board at the Town Hall of the Town of Warwick, 132 Kings Highway, Warwick, New York 10990 on November 21, 2019 at 7:30 PM, pursuant to resolution adopted the Town Board on November 7, 2019, to determine the order to repair contained in said resolution to repair or remove the structure or persons having an interest in the premises hereinafter described shall be affirmed, modified or vacated and, in the event of modification or affirmance, to assess all costs and expenses incurred by the Town in repair or removal of such building or structure against the land on which such building or structure is located.

1. The premises are: 204 West Street, Warwick, New York 10990: Town of Warwick Tax Map designation, Section 42 Block 1, Lot 104.
2. The owner and/or person in possession of the premises are Howard Shapiro.
3. The dwelling unit on the premises is in severe disrepair, as set forth in the annexed report from the Town of Warwick Building Department.
4. The Order of the Town Board to make safe and secure the premises is annexed hereto.
5. That the securing or removal of said structure shall commence within 30 days of the service of the notice and shall be completed within 60 days thereafter.
6. At the aforesaid time and place of hearing, the owner or/occupant of the premises shall have to contest the order and findings of the Town Board.
7. In the event the owner, occupant or the other person having an interest in the premises shall fail to contest such order and fail to comply with the same, the Town Board will order the repair or removal of such building or structure by the Town, and that the Town will assess all costs and expenses incurred in such removal against the land on which the building or structure is located.

DATED: November 13, 2019

**BY ORDER OF THE TOWN
BOARD OF THE TOWN OF WARWICK
EILEEN ASTORINO
TOWN CLERK**

TOWN OF WARWICK



132 KINGS HIGHWAY
WARWICK, NEW YORK 10990

BUILDING & PLANNING DEPT (845) 986-1127
FAX NO. (845) 987-9644
BUILDING DEPT EXT. 258/260
PLANNING DEPT EXT. 261
ENGINEER EXT. 259

November 18, 2019

Supervisor / Town Board

RE: Caravaglia
53-1-18
Request for Refund

RECEIVED

NOV 18 2019

Town of Warwick
Town Clerk

Dear Supervisor & Town Board:

The Building Department has received a cancellation request from Yanira Depuy for a refund of permit application 20190682 for a solar panel application. The application fee of \$100 is normally withheld (for processing and administrative work) and a refund of the building fee is returned. I am asking for a returned fee of \$120.00 to New York State Solar Farm.

Sincerely,

Daniel Gibson
Building Inspector

C/c: Town Clerk
Comptroller

DG/sw



December 14, 2018

Town of Warwick
Building Department
132 Kings Highway
Warwick, NY 10990

RE: Caravaglia - 92 Birdsall Road, Warwick, NY 10990 - Building Permit App Fee

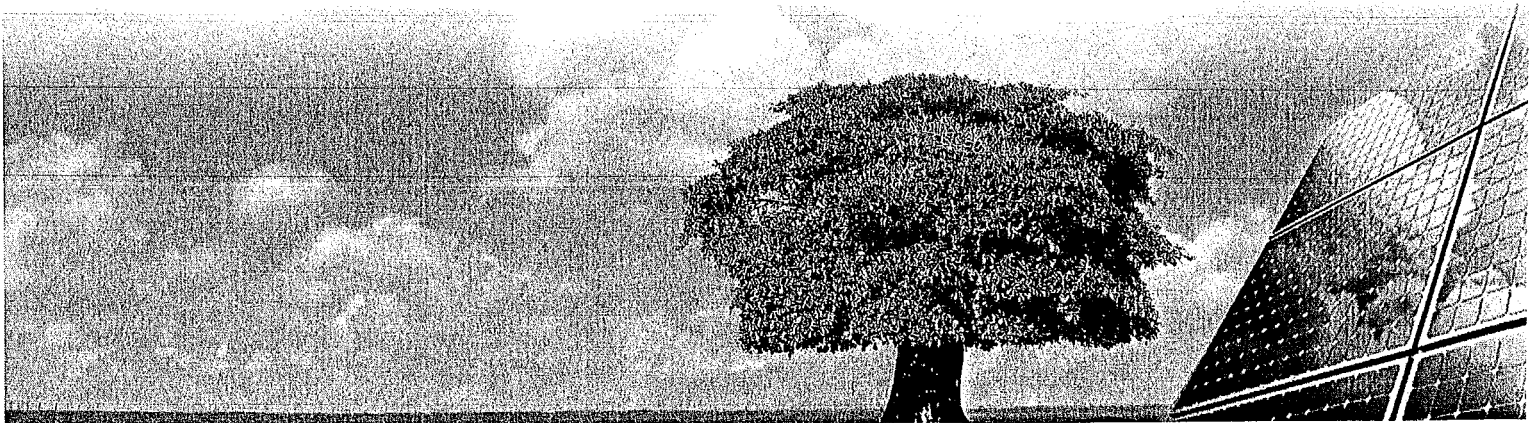
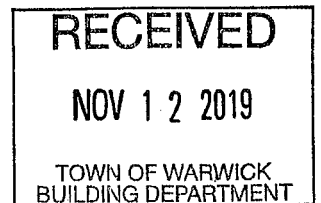
Dear Sir or Madam:

Back on 08/07/19 we had submitted a check in the amount of \$220 for the Building Permit Application fee for the above mentioned homeowner. This Customer is no longer pursuing Solar installation on his property as he is now in the process of selling his home. If we could please be reimbursed any applicable fees, made payable to New York State Solar Farm, I would greatly appreciate it.

Please let me know if you have any questions, comments or concerns.

Sincerely,

Yanira DePuy
NYS Solar Farm, Inc.
1938 Route 44/55
Modena, NY 12548
Yanira@nyssf.com
845-256-6051 Direct Line



RECEIVED
NOV 18 2019
Town of Warwick
Town Clerk

TOWN OF WARWICK: COUNTY OF ORANGE
STATE OF NEW YORK

-----X

TOWN BOARD RESOLUTION

#2019-290

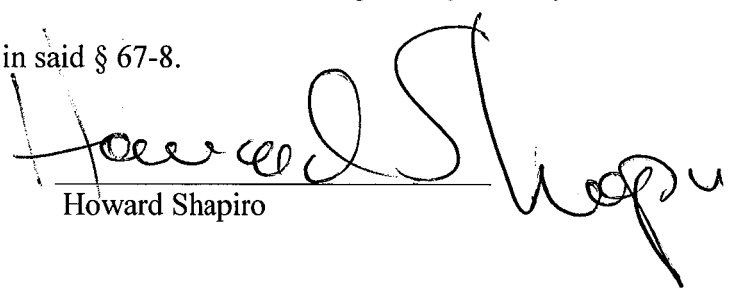
**Unsafe Building
Section 42, Block 1, Lot 104**

**ACKNOWLEDGEMENT
OF SERVICE**

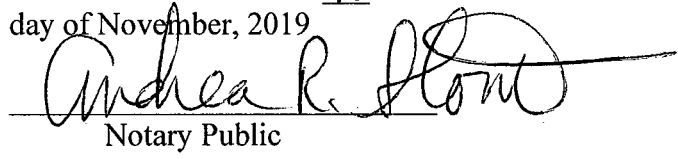
Owner: Howard Shapiro, Respondent/Owner

-----X

The undersigned Respondent/Owner hereby acknowledges receipt of town Board Resolution # 2019-290 adopted by the Town Board on November 7, 2019, a copy of which is annexed hereto. Service of the same is acknowledged pursuant to Town of Warwick Zoning Law § 67-8 by the undersigned in lieu personal service as required in said § 67-8.

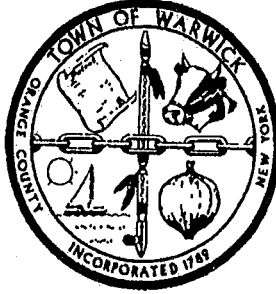

Howard Shapiro

Sworn to before me this 13th
day of November, 2019


Notary Public

ANDREA R. STOUT
Notary Public, State of New York
No. 4965121
Qualified in Orange County
My Commission Expires April 16, 2022

TOWN OF WARWICK



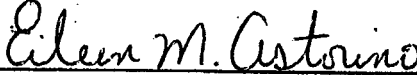
Eileen M. Astorino
Town Clerk/Registrar
132 Kings Highway
Warwick, New York 10990-3152
Tel: (845) 986-1124, ext. 246
Fax: (845) 987-1499
clerk@townofwarwick.org

Melissa Stevens, Deputy Town Clerk/Deputy Registrar
Carolyn Purta, Deputy Town Clerk
Tel: (845) 986-1124, ext. 244 or 245
Fax: (845) 987-1499

I, EILEEN ASTORINO, Town Clerk of the Town of Warwick, in the County of Orange, State of New York HERE BY CERTIFY that the following resolution #R2019-290 SCHEDULE HEARING UNSAFE BUILDING- SHAPIRO was adopted at the regular meeting of the Town Board of the Town of Warwick duly called and held on Thursday, November 7, 2019 have been compared by me with the original minutes as officially recorded in the Town Clerk's Office in the Minute Book of the Town Board and is a true, complete and correct copy thereof and of the whole of said original minutes so far as the same relate to the subject matter.

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Town of Warwick this 8th day of November 2019.

SEAL


Eileen M. Astorino, Town Clerk

#R2019-290 SCHEDULE HEARING UNSAFE BUILDING- SHAPIRO

Motion Supervisor Sweeton, seconded Councilman Gerstner to adopt the following resolution to Order to Repair or Remove Structure(s), Tax Map Section 42, Block 1, Lot 104:

WHEREAS, the Building Inspector of the Town of Warwick has made a personal inspection of structure(s) located at 204 West Street, Warwick, New York, designated as Section 42, Block 1, Lot 104, of the tax map of the said Town, and has deemed the said structure(s) to be dangerous or unsafe to the public as defined in Chapter 67-3 of the Code of Ordinances and Local Laws of the Town of Warwick, and such determination has been reported to the Town Board together with the report and recommendations of the Town's Building Inspector, dated November 4, 2019, which reports conclude that the said structure(s) is a hazard to the community; and

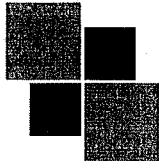
WHEREAS, the Town Board of the Town of Warwick, after reviewing said report and the building inspector's determination and recommendation to the Town Board, and having duly deliberated thereon;

BE IT RESOLVED as follows:

The Town Board determines that the structure(s) located at 204 West Street, in the Town of Warwick, designated as Section 42 Block 1, Lot 104, of the Town of Warwick tax map, record owner(s) being Howard Shapiro and last residing at 204 West Street, Warwick, NY is unsafe, dangerous, unhealthy and a fire hazard and shall be repaired or removed by the said owner(s); such finding being based on the report and the recommendation of the Building Inspector dated November 4, 2019; and

BE IT FURTHER RESOLVED, that a hearing shall be conducted to consider the affirmance of, modification of or vacatur of this Order. Said hearing shall commence on or about 7:30 PM on November 21, 2019, and shall be conducted at the Town Hall of the Town of Warwick, 132 Kings Highway, Warwick, New York. The Attorney for the Town shall serve notice of the said hearing together with this resolution and the report of the Building Inspector to the owner(s) of record of the said premises or persons having an interest therein; proof of such service shall be delivered to the Town Clerk at or before the opening of the public hearing and such notice of hearing shall be served on the record owner(s) at least five days before the commencement of the public hearing.

Motion carried (5 Ayes, 0 Nays) Supervisor Sweeton declared this resolution duly adopted.



LEHMAN & GETZ
CONSULTING ENGINEERS

Mr. Michael Sweeton, Supervisor
Town of Warwick
132 Kings Highway
Warwick, NY 10990

RECEIVED
NOV 15 2019
Town of Warwick
Town Clerk

RE: Application for inclusion in the AP-O District

Dear Mr. Sweeton & Town Board Members,

We are submitting an application to include Ochs Orchard (SBL 51-1-29) into the Town's Agriculture Protection Overlay District. This 32.8-acre parcel is currently part of the Ochs Orchard operation, and has been an active, commercial agricultural operation for decades. The orchard property has a long-standing agricultural assessment, and falls within the APO Qualifying Area. The owners now are requesting to include the property into the APO District.

We have enclosed the following items for the Board's review:

- Application for a Request to Participate in the Town of Warwick Agriculture Overlay Protection District, signed by Alan Ochs and Janice Williams
- Map of the APO District Qualifying Area
- Copy of the deed

We hope that you will put their request on your next agenda for consideration.

Thank you.

Sincerely,

Lehman & Getz Engineering, P.C.
Karen Emmerich, AICP

Cc: Alan Ochs
Janice Williams
Douglas Stage, Esq.

X

Warwick Town Clerk

From: Warwick Dial A Bus <dialabus@warwick.net>
Sent: Friday, November 15, 2019 12:21 PM
To: Warwick Town Clerk; Michael Sweeton
Subject: Warwick Dial A Bus Drug Testing Policy
Attachments: WARWICK Drug and Alcohol Testing Policy- adopted 11-21-19.pdf

Hello,

I have just had a review of our Drug and Alcohol Testing Policy. There were mandatory changes that had to be made to comply with new federal regulations. We also had to change our 2 Substance Abuse Professionals that we send people to if they test positive or come to us with a problem. The previous 2 retired.

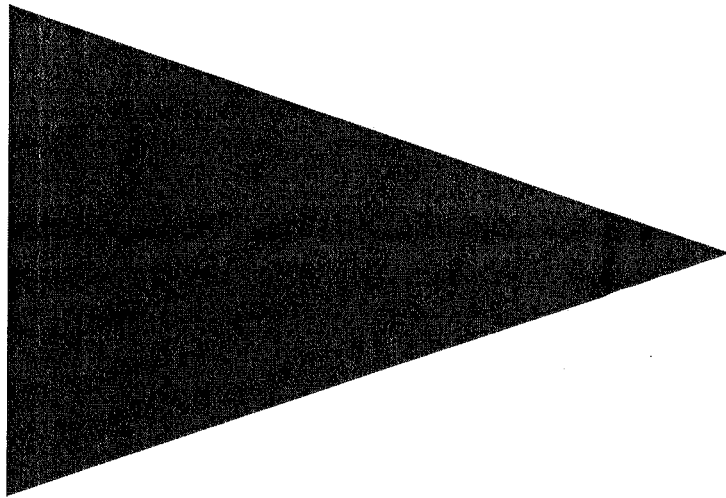
I need a resolution to adopt this November 21st, 2019 please. Last adoption was February 8, 2019.

Thank you

Jen

Jennifer L. Crover
Supervisor of Transportation
Town of Warwick Dial-A-Bus
Cell- 845-774-6313
Office 845-986-4174
dialabus@warwick.net

RECEIVED
NOV 15 2019
Town of Warwick
Town Clerk



TOWN OF WARWICK
DIAL-A-BUS
DRUG AND ALCOHOL
TESTING PROGRAM POLICY

Adopted on November 21st, 2019 by resolution by the Town Board of Warwick

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(REMOVED ONCE SIGNED BY EMPLOYEE)	

Important websites:

Office of Drug and Alcohol Policy and Compliance- www.transportation.gov/odapc

49CFR part 40- www.transportation.gov/odapc/part40

FTA/ TRANSIT SAFETY/ Part 655- www.transit-safety.fta.dot.gov/drugandalcohol

POLICY STATEMENT

The Town of Warwick Dial-A-Bus is committed in protecting the health, safety, and welfare of all employees, passengers, and the public, assuring workers fitness for duty, eliminating accidents that are resulted from the use of alcohol and illegal drugs, and preserving high performance standards. As such, the use of alcohol and/ or illegal drugs in the workplace, or as it affects the workplace, is prohibited and will not be tolerated. The Town of Warwick Dial-A-Bus expects all covered employees to strictly adhere to this Policy.

PROGRAM MANAGER

The Supervisor of Transportation, or Supervisor's designee, in their absence, will serve as the Drug and Alcohol Program Manager (DAPM) and Designated Employer Representative (DER) for the Town of Warwick Dial-A-Bus.

Responsibilities include, but are not limited to, the following:

- Documentation of procedures and reporting requirements.
- Liaison between the laboratory, collection site, MRO, and Town of Warwick Dial-A-Bus.
- Notifying employees who are to be tested based on random selection or any required testing
- Policy establishment and revisions/ updates as necessary

COVERAGE

This policy applies to all employees who perform safety- sensitive functions. This includes, but is not limited to, full- time, part- time, casual, intermittent, or occasional employees; leased employees, seasonal employees, etc. This policy applies to covered employees during all working time as well as off-site lunch periods, breaks etc., when scheduled to return to work. This policy also covers non- mandated employees who are not considered safety- sensitive and are covered under Town of Warwick authority.

**DRUG AND ALCOHOL TESTING POLICY
TOWN OF WARWICK DIAL-A-BUS
Adopted November 21st, 2019**

A. PURPOSE

- 1) The TOWN OF WARWICK DIAL-A-BUS provides public transit and paratransit services for the residents of the Town of Warwick and surrounding areas. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, TOWN OF WARWICK DIAL-A-BUS declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.

- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.

- 3) Any provisions set forth in this policy that are included under the sole authority of TOWN OF WARWICK DIAL-A-BUS and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of TOWN OF WARWICK DIAL-A-BUS will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons controlling the movement of revenue service vehicles and any transit employee who operates a vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

C. DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Adulterated specimen: A specimen that has been altered, as evidence by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

Aliquot: A fractional part of a specimen used for testing, It is taken as a sample representing the whole specimen.

Applicant: An individual applying for a safety- sensitive position at the Town of Warwick Dial-A-Bus. An applicant also includes an employee of the Town of Warwick in a non- covered position applying or transferring to a covered position.

Breath Alcohol Technician (BAT): An individual who instructs and assists with the alcohol testing process and who operates an Evidential Breath Testing Device (EBT). A BAT must complete a course of instruction for operation of an EBT as developed by the Department of Transportation.

Canceled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

Chain of Custody (COC): Procedures used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until it is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF)

Collection Site: A place designated by the Town of Warwick Dial-A-Bus where employees must report for the purpose of providing urine specimen to be analyzed for the presence of drugs and/ or a breath test to be analyzed for the presence of alcohol.

Confirmatory Drug Test: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

Consortium/ Third Party Administrator (C/ TPA): A service agent that provides or coordinates the provision of a variety of drug and alcohol testing services to employers. C/ TPA's typically perform administrative tasks concerning the operation of the employers' drug and alcohol testing program. TPA's can perform random selection process and notify employers of selections.

Covered Employee Under FTA Authority: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

DOT, The Department, DOT Agency: These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

Dilute specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Evidentiary Breath Testing Device (EBT): A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" www.transportation.gov/odapc/Approved-Evidential-Breath-Measurement-Devices because it conforms with the model specifications available from NHTSA.

Initial Drug Test: (Screening Drug Test) The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial Specimen Validity Test: The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid

Invalid Result: The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Laboratory: Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

Limit of Detection (LOD): The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

Limit of Quantitation: For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has creatinine and specific gravity values that are lower than expected for human urine.

Negative result: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

Non-negative test result: A urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

Oxidizing Adulterant: A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

Performing (a safety-sensitive function): A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive result: The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

Prohibited drug: Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

Rejected for Testing: The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service.

Safety-sensitive functions: Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling the movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

Split Specimen Collection: A collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted specimen: A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

Test Refusal: The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

Vehicle: A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

Verified negative test: A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing: The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. 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.

D. EDUCATION AND TRAINING

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, 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.

E. PROHIBITED SUBSTANCES

- 1) Prohibited substances addressed by this policy include the following.
 - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related

products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in Section H of this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a TOWN OF WARWICK DIAL-A-BUS supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
- c. Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

F. PROHIBITED CONDUCT

- 1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while

having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.

- a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
 - i. The employee's alcohol concentration measures less than 0.02; or
 - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) TOWN OF WARWICK DIAL-A-BUS, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all TOWN OF WARWICK DIAL-A-BUS employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.
- 9) An employee cannot acknowledge use of drugs and/or alcohol AFTER they have reported to work, or AFTER they have been notified to go for a drug/ alcohol test. Self-referral and acknowledgement of the inability to perform safety- sensitive functions can be made prior to reporting, but employee will be subsequently relieved of responsibilities and subject to discipline.

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the TOWN OF WARWICK DIAL-A-BUS management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.

H. TESTING REQUIREMENTS

- 1) Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under TOWN OF WARWICK DIAL-A-BUS authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.
- 3) All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with TOWN OF WARWICK DIAL-A-BUS. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.

I. DRUG TESTING PROCEDURES

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.

- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry (LC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS or LC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the TOWN OF WARWICK DIAL-A-BUS. If a legitimate explanation is found, the MRO will report the test result as negative.
- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test under paragraphs L through P of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original

sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. TOWN OF WARWICK DIAL-A-BUS will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however the TOWN OF WARWICK DIAL-A-BUS will seek reimbursement for the split sample test from the employee.

- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
 - 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.
- 8) Observed collections
- a. Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
 - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to TOWN OF WARWICK DIAL-A-BUS that there was not an adequate medical explanation for the result;
 - ii. The MRO reports to TOWN OF WARWICK DIAL-A-BUS that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
 - iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).

- iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- v. The temperature on the original specimen was out of range;
- vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.
- vii. All follow-up-tests; or
- viii. All return-to-duty tests

J. ALCOHOL TESTING PROCEDURES

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.
- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to

0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.

- 3) TOWN OF WARWICK DIAL-A-BUS affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

K. PRE-EMPLOYMENT TESTING

- 1) All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.
 - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
 - b. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.
 - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.

- d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q herein.
- e. If a pre-employment test is canceled, TOWN OF WARWICK DIAL-A-BUS will require the applicant to take and pass another pre-employment drug test.
- f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- g. Following a negative dilute the employee will be required to undergo another test. 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.
- h. Applicants are required (even if ultimately not hired) to provide TOWN OF WARWICK DIAL-A-BUS with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. TOWN OF WARWICK DIAL-A-BUS is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide TOWN OF WARWICK DIAL-A-BUS proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

- 1) All TOWN OF WARWICK DIAL-A-BUS FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based

upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under TOWN OF WARWICK DIAL-A-BUS' authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

- 2) TOWN OF WARWICK DIAL-A-BUS shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.
- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Town of Warwick Dial-A-Bus Supervisor of Transportation.
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. TOWN OF WARWICK DIAL-A-BUS shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of the TOWN OF WARWICK DIAL-A-BUS. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

M. POST-ACCIDENT TESTING

- 1) **FATAL ACCIDENTS** – A covered employee will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.

- 2) **NON-FATAL ACCIDENTS** - A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:
 - a. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
 - b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that TOWN OF WARWICK DIAL-A-BUS is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), TOWN OF WARWICK DIAL-A-BUS may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Employees who may be covered under company authority will be selected from a pool of non-DOT-covered employees.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates> .

- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under TOWN OF WARWICK DIAL-A-BUS authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under TOWN OF WARWICK DIAL-A-BUS' authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

O. RETURN-TO-DUTY TESTING

All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test, or both.

P. FOLLOW-UP TESTING

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the

employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, referred to a Substance Abuse Professional (SAP) for assessment. No employee will be allowed to return to duty requiring the performance of safety-sensitive job functions without the approval of the SAP and the employer.
- 2) Following a negative dilute the employee will be required to undergo another test. 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.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to list of USDOT qualified SAPs. A test refusal includes the following circumstances:
 - a) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
 - b) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
 - c) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
 - d) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.

- e) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- f) Fail or decline to take a second test as directed by the collector or the employer for drug testing.
- g) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- h) Fail to cooperate with any part of the testing process.
- i) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- j) Possess or wear a prosthetic or other device used to tamper with the collection process.
- k) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- l) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- m) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

- 4) For the first instance of a verified positive test from a sample submitted as the result of a random drug/alcohol test, disciplinary action against the employee shall include:
 - a. Mandatory referral to Substance Abuse Professional for assessment, formulation of a treatment plan, and execution of a return to duty agreement;
 - b. Failure to execute, or remain compliant with the return-to-duty agreement shall result in termination from TOWN OF WARWICK DIAL-A-BUS employment.
 - i. Compliance with the return-to-duty agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy.
 - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.
 - d. A periodic unannounced follow-up drug/alcohol test which results in a verified positive shall result in termination from TOWN OF WARWICK DIAL-A-BUS employment.

- 5) The first instance of a verified positive post-accident or reasonable suspicion drug and/or alcohol test shall result in termination.
- 6) Regardless of testing category, the second instance of a verified positive drug or alcohol test result shall result in termination from TOWN OF WARWICK DIAL-A-BUS employment.
- 7) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder of the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NON-DOT alcohol test with a result of less than 0.02 BAC.
- 8) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
 - a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return to work agreement;
 - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from TOWN OF WARWICK DIAL-A-BUS employment.
 - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the sole authority of TOWN OF WARWICK DIAL-A-BUS and will be performed using non-DOT testing forms.
 - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. All tests conducted as part of the return to work agreement will be conducted under company authority and will be performed using non-DOT testing forms.
 - d. A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.

- e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.
 - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with TOWN OF WARWICK DIAL-A-BUS.
 - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 9) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.
- 10) The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. The employee will be permitted to take accrued sick leave or administrative leave to participate in the prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the employee has successfully completed the required treatment program and has been released to return-to-duty. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act.

R. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

S. PROPER APPLICATION OF THE POLICY

TOWN OF WARWICK DIAL-A-BUS is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager 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 termination.

T. INFORMATION DISCLOSURE

- 1) Drug/alcohol testing records shall be maintained by the TOWN OF WARWICK DIAL-A-BUS Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need to know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over TOWN OF WARWICK DIAL-A-BUS or the employee.

- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

Attachment A
TOWN OF WARWICK DIAL-A-BUS
SAFETY- SENSITIVE EMPLOYEES

<u>Job Title</u>	<u>Job Duties</u>	<u>Testing Authority</u>
SUPERVISOR OF TRANSPORTATION-	MAY DISPATCH AND/ OR CONTROL MOVEMENT OF VEHICLE	FTA
HEAD BUS DRIVER-	MAY OPERATE, DISPATCH OR CONTROL MOVEMENT OF VEHICLE	FTA
BUS DRIVER-	OPERATES PUBLIC TRANSIT OR REVENUE SERVICE VEHICLE	FTA
MECHANIC-	MAINTENANCE OF PUBLIC TRANSIT VEHICLE OR REVENUE SERVICE VEHICLE	FTA

Attachment B Contacts

*****Contacts and Facilities on this page are subject to change without notice ***
See your DAPM for current contact information**

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

TOWN OF WARWICK DIAL-A-BUS Drug and Alcohol Program Manager/ DER

Name: JENNIFER CROVER

Title: SUPERVISOR OF TRANSPORTATION

Address: 63 Public Works Dr, Warwick, NY 10990

Phone Number: Cell- (845)-774-6313 Office: (845)-986-4174

Medical Review Officer

Name: Dr. Russell Kamer

Title: Partners in Safety

Address: 800 Rt. 17M, Middletown, NY 10940

Telephone Number: (845)-341-0515 Fax: (845)-341-0355

Substance Abuse Professional

(1)

Name: Thomas Rue

Title: Substance Abuse Professional, Addictions Counselor

Office: 433 Broadway, Monticello, NY 12701

Phone: Office: 845-513-5002

Email- tom@choicesmhc.com

(2)

Name : William Oliphant

Title : Licensed Clinical Social Worker

Office : 1787 Rt 17M Goshen, NY 10924

Phone: 845-418-2101

HHS Certified Laboratory Primary Specimen

Name: LabCorp of America

Address: 69 First Ave Raritan, NJ 08869

Telephone Number: 1-800-223-0631

C/ TPA/ Collection Site

Name: Partners in Safety

Address: 800 Rt. 17M, Middletown, NY 10940

Telephone Number: (845)-341-0515

After Hours: 1-800-214-7924

TOWN OF WARWICK DIAL-A-BUS
DRUG AND ALCOHOL TESTING PROGRAM POLICY- 11/21/2019
POLICY ACKNOWLEDGEMENT FORM

I hereby acknowledge that I received a copy of the adopted TOWN OF WARWICK DIAL-A-BUS DRUG AND ALCOHOL TESTING PROGRAM POLICY outlining FTA and Town of Warwick objectives, procedures and regulations regarding the use of controlled substances and alcohol. I further acknowledge that I have read or will read the contents of this policy and will contact the Drug and Alcohol Program Manager if I have any questions.

I understand that the objectives, procedures and regulations in this policy will remain in effect for the duration of my employment.

I understand the Town of Warwick Dial-A-Bus reserves the right to interpret, add to, or revise any part of this policy. Moreover, these policies may be subject to alteration by changes in federal or state regulations, rules or legislation.

I understand the failure to comply with any aspect of these policies may lead to disciplinary action, up to and including termination of employment.

I agree to abide by the Town of Warwick Dial-A-Bus's policies and testing requirements. This signed receipt will be maintained in the employees work file.

Employee Name (Please Print)

Employee Signature

Date of Signature

Department Head Name (Please Print)

Department Head Signature

Date Received

Warwick Town Clerk

From: Warwick Town Comptroller
Sent: Friday, November 15, 2019 1:13 PM
To: Warwick Town Clerk
Cc: Michael Sweeton
Subject: NYSLRS RECORD OF ACTIVITY FOR ZONING AND PLANNING BOARD MEMBERS
Attachments: rs2417-a.ZONING.PLANING.pdf

Hi Eileen,

Attached please find Form RS2417-A to be certified by your office. Also, a resolution must be passed. The Resolution and RS2417-A must be mail to NYSLRS so they can properly update their records.

Please let me know if you have any questions. I'm going to need copies to make the necessary adjustments on their records once the Board approves this resolution and the NYSLRS receives it.

Thanks,

Ana

PS: please double check their terms.

Thanks again!

RECEIVED

NOV 15 2019

Town of Warwick
Town Clerk

Please type or print clearly
 in blue or black ink

Employer Location Code

3 0 3 1 1

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

RS 2417-A

(Rev. 09/18)

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

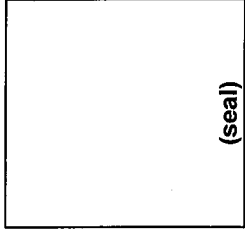
BE IT RESOLVED, that the TOWN OF WARWICK / 30311 (Location Code) hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Title:	Standard Work Day: (Hrs/day) Min. 6 hrs Max. 8 hrs	Name: (First and Last)	Social Security Number: (Last 4 digits)	NYS LRS ID:	Tier 1 (Check only if member is Tier 1)	Current Term Begin & End Dates: (mm/dd/yy-mm/dd/yy)	Record of Activities Result:*	Not Submitted: (Check only if official did not submit their Record of Activities)
Elected Officials:								
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
Appointed Officials:								
ZONING BOARD MEMBER	6.5	DAUBERT, CHRISTOPHER	9054	R12700556	<input type="checkbox"/>	1/1/2016-12/31/2020	.15	<input type="checkbox"/>
PLANNING BOARD MEMBER	6.5	LITTLE, CHRISTINE	7087	R10830796	<input type="checkbox"/>	1/1/2015-12/31/2019	1.27	<input type="checkbox"/>
ZONING BOARD MEMBER	6.5	SHUBACK, KEVIN	2369	R10662287	<input type="checkbox"/>	1/1/2019-12/31/2023	1.02	<input type="checkbox"/>

I, _____, secretary/clerk of the governing board of the _____ of the State of New York, (Name of Secretary or Clerk) (Circle one) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the _____ day of _____, 20____ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the _____ on this _____ day of _____, 20____, (Name of Employer)



Affidavit of Posting: I, _____, being duly sworn, deposes and says that the posting of the Resolution began on _____ (Signature of Secretary or Clerk) (Name of Secretary or Clerk) and continued for at least 30 days. That the Resolution was available to the public on the: _____ (Date)

- Employer's website at: _____
- Official sign board at: _____
- Main entrance Secretary or Clerk's office at: _____

X

November 15, 2019

To: Ana Kanz, Town Comptroller
Eileen Astorino, Town Clerk

RECEIVED

NOV 15 2019

From: Ben Astorino, Deputy Commissioner DPW

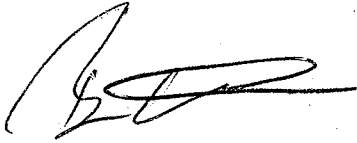
Town of Warwick
Town Clerk

RE: PT Seasonal Laborer

Please pass a resolution effective immediately to rehire the following employees as PT Seasonal Laborers until May 31, 2020:

Blake, Bernadette
Finn, Michael
Groen, Henry
Mann, Jason
Rebelo, Manuel

Thanks,



CC: Michael Sweeton, Town Supervisor

X

RECEIVED

NOV 13 2019

Town of Warwick
Town Clerk

GREENWOOD LAKE COMMISSION
MONTHLY MEETING DATES 2020

January	22	2020	NJ
February	26	2020	NY
March	25	2020	NJ
April	22	2020	NY
May	27	2020	NJ
June	24	2020	NY
July	22	2020	NJ
August	26	2020	NY
September	23	2020	NJ
October	28	2020	NY
November	18	2020	NJ
December	16	2020	NY

January – October are on the 4th Wednesday of each month.

November and December are on the 3rd Wednesday of the month.

X

Mr. Benjamin Astorino
23 Main Street
Warwick, New York 10990
Ph. # (845)-986-3430

RECEIVED
NOV 05 2019
Town of Warwick
Town Clerk

November 5, 2019

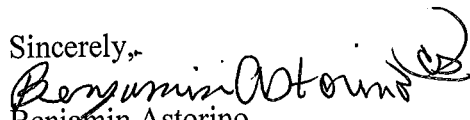
Town of Warwick Town Board
132 Kings Highway
Warwick, New York 10990

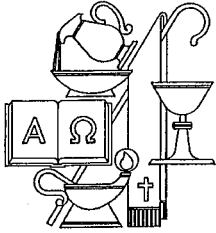
Attn: Michael Sweeton, Supervisor

Dear Supervisor Sweeton:

I am writing to you requesting to be Re-Appointed on the Town of Warwick Planning Board as soon as possible for another 5-Year term. I have found it to be very rewarding and challenging.

Sincerely,


Benjamin Astorino



Good Shepherd Lutheran Church

95 Kings Highway, PO Box 218

Warwick, New York 10990

Phone: (845) 986-3040

Fax: (845) 986-3050

E-mail: gslc@warwick.net

Tuesday, November 5, 2019

Town Board of Warwick
132 Kings Highway
Warwick, NY 10990

Re: Building Permit Application Fee Returned
Application #: 20190911

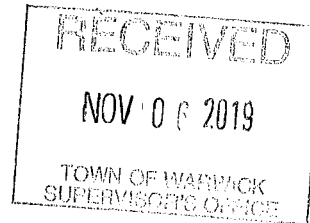
To Whom It May Concern:

We are contracted with Frank Stevens & Sons Contracting, Inc. for the resurfacing of the roof on the Good Shepherd Lutheran Church, 95 Kings Highway, Warwick, NY, and hereby request the Building Permit fee of \$500.00 be returned, since we paid on the Contractors behalf and we did submit a Building Permit Application Waiver Letter on Tuesday, October 29, 2019.

Thank you.

Sincerely,

Barbara Katz



RECEIVED
NOV 05 2019
Town of Warwick
Town Clerk

P.S. Please return the check to
Barbara Katz
17 Campbell Rd.
Warwick, Ny. Thank you



Department of Public Service

Public Service Commission
John B. Rhodes
Chair and
Chief Executive Officer

Diane X. Burman
James S. Alesi
Tracey A. Edwards
John B. Howard
Commissioners

Thomas Congdon
Deputy Chair and
Executive Deputy

Robert Rosenthal
General Counsel

Michelle L. Phillips
Acting Secretary

RECEIVED

NOV 14 2019

Town of Warwick
Town Clerk

Office Locations

3 Empire State Plaza, Albany, NY 12223-1350
90 Church Street, 4th Floor, New York, NY 10007-2929
295 Main Street, Suite 1050, Buffalo, NY 14203-2508
125 East Bethpage Road, Plainview, NY 11803

www.dps.ny.gov

November 2019

Dear Community Leader/Elected Official:

As the winter season approaches, many New Yorkers will face a difficult time managing their energy costs. This situation may be particularly hard on the elderly and those with fixed or low incomes. It is important that consumers are made aware of steps they can take, and the programs they can participate in, to reduce their energy use and help control energy bills this winter.

The New York State Department of Public Service's winter outreach and education campaign is designed to help consumers manage their energy bills while staying warm and safe during the cold weather months. We are encouraging consumers to take simple, low-cost energy savings measures to reduce energy use and to consider bill payment options and financial assistance programs to help manage energy costs.

I am writing to ask for your assistance with our outreach and education effort. Enclosed is a list of available publications related to the upcoming winter season, which include topics such as the rights and protections of electric and natural gas customers, what to do if utility service is interrupted, and the actions consumers can take to manage their winter energy costs. We encourage you to distribute these publications by placing them in high traffic areas in your community.

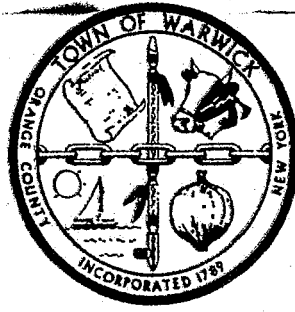
If you have any questions or would like to discuss ways we can work together to inform consumers about utility issues, please contact Xenia Vega of the Office of Consumer Services by phone at (516) 490-2323 or by e-mail at Xenia.Vega@dps.ny.gov.

Sincerely,

John B. Auricchio
Director
Office of Consumer Services

cc: M. Sweeton X
✓ E. Astorino
11/13/2019
OK

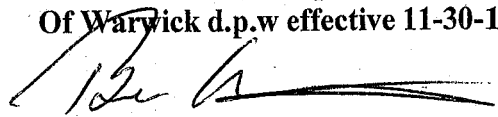
TOWN OF WARWICK



Ben D. Astorino
DPW Commissioner
132 Kings Highway
Warwick, New York 10990
Tel: (845) 986-3358,
Fax: (845) 987-1447

Ana Kanz,

This memo is to inform you that Darlene Rosten will no longer be working for the Town Of Warwick d.p.w effective 11-16-19, also Ed Devine will no longer be working for the Town Of Warwick d.p.w effective 11-30-19. Thank You


Ben Astorino

RECEIVED
NOV 14 2019
Town of Warwick
Town Clerk

X

Warwick Town Clerk

From: Christine Little <4littles@optonline.net>
Sent: Monday, November 11, 2019 11:38 AM
To: Warwick Town Clerk; Michael Sweeton
Subject: Reappointment

RECEIVED

NOV 13 2019

Town of Warwick
Town Clerk

Supervisor Sweeton and Town Councilmen,

It has been my honor and privilege to serve on the Town of Warwick Planning Board. I am requesting re-appointment at the end of my current term, which will expire on December 31, 2019.

I take each application seriously and thoroughly review the information provided, from both the applicants and their professionals, as well as community members who have questions and concerns about proposed projects. I work well with the chairman and fellow board members and we each bring different perspectives to the review and discussions pertaining to each project. Fair, thoughtful consideration is given to each application and decisions rendered based on town code and applicable laws.

As part of the planning board, I have contributed suggestions for mitigations that were received well by both applicants and their future neighbors/community.

Should I receive your approval and re-appointment to the Planning Board for another term, I will look forward to continuing to serve my community in the careful consideration of all applications submitted to the Planning Board.

Respectfully,

Christine Little

X

Warwick Town Clerk

From: Jay Myrow <jmyrow@mid-hudsonlaw.com>
Sent: Wednesday, November 13, 2019 4:27 PM
To: Michael Sweeton; Warwick Town Clerk
Cc: Michael Blustein
Subject: howard shapiro
Attachments: Acknowledgment Shapiro FE 11-13-19.pdf
ActionName: Town of Warwick-general

RECEIVED

NOV 13 2019

Town of Warwick
Town Clerk

Attached is acceptance of service signed by Howard. I'll bring the original to the next meeting.

Just so you know, M. Blustein represents Howard so I have to recuse myself at any hearings on the matter. I spoke to Howard, he said he spoke to Danny and was told to board up the building and fix the roof; Howard said he expected to do that before the hearing date.

Jay R. Myrow, Esq.

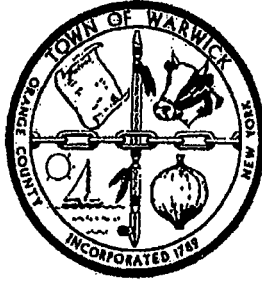
BLUSTEIN, SHAPIRO, RICH & BARONE, LLP
ATTORNEYS AT LAW

10 Matthews Street
Goshen, NY 10924
Phone: 845.291.0011
Fax: 845.291.0021
jmyrow@mid-hudsonlaw.com
www.mid-hudsonlaw.com

FRAUD ALERT: If you receive an email requesting a wire transfer, you MUST in every instance call us first to verify the information before sending any money via wire transfer.

This message is from the office of Blustein, Shapiro, Rich & Barone, LLP, and is intended only for the addressee. The information contained in this message is confidential, may be attorney-client privileged, may constitute inside or non-public information under federal or state securities laws and is intended only for the use of the addressee. Unauthorized forwarding, printing, copying, distributing, or using such information is strictly prohibited and may be unlawful. If you are not the addressee, please promptly delete this message and notify the sender of the delivery error by return e-mail or you may call our office at (845) 291-0011. Thank you.

TOWN OF WARWICK



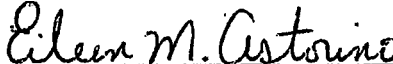
Eileen M. Astorino
Town Clerk/Registrar
132 Kings Highway
Warwick, New York 10990-3152
Tel: (845) 986-1124, ext. 246
Fax: (845) 987-1499
clerk@townofwarwick.org

Melissa Stevens, Deputy Town Clerk/Deputy Registrar
Carolyn Purta, Deputy Town Clerk
Tel: (845) 986-1124, ext. 244 or 245
Fax: (845) 987-1499

I, EILEEN ASTORINO, Town Clerk of the Town of Warwick, in the County of Orange, State of New York HERE BY CERTIFY that the following resolution #R2019-290 SCHEDULE HEARING UNSAFE BUILDING- SHAPIRO was adopted at the regular meeting of the Town Board of the Town of Warwick duly called and held on Thursday, November 7, 2019 have been compared by me with the original minutes as officially recorded in the Town Clerk's Office in the Minute Book of the Town Board and is a true, complete and correct copy thereof and of the whole of said original minutes so far as the same relate to the subject matter.

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Town of Warwick this 8th day of November 2019.

SEAL


Eileen M. Astorino, Town Clerk

#R2019-290 SCHEDULE HEARING UNSAFE BUILDING- SHAPIRO

Motion Supervisor Sweeton, seconded Councilman Gerstner to adopt the following resolution to Order to Repair or Remove Structure(s), Tax Map Section 42, Block 1, Lot 104:

WHEREAS, the Building Inspector of the Town of Warwick has made a personal inspection of structure(s) located at 204 West Street, Warwick, New York, designated as Section 42, Block 1, Lot 104, of the tax map of the said Town, and has deemed the said structure(s) to be dangerous or unsafe to the public as defined in Chapter 67-3 of the Code of Ordinances and Local Laws of the Town of Warwick, and such determination has been reported to the Town Board together with the report and recommendations of the Town's Building Inspector, dated November 4, 2019, which reports conclude that the said structure(s) is a hazard to the community; and

WHEREAS, the Town Board of the Town of Warwick, after reviewing said report and the building inspector's determination and recommendation to the Town Board, and having duly deliberated thereon;

BE IT RESOLVED as follows:

The Town Board determines that the structure(s) located at 204 West Street, in the Town of Warwick, designated as Section 42 Block 1, Lot 104, of the Town of Warwick tax map, record owner(s) being Howard Shapiro and last residing at 204 West Street, Warwick, NY is unsafe, dangerous, unhealthy and a fire hazard and shall be repaired or removed by the said owner(s); such finding being based on the report and the recommendation of the Building Inspector dated November 4, 2019; and

BE IT FURTHER RESOLVED, that a hearing shall be conducted to consider the affirmance of, modification of or vacatur of this Order. Said hearing shall commence on or about 7:30 PM on November 21, 2019, and shall be conducted at the Town Hall of the Town of Warwick, 132 Kings Highway, Warwick, New York. The Attorney for the Town shall serve notice of the said hearing together with this resolution and the report of the Building Inspector to the owner(s) of record of the said premises or persons having an interest therein; proof of such service shall be delivered to the Town Clerk at or before the opening of the public hearing and such notice of hearing shall be served on the record owner(s) at least five days before the commencement of the public hearing.

Motion carried (5 Ayes, 0 Nays) Supervisor Sweeton declared this resolution duly adopted.

X

Warwick Town Clerk

From: Greenwood Lake Commission <1616gwlc@gmail.com>
Sent: Sunday, November 10, 2019 12:18 PM
Subject: HABS Advisory on the New Jersey area of Greenwood Lake has been lifted

The Greenwood Lake Commission is happy to announce the HABS advisory on the New Jersey area of Greenwood Lake, except for the Awosting Beach area, as of October 30 has been lifted, according to the NJDEP.

As we all know, it has been a very difficult season for all residents and businesses around Greenwood Lake this year. The Greenwood Lake Commission is working closely with the NJDEP, NYDEC and many other groups with hopes that better detection and solutions will be forth coming before next season.

We all have a responsibility to keep our water ways and supplies safe and two of the most important ways we can help is to have our septic systems pumped out regularly (the law is every 3 years) and to only use NON-Phosphorus fertilizers, that is also the law. Both are a Large contributor to the HABS issue.

Any questions please contact the Greenwood Lake Commission.

Kind Regards,

Paul Zarrillo - NJ Co Chair
Greenwood Lake Commission
P.O. Box 93
Hewitt, NJ 07421
973-506-7800

RECEIVED
NOV 13 2019
Town of Warwick
Town Clerk

X

Warwick Town Clerk

From: Warwick Dial A Bus <dialabus@warwick.net>
Sent: Friday, November 08, 2019 9:42 AM
To: Michael Sweeton
Cc: Warwick Town Clerk
Subject: Adoption of Warwick DAB SSPP
Attachments: Warwick SSPP updated 11-21-19.pdf

RECEIVED

NOV 08 2019

Town of Warwick
Town Clerk

Mike,

DOT has requested our biennial update of the Warwick Dial A Bus System Safety Program Plan. The updated plan and appendices are attached. I need a resolution for the adoption of the new plan at the November 21st, 2019 meeting.

Please let me know if you have any questions.

Thank you

Jen

Jennifer L. Crover
Supervisor of Transportation
Town of Warwick Dial-A-Bus
Cell- 845-774-6313
Office 845-986-4174
dialabus@warwick.net

TOWN OF WARWICK

DIAL-A-BUS

RECEIVED

NOV 08 2019

Town of Warwick
Town Clerk

SYSTEM SAFETY PROGRAM PLAN

For Small- Medium Systems



Prepared by the Town Board and Supervisor of Warwick Dial-A-Bus

Adopted By Resolution November 21st, 2019

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SECTION 1

EXECUTIVE STATEMENT

Policy Statement

The management of the Town of Warwick Dial-A-Bus has established and enforces a System Safety Program Plan and Policy to ensure the safety of the public, the employees and the citizens of the State who use public transportation, as well as others on the roadway. We are committed to providing safe, reliable and affordable transportation to the general public. We maintain our equipment and facilities to provide the safest environment to our employees and the public.

Signed TOWN SUPERVISOR- Michael Sweeton

Signed Supervisor of Transportation- Jennifer Crover

Authority

The authority for implementing the System Safety Program Plan (SSPP) resides with the Town of Warwick Dial-A-Bus Supervisor of Transportation, its employees and the Town Board of Warwick. The Supervisor of Transportation oversees the administration of the Dial-A-Bus program for the Town of Warwick. The Supervisor of Transportation and Head Bus Driver oversee the daily operations of the Dial-A-Bus program.

This SSPP has been developed in cooperation with the Federal Transit Administration (FTA) and New York State Department of Transportation (NYSDOT). This Program supports our efforts to improve public transportation safety by reducing bus accidents and to improve the overall safety of the roadways.

- 1.1 Our safety policy is signed by the Town Supervisor and the Supervisor of Transportation
- 1.2 Our philosophy for the Town of Warwick is to use all available resources in the implementation of all operations for our transit system. We work diligently with FTA, DOT, ADA, and the County of Orange Department of Planning to acquire resources, keep informed and to provide the most up-to-date information so we can promote and maintain a reliable transit system.
- 1.3 The Town Supervisor along with the Town Board oversees the Program and designates the Supervisor of Transportation of the Town of Warwick to carry out all responsibilities and procedures of the System Safety Program. The Supervisor of Transportation also designates the office manager/ Head Bus Driver to carry out day-to-day responsibilities of the operation.

- 1.4 The Head Bus Driver has the responsibility of day to day operations and monitors all bus and driver performances. Each driver is given a Driver Vehicle Inspection Report (DVIR) checklist to inspect their vehicle before leaving the office. These checklists are given to the Supervisor or designee, and if any defects are found, they are scheduled for repair. If the defect is a safety violation, the vehicle is removed from service. The Supervisor of Transportation and Head Bus Driver monitor bus maintenance. Our drivers are safe and regularly trained in safe driving practices. They have clean driving records and have medical examinations (DOT physicals) to ensure they are healthy enough to drive passengers. Drivers attend an annual safety training seminar to be informed on safety practices and dealing with passengers. We transport the general public including senior citizens and disabled passengers. Drivers are trained to deal with these passengers as well as securement of mobility devices and defensive driving principles. Our drivers are expected to treat passengers with understanding, kindness and courtesy. Drivers are trained on measures to take if involved in an accident. Someone is always available during hours of operations for the purpose of emergency help. This is done by two-way radio or cell phone. Emergency numbers and procedures are written and secured on every vehicle in our fleet. All drivers are expected to be cooperative towards the Supervisor of Transportation, Office Management/ Head Bus Driver, mechanics and other employees so that a good working relationship is developed.

SECTION 2

GOALS AND PRACTICES

- 2.1 The system's policy is to use all available resources to implement the most recent technical and managerial techniques available to reduce hazards. The goal of this plan is a "zero accident rate".
- 2.2 Responsibility for management of the Town of Warwick Dial-A-Bus rests with the Supervisor of Transportation. On a day to day basis this responsibility is delegated to the Office Manager/ Head Bus Driver
- 2.3 The systems goals for training, operations, and maintenance are to familiarize and instruct drivers, mechanics, and other employees on the responsibilities outlined in section 1.4.
- 2.4 The plan effectively defines and conveys the intent of the systems goals and policies.
- 2.5 Safety goals and practices are reviewed regularly and updated annually.

SECTION 3

HISTORY AND BACKGROUND

When the need for local, inexpensive public transportation was noticed, the Town of Warwick, working with the Orange County Department of Planning, started a local Dial-A-Bus service. In 1986, the Dial-A-Bus started with one bus. We currently have 8 buses in our fleet.

The Town Supervisor at the time executed a New York Statewide Mass Transportation Operating Assistance Program contract between the Town of Warwick and the County of Orange. A third party lease agreement was executed for Capital Equipment to acquire the buses needed to start the program.

The need for this local transportation has increased over the years to a busy, 8 bus operation. The Warwick Dial-A-Bus receives funding through the NY Statewide Mass Transportation Operating Assistance Program (STOA) and Federal section 5307 and 5311. Funding is secured and collected by the Orange County Department of Planning Commissioner of Finance and distributed either quarterly or annually, accordingly.

In 2015, the Town of Warwick, in order to work towards consolidating services, contracted with the Town of Wallkill for administrative duties for their Dial-A-Program. The Supervisor of Transportation for the Town of Warwick performs essential administrative functions of the program for the Town of Wallkill Dial-A-Bus. This agreement opens a way to improve overall transit around Orange County. Since this began, we have started sharing drivers, utilizing services, and provide consulting to the Town of Wallkill for their Transit system.

SECTION 4

SCOPE OF OPERATION

4.1 The Town of Warwick Dial-A-Bus provides demand responsive service through-out the Town of Warwick, in Orange County, NY. We also provide transportation for our residents to out-of-Town locations such as Wallkill, Monroe and Goshen, NY. The system operates by reservations, which clients call in according to their needs and wants. We require a minimum of 24 hours' notice for reservations and a maximum of one week's notice. Calling hours for reservations are Monday- Friday 8:30am - 2:00pm. The calling hours are informed to clients with the greeting on the phone and also in our materials we distribute.

Our hours of us operation are Monday and Friday 8am- 4pm, Tuesday- Thursday 8am- 5pm, Saturday 8:30am- 3:30pm and Sunday Village Run 8:30am- 3pm. Our maximum bus fleet during the week is 6 buses, Saturday's 2 buses and Sunday's 1 bus. We are closed major holidays.

The fares required for each trip are \$2.00. We offer decreased half-fare of \$1.00 each trip for senior citizens ages 60 and over and also for disabled riders. A fare is required each time a person boards the bus. Riders 4 and under are not required to pay a fare and a rider must be at least 13 years of age to ride alone. Verification for half fare is required.

The Town of Warwick fleet consists of (3) 14 Passenger and (3) 12 Passenger Ford Phoenix buses and (2) 18 Passenger Ford Phoenix bus. All buses are wheelchair accessible. In 2018 the buses travelled 110175 revenue miles a transported 26,695 revenue riders. Our current fleet is outlined under fleet inventory in appendices 1.1.

4.2 Operating and maintenance rules and procedures include employee training, maintenance training, preventative maintenance schedule, maintenance plans and emergency procedures.

4.3 Training requirements for vehicle operators and mechanics are:

4.3.1 Vehicle operator training, testing and regular observations

4.3.2 Annual training seminars and refresher courses

4.3.3 New employee training/ orientation

Detailed safety training explained in Section 15

SECTION 5

ORGANIZATION

The organizational chart for Warwick Dial-A-Bus is as follows:

1. Town Supervisor/ Town Board- responsible for the oversight of the department, final decision making of hiring, firing, financial approvals, acquiring vehicles. Etc.
2. Supervisor of Transportation- Performs administrative tasks, supervises personnel, performs reporting to County and State, ensures safety and security of employees, responds to accidents, and performs safety training to employees. The Supervisor of Transportation oversees all aspects of the transportation department, supervises mechanics, ensures maintenance is performed according to manufacturer regulations, inventory of parts, all roadway safety issues, etc. The Supervisor of Transportation has training and qualifications for Drug and Alcohol Program Management, BAITFISH, Reasonable Suspicion Training, and NYS Article 19A Certified Examiner.
3. Head Bus Driver- office manager, schedules clients rides into a schedule that drivers can complete, gathers daily driving records of passengers and fares. Reviews driver's pre/ post trip inspections, schedules bus maintenance and keeps record. Performs day-to-day responsibilities of the department including but not limited to payroll, billing, dispatching, safety, and driver reporting. The Head Bus Driver has training and qualifications for Dispatching, Drug and Alcohol Program Management, Reasonable Suspicion Training and NYS Article 19A Examiner.
4. Drivers- responsible for ensuring safety of vehicle, passengers, assisting in mobility devices that passengers may have, maintaining schedule, reporting

incidents, complete Driver Vehicle Inspection Report and to ensure communications between themselves, passengers and the Head Bus Driver/ dispatch.

5. Mechanic- ensures that the vehicles are in safe driving condition. If a safety defect is given to the mechanic, the defect is corrected. All maintenance is documented, logged, and a report is given to the Supervisor. Mechanics are responsible for knowing the manufacturers regulations, having manuals for all parts and systems on vehicles, performing service according to a preventative maintenance plan and letting the Supervisor know when service is due.

SECTION 6

EQUIPMENT AND FACILITIES

- 5.1 Since we are a demand response system, we do not have bus stops, shelters, etc.
- 5.2 In August 2017, we moved into our new Bus Storage Facility named Warwick Transit Center. This office is located at 63 Public Works Dr. in the Town of Warwick. Here we provide space for drivers to report, dispatching, breakroom, restrooms, and inside parking for buses and system vehicles.
- 5.3 Our maintenance is done by our Department of Public Works which has a garage at the Highway Department. The maintenance facilities are equipped with lifts, bumper jacks and necessary equipment to perform maintenance on our buses. Hazardous materials are labeled appropriately and there is a "Right to Know" section set up for employees. Emergency procedures are written and detailed on the wall for employees to refer to.
- 5.4 Our buses are equipped with safety equipment such as two- way radios, camera systems, safety restraints, emergency equipment, first aid kits
 - 6.4.1 All buses are purchased by the Orange County Department of Planning off New York State Bid. All vehicles comply with State and Federal requirements.
 - 6.4.2 All buses meet crash worthiness, flammability standards and conform to industry standards.
 - 6.4.3 All buses have fire extinguishers, communication systems, emergency doors, windows, and exits.
 - 6.4.4 All buses have safety features on the lifts to prevent mobility devices from moving while on the lift.

SECTION 7

SYSTEM MODIFICATION

7.1 Any changes and/ or modifications to the transportation system shall be approved by the Town Board of Warwick and the Orange County Department of Planning. This would include changes to bus fleet, facilities, and equipment.

7.2 Procedures to evaluate the effects of modifications shall be according to the procedures set forth by the Orange County Department of Planning. This would include fare changes, changes in hours of services and demand of service.

SECTION 8

SYSTEM SAFETY ORGANIZATION

8.1 Responsibility of the system safety is a joint effort with the Town Board of Warwick and the Supervisor of Transportation. In the absence of the Supervisor of Transportation the responsibility lies with the Head Bus Driver. Responsibility for vehicle safety lies with all employees, the Supervisor of Transportation, the Head Bus Driver and the mechanics. The safety of passengers and driving safety is with the drivers.

8.2 The Supervisor of Transportation is responsible for the overall safety plan revisions and recommendations. Additionally, acting as a liaison between the employees, mechanics and the Town Board, the Supervisor of Transportation is responsible for:

1. Ensuring a positive line of communication between drivers, mechanics and all staff responsible for ensuring safety of vehicles.
2. Handling issues with passengers to ensure their safety
3. Ensuring all vehicles are in safe operating condition and holding mechanics responsible for proper maintenance of all vehicles.
4. Ensuring all employees are trained in accident prevention and safe driving practices. Drivers are trained as to what to do if an accident occurs.
5. Ensuring safety and security of the work environment including the offices and breakroom.
6. Ensuring that someone is always available during all hours of operation for the drivers to contact in an emergency.
7. Ensuring that someone is qualified and responsible for responding to accidents, handling complaints and the safety and security of all aspects of the operation.

8.3 The Commissioner of Public Works is responsible for ensuring that mechanics hold the proper qualifications to maintain vehicles in safe driving condition.

8.4 The mechanics are responsible for performing maintenance on vehicles according to our maintenance plan, manufacturer standards and for handling maintenance issues that the drivers bring to their attention.

8.5 The drivers are responsible for ensuring passenger safety, assisting with wheelchair securements and mobility devices, and relaying pertinent information to the Head Bus Driver or Supervisor. The drivers are safety conscious people who are in good health, have clean driving records, and are relied upon to always consider what is best for the passengers and the general public. They are responsible for the safe operation of their vehicle, documenting mechanical issues and for relaying that information via DVIR Report to the mechanics or office clerk.

SECTION 9

PARTICIPATION ON SAFETY COMMITTEES

9.1 The Safety Committee for the Warwick Dial-A-Bus consists of:

1. The Supervisor of Transportation
2. The Office Manager/ Head Bus Driver
3. Town Supervisor/ Town Board members

The safety committee meets regularly to ensure safety and security of facilities.

9.2 The Accident/ Investigation team for Warwick Dial-A-Bus consists of:

1. The Supervisor of Transportation
2. Head Bus Driver
3. Head mechanic or Commissioner of Public Works, if circumstance requires

The Accident Investigation Team meets after all accidents or incidents to review critical information associated with the accident and to give evaluations and recommendations. The Supervisor of Transportation is qualified in BAITFISH- bus accident investigation training.

SECTION 10

MAINTAIN SYSTEM SAFETY PROGRAM PLAN

10.1 The System Safety Plan is reviewed biennially by the Supervisor of Transportation and Town Supervisor. If any revisions are necessary, the revisions are then sent to PTSB. Biennial updates, which are required, are sent to PTSB and these include any plan revisions, an updated executive policy statement, employee manifest, fleet inventory, accident registry, and certification statement.

10.2 Any changes to the SSPP are approved by the Supervisor of Transportation and the Town Supervisor. The Supervisor of Transportation is responsible for ensuring information on changes and revisions are given out appropriately.

10.3 It shall be the responsibility of the Supervisor of Transportation and Office manager/ Head Bus Driver to review and enforce all revisions with drivers and mechanics.

10.4 Maintenance personnel participate in related review and revisions of SSPP.

SECTION 11

SAFETY RESPONSIBILITIES

11.1 Safety qualifications are incorporated into the job requirements and applicant's safety history is reviewed prior to hiring.

11.2 Minimum qualifications for bus driver and Head Bus Driver positions are defined by the Department of Civil Service and Under Article 19A. Additional requirements for bus drivers:

1. Required knowledge, skills and abilities:
 - a. Good knowledge of the operation of commercial buses, safety practices and vehicle traffic laws and regulations
 - b. Must be 21 years of age or older
 - c. Must be able to understand and follow simple oral and/ or written directions
2. All candidates must possess a New York State Commercial Driver's License (CDL), minimum class C with Passenger endorsement for size vehicle operating
3. All operators are required to pass a Federal DOT Physical/ Medical Exam

4. All candidates for a civil service position must complete an employment application and all information is verified by our personnel department.

5. All candidates must submit a copy of their driver's license, from NY and any other state which a driver's license was held, and an abstract is obtained from each state.

6. All bus drivers are tested in accordance with Article 19A of the Vehicle and Traffic law, by a 19A Certified Examiner.

11.3 All drivers and new hires receive safety training and safety policy descriptions during the hiring process.

11.4 Employees receive an annual performance review and records of preventable accidents, incidents and safety violations are reviewed to see if re-training needs to be initiated.

11.5 Bus drivers are required to have a current driver's license on them and show it upon request as well as their DOT physical medical examiners card.

11.6 The Town of Warwick Dial-A-Bus conforms to all applicable Federal and State laws and regulations in accordance to the Safety Act of 1986 and Article 19A of the Vehicle and Traffic Law.

11.7 The Warwick Dial-A-Bus has a current, adopted Drug and Alcohol Testing Policy and the Supervisor of Transportation ensures that the policy is adhered to by all safety-sensitive employees. We are committed to safety and ensure a drug and alcohol free workplace.

11.8 All bus drivers receive training on ADA Requirements and refresher training is given annually.

SECTION 12

HAZARD IDENTIFICATION, ANALYSIS, AND RESOLUTION

The Town of Warwick has a Safety Committee that meets regularly. The purpose of this committee is to review Town facilities and vulnerabilities to prevent incidents and to provide safety and security for our employees, our facilities and for the public.

The Town of Warwick has an adopted and fully in effect Natural Hazard Mitigation Plan. This plan was adopted in March of 2014 and is part of the Town of Warwick's emergency management plan and is available to be viewed by contacting the Town Clerk of Warwick or the Commissioner of Public Works. This plan is approved and updated by FEMA and the Town Board.

Hazard Assessment Policy- Hazard analysis is an analysis performed to identify hazardous conditions for the purpose of their elimination or control. This is a systematic approach to identify hazards that start with basic parts and subsystems and interprets the possible hazards or failures which would occur. Once hazards are identified, they should be assessed to determine their impact on the total system. This is whether to accept the hazard or to determine the extent of corrective measures to eliminate the hazards or reduce its severity. The Hazard Assessment shall be used in conjunction with the following:

- A. Categorize level of severity:
 - 1. Catastrophic- may cause death
 - 2. Critical- may cause severe illness, severe injury or major system damage
 - 3. Marginal- may cause minor injury, illness or loss
 - 4. Negligible- will not result in injury, illness or system damage
- B. Categorize the likelihood of occurrences:
 - 1. Highly likely- frequent occurrence
 - 2. Likely- expected occurrence
 - 3. Unlikely- not expected to occur

- 12.1 The Supervisor of Transportation, Commissioner of Public Works, Head Bus Driver, and the drivers continuously monitor and report all safety problems. It shall be the responsibility of the Commissioner of Public Works and/ or the Supervisor of Transportation, or designee, to review the report, safety problem hazard and categorize the level of severity and likelihood of occurrence.
- 12.2 Equipment inspected/ analyzed for potential safety problems while conducting pre/ post trip vehicle inspections of the bus they will be using in service. This is documented on a Driver Vehicle Inspection Report (DVIR) form each day/ time a driver has to use a bus in service. (see attached form in appendices)
- 12.3 Town Highway mechanics/ maintenance personnel shall be responsible for inspecting/ analyzing the vehicle during routine maintenance procedures and maintenance related reports.
 - 12.3.1 Roadway hazards are reported to the Commissioner of Public Works who then categorizes the issue and responds appropriately.
- 12.4 The Town Supervisor and Commissioner of Public Works are responsible for reviewing and completing all hazard assessment forms.

- 12.5 The Town of Warwick Department of Public Works has an Energy Control Plan. This plan outlines the procedures for securing equipment, training operators on equipment, lock out procedures and periodic inspections.

It shall be the responsibility of the Safety Committee to review all hazard assessments on a regular basis and recommend to the Town Supervisor a resolution or alternative to minimize the hazard. The Safety Committee shall also follow-up on implemented resolutions to ensure work is completed and the hazard has been minimized.

SECTION 13

SECURITY AND EMERGENCY PREPAREDNESS

- 13.1 The Supervisor of Transportation performs assessments of the security for the transit system, along with the Commissioner of Public Works, office staff and the Town Board.
- 13.2 Our agency considers our front- line employees and passengers the "eyes and ears" of the transit system. They are in the best position to notice things that may be abnormal, including activities, people, vehicles, or items that raise suspicion. All drivers will receive training on the detection and deterrence of security and safety issues. Drivers are instructed "If you see something, say something". The police department is programmed on all 2- way radios, so drivers can contact them directly or call dispatch.
- 13.3 Accident/ Incident Investigation reports, Accident registers, Federal Drug and Alcohol Results, Personnel Records and reports, and other safety- sensitive documents that are part of the Warwick Safety Plan, are kept locked in files at the Supervisors office.

The Town of Warwick Dial-A-Bus buses and facility will be used for emergency evacuation. Town Hall or Department of Public Works are central locations and would have a command center.

The Town of Warwick Police Department is on the same road as the Warwick Dial-A- Bus and we have a direct line to the dispatch. We have the police department involved in discussions pertaining to security and emergencies.

Money that is received is secured in a safe until deposited in the bank. Buses have security cameras to assist in the deterrence or detection of security or safety issues that could arise on the bus.

- 13.4 The Supervisor of Transportation receives security alerts from FTA as well as DOT and local agencies. This information is then passed on appropriately.
- 13.5 The Town Board, Safety Committee and the Commissioner of Public Works are

involved with all local agencies preparedness plans and emergency plans and meets with transit personnel with information pertaining to all emergency plans.

SECTION 14

ACCIDENT/INVESTIGATION

- 14.1 Town of Warwick has a certified BAITFISH person to investigate all accidents. That person is the Supervisor of Transportation and the Head Bus Driver

14.1.1 Accident reporting procedure:

In the event of an accident, the driver is instructed to stop immediately to check for injuries to the passengers and to assist all passengers off the bus. The next step is to enlist whatever aid there is available to assist other injured parties and to place warning devices.

- 14.2 Accident notification procedure for drivers and supervisors:

The police are to be contacted by cell phone and respond. The main office is given a full report of the incident, including the identification of all passengers, identification of the adverse operator and the names of the police officers at the scene. Once the driver returns to the garage or main office, he/she is required to fill out a motor vehicle accident report.

- 14.3 Accident Notification to Safety Board:

The following accidents shall be reported immediately to the PTSB: all fatal accidents; any accident which results in five or more injuries to persons involved in the accident; and all accidents caused by mechanical failure, including but not limited to all fires that occur in revenue service that require passenger evacuation and response by a fire department regardless of whether or not injuries were incurred.

- 14.4 Notification of Emergency Response Personnel:

The driver/dispatcher notifies the police by cell phone, who in turn notifies the appropriate emergency response agencies. Then the Supervisor of Transportation is notified. A town service is then called to take the bus to either the Transit Center or an independent garage, depending on the seriousness of the damage. Drivers have been instructed to always protect the scene of the accident until the arrival of the police if they are needed.

14.5 Supervisory accident investigation:

If it's a serious accident, the staff person in the main office will immediately notify the Supervisor of Transportation who will decide whether to investigate in person or whether other investigating methods are warranted.

14.6 Driver's role in data collection and recording of accident events and related pertinent information:

It is the driver's responsibility to get as much information as possible in regard to the information needed to complete the accident report. He/she is responsible for including the names, addresses and telephone numbers of the passengers aboard the bus at the time of the accident.

14.7 Accident review process by safety or appropriate personnel:

Each accident report is submitted to our insurance carrier for their review and recommendations. The Supervisor of Transportation also decides what safety measures need to be taken towards the driver or other staff that may have responsibility.

14.8 Recommendations:

Since the Town of Warwick Dial-A-Bus is a small transit operation, most safety recommendations are discussed verbally with all drivers. When safety recommendations are received from the State or from other sources, they are discussed thoroughly and notice is distributed.

14.9 Disciplinary Program:

If a driver has a preventable accident, he is interviewed to show how the accident could have been prevented. There are re-training procedures that the driver goes through, and defensive driving performance test is performed according to Article 19A of the Vehicle and Traffic Law. According to DMV regulations, if a driver has 3 preventable accidents with- in 18 months, as described in Article 19A of the Vehicle and Traffic Law, the driver is suspended from driving and must be given re-training according to regulations.

14.10 Retraining Program:

The Town of Warwick Dial-A-Bus has a 19A Examiner who administers re-training to any employee who has had preventable accidents, has failed an examination under Article 19A, has had confirmed complaints about unsafe driving practices, or has received convictions for driving refractions. The re-training is classroom training of the Commercial Drivers Manual, review of Article 19A regulations, review of incidents that happened, and actual driving training on the road. This is done by a qualified, Article 19A Examiner.

14.11 Accident Repeater Program:

See Section 14.10

14.12 Emergency Response Procedure:

In the event of an accident, the drivers are instructed to stop immediately to check for injuries to the passengers and to assist all passengers off the bus. The next step is to enlist whatever aid there is available to assist other injured parties and to place warning devices. The police are to then be contacted by radio and asked to report to the scene. In Warwick, we have the Supervisor of Transportation respond, or send the Head Bus Driver. The dispatcher is given a full report of the incident, including the identification of all passengers, identification of the adverse operator(s) and the names of the police officers at the scene. Once the driver returns to the garage or main office, he is required to fill out a motor vehicle accident report.

SECTION 15

SAFETY TRAINING

- 15.1 Description of the training program and review process: The safety program is summarized in Section 15.2
- 15.2 Integration of safety into overall training program: Safety is indeed part of overall training as described below.

Orientation: New hires are thoroughly familiarized with the operation

Performance: This is conducted by the Supervisor of Transportation who orientates new drivers to requirements.

Route Training: The Town of Warwick has no established route, but the locations of customers with hard-to-find addresses are pointed out during orientation.

Safe Equipment Operation Training: Training is done on site with drivers, mechanic, and highway superintendent. Use of webinar information will be used in training programs.

Passenger Safety Training: New drivers are taken on a bus and taught to safely load, unload, and prepare a bus for the road.

Accident Repeater Training on Defensive Training: If a driver has a preventable accident, he/she is interviewed to discuss how the accident could have been prevented.

If there are too many preventable accidents, the driver would be put on probationary status, and if the bad accident record continues, he/she would be dismissed.

Evacuation Training: The drivers are taught the various escape routes.

Rules and Regulations Pertaining to use of Drugs and Alcohol by Drivers: The rules and regulations on drug and alcohol use are those found in Article 19A of the Department of Motor Vehicles-Vehicle and Traffic Law. The Town of Warwick enforces an adopted Drug and Alcohol Testing Policy and all employees have received mandatory training on this policy as well as the effects of drugs and alcohol in the workplace.

15.2.1 Experienced drivers provide the route and job training for the new hires.

15.3 Safety training is a vital part of our transit system. The Town of Warwick Dial-A-Bus employees have an annual training session which includes the following:

1. Review driving incidents and accidents
2. Review procedures for accidents and hazard assessment
3. Safety procedures for passengers
4. Wheelchair and Mobility Device securement
5. Defensive Driving Procedures and Principles
6. Review hazardous roadways and give information to the Commissioner of Public Works
7. Drug/ Alcohol Policy updates
8. Pre/ Post Trip inspections of vehicles

15.3.1 During Safety Training, employees are provided with all materials discussed and are given the opportunity to discuss anything they learned. Updated rules and regulations are distributed and any new DOT updates or Drug/ Alcohol Policy updates are distributed and signed for.

15.3.2 Students must demonstrate familiarity with all safety rules discussed, NYS Department of Motor Vehicles Article 19A, and understand the procedures.

15.3.3 Students must demonstrate familiarity with the procedures to identify, assess, and report hazards.

15.4 The training process for drivers includes:

1. A general orientation of the area we service.
2. Defining the scope of the program, including what is covered in the classroom and the road.
3. An explanation of management policies, including management's attitude towards safety.
4. State and any specific local safety rules and regulations, also Federal if they apply.
5. Familiarization with property's facilities and the local zone.
6. Thorough coverage of the role of safety in the overall organization in the operations.

7. Route training, map reading and the location of local medical, police and fire facilities.
8. Instruction on the operation of safety equipment, including doors, door locks, wheelchair lifts and locking device, brakes, mirrors, wipers, and 2-way radio.
9. Training on passenger safety, including on-board causes of accidents and injuries, safe acceleration and deceleration rates, and physical limitations of elderly and disabled persons.

15.4.1 Operators receive training in the emergency/standard operating procedures to include, but not limited to the following:

1. Traffic accidents.
2. Collision with a fixed object.
3. On-board fire or smoke.
4. Passenger injury or illness.
5. On-board theft, fight or improper conduct
6. Flooding route, snow and other types of severe weather.
7. Odor of raw fuel fumes.

15.4.2 Operator training includes formal defensive driving techniques.

15.4.3 Frequent safety discussions held with operators and safety bulletins are posted.

15.4.4 New hires/new assigned bus operators receive safety training prior to performing the job.

15.4.5 Retraining procedures are in place for operators.

15.5 All maintenance on the bus is done in-house by our Highway Dept. mechanics or at an outside vendor for major issues.

15.6 Bus maintenance training program covers the forms and procedures used by the maintenance department, their purpose and how to complete them.

15.7 Training manuals provided for each type of bus and system equipment maintained on the property.

15.7.1 Maintenance documentation provided in training is complete and current.

15.7.2 Manufacturers participate in maintenance training for new equipment.

We receive training for maintenance by the manufacturer and keep materials and manuals.

SECTION 16

OPERATOR SAFETY RELATED ACTIVITIES

- 16.1 The SSPP provides policy guidance to all employees and management of the system.
- 16.2 Emergency response procedures:
 - 16.2.1 For fire and smoke, procedures are the same as for accident. We have established communication with our local police and fire department for training procedures for emergencies.
 - 16.2.2 In case of inclement weather, the bus operation is closed for the day by the Supervisor of Transportation. This is relayed to residents by greeting on our phone line and advertised on local radio stations.
 - 16.2.3 For Construction areas, the Commissioner of Public Works notifies the Supervisor of Transportation of any areas that will be under construction or have detours. Detour signs are followed. If a passenger lives in an area where access is closed, the driver will call dispatch via 2- way radio and passenger will be notified

SECTION 17

MAINTENANCE SAFETY RELATED ACTIVITIES

The Town of Warwick Dial-A-Bus ensures the safety of passengers and the public by performing inspections on equipment on a regular basis. Buses are inspected before they leave for service, mid- way during the trip, and at the end of the run. The drivers use a Driver Vehicle Inspection Report form (DVIR) to document any safety issues and immediately bring any safety issues to the mechanic. Drivers are trained to perform pre/ post trip inspections of their bus according to the Commercial Drivers manual and DOT Regulations. They are random reveiws to ensure they are thoroughly inspecting their vehicle.

Operations and maintenance affect safety in that well-maintained equipment and facilities will result in a reduction of potential hazards. Poor maintenance and poor routine safety checks lead to the increased chance of more accidents or unsafe equipment.

- 17.1 Maintenance employee orientation: The Commissioner of Public Works tells newly employed mechanics what procedures are for bus maintenance and our preventative maintenance plan, and where the policy books and vehicle manual

is located. The buses are serviced every 5,000 miles according to a preventive maintenance schedule. Repairs contracted to outside firms are handled on an individual basis. Town of Warwick Dial-A-Bus vehicles are purchased new by Orange County Dept. of Planning, with the bus being leased to the Town of Warwick.

17.2 The Town of Warwick follows a documented maintenance program plan. This plan is provided to all mechanics. This plan discusses a preventative maintenance schedule and procedures. Preventive maintenance procedure covers the following:

- Engine oil, belts, hoses, fluids, gauges
- Brakes- service and emergency
- Door System
- Exterior/interior body, lights and reflectors
- Tires and lug nuts
- Steering assembly and suspension system
- Windshield wipers, mirrors, horn, and seat belts
- Bus exterior/interior and steps
- On board fire extinguisher, first aid kit, and triangle reflectors
- Wheelchair lift and securement system
- On board communication system
- Emergency windows, hatch
- All mirrors, heaters, defrosters and air conditioning

17.3 Corrective maintenance procedures: The Supervisor of Transportation monitors all corrective maintenance work.

17.3.1 Defect reports from driver are used to plan work that was found during pre- trip inspections.

17.4 The mechanic makes a physical inspection of the bus after an accident.

17.5 Maintenance of wheelchair lifts, securements, hand- rails and other items are performed and training is received by mechanics and drivers to conform to the Americans with Disabilities Act (ADA) regulations.

SECTION 18

INTERNAL REVIEW

The Town of Warwick does its own internal audits to help ensure that all elements within

the property are in compliance with the SSPP.

- 18.1 The Supervisor of Transportation shall review that the operators are following procedures on an annual basis.
- 18.2 Article 19A of the Vehicle and traffic law reviews are in place regarding training procedures.
- 18.3 The results of the written reviews and recommendations are distributed, with action assigned.
- 18.4 The Town Comptroller audits expenses
- 18.5 Safety Committee reviews all documentation regarding SSPP

SECTION 19 EXTERNAL REVIEW

- 19.1 External review is conducted by the following:
 - New York State Public Transportation Safety Board (PTSB)
 - NYS DOT
 - National Transportation Board (NTSB)
 - Department of Motor Vehicles (19A files, license abstracts)
 - Orange County Dept. of Planning
- 19.2 The Supervisor of Transportation shall review and implement, as applicable, any recommendations made by the external auditing agency.
- 19.3 Comments/recommendations are filed with a rationale for action.

SECTION 20

COLLECT AND MAINTAIN DATA

All reports and data are filed and maintained in the Dial-A-Bus office at Town of Warwick Transit Center, Public Works Dr. Warwick, NY 10990. Such reports include the following:

- Accident Reports
- Personnel Records
- B.A.I.T.F.I.S.H Certification
- 19-A Compliance on all drivers Certification
- Daily Trip Sheets
- Driver Vehicle Inspection Sheets (Pre & Post Inspection)
- Monthly, quarterly, and annual summaries
- Preventative Maintenance records
- Drug and Alcohol Testing Program Policy and results

SECTION 21

PROFESSIONAL DEVELOPMENT

- 21.1 New codes and regulations are brought to driver's attention promptly.
- 21.2 Staff is encouraged to participate in Webinar classes and free on line sources. Drivers have used online videos and DVD to refresh in wheelchair securement, drug/ alcohol policies, and other passenger safety issues.
- 21.3 Refresher Training is given annually. Drivers and employees receive training on "Driver Sensitivity, Awareness and Communication". This focuses on dealing with passengers, especially elderly and disabled passengers.

SECTION 22

Not applicable

SECTION 23

CERTIFICATION

**System Safety Program Plan- updated November 2019
Certification Statement**

I, _____, certify that the System Safety Program Plan
(Name, title)

For the Town of Warwick Dial-A-Bus has been properly distributed, is currently in effect, and
functioning as stated, and will be fully enforced by company management.

Date

Signature- Michael Sweeton- Town Supervisor

Date

Signature- Jennifer L. Crover- Supervisor of Transportation

TOWN OF WARWICK DIAL-A-BUS

FLEET INVENTORY

updated 3/2018

SSPP

VEHICLE #	YEAR	MAKE	MODEL	PLATE #	SEATING CAPACITY	W/C	VIN
BUS 124	2013	FORD	Phoenix	AF9989	14	Y	1FDFF4FS1DDDA79099
BUS 127	2015	FORD	Phoenix	AV4818	14	Y	1FDFF4FS2FDA06892
BUS 128	2015	FORD	Phoenix	AV4817	14	Y	1FDFF4FS4FDA06893
BUS 129	2015	FORD	Phoenix	AV4816	14	Y	1FDFF4FS6FDA06894
BUS 130	2016	FORD	Phoenix	AX3879	18	Y	1FDFF4FS5GDC10779
BUS 131	2018	FORD	PHOENIX	BB8747	12	Y	1FDEE3FS6JDC31024
BUS 132	2018	FORD	Phoenix	BB8745	12	Y	1FDEE3FS2JDC31022
BUS 133	2018	FORD	Phoenix	BB8746	12	Y	1FDEE3FS3JDC29697
BUS 134	2019	FORD	Phoenix	BB9946	18	Y	1FDFF4FS9KDC07313

spare

Beginning Mileage: _____
 First Possible P/U: _____
 Last Drop Off: _____
 End: _____

WARWICK DIAL-A-BUS Driver Vehicle Inspection Report

Date: _____
 Bus #: _____

MARK DEFECTS WITH (X)

INSPECTION ITEM:	PRE	MID	POST
LEAKS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENGINE OIL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BELTS, HOSES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COOLANT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
POWER STEERING/ FLUIDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRANSMISSION/ FLUIDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALL GAUGES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENGINE- unusual sound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INSPECTION ITEM:	PRE	MID	POST
SEATS, BELTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMERGENCY EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROOF HATCH/BUZZER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMERGENCY WINDOWS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SERVICE DOOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BACK-UP LIGHTS/BEEPER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BRAKE LIGHTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STEERING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NO DEFECTS FOUND

Fuel: _____ Odom: _____

DEFECTS (X)

LIFT INSPECTION:	PRE
Service Door	<input type="checkbox"/>
Cable and control box	<input type="checkbox"/>
Lift platform	<input type="checkbox"/>
Operation (smooth, normal speed)	<input type="checkbox"/>
Interlock system (functions, red light, etc.)	<input type="checkbox"/>
No visible damage, leaks, lift wear, misalignment	<input type="checkbox"/>
Hydraulics (pump, air pressure)	<input type="checkbox"/>
Retractors/ Straps present and secure	<input type="checkbox"/>

EXPLAIN ANY DEFECTS:

MECHANIC/ SUPERVISOR SIGN OFF

ABOVE DEFECTS CORRECTED
 ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE
 VEHICLE SENT TO OUTSIDE VENDOR
MECHANIC/ SUPERVISOR SIGNATURE

PRE- TRIP CERTIFICATION:

- This bus is in safe driving condition
- Any defects noted
- Bus is clean and fueled

PRINT DRIVER'S NAME: _____

Signature: Pre-trip: _____

DRIVER CHANGE:

This bus is in safe driving condition
 Any defects noted

Print Name: _____

Signature: _____

TIME OF CHANGE: _____

POST TRIP CERTIFICATION:

- I noted any post trip defects
- I checked the bus interior at the end of shift.
- I left the interior in CLEAN condition.
- Bus has more than 2/3 tank of fuel.
- If safety defect- give keys to Supervisor

PRINT DRIVER'S NAME: _____

Signature: Post- trip: _____

DATE: _____

Warwick Dial A Bus
 SSPP- Employee Roster

Last Name	First Name	Position	Status
Crover	Jennifer	Supervisor of Transportation	FT
Palaj	Donna	Head Bus Driver	FT
Vlachos	Eustartes	Head Bus Driver	FT
Verutes	Peter	Bus Driver	FT
Tuck	Justin	Bus Driver	FT
O'Reilly	Lorri	Bus Driver	FT
Vanella	Heather	Bus Driver	FT
Vance	Eileen	Bus Driver	PT
O'Brien	William	Bus Driver	PT
Gillian	Teresa	Bus Driver	PT
Shields	Dennis	Bus Driver	PT

X

Warwick Town Clerk

From: Russell, Ellen <erussell@orangecountygov.com>
Sent: Thursday, November 07, 2019 4:01 PM
To: Russell, Ellen
Subject: FW: Long Range Transportation Plan (LRTP) Survey

RECEIVED

NOV 08 2019

Town of Warwick
Town Clerk

Good Afternoon,

We have created a survey about the County's transportation system based on the questions asked at the 3rd and Final Public Outreach Meeting for the OCTC 2045 Long Range Transportation Plan. Please feel free to share the following link on your municipal websites and social media pages with the accompanying text:

The Orange County Transportation Council (OCTC) is updating its Long Range Transportation Plan (LRTP) and is seeking public input to understand the needs and issues facing the County's residents, businesses, and visitors when they drive, use transit, walk, bike, or move freight and goods.

We held our 3rd of three public engagement meetings on November 6th in Monroe, NY. For anyone unable to attend in-person, there is still an opportunity to participate through the Virtual Public Meeting. To take a brief survey about the key elements from the 2045 LRTP and provide your input, visit <http://sqiz.mobi/s3/71c9021e4e53>. The survey link will be active through Friday, November 15, 2019.

For more information and to stay involved throughout the 2045 LRTP update process, visit: <https://www.orangecountygov.com/1670/LRTP-2045-Update>

Julie Richmond, Deputy Commissioner

Orange County Planning Department

124 Main Street

Goshen, NY 10924

Phone: 845-615-3844

Fax: (845) 291-2533

jrichmond@orangecountygov.com

November 8 2019

Supervisor Sweeton
Councilmen: Floyd DeAngelo
Mickey Shuback
James Gerstner
Russel Kowal

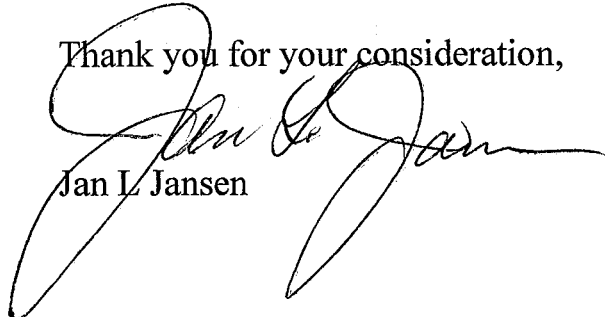
RECEIVED
NOV 08 2019
Town of Warwick
Town Clerk

For many years, I have enjoyed my service to the Town of Warwick as a member and chairman of the Zoning Board of Appeals.

It has given me great satisfaction that we have a Board that is efficient and practical when dealing with those in need of unique consideration while respecting the welfare of the entire community.

As such, I request that I be re-appointed to the ZBA for another term.

Thank you for your consideration,


Jan L. Jansen