



Levy County Board of County Commissioners
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Levy County Quarterly Department Report

Department Information

Name of Department	Transit
Name of Department Head	Connie Conley

Department Deliverables

Deliverable <i>(To be determined by the Department Head)</i>	Second Quarter FY <i>(January-March 2026)</i>	Third Quarter FY <i>(April-June 2026)</i>	Fourth Quarter FY <i>(July-September 2026)</i>
New Ridership Applications	17	26	
Total Trips	3,459	3,572	
Total Miles	68,381	85,845	
Comment: Continued efforts are being made to get Medicaid contracts with Medicaid brokers so trips can be provided to Medicaid recipients in the county.			

Department Highlights

- Employee Safety Meeting
- Participation at the Disaster Preparedness Resource Expo
- FDOT Triennial Review
- RCAP grant application completed.
- Rate Model – Based on 3 years of budgets (last FY, Current FY, and projected new FY) actual number of trips, and miles and projected numbers for FY 26/27. This information assists in the creation of mileage rates for ambulatory and wheelchair trips for the FY 26/27. New rates beginning July 1, 2026: \$3.14 and \$5.39.



Commissioners

Charlie Kennedy, Vice Chair, District 1
 Rock Meeks, District 2
 Desiree Mills, District 3
 Tim Hodge, Chair, District 4
 Johnny Hiers, District 5

- Advertise/Interview for mechanic position. New employee to begin August 3.
- Shop addition & paving grant projects – Working with Tom
- Received FDOT grant award for forklift, tools, and furniture. \$64,419
- Received Trip & Equipment Grant Award \$391,894.00. Reimbursement at 90% \$352,705.00 07/01/26-06/30/2027
- Monthly invoicing of 5311 Operational grant
- Employee Safety Meeting was held on Saturday, April 25. Safety meetings must be held at least twice a year to meet compliance.
- Participated at the Disaster Preparedness Resource Expo held at the Suwannee River Livestock Pavilion on May 16.
- FDOT Triennial Review. This is a lengthy process that begins over a month prior to the onsite review on May 12. Areas, documents and service plans that are reviewed during this review process include the following.
 - Driver training files, driver qualifications (DOT physicals, Background checks, and licenses checks), manifests, hours worked, video footage of driving habits, and live pre-trip inspections.
 - Review of all service plans. Transportation Disadvantaged Service Plan (TDSP), Title VI, System Safety Program Plan, Security Program Plan, Building Maintenance Plan, Vehicle Maintenance Plan, and Facilities and Equipment Plan.
 - Review of the following policies: Wireless Communication Policy, Driver Selection & Qualification Policy, Bus Driver Selection Policy, Background Check Policy, License Check Policy, Medical Examination Policy, County Procurement Policy, Personnel Policies, Dispatch Policy, Records Retention Policy, Driver Hours Policy, Driver Training Policy, and Emergency Procedures for Dispatch & Scheduling, and EEO Program Policy.
 - Review of Drug & Alcohol Policy, Record Maintenance and Retention, Employee Training Records, Pre-employment Testing and Background Checks, Service Providers, and Random Testing schedules.
 - Safety Inspections – Annual Facility Inspection, 2024 & 2025 facility inspection sheets.
 - Annual Safety Certifications
 - Event Investigations – Tracking and files on any incidents or accidents for the period of 2023-2026.
 - Maintenance – Vehicle Inventory, Maintenance & Repair files on 3 vehicles for the time period of ownership and number of road calls. Review of daily pre/post trip inspection sheets for the month of April completed by drivers.
 - On site vehicle inspections, on site Road Department Maintenance Facility Inspection, review of MSDS book, lift inspections (lifts that were purchased with transit grant funding) 1 stationary lift and the mobile lift.



- Rate Model – Due in April of each year. This model sets the mileage rates for reimbursement of Transportation Disadvantage trips grant allocation.
- Shop/paving grant projects: Slow process....