Equal Employment Policy

JUNE 2018

Due for review and update no later than June 2021

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Section 1 - Policy Statement

JAUNT Inc. has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

JAUNT’s Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, treatment of employees, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay, or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

JAUNT is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As JAUNT’s Chief Executive Officer, I maintain overall responsibility and accountability for JAUNT’s compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Christopher Rowland, Chief Administrative Officer, as JAUNT’s EEO Officer. Mr. Rowland will report directly to me and acts with my authority with all levels of management and employees. He can be reached at 434-296-3184.

All JAUNT executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring JAUNT’s EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. JAUNT will evaluate its managers’ and supervisors’ performance on their successful implementation of JAUNT’s policies and procedures, in the same way JAUNT assesses their performance regarding other agency’s goals.

JAUNT is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

Brad Sheffield  
Chief Executive Officer  
JAUNT, Inc

Mike Mucha  
Title VI, DBE, and ADA Compliance Officer  
Virginia Dept of Rail & Public Transportation

John Jones  
Transit Director  
City of Charlottesville
Guiding Legislation:
Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d
28 CFR Part 42, Subpart F, “Coordination of Enforcement of Nondiscrimination in Federally Assisted Programs”
49 CFR Part 21, “Nondiscrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964”
49 CFR Part 27, “Nondiscrimination on the Basis of Handicap in Financial Assistance Programs”
Part II, Section 110(a) of the FTA Standard Grant Contract, dated 9-87
Section 2 - Dissemination

According to the U.S. Department of Transportation’s FTA C 4704.1A circular dated October 31, 2016, public transit agencies receiving Federal funding assistance in excess of $1 million in the previous Federal Fiscal Year and employing 50 or more transit-related employees must prepare, implement, and evaluate a formalized EEO Program (EEOP) plan. Formalized communication mechanisms have been established to publicize and disseminate JAUNT policies to its employees, applicants, and the general public.

Formalized communication mechanisms are divided into two categories: External Dissemination and Internal Dissemination.

External Dissemination
The EEO Plan will be disseminated under the guidance of the JAUNT Chief Executive Officer. The general guidelines for external dissemination shall be:

- All advertisements for employment will contain the following statement, "Equal Employment Opportunity Employer" at the bottom of the advertisement.
- The Equal Employment Opportunity Program (EEOP) is posted on JAUNT’s website as an employee and applicant resource.
- Any employee involved in organizations and/or community groups which have special contacts with minorities and women's groups are encouraged to report to the Chief Executive Officer about the existence of such groups. JAUNT will provide a copy of its EEO policy to these entities. As of the publication of this document, such entities identified and provided a copy of JAUNT EEO policy include Creciendo Juntos.

Internal Dissemination

- All new employees, both supervisory and non-supervisory, are informed of the EEO policy and program through written communication by the CEO during the on-boarding process.
- All employees will undergo EEO retraining. This training will be conducted annually.
- The EEO Program, including all policies and procedures, is incorporated into the Personnel Policies.
- The Chief Executive Officer will conduct a semiannual meeting (February and August) with Senior Staff. These meetings provide a forum to discuss the EEO Program and its implementation.
- Meet with employees and affinity groups to seek input on the program implementation
- EEO-related posters and/or policy statements will be posted near employee time clocks, break rooms, and the HR office.
- The Equal Employment Opportunity Program (EEOP) is posted on JAUNT’s website and included in the personnel/employee handbook as an employee and applicant resource.
- Conducting EEO training for all new supervisors or managers within 90 days of their appointment.
Section 3: Designation of Responsibility

The Chief Executive Officer is recognized as the point of final authority and responsibility for JAUNT’s EEO Program. The Chief Administrative Officer will serve as the EEO Officer and has immediate and continuing administrative responsibility and authority, which is delegated by the Chief Executive Officer, in matters related to JAUNT’s total equal employment affirmative action obligations. Each JAUNT Senior Staff team member will be responsible within his/her respective duties for EEO program implementation and progress.

The EEO Officer will coordinate and administer the day-to-day operation of the EEO Program. The responsibilities of the EEO Officer include, but are not limited to, the following:

- Developing the EEO policy statement and a written EEO Program
- Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals
- Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed
- Reviewing the agency’s nondiscrimination plan with all managers and supervisors to ensure that the policy is understood
- Concurring in the hiring and promotion process
- In conjunction with human resources, periodically reviewing employment practices policies (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, and grievance procedures
- Reporting at least semiannually to the Chief Executive Officer on progress in relation to the agency’s goals and on contractor and vendor compliance
- Serving as liaison between the agency; Federal, state, county, and local governments; regulatory agencies; and community groups representing minorities, women, and persons with disabilities, and others
- Maintaining awareness of current EEO laws and regulations, and ensuring the laws and regulations affecting nondiscrimination are disseminated to responsible officials
- Investigating complaints of EEO discrimination
- Providing EEO training for all employees
- In conjunction with human resources, advising employees and applicants of available training programs and professional development opportunities and the entrance requirements
- Auditing postings of the EEO policy statement to ensure compliance information is posted and up to date

Senior Staff (as defined by the Chief Executive Officer)

- Ensuring that hiring, training, promotion, and development opportunities at all levels of his or her area of responsibility are made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class
- Assisting in identifying problem areas
- Reviewing qualifications of employees in areas of responsibility to ensure minorities and women are given full opportunity for transfers and promotions.
• Participating in periodic audits to ensure that each agency unit is in compliance.
• Taking action to prevent discriminatory behavior in their areas of responsibility, including, but not limited to, sexual harassment.
• Ensuring that posters and notices are properly displayed in areas of responsibility.
• Ensuring that management and supervisory personnel in their areas of responsibility comply with the spirit and policies of the EEO.
• Reporting any claim of discrimination to the Chief Administrative Officer.
• Cooperating with compliance reviews, government funding agencies, government investigation agencies, and/or the Office of Civil Rights and Labor Relations relative to the discharge of their duties.
• In conjunction with the EEO Officer, maintaining and updating the personnel database for generating reports required for the nondiscrimination program
• Holding regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed

All Staff
• Cooperating with the EEO Officer in review of information and investigation of complaints.
• Participating actively in periodic audits of all aspects of employment to identify and remove barriers obstructing the achievement of specified goals and objectives.
• Being actively involved with local minority organizations, women’s groups, community action organizations, and community service programs designed to promote EEO.
• Encouraging employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring)
Section 4: Utilization Analysis

As part of the EEO Program, JAUNT will complete a utilization analysis. The utilization analysis identifies job categories that have an underutilization or concentration of minorities and women in relation to their availability in the relevant labor market. The analysis also helps establish the framework for goals and timetables to correct employment practices that contributed to any identified underutilization or concentration.

### EEO Job Categories:

<table>
<thead>
<tr>
<th>Job Group</th>
<th>Category</th>
<th>Number of JAUNT employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Officials and Administrators</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Professionals</td>
<td>7</td>
</tr>
<tr>
<td>3</td>
<td>Technicians</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Administrative Support Workers</td>
<td>15</td>
</tr>
<tr>
<td>7</td>
<td>Skilled Craft Workers</td>
<td>3</td>
</tr>
<tr>
<td>8</td>
<td>Service-Maintenance Workers</td>
<td>94</td>
</tr>
</tbody>
</table>

Definitions of categories found in Appendix A

JAUNT’s full utilization analysis worksheet is a separate attachment to this document. According to the utilization analysis worksheet, JAUNT needs to make the following hiring goals to meet existing availability in the surrounding population:
- Job Group 2 – increase by two white females
- Job Group 6 – increase by two white females
- Job Group 8 – increase by three Hispanic or Latino males, fourteen white females, and three Hispanic or Latina females.

The utilization analysis worksheet includes the timeline goals to reach existing availability in the surrounding population for each of these areas.

### Availability Percentage and Underutilization Percentage per Job Category

<table>
<thead>
<tr>
<th>Job Category</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>W</td>
<td>Al/AN</td>
</tr>
<tr>
<td>1 Availability</td>
<td>51%</td>
<td>0.1%</td>
</tr>
<tr>
<td>Underutilized</td>
<td>11%</td>
<td>0.0%</td>
</tr>
<tr>
<td>2 Availability</td>
<td>39.1%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Underutilized</td>
<td>0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>3 Availability</td>
<td>37.5%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Underutilized</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>6 Availability</td>
<td>26.1%</td>
<td>0.8%</td>
</tr>
<tr>
<td>Underutilized</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>7 Availability</td>
<td>74.4%</td>
<td>0.1%</td>
</tr>
<tr>
<td>Underutilized</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>8 Availability</td>
<td>36.6%</td>
<td>0.2%</td>
</tr>
<tr>
<td>Underutilized</td>
<td>22%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

W - White
A - Asian American
AI/AN - American Indian/Alaska Native
NHOPi - Native Hawaiian and Other Pacific Islander
B - Black or African American
Multi - Multiracial
H/L - Hispanic or Latino
# Section 5: Goals and Timetables

JAUNT’s Equal Employment Opportunity Program has been established to ensure a diverse workforce. As of April 2017, JAUNT employed a total of 125 employees. Of the 125 employees, 55 are female, which is 44% of the workforce. Of the 125 employees that opted to self-identify ethnic origin, 71 identified as a minority, which is 57% of the workforce. A total of 11 employees (9%) opted to not provide ethnic origin.

JAUNT employs workers in six of the eight job group categories. Using data based on the U.S. Census provided by the Virginia Department of Rail and Public Transportation, JAUNT has met or exceeded the availability of females in job groups one and met or exceeded the availability of minorities in job groups two, six, and seven.

Due to the underutilization of females and minorities, JAUNT has set the following goals:

<table>
<thead>
<tr>
<th>Goal 1</th>
<th>JAUNT’s goal is to increase the number of females employed in the Job Group 2 workforce by 35% (2 employees) by year 2022.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This job group includes mid-level positions, such as operations supervisor, road supervisor, and marketing manager. Due to the low turnover rate for these positions a long-term goal of 2022 was set.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal 2</th>
<th>JAUNT’s goal is to increase the number of females employed in the Job Group 6 workforce by 19% (2 employees) by year 2021.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This job group includes the receptionist, bookkeeper, fare clerk, reservationists, and dispatchers. JAUNT has seen a very low turnover rate for these positions. Due to the low turn-over rate for these positions, a long-term goal of 2021 was set.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal 3</th>
<th>JAUNT’s goal is to increase the number of females and minorities employed in the Job Group 8 workforce by 7% minority (6 employees) and 15% female (14 employees) by year 2022.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This job group includes bus operators and custodian. We anticipate that we will be able to make these changes slowly each year given the high turnover rate for these positions.</td>
</tr>
</tbody>
</table>

JAUNT’s previous EEO program identified three goals; JAUNT fully achieved one and partially achieved one. JAUNT successfully achieved the goal for Job Group 1. The goal for Job Group 2 was only partially achieved by hiring females into this category and reducing the underutilization level. JAUNT did not achieve the entire Job Group 2 goal primarily due to low turnover in these positions. Long-term programming for additional positions that will be included in Job Group 2 present additional opportunities to reach this goal. The Job Group 8 goal from the previous EEO program and the new program are similar. Job Group 8, which includes bus operators, has very high turnover. A renewed
partnership with Creciendo Juntos, a Latino organization, will hopefully increase the number of minority applicants.
Section 6: Assessment of Employment Practices

JAUNT is fully committed to a workforce that reflects the community we serve. JAUNT will not tolerate any person being unlawfully excluded from employment or promotion opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

JAUNT’s commitment to EEO compliance is demonstrated in the success the organization has achieved in meeting or exceeding the availability of females in five of the seven job categories and six of the seven job categories for minorities. To continue JAUNT’s successes and meet the goals previously stated, JAUNT will:

- Post jobs on minority-focused websites such as:
  - Conference of Minority Transportation Officials (COMTO)
  - Creciendo Juntos-Growing Together
- Work with area Chambers of Commerce to reach female and minority groups through:
  - The Business Diversity Council
  - Business Women’s Roundtable

Testing:
Potential bus driver candidates must pass one test prior to employment; a job activities analysis (physical agility test). After completing training, bus driver candidates complete a written test to ensure knowledge of JAUNT policies, rules, regulations, and information.

The determination of a bus driver candidate passing the job activities analysis is pass / fail. If the candidate is unable to complete more than one activity, this will be considered a fail. The only exception is the wheelchair manipulation activities as these are critical job duties. Information is given to the Road Supervisors concerning the candidate's demonstrated level of function and if they were able to complete all activities or not. Additionally, information regarding demeanor, work pace, and any volunteered information relevant to successful employment is conveyed. The test administrator does not inform the candidate whether they passed or failed the test. The Road Supervisor is provided a copy of the analysis and informs the candidate of the results. A copy of the Job Activities Analysis is in Appendix F.

Bus driver trainees complete a 40-question written test to ensure knowledge of JAUNT policies, rules, regulations, and information. Each question has a 2.5 point value with a passing score of 80 or better needed. If a trainee does not achieve the minimum score he/she will go through a remediation lesson/class to ensure understanding prior to a retest. A copy of the Driver Trainee Exam is in Appendix G.

Promotions and Transfers:
JAUNT encourages its current employees to advance within the organization. As stated in JAUNT’s Personnel Policy, job openings are posted internally for qualified candidates to apply. Additionally, bus operators are encouraged to learn, and offered training, to work in the office. This cross-training increases the employee’s skills and makes them more marketable and competitive for promotions and transfer opportunities. JAUNT also uses seniority to determine work assignments and vacation selection for all employees.
Additionally, leadership training is scheduled for employees with identified talent. Such training is provided through Piedmont Virginia Community College, Community Transportation Association of America, National Transit Institute, or other recognized training programs.

Training:
Beyond mandatory training to perform the duties required of each position, JAUNT works within its budget to offer additional training opportunities. Bus operators are encouraged to learn, and offered training, to work in the office. This cross training increases the employee’s skills and makes them more marketable and competitive for future opportunities as they become available. Office staff identified for increased responsibilities are offered to attend formal supervisory training based on their existing skills and abilities. Through outreach efforts JAUNT works with female and minority groups to identify skills needed to fill vacancies and options to gain those skills.

Compensation and Benefits:
It is JAUNT’s policy to administer wages and salaries based on the duties of the job performed and the individual’s prior work experience, education, performance, and training. JAUNT request salary market surveys yearly. These surveys ensure each person is paid a competitive salary compared to similar jobs in the area.

The Chief Executive Officer shall, prior to the preparation of yearly budget estimates, make an analysis and recommendation on the pay plan. This analysis may include such items as changes in prevailing rates of pay in comparable positions in the public sector, and in the local private sector; recruitment and retention experience; and internal pay relationships among classes.

Disciplinary Procedures and Termination Practices
JAUNT recognizes the need for clearly defined disciplinary procedures and termination practices. Therefore, these procedures and practices are defined in JAUNT’s personnel handbook.

Statistical Data
JAUNT realized in early-2018 that it did not have a sufficient mechanism in place to accurately track employment practices and document statistical data and trends. JAUNT realized the importance of being able to accurately track:

- the number of applicants for employment in each job category and the number hired, cross-referenced by sex and race;
- the number of employees in each job category who applied for promotion or transfer, cross-referenced by sex and race;
- the number of employees in each job category promoted or transferred, cross-referenced by sex and race;
- the number and types of disciplinary actions (e.g., indefinite suspension, loss of pay, demotion), cross-referenced by sex and race;
- the number of voluntary/involuntary terminations, cross-referenced by sex and race;
- training that fosters promotion potential, cross referenced by sex and race;
JAUNT purchased new software to begin capturing this information and provide statistical data on the above fields moving forward.
Section 7: Monitoring and Reporting

An important part of any successful EEO program is the establishment of an effective and workable internal monitoring and reporting system. The EEO Officer is responsible for establishing systems for reporting, monitoring and evaluating improvements in hiring, training, transfer and promotions in areas of underutilization.

The Chief Executive Officer will conduct a semiannual meeting (February and August) with senior staff. These meetings serve to evaluate the EEO Program, the EEO Program implementation, and take any necessary corrective action regarding the development and execution of programs, goals, and timetables. Prior to each semiannual meeting with the CEO, the EEO Officer should prepare the statistical data as mentioned in Section 6: Assessment of Employment Practices. The CEO, EEO Officer, and senior staff will review the data and determine if any changes to the program or goals needs to be made. Following the conclusion of these semiannual meetings, the EEO Officer will report the outcomes to the JAUNT Board of Directors.

JAUNT maintains a complaint log. Upon receipt of an EEO complaint the EEO Officer will complete the log providing the complainant’s name, basis of the complaint, protected group, date of initial contact, date of resolution, resolution reached, and the name of the investigator. The EEO Officer will provide a letter within three (3) business days of receipt to the complainant acknowledging receipt of the complaint. The EEO Officer will then investigate the complaint and provide the results to the complainant and CEO.
Section 8: Policy Execution

This Equal Employment Opportunity policy has been executed this day, June 13, 2018.

Brad Sheffield, Chief Executive Officer

Name and Title

Brad Sheffield
Chief Executive Officer
JAUNT, Inc

Official and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

Protective Service Workers: Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

Paraprofessionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a “New Careers” concept. Included: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

Administrative Support (Including Clerical and Sales): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

Service-Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry-cleaning operatives, truck drivers, bus drivers, garbage laborers, custodial employees, gardeners and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.
Appendix B - EEO Job Categories at JAUNT

**Job Group 1 - Officials and Managers**
Chief Executive Officer
Chief Administrative Officer
Chief Operating Officer
Director of Operations
Director of Finance & HR

**Job Group 2 - Professionals**
Planning Manager
Operations Supervisor
Training Manager
Mobility Analyst
Public Relations and Marketing Manager
Road/Driver Supervisor
Office Manager

**Job Group 3 – Technicians**
Information Technology Specialist

**Job Group 6 – Administrative Support Workers**
Receptionist
Bookkeeper
Fare Clerk
Reservationists
Dispatchers
Schedulers

**Job Group 7 – Skilled Craft Workers**
Mechanics

**Job Group 8 – Service-Maintenance Workers**
Bus Drivers
Custodian
Appendix C – Organizational Chart

Board of Directors

Chief Executive Officer (FTE 1)
*Brad Sheffield

Finance & HR Director (FTE 1)
*Robin Munson

Chief Administrative Officer (FTE 1)
*Chris Rowland

Office Manager (FTE 1)
*Nancy Hunt

Public Relations & Marketing Manager (FTE 1)
*Brian Cohen

Receptionist (FTE 1)
*Sandra Wood

Facility Maintenance (FTE 1)
*Curtis Jackson

Road Supervisors (FTE 2)
*Vacant

Ops Supervisor (FTE 1)
*Larry McIvor

Bus Operators (FTE 90)

Training Manager (FTE 1)
*Mike Sisler

Chief Mechanic (FTE 1)
*Ben Nemec

It Manager (FTE 1)
*Matthew Anderson

Planning Manager (FTE 1)
*Stephen Johnson

Mobility Manager (FTE 1)
*Vacant

Bookkeeper (FTE 1)
*Vacant

Fare Clerk (FTE 1)
*Susan Gunter

Leadership Team
Operations Staff
Administration Staff
DBE Liaison Officer & EEO Officer

Org Chart Dates:
03/16/2018
Appendix D – JAUNT Board of Directors Acknowledgement

I hereby acknowledge the receipt of the JAUNT Inc. EEO Policy and Program. The JAUNT Board of Directors has reviewed and approved the EEO Policy and Program. We are committed to ensuring that no person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

J. Randolph Parker, President

6/13/2018
DATE
Resolution of Adopting the JAUNT Equal Employment Opportunity Policy Update

WHEREAS, JAUNT’ receives both state and federal grant funding that require compliance with specific federal and state regulations regarding its polices, procedures, and overall operations related to the expenditure of the associated funds; and

WHEREAS, the Board of Directors expects JAUNT to comply with such regulations; and

WHEREAS, JAUNT has developed an update to its EEO Policy to remain compliant with specific regulations, and is requesting the adoption by the JAUNT Board of Directors; and

WHEREAS, JAUNT has provided the public, and the Virginia Department of Rail and Public Transportation and Charlottesville Area Transit 30 days to review and comment on its policy update. And, all comments had been incorporated into the current revision presented to the Board of Directors;

NOW, THEREFORE, the JAUNT Board of Directors hereby adopts the updated equal employment opportunity policy as presented by staff.

J. Randolph Parker, President

6/13/18
JOB ACTIVITIES ANALYSIS

Applicant’s Name: APPLICANT’S NAME

Performed on DATE

Performed by Jeffrey M. Dillard
Jaunt, Inc.
104 Keystone Place
Charlottesville, VA 22902
PHYSICAL LIMITATIONS REPORTED BY APPLICANT:

APPROPRIATE EXERCISE HEART RATE RANGE:

DYNAMIC STRENGTH:

<table>
<thead>
<tr>
<th></th>
<th>MAX. WEIGHT</th>
<th>FORCE REQUIRED</th>
<th>PAIN</th>
<th>REASON FOR STOPPING</th>
<th>BODY MECHANICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box lift 12” to knuckle</td>
<td>50#</td>
<td>50#</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Pulse:</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Wheelchair curb crossing</td>
<td>300#</td>
<td>Approximately</td>
<td>120#</td>
<td></td>
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</tr>
<tr>
<td>ascent Pulse:</td>
<td></td>
<td>120#</td>
<td></td>
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<tr>
<td>Wheelchair curb crossing</td>
<td>300#</td>
<td>Approximately</td>
<td>120#</td>
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<tr>
<td>descent Pulse:</td>
<td></td>
<td>120#</td>
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<tr>
<td>Wheelchair side shift 3”</td>
<td>300#</td>
<td>Approximately</td>
<td>100#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pulse:</td>
<td></td>
<td>100#</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wheelchair push ascending</td>
<td>300#</td>
<td>Approximately</td>
<td>45#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade: 8% Time: seconds</td>
<td></td>
<td>45#</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distance: 6 feet Pulse:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wheelchair ramp descending</td>
<td>300#</td>
<td>Approximately</td>
<td>45#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade: 8% Time: seconds</td>
<td></td>
<td>45#</td>
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<td></td>
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<tr>
<td>Distance: 6 feet Pulse:</td>
<td></td>
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<tr>
<td>Wheelchair pull ascending</td>
<td>300#</td>
<td>Approximately</td>
<td>45#</td>
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<td></td>
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<tr>
<td>Grade: 8% Time: seconds</td>
<td></td>
<td>45#</td>
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<tr>
<td>Distance: 6 feet Pulse:</td>
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NON-MATERIAL HANDLING ACTIVITIES:

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<thead>
<tr>
<th>TIME (Minutes)</th>
<th>PAIN</th>
<th>REASON FOR STOPPING</th>
<th>BODY MECHANICS</th>
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</thead>
<tbody>
<tr>
<td>Sit Pulse:</td>
<td>15:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stand Pulse:</td>
<td>15:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walk: feet</td>
<td>10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pulse:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forward Bending</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 repetitions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stair Climbing Pulse: up; down</td>
<td>2:00</td>
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GRIP TEST:

<table>
<thead>
<tr>
<th></th>
<th>RIGHT</th>
<th>LEFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trial 1</td>
<td># /</td>
<td># /</td>
</tr>
<tr>
<td>Trial 2</td>
<td># /</td>
<td># /</td>
</tr>
<tr>
<td>Trial 3</td>
<td># /</td>
<td># /</td>
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</table>

CHAIR RESTRAINT SIMULATION:

<table>
<thead>
<tr>
<th>TWO CHAIRS</th>
<th>MAXIMAL TIME</th>
<th>FORCE REQUIRED</th>
<th>PAIN</th>
<th>REASON FOR STOPPING</th>
<th>BODY MECHANICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trial 1</td>
<td></td>
<td>Approximately 145#</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step ascent: Chair tie down: Step descent: Pulse:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Trial 2</td>
<td></td>
<td>Approximately 145#</td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>Step ascent: Chair tie down: Step descent: Pulse:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPLICANT DEMEANOR:

IMPRESSIONS:

ADDITIONAL APPLICANT COMMENTS:

DEMONSTRATED FUNCTIONAL LEVEL:

demonstrates a functional level consistent with heavy work as defined by the Dictionary of Occupational Titles, U. S. Department of Labor, Volume II, Fourth Edition, as it pertains to this type of work.
Heart Rate and Exertion During Job Activities

Analysis
Based on published research, the age predicted maximal heart rate has been shown to be a reasonably accurate method for estimating Maximal Heart Rate.


A percentage of age-predicted maximal heart rate is used to set cardiovascular exercise intensity. This training zone is typically considered appropriate for individuals not taking medication that alters heart rate response to exercise and who have not been otherwise restricted by their physician secondary to other health problems.

Training Zone
70 to 85% of age predicted maximal heart rate. Taken from the American College of Sports Medicine Guidelines for Exercise Testing and Prescription, Sixth Edition.

If participation in activities specific to employment as a driver for Jaunt produce heart rates above those recommended for cardiovascular exercise this may suggest that exertion levels during work activities are reaching levels that imply a lack of adequate physical conditioning to tolerate this type of work safely. Considering the possibility of the need for participating in these work activities repetitively and in varying climatic conditions the danger of over exertion and injury is concerning. As with all aspects of pre-employment work analysis, employee and passenger safety is of primary concern.
Appendix F – Driver Trainee Test

Name _______________________________________________________

DRIVER TRAINING FINAL EXAM

1. When was JAUNT founded? ______________________________________________________

2. JAUNT services which of the following counties/areas?
   A. CHARLOTTESVILLE CITY & ALBEMARLE COUNTY
   B. NELSON COUNTY & BUCKINGHAM COUNTY
   C. FLUVANNA COUNTY & LOUISA COUNTY
   D. ALL OF THE ABOVE

3. What types of behaviors are inappropriate at JAUNT?
   A. CONVERSATIONS ABOUT RELIGION, POLITICS, SEX, OR MORALITY
   B. BECOMING SOCIALLY INVOLVED WITH PASSENGERS
   C. SHARING CONFIDENTIAL INFORMATION ABOUT PASSENGERS WITH NON-JAUNT STAFF
   D. COMMENTS OR STATEMENTS OF A SEXUAL NATURE
   E. ALL OF THE ABOVE

4. Which of the following is NOT an appropriate maneuver at railroad crossings?
   A. ROLL DOWN DRIVER WINDOW, TURN ON 4-WAY FLASHERS, AND OPEN PASSENGER DOOR TO LISTEN FOR TRAIN SOUNDS OR ACTIVITY
   B. STOP NO CLOSER THAN FIFTEEN (15) FEET FROM THE CROSSING
   C. STOP ON THE TRACKS TO GET A BETTER VIEW
   D. WATCH OUT FOR SECOND TRAIN

5. Which of the following is NOT a JAUNT value?
   A. RESPECT
   B. PROFESSIONALISM
   C. RESPECT THE ENVIRONMENT
   D. POSITIVE ATTITUDE

6. At the end of your shift, what is the minimum amount of fuel you should leave in the bus?
   A. ¾ TANK
   B. FULL TANK
C. ½ TANK  
D. ANY AMOUNT THAT WILL GET YOU TO A FUEL STATION

7. When using a fire extinguisher, what does acronym P.A.S.S. stand for?

P. ________________________________
A. ________________________________
S. ________________________________
S. ________________________________

8. Which of the following is NOT a concept of safe (3-D) driving?

   A. BE DEFENSIVE  
   B. BE CONSERVATIVE  
   C. BE DECISIVE  
   D. BE DEPENDABLE

9. Hydroplaning is:

   A. WHEN A THIN LAYER OF WATER SEPARATES YOUR VEHICLE’S TIRES FROM THE ROAD SURFACE  
   B. FROZEN MOISTURE ON THE ROAD THAT IS AN ALMOST TRANSPARENT LAYER OF ICE  
   C. SLIDING SIDEWAYS ON AN ICY ROAD  
   D. SUDDEN OR VIOLENT BUMPS TO THE VEHICLE CAUSING THE VEHICLE TO SWERVE

10. The first step in accident and emergency procedures is:

    A. CALL 911 IMMEDIATELY  
    B. PHOTOGRAPH THE DAMAGE TO THE VEHICLE  
    C. REMAIN CALM  
    D. FILL OUT AN ACCIDENT/INCIDENT REPORT
11. The Americans with Disabilities Act requires:

A. PEOPLE WITH DISABILITIES ENJOY THE SAME OPPORTUNITIES AS PERSONS WITHOUT DISABILITIES  
B. ALL BUSES TRANSPORTING DISABLED PERSONS BE EQUIPPED WITH WHEELCHAIR LIFTS  
C. SERVICE ANIMALS BE PERMITTED ON VEHICLE  
D. ALL OF THE ABOVE

12. Which of the following are examples of mobility devices?

A. CANE  
B. WALKER  
C. WHEELCHAIR  
D. ALL OF THE ABOVE

TRUE/FALSE

13. _________ The 15-minute rule applies to both pick-up from a residence AND the return trip.

14. _________ Drivers do not have to report a passenger incident if the passenger is not injured or if it did not happen on the bus.

15. _________ Drivers who call out of work, for any reason, are required to speak with a Supervisor.

16. _________ Identification badges are part of the uniform and must be clearly visible at all times.

17. _________ JAUNT must permit all passengers to use the vehicle lift.

18. _________ Passengers with the same disability need the same type and level of assistance.

19. _________ All passengers must wear a seat belt. (Exception: 29 Express Passengers)

20. _________ JAUNT drivers can operate a motorized wheelchair or scooter for a passenger if they are unable to operate the device themselves.

21. _________ In referring to the vehicle tablet or computer, drivers should hit the “Arrive” key when they get to a pick-up or drop-off, and the “Perform” key when they are ready to leave a pick-up or drop-off.

22. _________ Night driving is more challenging than driving in daylight.
23. ________ Although roadways are susceptible to “Black Ice”, bridges rarely are.

24. ________ Reducing your speed and significantly increasing your following distance are the best techniques to maintain safe vehicle control while driving in the snow.

25. ________ Once you check your paper Manifest the night before your shift, there is no need to check it again the next day.

26. List three (3) tips for communicating with passengers:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

27. What should JAUNT drivers do if they need to use their cell phones while on the road?

____________________________________________________________________
____________________________________________________________________

28. How much clearance room should you leave when passing a bicyclist?

_______________________________ feet

29. Put the Wheelchair Securement steps in the correct order:

1. ________   A. REMOVE THE SLACK IN THE FRONT BELTS AND LOCK.

2. ________   B. TIGHTEN AND LOCK THE REAR BELTS.

3. ________   C. POSITION THE WHEELCHAIR EVENLY BETWEEN THE FOUR FLOOR BRACKETS AND APPLY THE WHEELCHAIR BRAKES.

4. ________   D. SECURE THE HOOKS TO A STRUCTURAL FRAME MEMBER AT THE BACK OF THE WHEELCHAIR MAKING SURE THE STRAPS DO
NOT CONFORM OR BEND AROUND ANY OBJECTS THE THAT THE BELTS HAVE AN ANGLE OF 45 DEGREES.

5. ____________  E. CHECK THAT THE WHEELCHAIR DOES NOT MOVE MORE THAN 2 INCHES IN ANY DIRECTION.

6. ____________  F. SECURE THE HOOKS TO A STRUCTURAL FRAME MEMBER AT THE FRONT OF THE WHEELCHAIR MAKING SURE THE CASTERS DO NOT FACE TO THE SIDES, THE STRAPS DO NOT CONFORM OR BEND AROUND ANY OBJECTS, AND THAT THE BELTS HAVE AN ANGLE OF 45 DEGREES.

30. List four (4) factors that affect/determine your stopping distance?

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

31. Which of the following types of emergency equipment must you have on your bus?
   A. REFLECTORS, FIRE EXTINGUISHER, AND ACCIDENT REPORTING KIT
   B. SPARE ELECTRIC FUSES, FIRE EXTINGUISHER, AND ACCIDENT REPORTING KIT
   C. HYDRAULIC JACK, FIRE EXTINGUISHER, AND SIGNAL FLARES
   D. FIRE EXTINGUISHER, SPARE ELECTRIC FUSES, AND REFLECTORS

32. When dealing with an unruly or disruptive passenger, you should:
   A. ATTEMPT TO PHYSICALLY FORCE THE PASSENGER OFF THE BUS
   B. IGNORE THE SITUATION AND HOPE IT RESOLVES ITSELF
   C. USE THE BUS RADIO TO REQUEST ASSISTANCE
   D. SHOUT LOUDER THAN THE PASSENGER TO MAKE YOURSELF HEARD
33. When collecting a fare from a passenger who owes $2.50, he/she indicates that they would like to purchase a book of $2.50 tickets. They give you $2.50 in cash but want to pay for the book with a check. What is the total correct amount that you would collect from that passenger?
A. $27.50
B. $25.00
C. $17.50
D. $2.50

34. Which of the following is NOT required for the driver to have on his/her person or in vehicle at all times while operating a commercial vehicle?
A. DRIVER’S LICENSE
B. MEDICAL EXAMINER’S CERTIFICATE
C. VEHICLE REGISTRATION
D. CELL PHONE

35. How long must you wait for a passenger/client on a residential pick-up?
A. 15 MINUTES
B. 5 MINUTES
C. 10 MINUTES
D. 3 MINUTES

36. The Americans with Disabilities Act:
A. REQUIRES THAT ALL BUSES BE BUILT WITH WHEELCHAIR LIFTS, SECUREMENT AREAS, AND SECUREMENT SYSTEMS.
B. REMOVES BARRIERS THAT PREVENT INDIVIDUALS WITH DISABILITIES FROM ENJOYING THE SAME OPPORTUNITIES THAT ARE AVAILABLE TO PERSONS WITHOUT DISABILITIES.
37. What is the “No-Zone”?

A. THE LIST OF PLACES YOU CANNOT GO WHILE ON DUTY.
B. THE HEIGHT RESTRICTION ON YOUR VEHICLE
C. THE AREA AROUND A FUEL SPILL.
D. THE BLIND SPOTS AROUND YOUR VEHICLE WHERE CARS CAN “DISAPPEAR” FROM VIEW.

38. All paperwork, including the Daily Vehicle Inspection Reports (DVIR), Fare Sheets, and Reconciliation Sheets must be turned in:

________________________________________________ by in-based drivers and
________________________________________________ by out-based drivers.

39. Which of the following are the best strategies for avoiding hydroplaning?

A. REDUCING YOUR SPEED
B. DRIVING IN THE TRACKS OF VEHICLES DIRECTLY AHEAD OF YOU
C. BOTH A & B
D. NEITHER A NOR B

40. At what speed can your vehicle Hydroplane?

_______________________________________________________________

EXTRA CREDIT: WHAT DO THE FOLLOWING SYMBOLS MEAN ON YOUR MANIFEST, REGARDING YOUR PASSENGERS?
CC ______________________________
WC ______________________________
WLK ______________________________

What improvements, suggestions, etc. would you make to improve the JAUNT Training Process?
Appendix G – 2015 EEO Program Goals

Goal 1: JAUNT’s goal is to increase the number of minorities employed in Job Group 1 workforce to 25% by year 2020.

The minority group population percentage employed by JAUNT is higher than the incumbency percentage. This job group includes high-level positions, such as assistant director, operations director, and finance. Due to the low turnover rate for these positions, a long-term goal of 2020 has been set.

Goal 2: JAUNT’s goal is to increase the number of women employed in Job Group 2 workforce to 25% by year 2018.

The women group population percentage employed by JAUNT is higher than the incumbency percentage. This job group includes mid-level positions, such as mobility manager, road supervisors, and marketing manager.

Goal 3: JAUNT’s goal is to increase the number of women employed in Job Group 8 workforce to 33% by year 2020.

The women group population percentage employed by JAUNT is higher than the incumbency percentage. This job group includes mechanics, which is currently the most difficult position to recruit. Due to the low turnover rate for these positions, a long-term goal of 2020 has been set as well.
I hereby acknowledge the receipt of the JAUNT EEO Policy. I have read and understand the policy and am committed to ensuring that no person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

I understand that all JAUNT employees are expected to consider, respect, and observe this policy in their daily work and duties. If a citizen approaches with a question or complaint regarding their Civil Rights, they will be directed the Chief Administrative Officer, 434-296-3184.

__________________________
Print Name

__________________________
Signature

__________________________
Date
Appendix I – Dates of Employee Training

21 April 2018 – JAUNT Roadeo included ADA, EEO, and Title VI training for all employees

22 April 2017 – JAUNT Roadeo included ADA, EEO, and Title VI training for all employees

19 March 2016 – JAUNT Roadeo included ADA, EEO, and Title VI training for all employees