Regional Transit System
Limited Scope Review

December 13, 2022

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GAINESVILLE CITY COMMISSION

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Lauren Poe, Mayor
Harvey Ward, Mayor Pro Tempore
Harold Monk, CPA, CFE (Appointed)

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We performed a limited scope review around the management of Gainesville Regional Transit System (RTS) collision reporting and corrective actions. The objective of this engagement was to analyze preventable driver incidents and collisions data to identify potentially inequitable management practices, including an assessment of the operating effectiveness of controls related to disciplinary actions for preventable vehicular incidents.

The review was conducted through inquiry, observation, and limited testing for processes in scope. Specifically, we obtained and analyzed preventable accident data from the RTS Trackit system and impacted employee files to identify:

- Unexpected or potentially inequitable trends in disciplinary actions.
- Compliance with policy and procedures.

Equity Analyses

We also analyzed demographic information from the RTS Trackit system related to RTS collisions, disciplinary action from employee manual files, and demographic data from the Human Resources Department ERP system to determine if the actions taken by management for preventable collisions were consistent, in alignment with policy and procedures, and equitable. Please see the Background section and Appendix A for details of:

- Aggregate gender and ethnicity of RTS drivers.
- Aggregate demographic categories by preventable collision and corrective action information.
- Aggregate demographic categories by collision, corrective action, and alignment with policy and procedures.

Opportunities for Improvement

Operations

We identified the following opportunities for improvement around RTS assessment and management of preventable accidents and documentation of disciplinary action:

- **Documentation:** RTS has a system in place to assess and manage preventable accidents; however, complete and consistent documentation of preventable collisions is not always maintained in the Trackit event system and in employee manual files.

- **Policy Compliance**: RTS procedures and guidelines are outdated increasing the risk of inconsistencies when applied to management of preventable collisions and documentation.

- **Quality Assurance:** Quality assurance reviews are not included in the procedures nor performed. These reviews would reduce manual errors and ensure the consistent classification of collisions and subsequent corrective actions.

Equity Analyses

We identified minor inconsistencies in disciplinary actions; however, we did not identify significant inequitable management practices. Addressing the control issues noted above will improve consistency and accuracy of documentation and disciplinary action.

We would like to thank RTS and Human Resources personnel for their cooperation, accessibility, and professionalism throughout this review.

INTRODUCTION

In April 2022, the City Auditor's Office conducted an investigation of certain Gainesville Regional Transit System (RTS) collisions and resulting disciplinary actions based on unresolved complaints and hotline reports. While the matters in the investigation did not find wrongdoing by management, there was indication of opportunities for internal control improvements; therefore, the RTS Limited Scope Review was added to the audit plan and approved by the Audit Committee and City Commission on June 15, 2022 and June 16, 2022 respectively. The objective of this engagement was to analyze preventable driver incidents and collisions data to identify potentially inequitable management practices, including an assessment of the operating effectiveness of controls related to disciplinary actions for preventable vehicular incidents.

SCOPE AND METHODOLOGY

The scope of this review included an assessment of the design, structure, and operating effectiveness of controls related to RTS assessment and management of preventable accidents and collisions, and documentation of disciplinary action from January 23, 2019, through August 25, 2022.

The review was conducted through inquiry, observation, and limited testing for processes in scope. Specifically, we obtained and analyzed preventable accident data from the RTS Trackit system and impacted employee files to:

- Identify unexpected or potentially inequitable trends in disciplinary actions.
- Review preventable collision documentation and corrective action for compliance with policy and procedures.
- Review collision classification for alignment with Federal Transit Administration reporting requirements.

RESULTS AND CONCLUSION

As a result of our review, we identified opportunities for improvement around inconsistent and incomplete documentation of RTS collisions which contribute to errors and inconsistent corrective action.

AUDIT ISSUES AND RISK RATINGS		
High Risk	**Moderate Risk**	**Low Risk**
	1. Incomplete and Inconsistent Documentation of RTS Collisions	

Audit issue details with management action plan are included within the *Audit Issues and Management Action Plans* section beginning on page 12.

- *High Risk: Key controls do not exist or are not effective, resulting in an impaired control environment. High-Risk control weaknesses require immediate corrective action detailed in the management action plan.*
- *Moderate Risk: Adequate control environment exists for most processes. Moderate risk control weaknesses require corrective action detailed in the management action plan.*
- *Low Risk: Satisfactory overall control environment with a small number of low-risk control improvement opportunities that do not require corrective action or a management action plan.*

We would like to thank RTS and Human Resources personnel for their cooperation and professionalism throughout this review.

GOVERNMENT AUDITING STANDARDS COMPLIANCE

We conducted this audit engagement in accordance with *Generally Accepted Government Auditing Standards* and the *International Standards for the Professional Practice of Internal Auditing*. Those standards require that we plan and perform the engagement to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our observations and conclusions based on our audit objectives.

INTERNAL AUDIT TEAM

Ginger Bigbie, CPA, CFE, City Auditor
Brecka Anderson, CIA, CFE, CGAP, Interim City Auditor
Diana Ferguson-Satterthwaite, FCCA, CIA, Internal Audit Manager
Peter DeMaris, Internal Auditor
Meayki Batie, Senior Executive Assistant

BACKGROUND

Gainesville Regional Transit System (RTS), with over 130 buses, provides bus transit services for the City of Gainesville and Alachua County. These buses were operated by approximately 330 current and former transit operators (drivers) from January 2019 to August 2022. An inherent risk of transit operations is collisions. City policies and procedures and the Federal Transit Administration guidelines are in place to mitigate this risk.

Policies and Procedures

Equity
The City of Gainesville states in its Equal Opportunity Policy *EO-4* Discrimination, Harassment and Conduct, that the City does not discriminate, nor will it tolerate discrimination, based on race, color, gender, etc. This policy applies to all aspects of employment with the City, including discipline and termination. (See Useful Links in Appendix B.)

RTS Employee Manual
The RTS employee manual states that "any Operator who is charged with a preventable vehicular accident will be disciplined in accordance with City of Gainesville Personnel Policies and Procedures, Policy 19, Rule 23." (See Useful Links in Appendix B.)

Code of Conduct
The City provides guidance for disciplinary procedures in the *Code of Conduct* manual for Human Resources Policy E-3. Section 1 of the Code of Conduct states that these rules and regulations "are designed to ensure the rights and safety of all City employees and to provide working guidelines to assure equitable and businesslike deportment to efficiently service the community effectively." Rule 23, carelessness which affects the safety of personnel, equipment, etc., is the code of conduct applicable for preventable collisions. The offenses for Rule 23 include: 1. Written Instruction & Cautioning; 2. Five Days Suspension; 3. Dismissal. (See Useful Links in Appendix B.)

Labor Agreements
Additionally, the Amalgamated Transit Union (ATU) Agreement states that the City "reserves the right to discipline or discharge any employee for just cause" and that "employees are subject to all applicable rules and regulations of the City and the Transit System." Any official written reprimand must be provided to the employee outlining the reason for the reprimand. Concordantly, City Policy E-3 requires that "in all cases of disciplinary action, the Department Head, Division Head or Supervisor initiating the process is required to complete an Employee Notice form informing the employee of the action taken." Per the ATU Agreement, an employee must be notified of disciplinary action within 30 working days of the employer becoming aware of the event. (See Useful Links in Appendix B.)

Federal Transit Administration
The Federal Transit Administration (FTA) provides financial and technical assistance to local public transit systems and oversees safety measure.

RTS is required to adopt a Safety Management System (SMS) based on the *Federal Transit Administration* (FTA) *Guidelines*. As a result, Trackit Manager (Trackit), a cloud-based records management system was implemented by RTS in 2019 to document accidents (collisions) and incidents in compliance with FTA requirements.

Documentation of RTS Collisions and Incidents

At the time of this review, RTS collisions were classified in Trackit as miscellaneous, non-preventable, preventable, undefined, or under investigation. This engagement focused on preventable collisions, considered to be those in which the operator (driver) either caused, was party to the cause, or failed to use safety and defensive techniques to prevent.

From January 23, 2019 to August 25, 2022 (the system date range of available data at the time of this review) 640 events were logged in Trackit as outlined in figure 1 below. 123 of 640 events were identified as preventable collisions according to the incident type category in the data file.

Figure 1 RTS Collisions and Incidents January 2019 to August 2022

Summary of Trackit Events						
	Classification					
Incident Type	Miscellaneous	Non Preventable	**Preventable**	Under Investigation	Undefined	**Number of Events**
Collisions and Incidents - Collisions	9	175	**123**	1	0	308
Collisions and Incidents - Incidents	10	204	24	0	0	238
Collisions and Incidents - Miscellaneous	15	49	22	0	1	87
Collisions and Incidents	1	4	2	0	0	7
Total	35	432	171	1	1	640

National Transportation Database reportable classifications

The National Transit Database (NTD) was established to be the Nation's primary source for information and statistics on the transit systems of the United States. FTA regulations require that recipients or beneficiaries of grants from the FTA submit data to the NTD. As an FTA grant beneficiary, RTS is required to submit Safety and Security reports to the NTD.

Events entered into Trackit are assigned an NTD classification. We compared the NTD Reportable classification with the Severity and Description for each entry to ascertain if they were being classified properly. In reviewing the Trackit data for the preventable collisions from January 23, 2019, to August 25, 2022, we summarized the NTD reportable classifications for each entry. Within Trackit, 10 collisions were

deemed reportable, 96 entries were deemed not reportable, and 17 were not given NTD classifications. For the 17 entries that were blank:

- 3 should have been designated as reportable.
- 1 entry is undetermined based on the information provided in Trackit.
- 13 entries should have been designated as not reportable.

Management indicated that when the Trackit system was initially implemented, the inclusion of NTD classification was not mandatory, however, management began requiring entries for the field in 2021. We confirmed that preventable collisions for 2021 and 2022 were all assigned NTD designations in Trackit.

Equity Analysis

We analyzed demographic information related to RTS collisions from the RTS Trackit system, disciplinary action from employee manual files, and demographic data from the Human Resources Department ERP system to determine if the action taken by management for preventable collisions was consistent, in alignment with policy and procedures, and equitable.

We compared the gender data from the Human Resources Department ERP system and employee manual files. We identified a gender discrepancy in Human Resources and RTS data with one record. According to Human Resources, ethnicity data is obtained based on employee self-reporting, and there is no validation process. Auditors alerted Human Resources and RTS management to the data discrepancy for this record.
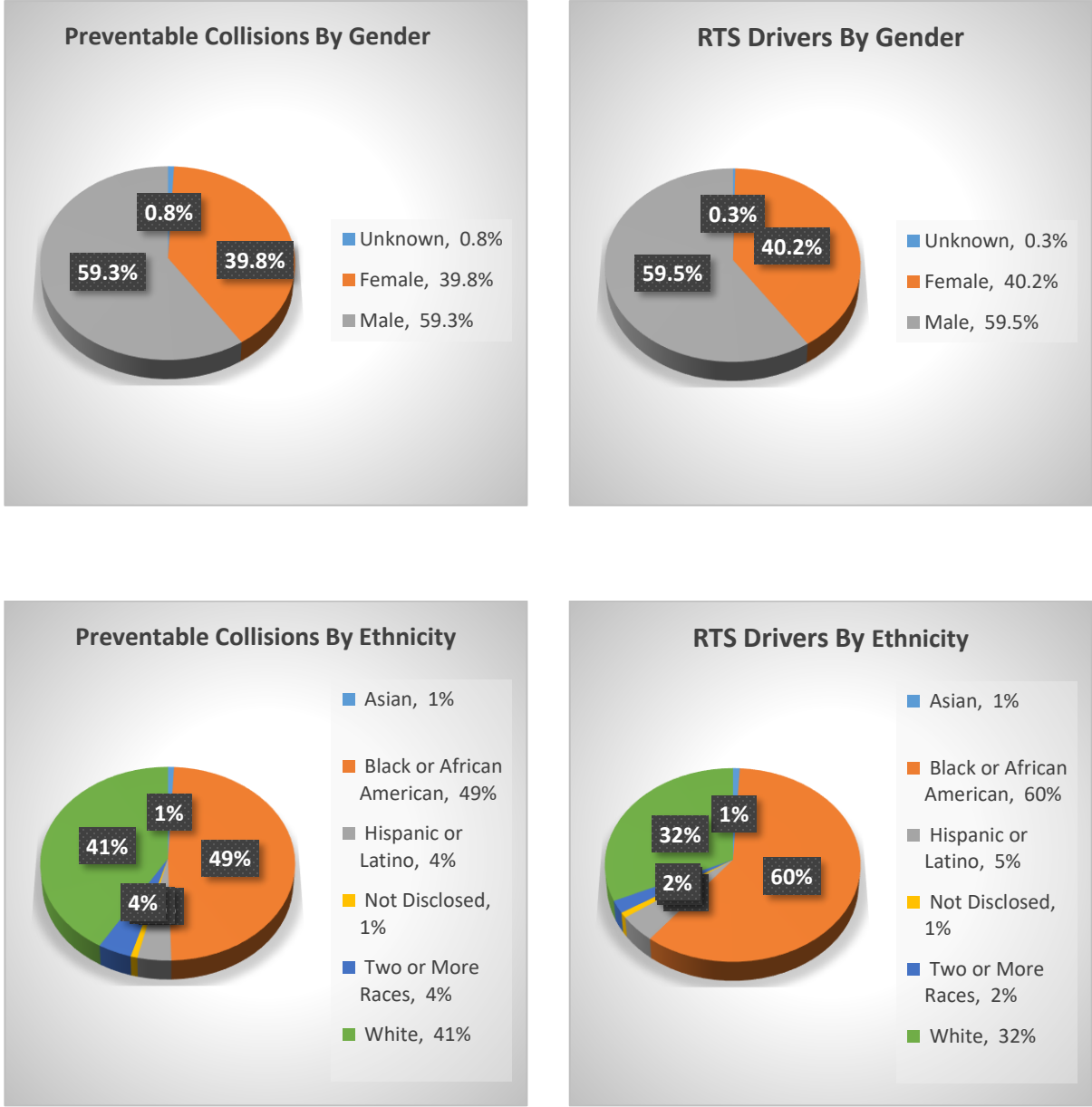
For the period in scope, our analyses identified:
- Aggregate gender and ethnicity of RTS drivers (see section A, below).
- Aggregate demographic categories by preventable collision and corrective action information (see section A, below).
- Aggregate demographic categories by collision, corrective action, and alignment with policy and procedures (see section B, below).

A. RTS buses were operated by 333 current and former drivers between January 2019 and August 2022. Approximately 60% of the drivers were male and 40% female. RTS drivers fall into five ethnic groups; Asian, Black or African American, Hispanic or Latino, White, and two or more races. Approximately 60% of the drivers employed in the period were Black or African American, 32% white, and 8% of other ethnicities. See figure 2 below.

The gender breakdown of drivers with preventable collisions was consistent with the gender breakdown for all drivers. While approximately 60% of the overall RTS driver population was black, 49% of preventable collisions were attributed to black drivers. White drivers made up 32% of the driver population but accounted for 41% of preventable collisions. See figure 2 below.

We analyzed non-preventable collisions to determine if there was a possible correlation with preventable collisions based on the ethnicity of the drivers. The ethnicity ratio was similar for preventable and non-preventable collisions. See figure 13 in Appendix A.

Figure 2 Gender and Ethnicity RTS Drivers vs. Preventable Collisions

Preventable Collisions By Gender

- Unknown, 0.8%
- Female, 39.8%
- Male, 59.3%

0.8%
59.3%
39.8%

RTS Drivers By Gender

- Unknown, 0.3%
- Female, 40.2%
- Male, 59.5%

0.3%
40.2%
59.5%

Preventable Collisions By Ethnicity

- Asian, 1%
- Black or African American, 49%
- Hispanic or Latino, 4%
- Not Disclosed, 1%
- Two or More Races, 4%
- White, 41%

1%
41%
49%
4%

RTS Drivers By Ethnicity

- Asian, 1%
- Black or African American, 60%
- Hispanic or Latino, 5%
- Not Disclosed, 1%
- Two or More Races, 2%
- White, 32%

1%
32%
60%
2%

B. We analyzed preventable collisions to confirm alignment with City policies and procedures. The outcome for 59 of 123 collisions was inconsistent with City policies.

- Relevant employee files were not updated with disciplinary documentation for **45** of the 59 collisions. Three of the 45 collision resulted in significant damage with no or minor only injury (see figure 12 in Appendix A).
- **10** employees received written warning memos instead of employee notices. 8 of the 10 employees were female (see figure 4 below), and
- Management waived **4** of 18 suspensions. No demographic disparities were noted for the waived suspensions (see figure 11 in Appendix A).

Where accident information was not documented in employee files or memos were issued instead of employee notices, the male-to-female ratio did not correlate to the driver or preventable collision population (see figure 3 below). No significant changes in ethnicity were observed.

The ratio of male to female drivers was higher, where information was not updated on the employees' files. More females were issued written warning memos than male drivers (see figure 4 below).

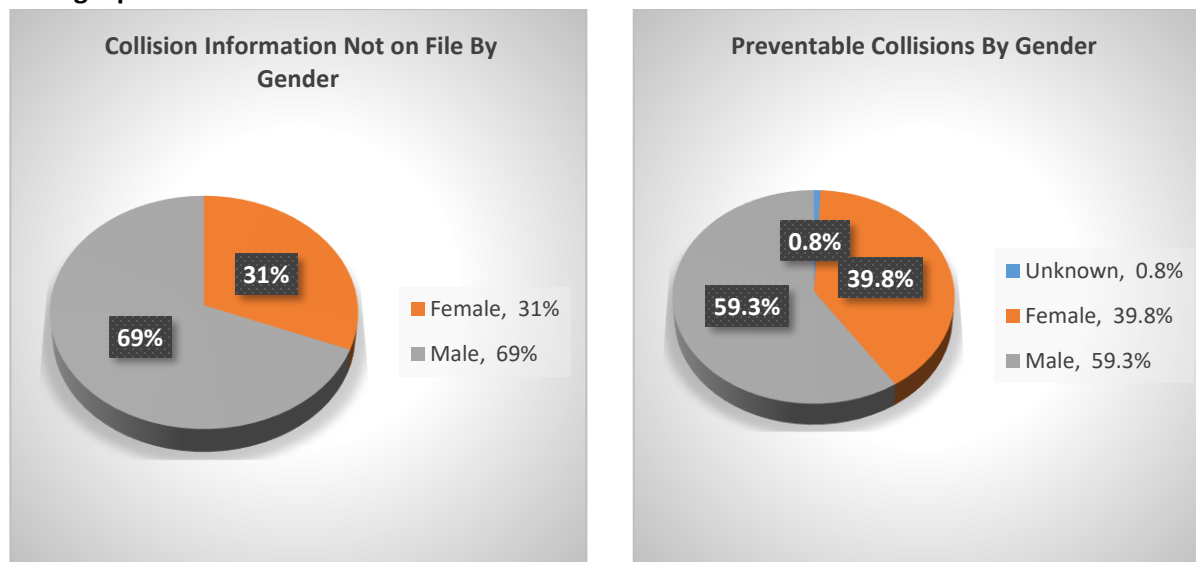**Figure 3 Demographics of Collision not on Employee File vs. Preventable Accident Demographics**

Collision Information Not on File By Gender: Female, 31%; Male, 69%

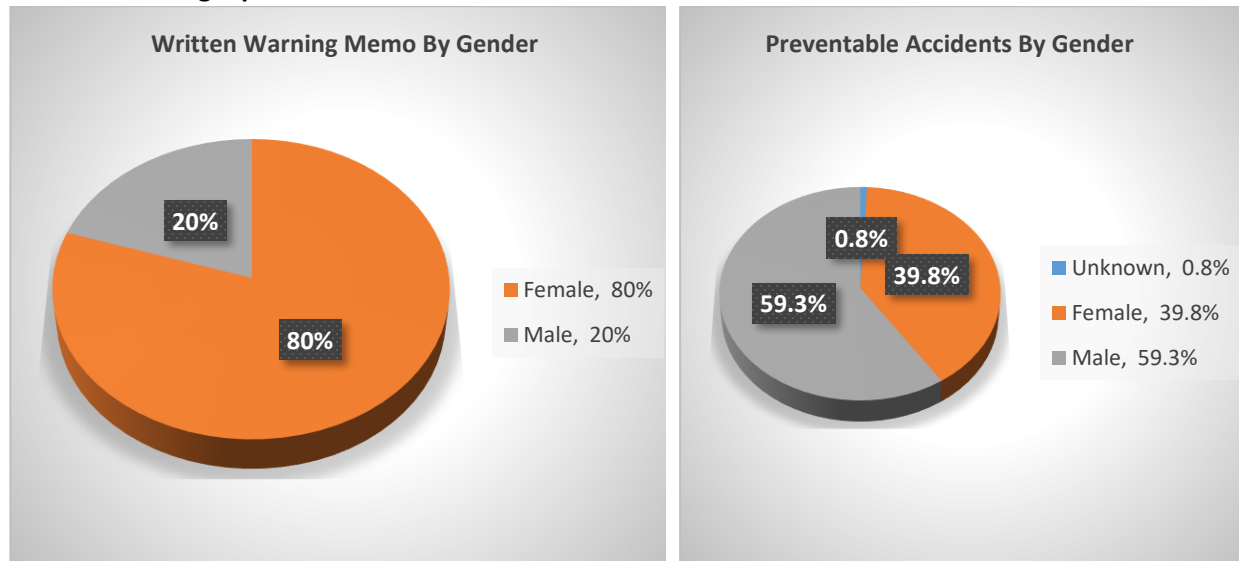Preventable Collisions By Gender: Unknown, 0.8%; Female, 39.8%; Male, 59.3%

Figure 4 Demographics of Collision with outcome written Warning Memos vs. Preventable Accident Demographics

AUDIT ISSUE AND MANAGEMENT ACTION PLAN

ISSUE #1 Incomplete and Inconsistent Documentation of RTS Collisions

Risk rating: [Moderate**]**

Observation:

The Gainesville Regional Transit System (RTS) documentation of some preventable collisions in the Trackit event system and employee manual files is not complete or consistent. Additionally, procedures and guidelines are not complete and not consistently applied. The process for assessing and determining if a collision is preventable is not documented, collisions and incidents are not clearly defined in RTS Employee Handbook and Transit Supervisors Handbook, and quality assurance procedures to review and document accident and collision classifications and planned corrective actions are not well developed. Specifically:

Incomplete and Inconsistent Documentation

From January 23, 2019, to August 25, 2022, 123 collisions were categorized as preventable in the RTS TrackIt system. The following discrepancies were noted upon review of the 123 RTS preventable collisions:

- Employee manual files were not updated with accident information, corrective actions, or disciplinary actions for 44 of the 123 preventable collisions reviewed. Three of the 44 collisions resulted in significant damages. See figure 5 of Appendix A for demographic breakdown and figure 12 for collision type and severity.
- The corrective action plan captured in Trackit was not updated with coaching information for 22 of 30 collisions, where it was determined that drivers must receive additional coaching. None of these collisions resulted in significant damage or injury.
- Inconsistencies were identified between the Trackit system and RTS employee manual files for seven of 123 preventable collisions. The discrepancies were related to the driver name, accident severity, and date. These collisions resulted in minor damage and no injuries, and disciplinary action was properly applied.
- Three preventable collisions were misclassified as miscellaneous in the Trackit system rather than as collisions resulting in incomplete documentation and incorrect action. The drivers were issued written warning memos, and the corrective action plan was not updated with coaching information.

Oversight and Monitoring for Policy Compliance

Disciplinary action is not consistently applied for preventable collisions. Management's actions were inconsistent with the City's E-3 Code of Conduct and the Amalgamated Transit Union Agreement for 54 of the 123 collisions for the period in scope (see figure 5 in the Appendix A). Furthermore, incorrect action was taken for 44 collisions (inconsistent with policy), and no action was taken for ten collisions.

The City's Human Resources policy E-3 Code of Conduct rule 23 requires issuing employee notices with written instruction and cautioning, or suspension or dismissal for RTS driver preventable accidents. However, RTS did not consistently apply the policy. Of the 44 collisions with incorrect actions, drivers were issued written warning

memos for ten collisions, coached for 30 collisions, and suspensions were waived for four collisions. One of the ten collisions for which a memo was issued resulted in significant damage. No significant damage or injury was noted for the remaining collisions.

Of the ten collisions with no action taken, RTS management did not identify the driver for one collision and did not notify drivers of the potential for disciplinary action within thirty (30) working days for nine collisions. As a result, no action was taken. These collisions did not result in significant damage or injury.

Quality Assurance Controls

Inconsistencies were identified between the Trackit system and RTS employee manual files for seven of 123 preventable collisions. The discrepancies were related to the driver name, accident severity, and date. In addition, discussions with union representatives related to collisions and the outcomes are not documented. The current RTS Employee Handbook and Transit Supervisors Handbook do not include roles and responsibilities for quality assurance reviews of all collision documentation. Quality assurance reviews help reduce manual errors, and help ensure consistent classification of collisions that support equitable corrective action where applicable.

Criteria:

The Federal Transit Administration (FTA) requires that organizations report transit-related safety and security data and reportable events that meet National Transit Database (NTD) reporting thresholds. Per the FTA guidelines[1], all safety events (including "near misses"), no matter how minor they may be perceived, should result in notification to key personnel and management so they can be investigated, assessed, and recorded in line with SMS data collection and analysis requirements.

RTS Employee Handbook, Section XII, Subsection 8. Safety/Motor Vehicle Code states that "Any Operator who is charged with a preventable vehicular accident will be disciplined in accordance with City of Gainesville Personnel Policies and Procedures, Policy 19, Rule 23 - Carelessness which affects the safety of personnel, equipment, tools, or property or causes materials, parts, or equipment to be damaged or scrapped."

Title 49 CFR §673.5 defines an accident as an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.

Per the 2022 NTD Safety and Security Policy manual[2], a collision is a vehicle or vessel accident in which there is an impact of a transit vehicle or vessel with another vehicle or object, such as (but not limited to) another transit vehicle, a non-transit vehicle, a person, an animal, an object, a rail vehicle, a vessel or a dock.

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[1] FTA Report No. 0204 - Guidelines for Performing Transit Bus Accident Investigations November 2021

 (dot.gov)https://www.transit.dot.gov/sites/fta.dot.gov/files/2021-11/FTA-Report-No-0204.pdf

[2] 2022 NTD Safety and Security Policy Manual
https://www.transit.dot.gov/ntd/2022-ntd-safety-and-security-reporting-policy-manual

The agreement between the City of Gainesville and the Amalgamated Transit Union states that disciplinary action shall be in a timely fashion and the employee shall be notified of the potential of such disciplinary action within thirty (30) working days of the employer becoming aware of the event giving rise to the discipline.

Cause:

Factors contributing to incomplete and inconsistent documentation of RTS preventable collisions in Trackit and employee files include:

- RTS policies and procedures relating to accident management are outdated. The employee handbook was published in 2004, and revisions have not been finalized.
- The definition and criteria of RTS accidents, collisions, and incidents in the RTS Employee Handbook and Transit Supervisors Handbook are unclear, increasing the risk that records entered in Trackit by various supervisors will not be documented in a consistent manner. RTS believes that some incidents were incorrectly classified as collisions in Trackit.
- Supervisor roles and responsibilities during ongoing collision investigations are not clearly defined in the Transit Supervisors Handbook which may impact timely and appropriate corrective action.
- The lack of formal quality assurance processes for reviewing all collisions contributes to inconsistencies and errors not being detected and corrected timely.
- RTS did not collect some information during the initial implementation of the Trackit system. As improvements in the process were made, new parameters were added to the Trackit system that helped improve documentation over time.

Risk:

Incomplete and inaccurate documentation of accidents, collisions, and incidents within the Trackit system and employee manual files housed in RTS increases the risk:

- Of incorrect reporting of accident information to management and the FTA.
- Of litigation due to potentially inequitable disciplinary actions, or bypass of the disciplinary process for preventable collisions.
- To public safety risk if RTS driver corrective action is not taken.

Recommendation:

1. We recommend that RTS management update the RTS Employee Handbook and Transit Supervisors Handbook to **clearly** define:
   a) Procedures and guidelines for all RTS collisions, accidents and incidents, categories and criteria, and eliminate all "miscellaneous" categories in the Trackit system.
   b) Procedures and corrective action for handling driver accidents and collisions to ensure consistent corrective action and complete documentation in system and employee files.
   c) Management's use of memos in response to preventable collisions.
   d) Monitoring for completion of required training as a corrective action.

e) Key roles and responsibilities relating to key processes in the management of RTS collisions include collision investigation, classification of preventable vs non-preventable, course of driver corrective action, and quality assurance review of the investigation, classification, and corrective action decisions.

2. We recommend management implement a quality assurance process to review all collisions and related documentation to reduce the risk of manual error and to help ensure the equitable application of policy and procedures and subsequent discipline.

3. To facilitate management's improved data-driven decision-making, we recommend management document those discussions with union representatives related to RTS driver collisions and document the outcome of those discussions, then periodically analyze all RTS collision data to identify trends, inform training programs, and correct errors timely.

4. To reduce the risk of error and inequitable discipline, management should consider streamlining their RTS driver management processes and related documentation by maintaining all forms, documentation, corrective and disciplinary actions, and employee training, in one location or system such as the Trackit system.

Management Action Plan

RTS Management would like to thank the City Auditor for the above recommendations. We will work with the Union as well as HR and Risk Management staff to review all the recommendations and ways to implement this into our existing Safety and Security plans. Some of the steps to implement will include the following actions:

- All disciplinary actions are reviewed on case by case basis with HR staff and may require different disciplinary action as it would be rare for two accidents to be exactly the same and have all the exact same conditions and circumstances. Some of these collisions were considered incidents; incidents may require different type of disciplinary action than a collision. RTS worked with HR staff on every disciplinary action for consistent application of the disciplinary actions. RTS and HR staff has also worked with the Union on all disciplinary actions and some of the disciplinary actions were changed per mutual agreement between the two parties to resolve any potential grievances/arbitration concerns.
- Item where MISC code was used has been corrected on the accident tracking software (Trackit).
- Due to new federal regulations the safety and security officer will report directly to the Transit Director.
- RTS created a Transit Safety and Security position approximately 5 years ago to oversee this program and implement the new state and federal requirements related to safety and security that needed to be added to the system. Some of what appears to be missing information is because data was not collected before the new requirements and RTS is continuously looking for ways to improve on existing processes and procedures. RTS will review our processes and procedures and make updates to reflect industry best practices.

- RTS is currently reviewing the employee Handbook and Supervisor Handbook to incorporate new state and federal requirements and look into ways to incorporate the City Auditor's recommendations to clarify definitions.
- RTS is currently working with the Union to update policies and procedures to incorporate new state and federal requirements.
- RTS is currently working with Union to update definitions in accordance to new state and federal regulations as well as revised incident/accident disciplinary actions.
- RTS will maintain documentation on RTS/Union resolutions to eliminate the perception of inconsistencies of implementation of disciplinary actions.
- RTS Supervisors' responsibilities will also be updated and revised to reflect the new processes and procedures

Due date: December 31, 2023

Responsible Party: Jason Bunce, Transit Safety and Security Officer
Helen Harris, Assistant Transit Operations Manager

Accountable Party: Jesus Gomez, Interim Transportation /Transit Director
Roy Darnold, Transit Operations Manager

Consulted Party: Andrew Person, Special Advisor for Sustainable
and Equitable Economic Development

Informed Party: Cynthia W. Curry, Interim City Manager

APPENDIX A – CHARTS & GRAPHS

Figure 5 RTS Preventable Collisions – Outcome

Gender	Dismissal	On File-Resign Before Action Taken	Not on File-Resign Before Action Taken	Driver Not Identified	Accident Not On File	WI C RT	WI C RT 3S	WI C RT 5S	WI C RT EP	WWM	Total
Unknown	0			1				0	0		0	1
Female	1	2	1		13	16	1	4	3	8	49
Male	1				31	19	2	11	7	2	73
Total	2	2	1	1	44	35	3	15	10	10	123

WI C RT - Written Instruction Cautioning & Refresher Training: WI C RT 3S - Written Instruction Cautioning & Refresher Training and 3 days Suspension
WI C RT 5S - Written Instruction Cautioning & Refresher Training 5 days Suspension: WI C RT - Written Instruction Cautioning & Refresher Training and Extended Probation
WWM – Written Warning Memo

Figure 6 Preventable Collisions Action Taken by Gender

Gender	Bus on Bus	Bus struck vehicle	Collisions	Fixed Object	Mirror Slap With Damage	Mirror Slap No damage	Multi Vehicle	Pedestrian or Bicyclist	Rear End	Relief Vehicle	Total
Female	7	9	0	5	1	0	1	0	2	0	25
Male	1	15	2	6	3	1	0	4	7	1	40
Total	8	24	2	11	4	1	1	4	9	1	65

Figure 7 Preventable Collisions Action Taken by Ethnicity

Ethnicity	Bus on Bus	Bus struck vehicle	Collis-ions	Fixed Object	Mirror Slap With Damage	Mirror Slap No damage	Multi Vehicle	Pedestrian or Bicyclist	Rear End	Relief Vehicle	To-tal
Black or African American	4	11	1	7	1	0	1	0	7	0	32
Hispanic or Latino	0	1	0	0	0	1	0	0	0	0	2
Two or More Races	0	2	0	0	0	0	0	1	1	0	4
White	4	10	1	4	3	0	0	3	1	1	27
Total	8	24	2	11	4	1	1	4	9	1	65

Figure 8 Preventable Collisions with Disciplinary Action

Preventable Collisions with Disciplinary Action By Gender

- Female, 38%
- Male, 62%

38%
62%

Preventable Collisions with Disciplinary Action By Ethnicity

- Black or African American, 49%
- Hispanic or Latino, 3%
- Two or More Races, 6%
- White, 42%

42%
49%
6%
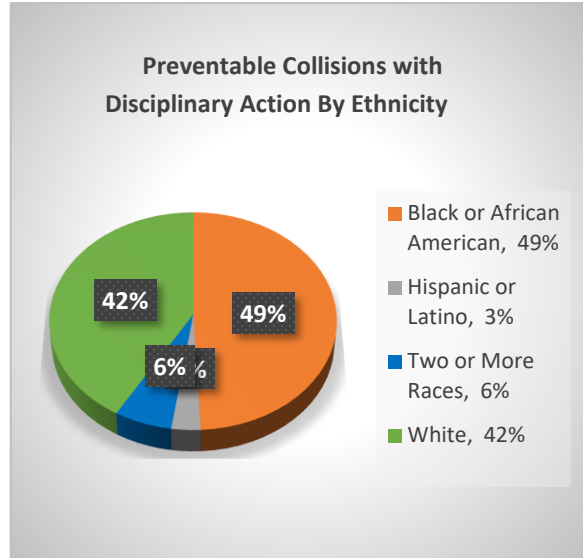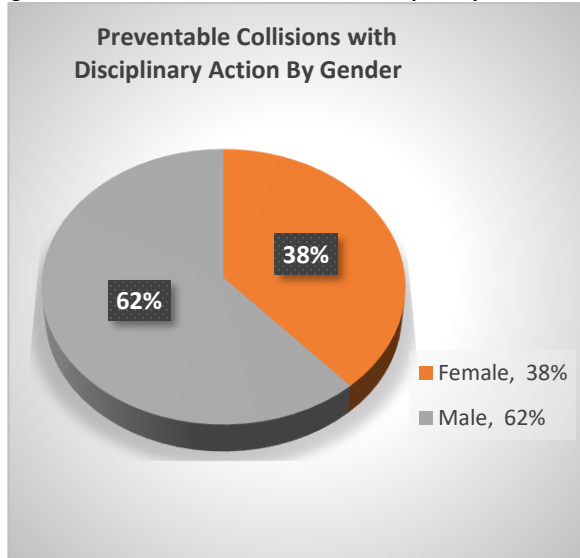
Figure 9 Dismissal Demographics

Dismissal By Gender

- Unknown
- Female
- Male

0%
50%
50%

Dismissal By Ethnicity

- Unknown
- Asian
- Black or African American
- Hispanic or Latino
- Two or More Races
- White

0%
50%
50%
0%
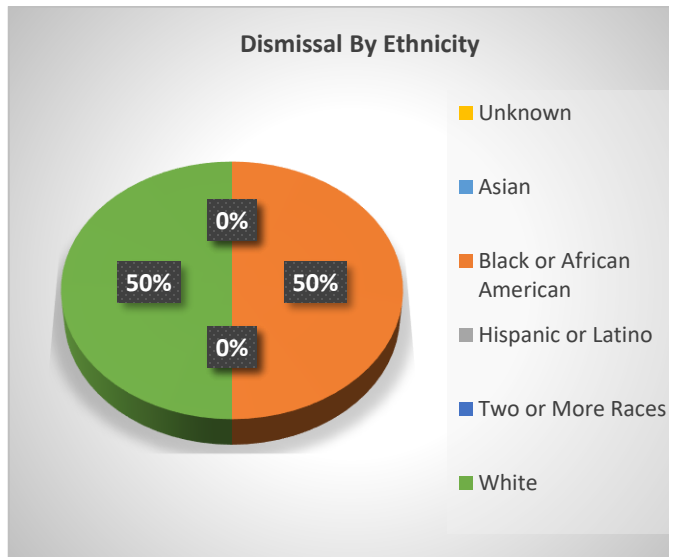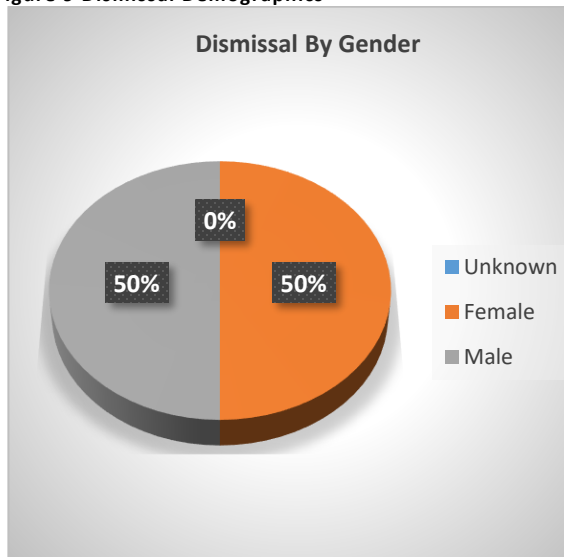
Figure 10 Suspension Demographics

Total RTS Suspensions By Gender

Female, 33%
Male, 67%

Total RTS Suspensions By Ethnicity

- Asian, 0%
- Black or African American, 39%
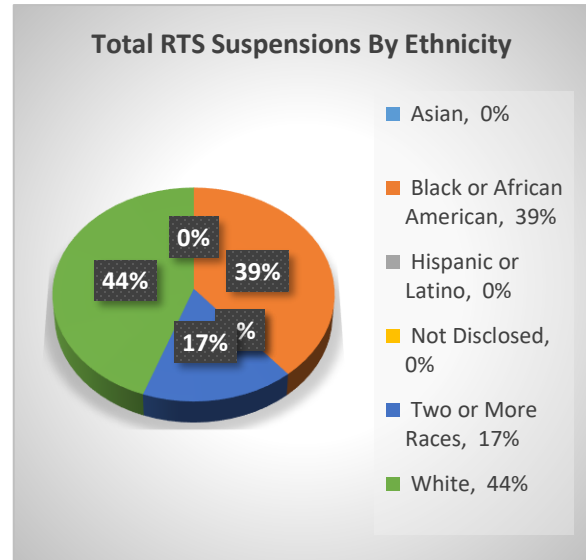- Hispanic or Latino, 0%
- Not Disclosed, 0%
- Two or More Races, 17%
- White, 44%
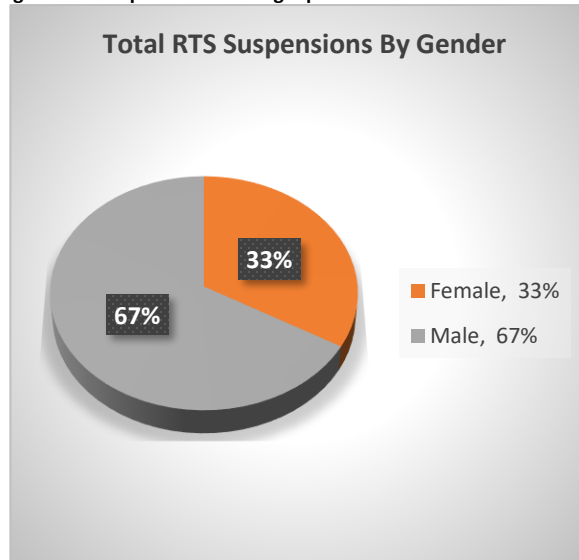
Figure 11 Suspension Waived Demographics

Total RTS Suspensions Waived By Gender

Female, 50%
Male, 50%

Total RTS Suspension Waived By Ethnicity

- Asian, 0%
- Black or African American, 50%
- Hispanic or Latino, 0%
- Not Disclosed, 0%
- Two or More Races, 0%
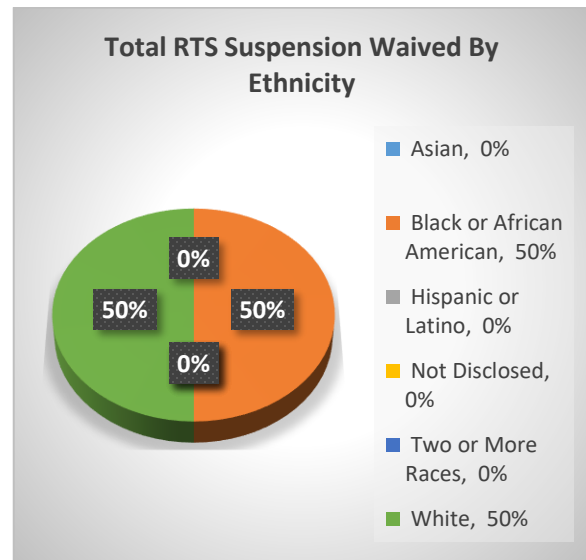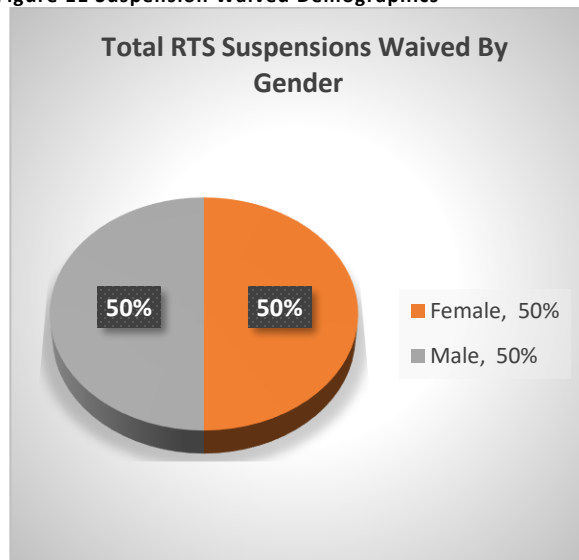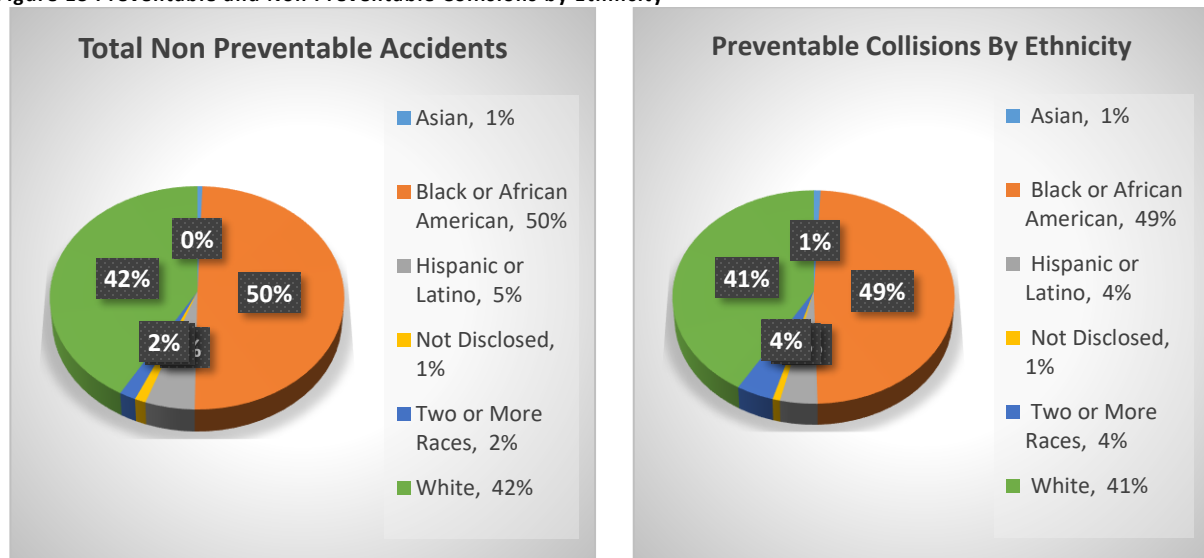- White, 50%

Figure 12 Collisions Not Updated on Employee File & Driver Not Identified by Severity and Type

Severity	Collision Type										Total
	Bus on Bus	Bus struck vehicle	Collisi-ons	Fixed Object	Mirror Slap With Damage	Mirror Slap No damage	Rear End	Rear ended	Relief Vehicle	Vehicle struck bus	
Minor damage, minor injury	0	1	0	0	0	0	1	0	0	0	2
Minor damage, no injury	5	8	1	8	8	0	4	1	1	0	36
Severity unknown	1	1	0	1	0	1	0	0	0	0	4
Significant damage, minor injury	0	0	0	0	0	0	0	0	0	1	1
Significant damage, no injury	0	0	0	1	1	0	0	0	0	0	2
Total	6	10	1	10	9	1	5	1	1	1	45
Percentage	13%	22%	2%	22%	20%	2%	11%	2%	2%	2%	

Figure 13 Preventable and Non Preventable Collisions by Ethnicity

Total Non Preventable Accidents

- Asian, 1%
- Black or African American, 50%
- Hispanic or Latino, 5%
- Not Disclosed, 1%
- Two or More Races, 2%
- White, 42%

Preventable Collisions By Ethnicity

- Asian, 1%
- Black or African American, 49%
- Hispanic or Latino, 4%
- Not Disclosed, 1%
- Two or More Races, 4%
- White, 41%

APPENDIX B – USEFUL LINKS

- Equal Opportunity Policy EO-4 - https://www.gainesvillefl.gov/files/assets/public/office-of-equity-and-inclusion/documents/eo-4-discrimination-harassment-and-conduct1.pdf
- RTS employee manual - http://go-rts.com/wp-content/uploads/2015/01/RTS-Employee-Handbook.pdf
- Code of Conduct Policy E3 - https://www.gainesvillefl.gov/files/assets/public/human-resources/documents/e-3-code-of-conduct.pdf
- Amalgamated Transit Union (ATU) Agreement - https://www.gainesvillefl.gov/files/assets/public/human-resources/documents/atu-2021-2024.pdf