BOARD MEETING

Agenda
119 Henderson Ct., Delaware, Ohio 43015
July 15, 2026
5:30 PM

Virtual Meeting available at: *https://www.gotomeet.me/DCTConferenceRoom with Access Code: 938-603-205*
Or by phone at: 1 (646) 749-3122 with Access Code: 938-603-205

1) **Pledge**

2) **Roll Call – 5:30 PM** (26-07-01)

3) **Consent Agenda** (26-07-02)
   a) Agenda for the July 15, 2026;
   b) Approval of the record of the June 17, 2026 Board Meeting;

4) **Operations Committee Report:**
   a) Operations Committee Report;

5) **Financial Status:**
   a) Finance Committee Report;
   b) Financial Status as of June 30, 2026;

6) **New Business:**
   a) Consideration of Resolution No. 26-07-03; Approving updates to the Telework Policy;
   b) Consideration of Resolution No. 26-07-04; Approving updates to the Video Recording Policy;
   c) Consideration of Resolution No. 26-07-05; Approving updates to the No Show & Cancellation Policy;
   d) Consideration of Resolution No. 26-07-06; Approving updates to the Hours Worked & Overtime.

7) **Open Comment**

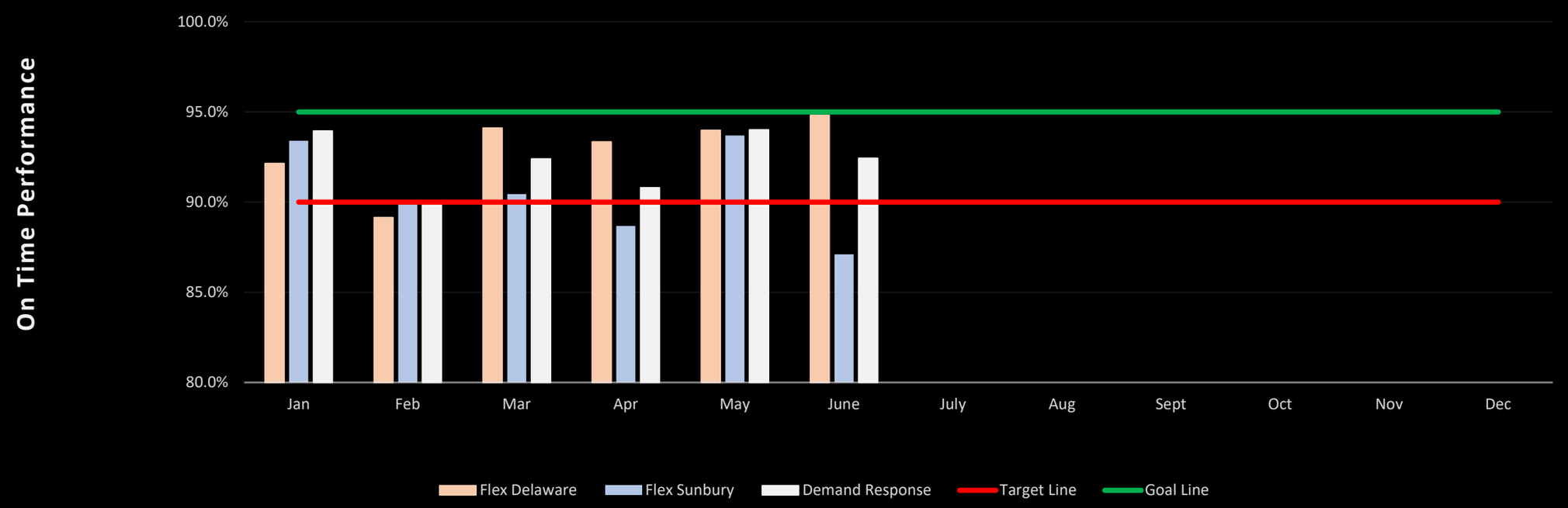
Adjourn – Next scheduled meeting on August 28, 2026 @ 1:30 PM

2026 Projections & Ridership

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Operating Week Days	21	20	22	22	20	22	23	21	21	22	20	22	
Operating Saturdays	5	4	4	4	5	4	3	5	4	5	4	4	
Total Ridership													
2025 Ridership	15,238	15,765	16,610	17,583	17,178	17,170	16,636	16,720	16,847	19,043	15,318	16,370	200,478
Projected Ridership	*17,730*	*16,677*	*18,234*	*17,202*	*16,047*	*17,202*	*20,391*	*19,296*	*18,996*	*21,635*	*19,505*	*21,335*	*224,250*
2026 Ridership	15,138	16,769	18,152	19,019	19,270	19,509	0	0	0	0	0	0	107,857
Percent Change	-0.66%	6.37%	9.28%	8.17%	12.18%	13.62%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-46.20%
Projected Service Hours & Operators Needed													
Service Hours Needed	5910	5559	6078	5734	5349	5734	6797	6432	6332	7212	6502	7112	74750
Available Operator Hours	5992	5793	6134	5935	6337	6195	6172	6219	6227	6273	6346	6282	73905
Difference	82.07	234.00	55.90	201.12	988.26	461.10	-625.40	-213.40	-104.90	-938.27	-155.77	-829.77	
FTE Operators Needed	0.49	1.46	0.32	1.14	6.18	2.62	-3.40	-1.27	-0.62	-5.33	-0.97	-4.71	
FLEX Delaware (Includes Saturday Service)													
2025 Total Ridership	12,948	13,221	14,311	14,656	14,386	13,297	13,970	13,804	14,041	15,320	12,677	13,843	166,474
2026 Ridership	12,816	14,066	15,022	16,042	15,915	14,866							88,727
Percent Change	-1.02%	6.39%	4.97%	9.46%	10.63%	11.80%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-46.70%
Flex Delaware Saturday													
2025 Ridership	926	1,107	1,330	1,028	1,413	1,174	1,118	1,485	1,187	1,116	1,371	981	14,236
2026 Ridership	1,405	1,215	1,256	1,282	1,672	1,160							7,990
Percent Change	52%	10%	-6%	25%	18%	-1%	-100%	-100%	-100%	-100%	-100%	-100%	-44%
FLEX Sunbury													
2025 Ridership	84	115	105	53	84	78	61	54	62	97	90	107	990
2026 Ridership	123	127	144	113	117	186							810
Percent Change	46%	10%	37%	113%	39%	138%	-100%	-100%	-100%	-100%	-100%	-100%	-18%
Demand Response													
2025 Ridership	2,164	2,050	2,194	2,652	2,317	2,394	2,605	2,505	2,635	3,234	2,464	2,378	29,592
2026 Ridership	2,199	2,409	2,747	2,864	2,666	2,999							15,884
Percent Change	1.62%	17.51%	25.21%	7.99%	15.06%	25.27%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-46.32%
Special Trips													
2025 Special Trips	42	379	0	222	391	1,401	0	357	109	392	87	42	3,422
2026 Special Trips	0	167	239	0	572	1,458							2,436
Percent Change	-100.00%	-55.94%	100.00%	-100.00%	46.29%	4.07%	#DIV/0!	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-28.81%

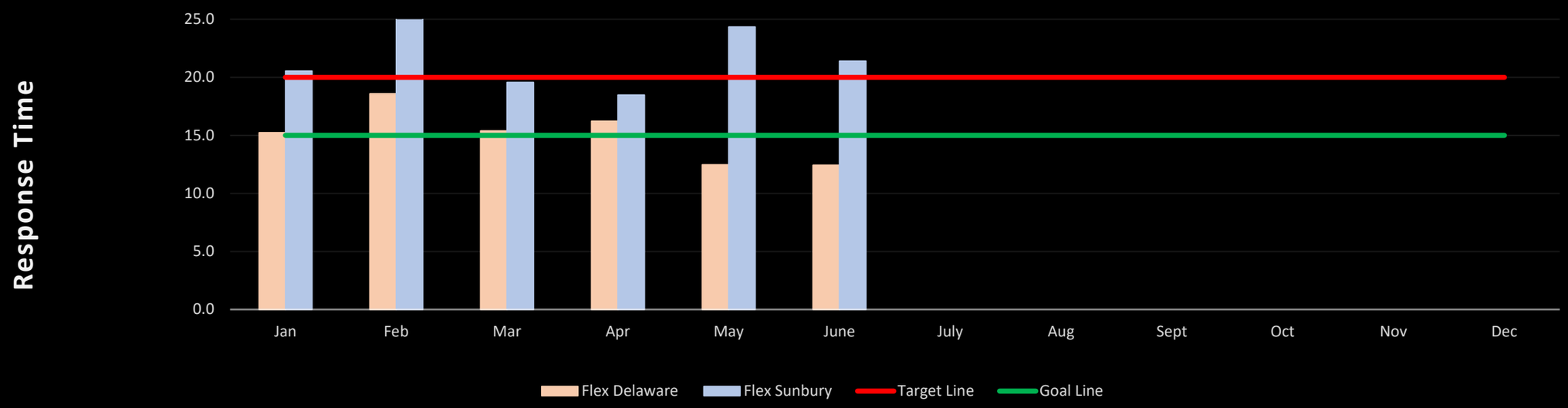
On Time Performance - Target 90% or Greater

Service	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Flex Delaware	92.2%	89.2%	94.1%	93.3%	94.0%	94.8%							92.9%
Flex Sunbury	93.4%	90.0%	90.5%	88.7%	93.7%	87.1%							90.6%
Demand Response	94.0%	89.9%	92.4%	90.8%	94.0%	92.4%							92.2%



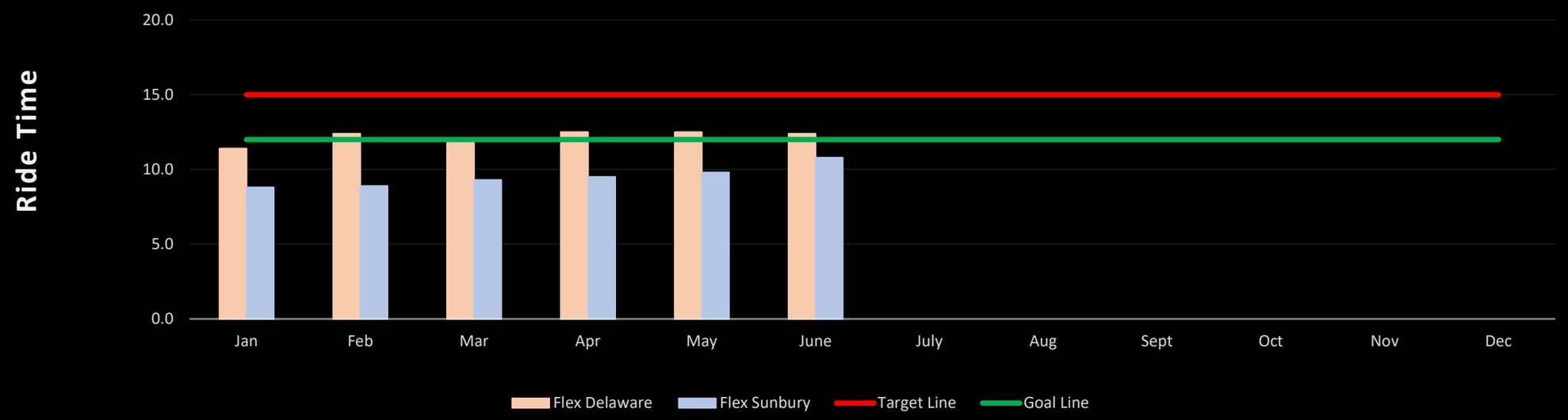
Response Time - Target 20 Minutes or Less

Service	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Flex Delaware	15.2	18.6	15.4	16.2	12.5	12.4							15.1
Flex Sunbury	20.6	27.1	19.6	18.5	24.3	21.4							21.9



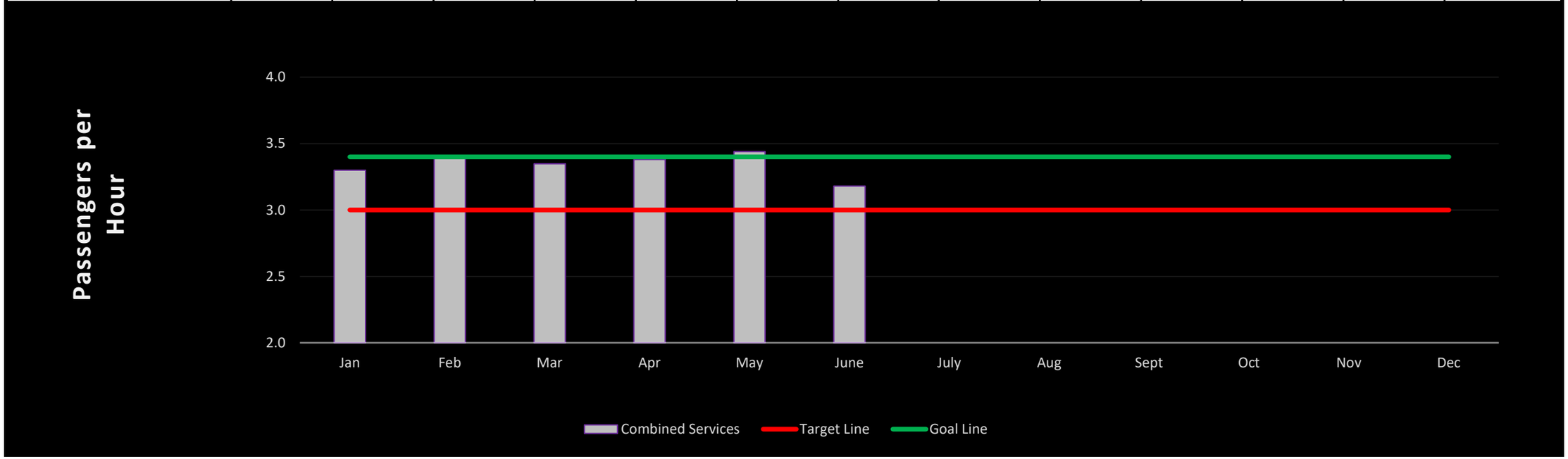
Ride Time - Target 15 Minutes or Less

Service	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Flex Delaware	11.4	12.4	11.9	12.5	12.5	12.4							12.2
Flex Sunbury	8.8	8.9	9.3	9.5	9.8	10.8							9.5



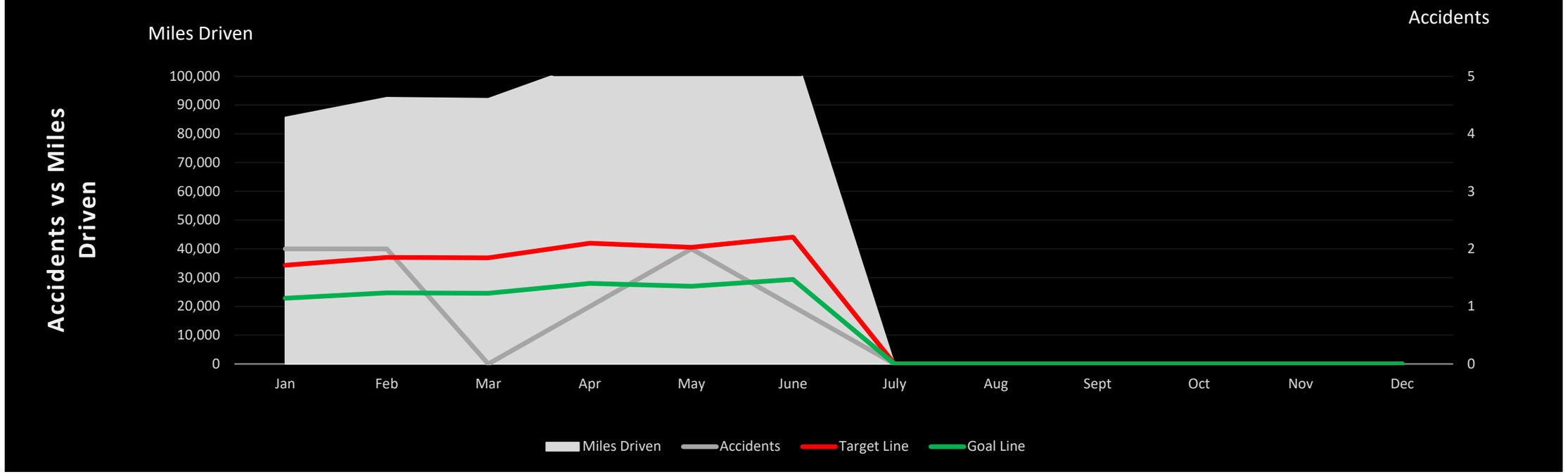
Passengers per Hour - Target 3.0 or More

Service	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
All Services	3.3	3.4	3.3	3.4	3.4	3.2							3.3

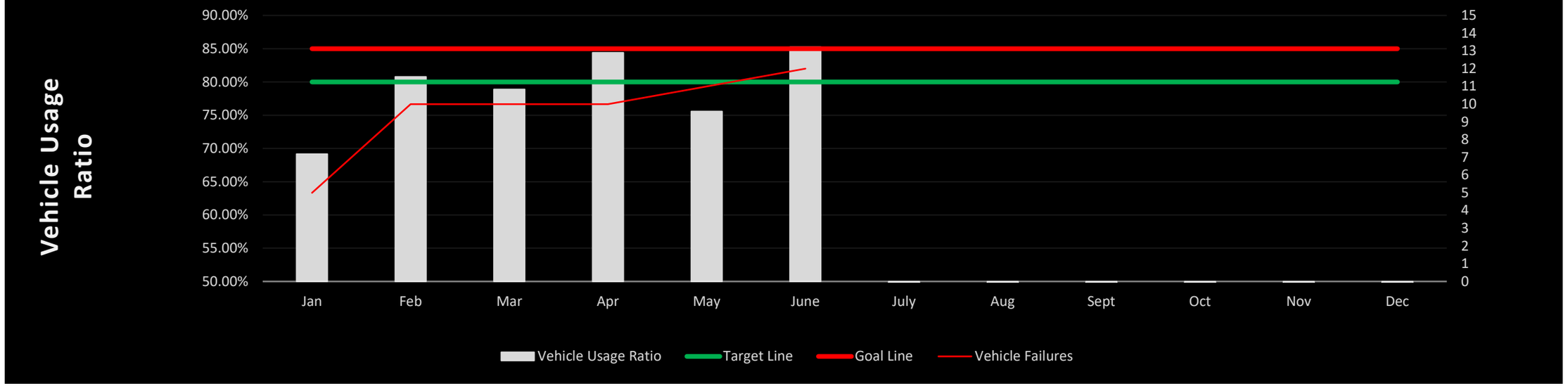


At Fault Accidents vs Miles Driven Ratio

Category	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
At Fault Accidents	2	2	0	1	2	1							8
Miles Driven	85,744	92,579	92,231	104,946	101,323	110,215							587,038
Target Ratio	1.71	1.85	1.84	2.10	2.03	2.20	0.00	0.00	0.00	0.00	0.00		
Goal Ratio	1.14	1.23	1.23	1.40	1.35	1.47	0.00	0.00	0.00	0.00	0.00		



Vehicle Usage & Reliability - Target 80% or Less													
Category	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**June**	**July**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Average**
Vehicles	39	39	39	39	39	39							39.00
Out of Service Average	6.76	7.96	8.42	7.26	7.16	7.55							7.52
Peak Usage	20.22	23.54	22.36	25.65	22.32	25.69							23.30
Total Usage/Out	26.98	31.50	30.77	32.91	29.48	33.24	0.00	0.00	0.00	0.00	0.00	0.00	15.41
Average Usage Ratio	69.18%	80.77%	78.91%	84.39%	75.59%	85.23%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	39.51%
Vehicle Failures	5	10	10	10	11	12							10



Passenger Satisfaction - Rating of 4 or Higher

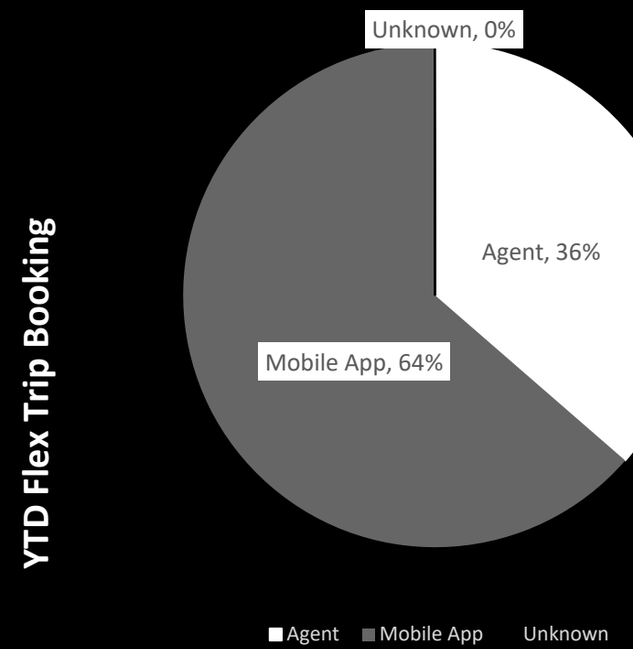
Category	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Average
App Rating	4.9	4.9	4.9	5.0	4.9	4.9							4.9
Complaints	1	3	3	1	2	1							1.8

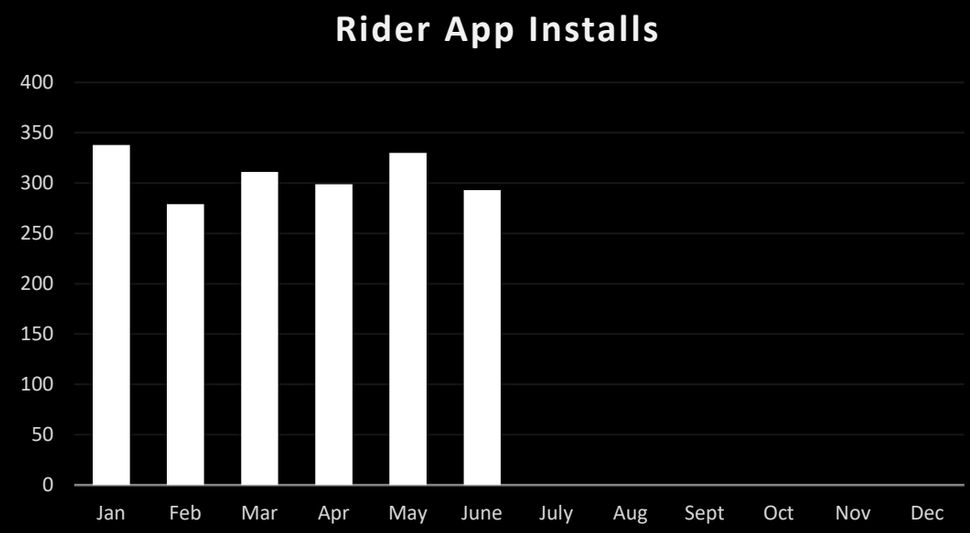
App Rating Breakdown

Rating	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
5 Star	1125	1311	1184	1360	1255	1305							7540
4 Star	23	28	17	21	21	40							150
3 Star	4	8	7	8	11	7							45
2 Star	1	6	1	1	0	1							10
1 Star	11	13	9	7	2	9							51
Total	1164	1366	1218	1397	1289	1362	0	0	0	0	0		7796

Flex Trip Booking Method

Category	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Agent	5,586	6,054	6,615	7,228	7,038	6,512							39,033
Mobile App	10,085	11,215	11,655	12,181	11,924	11,166							68,226
Unknown	17	2	2	0	0	5							26
Total	15,688	17,271	18,272	19,409	18,962	17,683	0	0	0	0	0		107,285
Rider App Installs	338	279	311	299	330	293							





DELAWARE COUNTY TRANSIT

FINANCE REPORT

June 2026

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FINANCE NARRATIVE
June 2026

June closed out the first half of 2026 with an overall strong first half. Passenger fares from both individual customers and contracted service finished the first half of the year at nearly 7% over budget. Expenses for the first half of the year are 6% below budgeted expenses.

June was our first month using Netsuite so all reports are being pulled from financial information in Netsuite. Some accounts have been adjusted to better align our revenue and expenses in the accounts and subaccounts that best fit the nature of the revenue or expense. This should make it easier to track and budget for where our revenue and expenses originate.

REVENUES

For June 2026 revenue, our total revenue was almost $240,000 or 63.5% over budget for the month. Nearly $9,000 was from passenger fares/contract clients with the remaining $230,000 coming from grants and non-transportation revenue.

With the split letter agreement between DCTB and COTA being signed, we have invoiced COTA for operating funds in the amount of $1,227,238 which was $89,423 more than budgeted. We anticipate having that revenue by the end of July.

EXPENSES

June 2026 expenses came in below budgeted expenses again this month. Expenses were $37,125 or 6.5% below the budgeted amount with the biggest savings coming through payroll cost due to open positions.

BALANCE SHEET

For June 2026, there was a slight increase in our available cash for the first time this year due to State grant draw downs in June.

GRANTS

In June 2026, we drew down funds from ODOT's UTP grant of $422,941 to cover expense in January, February, March and a portion of April. This draw down exhausting all UTP funds for the year. We also drew down $73,129 in OTP2 funds set aside to cover cost of evening and weekend hours. We should be able to do one last draw from that grant for night and weekend expenses in June.

ODOT contacted us at the beginning of July regarding our Ohio Workforce Mobility Partnership grant application. Because the grant was only submitted for vehicles, they are moving the application over to a 5339 grant that uses federal formula funding for buses and bus facilities. With that grant we hope to be able to replace 6 current vehicles.

At the end of June, two applications were submitted to the FTA for formula funding grants for operations, mobility management and preventative maintenance in addition to FLEX funds for workforce planning. These two applications are currently being reviewed by the FTA.

Delaware County Transit
Parent Company
Income Statement
Jun 2026

Financial Row	Amount
Ordinary Income/Expense	
Income	
4100 - 4100 - Fares	
4110 - 4110 - Farebox - Cash	$8,992.85
4111 - 4111 - Farebox - Credit/Stripe	$30,416.66
4120 - 4120 - Organization Paid Fares	
4121 - 4121 - CP Fare Subsidy**	$46,000.00
4123 - 4123 - Contract Client	
4123.02 - 4123.02 - Veterans**	$10,000.00
4123.03 - 4123.03 - ODJFS**	$15,000.00
Total - 4123 - 4123 - Contract Client	**$25,000.00**
Total - 4120 - 4120 - Organization Paid Fares	**$71,000.00**
Total - 4100 - 4100 - Fares	**$110,409.51**
4300 - 4300 - Aux Transit Revenue	
4310 - 4310 - Reinstatement fees	$100.00
Total - 4300 - 4300 - Aux Transit Revenue	**$100.00**
4700 - 4700 - State Grants	
4710 - 4710 - UTP	$422,941.00
4730 - 4730 - OTP2	$73,129.00
Total - 4700 - 4700 - State Grants	**$496,070.00**
4900 - 4900 - Non-transportation revenue	
4910 - 4910 - Investment Income	$10,612.00
4930 - 4930 - Other non-transportation revenue	
4930.02 - 4930.02 - Refunds	($224.80)
Total - 4930 - 4930 - Other non-transportation revenue	**($224.80)**
Total - 4900 - 4900 - Non-transportation revenue	**$10,387.20**
Total - Income	**$616,966.71**
Gross Profit	**$616,966.71**
Expense	
5100 - 5100 - Labor	**$124,659.00**
5110 - 5110 - Operator's Salaries and Wages	$64,008.31
5120 - 5120 - Other Salaries and Wages	$55,605.98
Total - 5100 - 5100 - Labor	**$244,273.29**
5200 - 5200 - Fringe Benefits	
5210 - 5210 - OPERS - DCTB Share	
5210 - 5210 - OPERS - DCTB Share	$41,540.40
5210.01 - 5210.01 - Admin Opers	$4,973.31
5210.02 - 5210.02 - Operations OPERS	$19,946.59
5210.04 - 5210.04 - MM OPERS	$3,314.10
5210.05 - 5210.05 - Maintenance OPERS	$1,437.73
Total - 5210 - 5210 - OPERS - DCTB Share	**$71,212.13**
5220 - 5220 - Health/Dental/Vision/Life Ins	$66,619.37
5240 - 5240 - Medicare - DCTB Share	$2,040.49
5251 - 5251 - Sick Leave	$2,937.58
5252 - 5252 - Holiday Leave	$13,677.87
5253 - 5253 - Vacation Leave	$9,498.17
5254 - 5254 - Personal Leave	$1,255.06
5260 - 5260 - Cell Phone Allowance	$1,900.00
Total - 5200 - 5200 - Fringe Benefits	**$169,140.67**
5300 - 5300 - Services	
5310 - 5310 - Prof and Tech Services	$13,157.55
5311 - 5311 - Professional Services	$64.00
5320 - 5320 - Tire/Tube Maintenance Services	$66.00
5340 - 5340 - Contract Maintenance	$345.94
5390 - 5390 - Other services	$5,049.61
Total - 5300 - 5300 - Services	**$18,683.10**
5400 - 5400 - Materials and Supplies	
5410 - 5410 - Fuel and Lube	$48,762.85
5420 - 5420 - Tires and tubes	
5420 - 5420 - Tires and tubes	$17.98
5420.01 - 5420.01 - Tire/Tube Maintenance Supplies	$1,585.44
Total - 5420 - 5420 - Tires and tubes	**$1,603.42**
5430 - 5430 - Vehicle Maintenance Supplies	$20,125.22
5450 - 5450 - IT/Hardware/Software/Licensing	$25,281.72
5460 - 5460 - Uniforms and Safety Gear	$260.47
5490 - 5490 - Other Supplies	$211.68
Total - 5400 - 5400 - Materials and Supplies	**$96,245.36**
5510 - 5510 - Utilities other than propulsion	$2,669.82
5900 - 5900 - Miscellaneous expense	
5990 - 5990 - Misc Operating Expense	$16.32
5991 - 5991 - Other Miscellaneous Expense	$824.13
Total - 5900 - 5900 - Miscellaneous expense	**$840.45**
Total - Expense	**$531,852.69**
Net Ordinary Income	**$85,114.02**
Net Income	**$85,114.02**

** Current estimates, final contract billing will be complete as of 07/10/2026

Delaware County Transit
Parent Company
Budget vs. Actual
Jun 2026

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 - 4100 - Fares				
4100 - 4100 - Fares	$0.00	$101,954.58	($101,954.58)	0.00%
4110 - 4110 - Farebox - Cash	$8,992.85	$0.00	$8,992.85	0.00%
4111 - 4111 - Farebox - Credit/Stripe	$30,416.66	$0.00	$30,416.66	0.00%
4120 - 4120 - Organization Paid Fares				
4121 - 4121 -CP Fares**	$46,000.00	$0.00	$46,000.00	100.00%
4123 - 4123 - Contract Client				
4123.02 - 4123.02 - Veterans**	$10,000.00	$0.00	$10,000.00	100.00%
4123.03 - 4123.03 - ODJFS**	$15,000.00	$0.00	$15,000.00	100.00%
Total - 4123 - 4123 - Contract Client	**$25,000.00**	**$0.00**	**$25,000.00**	**0.00%**
Total - 4120 - 4120 - Organization Paid Fares	**$71,000.00**	**$0.00**	**$71,000.00**	**0.00%**
Total - 4100 - 4100 - Fares	**$110,409.51**	**$101,954.58**	**$8,454.93**	**108.29%**
4300 - 4300 - Aux Transit Revenue				
4310 - 4310 - Reinstatement fees	$100.00	$0.00	$100.00	0.00%
Total - 4300 - 4300 - Aux Transit Revenue	**$100.00**	**$0.00**	**$100.00**	**0.00%**
4400 - 4400 - Local Cash Grants				
4400 - 4400 - Local Cash Grants	$0.00	$94,817.92	($94,817.92)	0.00%
Total - 4400 - 4400 - Local Cash Grants	**$0.00**	**$94,817.92**	**($94,817.92)**	**0.00%**
4700 - 4700 - State Grants				
4700 - 4700 - State Grants	$0.00	$35,245.08	($35,245.08)	0.00%
4710 - 4710 - UTP	$422,941.00	$0.00	$422,941.00	0.00%
4730 - 4730 - OTP2	$73,129.00	$0.00	$73,129.00	0.00%
Total - 4700 - 4700 - State Grants	**$496,070.00**	**$35,245.08**	**$460,824.92**	**1,407.49%**
4800 - 4800 - Federal Grants				
4810 - 4810 - Section 5307				
4811 - 4811 - 5307 Operating Assistance	$0.00	$59,583.33	($59,583.33)	0.00%
Total - 4810 - 4810 - Section 5307	**$0.00**	**$59,583.33**	**($59,583.33)**	**0.00%**
4814 - 4814 - FTA Planning	$0.00	$11,666.67	($11,666.67)	0.00%
4816 - 4816 - 5311 Grant	$0.00	$7,916.67	($7,916.67)	0.00%
4817 - 4817 - 5310 Operating Assistance	$0.00	$40,833.33	($40,833.33)	0.00%
Total - 4800 - 4800 - Federal Grants	**$0.00**	**$120,000.00**	**($120,000.00)**	**0.00%**
4900 - 4900 - Non-transportation revenue				
Total - 4900 - 4900 - Non-transportation revenue	**$10,387.20**	**$25,399.16**	**($15,011.96)**	**40.90%**
Total - Income	**$616,966.71**	**$377,416.74**	**$239,549.97**	**163.47%**
Gross Profit	**$616,966.71**	**$377,416.74**	**$239,549.97**	**163.47%**
Expense				
5100 - 5100 - Labor				
5100 - 5100 - Labor	$124,659.00	$284,366.84	($159,707.84)	43.84%
5110 - 5110 - Operator's Salaries and Wages	$64,008.31	$0.00	$64,008.31	0.00%
5120 - 5120 - Other Salaries and Wages	$55,605.98	$0.00	$55,605.98	0.00%
5130 - 5130 - Overtime	$0.00	$6,250.00	($6,250.00)	0.00%
Total - 5100 - 5100 - Labor	**$244,273.29**	**$290,616.84**	**($46,343.55)**	**84.05%**
5200 - 5200 - Fringe Benefits				
5200 - 5200 - Fringe Benefits	$0.00	$163,439.83	($163,439.83)	0.00%
Total - 5200 - 5200 - Fringe Benefits	**$169,140.67**	**$163,439.83**	**$5,700.84**	**103.49%**
5300 - 5300 - Services				
5300 - 5300 - Services	$0.00	$38,166.67	($38,166.67)	0.00%
5310 - 5310 - Prof and Tech Services	$13,157.55	$0.00	$13,157.55	0.00%
5311 - 5311 - Professional Services	$64.00	$0.00	$64.00	0.00%
5320 - 5320 - Tire/Tube Maintenance Services	$66.00	$0.00	$66.00	0.00%
5340 - 5340 - Contract Maintenance	$345.94	$0.00	$345.94	0.00%
5390 - 5390 - Other services	$5,049.61	$0.00	$5,049.61	0.00%
Total - 5300 - 5300 - Services	**$18,683.10**	**$38,166.67**	**($19,483.57)**	**48.95%**
5400 - 5400 - Materials and Supplies				
5400 - 5400 - Materials and Supplies	$0.00	$41,666.67	($41,666.67)	0.00%
5410 - 5410 - Fuel and Lube	$48,762.85	$0.00	$48,762.85	0.00%
5420 - 5420 - Tires and tubes				
5420 - 5420 - Tires and tubes	$17.98	$0.00	$17.98	0.00%
5420.01 - 5420.01 - Tire/Tube Maintenance Supplies	$1,585.44	$0.00	$1,585.44	0.00%
Total - 5420 - 5420 - Tires and tubes	**$1,603.42**	**$0.00**	**$1,603.42**	**0.00%**
5430 - 5430 - Vehicle Maintenance Supplies	$20,125.22	$0.00	$20,125.22	0.00%
5450 - 5450 - IT/Hardware/Software/Licensing	$25,281.72	$0.00	$25,281.72	0.00%
5460 - 5460 - Uniforms and Safety Gear	$260.47	$0.00	$260.47	0.00%
5490 - 5490 - Other Supplies	$211.68	$0.00	$211.68	0.00%
Total - 5400 - 5400 - Materials and Supplies	**$96,245.36**	**$41,666.67**	**$54,578.69**	**230.99%**
5510 - 5510 - Utilities other than propulsion	$2,669.82	$0.00	$2,669.82	0.00%
5600 - 5600 - Casualty and Liability Cost	$0.00	$11,666.67	($11,666.67)	0.00%
5900 - 5900 - Miscellaneous expense				
5900 - 5900 - Miscellaneous expense	$0.00	$4,166.67	($4,166.67)	0.00%
5990 - 5990 - Misc Operating Expense	$45.63	$0.00	$45.63	0.00%
5991 - 5991 - Other Miscellaneous Expense	$824.13	$0.00	$824.13	0.00%
Total - 5900 - 5900 - Miscellaneous expense	**$869.76**	**$4,166.67**	**($3,296.91)**	**20.87%**
Total - Expense	**$531,882.00**	**$569,006.68**	**($37,124.68)**	**93.48%**
Net Ordinary Income	**$85,084.71**	**($191,589.94)**	**$276,674.65**	**-44.41%**
Net Income	**$85,084.71**	**($191,589.94)**	**$276,674.65**	**-44.41%**

** Current estimates, final contract billing will be complete 07/10/2026

Delaware County Transit
Parent Company
Budget vs. Actual
From Jan 2026 to Jun 2026

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 - 4100 - Fares				
4100 - 4100 - Fares	$42,492.17	$611,727.48	($569,235.31)	6.95%
4110 - 4110 - Farebox - Cash	$118,091.01	$0.00	$118,091.01	0.00%
4111 - 4111 - Farebox - Credit/Stripe	$36,790.17	$0.00	$36,790.17	0.00%
4120 - 4120 - Organization Paid Fares				
4121 - 4121 - GP Fare Subsidy**	$271,471.00	$0.00	$271,471.00	0.00%
4123 - 4123 - Contract Client				
4123 - 4123 - Contract Client	$132,206.71	$0.00	$132,206.71	0.00%
4123.02 - 4123.02 - Veterans**	$21,848.50	$0.00	$21,848.50	0.00%
4123.03 - 4123.03 - ODJFS**	$31,260.00	$0.00	$31,260.00	0.00%
Total - 4123 - 4123 - Contract Client	**$185,315.21**	**$0.00**	**$185,315.21**	**0.00%**
Total - 4120 - 4120 - Organization Paid Fares	**$456,786.21**	**$0.00**	**$456,786.21**	**0.00%**
Total - 4100 - 4100 - Fares	**$654,159.56**	**$611,727.48**	**$42,432.08**	**106.94%**
4300 - 4300 - Aux Transit Revenue				
4300 - 4300 - Aux Transit Revenue	$873.20	$0.00	$873.20	0.00%
4310 - 4310 - Reinstatement fees	$200.00	$0.00	$200.00	0.00%
Total - 4300 - 4300 - Aux Transit Revenue	**$1,073.20**	**$0.00**	**$1,073.20**	**0.00%**
4400 - 4400 - Local Cash Grants				
4400 - 4400 - Local Cash Grants	$0.00	$568,907.52	($568,907.52)	0.00%
Total - 4400 - 4400 - Local Cash Grants	**$0.00**	**$568,907.52**	**($568,907.52)**	**0.00%**
4700 - 4700 - State Grants				
4700 - 4700 - State Grants	$0.00	$211,470.48	($211,470.48)	0.00%
4710 - 4710 - UTP	$422,941.00	$0.00	$422,941.00	0.00%
4730 - 4730 - OTP2	$73,129.00	$0.00	$73,129.00	0.00%
Total - 4700 - 4700 - State Grants	**$496,070.00**	**$211,470.48**	**$284,599.52**	**234.58%**
4800 - 4800 - Federal Grants				
4810 - 4810 - Section 5307				
4811 - 4811 - 5307 Operating Assistance	$0.00	$357,499.98	($357,499.98)	0.00%
Total - 4810 - 4810 - Section 5307	**$0.00**	**$357,499.98**	**($357,499.98)**	**0.00%**
4814 - 4814 - FTA Planning	$0.00	$70,000.02	($70,000.02)	0.00%
4816 - 4816 - 5311 Grant	$0.00	$47,500.02	($47,500.02)	0.00%
4817 - 4817 - 5310 Operating Assistance	$0.00	$244,999.98	($244,999.98)	0.00%
Total - 4800 - 4800 - Federal Grants	**$0.00**	**$720,000.00**	**($720,000.00)**	**0.00%**
4900 - 4900 - Non-transportation revenue				
Total - 4930 - 4930 - Other non-transportation revenue	**$1,048.72**	**$4,999.98**	**($3,951.26)**	**20.97%**
Total - 4900 - 4900 - Non-transportation revenue	**$293,135.98**	**$152,394.96**	**$140,741.02**	**192.35%**
Total - Income	**$1,444,438.74**	**$2,264,500.44**	**($820,061.70)**	**63.79%**
Gross Profit	**$1,444,438.74**	**$2,264,500.44**	**($820,061.70)**	**63.79%**
Expense				
5100 - 5100 - Labor				
5100 - 5100 - Labor	$124,659.00	$1,706,201.04	($1,581,542.04)	7.31%
5110 - 5110 - Operator's Salaries and Wages	$757,917.24	$0.00	$757,917.24	0.00%
5120 - 5120 - Other Salaries and Wages	$676,814.59	$0.00	$676,814.59	0.00%
5130 - 5130 - Overtime	$0.00	$37,500.00	($37,500.00)	0.00%
Total - 5100 - 5100 - Labor	**$1,559,390.83**	**$1,743,701.04**	**($184,310.21)**	**89.43%**
5200 - 5200 - Fringe Benefits				
Total - 5200 - 5200 - Fringe Benefits	**$835,989.32**	**$980,638.98**	**($144,649.66)**	**85.25%**
5300 - 5300 - Services				
5300 - 5300 - Services	$0.00	$229,000.02	($229,000.02)	0.00%
5310 - 5310 - Prof and Tech Services	$212,710.86	$0.00	$212,710.86	0.00%
5311 - 5311 - Professional Services	$64.00	$0.00	$64.00	0.00%
5320 - 5320 - Tire/Tube Maintenance Services	$74.00	$0.00	$74.00	0.00%
5330 - 5330 - Vehicle Maintenance Services	$840.00	$0.00	$840.00	0.00%
5340 - 5340 - Contract Maintenance	$13,087.11	$0.00	$13,087.11	0.00%
5390 - 5390 - Other services	$42,378.13	$0.00	$42,378.13	0.00%
Total - 5300 - 5300 - Services	**$269,154.10**	**$229,000.02**	**$40,154.08**	**117.53%**
5400 - 5400 - Materials and Supplies				
5400 - 5400 - Materials and Supplies	$0.00	$250,000.02	($250,000.02)	0.00%
5410 - 5410 - Fuel and Lube	$219,917.97	$0.00	$219,917.97	0.00%
5420 - 5420 - Tires and tubes				
5420 - 5420 - Tires and tubes	$6,703.29	$0.00	$6,703.29	0.00%
5420.01 - 5420.01 - Tire/Tube Maintenance Supplies	$2,802.40	$0.00	$2,802.40	0.00%
Total - 5420 - 5420 - Tires and tubes	**$9,505.69**	**$0.00**	**$9,505.69**	**0.00%**
5430 - 5430 - Vehicle Maintenance Supplies	$27,812.20	$0.00	$27,812.20	0.00%
5450 - 5450 - IT/Hardware/Software/Licensing	$25,281.72	$0.00	$25,281.72	0.00%
5460 - 5460 - Uniforms and Safety Gear	$389.23	$0.00	$389.23	0.00%
5490 - 5490 - Other Supplies	$76,263.94	$0.00	$76,263.94	0.00%
Total - 5400 - 5400 - Materials and Supplies	**$359,170.75**	**$250,000.02**	**$109,170.73**	**143.67%**
5510 - 5510 - Utilities other than propulsion	$34,466.94	$0.00	$34,466.94	0.00%
5600 - 5600 - Casualty and Liability Cost	$0.00	$70,000.02	($70,000.02)	0.00%
5900 - 5900 - Miscellaneous expense				
5900 - 5900 - Miscellaneous expense	$0.00	$25,000.02	($25,000.02)	0.00%
5910 - 5910 - Dues and Subscriptions	$3,595.50	$0.00	$3,595.50	0.00%
5920 - 5920 - Travel and Meetings	$1,133.79	$0.00	$1,133.79	0.00%
5930 - 5930 - Advertising and Promotions	$1,451.58	$0.00	$1,451.58	0.00%
5950 - 5950 - Printing/Publications/Postage/Promotions	$297.79	$0.00	$297.79	0.00%
5990 - 5990 - Misc Operating Expense	$45.63	$0.00	$45.63	0.00%
5991 - 5991 - Other Miscellaneous Expense	$8,825.77	$0.00	$8,825.77	0.00%
Total - 5900 - 5900 - Miscellaneous expense	**$15,350.06**	**$25,000.02**	**($9,649.96)**	**61.40%**
Total - Expense	**$3,210,730.56**	**$3,414,040.08**	**($203,309.52)**	**94.04%**
Net Ordinary Income	**($1,766,291.82)**	**($1,149,539.64)**	**($616,752.18)**	**153.65%**
Net Income	**($1,766,291.82)**	**($1,149,539.64)**	**($616,752.18)**	**153.65%**

** Includes June 2026 estimates for contract billing tha will not be complete until 07/10/2026

Income by Customer

June 2026

Name	Sum of Income	Sum of Net Income
21 Dept. of Job and Family Services	0.00	0.00
25 Farebox	79,019.02	79,019.02
43 ODOT	992,140.00	992,140.00
48 Opportunities for Ohioans with Disabilities	0.00	0.00
57 Source Point	0.00	0.00
58 Veterans Services	4,000.00	4,000.00
66 Adult Probation	0.00	0.00
Tax Agency OH	0.00	0.00
Total	1,075,159.02	1,075,159.02

Expense by Vendor
June 2026

Name	Sum of Total
AB Health Solutions, LLC	225.00
Accent	1,211.25
AEP	1,924.15
Amazon	1,576.16
ARCPoint Labs	1,608.25
BOB SUMEREL TIRE	2,876.40
Breezeline	1,470.85
BYERS FORD	259.41
City of Delaware Utility Office CITY OF DELAWARE UtilityOffice	303.55
COLUMBIA GAS	463.00
CRYSTAL JAMES	27.99
DELAWARE COUNTY HR	72,993.85
Fishel Downey Albrecht & Riepenhoff LLP	442.50
Holony Media	900.00
Interstate Billing Service	3,192.76
Joe Govern	39.59
Kimmel	455.46
MD TRANSMISSIONS LTD	2,237.42
MedPro Waste Disposal, LLC	95.94
MIATI Embroidery	508.00
Montrose Group LLC	10,000.00
NAPA Auto Parts	6,988.97
NEORide	21,632.46
Ohio Attorney General Bureau of Criminal Investigation	64.00
Ohio Business Systems, Inc.	117.70
OHIO TRANSIT RISK POOL	33,210.23
OPERS	71,212.13
Oracle America, Inc.	25,281.72
PAYROLL TAXES	18,070.17
Pens.com	509.54
PRECISION ALIGNMENT	328.05
RELADYNE/FOUR-O CORP	2,806.35
Renee Creedon-Mays	21.03
Richwood Credit Card	2,714.16
RUMPKE	249.02
S&S Midwest Fire Protection LLC	250.00
Sheetz WEX BANK	46,539.00
TATEMS Truck & Trailer Equipment Maintenance Software	384.00
TERMINAL SUPPLY	377.03
TESCO	14,243.40
THE HARDWARE EXCHANGE	69.90
UKG Inc	2,519.99
VERIZON WIRELESS	4,590.34
Total	**354,990.72**

Delaware County Transit
Parent Company
Balance Sheet
End of Jun 2026

Financial Row	Amount
ASSETS	
Current Assets	
Bank	
10000 - 10000 - Richwood - Checking Regular	$172,461.13
10001 - 10001 - Richwood - Checking Payroll	($426,505.58)
10002 - 10002 - Petty Cash	$50.00
10003 - 10003 - STAR Ohio	$3,941,214.02
10004 - 10004 - Insured Cash Sweep	$523,415.77
Total Bank	**$4,210,635.34**
Accounts Receivable	
11000 - 11000 - Accounts Receivable	$19,651.30
Total Accounts Receivable	**$19,651.30**
Other Current Asset	
13001 - 13001 - Prepaid OTRP	$85,248.92
14010 - 14010 - Net Pension Assets	$57,875.00
14020 - 14020 - Defered Outflows - Pension	$1,574,616.00
14025 - 14025 - Defered Outflows - OPEB	$219,036.00
16200 - 16200 - AD - Facilities & Structures	($797,417.50)
16300 - 16300 - AD - Revenue Vehicles	($2,517,092.93)
16400 - 16400 - AD - Furnishings & Equipment	($321,483.44)
16500 - 16500 - AD - Transit Enhancements	($52,648.67)
17200 - 17200 - WIP - Facilities & Structures	$49,672.22
Total Other Current Asset	**($1,702,194.40)**
Total Current Assets	**$2,528,092.24**
Fixed Assets	
15000 - 15000 - Fixed Assets	$62,330.07
15100 - 15100 - Land	$325,507.52
15200 - 15200 - Facilities & Structures	$2,859,488.31
15300 - 15300 - Revenue Vehicles	$6,108,287.80
15400 - 15400 - Furnishings & Equipment	$450,983.60
15500 - 15500 - Transit Enhancements	$44,686.92
Total Fixed Assets	**$9,851,284.22**
Total ASSETS	**$12,379,376.46**
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
20000 - 20000 - Accounts Payable	($27,729.96)
Total Accounts Payable	**($27,729.96)**
Other Current Liability	
23001 - 23001 - Accrued Sick Leave	$40,763.70
23002 - 23002 - Accrued Vacation	$131,180.75
23003 - 23003 - Accrued Holiday Pay	$46,112.42
24002 - 24002 - Employer Net Pay	$24,444.96
24003 - 24003 - Employer Medicare	$461.58
25001 - 25001 - Deferred Comp W/H	($687.68)
25002 - 25002 - OPERS Employee W/H	$46,527.67
25003 - 25003 - Medicare Employee W/H	$461.47
25004 - 25004 - Federal Tax W/H	$2,016.44
25005 - 25005 - Ohio Tax W/H	$648.76
25006 - 25006 - City Tax W/H	$568.27
25007 - 25007 - School Tax W/H	$94.14
25008 - 25008 - Court Order W/H	($396.88)
25010 - 25010 - Payroll Withholdings Roth W/	$700.00
27010 - 27010 - Net Pension Liability	$3,369,633.00
27015 - 27015 - Net OPEB Liability	$71,469.00
27020 - 27020 - Defered Inflows - Pension	$21,869.00
27025 - 27025 - Defered Inflows - OPEB	$23,572.00
Total Other Current Liability	**$3,779,438.60**
Total Current Liabilities	**$3,751,708.64**
Equity	
30000 - 30000 - Opening Balance Equity	$2,578,254.26
31001 - 31001 - Federal Equity Contribution	$3,407,462.00
31002 - 31002 - State Equity Contributions	$1,579,046.00
31003 - 31003 - Local Equity Contributions	$76,601.00
33000 - 33000 - GASB 68 Pension Equity	($703,183.96)
34000 - 34000 - GASB 75 OPEB Equity	($985,317.00)
Retained Earnings	$4,369,407.43
Net Income	($1,694,601.91)
Total Equity	**$8,627,667.82**
Total Liabilities & Equity	**$12,379,376.46**

Delaware County Transit
Parent Company
Cash Flow Statement
Jun 2026

Financial Row	Amount
Operating Activities	
Net Income	$140,773.02
Adjustments to Net Income	
Accounts Receivable	$74,467.70
Other Current Asset	($33,210.23)
Accounts Payable	($38,557.96)
Other Current Liabilities	$14,353.81
Total Adjustments to Net Income	**$17,053.32**
Total Operating Activities	**$157,826.34**
Net Change in Cash for Period	**$157,826.34**
Cash at Beginning of Period	**$4,052,809.00**
Cash at End of Period	**$4,210,635.34**

DELAWARE COUNTY TRANSIT BOARD

POLICY

Policy Name	Resolution Number	Origin Date	Revision
Telework	24-09-04	9/25/24	

NOTE: The Delaware County Transit Board ("DCTB ") is the governing body of Delaware County 's Public Transit System established by the Delaware County Commissioners under the authority of Ohio Revised Code sections 306.01 and 306.02. Delaware County Transit ("DCT") is the common name given to the public transit system. This policy is established and set forth under the authority of the DCTB. DCT and DCTB may be used interchangeably in this policy or used separately to distinguish responsibilities.

PURPOSE

The purpose of this policy is to establish requirements and guidelines for employees engaging in authorized telework. "Telework" is a work flexibility arrangement under which the Employer authorizes an Employee to perform their work duties and responsibilities from an approved worksite other than the location from which the Employee would otherwise work. Telework is a management option, not an Employee right that an Employee can expect or demand.

SCOPE

This policy applies to all Employees specifically authorized by the Employer to perform Telework. This Policy is effective immediately and until rescinded by the Employer.

DISTRIBUTION

To all DCTB management, administrative, and operational staff.

REQUIREMENTS

A. **Eligibility.** Telework is not available for all Employees. In considering whether to authorize Telework, a supervisor shall consider the operational needs of the department, the technical requirements for the completion of assigned work, the security of information and equipment, and the Employee's status (e.g., probationary period, discipline history, and performance evaluations).

B. **Authorization.** Prior to engaging in Telework, an Employee must receive authorization from the Employee's supervisor and execute a Telework Agreement in the form attached hereto. Telework may be a full-time arrangement or utilized in a hybrid arrangement, wherein the authorized Employee may be authorized to Telework only on designated days or hours. Supervisors may only authorize Telework when Telework is feasible and will not negatively impact overall department operations. The supervisor and Employee shall submit the executed Telework Agreement to the department head for approval before the Telework may begin.

C. **Location of Work.** Employees must provide the Employer the physical address and telephone number of the location at which they will be performing Telework, and the Employer retains the rights to inspect the location prior to authorizing Telework and to conduct site visits during work hours after Telework has been authorized. The Employee's Telework location shall, at a minimum, meet the following conditions:

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- The workspace must be safe and free from hazards.
- The workspace must be reasonably free from interruptions and distractions that would affect work performance, including the presence of dependents requiring care.
- The workspace must allow for the employee to preserve the confidentiality of sensitive or non-public information. Any Employer provided material or equipment shall not be removed from the workspace while the Employee is engaged in Telework.
- For Employees who must verbally communicate with others as part of their duties, the workspace must be quiet and allow for professional communication during those times.
- Telework employees shall not meet with the public or clients in their home office in any official capacity or connected with the Employer's business. The Employer is not responsible for any injuries to family members, visitors, and others in the Employee's home.
- The Employer is not responsible for any loss to the Employee's property whether caused by physical damage, computer virus attacks, or other intrusions via the internet.
- Employees utilizing Employer equipment while teleworking must protect the equipment from damage.

D. **Dependent Care and Household Responsibilities.** Telework is not intended to serve as a substitute for childcare, dependent care, or other household responsibilities. Employees are expected to make appropriate arrangements for the care and supervision of children or other dependents during scheduled work hours.

While engaged in Telework, Employees must be able to devote their full attention to the performance of their assigned job duties and maintain the same level of productivity, availability, responsiveness, and professionalism as if working at an Employer worksite. Household responsibilities or the presence of dependents shall not interfere with the Employee's ability to perform assigned work or participate in meetings, telephone calls, or other work-related activities.

If childcare, dependent care, or other household responsibilities interfere with an Employee's ability to perform their assigned duties or otherwise impact work performance, the Employee may be required to use appropriate leave, report to the office, if applicable, or discontinue the Telework arrangement at the discretion of the Employer.

~~D.~~E. **Hours of Work**. Telework in no way alters the applicability of the Employer's policies for hours worked or requesting leave or state or federal overtime compensation requirements. Employees who the Employer authorizes to engage in Telework shall work during their normally scheduled workdays and hours, or on days/times pre-approved by their supervisor. Overtime Non-Exempt Employees may not work outside of those days and hours without prior supervisor approval and are responsible for accurately reporting their time worked each day.

Overtime Exempt Employees who are authorized to engage in Telework may work during and outside typical business hours based upon the operational needs of the Employer. Overtime Exempt Employees may be required to adhere to a specific schedule in order to be available to other team members and to achieve departmental goals and objectives.

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All Employees who do not work for all or a portion of a day they are expected to Telework are responsible for following all call-off policies and procedures and for requesting to use appropriate leave within policy guidelines. The Employer is not responsible for paying Employees if they are unable to perform Telework due to operational or technological issues such as the availability of an adequate internet connection.

~~Unless required to document actual hours worked through Delaware County Transit's timekeeping system, non-exempt~~ Employees must ~~communicate with~~notify their supervisor ~~via e-mail~~ when beginning the workday, upon leaving for and returning from lunch, and when they conclude their work at the end of the day.

Telework is a management-approved work arrangement and is granted solely at the discretion of the Employee's supervisor or manager. Approval to telework is based on operational needs, staffing requirements, job responsibilities, employee performance, and other business considerations. A supervisor or manager may approve, deny, modify, suspend, or discontinue a telework arrangement at any time as circumstances warrant. Approval of a telework request on one occasion does not guarantee approval of future telework requests.

~~E.~~F. **Equipment and Supplies**. The Employer shall provide the necessary equipment and supplies for the Employee to Telework, which shall only be utilized for the Employer's purposes and shall be returned upon termination of the Telework arrangement. Unless alternative arrangements are made, the Employee shall be responsible for ensuring adequate internet connection and capacity. In the event of an internet failure during Telework, the Employee shall immediately notify their supervisor. The Employee will not be reimbursed for the cost of equipment and supplies without prior Employer approval. The Employee will not be reimbursed for the cost of providing internet service to the Telework location.

~~F.~~G. **Communication.** While engaged in Telework, Employees must be reachable by the Employer during their normal working hours, and any other times designated by the Employer. If the Employee becomes aware of or anticipates any disruption in technological communication during their normal working hours, they are to immediately notify their supervisor.

~~G.~~H. **Security and Confidentiality.** While engaged in Telework, Employees must take steps to preserve the security and confidentiality of Employer information. Employees must keep confidential documents and materials in secure locations. Employees must maintain password protection, to the same extent as required at the workplace, and keep confidential documents and records securely stored. If working on personal devices, employees must have valid, up-to-date anti-virus software and appropriate computer and internet security installed and activated. Any suspected hacks or breaches of security must be reported to the Employer immediately.

~~H.~~I. **Policies.** Telework does not change the basic terms and conditions of employment, including rate of pay and benefits. Employees shall comply with all Employer policies, procedures, and performance standards. Telework is covered employment under applicable workers compensation laws and policies, so Employees shall report any injuries occurring in the course and arising out of the performance of Telework in accordance with the Employer's policies.

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~~I.~~J. **Violations.** The Employer retains the right to investigate alleged violations of this Policy or a Telework Agreement and may cease or modify an Employee's approval for Telework at any time, regardless of whether a violation has occurred.

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DELAWARE COUNTY TRANSIT BOARD

POLICY

Policy Name	Resolution Number	Origin Date	Revision
Video & Audio Recording	24-04-07	February 2016	04-17-2024

NOTE: The Delaware County Transit Board ("DCTB ") is the governing body of Delaware County 's Public Transit System established by the Delaware County Commissioners under the authority of Ohio Revised Code sections 306.01 and 306.02. Delaware County Transit ("DCT") is the common name given to the public transit system. This policy is established and set forth under the authority of the DCTB. DCT and DCTB may be used interchangeably in this policy or used separately to distinguish responsibilities.

PURPOSE

The use of the Video Recording System(s) ("VRS") with audio recording capabilities by DCTB assists in the collection of information related to the safety and security of employees, customers and property. ~~Further,~~ VRS supports employee evalutations, situational monitoring, investigations of unlawful activities, accidents, claims, or potential claims involving DCTB assets, including investigations into inappropriate behavior that potentially violates DCTB policies.

SCOPE

This policy applies to the operation and use of all video & audio recording systems used by DCTB.

DISTRIBUTION

All ~~applicable managers, supervisors, and staff who are responsible for the installation, operation, and use of the VRSand/or the custody, control, access to, or retention of, VRS and audio records.~~DCT Employees.

DEFINITIONS

Video Recording System - Any system or device that enables continuous or periodic video recording, observing or monitoring of all assets of DCTB including the storage device used to record and store visual images.

Surveillance – The act of keeping close watch over someone or something.

Consent – Permission for something to happen or agreement to do something.

Audio Recording – The process by which sound information is captured onto a storage system like magnetic tape, optical disc, or solid-state drive (SSD), which can be recorded and/or reproduced.

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DELAWARE COUNTY TRANSIT BOARD

POLICY STATEMENT

Recordings (audio and video), when utilized with other security measures, is an effective means of ensuring the security and safety of ~~buses and assets owned and operated by DCT, the individuals who use them, the employees who operate them, and the assets housed within them.~~DCT employees, passengers, and DCT owned property.

- ~~**Administration**~~
  ~~This policy will be administered by DCTB.~~

- **Video recording systems**
  The use of VRS whether onboard a vehicle, ata facility, or manually operated by a DCTB employee is used to enhance safety & security. Camera position determinations are based on reasonable and justifiable grounds for employee and public safety and security. The existence, operation, and use of VRS by DCTB will be public knowledge subject to appropriate public records requests in accordance with Ohio law.

- **Audio Recording**
  The captured information, also known as audio, whether onboard a vehicle, at a facility, or manually operated by a DCTB employee is used to enhance safety & security. The captured audio recordings will be in compliance with Ohio laws pertaining to record retention.

- **Signage**
  DCTB assets equipped with VRS shall display a written notice of collection, informing customers and employees of the use of VRS & audio surveillance equipment.

- **Surveillance – The use of information collected**
  The information collected through VRS shall be used as follows:
  - Enhance the safety and security of employees and customers while assisting law enforcement in conducting investigations into violations of law;
  - Safeguard all DCTB assets by assisting in efforts to reduce vandalism and protect against the theft and/or destruction of property;
  - Investigate and evaluate claims that may be or have been made involving DCTB, including potential or actual claims of a workplace incident and, in the case of an employee who reports that he/she was injured at work, to review and forward relevant records to adjudicators regarding the workplace injury; Assist DCTB in substantiating and making claims against others;
  - Limit loss due to fraud, theft, or breaches of operational procedures and/or policies; and
  - Support employee evaluations, training and, ~~if necessary,~~ assist in disciplinary actions and internal investigations.

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- **Access to VRS and Records Retention**
  DCT~~B~~ video and audio records will be retained in accordance with the company's record retention policy. Video and audio collection is subject to public request per DCTB's public information policy and appropriate public records requests in accordance with Ohio law.

- **Tampering with the Video Recording System**
  This policy prohibits any DCTB employee(s) from willfully conducting any activity that involves the concealment, restriction, or destruction of the video/audio recording process. DCTB employee(s) that are found in violation may be subject to disciplinary action, up to and including possible termination.

DRAFT

Activated - February 2016
Revised - 8-17-2022
Revised - 4-17-2024

DELAWARE COUNTY TRANSIT BOARD

POLICY

Policy Name	Resolution Number	Origin Date	Revision
No Show & Cancelation	24-08-05	3/2008	08/23/24

NOTE: The Delaware County Transit Board ("DCTB ") is the governing body of Delaware County 's Public Transit System established by the Delaware County Commissioners under the authority of Ohio Revised Code sections 306.01 and 306.02. Delaware County Transit ("DCT") is the common name given to the public transit system. This policy is established and set forth under the authority of the DCTB. DCT and DCTB may be used interchangeably in this policy or used separately to distinguish responsibilities.

PURPOSE

The purpose of this policy is to establish expectations for trip cancellations and no-shows, reduce service disruptions, and ensure fair and equitable access to transportation services for all passengers.

SCOPE

This policy applies to:

- Delaware County Transit staff responsible for scheduling and operations
- All passengers utilizing Delaware County Transit services

DISTRIBUTION

All passengers through the DCT User Guide and DCT's website at www.delcotransit.com

DEFINITIONS

Cancellation – A previously scheduled trip that the passenger cancels in advance. This applies to cancellations made by phone, email, or through the Interactive Voice Response (IVR) system

Late Cancellation (Demand Response Only) – A scheduled trip canceled ~~less than~~the same day, up to one (1) hour before the scheduled pick-up time.

No-Show – A scheduled trip where the passenger is unavailable, refuses the trip, ~~or~~ fails to cancel within the required timeframe, or has a service violation (see additional service violations).

Demand Response Service – Transportation that requires advance scheduling.

FLEX Service – Transit service that may be scheduled in advance but does not require advance reservation.

Penalty Point – A point assessed for a no-show, late cancellation, or policy violation.

Excessive Penalty Points – Four (4) penalty points accumulated within a rolling twenty-five (25) day period.

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DELAWARE COUNTY TRANSIT BOARD

POLICY STATEMENT

Delaware County Transit recognizes that circumstances may arise that prevent passengers from using scheduled transportation. Passengers are strongly encouraged to cancel trips as early as possible to allow service availability for others.

No-shows and late cancellations negatively impact system efficiency, reduce available capacity, and create unnecessary operational costs.

Demand Response Service

- Cancellations made the same day as the scheduled trip, more than one (1) hour before the scheduled pick-up time will ~~not~~ result in ~~a~~ one (1) penalty. This applies to cancellations made by phone, email, or through the Interactive Voice Response (IVR) system.
- ~~Late c~~Cancellations (less than one (1) hour before scheduled pick-up) will result in ~~one~~ two (~~1~~2) penalty points and will be considered a no-show. This applies to cancellations made by phone, email, or through the Interactive Voice Response (IVR) system.~~.~~
- Passengers who are not present when the vehicle arrives will be considered a no-show and will result in two (2) penalty points.
- ~~No-shows will result in two (2) penalty points.~~
- ~~The pick-up window is from the scheduled pick-up time through thirty (30) minutes after the scheduled pick-up time.~~

FLEX Service

- ~~Cancellations made before notification that the driver is en route will not result in a penalty. This applies to cancellations made by phone, email, or through the Interactive Voice Response (IVR) system.~~
- Cancellations made after notification that~~hat~~ the driver is en route will result in two (2) penalty points and will be considered a no-show. This applies to cancellations made by phone, email, or through the Interactive Voice Response (IVR) system.~~, including cancellations made through the IVR system, will be considered a no-show and will result in two (2) penalty points~~.
- Passengers who are not present when the vehicle arrives will be considered a no-show and will result in two (2) penalty points.
- ~~The pick-up window is from the requested pick-up time through sixty (60) minutes after the requested pick-up time.~~

~~No-shows will result in two (2) penalty points.~~

Additional ~~FLEX~~ Service Violations ~~That May Result in a No-Show~~Subject to Penalty Points or Suspension

- Passengers must have the exact fare ready when boarding. DCT does not provide change. ~~Failure to provide the exact fare may result in a no-show.~~~~Passengers must have payment ready when boarding.~~
- Passengers must reserve transportation for the correct number of riders, prior to the dirver arriving.

~~Failure to provide payment may result in denial of service and a two (2) penalty point assessment.~~
~~Passengers must reserve transportation for the correct number of riders.~~

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~~Additional passengers may only be accommodated if space is available and approved by dispatch and the exact fare is paid.~~
~~If unauthorized passengers attempt to board, service may be denied and a two (2) penalty point assessment may apply~~it may result in a no-show~~.~~

- Passengers must be able to load their belongings in one trip unassisted. (ADA guidelines will be followed).~~). If passengers are not able to load their belongings in one trip, unassisted, it may result in a no-show.~~
- Passengers must not use fictitious names or other passenger accounts.

Penalties

- Accumulating four (4) penalty points within a rolling twenty-five (25) day period constitutes excessive violations.
- Passengers who reach excessive penalty points may choose one of the following:
  - Suspension of service for twenty-five (25) days; or
  - Payment of a $25.00 fine
  - All future scheduled trips ~~may~~ will be canceled until the ~~penalty~~ suspension is resolved.

ADA ~~Paratransit~~ No Show Exception

In accordance with ADA guidelines, remaining scheduled paratransit trips will not be automatically canceled unless the passenger specifically requests cancellation.

SUSPENSION APPEAL PROCESS

Passengers who believe penalty points were assessed in error may submit an appeal by phone, email, in writing, or in person to:

Crystal James
~~Operations Director~~Deputy Director
Delaware County Transit
119 Henderson Ct.
Delaware, OH 43015
Phone: 740-368-9033
Email: CrystalJames@delcotransit.com

If the matter is not resolved, the passenger may appeal to:

Delaware County Transit Board
119 Henderson Ct.
Delaware, OH 43015

Decisions of the Delaware County Transit Board are final.

If a penalty fine is overturned, reimbursement will be issued as ride credit or transit pass only. No cash refunds will be provided.

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DELAWARE COUNTY TRANSIT
PERSONNEL POLICY UPDATES

XIV. HOURS OF WORK AND OVERTIME

DCT will establish the hours of work for all employees. Staff may be required to work days, evenings, nights and/or weekends due to operational needs. Additionally, DCT may alter schedules, days off and shifts based upon operational needs. Unless prohibited due to operational needs, DCT will meet in advance with employees and give at least two weeks advance notice for significant shift and schedule changes.

Due to federal regulations, employees who are not exempt from the overtime provisions of the Fair Labor Standards Act ("FLSA") are prohibited from signing in or beginning work before their scheduled starting time, or signing out/stopping work past their scheduled quitting time except with supervisory approval or in emergency situations. Additionally, non-exempt employees who receive an unpaid lunch period are prohibited from working during their lunch period except with supervisory approval or in emergency situations. Non-exempt employees who work outside their regularly scheduled hours in contravention of this rule shall be paid for all hours actually worked, but may be disciplined accordingly.

Failure to properly sign in or out as required, misrepresenting time worked, altering any time record, working overtime without approval, or allowing a time record to be altered by others will result in disciplinary action.

Generally, employees not exempt from the overtime provisions of the FLSA shall be compensated for overtime for all hours actually worked in excess of forty in any one work week, regardless of the employee's regularly scheduled work day. Sick leave, vacation leave, personal days, holiday leave, and unpaid leaves shall not be considered hours worked for purposes of overtime compensation. Overtime shall be compensated at a rate of one and one-half times the employee's regular rate of pay for actual overtime worked.

In any work week in which an employee uses accrued leave, including sick leave, vacation leave, personal leave, holiday leave, or unpaid leave, and subsequently works sufficient hours to reach or exceed forty (40) actual hours worked, the employee may elect to submit a payroll correction or timekeeping change request to reduce or remove the leave hours previously reported for that work week. Accrued leave may only be used to cover an employee's regularly scheduled workdays or scheduled work hours and may not be used on days the employee was not otherwise scheduled to work. If the employee chooses not to submit a correction request, any compensated hours in excess of forty (40) actual hours worked will be paid at the employee's regular straight-time rate. Such hours will not be considered overtime unless they constitute hours actually worked in excess of forty (40) within the work week.

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DCT may mandate overtime as a condition of continued employment. Supervisors shall attempt to distribute overtime as equally as practicable among qualified employees within those classifications in which overtime is required. An employee who refuses to work a mandatory overtime assignment may be considered insubordinate and disciplined accordingly. Additionally, DCT may authorize or require employees to work a flexible schedule in a work week. For overtime eligible employees, a flexible schedule must occur within a single forty-hour work week.

A. Overtime Exempt Employees

Employees who are exempt from the overtime provisions of the FLSA are not eligible for overtime payment. The appropriate Appointing Authority shall determine if an employee is exempt from overtime requirements for purposes of the FLSA. Such exemptions may include employees whose job duties are executive, administrative or professional in nature. At the discretion of the Appointing Authority, exempt employees may be required to keep track of, and report, their hours without destroying their exempt status.

B. Improper Deductions

DCT intends to comply with all FLSA provisions. Improper deductions that are not in accordance with the FLSA are prohibited. Additionally, improperly classifying individuals as "exempt" from overtime is prohibited. Any deduction that is subsequently determined to be improper, or any exemption status later found to be improper, shall be reimbursed. Any employee who believes that he has had an improper deduction from his salary, or who believes he has been improperly classified under the FLSA, shall submit a complaint in writing to their Appointing Authority or Designee who will investigate and see that a written response is provided in a timely manner to ensure a good faith effort to comply with the FLSA.

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RESOLUTION 26-07-01

In the matter of attendance Roll Call for the regular meeting of the Delaware County Transit Board:

Roll Call for board members for the regular meeting of Delaware County Transit Board was as follows:

PRESENT	NAME	COMMENT
	Chairman Bruce Luecke	
	Mr. Ben Turner	
	Mr. Forest Wilson	
	Mr. Todd Miller	
	Mrs. Darlene Magold	
	Mrs. Jill Love	
	Mrs. Sarah Huffman	

Chairman

Secretary

RESOLUTION 26-07-02

In the matter of approving the Consent Agenda consisting of:

a.) Approval of the Agenda for July 15, 2026;

b.) Approval of the record of the June 17, 2026 Board Meeting;

Chairman

Secretary

RESOLUTION 26-07-03

A RESOLUTION ADOPTING UPDATES TO THE TELEWORK POLICY

WHEREAS, the Delaware County Transit Board is responsible for establishing and maintaining personnel policies that support the efficient, effective, and accountable operation of Delaware County Transit; and

WHEREAS, the Board has reviewed proposed revisions to the Telework Personnel Policy to provide additional guidance regarding employee expectations while teleworking and to clarify management's authority over telework arrangements; and

WHEREAS, the revisions establish that telework is not intended to serve as a substitute for childcare, dependent care, or other household responsibilities, and that employees approved for telework are expected to devote their full attention to assigned job duties while maintaining the same level of productivity, responsiveness, availability, and professionalism as if working from an Employer worksite; and

WHEREAS, the revisions further clarify that if childcare, dependent care, or household responsibilities interfere with an employee's ability to perform assigned duties, the Employer may require the employee to utilize appropriate leave, report to the office when applicable, or discontinue the telework arrangement; and

WHEREAS, the revisions also reaffirm that telework is a management-approved work arrangement granted solely at the discretion of the employee's supervisor or manager based upon operational needs, staffing requirements, job responsibilities, employee performance, and other business considerations, and that approval may be approved, denied, modified, suspended, or discontinued at any time as circumstances warrant. Approval of a telework request on one occasion does not guarantee approval of future telework requests; and

WHEREAS, the Board finds these revisions to be in the best interest of Delaware County Transit by promoting operational efficiency, accountability, consistent employee performance expectations, and effective management of telework arrangements.

NOW THEREFORE BE IT RESOLVED, that the Delaware County Transit Board hereby approves the updates to the Telework Policy and provides the Executive Director the authority to implemement on behalf of the Board.

_____ _____

Chairman Secretary

RESOLUTION 26-07-04

A RESOLUTION ADOPTING REVISIONS TO THE VIDEO & AUDIO RECORDING POLICY

WHEREAS, the Delaware County Transit Board is responsible for establishing policies that promote the safety, security, and efficient operation of Delaware County Transit; and

WHEREAS, the Board has reviewed proposed revisions to the Video & Audio Recording Policy to provide additional clarification regarding the authorized purposes and use of video and audio recording systems; and

WHEREAS, the revisions clarify that the Video Recording System (VRS) supports employee evaluations, situational monitoring, training, internal investigations, and the safety and security of employees, passengers, facilities, vehicles, and other Delaware County Transit assets; and

WHEREAS, the revisions are intended to provide greater clarity regarding the appropriate use of recorded information while maintaining compliance with applicable Ohio public records laws, records retention requirements, and established agency policies; and

WHEREAS, the Board finds that these revisions strengthen the administration of the Video & Audio Recording Policy while continuing to support employee accountability, workplace safety, risk management, and the protection of Delaware County Transit employees, passengers, and property.

NOW THEREFORE BE IT RESOLVED, that the Delaware County Transit Board hereby approves the updates to the Video & Audio Recording Policy and provides the Executive Director the authority to implement on behalf of the Board.

_____ _____

Chairman Secretary

RESOLUTION 26-07-05

A RESOLUTION ADOPTING REVISIONS TO THE NO SHOW & CANCELLATION POLICY

WHEREAS, the Delaware County Transit Board is responsible for establishing policies that promote efficient, equitable, and reliable public transportation services throughout Delaware County; and

WHEREAS, the Board has reviewed proposed revisions to the No Show & Cancellation Policy to improve clarity, consistency, and administration of passenger no-show, cancellation, and service violation procedures; and

WHEREAS, the revisions include clarifying language regarding cancellation timeframes, no-show determinations, penalty point assessments, passenger responsibilities, and the administration of Demand Response and FLEX services while maintaining fair and equitable access to public transportation services; and

WHEREAS, the revisions further clarify passenger expectations regarding timely trip cancellations, payment of fares, reservation of the correct number of riders, transportation of personal belongings, service violations, suspension procedures, and the passenger appeal process; and

WHEREAS, the Board finds that these revisions improve the readability and consistency of the policy while supporting efficient scheduling, maximizing available transportation capacity, reducing unnecessary operational costs, and ensuring consistent application of service standards.

NOW THEREFORE BE IT RESOLVED, that the Delaware County Transit Board hereby approves the updates to the No Show & Cancellation Policy and provides the Executive Director the authority to implement on behalf of the Board.

_____ _____

Chairman Secretary

RESOLUTION 26-07-06

A RESOLUTION ADOPTING REVISIONS TO THE HOURS OF WORK AND OVERTIME PERSONNEL POLICY;

WHEREAS, the Delaware County Transit Board is responsible for establishing and maintaining personnel policies that support the effective and efficient operation of the agency; and

WHEREAS, the Board has reviewed the proposed revisions to the Hours of Work and Overtime Policy to provide additional clarification regarding the administration of accrued leave and overtime; and

WHEREAS, the revised policy includes language clarifying that accrued leave may only be used to cover an employee's regularly scheduled workdays or scheduled work hours and may not be used on days the employee was not otherwise scheduled to work; and

WHEREAS, the Board finds these revisions to be consistent with the Fair Labor Standards Act (FLSA), sound payroll administration practices, and the operational needs of Delaware County Transit.

NOW THEREFORE BE IT RESOLVED, that the Delaware County Transit Board hereby approves the revised Hours of Work and Overtime Policy and provides the Executive Director the authority to implement this policy accordingly on behalf of the Board.

_____ _____

Chairman Secretary