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## **MOVE Board of Directors Meeting Agenda**

10:00 AM Tuesday, November 19, 2024

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[Rosec@movestanislaus.org](mailto:Rosec@movestanislaus.org)

Move Stanislaus Transportation Board Meeting  
Nov 19, 2024, 10:00 AM – 12:00 PM (America/Los Angeles)

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### **AGENDA**

#### **1. Call to Order**

#### **2. Roll Call –**

Jeff Lambaren- Chairperson  
Geri Vargas- Vice Chairperson  
Lupe Aguilera-Director  
Joyce Gandelman-Director  
Yvonne Reynolds- Director

### **3. Public Comments**

Matters under the jurisdiction of the MOVE Board of Directors, and not on the agenda may be addressed by interested parties in the audience at the beginning of the regular agenda. Any member of the audience wishing to address the Board of Directors during the "Public Comments" period shall be permitted to be heard for up to five minutes or at the discretion of the Chair.

### **4. Consent Calendar**

A. Board of Directors Meeting Minutes of October 15, 2024

**Action:** Approve Consent Calendar Item

### **5. Action Item**

A. Safety, Injury, Illness, Violence Prevention Plan Amendments  
SB1167 Heat Illness Prevention (See Meeting Materials)

**Action:** Approve Amendments

### **6. CEO Report**

- A. December Board Meeting (December 10<sup>th</sup>)
- B. Volunteers Recognition Dinner (December 6<sup>th</sup>, Outback)
- C. Audit Firm
- D. Strategic Plan

### **7. Comments by Rosa De Leon Park (Ex-Officio)**

### **8. Comments by Board Members**

### **9. MOVE Public Outreach & Program Reports**

### **10. Adjourn**

#### **Next Scheduled Board Meeting:**

December 10, 2024  
4701 Sisk Avenue Suite 201  
Modesto, CA 95356

**MOVE Board of Directors Meeting Minutes**

10:00 AM Tuesday, October 15, 2024

Videoconferencing is Available  
"GoToMeeting" online conferencing  
Email Rose Mary Cervantes for meeting Link  
[Rosec@movestanislaus.org](mailto:Rosec@movestanislaus.org)

**Move Stanislaus Transportation Board meeting**

October 15, 2024, 10:00 AM – 12:00 PM (America/Los Angeles)

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**AGENDA**

**1. Call to Order**

**2. Roll Call –**

Jeff Lambaren- Chairperson (Present)  
Geri Vargas- Vice Chairperson (Present)  
Lupe Aguilera-Director (Absent)  
Joyce Gandelman-Director (Absent)  
Yvonne Reynolds- Director (Present)

Also in attendance: Tony Hill, Kristin Bragg, Alicia Rodriguez,  
Rose Mary Cervantes

### 3. Public Comments

Matters under the jurisdiction of the MOVE Board of Directors, and not on the agenda may be addressed by interested parties in the audience at the beginning of the regular agenda. Any member of the audience wishing to address the Board of Directors during the "Public Comments" period shall be permitted to be heard for up to five minutes or at the discretion of the Chair.

No Public Comments

### 4. Consent Calendar

A. Board of Directors Meeting Minutes of September 17, 2024

**Motion:** A motion was made by Yvonne Reynolds and seconded by Geri Vargas to approve the Board Meeting Minutes of September 17, 2024.

**Passed Unanimously**

### 5. Overview FTA 5339 Program- Fleet Transition Plan – (Tony/Kristin)

The CEO provided background information regarding the FTA 5339 Program. Tony explained that MOVE can pursue 5339 grant funding within the next 8 months. There was further discussion among Board Members, CEO and attendees explaining the difference between a 5339 grant and earmark funding. Tony explained how MOVE wants to transition to hybrid vehicles and to secure a mobile EV charger. Jeff Lambaren mentioned that this is a great opportunity if we can secure a 5339 grant to transition the aging fleet of vehicles.

## 6. CEO Report

### A. Update Website Upgrade:

There are 3 potential partners, Jigsaw, Three29 from Sacramento, and another one that we are not considering because their specialty is radio. Tony is seeking a website partner that builds the site, while MOVE is not dependent on the partner's expertise to manage the site internally. Also, Tony is seeking a partner that is local and is readily accessible during business hours when MOVE needs technical assistance.

### B. Ecolane Implementation:

Kristin Braggs explained how an Ecolane operations team from Ohio visited MOVE recently. The team met with the Care Cruisers Specialist and Assistant. The team is currently building our system. During the first week of December, the team will train staff and drivers. The system will go live on Wednesday December 3<sup>rd</sup>. Geri Vargas inquired if they could visit and watch how the system works.

## 7. Comments by Rosa De Leon Park (Ex-Officio)

Not Present

## 8. Comments by Board Members

No comments

## 9. MOVE Public Outreach & Program Reports

### Alicia

#### Public Outreach: on the website pictures available regarding:

MOVE transported a group of seniors to the Summit event, attended the Center of Human Services Edible Extravaganza Event, attended the Open House Senior event with Zumba activities.

### Kristin Program Report:

**Bridges:** We are on track with the numbers.

Jeff Lambaren asked if all payments by check. Kristin responded yes. Care Cruisers: Passenger-mile numbers are good. However, dead miles increased. We are headed in the right direction.

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**VetsVan:** A little drop in the miles this month due to a few drivers not being available. VetsVan is still on the rise. We are receiving calls from veterans. The relationship between volunteers and MOVE staff is always positive with great communication.

**Alicia Program Report:**

**ADA:** 163 calls, 129 appointments, 114 performed, 44 cancellations, it is expected to drop during the holidays but will reach out by phone.

**Travel Training:** Steady, hiring a Travel Trainer. 8 travel trainings completed (second language clients).

**PASS:** Program growing, 137 clients gave 445 ADA tickets. December will be free.

**UNIFORMS GIVEN TO BOARD MEMBERS. Will be ordering name tags for Board Members.**

**Closed Session –**

CEO Goals/Compensation- Report out- CEO 5% percent salary increase retro to July 1, 2024, and \$7,000 bonus.

**10. Adjourn**

**Next Scheduled Board Meeting:**

November 19, 2024  
4701 Sisk Avenue Suite 201  
Modesto, CA 95356



Rose Mary Cervantes  
Interim Office Administrator

## Senate Bill No. 1167

### CHAPTER 839

An act to add Section 6720 to the Labor Code, relating to employee safety.

[Approved by Governor September 29, 2016. Filed with Secretary of State September 29, 2016.]

#### LEGISLATIVE COUNSEL'S DIGEST

SB 1167, Mendoza. Employment safety: indoor workers: heat regulations.

Under existing law, the California Occupational Safety and Health Act of 1973, the Division of Occupational Safety and Health investigates complaints that a workplace is not safe and may issue orders necessary to ensure employee safety. Under existing law, certain violations of that act or a standard, order, or special order authorized by the act are a crime. Under existing law, the division has adopted regulations establishing a heat illness prevention standard for outdoor workers.

This bill would require the division, by January 1, 2019, to propose to the Occupational Safety and Health Standards Board for the board's review and adoption, a heat illness and injury prevention standard applicable to workers working in indoor places of employment. The bill would specify that this requirement does not prohibit the division from proposing, or the standards board from adopting, a standard that limits the application of high heat provisions to certain industry sectors. Because this bill would expand the definition of an existing crime, it would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

*The people of the State of California do enact as follows:*

SECTION 1. Section 6720 is added to the Labor Code, to read:

6720. By January 1, 2019, the division shall propose to the standards board for the board's review and adoption a standard that minimizes heat-related illness and injury among workers working in indoor places of employment. The standard shall be based on environmental temperatures, work activity levels, and other factors. In developing the standard, the division shall take into consideration heat stress and heat strain guidelines in the 2016 Threshold Limit Values and Biological Exposure Indices developed by the American Conference of Governmental Industrial Hygienists. This section does not prohibit the division from proposing, or the standards board from adopting, a standard that limits the application of high heat provisions to certain industry sectors.

SEC. 2. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district will be incurred because this act creates a new crime or infraction, eliminates a crime or infraction, or changes the penalty for a crime or infraction, within the meaning of Section 17556 of the Government Code, or changes the definition of a crime within the meaning of Section 6 of Article XIII B of the California Constitution.

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## Safety, Injury, Illness, & Violence Prevention Plan

### Purpose

MOVE's Safety, Injury, Illness and Violence Prevention Plan is required by state and federal law. MOVE is committed to protecting the health, safety, and wellness of its employees. MOVE firmly believes that the success of fulfilling its vision of service in offering "transportation that changes lives" is through its employees' and volunteers' engagement in day-to-day activities in the office and while away from the office during MOVE's operational hours practicing and implementing MOVE's Safety, Injury, Illness and Violence Prevention Plan. MOVE's management will protect employees and volunteers from any retaliation connected with reporting unsafe working conditions and implementation of MOVE's (SIIVPP). Employees and Volunteers are encouraged to report all unsafe working conditions. Regrettably, accidents will happen. However, employees and volunteers that follow guidelines, principles, strategies, and participate in training may mitigate risks of injury to themselves and others.

MOVE encourages the concept of shared accountability for its employees and volunteers to follow MOVE's Safety, Injury, Illness and Violence Prevention Plan (SIIVPP) and to practice the plan during all hours of operation and at all locations the employee or volunteer might encounter. In practice, shared accountability furthers employees' and volunteers' cooperation to protect each other in detecting hazards, reporting dangerous conditions, and participating in communicating information related to unsafe or dangerous conditions immediately to their supervisor or manager.

### **I. Safety Plan**

MOVE's management to the extent feasible will provide all mechanical and physical protection required to protect the safety and health of employees and volunteers, while at the same time employees and volunteers hold responsibility to use common sense, demonstrate caution and to practice the MOVE (SIIVPP) to avoid unsafe conditions and to prevent accidents from occurring during hours of operations or non-operating hours and when participating in community events. MOVE is committed to accident prevention in all phases of its operations and administration. MOVE management will take reasonable measures to provide safe and healthy working conditions by establishing and insisting on the implementation of safe practices by all employees. Equally each employee or volunteer has a duty to accept and follow established safety regulations and procedures.

When or should an employee or volunteer ever have a doubt about how to perform a task safely, it is their duty to ask a qualified person for assistance. Employees and volunteers are expected to assist management in accident prevention activities. Unsafe working conditions or practices must be reported to management immediately.

Fellow employees or volunteers that need help due to an accident should be offered help. Any employee, volunteer or service recipient that is injured during MOVE's hours of operation must be reported to any of ~~the three~~ the **four** MOVE Safety Officers, **Quality Assurance/Training Specialist**, Director of Operations, Director of Mobility/**Public Relations** or **Office Administrator**.

**A. Safety Rules for All Employees:**

- 1) All employees shall follow safe practices and rules found in this policy and shared during employment.
- 2) All employees shall report unsafe conditions or unsafe practices to their supervisor or the identified Safety Officers.
- 3) All injuries shall be reported to the identified Safety Officer so that arrangements can be made for medical treatment or the use of First Aid treatments.
- 4) The Safety Officers are responsible for implementing safe practices and mitigating unsafe conditions or practices through reasonable actions and responses.
- 5) Suitable work clothing and shoes must always be worn.
- 6) Employees shall not work when physically unable to do so due to severe fatigue, illness or other conditions that might cause the employee injury.
- 7) Horseplaying and other acts impacting safe practices are prohibited.
- 8) Smoking is not allowed in the office and is allowed outside of the internal building in designated areas.
- 9) Employees are prohibited from working when intoxicated, under the influence of alcohol, drugs, or prescription medications impairing judgement and work performance.
- 10) Employees should not lift heavy objects more than 25 pounds and should gain assistance from other employees when the object is more than 50 pounds.
- 11) Employees shall not tamper with electrical equipment, machinery, air or water lines or other structural components or lighting fixtures.

**B. Safety Officer Responsibilities:**

- 1) Implement safety policies and practices and facilitating building repairs through the landlord or responsible entity.
- 2) *Visually inspect fire extinguishers and AED device monthly.*
- 3) Encourage employees to report unsafe conditions and injuries occurring during working hours.
- 4) Develop and provide safety training and education.
- 5) Inspect office space and unsafe conditions.

- 6) Investigate accidents and injuries within the Safety Officer's scope of authority and practice to determine cause and opportunity to reduce future incidents of similar kind.
- 7) Prepare incident report for review by CEO to mitigate reoccurrence.

### **C. Employees' Responsibilities:**

- 1) Attend and participate in agency safety training programs and initiatives.
- 2) Read safety warnings and posters.
- 3) Follow MOVE's safety plan and policies.
- 4) Accept responsibility for own safety and impact of others.
- 5) Report unsafe conditions and practices to Safety Officer or Supervisor.
- 6) Report workplace injuries to Safety Office or Supervisor.

### **D. Training**

Training is an essential need when implementing safety policies and procedures to create a shared understanding of expectations and responsibilities to prevent injury and or accidents in the workplace. All employees are required to read this policy and to ask questions when needed while offering ideas that can improve this policy or practices. All employees are required to receive training regarding this policy and supplemental training from other sources.

### **E. Supervision**

Supervisors are responsible for being familiar with health and safety hazards that employees might be exposed to and can recognize the potential harm to recommend alternative or other options to mitigate the risks to employees or others.

### **F. Safety Audits**

An ideal method to maintain a safe workplace is to review and perform analysis of past accidents and worker compensation complaints. If you have knowledge of a past accident or have been part of an accident in the past, you might be asked to participate in an interview as a method to discover information that might help MOVE prevent that accident from future reoccurrence.

### **G. Off-Site Operations**

Off-Site activities are those performed away from the office, (such as driving, attending meetings, trainings, events, seeking repair or maintenance of vehicles, etc.) If an employee has an accident or injury at an off-site location, the employee is required to report their injury, illness or accident to the designated Safety Officer or their supervisor and seek reasonable medical treatment as circumstances dictate.

## **H. General Fire Safety**

In the event of a fire, employees are required to exit the building safely and remain far away from any source of fire or smoke when possible.

The Safety Officer or Supervisor or any employee under reasonable observation of fire, with smoke alarms sounding can call 911 to summon fire fighters to the workplace. The office is equipped with sprinklers and fire extinguishers. There are three fire extinguishers, classified as A, B, C, covering ordinary material fires, liquid, gas or grease fires, and energized electrical equipment fires. All employees should walk through the office to identify the locations where fire extinguishers are stored.

## **I. First Aid Kit**

Move's First Aid kit is in the kitchen West wall in a white steel container labeled "First Aid Kit". The Kit has items within such as scissors, tweezers, ointments, adhesive tape, sealed gauze packets, and band aids.

## **J. AED Defibrillator**

An AED is a medical device that delivers an electric shock to the heart to restore normal heartbeat. An AED can be used by nearly anyone, as it displays indicators supporting the user of the product. MOVE's AED Defibrillator is in the kitchen on the East wall. MOVE staff that have received First Aid & CPR training have been trained on the use of MOVE's AED.

## **K. Safety Posters**

MOVE has posted the required employment information in the kitchen. Employee information posted covers Wage, Hours laws, Worker's Compensation requirements, OSHA safety and health notices, and contact information for entities that employees can use to file complaints or to report work injuries, illnesses, or unsafe working conditions.

## **II. Emergency Action Plan**

Each Manager or designee is responsible for accounting for all of the employees on their team. The Receptionist is responsible for accounting for visitors in the office and lobby.

### **A. Fire**

If any MOVE staff hears an internal Fire Alarm, you must immediately leave the office and head to the designated area. Be aware of your surroundings, look for smoke, know your escape route, use the stairs, and assist anyone that needs help getting down the stairs. Please remain calm.

- 1) The Director of Operations, Director of Mobility or Executive Assistant will check the lady's bathroom to make sure no one is in there.
- 2) The Executive Director or Transit Resource Specialist will check the men's bathroom to make sure no one is in there.

After the Fire Alarm is cleared:

- 1) Deactivate the Fire Alarm
- 2) Reset the Fire Alarm
- 3) Re-enter the building after a management staff person announces, "All Clear"
- 4) Check the elevator to make sure it is operational
- 5) After the Fire Department has inspected, employees can re-enter the building

## **B. Earthquake**

During an earthquake stay calm and do the following according to your location:

- 1) Stay Calm
- 2) Inside (stand in doorway brace against the frame and watch out for swinging doors or crouch under a solid table or desk)
- 3) Outside (stand away from buildings, trees, telephone, and electrical lines)
- 4) On the Road (drive away from underpasses and overpasses, stop in a safe area remain in vehicle)

After:

- 1) Check for injuries
- 2) Check for water, sewage breaks, down power lines and shut off utilities
- 3) Clean up dangerous spills
- 4) Check the building for damage and assess the need for immediate corrective action
- 5) Wear shoes
- 6) Turn on the radio for instructions from public safety agencies

## **C. Active Shooter**

Do not pull the fire alarm. This might make the situation more dangerous and will expose more staff to the area occupied by the shooter. Think about your own safety, escape, hide or attack. We will conduct active shooter drills, and the statement "Active Shooter Drill" will be announced before any drill is practiced.

- 1) Escape to a safe place away from the gunshots. The safest solution may be to run from the building and alert other workers not to come to the building through text or phone after escaping. Try to exit and do not wait for others. Also find safe locations, behind office doors or escape from the rear exit or the exit near the bathroom adjoining the neighboring office.
- 2) Hide behind a locked door or in locations not visible to the shooter. Remain as quiet as possible. Turn your cell phone off. Do not open the door after it has been locked. Try to hide behind a desk. If you see others approaching the danger area tell them to escape the office in the opposite direction and shout active shooter.
- 3) Attack is the last resort, when you are in immediate proximity to the shooter and there are no other options. You will be shot regardless. Go after the shooters legs to tackle, and strike at the shooter's head and attack their wrist. Use any weapons or objects nearby to hurt the shooter, such a chair, vases, coffee cups, or any objects you have nearby and when throwing objects aim at the head or body of the active shooter.

If more than one person is in close proximity of the shooter, all should overwhelm the shooter going after them with all the force that you have from all positions. If the weapon is dropped gain control of it and do not let it go.

- 4) Make an Announcement if possible "Active Shooter" and identify the location you last saw or heard the active shooter. Announce identifying information, color of skin, color or description of clothes the shooter is wearing.
- 5) Call 911 when safe to do so, and do not wait. It might take time for the police to arrive. When the police arrive their attention is to contain the active shooter. If you see police, keep your hands up and follow their instructions.

#### **D. Other Workplace Violence**

Work place violence includes physical assaults directed at any employee or visitor from any person within the MOVE office. Descriptions of work place violence include attacks from perpetrators against employees, visitors or third parties, in use of objects, weapons, biting, kicking, spitting, choking, hair pulling, punching, slapping, scratching, pulling or pushing.

- 1) Call 911, and thereafter gain help and assistance from others that are not the perpetrator.

- 2) Intervene if safe to do so to mitigate the threat of harm.
- 3) If safe to do so, call others for help to assist in neutralizing the harm, with the exception of an active shooter or dangerous weapon.
- 4) Gather identifying information, such as color of skin, color of hair, length of hair, height and direction the perpetrator exited the building.
- 5) Complete MOVE incident report.

#### **E. Infectious Disease Control**

Whenever the Centers for Disease Control, The State of California Public Health Department or the State of California Governor issues a State of Emergency and advisory as a response to a pandemic or infectious disease event different responses might be implemented as follows:

- 1) MOVE offices might be closed and remote working implemented for all employees.
- 2) MOVE offices might be closed to visitors only.
- 3) MOVE transportation service delivery might continue if safe to do so when implementing required health and safety practices mandated by the Centers for Disease Control or the State of California Public Health Department or Local Public Health Department.

### **III. Injury & Illness Prevention**

#### **A. Lobby Behavior Policy & Procedure**

Visitors, guests, and program Participants are expected to act in a manner appropriate within community standards of civility and orderly conduct. If any person within the lobby creates a disruption, engages in shouting, or acts of violence, they will be asked to leave the premises, and if they fail to do so they will be warned that the police will be called.

A MOVE incident report must be written and submitted to the Director of Operations.

#### **B. Driving**

- 1) Drive Safely. When using company vehicles (employees or volunteer drivers) or your own vehicle during working hours (Specifically MOVE employees), MOVE employee/volunteer drivers must wear a safety harness and all passengers in your vehicle must wear their safety harnesses, follow traffic laws and codes, do not exceed the speed limit, park in legal spaces and MOVE Employees must retain auto liability insurance.



- 2) Cell Phones. Effective July 1, 2008 it is prohibited for any driver of an automobile in California to use a cell phone, unless the cell phone usage is hands free.
- 3) Text Messaging. MOVE employees and Volunteer Drivers are prohibited from text messaging when driving company vehicles or during company work hours while in the scope of employment or engaging in volunteer activities.
- 4) Traffic Violations: Employees and Volunteer Drivers as responsible for any traffic violations.
- 5) Accidents. Any accident must be reported to the MOVE Director of Operations. California law requires that each driver is required to share their driver's license information, insurance information, registration information. It is important to gather as much information as possible, including names, addresses and telephone numbers of witnesses.

### **C. Safe Driving Practices**

- 1) Only dial numbers when the car is off the road and not moving
- 2) Never text message when driving
- 3) Never have a stressful conversation when driving
- 4) Do not eat when driving
- 5) Do not read a map or any other content when driving
- 6) Do not try to kill insects in the car when driving
- 7) Keep your eyes on the road when driving
- 8) Do not follow cars in front of your vehicle closely
- 9) Always keep safe distances between the car in front of you in event of abrupt stopping
- 10) Do not drive if you are tired
- 11) Take a rest if needed
- 12) Always make sure it is safe to enter an adjacent lane before doing so
- 13) Keep the vehicle windshield and windows clean

### **D. Transit and Passenger Transportation (MOVE/Volunteer Drivers)**

MOVE has an extraordinary responsibility to do everything that it conceivably can to do to protect the health and safety of passengers, drivers and MOVE employees. Violations of Transit practices and procedure can result in immediate termination of employment or volunteer status. The following procedures and prohibitions are mandated before, after and during transportation.

- 1) MOVE / Volunteer Drivers are required to read file notes regarding special conditions or requirements for each passenger. The file notes are intended to support the quality of transportation services delivered from MOVE.
- 2) Some Participants can only be safely transported with the support of a Transportation Aide or Personal Assistant. In these cases, MOVE/Volunteer Drivers cannot transport these specific Participants unless the Participant's Transportation Aide or Personal Assistant are present during the entirety of the trip.
- 3) MOVE / Volunteer Drivers are prohibited from providing transportation, when they are unable to safely secure the Participant's wheelchair or required safety harnesses.
- 4) MOVE / Volunteer Drivers are prohibited from providing transportation, if any ramp, wheelchair lifting device, safety harness, seat belt is malfunctioning and is not operable that is essential to safely transport the Participant and any occupant of the vehicle.
- 5) MOVE / Volunteer Drivers are prohibited from transporting Participants with wheelchair mobility devices, until they have received wheelchair security and safety harness training.
- 6) MOVE / Volunteer Drivers are prohibited from modifying passenger loading and unloading methods, or procedures and must follow training methods provided by MOVE management or external training representatives.
- 7) MOVE / Volunteer Drivers are prohibited from leaving their personal belongings in MOVE vehicles during or after transit, except for a purse, backpack or satchel.

## **E. Office Ergonomics**

The purpose of MOVE's ergonomics program is to apply ergonomics principles within the workplace to reduce the number of ergonomic related injuries.

Ergonomics is the science of human comfort. The work place environment can impact the human body and result in a musculoskeletal disorder (MSD). MSDs are injuries that affect muscles, nerves, tendons, ligaments, joints, cartilage, blood vessels, or spinal disc of the body. MSDs do not include, slips, trips, falls, cuts, motor vehicle accidents or similar accidents. The purpose of the MOVE ergonomics program is to reduce the number and severity of MSDs, reducing workers' compensation claims, increasing productivity and overall operations efficiency.

### Management

MOVE Management is committed to the MOVE ergonomics program and will respond to reports, regularly communicate with employees and secure needed expertise and services to reduce the number of employee workplace MSDs.

### Employee Participation

Employees will be solicited for their input and assistance with identifying ergonomic risk factors, worksite evaluations, development and implementation of controls, and training.

### Identification of Problem Jobs

Collecting data that identifies injury and illness trends is called surveillance. Surveillance can be either active or passive. Active surveillance uses observations, interviews, surveys, questionnaires, checklist and formal worksite evaluations. Passive surveillance looks at existing data, workers' compensation claims, trips to the medical facility and absentee records. MOVE will implement active and passive surveillance strategies.

### Worksite Evaluations

Triggers for worksite evaluation:

- 1) When an employee reports a MSD sign or symptom.
- 2) Jobs, processes and work activities have been identified and may be work-related ergonomic risk factors.
- 3) When a safety walk-through or scheduled inspection or survey has uncovered potential MSDs risk factors.

Work related risk factors:

- 1) Physical risk factors including force, postures, static loading, and sustained exertion, fatigue, repetition, contact stress, extreme temperatures, and vibration.
- 2) Administrative issues including job rotation, staffing, lack of training, work pace, work methods.
- 3) Environmental risk factors including noise, lighting, glare, air quality, temperature, humidity, protective equipment and clothing.

### Setting Priorities & Implementation of Evaluation Recommendations

Worksite evaluations:

- 1) Any job, process, operation or workstation which has contributed to a worker's current MSD.
- 2) A job, process, operation, or workstation that has historically contributed to MSD.
- 3) Specific jobs, processes, operations or workstations that have the potential to cause MSD.

Evaluation & Recommendations:

MOVE will implement recommendations and strategies included in Ergonomic Evaluations.

Training

Frequency / Content & Verification:

- 1) The Safety, Injury, Illness & Violence Prevention Plan is covered in new employee orientation
- 2) When exposure levels or ergonomic risk factors have been identified
- 3) Oral presentations
- 4) Videos
- 5) Educational literature
- 6) Practice demonstrations
- 7) External consultants
- 8) Training will be documented, through training sign in sheets, and employee personnel files

#### **IV. Heat Illness Prevention Plan**

*MOVE's Heat Illness Prevention Plan is intended to provide effective instruction, education and procedures for the prevention and mitigation of heat illness when work is performed indoors or outdoors in accordance with California Code of Regulations, Title 8, Section 3395 and Section 3396. MOVE has both indoor and outdoor workers. Move's outdoor workers engage in driving program participants door through door to points of destinations within or outside of Stanislaus County including trips for necessities of life or visits to hospitals or clinics for medical care. Additionally, MOVE has travel training staff that train program participants on how to use County transit systems.*

### Attire

*MOVE drivers, volunteer drivers, and travel trainers are issued shorts, short sleeve polo shirts, baseball caps. In addition, travel trainers are issued umbrellas, bucket hats and cooling vests.*

### Procedures for Acclimatization

*MOVE recognizes that adaptation of the body to work in the heat occurs gradually when a person is exposed to it. To help minimize the risk of heat illness, the following acclimatization procedures will be implemented:*

*Any employee who is newly assigned to an outside work area will be monitored by the supervisor or trainer and encouraged to use protective attire preventing heat illness and are advised to seek shaded areas and bus stops with rooftops.*

### Procedures for the Provision of Water

*MOVE is committed to the provision of continuous, free drinking water for its employees and volunteers.*

### Procedures for Access to Cool-Down Areas

*The ability for employees or volunteers to cool their body while working in hot conditions is an important method to prevent heat illness. All indoor and outdoor working employees or volunteers are encouraged to take preventative cool-down rests whenever they feel the need to do so to protect against overheating.*

### Procedures for Temperature Heat Index Assessment

*When the temperature is 87 degrees Fahrenheit indoors or 80 degrees Fahrenheit outdoors measurements of the temperature when feasible will be taken or reliance on the indoor thermostat, while outdoor temperatures will be monitored through the weather application installed on all MOVE's cell phones. Regarding indoor temperatures above 87 degrees, MOVE employees and volunteers are advised to work in cooler areas of the office, rely on their desk fans and when working outside, employees and volunteers are encouraged to use sunscreen, wear protective hats, sunglasses, and summer attire issued by MOVE and to use an umbrella. In addition, MOVE employees are encouraged to drink water as needed, and when working outdoors seek shaded areas and bus stops with roof tops.*

Heat Control Measures

*Within the MOVE business office, air conditioning, fans and window shades will be used to reduce heat indexes below the required threshold. When employees or volunteers are driving or conducting travel training, they are encouraged to use the air conditioner in the MOVE vehicles. When exposed to outdoor temperatures above 80-degree Fahrenheit they are encouraged to consume water, use an umbrella, wear baseball or bucket hat, cooling vest, and find shaded areas to wait for the bus.*

Emergency Response Procedures

*MOVE requires CPR and First Aid training for all employees regarding the signs and symptoms of heat illness and the steps to address those signs and symptoms including immediately implementing First Aid. Employees observing an employee having signs or symptoms of heat illness are trained not to leave that employee alone and are required to offer First Aid or based on the circumstances, contact emergency medical personnel.*

**V. Attestation**

I MOVE employee/volunteer driver \_\_\_\_\_, have read the  
Printed Name

MOVE Safety, Injury, Illness, & Violence Prevention Plan, and I agree to follow the Plan and implement the Plan. If I have any questions regarding this Plan I will ask my supervisor or the Director of Operations. I agree to report dangerous conditions or hazardous activities or activities of employees or volunteers that are violating this Plan to my supervisor, the Director of Operations or Executive Director.

MOVE employee/volunteer driver \_\_\_\_\_, \_\_\_\_\_  
Employee/Volunteer Signature Date



## MOVE Board of Directors BRIDGES Monthly Report FY 2024-2025

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	YTD
<b>Rider Statistics</b>													Indicates Avg
Eligible Riders	327	332	334	0	0	0	0	0	0	0	0	0	331
Goal by 6/30/24 (Eligible Riders)	325	325	325	325	325	325	325	325	325	325	325	325	
Unduplicated Riders this Month	109	112	112	0	0	0	0	0	0	0	0	0	111
<b>Service Provision</b>													
Total Miles Reimbursed	25,186	23,306	25,712	0	0	0	0	0	0	0	0	0	74,204
Total Trips Reimbursed	2,768	2,711	2,841	0	0	0	0	0	0	0	0	0	8,320
Medical Trips	885	817	908	0	0	0	0	0	0	0	0	0	2,610
Grocery/Rx	882	789	813	0	0	0	0	0	0	0	0	0	2,484
Life Trips	1,000	1,104	1,120	0	0	0	0	0	0	0	0	0	3,224
<b>Reimbursement</b>													
Online Submittal % (Clients)	38%	40%	41%	0%	0%	0%	0%	0%	0%	0%	0%	0%	40%
Goal by 6/30/24 (Online Submittal % Clients)	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%
Manually by Staff Submittal %	62%	60%	59%	0%	0%	0%	0%	0%	0%	0%	0%	0%	60%
Total Amount Reimbursed	\$12,575.50	\$11,653.25	\$12,855.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,084.60
Avg Reimbursement per Trip	\$4.54	\$4.30	\$4.53	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$4.46
<b>Drivers Statistics</b>													
Total Eligible Drivers	131	136	135	0	0	0	0	0	0	0	0	0	134



# MOVE Board of Directors Care Cruisers Monthly Report FY 2024-2025

Updated 10/11/23

	Jul-24	Aug-27	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	YTD
<b>Rider Statistics (#43 Agency Summary Report by Month or #18 Clients/Volunteers Membership by Month)</b>													Indicates Avg
Eligible Riders	643	664	683	716									677
Goal by 6/30/25 (Eligible Riders)	550	550	550	550	550	550	550	550	550	550	550	550	
Unduplicated Riders this Month	93	113	81	91									95
<b>Service Provision (#32G Trip &amp; Service Provision 5310 Report &amp; Report 21)</b>													
Service Days	22	22	20	23									22
Passenger Miles (Passengers on Vehicle)	2,987	2,208	2,989	3,508									11,692
Deadhead Miles (No Passengers on Vehicle)	4,758	5,290	4,270	4,867									19,185
Total Miles	7,745	7,498	7,259	8,375									30,877
<b>One-Way Trip Statistics (#32G Trip &amp; Service Provision 5310 Report)</b>													
One Way Trips Requested	589	590	583	641									2,403
One Way Trips Completed	401	392	353	388									1,534
Goal by 6/30/25 (One-way Trips Completed)	840	840	840	840	840	840	840	840	840	840	840	840	10,080
Percentage of One Way Trips Canceled	32%	34%	39%	39%									1
<b>Drivers Statistics (#43 Agency Summary Report by Month or #18 Clients/Volunteers Membership by Month)</b>													
Total Active Drivers	5	4	4	4									4
Active Staff Drivers	4	3	4	4									4
Active Volunteer Drivers	1	1	0	0									1
Unduplicated Volunteer Drivers this Month	1	1	0	0									1

\*Goal based on 3 paid drivers completing 2 rides per hour per driver per day





# MOVE Board of Directors

## VetsVan Monthly Report FY 2024-2025

Updated 10/13/2023

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	YTD
<b>Rider Statistics</b>													Indicates Avg
Eligible Riders	356	365	388	391									375
Goal by 6/30/24 (Eligible Riders)	275	275	275	275	275	275	275	275	275	275	275	275	
Unduplicated Riders this Month	76	70	85	74									76
<b>Service Provisions</b>													
Service Days	22	22	20	23									87
Total Miles	14,458	12,623	9,907	12,475									49,463
<b>One-Way Trip Statistics</b>													
One Way Trips Requested	316	319	312	392									1,339
One Way Trips Completed	242	247	214	255									958
Goal by 6/30/24 (One-way Trips Completed)	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Percentage of One Way Trips Canceled	23%	23%	31%	35%									
<b>Driver Statistics</b>													
Total Active Drivers	23	23	23	23									23
Goal by 6/30/24 (Volunteer Drivers)	20	20	20	20	20	20	20	20	20	20	20	20	
New Drivers	2	0	0	0									1
Unduplicated Drivers this Month	14	16	13	12									14

\* Goal based on 5 vehicles



## MOVE Board of Directors Travel Training & Outreach Monthly Report FY 2023-2024

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	YTD
<b>TRAVEL TRAINING</b>													
Successful Completion	33	15	8	9									65
<b>CLIENT Profile</b>													
DAL: Increase Referrals for People with Disabilities	12	12	12	12	12	12	12	12	12	12	12	12	144
Person with Disabilities	1	0	0	2	0								3
Senior 60+	0	0	0	0	0								0
English as Second Language	32	8	8	7									55
StanRTA-area Client	33	8	5	1									47
Turlock-area Client	0	0	3	3	0								21
<b>EDUCATION &amp; OUTREACH</b>													
GOAL: Outreach to Senior, Day, School Programs	5	5	5	5	5	5	5	5	5	5	5	5	60
<b>TOTAL Events/Presentations/Agency Contacts</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>								<b>10</b>
Senior 60+	4	3	2	0	0								9
Day Program	0	0	0	0	0								0
School Transition Program	0	0	0	0	0								0
Other	2	1	1	0	0								4



## MOVE Board of Directors PASS Monthly Report FY 2024-2025

	Jul-24 Free Fare	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24 Free Fare	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	YTD
<b>PROGRAM STATISTICS</b>													
MOVE	0	137	137	137									
ADA Direct Ticket Funding	0	555	445	451									
Downtown Street Team	0	0	100	100									0
CalPride Stanislaus	0	356	100	100									
Oakdale Family Center for Human Service	0	0	0	0									
Salvation Army	0	200	250	300									
<b>GOAL: Increase Recipients by 50 per month</b>	0	50	50	50	50	0	50	50	50	50	50	50	500
Total Tickets Provided	0	1248	1563	1474									
<b>Total Actual PASS Expenditure</b>	\$0.00	\$1,584.50	\$2,595.00	\$2,710.00									
<b>Budgeted Expenditure</b>	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
Average Cost per Client	\$0.00	\$2.84	\$2.03	\$1.67									