



LUZERNE COUNTY TRANSPORTATION AUTHORITY
MANAGEMENT RIDERSHIP REPORTING DIRECTIVE TO DRIVERS

Date: 1/1/14

To: All Drivers and Operations Staff

From: Stanley Strelish, Executive Director

At the directive of PennDOT, the LCTA has implemented an updated policy on ridership reporting verification effective immediately, January 1st, 2014.

1. Accidental farebox entries and farebox equipment failures must be reported by drivers to dispatch the same day such incidents occur.
2. Management will be conducting periodic reviews of passenger counts reported from fareboxes and comparing those to on-board video and/or periodic ride checks.
3. Any discrepancy between the farebox passenger counts and on-board monitoring will be reviewed with individual drivers.
4. Drivers who have unresolved or inexplicable discrepancies will be subject to LCTA's progressive discipline policy.

Agencies that fail to implement this directive will not have their annual passenger counts certified. PennDOT will not award annual operating grants without such certification.

The signed copy of this policy will become part of your permanent employee file.

I ACKNOWLEDGE RECEIPT OF THIS POLICY.

Employee Name

Signed

Date