



City of Franklin

Mailing Address:
109 3rd Ave S
Franklin, TN 37064
(615) 791-3217

Meeting Agenda

Franklin Transit Authority

Tuesday, August 4, 2026

4:00 PM

Eastern Flank Event Facility

MEETING LOCATION

Eastern Flank Event Facility
1368 Eastern Flank Circle

Notice is hereby given that a meeting of the Franklin Transit Authority will be held on the date and time listed above. You may call 615.791.3212 for additional information. For accommodations due to disabilities or other special arrangements, please contact the Human Resources Department at 615.791.3216 at least 24 hours prior to the meeting. Accommodations have been made to ensure that the public is able to view the meeting. The public may view the meeting by attending in person at the meeting location.

CALL TO ORDER

CITIZEN COMMENTS

APPROVAL OF MINUTES

1. Consideration Of Approval Of Minutes

OLD BUSINESS

NEW BUSINESS

2. Consideration Of Financial Report
3. Consideration Of Grants And Funding Report
4. Consideration Of Transit And VanStar Statistics Report
5. Consideration Of Resources And Opportunities Report
6. Consideration Of Outreach And Marketing Report
7. Consideration Of Contractor Monitor Report
8. Consideration Of Equipment Report
9. Consideration Of Resolution 2026-33 To Adopt The 2026 Transit Master Plan BAI 8-4-26A
10. Acknowledgment Of Amendment to COF Contract No. 2024-0302 BAI 8-4-26B
11. Consideration of Updates to Franklin Transit Authority Transportation Safety Plan BAI 8-4-26C

12. Consideration of TAM Plan Performance Measures Targets BAI 8-4-26D
13. Consideration of Updated Drug and Alcohol Testing Policy BAI 8-4-26E
14. Acknowledgment of Procurement and Purchasing of Transit Vehicles BAI 8-4-26F

OTHER BUSINESS

15. City Staff Report
16. Report Of TMA President/CEO
17. Chairman's Report

ADJOURN

Anyone needing accommodations due to disabilities please contact the ADA Coordinator at 615-791-3277 at least 24 hours prior to the meeting.



**FRANKLIN TRANSIT AUTHORITY
MINUTES OF BOARD MEETING
Tuesday, June 2, 2026; 4:00 P.M.**

The Franklin Transit Authority met on Tuesday, June 2, 2026, at 4:00 P.M., at the Eastern Flank Event Facility in Franklin, TN.

Members Present

Scotty Bernick	Debbie Henry, The TMA Group	Bill Squires, City of Franklin
Eric McElroy	Kelly Bair, The TMA Group	David Chang, City of Franklin
Deanna Lambert	Stanton Higgs, The TMA Group	Joel Aguilera, City of Franklin
Doris McMillan	Sharmila Patel, The TMA Group	Andrew Orr, City of Franklin
John Schroer	Max Baker, City of Franklin	
Leya White	Emily Hunter Wright, COF	

CALL TO ORDER

Chairman John Schroer welcomed everyone and called the meeting to order. He confirmed a quorum was present.

CITIZEN COMMENTS

There were no citizen comments

APPROVAL OF MINUTES

There were no questions or comments made regarding the April 2026 Authority minutes. Mr. Eric McElroy made a motion for approval of the FTA minutes. Ms. Leya White seconded the motion, and the Authority voted unanimously to approve.

NEW BUSINESS

Moving Agenda Items

Mr. McElroy made a motion to move items 11, 12, and 13 to discuss first. Ms. White seconded the motion, and the Authority voted unanimously to approve.

Acknowledgment of Franklin Transit Authority Procurement Policy Manual

Ms. Sharmila Patel explained that the Franklin Transit Authority Procurement Policy manual has been updated utilizing TDOT's procurement policy template. Ms. White made a motion to approve adoption of the manual. Mr. Scotty Bernick seconded the motion, and it was approved unanimously.

Consideration of Continuation of FREE Lunchtime Shuttle Service

At the February meeting, the Authority made the decision to continue the lunchtime shuttle service through June 30, 2026. Authority members reviewed the passenger numbers provided in their packets. Chairman Schroer made a motion to extend the lunch shuttle service through

December 31, and the Authority would review the data and vote at the December meeting. Ms. Doris McMillan seconded the motion, and the Authority voted unanimously to approve.

Acknowledgment of Amendment to COF Contract No. 2024-0302

Mr. Max Baker explained that the Authority's contract with Benesch is set to end on July 1, 2026. An amendment will extend the project schedule through October 6, 2026, to accommodate the adoption schedule. Ms. Deanna Lambert made a motion to approve adoption of the manual. Mr. McElroy seconded the motion, and it was approved unanimously.

Consideration of Financial Report

Dr. Kelly Bair shared the FY26 financial report through February 28—transit is still tracking well to the budget and pointed out line items that were higher than originally budgeted as a result of the pilot lunch shuttle (salaries/benefits and marketing), the City's insurance requirements, and the new fleet facility (security and equipment).

Consideration of Grants and Funding Report

Ms. Sharmila Patel shared an update on the status of current FTA and CMAQ grants for Franklin Transit Authority and Williamson County (a subrecipient). Items of note included the award of two new CMAQ grants for Franklin Transit and the subrecipient, Williamson County vanpool.

Consideration of Transit and VanStar Operating Statistics Report

Mr. Stanton Higgs shared the transit report and discussed ridership numbers through April. April ridership reached 10,110 passenger trips — the highest monthly total since December — driven by a strong return of Special Event service and continued TODD demand. He also shared news about an incident involving a long-time transit rider who fell out of his wheelchair. Mr. Higgs shared the VanStar report and emphasized the key performance highlights.

Consideration of Resources and Opportunities Report

Ms. Henry shared information about Franklin Transit's participation in the City's Touch a Truck event; with TDOT at the Seniors Food for Thought event; and the Taco about Transit event held at the transit center to support the transit master plan. The Tweens and Teens program has launched for the summer.

Consideration of Outreach and Marketing Report

Ms. Henry discussed Franklin Transit's social media presence and highlighted some successful posts and the use of influencers. Franklin Transit is once again featured in TMA Group's bi-monthly e-newsletter, In Motion.

Consideration of Contract Monitor Report

Chairman Schroer shared the news that Christiana Dunn had accepted a new position within state government. Mr. Baker indicated that the contract monitor position has been posted by the City and then reviewed the relevant items from the contractor monitoring report.

Ms. White made a motion to accept the reports presented, and Mr. McElroy seconded the motion, which then passed unanimously.

Update on City of Franklin Parking Study

The City (in partnership with Walker Consultants and STV) is conducting a parking study to identify opportunities to improve parking access, operations, and the overall experience for residents, businesses, and visitors in Central Franklin. The City has a website and an online survey to gather public input. The online survey is now open and available until July 10. Meeting participants were able to engage in an interactive exercise and learn about focus areas.

Update on Transit Master Plan

Mr. Wally Blain of Benesch provided an update on the transit master plan, focusing on recommendations in the five categories: Outreach and Communications Improvements; Planning and Policy Development; Capital and Technology Improvements; Transparency and Performance Monitoring; and Service Improvements. He pointed out that there was public agreement with the recommendations and shared the financial plan.

ADJOURN

Chairman Schroer made a motion to adjourn, Mr. McElroy seconded the motion, and it passed unanimously.

The meeting adjourned at 5:10 PM. The next regularly scheduled meeting will be Tuesday, August 4 at 4:00 PM in the Eastern Flank Event Facility.

John Schroer, Chairman

The TMA Group
Statement of Financial Position
May 31, 2026

ASSETS

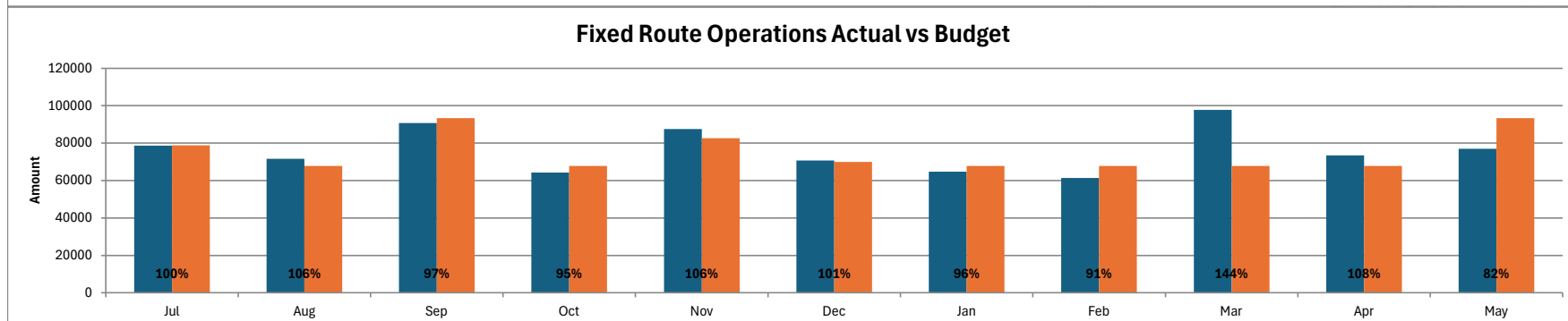
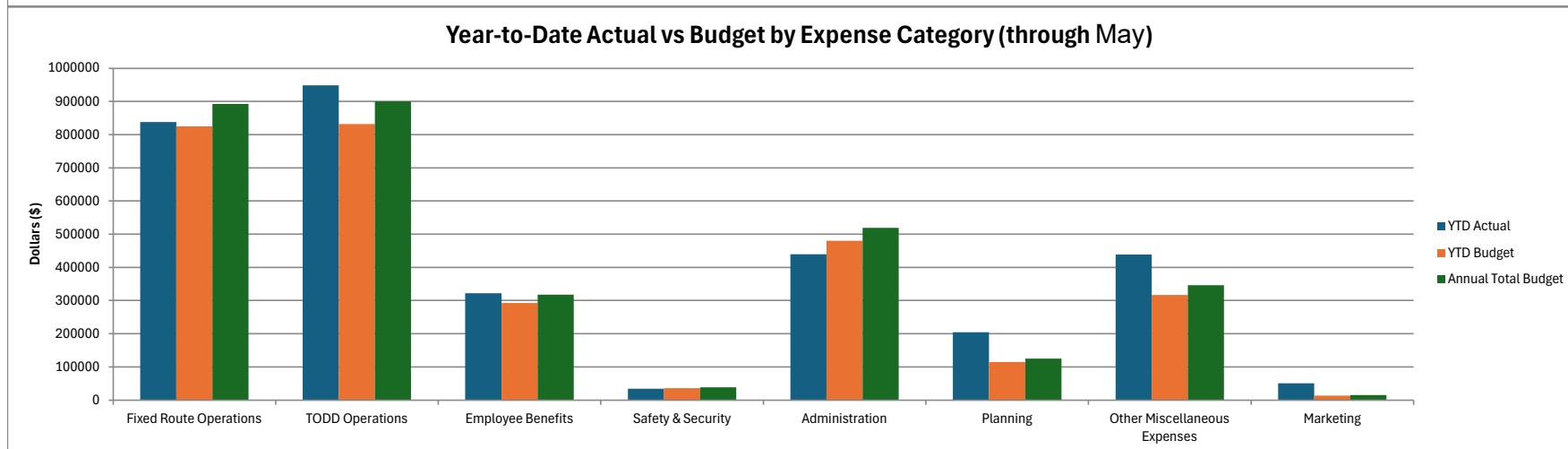
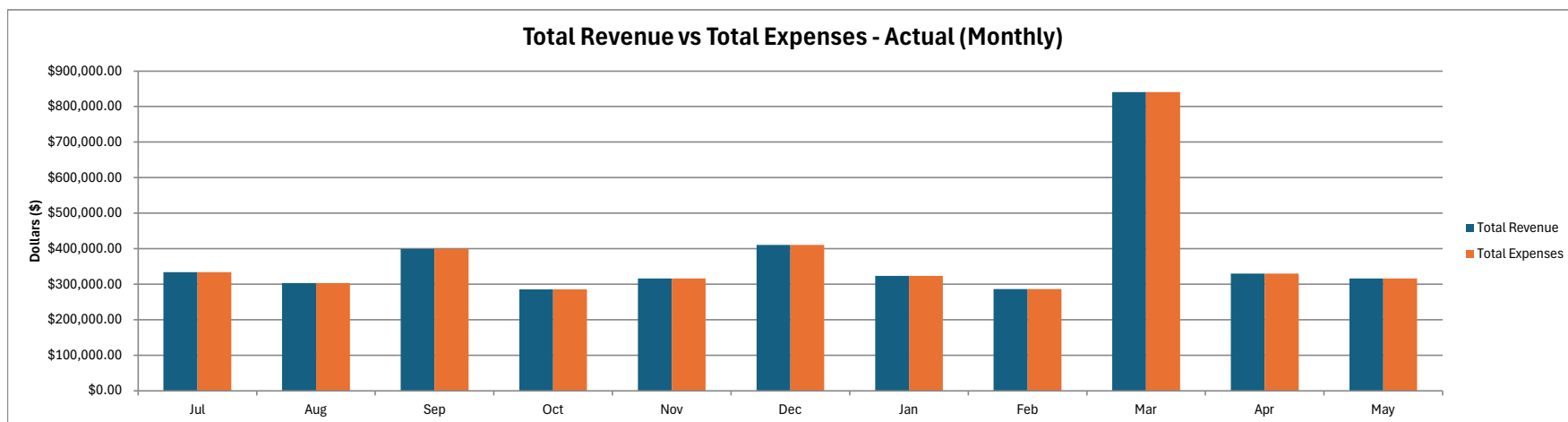
Current Assets		
Pinnacle Bank - COF Transit	\$	299.02
Receivables - Federal		382,328.00
Receivables - State		90,426.00
Receivables Other - Transit		<u>900.00</u>
Total Current Assets		<u>473,953.02</u>
Total Assets	\$	<u><u>473,953.02</u></u>

LIABILITIES AND NET ASSETS

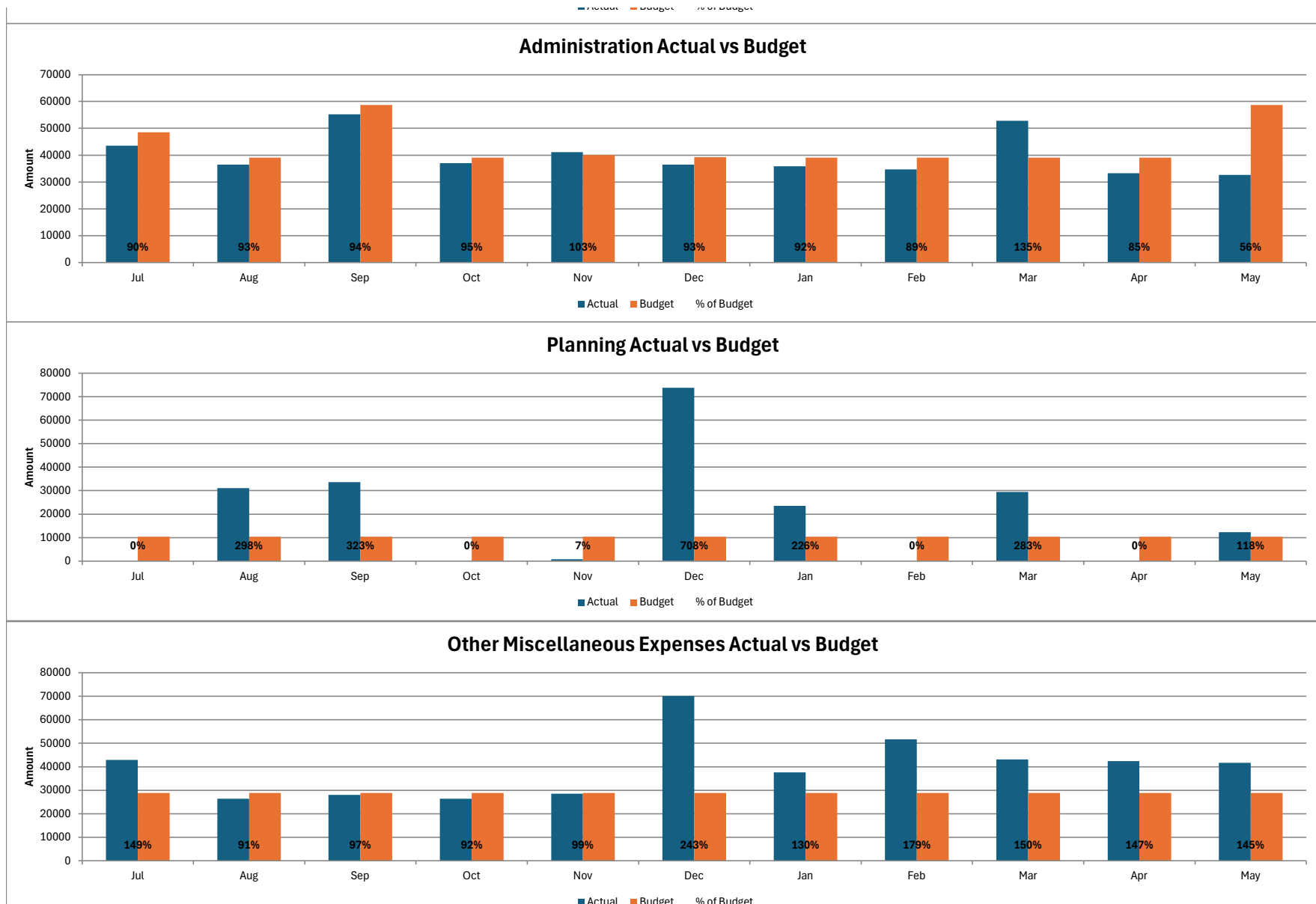
Current Liabilities		
Accrued Revenue Due to Transit	\$	<u>473,953.02</u>
Total Current Liabilities		<u>473,953.02</u>
Total Liabilities & Net Assets	\$	<u><u>473,953.02</u></u>

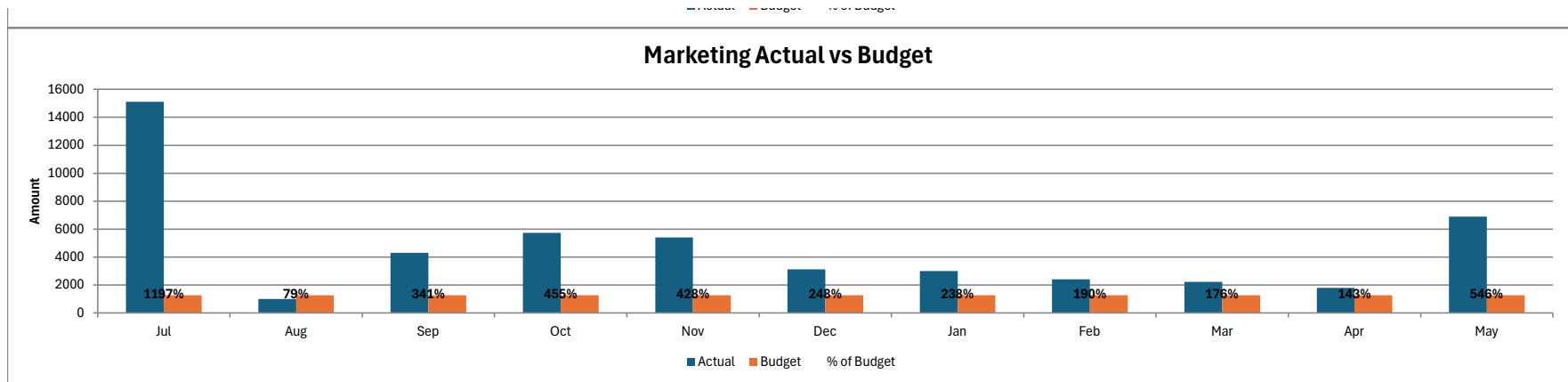
The TMA Group
Statement of Activities
Franklin Transit Authority
For the Eleven Months Ending May 31, 2026

	Month Actual	Month Budget	YTD Actual	YTD Budget	Total Budget	Percentage YTD Actual to Budget
Revenues						
Fixed Route Fares	\$ 1,365.70	\$ 2,333.33	\$ 22,756.50	\$ 25,666.63	28,000.00	81.27
TODD Fares	2,606.50	3,333.33	48,436.50	36,666.63	40,000.00	121.09
Special Event Fares	150.00	2,416.67	17,964.00	26,583.37	29,000.00	61.94
Local Operating (General Fund)	135,305.40	163,636.87	1,427,850.96	1,297,561.91	1,461,745.75	97.68
State Funds	2,277.00	6,047.00	421,868.00	439,939.00	445,988.00	94.59
Federal Funds	173,306.00	238,452.00	2,164,130.00	2,029,130.00	2,179,544.00	99.29
Other Funding	800.00	2,300.00	38,558.18	25,400.00	27,700.00	139.20
Total Revenues	315,810.60	418,519.20	4,141,564.14	3,880,947.54	4,211,977.75	98.33
Direct Cost of Program						
Labor & Fringe	183,638.29	261,376.04	2,251,321.86	2,156,186.46	2,330,497.35	96.60
Services	68,875.85	62,201.83	807,503.33	680,402.98	742,180.63	108.80
Fuel	21,398.32	14,808.34	170,814.51	162,891.74	177,700.00	96.13
Supplies	1,225.95	1,123.56	11,277.78	12,359.16	13,482.66	83.65
Utilities	4,802.30	3,166.27	47,872.99	34,828.97	37,995.20	126.00
Casualty & Liability	20,911.71	20,815.02	267,466.87	228,965.22	249,780.07	107.08
Other Miscellaneous Expenses	14,958.18	9,160.57	166,858.72	100,766.27	109,926.84	151.79
Capital Equipment	0.00	45,867.92	418,448.08	504,547.12	550,415.00	76.02
Total Direct Cost of Program	315,810.60	418,519.55	4,141,564.14	3,880,947.92	4,211,977.75	98.33
Net Difference - Operations	\$ 0.00 (\$ 0.35)	\$ 0.00 (\$ 0.38)	\$ 0.00 (\$ 0.38)	\$ 0.00	\$ 0.00	0.00
Detail of Federal and State Funding						
Federal Operating Assistance	\$ 126,741.00	\$ 159,508.00	\$ 1,208,059.00	\$ 1,158,841.00	1,230,308.00	98.19
Federal Planning	9,871.00	8,333.00	163,632.00	91,666.00	100,000.00	163.63
Federal CARES Act	0.00	0.00	3,370.00	0.00	0.00	0.00
Federal Preventative Maintenance	28,334.00	30,567.00	345,012.00	336,229.00	366,796.00	94.06
Federal Capital Expenditures	0.00	36,694.00	334,758.00	403,637.00	440,332.00	76.02
Federal Software	522.00	667.00	8,912.00	7,333.00	8,000.00	111.40
Federal Bus Surveillance	238.00	0.00	27,954.00	1,904.00	1,904.00	1,468.17
Federal Rent Assistance	7,600.00	2,683.00	72,433.00	29,520.00	32,204.00	224.92
State Operating Assistance	0.00	0.00	346,795.00	373,184.00	373,184.00	92.93
State Planning	1,233.00	1,042.00	20,451.00	11,458.00	12,500.00	163.61
State Capital Expenditures	0.00	4,587.00	41,843.00	50,454.00	55,041.00	76.02
State Software	65.00	83.00	1,109.00	916.00	1,000.00	110.90
State Bus Surveillance	29.00	0.00	2,617.00	238.00	238.00	1,099.58
State Rent Assistance	950.00	335.00	9,053.00	3,689.00	4,025.00	224.92
Total Federal and State Funding	\$ 175,583.00	\$ 244,499.00	\$ 2,585,998.00	\$ 2,469,069.00	2,625,532.00	98.49









The TMA Group
Statement of Activities
Franklin Transit Authority
For the Eleven Months Ending May 31, 2026

	Month Actual	Month Budget	YTD Actual	YTD Budget	Total Budget
Revenues					
COF Transit Operating	\$ 134,071.25	\$ 159,508.31	\$ 1,365,545.64	\$ 1,252,146.47	1,412,203.75
Fares	4,122.20	8,083.33	89,157.00	88,916.63	97,000.00
Other Revenues	800.00	800.00	38,558.18	8,900.00	9,700.00
State Funding	1,045.00	418.00	359,576.00	378,027.00	378,447.00
Federal Funding	163,434.00	193,425.00	1,665,739.00	1,533,827.00	1,639,212.00
Total Revenues	303,472.45	362,234.64	3,518,575.82	3,261,817.10	3,536,562.75
Direct Cost of Program					
Salaries & Wages - Admin	21,155.13	39,697.46	296,307.21	326,054.40	352,519.36
Salaries & Wages Transit Operations	29,290.65	41,594.50	350,396.39	345,646.08	373,375.71
Salaries & Wages - Drivers	84,493.33	125,033.45	1,119,694.61	1,038,785.00	1,122,140.60
Taxes & Benefits - Transit Admin	3,581.12	5,683.03	44,902.05	46,112.60	49,901.29
Taxes & Benefits - Transit Operations	7,477.25	9,904.62	80,676.89	80,222.49	86,825.48
Taxes & Benefits - Drivers	37,553.03	39,212.98	356,397.75	316,615.89	342,734.91
Uniforms	87.78	250.00	2,946.96	2,750.00	3,000.00
Professional Services	9,790.86	5,323.05	53,218.73	58,553.55	63,876.57
Transit Building Maintenance	3,233.98	2,666.67	33,512.30	29,333.37	32,000.00
Transit Vehicle Maintenance	25,482.00	30,291.67	322,738.75	333,208.37	363,500.00
Transit Center Cleaning	1,900.00	2,083.33	22,460.00	22,916.63	25,000.00
Transit Safety	0.00	1,250.00	1,193.15	13,750.00	15,000.00
IT Support	5,684.36	4,464.64	53,078.30	49,111.04	53,575.70
Software Licensing Expenses	653.00	833.33	11,140.58	9,166.63	10,000.00
Transit Security	0.00	1,666.67	29,673.07	18,333.37	20,000.00
Transit Surveillance	296.65	316.67	3,263.15	3,483.37	3,800.00
Legal Fees	0.00	20.83	1,820.00	229.13	250.00
Transit-DAM Compliance	620.00	333.33	3,670.08	3,666.63	4,000.00
Payroll Fees	1,988.88	1,272.47	16,201.79	10,180.02	11,028.36
Transit Fuel & Lubricants	21,398.32	14,808.34	170,814.51	162,891.74	177,700.00
Postage and Supplies	1,225.95	1,123.56	11,277.78	12,359.16	13,482.66
Utilities	4,802.30	3,166.27	47,872.99	34,828.97	37,995.20
Trolley Insurance	17,125.70	15,974.42	177,726.22	175,718.62	191,693.00
Transit General Liability	1,359.74	1,600.42	15,935.37	17,604.62	19,205.00
Payouts for Insured Liab Damag	0.00	766.67	19,382.85	8,433.37	9,200.00
Errors & Omissions Liability	946.32	1,125.00	10,409.52	12,375.00	13,500.00
Insurance General Office & D&O	1,479.95	1,348.51	44,012.91	14,833.61	16,182.07
Vehicle Licensing & Registrati	0.00	0.00	63.69	0.00	0.00
Dues and Subscriptions	1,655.94	1,949.69	30,075.14	21,446.59	23,396.28
Meetings	0.00	0.00	459.32	0.00	0.00
Travel and Training	130.27	673.88	5,677.41	7,412.68	8,086.56
Equipment - Other	725.22	82.02	10,637.55	902.22	984.20
Bank Fees	44.64	37.50	620.42	412.50	450.00
Marketing & Advertising	6,887.97	1,262.50	50,993.19	13,887.50	15,150.00
Office Rent	10,512.39	3,900.14	98,955.03	42,901.54	46,801.70
Equipment Lease	557.50	508.33	4,538.16	5,591.63	6,100.00

The TMA Group
Statement of Activities
Franklin Transit Authority
For the Eleven Months Ending May 31, 2026

	Month Actual	Month Budget	YTD Actual	YTD Budget	Total Budget
Equipment Usage (Depreciation)	1,332.22	2,009.01	15,562.70	22,099.11	24,108.10
ADA Expenditures	0.00	0.00	269.30	0.00	0.00
Total Direct Cost of Program	303,472.45	362,234.96	3,518,575.82	3,261,817.43	3,536,562.75
Net Difference - Operations	\$ 0.00	(\$ 0.32)	\$ 0.00	(\$ 0.33)	0.00
Planning					
Federal Planning	\$ 9,871.00	\$ 8,333.00	\$ 163,632.00	\$ 91,666.00	100,000.00
State Planning	1,233.00	1,042.00	20,451.00	11,458.00	12,500.00
COF Planning Cost Share	1,234.15	1,041.66	20,457.24	11,459.34	12,500.00
Total Planning Revenues	12,338.15	10,416.66	204,540.24	114,583.34	125,000.00
Planning Costs					
Planning/Transit	12,338.15	10,416.67	204,541.66	114,583.37	125,000.00
Zero Emission Study Match	0.00	0.00	(1.42)	0.00	0.00
Net Difference - Planning	\$ 0.00	(\$ 0.01)	\$ 0.00	(\$ 0.03)	0.00
Equipment					
Federal Capital Expenditures	\$ 0.00	\$ 36,694.00	\$ 334,758.00	\$ 403,637.00	440,332.00
State Capital Expenditures	0.00	4,587.00	41,843.00	50,454.00	55,041.00
COF Capital Cost Share	0.00	3,086.90	41,847.08	33,956.10	37,042.00
Sale of Surpls Asset	0.00	1,500.00	0.00	16,500.00	18,000.00
Total Equipment Revenues	0.00	45,867.90	418,448.08	504,547.10	550,415.00
Equipment Costs					
Equipment - Transit	0.00	45,867.92	418,448.08	504,547.12	550,415.00
Net Difference - Equipment	\$ 0.00	(\$ 0.02)	\$ 0.00	(\$ 0.02)	0.00



The TMA Group negotiates on behalf of the Franklin Transit Authority and Williamson County vanpool with Nashville MTA and RTA for the distribution of Federal Transit Administration (FTA) Section 5307 grant funding made available to the Nashville-Davidson Urbanized Area (UZA).

Current Federal Transit Administration Grant Balances as of May 12, 2026

Funding Source	Grant Number	FTA Transit	FTA - Williamson Passthrough - Vanpool	Uses	TIP ID	UPWP Study
5307	TN-90-X384-00	\$101,446.00	\$0	Preventive Maintenance	2015-65-075	
5307	TN-90-X352-00	\$9053.00	\$0	Preventive Maintenance	2015-65-075	
5307	TN-2019-021-00	\$848,991.00	\$10.00	Shelters, Security, Support Software/ Equipment, Bus	2015-65-060	
5307	TN-2020-008-00	\$23,513.00	\$520,000.00	Security, Vanpool Vehicles	2019-65-128; 2015-65-075	
5307 CARES Act	TN-2020-018-00	\$2.00	\$740.00	Vanpool Operating Assistance	N/A	
5307	TN-2022-031-00	\$121,706.00	\$475,165.00	Planning, Security, Rent (WC: Operating Assistance and Planning)	2019-65-128; 2019-65-131; 2019-65-129; 2019-65-130	Franklin Transit Authority: Transit Master Plan AND Williamson County Vanpool: Transit Demand Management (TDM) Strategies Study AND Williamson County Vanpool/TMA Group: Coordination/Planning for Transportation Service Gaps Study
5307	TN-2023-037-00	\$712,264.00	\$325,165.00	Operating, Security, (WC: Operating Assistance)	2015-65-060; 2018-65-056; 2019-65-128	
5307 ARP	TN-2022-027-00	\$2,359.00	\$2.00	Security	N/A	
5307	TN-2024-031-00	\$1,425,460.00	\$0	Microtransit: Operating Assistance and Hardware/Software	2022-65-154	
5307	TN-2024-024-00	\$643,953.00	\$465,447.00	PM, Security, Safety, Support Vehicle, Training	2011-65-016; 2015-65-060;	

				(WC: Operating Assistance and Security)	2018-65-056; 2019-65-128	
5307	TN-2025-018-00	\$4,359,093.00	\$600,202.00	Operating, PM, Security, Safety, Rolling Stock, Capital for ZEB, Planning (WC: Operating Assistance and Security)	2018-65-056; 2011-65-016; 2015-65-060; 2019-65-128; 2019-65-129	Franklin Transit Authority: Transit Master Plan
5307	TN-2025-016-00	\$737,377.00	\$983,140.00	Preventive Maintenance (WC: Replacement Vans)	2011-65-016; 2015-65-075	
5307	TN-2026-017-00	\$3,304,543.00	\$1,899,798.00	Operating, PM, Planning, Security, Rent (WC: Operating Assistance Security, Mobility Mgt.)	2018-65-056; 2011-65-016; 2015-65-060; 2019-65-128; 2019-65-129 2014-85-014	Franklin Transit Authority: Transit Master Plan
CMAQ			\$2,754,035.25	Vanpool Post-Pandemic Initiative	2022-65-157	

Grant and Procurement Updates:

- Budget Revisions have been approved for grants TN-90-X384-00 and TN-90-X352-00 to move all remaining funds to preventive maintenance.
- The annual FFY2026 application for Franklin Transit Authority and Williamson County vanpool has been approved and will be available for use.
- Award TN-2017-020 has been closed out.
- The three new buses are all in service, currently operating on fixed routes.
- TDOT's Congestion Mitigation and Air Quality (CMAQ) Improvement Program awarded funds for Franklin Transit and Williamson County Vanpool. The Franklin Transit Historic Trolley Repower & Restoration Program is for \$160,000 with a 20% local match. The TMA Group Hybrid Vanpool Fleet Replacement (5) & Expansion (5) Program is for \$332,000 with a 10% state and 10% local match. These have been included in the TIP, and the next step is to ask TDOT to flex the funds over to the Federal Transit Administration.

FRANKLIN TRANSIT AUTHORITY

Board Report — July 2026

Reporting Period: May & June 2026

RIDERSHIP REPORT — May & June 2026

May 2026 Passenger Trips

Service	Passenger Trips
Blue Fixed Route	1,255
Red Fixed Route	1,610
Fixed Route Subtotal	2,865
Lunch Shuttle (Fixed)	91
Special Events	—
TODD (Demand Response)	2,809
MAY TOTAL	5,765

June 2026 Passenger Trips

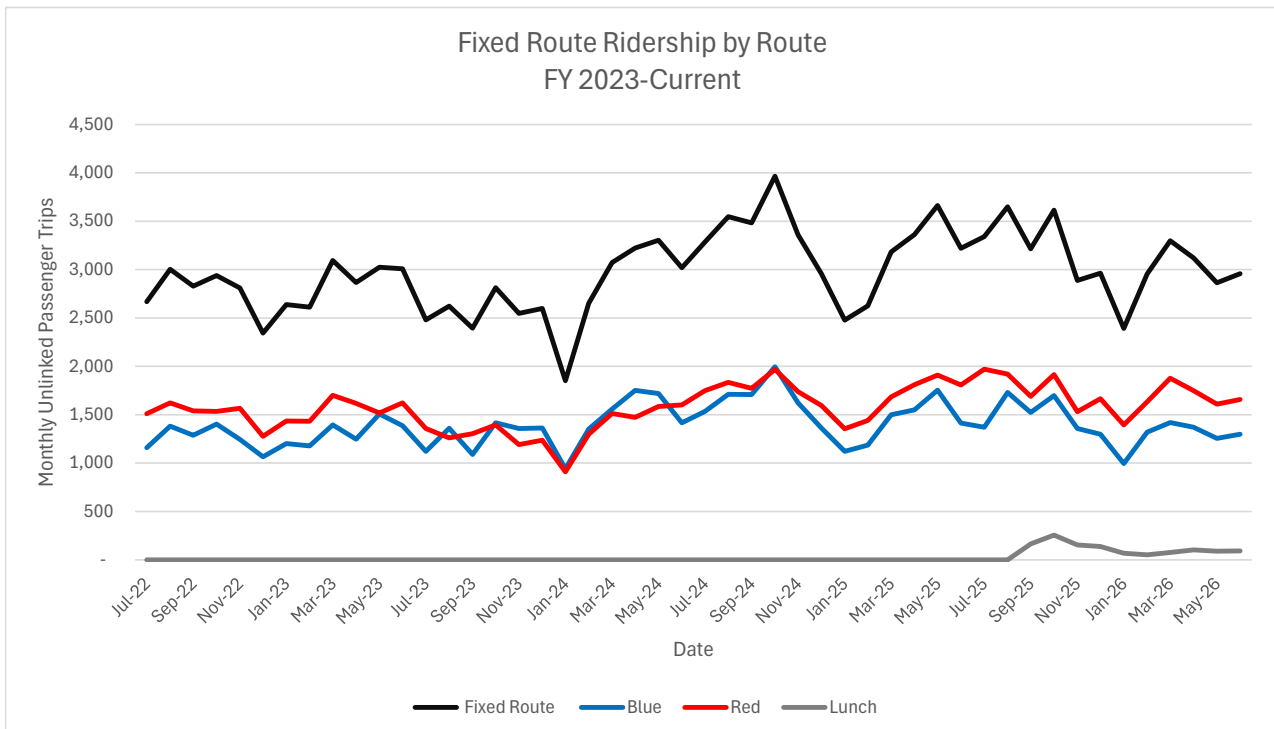
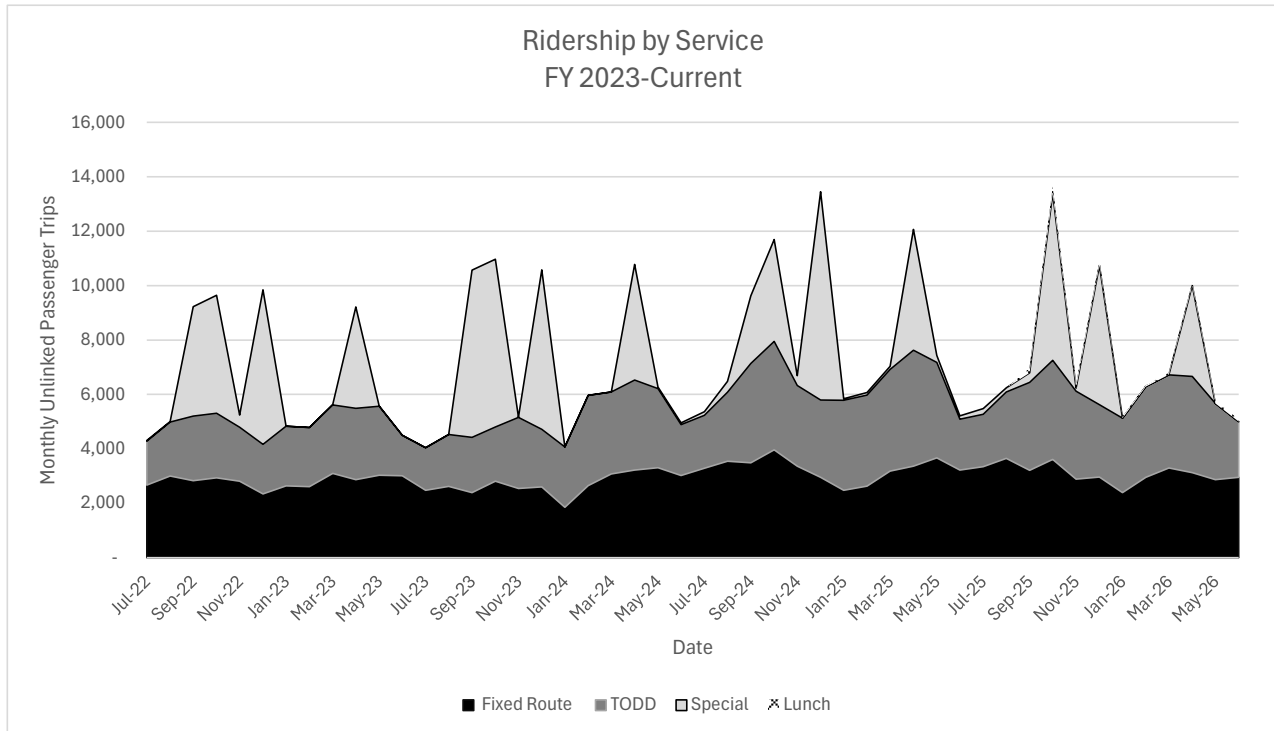
Service	Passenger Trips
Blue Fixed Route	1,299
Red Fixed Route	1,659
Fixed Route Subtotal	2,958
Lunch Shuttle (Fixed)	93
Special Events	4
TODD (Demand Response)	2,038
JUNE TOTAL	5,093

Analysis: Combined May and June ridership totaled 10,858 passenger trips. TODD Demand Response led May at 2,809 trips (48.7% of monthly ridership). June TODD moderated to 2,038 trips while the Red Route held steady at 1,659. Both months reflect typical late-spring and early-summer patterns with no major Special Events activity.

Franklin Transit Operating Statistics

Average Ridership by Service (FY23-Current)					
	Total	Fixed Route	TODD	Special	Lunch*
Monthly	7,243	2,975	2,655	1,587	120
Daily	279	114	102	61	7

Average Ridership by Route (FY23-Current)				
	Fixed Route	Red	Blue	Lunch*
Monthly	2,975	1,579	1,396	120
Daily	114	61	54	7



* Lunch shuttle in operation for 12 days in September

FISCAL YEAR 2026 — FULL YEAR SUMMARY (July 2025 – June 2026)

Service	Jul–Apr (10 mo.)	May	June	FY2026 Total
Fixed Routes (Blue + Red)	31,375	2,865	2,958	37,198
TODD (Demand Response)	30,807	2,809	2,038	35,654
Lunch Shuttle	1,045	91	93	1,229
Special Events	15,477	0	4	15,481
TOTAL	78,704	5,765	5,093	89,562

Monthly Ridership Trend — FY2026 Full Year

Month	Blue	Red	Lunch	Special	TODD	Total
Jul	1,371	1,970	—	208	1,927	5,476
Aug	1,672	1,867	—	139	2,409	6,087
Sep	1,685	1,763	198	634	3,669	7,949
Oct	1,699	1,915	258	6,137	3,642	13,651
Nov	1,358	1,531	155	118	3,228	6,390
Dec	1,277	1,619	139	5,112	2,638	10,785
Jan	996	1,396	65	3	2,735	5,195
Feb	1,315	1,635	51	5	3,330	6,336
Mar	1,419	1,879	76	4	3,422	6,800
Apr	1,372	1,750	103	3,348	3,753	10,326
May	1,255	1,610	91	—	2,809	5,765
Jun	1,299	1,659	93	4	2,038	5,093
FY26	16,718	20,594	1,229	15,712*	35,600	89,853

* October (Pilgrimage Festival: 6,137 trips) and April (3,348 trips) were the peak Special Events months. TODD led all service categories for FY2026 at 35,600 trips — 39.7% of annual ridership.

FY2025 vs. FY2026 — FULL YEAR RIDERSHIP COMPARISON

Complete twelve-month comparison using sourced data for both fiscal years (July–June).

Month	FY2025	FY2026	Change
July	5,491	5,476	-0.3%
August	6,583	6,087	-7.5%
September	9,823	7,949	-19.1%
October	11,837	13,651	+15.3%
November	6,806	6,390	-6.1%
December	13,589	10,785	-20.6%
January	6,196	5,195	-16.2%
February	6,168	6,336	+2.7%
March	8,253	6,800	-17.6%
April	12,236	10,326	-15.6%
May	7,606	5,765	-24.2%
June	5,409	5,093	-5.8%
Full Year Total	99,997	89,853	-10.1%

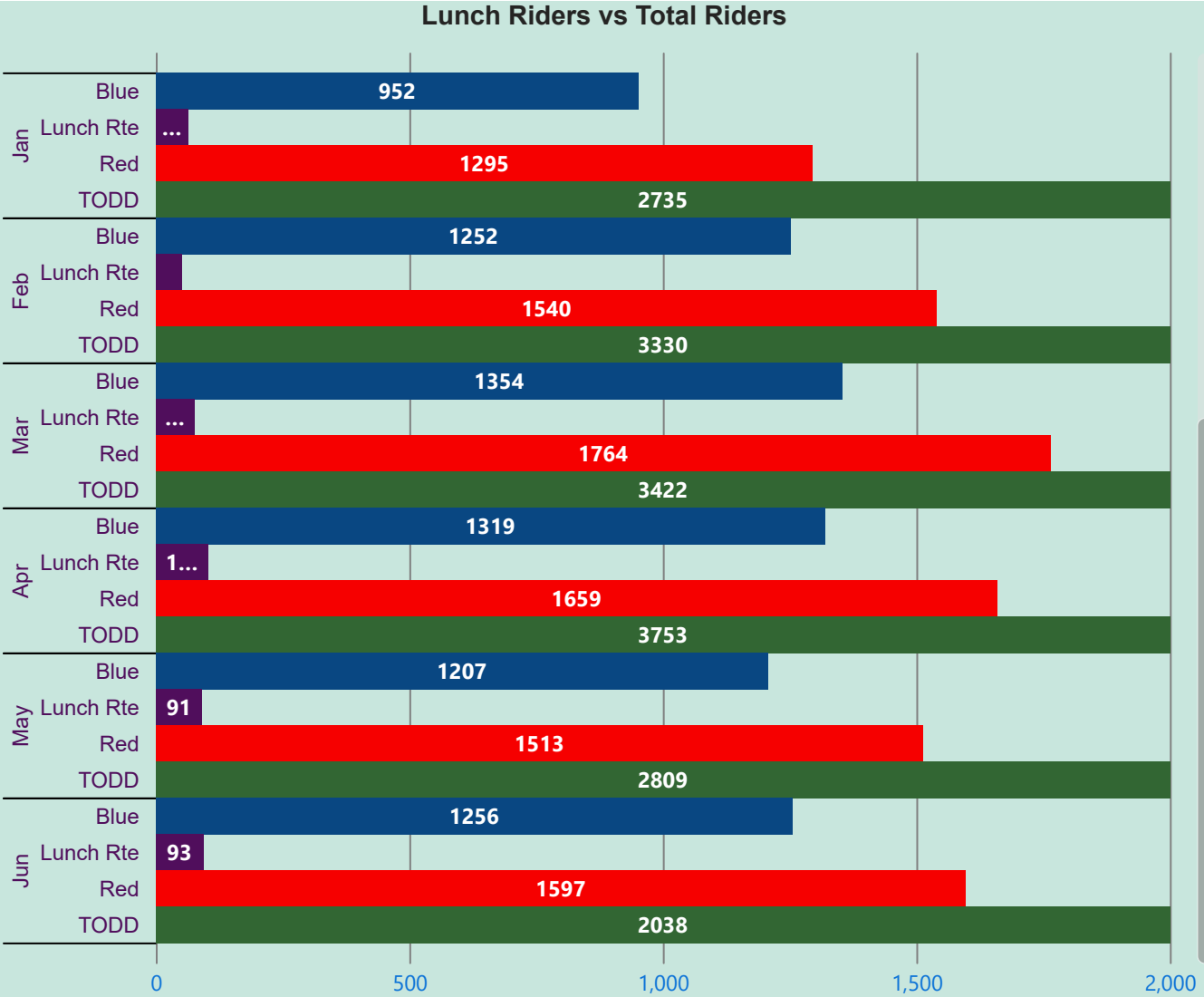
Context: FY2026 finished 10.1% below FY2025. October (+15.3%) and February (+2.7%) were the only months FY2026 outperformed FY2025. The largest gaps were December (-2,804), May (-1,841), and April (-1,910), all driven by lower Special Events activity than the prior year. Core fixed-route and TODD service remained broadly stable year over year.

FY2025 vs. FY2026 — Monthly Ridership Chart

Month	FY2025	FY2026
Jul	5,491	5,476
Aug	6,583	6,087
Sep	9,823	7,949
Oct	11,837	13,651
Nov	6,806	6,390
Dec	13,589	10,785
Jan	6,196	5,195
Feb	6,168	6,336
Mar	8,253	6,800
Apr	12,236	10,326
May	7,606	5,765
Jun	5,409	5,093

RideDATE	TYPE	ROUTE	CATEGORY	RIDERS	NOTES	REQUESTED BY
5/18/2026	Special	Lunch Rte	Lunch	3		FTA
5/21/2026	Special	Lunch Rte	Lunch	2		FTA
5/26/2026	Special	Lunch Rte	Lunch	2		FTA
5/27/2026	Special	Lunch Rte	Lunch	24		FTA
5/28/2026	Special	Lunch Rte	Lunch	22		FTA
5/29/2026	Special	Lunch Rte	Lunch	2		FTA
6/2/2026	Special	Lunch Rte	Lunch	6		FTA
6/3/2026	Special	Lunch Rte	Lunch	2		FTA
6/4/2026	Special	Lunch Rte	Lunch	3		FTA
6/5/2026	Special	Lunch Rte	Lunch	16		FTA
6/5/2026	Special	Special	Special	4	Art Crawl	ART COUNCIL
6/8/2026	Special	Lunch Rte	Lunch	2		FTA
6/9/2026	Special	Lunch Rte	Lunch	4		FTA
6/11/2026	Special	Lunch Rte	Lunch	11		FTA
6/12/2026	Special	Lunch Rte	Lunch	6		FTA
6/16/2026	Special	Lunch Rte	Lunch	20		FTA
6/17/2026	Special	Lunch Rte	Lunch	2		FTA
6/18/2026	Special	Lunch Rte	Lunch	4		FTA
6/23/2026	Special	Lunch Rte	Lunch	2		FTA
6/24/2026	Special	Lunch Rte	Lunch	10		FTA
6/26/2026	Special	Lunch Rte	Lunch	5		FTA
7/2/2026	Special	Lunch Rte	Lunch	4		FTA
7/3/2026	Special	Lunch Rte	Lunch	8		FTA
7/3/2026	Special	Special	Special	5	Art Crawl	ART COUNCIL
7/6/2026	Special	Lunch Rte	Lunch	3		FTA
7/7/2026	Special	Lunch Rte	Lunch	19		FTA
7/8/2026	Special	Lunch Rte	Lunch	2		FTA
7/9/2026	Special	Lunch Rte	Lunch	2		FTA
7/10/2026	Special	Lunch Rte	Lunch	13		FTA
7/14/2026	Special	Lunch Rte	Lunch	23		FTA
7/15/2026	Special	Lunch Rte	Lunch	20		FTA
7/16/2026	Special	Lunch Rte	Lunch	11		FTA
7/17/2026	Special	Lunch Rte	Lunch	12		FTA
7/20/2026	Special	Lunch Rte	Lunch	3		FTA
7/22/2026	Special	Special	Special	457	Teen Event	FTA

FiscalYear	Fiscal Month	Sum of RIDERS	Route
FY26	Dec	139	Lunch Rt
FY26	Dec	1,484	Red
FY26	Dec	2,638	TODD
FY26	Jan	952	Blue
FY26	Jan	64	Lunch Rt
FY26	Jan	1,295	Red
FY26	Jan	2,735	TODD
FY26	Feb	1,252	Blue
FY26	Feb	51	Lunch Rt
FY26	Feb	1,540	Red
FY26	Feb	3,330	TODD
FY26	Mar	1,354	Blue
FY26	Mar	76	Lunch Rt
FY26	Mar	1,764	Red
FY26	Mar	3,422	TODD
FY26	Apr	1,319	Blue
FY26	Apr	103	Lunch Rt
FY26	Apr	1,659	Red
FY26	Apr	3,753	TODD
FY26	May	1,207	Blue
FY26	May	91	Lunch Rt
FY26	May	1,513	Red
FY26	May	2,809	TODD
FY26	Jun	1,256	Blue
FY26	Jun	93	Lunch Rt
FY26	Jun	1,597	Red
FY26	Jun	2,038	TODD
Total		61,406	



Fiscal Year

FY26

Fiscal Quart...

All

Fiscal Month

Multiple selections

Type

Multiple selecti...

Route

Multiple selections

Category

Multiple selections

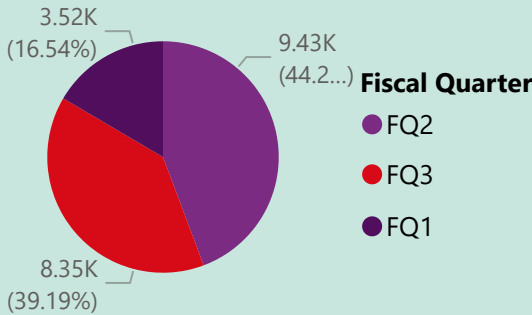
Lunch Route Total

1,228

Special Route Percentage

2%

RIDERS by Fiscal Quarter



VANSTAR VANPOOL PROGRAM

Williamson County — TMA Group

Informational Report — Subrecipient of Franklin Transit Authority

Board Report — July 2026 | Reporting Period: FY2025 (July 2024–June 2025) vs. FY2026 (July 2025–June 2026)

Prepared for: Franklin Transit Authority

This report is provided for informational purposes, summarizing the VanStar vanpool program operated by Williamson County TMA Group as a subrecipient of Franklin Transit Authority. All figures below are sourced directly from VanStar's NTD Ridership Reports (RidePro) for FY2025 and FY2026.

1. FISCAL YEAR PERFORMANCE COMPARISON

FY2025 (July 2024–June 2025) vs. FY2026 (July 2025–June 2026)

Metric	FY2025 (Jul '24–Jun '25)	FY2026 (Jul '25–Jun '26)	Change
Unlinked Passenger Trips (UPT)	74,392	73,325	-1.4%
Passenger Miles Traveled (PMT)	3,329,057	3,283,728	-1.4%
Vehicle Revenue Miles (VRM)	828,965	884,965	+6.8%
Vehicle Revenue Hours (VRH)	20,850	22,452	+7.7%
Maximum Vehicles in Operation (VOMS)	45	48	+6.7%

Source: VanStar NTD Ridership Reports (RidePro Standard NTD Report Calculations), FY2025 and FY2026. UPT and PMT declined slightly year-over-year even as fleet capacity and service hours grew — see Section 2.

2. SERVICE OPERATIONS SUMMARY

Metric	FY2025	FY2026	Change
Active Routes	53	55	+3.8%
Total Vehicles Available	116	113	-2.6%
Average Vehicles in Operation	35	37	+5.7%
Total Vehicle Trips (One-Way)	18,865	19,738	+4.6%
Average Passengers per Trip	3.97	3.73	-6.2%
Aggregate Route Operating Days	9,369	9,846	+5.1%

VanStar operates Monday through Friday only; no Saturday or Sunday service is provided. NTD ridership figures are calculated on a weekday-service basis per RidePro's standard methodology. Average passengers per trip declined even as vehicles in operation and total trips increased, indicating more routes running at lower average occupancy in FY2026.

3. VMT & MILEAGE IMPACT

Metric	FY2025	FY2026	Change
Total Recorded Vehicle Miles	839,045	903,257	+7.7%
Recorded Revenue Vehicle Miles (VRM)	828,965	884,965	+6.8%
Total Route Revenue Miles (Scheduled)	886,117	945,700	+6.7%
Total Miles Reduced (VMT Avoided)	2,500,092	2,398,763	-4.1%

Total Miles Reduced reflects passenger commute miles avoided through vanpool ridership versus driving alone (SOV), calculated as recorded passenger miles minus recorded vanpool revenue vehicle miles, per NTD methodology. Cost-savings, fuel, and emissions (GHG/pollutant) figures are not included in this revision, as they are not part of the NTD ridership source files reviewed; they can be added once a corresponding, verified environmental/economic dataset is provided.

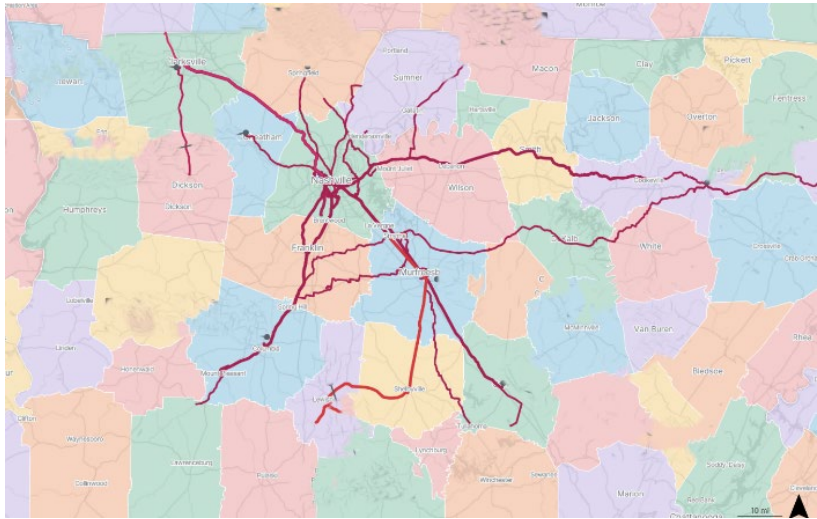
4. TOP PERFORMING ROUTES — FY2026 (BY MILES REDUCED)

Route	Provider	Pass. Trips	Rev. Veh. Miles	Miles Reduced
Cookeville–Smyrna	Williamson Co.	2,916	25,220	186,090
Clarksville–Ashland City	Williamson Co.	5,356	14,755	156,829
Columbia–Smyrna	Williamson Co.	2,810	23,120	149,513
Summertown–Smyrna	Williamson Co.	1,966	27,185	124,407
Cookeville–Nashville	Williamson Co.	1,622	27,158	92,276
Clarksville–Nashville VA	Williamson Co.	2,355	20,744	80,173
Clarksville–Brentwood	Williamson Co.	1,764	22,063	73,667
Clarksville–Nashville (Knapp)	Williamson Co.	1,808	19,112	66,787
Clarksville–Brentwood (2)	Williamson Co.	1,656	13,958	66,214

Williamson County directly operated routes represented 99.2% of FY2026 ridership (73,325 total trips), up from 90.7% in FY2025; Regional Transportation Authority (RTA)-affiliated routes fell from 9.3% to 0.8% of ridership over the same period. Source: VanStar NTD Ridership Report, FY2026.

5. VANSTAR REGIONAL SERVICE MAP

The map below illustrates the geographic reach of the VanStar vanpool network, connecting commuters across Middle Tennessee to major employment centers in the Nashville metropolitan region.



VanStar Regional Vanpool Network — Middle Tennessee Service Area

6. PIPELINE — ROUTES IN STARTUP

The Amazon Nashville – Route 1 vanpool has launched and moved to active service. New routes continue to be added across federal, healthcare, and defense employment sectors.

Route / Employer	Destination	Type	Status
Amazon Nashville – Route 1	Nashville, TN	Corporate / Logistics	Active – Launched
Amazon Nashville – Route 2	Nashville, TN	Corporate / Logistics	Forming – Recruiting
VA Clinic Nashville	Nashville, TN	Federal Healthcare	Forming – Recruiting
Veterans Benefits Admin (VBA) – Brentwood	Brentwood, TN	Federal – VBA	Forming – Recruiting
Arnold Air Force Base	Tullahoma, TN	Federal – DoD	Forming – Recruiting
MidCumberland – Dickson	Dickson, TN	Regional Transit Connect	Vehicle Assignment

Pipeline status is tracked separately from NTD ridership reporting and reflects sales/business-development activity as of this reporting period, not figures from the FY2025/FY2026 NTD files.

7 new routes are in the active sales pipeline, representing significant potential ridership and VMT-reduction growth upon launch.

FRANKLIN

TRANSIT

May - July 2026

TRANSIT
STOP

ROUTE

1



FTA Facebook Content Overview

May- July 2026

Views ⓘ

76.9K ↑ 374.1%

3-second views ⓘ

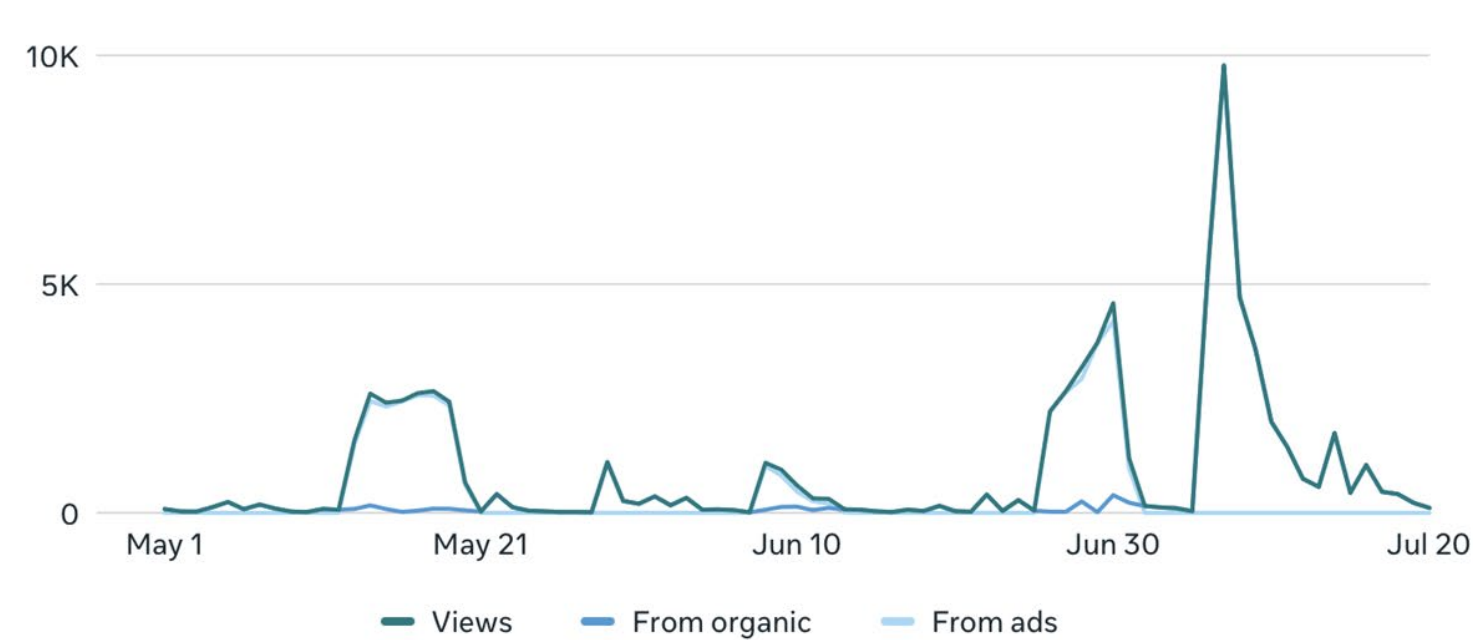
4.8K ↑ 205.3%

Content interactions ⓘ

477 ↑ 30%

Watch time ⓘ

20h 38m ↑ 149.4%



Views breakdown

May 1 – Jul 20

Total

76,924 ↑ 374.1%

From organic

40,729 ↑ 151%

From ads

36,195 ↑ 100%

Viewers ⓘ

38,684 ↑ 482%

Franklin Transit Social Overview

High engagement with -

Tweens and Teens

Teens Try Transit Day

Endorsements from leaders

Influencer

How to use FTA

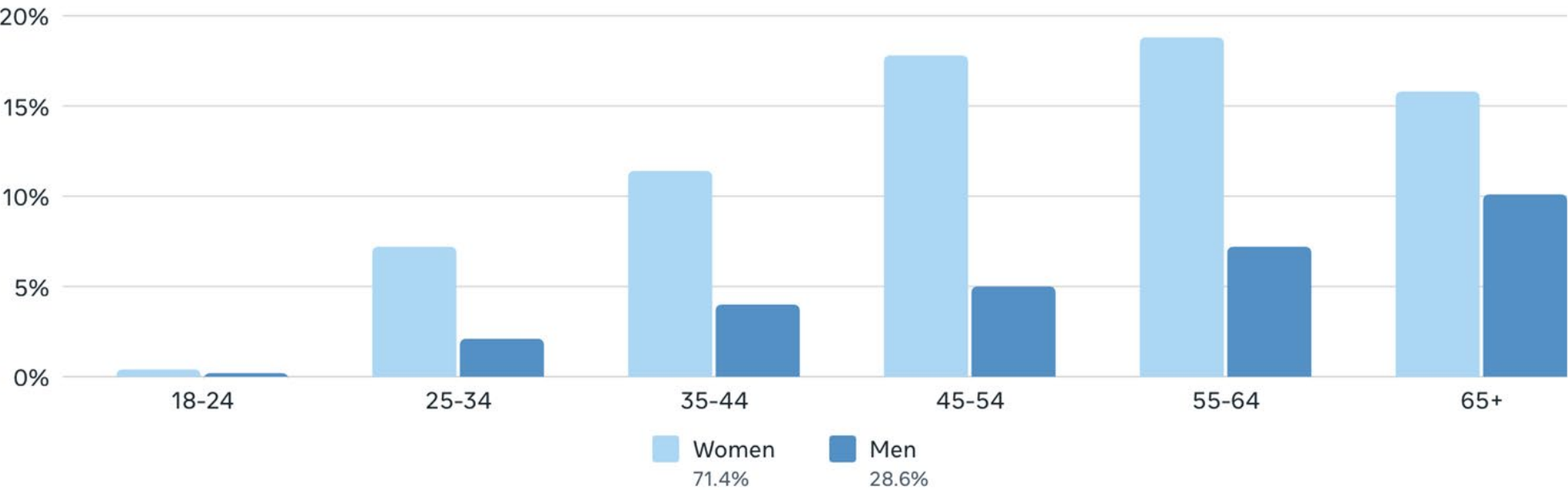


FTA Facebook Demographics

May- July 2026

Followers ⓘ
598

Age & gender ⓘ

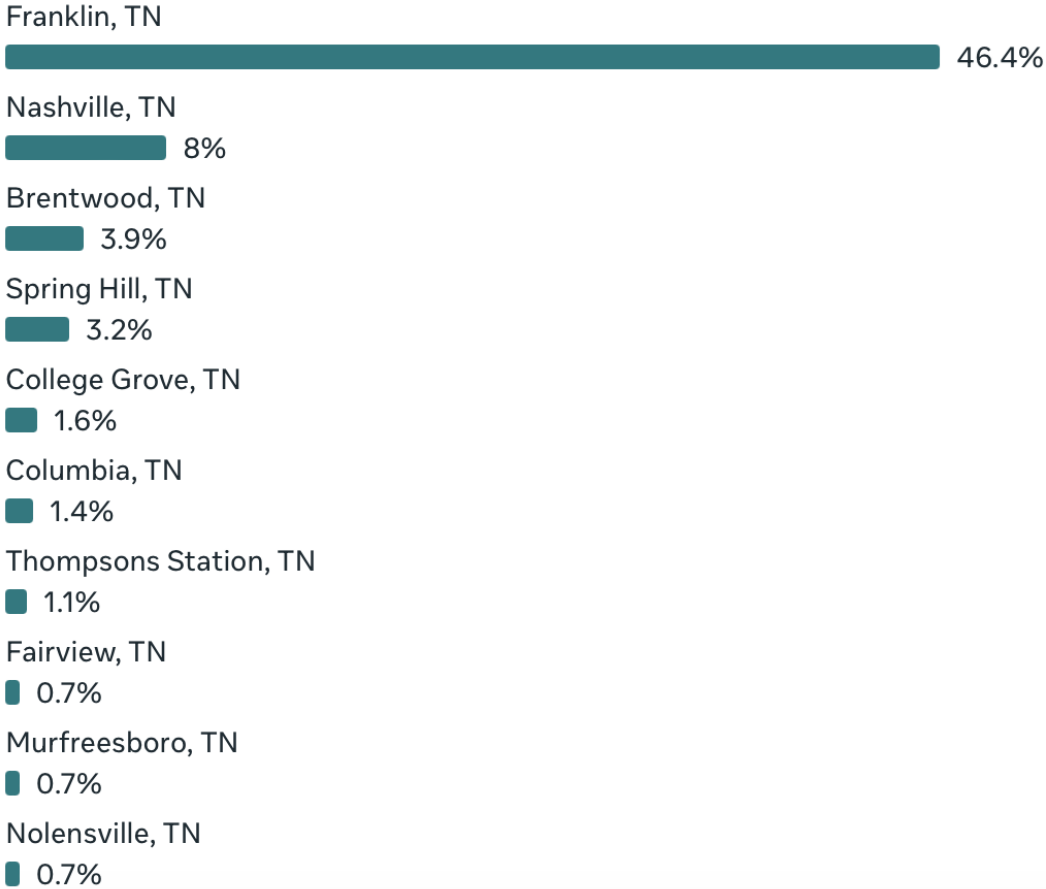




FTA Facebook Demographics

May - July 2026

Top cities





FTA Facebook Top Posts

May - July 2026



Franklin Transit is with The Department...

Published by Instagram · July 6 at 12:40 PM

🚌🍦 FREE Teens Try Transit Day! 🍦🚌

Calling all tweens and teens ages 12–18! Grab your friends and join us for a day of fun, free rides, and awesome perks across Franklin! 😎

📅 Wednesday, July 22

🕒 10:00 AM – 3:00 PM

📍 Start at the Downtown Transit Center
708 Columbia Ave., Franklin, TN

Hop aboard the Blue Route and enjoy FREE goodies at every stop:

📦 Downtown Transit Center – FREE swag + FREE bus tickets

🍦 Kilwins – FREE ice cream

🎡 The Factory – FREE carousel ride, FREE art project with the Department of Curious Things & FREE boba from Bubble Love

🍔 CoolSprings Galleria – FREE Chick-fil-A sandwich

It's the perfect way to explore Franklin, hang out with friends, and see how easy (and fun!) riding Franklin Transit can be.

[#teenstrytransit](#) [#franklintn](#) [#franklintransit](#) See less

Views ⓘ

21.7K

Interactions ⓘ

82

Link clicks ⓘ

0

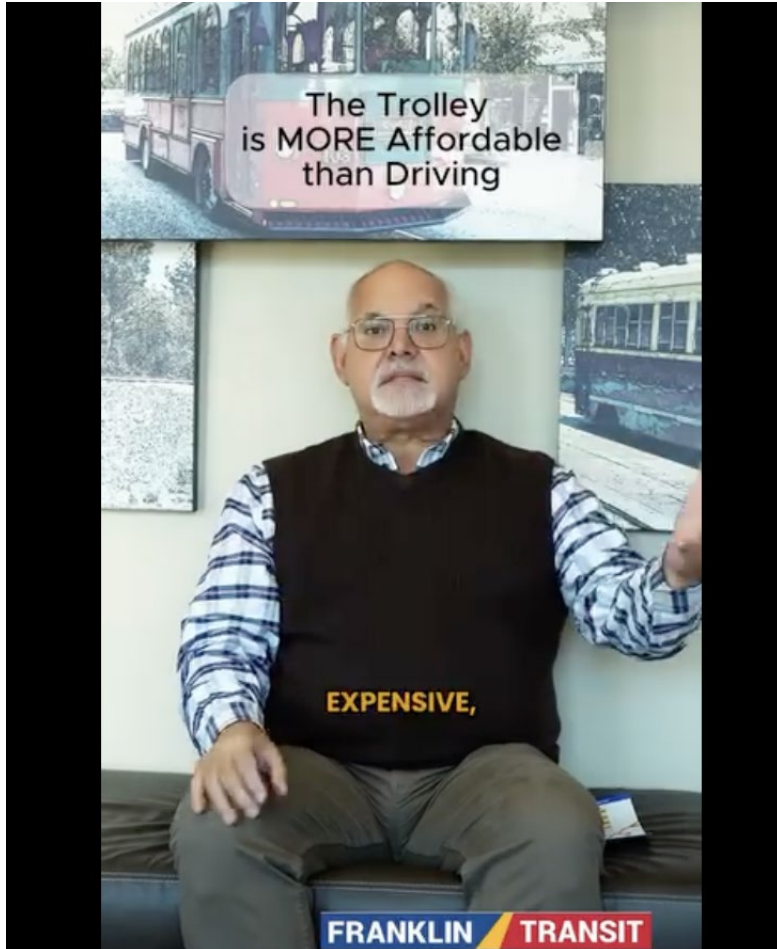
Follows ⓘ

7



FTA Facebook Top Posts

May - July 2026



Views ⓘ

16.2K

Interactions ⓘ

133

Link clicks ⓘ

201

Follows ⓘ

6



Franklin Transit

Published by [Emily Dykes](#) · May 8 ·



Ramon Cisneros — Franklin resident, traveler, and publisher of La Campana 

For him, transit is about access, opportunity, and connection.

Franklin Transit helps keep our community moving forward.

[#FranklinTransit](#) [#CommunityVoices](#)

[#TransitMatters](#) See less



FTA Facebook Top Posts

May - July 2026



Franklin Transit

Posted by Emily Dykes

Jun 8 · 🌐



💖 For Dorris, transit is about more than getting from place to place; it's about creating connections and strengthening community. Through every ride and every conversation, she sees the impact transportation can have on bringing people together.
[#FranklinTransit](#) [#OnTheMove](#)
[#CommunityConnections](#)

Views ⓘ

3.2K

Viewers ⓘ

2.1K

Interactions ⓘ

37

Watch time ⓘ

3h 55m 0

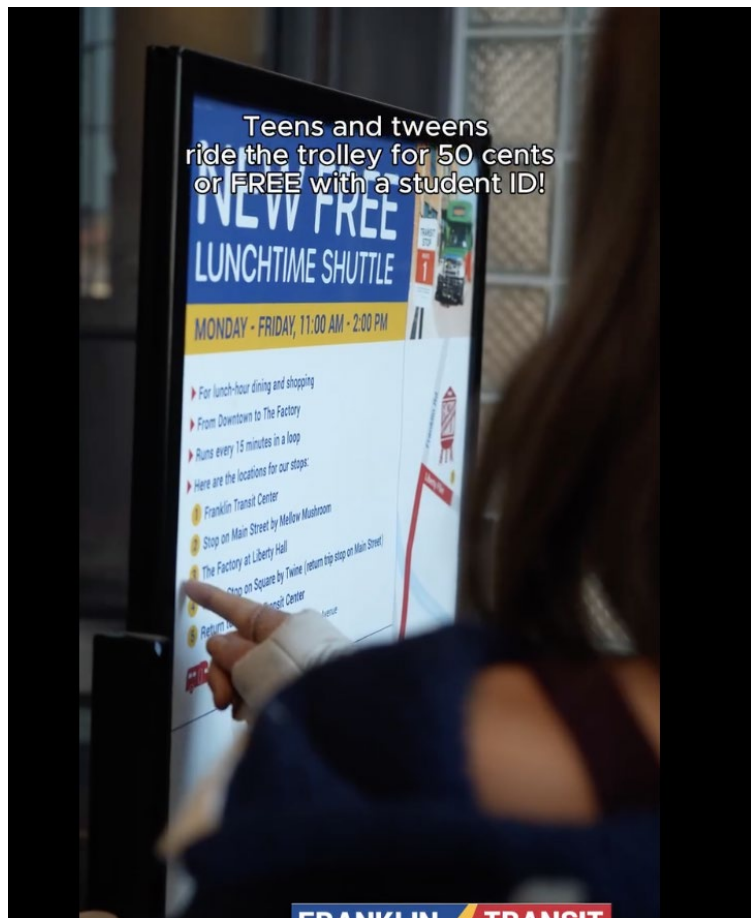
Follows ⓘ

0



FTA Facebook Top Posts

May - July 2026



Franklin Transit

Published by [Emily Dykes](#) · May 29 ·

Summer adventures start with Franklin Transit! With the Teens & Tweens Summer Special, youth ages 12–18 can ride Franklin Transit fixed routes for just 50¢ one-way through August 10. Whether you're heading to The Factory, Downtown Franklin, the library, the rec center, or meeting up with friends, we've got you covered.

Ride more. Explore more. Spend less. ☀️

[#TeensAndTweens](#) [#FranklinTransit](#)

[#RideFor50Cents](#) [#SummerFun](#)

[#RideFranklinTransit](#) [#FollowFrank](#) [#ExploreFranklin](#)

☀️💙 See less

Overview

Views ⓘ

2.1K

Interactions ⓘ

8

Link clicks ⓘ

1

Follows ⓘ

0



FTA Facebook Top Posts

May - July 2026



Franklin Transit



Posted by Emily Dykes

Jun 24 · 🌐



Mall days just got easier!

Grab your friends, hop on Franklin Transit, and ride to your favorite stores, food spots, and hangout destinations all summer long. 😎🚌

[#FranklinTransit](#) [#SummerFun](#) [#MallTrip](#) [#RideLocal](#)
[#TeenSummer](#) [#TweenAdventures](#) [#ShopEatRepeat](#)

Views ⓘ

1.4K

Viewers ⓘ

971

Interactions ⓘ

10

Watch time ⓘ

1h 35m

Follows ⓘ

0



FTA Instagram Content Overview

May - July 2026

Views ⓘ

88.3K

↑ 438.1%

f

29,146 views

o

59,188 views

Reach ⓘ

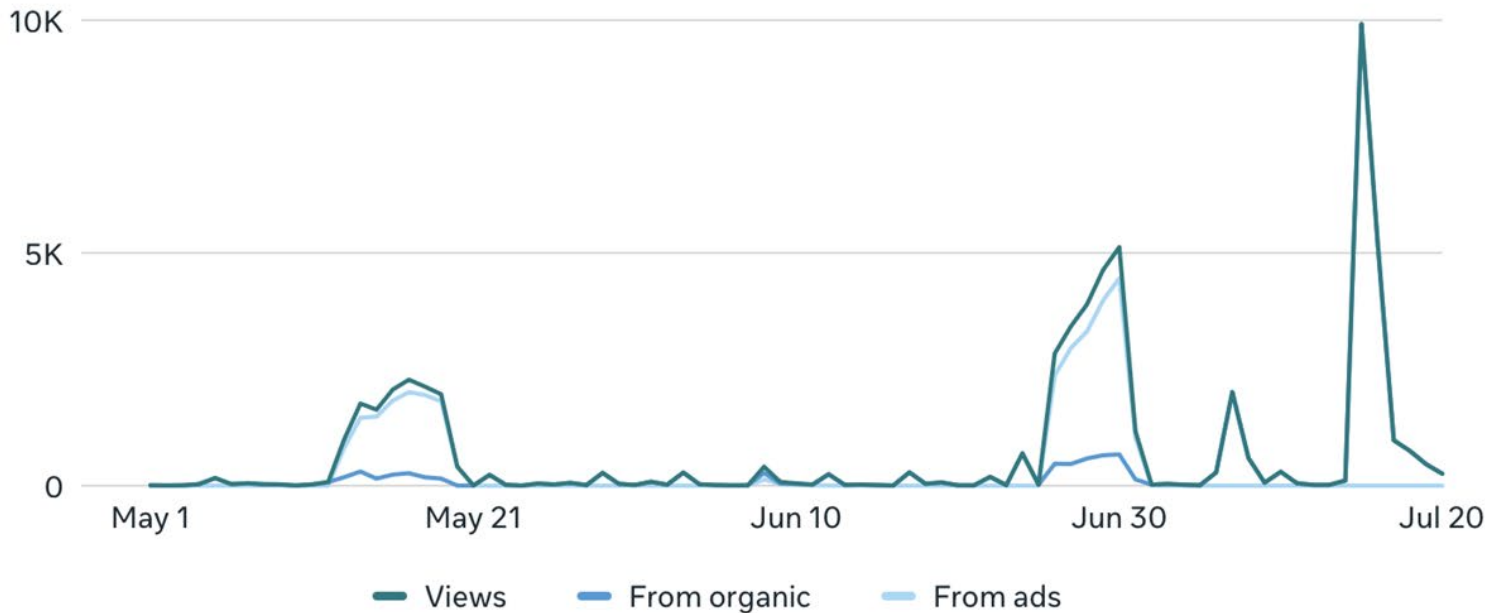
22.5K

↑ 1.2K%

Content interactions ⓘ

1.4K

↑ 774.7%



Views breakdown

May 1 – Jul 20

Total

59,188 ↑ 1.6K%

From organic

29,125 ↑ 724.1%

From ads

30,063 ↑ 100%



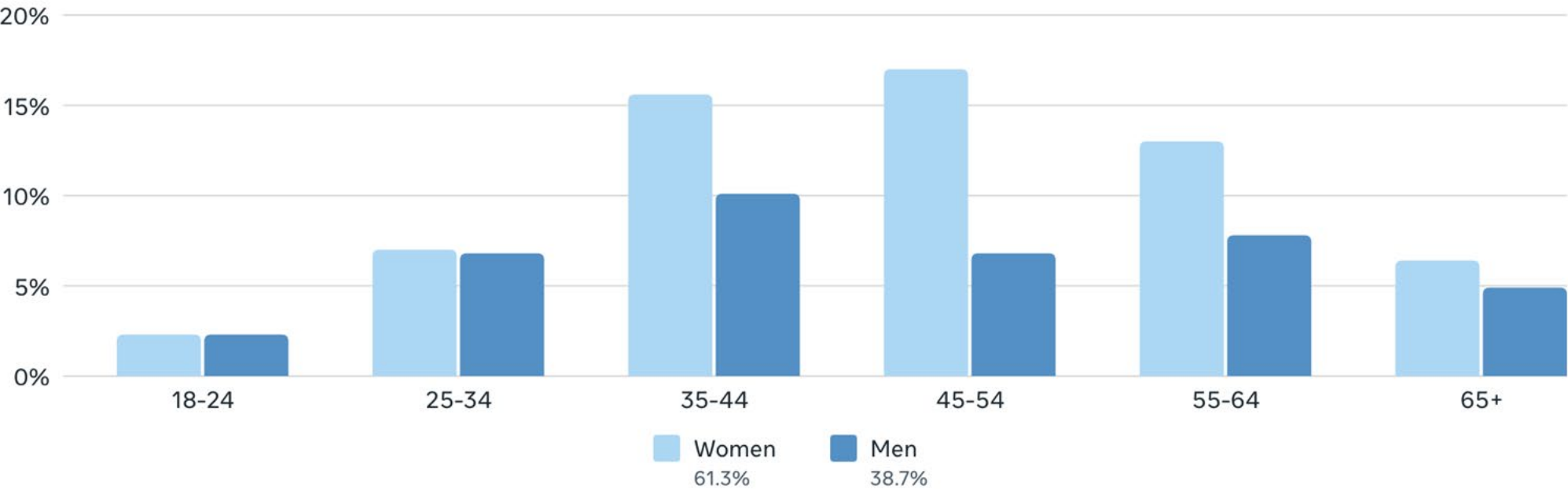
FTA Instagram Demographics

May - July 2026

Followers ⓘ

665

Age & gender ⓘ

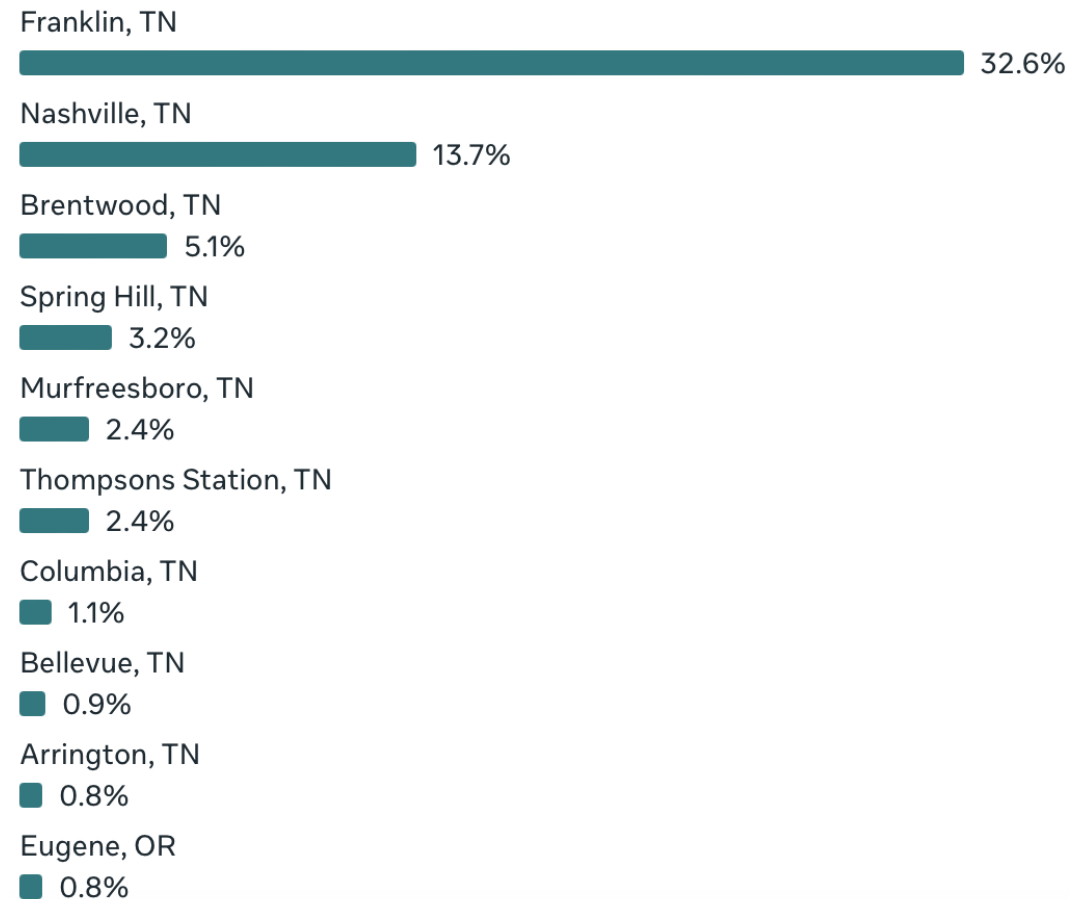




FTA Instagram Demographics

May - July 2026

Top cities





FTA Instagram Top Posts

May - July 2026



 **Franklin Transit** is with **The Department...**
Published by Instagram · July 6 at 12:40 PM

🚌 🍌 🍦 FREE Teens Try Transit Day! 🍌 🍦

Calling all tweens and teens ages 12–18! Grab your friends and join us for a day of fun, free rides, and awesome perks across Franklin! 🤙

📅 Wednesday, July 22
🕒 10:00 AM – 3:00 PM
📍 Start at the Downtown Transit Center
708 Columbia Ave., Franklin, TN

Hop aboard the Blue Route and enjoy FREE goodies at every stop:

- 📍 Downtown Transit Center – FREE swag + FREE bus tickets
- 🍦 Kilwins – FREE ice cream
- 🎡 The Factory – FREE carousel ride, FREE art project with the Department of Curious Things & FREE boba from Bubble Love
- 🍷 CoolSprings Galleria – FREE Chick-fil-A sandwich

It's the perfect way to explore Franklin, hang out with friends, and see how easy (and fun!) riding Franklin Transit can be.

#teenstrytransit #franklintn #franklintransit See less

Overview ⓘ

Views

Instagram
Facebook

24,408
2,664
21,744

Interactions

65

Profile activity

13



FTA Instagram Top Posts

May - July 2026



jessietigges ad. FREE Teens Try Transit Day Wed July 22
from 10am-3pm

Transit Center address is 708 Columbia Ave. Parents can follow along in real time by downloading the Follow Frank app at franklintransit.org website.

Overview ⓘ

Views	19,357
Instagram	16,291
Facebook	3,066
Watch time	2d 5h 20m 46s
Interactions	530
Profile activity	--

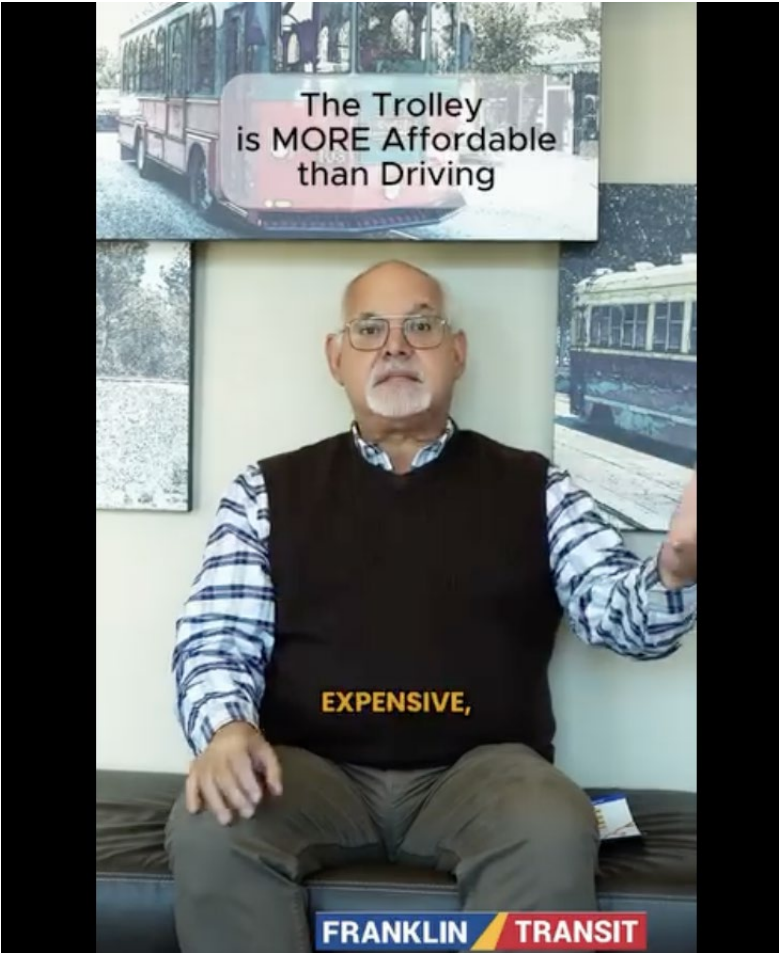


FTA Instagram Top Posts

May - July 2026

Overview ⓘ

Views	16,415
Instagram	216
Facebook	16,199
Watch time	24m 27s
Interactions	9
Profile activity	0



Franklin Transit

Published by [Emily Dykes](#) · May 8 ·

Ramon Cisneros — Franklin resident, traveler, and publisher of La Campana For him, transit is about access, opportunity, and connection. Franklin Transit helps keep our community moving forward. [#FranklinTransit](#) [#CommunityVoices](#) [#TransitMatters](#) See less



FTA Instagram Top Posts

May - July 2026



Franklin Transit

Published by [Emily Dykes](#) · June 17 ·

🛒 Skip the parking lot and let Franklin Transit take you there! Whether you're picking up a few essentials or doing your weekly grocery run, Franklin Transit makes it easy to get where you need to go. Hop on, ride with ease, and check grocery shopping off your to-do list.

🚌 [See less](#)

Overview ⓘ

Views	7,073
Interactions	68
Profile activity	8



FTA Instagram Top Posts

May - July 2026



franklin_transit 🛍️☀️ Mall days just got easier!
Grab your friends, hop on Franklin Transit, and ride to
your favorite stores, food spots, and hangout
destinations all summer long. 😎🚌

#FranklinTransit #SummerFun #MallTrip #RideLocal
#TeenSummer #TweenAdventures #ShopEatRepeat

Views ⓘ

6.1K

Reach ⓘ

4.9K

Interactions ⓘ

80

Watch time ⓘ

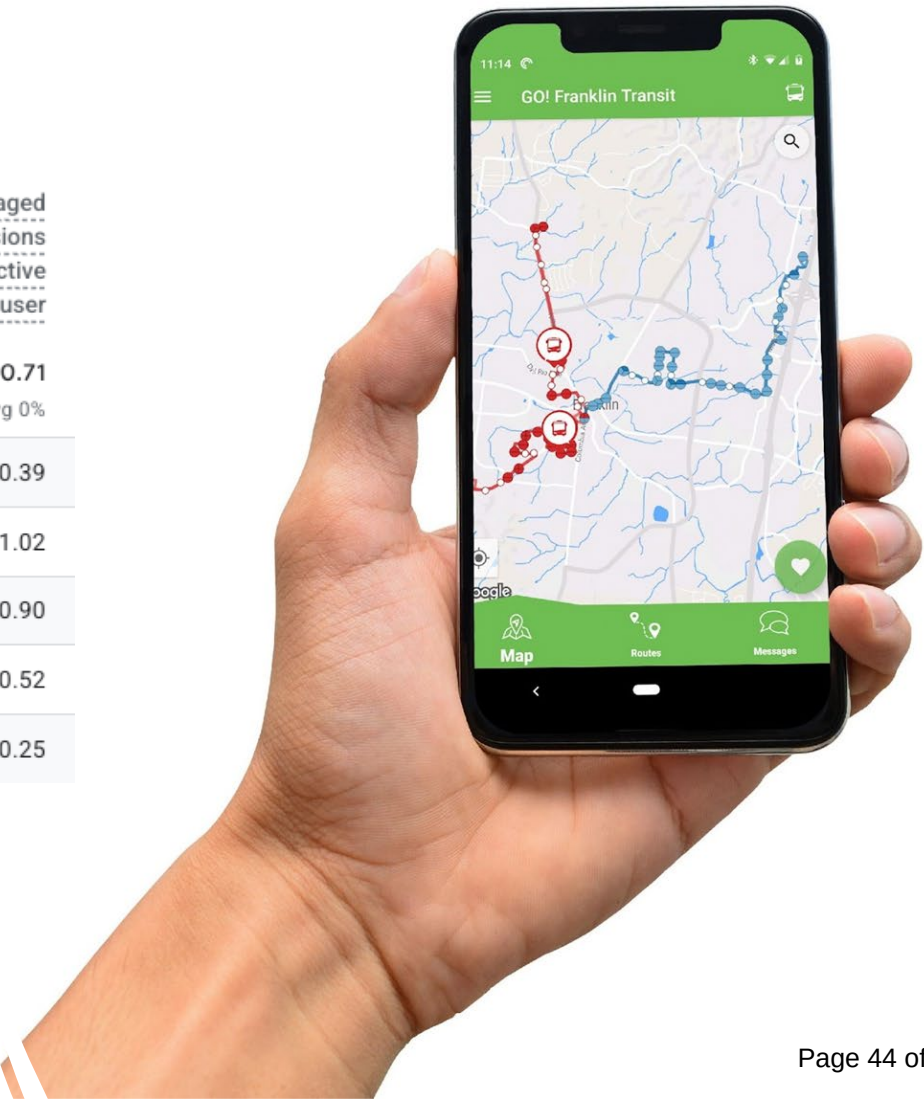
33m 54s35

Follows ⓘ

Google Analytics

(April - June 2026)

First user prim...Channel Group) +		↓ Total users	New users	Returning users	Average engagement time per active user	Engaged sessions per active user
Total		4,322 100% of total	4,224 100% of total	667 100% of total	48s Avg 0%	0.71 Avg 0%
1	Direct	1,897 (43.89%)	1,876 (44.41%)	176 (26.39%)	24s	0.39
2	Organic Search	1,622 (37.53%)	1,548 (36.65%)	468 (70.16%)	1m 22s	1.02
3	Referral	695 (16.08%)	691 (16.36%)	20 (3%)	43s	0.90
4	Organic Social	79 (1.83%)	79 (1.87%)	1 (0.15%)	12s	0.52
5	Unassigned	16 (0.37%)	16 (0.38%)	0 (0%)	11s	0.25



Communications & Outreach Committee

Purpose

- Execute Master Plan Initiatives
- Consistency in communication
- Provide oversight, coordination and collaboration between Franklin Transit Board/City of Franklin and TMA Group
- **Members:** FTA ex-officio, Franklin Staff, TMA Group Staff

TRANSIT
STOP

ROUTE

1

W. MAIN - DOWNTOWN TRANSIT CENTER -
HILLSBORO RD - FIELDSTONE FARMS

615-628-0260 | WWW.FRANKLINTRANSIT.ORG



Thank you!

Franklin Transit Authority

CONTRACTOR MONITORING

2 CFR 200.331 Requirement for pass-through entities

All pass-through entities must: (d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

Requirement	Yes	Meeting Date	Initials	Note
LEGAL: Have there been any legal matters that may affect the Authority or the Federal Transit Administration?	X		AMB	Pauline Hay on behalf of James Dorton vs. Franklin Transit Authority and The Transportation Management Association Group
LEGAL: Are there any instances relating to false claims under the False Claims Act or fraud?				
LEGAL: Has TMA used only non-appropriated funds for any lobbying activities				
FINANCIAL MANAGEMENT: Have there been any changes to financial policies, procedures, or the organizational structure?				
FINANCIAL MANAGEMENT: Has TMA conducted the required Single Audit, submitted the required documentation to the Franklin Transit Authority (FRTA), and resolved any identified issues?				
TECHNICAL CAPACITY – AWARD MGT: Have any milestone progress reports (MPRs) and Federal Financial Reports (FFRs) been submitted to FTA?	X		AMB	Completed the MPR and FFR for TN2022-031
TECHNICAL CAPACITY – AWARD MGT: Have any grant awards been closed out?	X		AMB	Federal Award ID Number TN-2020-018-01
TECHNICAL CAPACITY – PROGRAM MGT: Has TMA been suspended, debarred, ineligible, or voluntarily excluded from participation in federally assisted transactions?				
TECHNICAL CAPACITY – PROGRAM MGT: Has the annual risk assessment been submitted to TDOT since the last meeting?				
TECHNICAL CAPACITY – PROJECT MGT: Has the TMA Group implemented any new capital or planning project? (Needs board approval)	X		AMB	2024-0302 contract extension
TRANSIT ASSET MANAGEMENT: Has the TMA Group submitted the updated TAM plan to Franklin Transit Authority (FRTA) for review and approval?				
TRANSIT ASSET MANAGEMENT: Has the TMA Group shared its annual performance targets with the Board?				
SATISFACTORY CONTINUING CONTROL: Have there been any changes to real property? Has there been or will there be any incidental use of real property?				
SATISFACTORY CONTINUING CONTROL: Are there any additions of FTA-funded equipment? Was any equipment withdrawn from use and disposed of in accordance with 2 CFR 200 and FTA requirements?	X		AMB	Submitted the 2026 Urban Asset Reconciliation spreadsheet to TDOT Bus 117 Auctioned 3 new busses
SATISFACTORY CONTINUING CONTROL: Are there any changes to the bus fleet that impacts FTA requirements for spare ratios and contingency fleets?				

Requirement	Yes	Meeting Date	Initials	Note
MAINTENANCE: Have any changes been made to the maintenance plan or TMA's program for preventive maintenance inspections				
MAINTENANCE: Have there been any major warranty issues?	X		AMB	Bus 123 engine replacement out of warranty
PROCUREMENT: Have there been any changes to the procurement policies and procedures?				
PROCUREMENT: Have any procurement protests been received or decided?				
PROCUREMENT: Have any revenue contracts or capital leases been awarded?				
DISADVANTAGED BUSINESS ENTERPRISE (DBE): Have there been any changes to the DBE plan, goal, or the person designated as the DBELO?				
DISADVANTAGED BUSINESS ENTERPRISE (DBE): Has the TMA Group submitted the Uniform Report of DBE Awards or Commitments and Payments semi-annually by the required due dates?				
DISADVANTAGED BUSINESS ENTERPRISE (DBE): Have there been any DBEs terminated/substituted on a project?				
TITLE VI: Have there been any changes to the Title VI program or procedures?				
TITLE VI: Have there been any Title VI complaints or investigations?				
TITLE VI: Are there any proposed changes to fares and/or transit service that need Board review and approval?				
TITLE VI: Are there any upcoming planning activities? How will public participation and minority needs be considered?				
AMERICANS WITH DISABILITIES ACT (ADA): Have there been any ADA-related complaints? How have they been resolved?				
AMERICANS WITH DISABILITIES ACT (ADA): Have there been any changes to facilities or buses that impact access?				
AMERICANS WITH DISABILITIES ACT (ADA): Have there been any changes to ADA complaint procedures and the ADA reasonable modification policy?				
ADA COMPLEMENTARY PARATRANSIT: Have there been any changes to the paratransit eligibility determination process?				
ADA COMPLEMENTARY PARATRANSIT: Have there been any changes to the rider's guide, application form, or the sample notification letter templates?				
DRUG-FREE WORKPLACE ACT: Have there been any changes to the Drug-Free Workplace policy or to the ongoing program?				
DRUG-FREE WORKPLACE ACT: Have there been any personnel action(s) taken regarding drug statute violation(s) that occurred in the workplace?				
DRUG AND ALCOHOL PROGRAM: Have there been any changes to the board-adopted drug and alcohol misuse policy?	X		AMB	BAI for COF DAM Policy
DRUG AND ALCOHOL PROGRAM: Have there been any changes to the list of covered employees placed in safety sensitive positions and supervisors/company officials charged with making reasonable suspicion determinations?				
DRUG AND ALCOHOL PROGRAM: Has there been any training offered to employees since the last board meeting?				

Requirement	Yes	Meeting Date	Initials	Note
SECTION 5307 PROGRAM: Is there a new/updated written agreement with the Metropolitan Planning Organization (MPO) that determines mutual responsibilities in carrying out the metropolitan transportation planning process?				
SECTION 5307 PROGRAM: Has the proposed budget and proposed projects been shared with the board?				
SECTION 5307 PROGRAM: Have the proposed annual transit security expenditures been shared with the board?				
SECTION 5307 PROGRAM: Have any changes been made to the policy detailing the public comment process on increases in the basic fare structure or implementing a major service reduction ?				
SECTION 5307 PROGRAM: Have the annual Certifications and Assurances been signed?	X		AMB	2027 Report Kickoff for Franklin Transit Authority in TrAMS
PUBLIC TRANSPORTATION AGENCY SAFETY PLAN: Does the recipient have an ASP with all required elements?	X		AMB	Updated PTASP

The information marked above was presented to and reviewed by FRTA board members at the stated meeting.

Chair, Franklin Transit Authority

Date

FLEET UPDATE — New Vehicle Procurement

Franklin Transit has procured three (3) new cutaway replacement vehicles. This procurement is in line with the approved Franklin Transit Authority budget and the Franklin Transit Asset Management Plan. This procurement reflects the Federal Transit Administration's emphasis on maintaining vehicle fleets in a state of good repair. The procurement for all three vehicle and options is \$411,255.00 and is 80/10/10 5307 funding. These vehicles should be delivered in the next 60-75 days.

The vehicles being replaced have aged out according to Federal Transit Administration rules, having joined the fleet pre-pandemic and exceeded their useful life. Their retirement ensures the active fleet continues to meet FTA safety and reliability standards.

Vehicle Specifications

These vehicles are the same make, model, and configuration as those purchased in 2025–2026, ensuring fleet consistency in driver training, parts inventory, and maintenance procedures.

FLEET FACILITY UPDATE — 203 Beasley Drive

Parking Area Reseal — August 2026:

The property landlord will be resealing the parking area the first two weekends in August. During both weekends, the Franklin Transit fleet and all driver vehicles will need to be temporarily relocated off the lot. Coordination for vehicle staging is underway and drivers will be notified in advance with specific dates and instructions.

Security Camera System — Complete:

All security cameras covering the parking area at 203 Beasley Drive are now fully installed and operational. The system provides comprehensive coverage of the vehicle lot and perimeter, improving safety and security for fleet assets and staff.

The background of the slide features a photograph of the Franklin Transit Authority building, a two-story brick structure with a sign that reads "FRANKLIN TRANSIT AUTHORITY". In the foreground, a red and green bus is visible, with "CITY OF FRANKLIN" written on its side. The bus also has a sign that says "CAT THE B ON T". The slide is decorated with a blue background on the left, a green bar at the top, and a white bar at the bottom right. There are also orange and red dashed lines and a white diagonal line crossing the slide.

**FRANKLIN
TRANSIT**

Franklin Transit Master Plan
Executive Summary

June 2026



FRANKLIN TRANSIT

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Franklin, TN 37064
(615) 628-0260
www.franklintransit.org

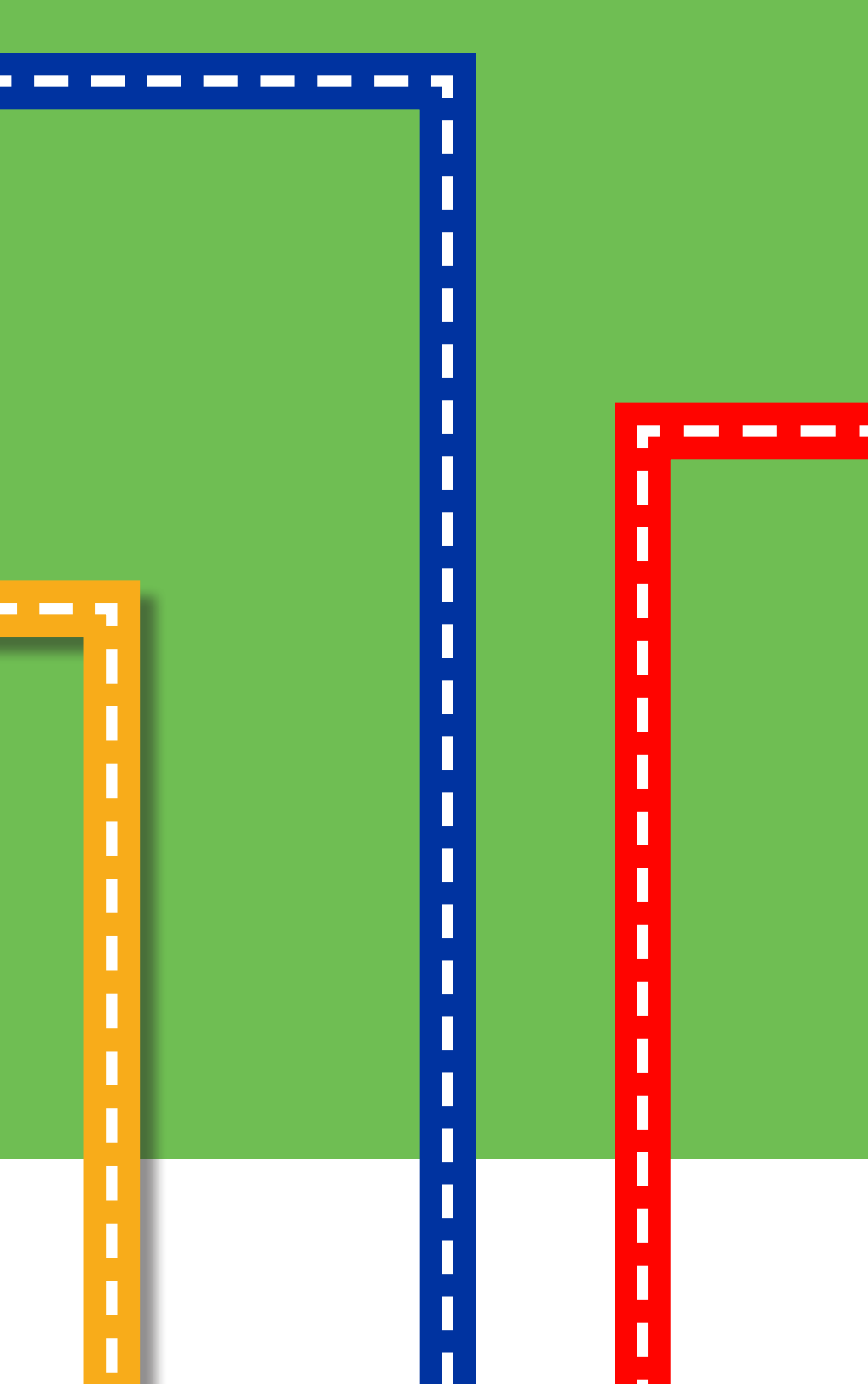


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The Franklin Transit Master Plan establishes a 10-year framework for improving public transportation in the City of Franklin. The study evaluates existing transit service, identifies mobility needs, develops improvement alternatives, and phases recommended actions into an implementation program supported by a financial plan. The project scope directs the study to produce a vision-based guide for the Franklin Transit Authority, evaluate service delivery options and scenarios, and develop a fiscally constrained plan that addresses local, regional, and inter-regional travel needs.

Franklin continues to grow as both a residential community and a major employment center within the greater Nashville region. The city's population in 2025 was estimated to be 93,921 and is projected to grow to 102,996 by 2030 and 122,266 by 2040. Employment remains concentrated in Downtown Franklin, Cool Springs, and other major corridors. These trends increase travel demand and strengthen the need for a transit system that improves access to jobs, schools, medical services, shopping, and regional destinations.

The Transit Master Plan was built from four main inputs. First, the project team conducted prolific public outreach to understand rider experience, unmet mobility needs, and community priorities. Second, the team evaluated existing conditions, including demographics, employment, land use, major activity centers, travel demand, multimodal conditions, and current transit service. Third, the team worked with the Transit Master Plan's Technical Advisory Group and the Franklin Transit Authority Board to define goals, objectives, and performance measures. Fourth, the team used those findings to identify transit needs, develop alternatives, phase recommendations, and prepare the implementation and financial plans.

Franklin Transit already provides important local mobility, but the current system does not fully match the city's growth, travel patterns, or public expectations. Current riders depend on the service for essential trips. Many non-riders know transit exists but do not see the current system as easy to use or relevant to the trips they make. The Plan therefore focuses on practical improvements that strengthen the existing system, reduce barriers to use, improve customer understanding, and support better service decisions over time.



Modernize the System Through Technology

Technology provides the framework for system modernization. The Plan treats technology as a core investment, not a standalone upgrade. Mobile fare payment, open-loop payment, real-time information, upgraded scheduling and dispatch tools, Automatic Passenger Counters, and performance dashboards support a more modern transit operation. These tools improve customer access, strengthen internal management, and create better information for future planning decisions.

The implementation plan places several of these actions in the near term because they support later service and investment decisions. Franklin Transit needs better information systems to manage future growth, measure performance, and evaluate where service improvements will have the strongest effect. The Plan therefore uses technology to strengthen both the rider experience and agency decision-making.



Reduce Rider Barriers

The Plan also focuses on reducing barriers that make transit harder to use. Riders need easier ways to pay fares, better information on where vehicles are, and clearer guidance on how the system works. The located public process identified these issues repeatedly. Non-riders and occasional riders said limited fare payment options create a barrier to use. Riders and community members also called for clearer information and easier customer tools.

The recommended actions respond directly to those concerns. Mobile fare payment and open-loop payment will give riders more convenient payment options. Real-time information and upgraded tracking tools will make service more visible and predictable. Better schedules, maps, wayfinding, and customer communications will make the system easier to understand. These actions support current riders and make the system easier for occasional riders and non-riders to use.



Improve Public Awareness and System Understanding

Franklin Transit must improve public awareness if it expects the system to grow. The outreach process showed that many residents know transit exists, but fewer understand where service goes, how it works, or how to use it. Limited understanding of routes, fares, and service options remains a system need, not just a marketing issue.

The Plan addresses that issue through outreach, communications, branding, and rider education. Franklin Transit identified broad awareness, public outreach strategy, social media presence, annual outreach events, and rebranding of Transit on Demand (TODD) as key tactics. The Plan also calls for a public outreach and communications strategy and for updates to customer-facing materials as service changes occur.

Implementing these strategies is crucial because service improvements alone will not increase use if the public does not understand what service exists, how it works, or how future changes will improve mobility. Franklin Transit must communicate service clearly and consistently throughout implementation.



Use Microtransit as Improved On-Demand Service

The Plan introduces microtransit as an improved on-demand service that complements the fixed-route network. Implementing microtransit is not intended as a replacement for all fixed-route service, but rather as a flexible transit option for areas, trip types, and travel markets that traditional fixed-route service cannot serve efficiently.

Public input received throughout the planning process supports that balanced approach. Overall, public workshop participants preferred expanding fixed-route service just as much as they preferred expanding on-demand service. That result supports a system that uses both service types rather than relying on only one. The goals and tactics reinforce that direction by calling for microtransit to complement fixed-route service where traditional transit is less effective.

The Plan advances this concept by way of a feasibility study, a technology assessment, and piloting microtransit service in Cool Springs, followed by phased expansion if performance supports it. That implementation sequence allows Franklin Transit to test the service model, evaluate results, and refine future deployment before further expanding the service.



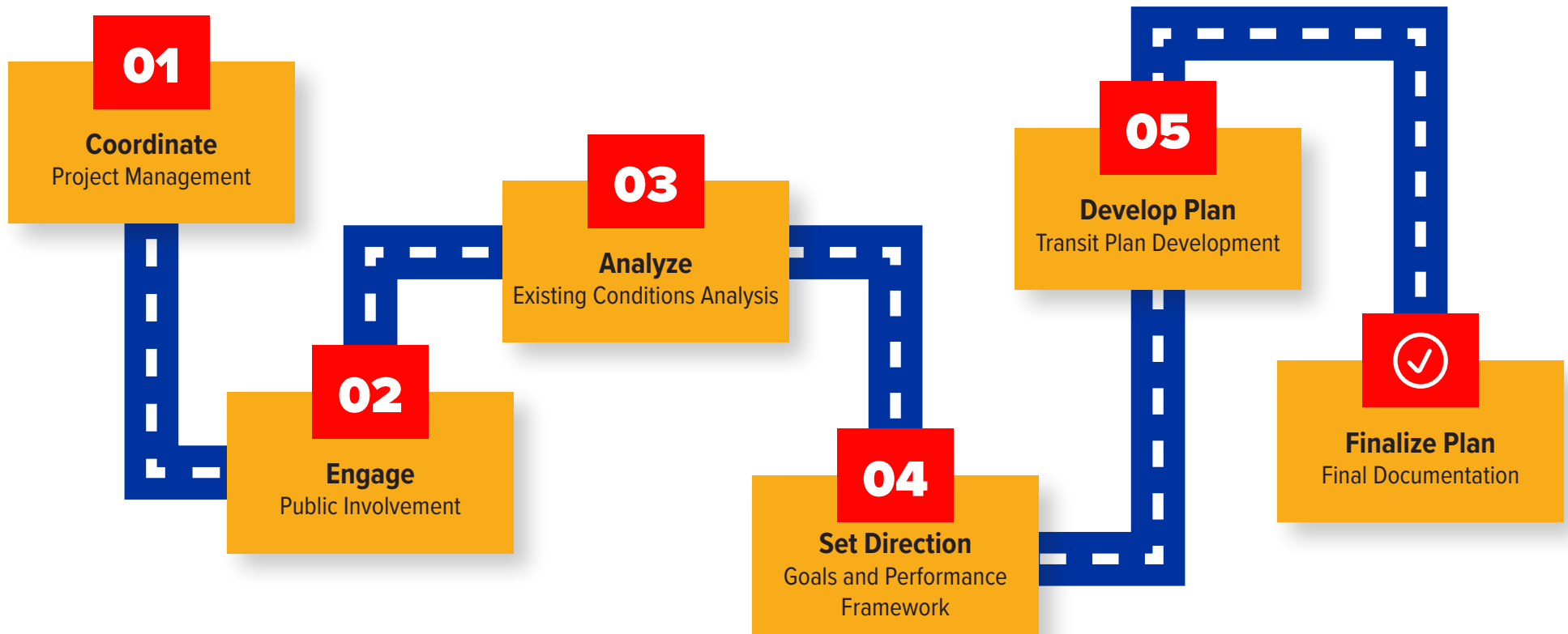
Expand Service Based on Better Data and Performance

The Plan ties future service expansion to more comprehensive data, contemporary technology, and routine performance review. Franklin Transit cannot expand service span, coverage, frequency, or regional connections effectively without more robust information on how the system performs and where demand is strongest. The Plan therefore emphasizes Key Performance Indicator (KPI) tracking, internal and public dashboards, annual reassessment of performance goals, annual adjustment of operating parameters, and a periodic refresh of the performance improvement program. The implementation framework follows the same logic.

The Plan places foundational technology, planning, and performance actions early in the program, while gradually phasing larger service and capital improvements over the 10-year planning horizon. Franklin Transit can then use better data to guide decisions on service span, frequency, route design, microtransit expansion, and regional connections.

Planning Process

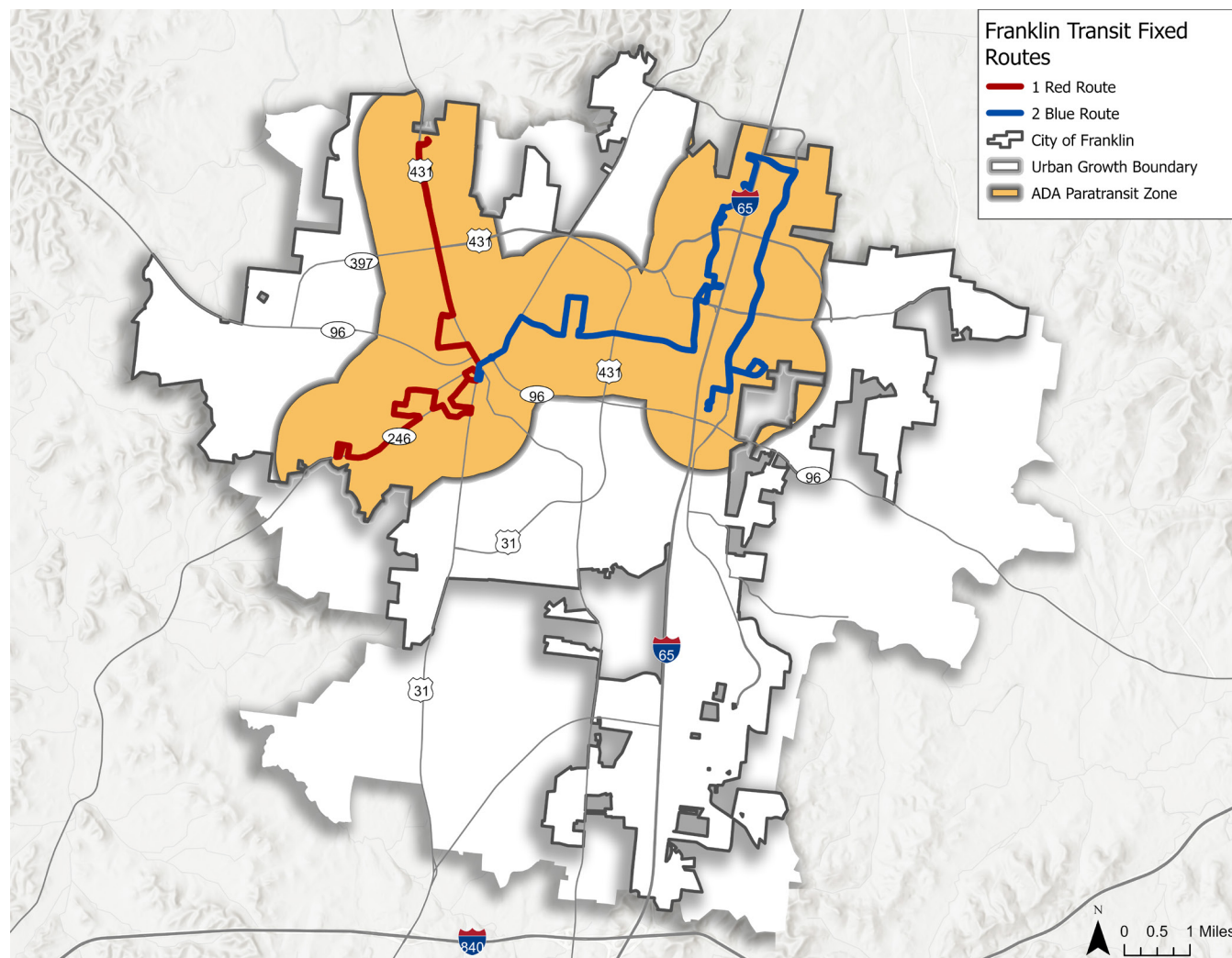
The Franklin Transit Master Plan followed a structured development process that moved from coordination and public outreach through technical analysis, goal setting, and development of recommendations. The study team incorporated public input, existing conditions data, an existing service analysis, and a budget review resulting in the identification of transit needs, evaluation of transit improvement alternatives, and the phasing of recommendations into a 10-year implementation framework. This process ensured that the final plan reflected community priorities, technical findings, and implementation realities. The following graphic summarizes the study sequence from project coordination and public engagement through technical analysis, policy development, and phased plan development.



Existing Transit Service and Existing Conditions

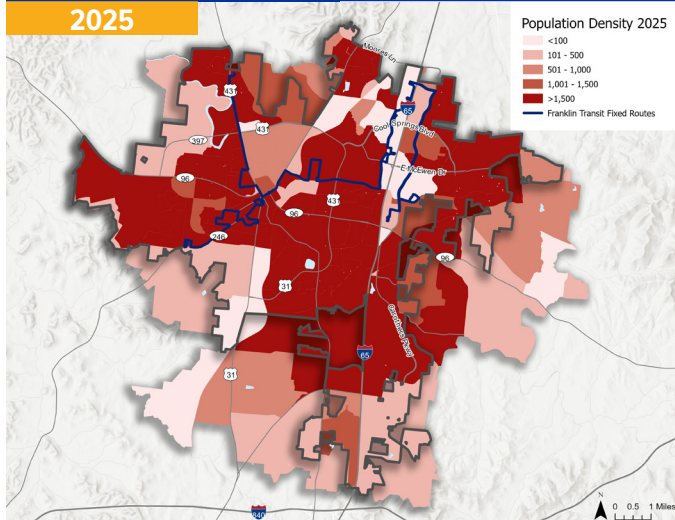
Franklin Transit currently operates two fixed routes, TODD demand-response service, and several special services.

The Red and Blue routes connect Downtown Franklin, the Franklin Transit Center, Williamson Medical Center, Columbia State Community College, Cool Springs, retail destinations, and employment centers. TODD expands mobility for riders who live outside the fixed-route network or need more flexible trip scheduling. Franklin Transit also operates limited special and pilot services tied to local events and targeted travel needs. Together, these services provide essential mobility, but the current system remains limited in service span, geographic coverage, customer information, fare payment options, and regional connectivity.

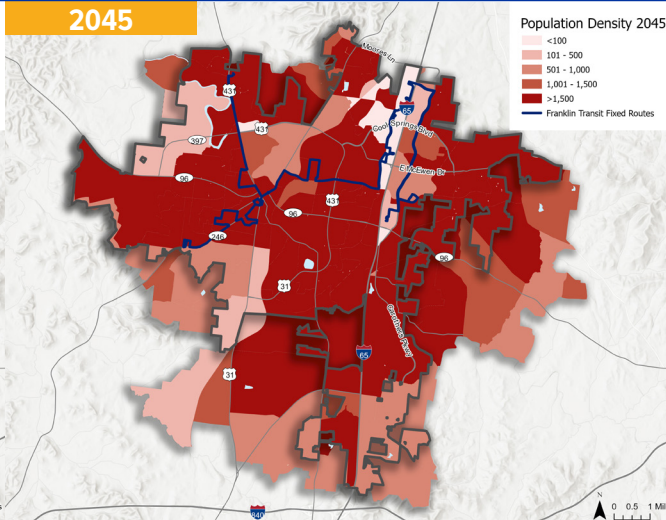


POPULATION

2025



2045

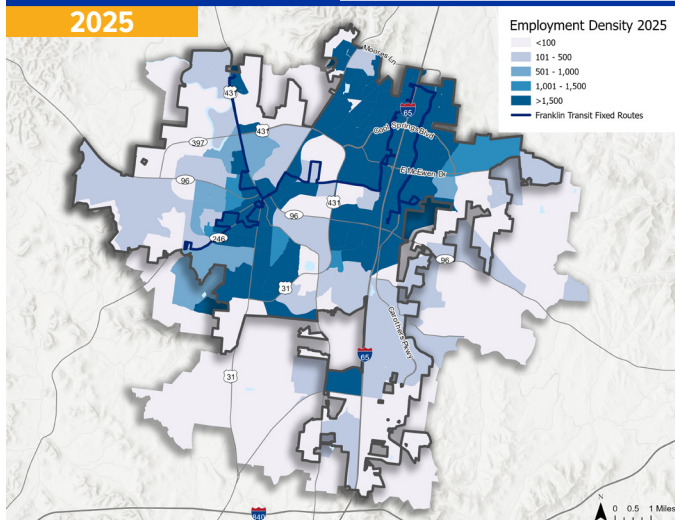


Population and Employment

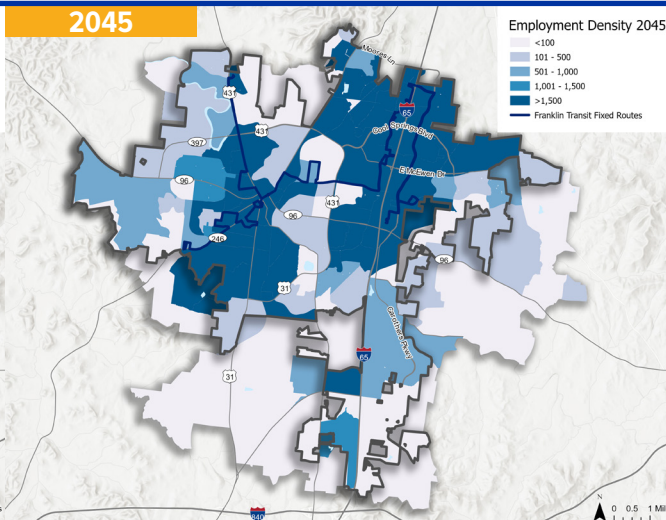
Franklin continues to grow as both a residential community and an employment center within the greater Nashville region. Population and household growth will increase demand for travel during the planning period. The strongest current and future transit markets remain concentrated in Downtown Franklin, Cool Springs, and major corridors such as Columbia Avenue, Murfreesboro Road, and Mack Hatcher Parkway. These areas contain the city's highest concentrations of activity, employment, and travel demand and therefore provide the strongest support for transit investment.

EMPLOYMENT

2025



2045

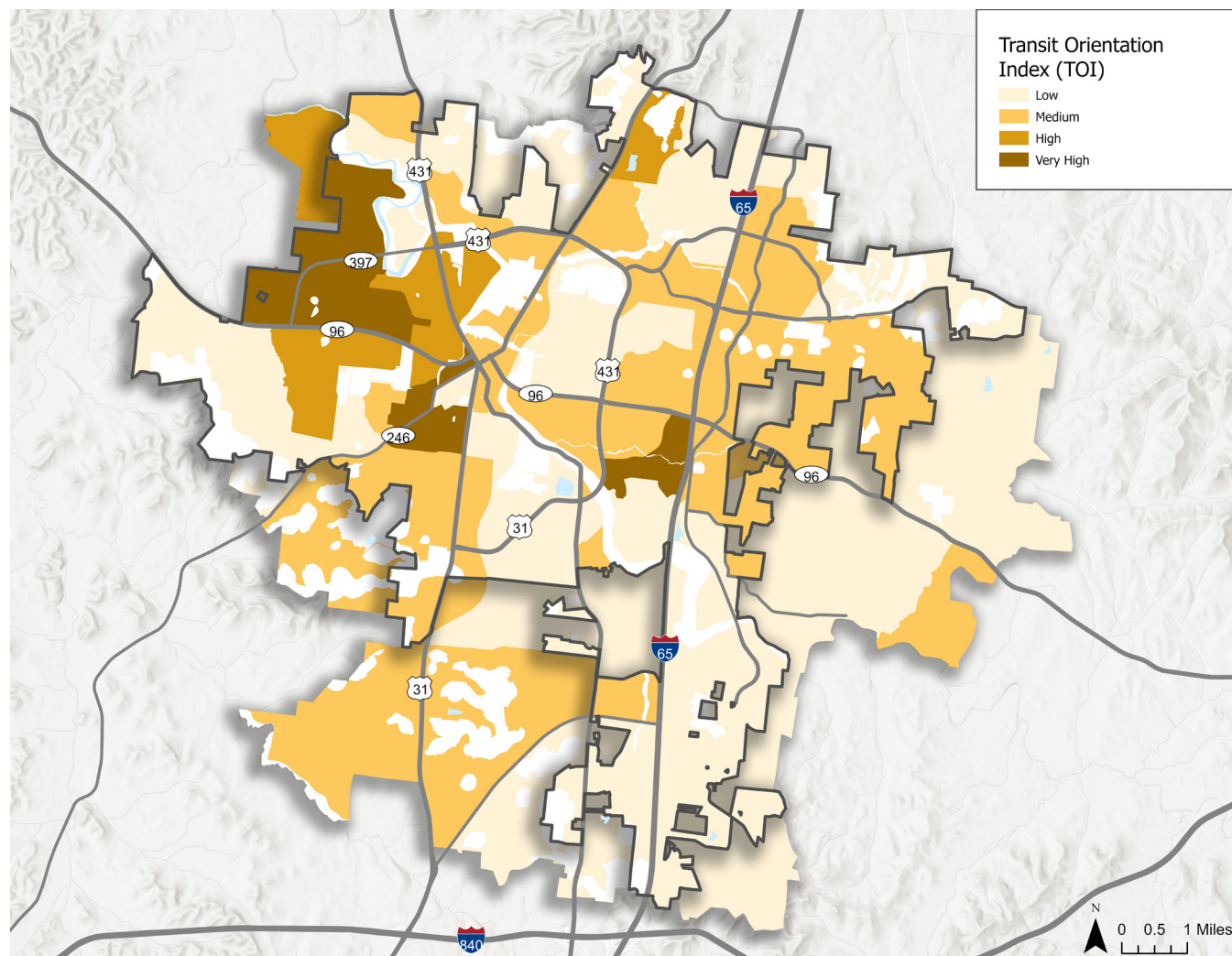


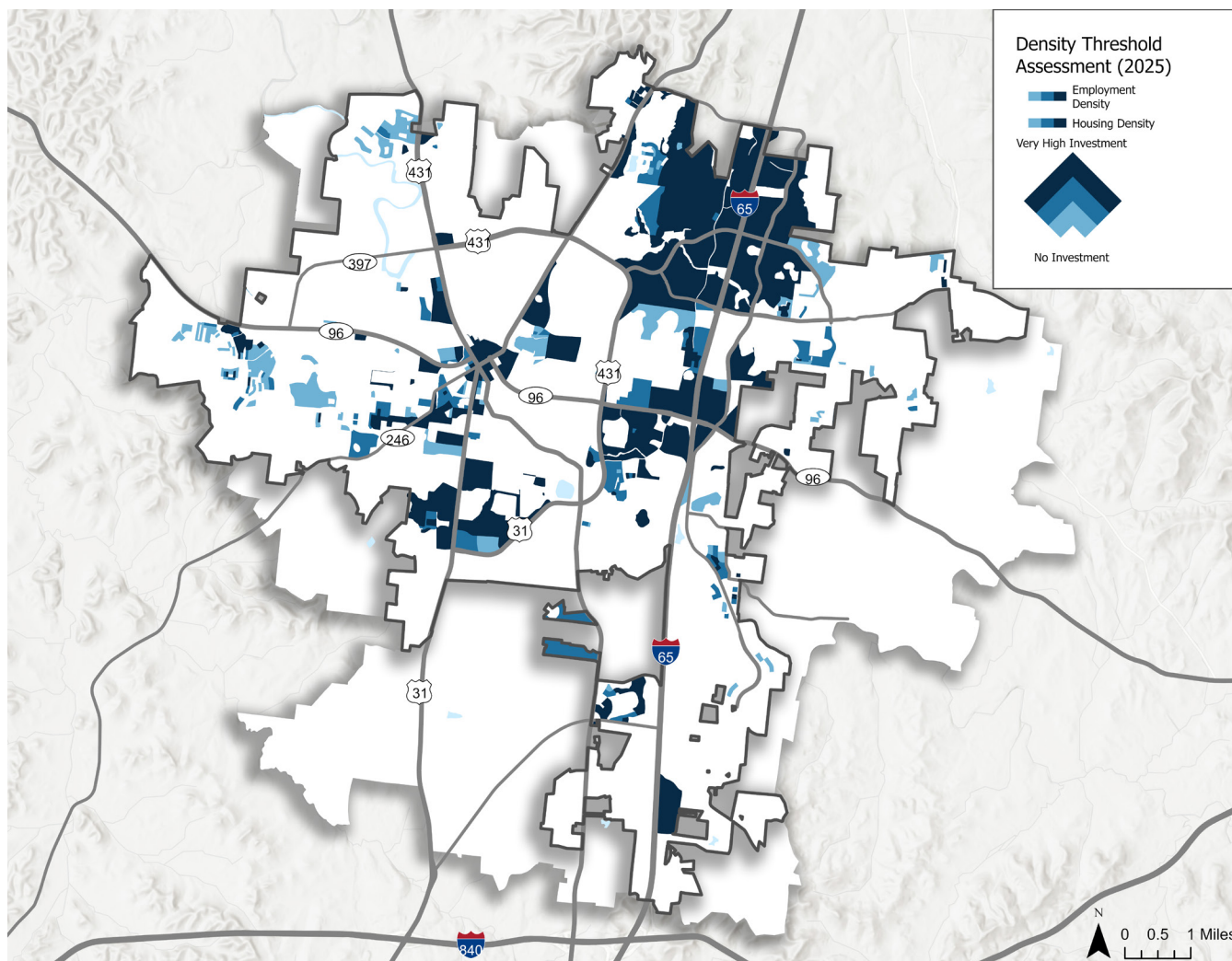
Franklin also functions as a regional employment center. Many Franklin residents commute to Nashville and nearby communities, while Franklin draws workers from Nashville, Spring Hill, Murfreesboro, Brentwood, and other surrounding areas. The following graphics illustrate the population and employment patterns that shape existing and future transit demand in Franklin.

Traditional Transit Markets

The existing conditions analysis identified both traditional and discretionary transit markets. Traditional transit markets include older adults, young adults, lower-income households, and zero-vehicle households. Considering those populations, the Transit Orientation Index identifies areas with higher concentrations of residents who are more likely to depend on transit for daily travel. These populations cluster most strongly in central Franklin and along major corridors, representing Franklin's strongest traditional transit markets and remain important for service planning and equity considerations.

Rider survey results confirmed that many current users depend on Franklin Transit for essential mobility. Fixed-route riders tend to have lower incomes, limited vehicle access, and greater dependence on transit than the citywide population. TODD riders show similar dependence, especially for work and medical trips.





Discretionary Transit Markets

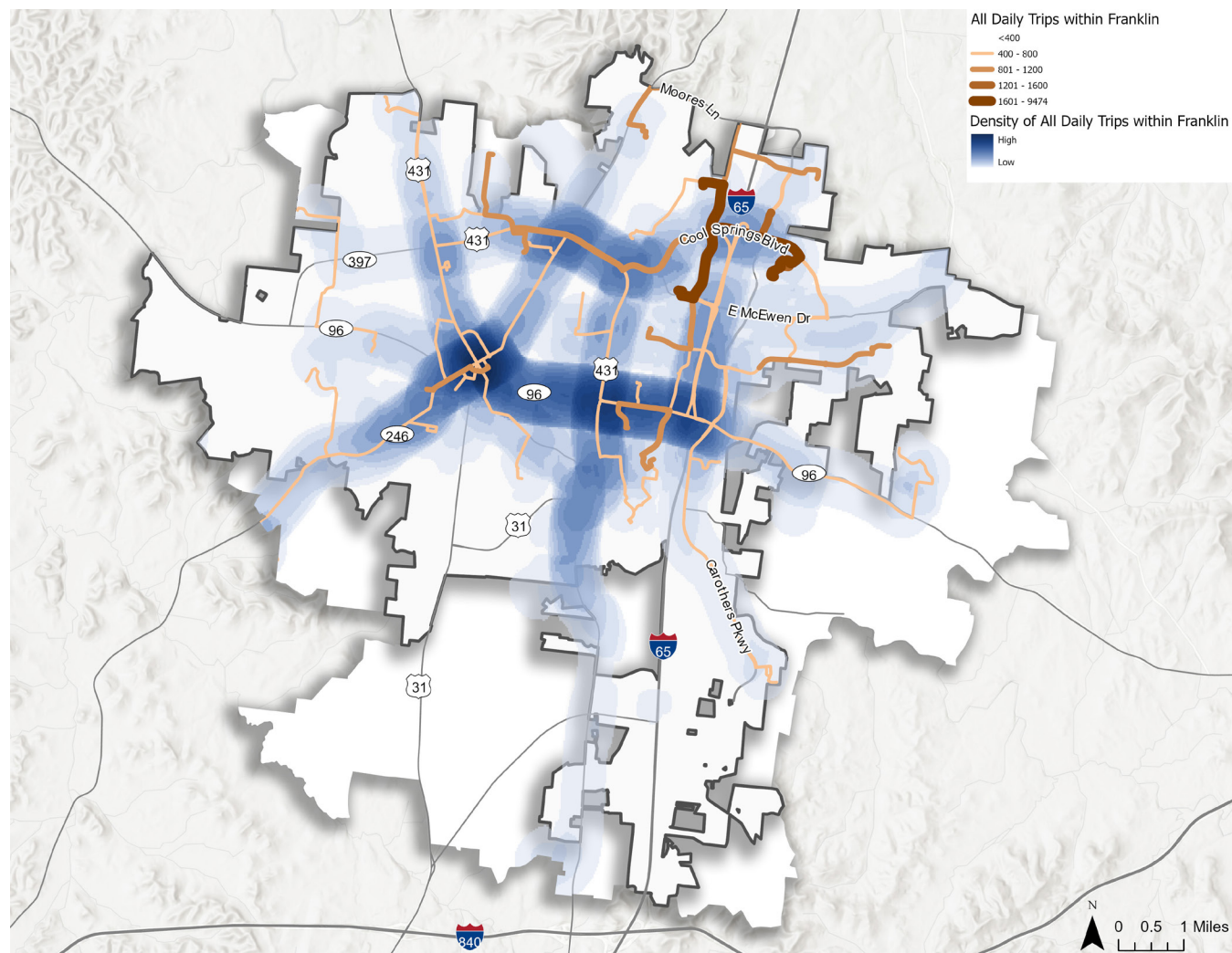
The discretionary market refers to the potential riders living in higher-density areas in terms of housing and employment who are served by transit and may choose to use it despite having other mobility options. The Density Threshold Assessment identifies areas where higher employment and housing densities create stronger conditions for discretionary transit use. The discretionary market is strongest in Downtown Franklin and Cool Springs, where significant trip generation due to high levels of employment and commercial activity create ideal conditions for fixed-route service. These areas provide the strongest support for fixed-route transit investment and help define where future service should remain most direct and visible. At the same time, Franklin includes lower-density areas where traditional fixed-route service may be less effective. This pattern supports a balanced service strategy that uses fixed-route transit in the strongest corridors and more flexible options in areas with dispersed travel demand.

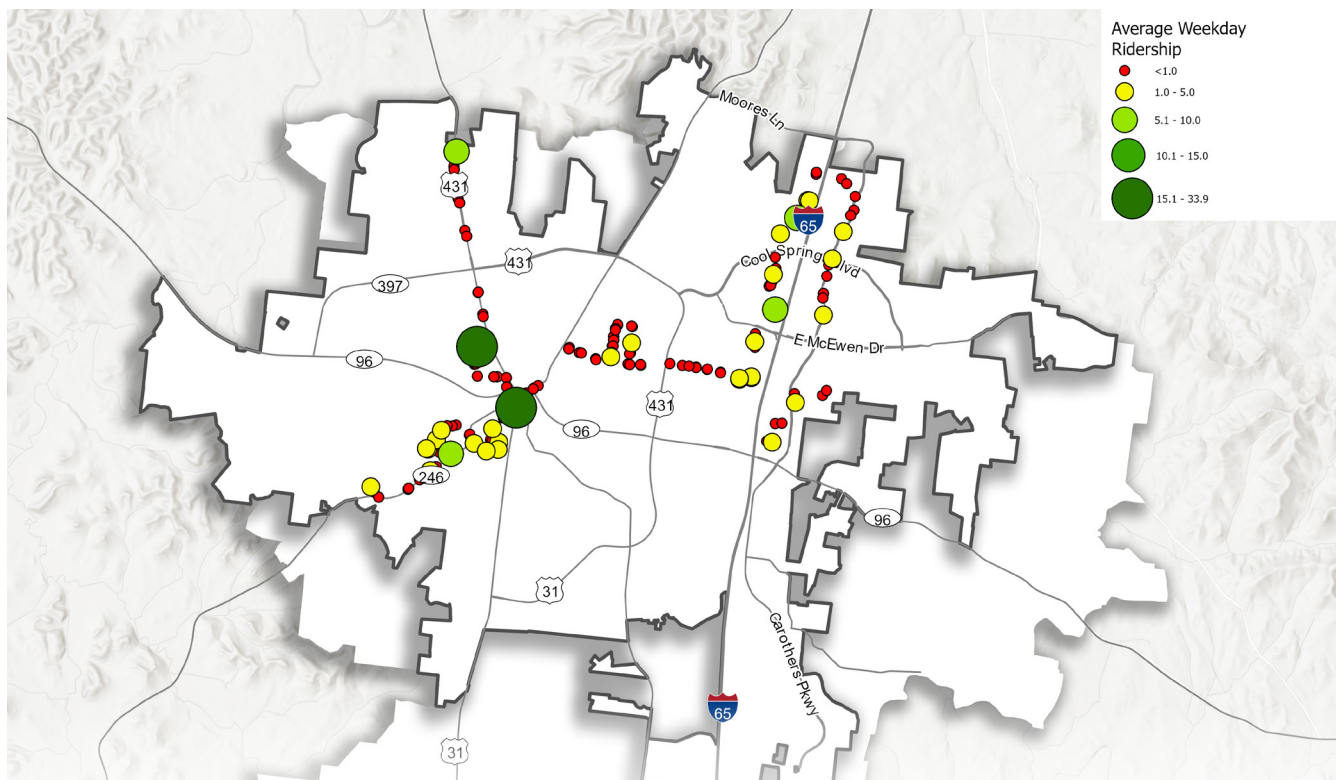
Travel Flows

Understand travel patterns in Franklin, regardless of transportation mode, is crucial to understanding all potential travel demand that could be accommodated by transit. Estimated daily trips within Franklin reveals specific travel patterns.

With areas shaded lighter blue representing lower trip densities and areas shaded darker blue representing higher trip densities, the highest daily trip densities occur within Downtown Franklin and the Cool Springs area, reflecting the concentration of employment, commercial, and institutional destinations that generate two-way travel throughout the day. Additional clusters of activity are evident along Columbia Avenue, Murfreesboro Road, Mack Hatcher Parkway, and adjacent neighborhoods, emphasizing these corridors as the city's primary commuting corridors.

Together with the activity center analysis, these travel patterns confirm the importance of Downtown Franklin, Cool Springs, and the major corridors that connect them.





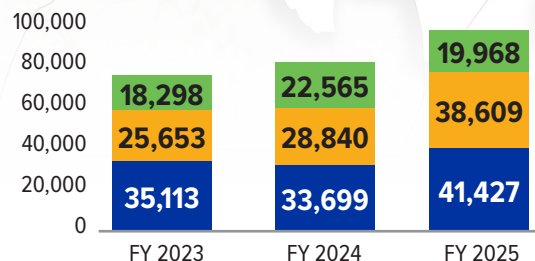
Existing Ridership

Existing ridership patterns show where Franklin Transit currently captures the strongest demand and where service improvements may have the greatest impact.

Franklin Transit has experienced steady ridership growth since COVID, and FY25 saw total ridership top 100,000. This shift demonstrates a balanced growth pattern, with both fixed route and TODD contributing significantly to overall ridership, reflecting the community's need for reliable scheduled routes as well as flexible demand response options.

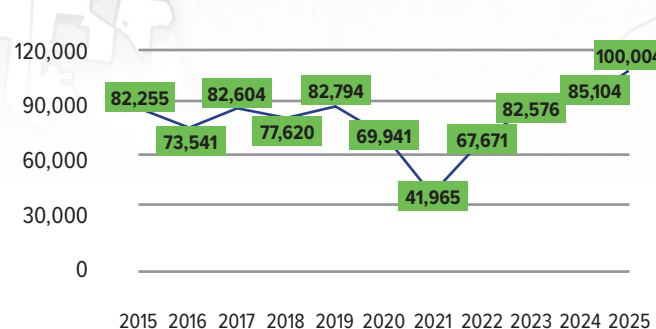
Stop-level ridership data shows that most passengers use a small number of major stops, while many neighborhood stops see light activity. The Franklin Transit Center is the busiest location, followed by Independence Square. Other stops experiencing moderate ridership include Fieldstone Farms, Walmart, CVS on Liberty Pike, and the CoolSprings Galleria.

FRANKLIN TRANSIT RIDERSHIP BY MODE



■ Total Fixed Route Trips
■ Total Demand Response
■ Total Special Service Trips

FRANKLIN TRANSIT RIDERSHIP OVER TIME



2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025

Public Involvement

Public involvement played a central role in the Franklin Transit Master Plan. The study team designed the outreach program to gather input from riders, non-riders, stakeholders, community partners, transit staff, and local leaders. This process informed the understanding of how the current system performs, what mobility needs remain unmet, and the community's vision for Franklin Transit. The outreach also provided local context that the technical analysis alone could not provide, including day-to-day travel challenges, service expectations, and perspectives on how transit should support Franklin's growth and quality of life.

The public involvement program used a range of methods to gather input from riders, non-riders, stakeholders, community partners, transit staff, and local leaders. Outreach included a Public Involvement Plan, Technical Advisory Group meetings, stakeholder interviews, discussion groups, community workshops, rider surveys, a TODD rider survey, a virtual public survey, staff input, and digital outreach. Together, these efforts gave the study both broad community input and detailed feedback on current service, unmet mobility needs, and future priorities.



1,300+
Virtual Room Visits



400+
Public Input Surveys



22
TODD Rider Surveys



97
Fixed Route Rider Surveys



24
Transit Operator and
Staff Surveys



12
Stakeholder Interviews



30
Discussion Groups



6
Public Workshops/
Meetings



63,000+
Social Media Interactions

SUMMARY OF FINDINGS

Surveyed riders rated Franklin Transit as critical to their ability to get around

74%

Riders indicated the bus is their only way to get around

52%

Described themselves as discretionary users, showing Franklin Transit serves both dependent and choice riders

45%

General population aware of Franklin Transit, but do not know where it goes or how to use it

56%



Riders Needs/Wants

More routes/service

Increased frequency

Longer service span

Better bus stop amenities

Alternative payment methods

Clearer rider information

These findings shaped the Plan's emphasis on stronger service, better customer tools, improved public awareness, and a balanced mix of fixed-route and on-demand service.

The virtual public survey broadened the outreach to include a wider segment of the Franklin community, including many residents who do not currently use transit. This survey confirmed that most respondents know transit exists in Franklin, but fewer understand where the service goes or how it works. Many respondents said they do not ride because current routes do not serve the destinations they need or because they prefer to drive. Even so, the survey showed strong support for transit improvements.

Digital outreach expanded the reach of the study and helped maintain transparency throughout the process. Social media, online materials, and the virtual meeting room gave residents continued access to project information and created additional opportunities for participation. This effort reinforced another key theme of the Plan: Franklin Transit must improve awareness, visibility, and public understanding if it expects the system to grow beyond its current rider base.

Goals, Objectives, and Performance Metrics

The Franklin Transit Master Plan establishes a policy framework to guide transit improvement over the next 10 years. The study team developed this framework through a joint workshop with the Technical Advisory Group and Franklin Transit Authority Board, then refined it based on staff and TAG review. The workshop results showed broad support for a rider-focused approach that emphasizes usability, access, reliability, technology, and practical improvements that Franklin can implement within the Plan horizon. Participants also highlighted the need to strengthen local and regional connectivity, improve public awareness, and continue supporting transit-dependent riders.

The final framework organizes the Plan around four goals. These goals focus on rider awareness and experience, accessible mobility, local and regional connectivity, and performance-based management of the transit system. The following graphic summarizes those goals. Together, these goals establish the policy direction for service, capital, technology, and management decisions over the 10-year plan horizon.

The Plan also defines strategies and tactics to carry out these goals. These actions include public outreach and education, social media and branding improvements, mobile and open-loop fare payment, employer and healthcare partnerships, reduced fare programs, bus stop improvements, microtransit implementation, regional trip planning integration, local mobility hubs, stronger scheduling and dispatch tools, internal and public dashboards, a Comprehensive Operations Analysis, and recurring performance reviews.

“

FRANKLIN TRANSIT MISSION STATEMENT

The Franklin Transit Authority connects people and places by providing efficient, effective, and affordable transportation services.

”

FRANKLIN TRANSIT GOALS



**Improve Rider
Awareness and
Experience**



**Provide Accessible
Mobility for All
Residents and
Visitors**



**Strengthen
Connectivity to
Local and Regional
Destinations**



**Provide Excellent
Management and
Oversight of the Public
Transportation System**

Key Performance Indicators

To support implementation, the Plan establishes a performance monitoring framework based on Key Performance Indicators (KPIs). The framework tracks safety, reliability, ridership growth, productivity, customer experience, and cost efficiency across fixed-route, microtransit, and ADA paratransit services. Recommended KPIs include preventable collisions, revenue miles between failures, total system ridership growth, passenger trips per revenue hour, fixed-route on-time performance, percent of demand-response trips completed, customer concerns, customer commendations, operating expense per passenger trip, and percent of calls answered within one minute. The Plan calls for monthly tracking, dashboard reporting, Franklin Transit Authority Board review, quarterly reporting to the City's Board of Mayor and Aldermen, and annual review of KPI thresholds. This framework gives Franklin Transit a structured basis for measuring progress and using performance results to guide future service and investment decisions. The following graphic summarizes the core performance areas Franklin Transit should track to support implementation and accountability.

CONCEPTUAL FRANKLIN TRANSIT KPIs

 Safety	 Reliability	 Ridership and Productivity	 Customer Experience	 Cost Efficiency
Preventable collisions per 100,000 vehicle miles	Revenue miles between vehicle failures	Total system ridership growth	Customer concerns	Operating expense per passenger trip
	Fixed-route on-time performance	Passenger trips per revenue hour	Customer commendations	
	Percent of demand-response trips completed		Calls answered within one minute	

Transit Needs, Improvement Strategy, and Phased Recommendations

The Franklin Transit Master Plan uses public input, existing conditions analysis, service evaluation, and latent demand analysis to identify mobility gaps and develop a coordinated set of transit improvements. The study identified several consistent needs across the system: broader fixed-route coverage, stronger regional connectivity, longer service hours, better frequency and reliability, a balanced mix of fixed-route and on-demand service, better bus stop amenities, improved pedestrian access, stronger customer information and marketing, and more convenient fare payment options. The study also found a need to better coordinate transit with broader transportation and land use planning in Franklin.

The Plan phases these improvements over a 10-year period. Ongoing actions support routine performance monitoring, maintenance, policy updates, and recurring evaluation of service outcomes. Short-term recommendations focus on practical near-term actions that improve the rider experience and establish the foundation for future phases, including planning work, customer tools, technology upgrades, and early service concepts. Medium-term recommendations advance larger service, capital, and technology improvements that require additional planning, coordination, or funding, such as expanded service span, a downtown circulator, bus stop upgrades, and targeted microtransit expansion. Long-term recommendations focus on broader system growth, including new local routes, higher fixed-route frequency, Sunday service, wider microtransit coverage, and stronger regional connections. This phased structure gives Franklin Transit a practical path for implementation while allowing the City to adjust priorities based on funding, performance, and changing community needs over time.

CATEGORIES OF RECOMMENDATIONS



Outreach and Communication Improvements



Planning and Policy Development



Capital and Technology Improvements



Transparency and Performance Monitoring



Service Improvements

Together, these categories connect the identified transit needs to a coordinated set of service, capital, technology, policy, and communications actions.

The following map illustrates the potential long-term transit network that could emerge as Franklin implements the phased recommendations over the 10-year planning horizon. The map highlights how fixed-route and microtransit improvements could work together over time to expand mobility across Franklin.

Implementation Plan

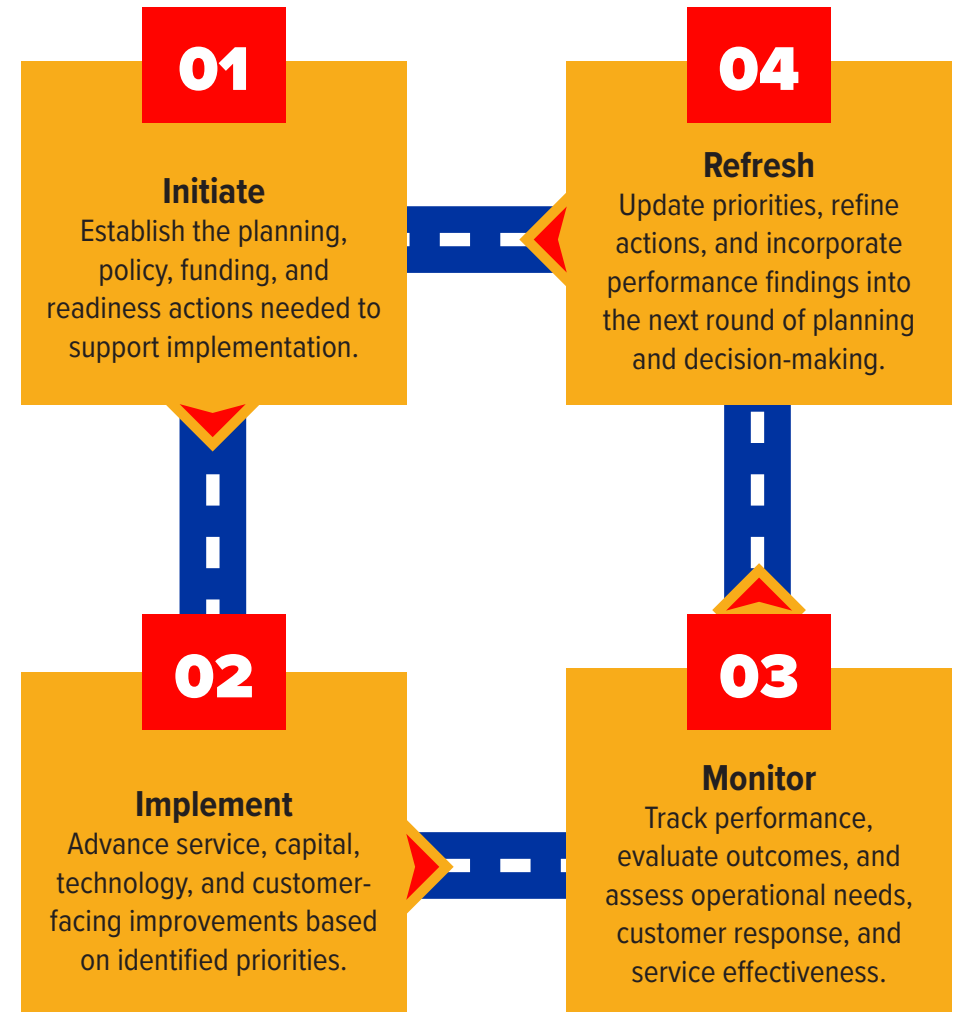
The Franklin Transit Master Plan organizes implementation as a phased 10-year program of service, capital, technology, planning, and policy actions. The Plan begins with foundational work such as planning studies, policy development, technology upgrades, and system readiness. It then advances into phased service and capital improvements, followed by continued performance monitoring and periodic plan updates. This structure gives Franklin Transit a clear path for implementation while allowing the City to adjust timing and priorities as conditions change. The following graphic summarizes the implementation cycle that will guide Franklin Transit as it initiates, delivers, monitors, and updates improvements over the 10-year planning period.

This cycle shows that implementation is continuous. Franklin Transit will initiate improvements, implement priority actions, monitor results, and refresh priorities over time based on performance findings, funding availability, and changing community needs.

The first phase of the Transit Master Plan can be implemented with anticipated budget funding.

Implementing the Transit Master Plan's vision will require identifying future funding to support the expansion of fixed-route and citywide microtransit services and the associated increase in operating costs. Short-term investments in microtransit and technology improvements in the first five years can be supported with existing funding. Future planning efforts, which are also already funded, will be necessary to advance the recommendations outlined in this plan. As a long-range planning document, the Transit Master Plan is intended to guide future decision-making and may be updated as conditions, priorities, and community needs evolve. The timing, scale, and implementation of individual recommendations will depend on the availability of future funding and other necessary resources.

FRANKLIN TRANSIT IMPLEMENTATION CYCLE



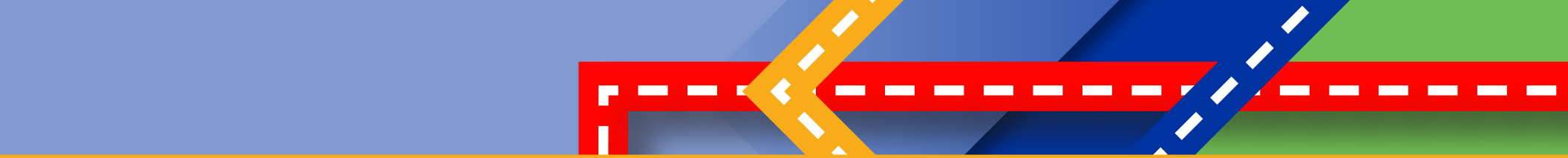
Financial Plan

The financial plan supports this phased program with 10-year projections for operating, capital, and planning costs. Operating expenses account for the largest share of total projected costs because they include both the continuation of existing services and phased service expansion. Over five years, the Plan projects approximately \$25.7 million in operating costs, \$5.35 million in capital costs, and about \$0.71 million in planning and other costs, for a total of about \$31.7 million. Over 10 years, the Plan projects approximately \$72.8 million in operating costs, \$13.9 million in capital costs, and about \$1.07 million in planning and other costs, for a total of about \$87.8 million.

The Plan also reviews Franklin Transit's current funding structure and identifies potential future funding sources. Current operating revenue depends heavily on federal and local funding, with smaller contributions from state funds and limited revenue from fares. Capital investments also rely heavily on federal funds, especially Section 5307. The funding assessment identifies additional federal, state, MPO, and local funding opportunities that could support implementation, including programs that support vehicles, facilities, microtransit, planning, and operating assistance. Together, the implementation and financial plans provide a structured framework for advancing improvements while recognizing that actual implementation will depend on funding availability, future studies, and performance results over time.

Operating expenses account for the largest share of total projected costs, while capital and planning expenses support phased system expansion and modernization.

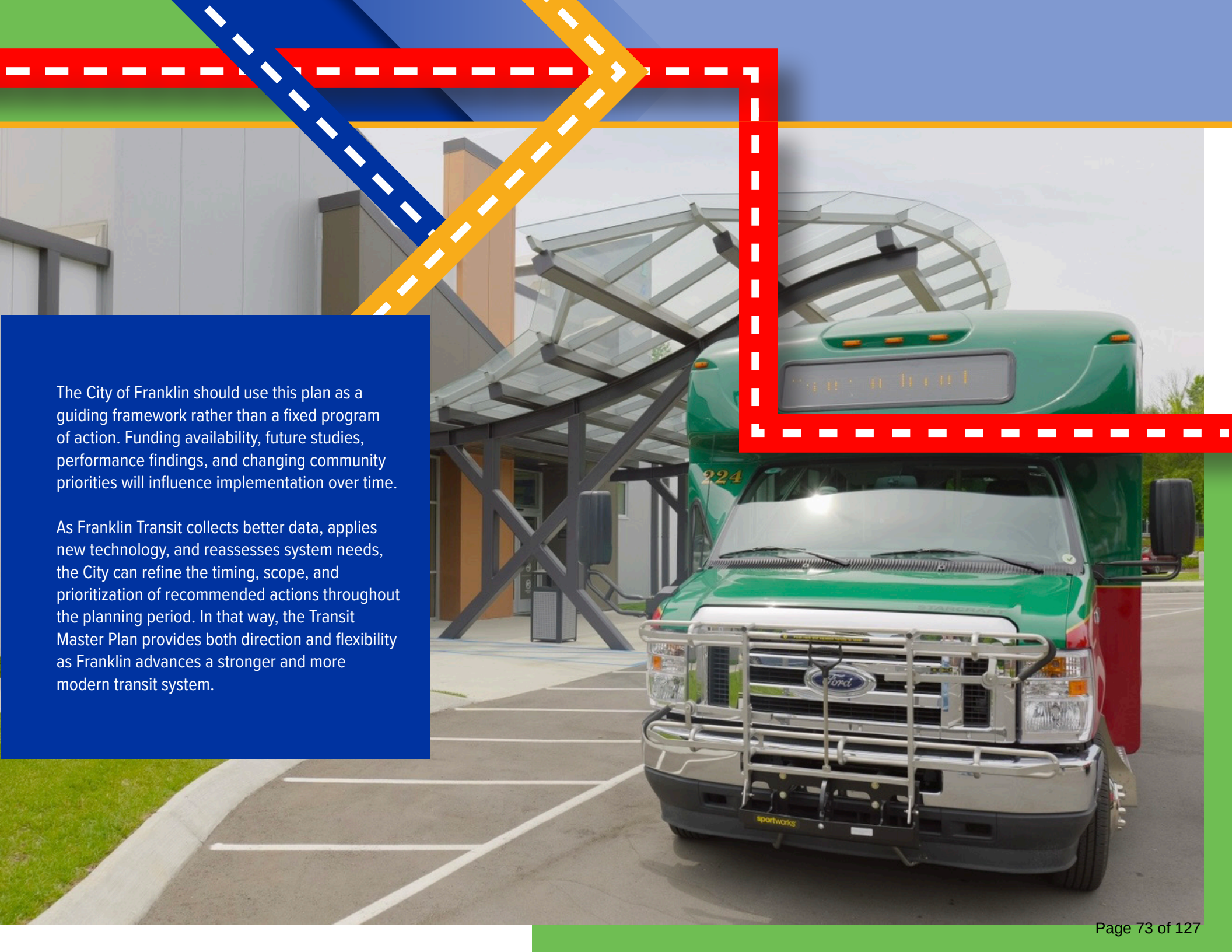
	Fiscal Years	Ten-Year Cost
OPERATIONS		
Existing Blue and Red routes	2027-2036	\$14,818,000
Existing special services	2027-2036	\$5,596,000
Extended fixed route service span	2029-2036	\$3,281,000
Downtown shuttle/circulator	2028-2036	\$2,194,000
New local fixed routes	2032-2036	\$5,193,000
Increased fixed route frequency	2034-2036	\$5,417,000
Sunday fixed route service	2034-2036	\$1,313,000
Traditional TODD service (assuming full MOD implementation)	2027-2036	\$16,137,000
Cool Springs MOD	2027-2036	\$5,739,000
Central Franklin MOD	2030-2036	\$6,566,000
Citywide MOD	2032-2036	\$6,521,000
CAPITAL		
Vehicle Purchases	2027-2036	\$11,394,000
Bus stop improvements	2027-2036	\$397,000
Bus stop shelters	2027-2036	\$1,918,000
Upgrade real-time information and tracking, scheduling, and dispatch tools	2027	\$15,000
Install Automatic Passenger Counters (APCs) across the entire fixed route fleet	2027	\$115,000
Implement Wi-Fi across the entire fleet	2028	\$25,000
Launch mobile fare payment	2027	\$3,000
Open-loop payment	2029	\$54,000
PLANNING		
ADA Transition Plan	2027	\$40,000
Microtransit feasibility and technology assessment	2027	\$200,000
Development of design standards	2027	\$60,000
Development of bus stop guidelines	2028	\$72,000
Comprehensive Operations Analysis (COA)	2029	\$159,000
Integrated Capital Improvement Plan and Transit Asset Management Plan	2029 and 2033	\$91,000
Refresh Transit Master Plan	2031	\$134,000
Update Transit Master Plan	2036	\$312,000



Conclusion and Immediate Next Steps

The Franklin Transit Master Plan also establishes a practical path forward.

SHORT-TERM RECOMMENDATIONS	MEDIUM-TERM RECOMMENDATIONS	LONG TERM RECOMMENDATIONS
Short-term recommendations center on the planning and system-readiness actions identified for 2027 and 2028. Key actions include: • Microtransit feasibility and technology assessment • ADA Transition Plan • Development of service design standards • Development of bus stop guidelines • Upgrades to real-time information, scheduling, and dispatch tools • Installation of Automatic Passenger Counters • Launch of mobile fare payment	Medium-term recommendations focus on foundational improvements. Key actions include: • Technology • Customer tools • Planning • Performance monitoring	Long-term recommendations focus on enhancing service capacity, coverage, and regional connectivity to support future growth. Key actions include: • Expand service • Strengthen regional connections • Improve infrastructure • Introduce flexible service options like microtransit
Together, these efforts establish the policy, technology, and operational foundation needed to support more data-driven service planning and future implementation. The microtransit feasibility and technology assessment is especially important because it will guide the design and launch of Franklin Transit’s first technology-enabled microtransit zone in Cool Springs and create a practical path toward broader deployment over time.	This structure allows Franklin Transit to improve the rider experience now while building the information, capacity, and partnerships needed for longer-term system growth.	



The City of Franklin should use this plan as a guiding framework rather than a fixed program of action. Funding availability, future studies, performance findings, and changing community priorities will influence implementation over time.

As Franklin Transit collects better data, applies new technology, and reassesses system needs, the City can refine the timing, scope, and prioritization of recommended actions throughout the planning period. In that way, the Transit Master Plan provides both direction and flexibility as Franklin advances a stronger and more modern transit system.



FRANKLIN TRANSIT

708 Columbia Ave
Franklin, TN 37064
(615) 628-0260
www.franklintransit.org

Prepared by



RESOLUTION 2026-33

A RESOLUTION OF THE FRANKLIN TRANSIT AUTHORITY TO ADOPT THE 2026 TRANSIT MASTER PLAN

WHEREAS, the City of Franklin is one of the fastest growing communities in the State of Tennessee and has experienced continual growth and development since the 1980s; and

WHEREAS, this growth pattern is expected to continue and to place increasing demands on the City's transportation network; and

WHEREAS, pursuant to *Tennessee Code Annotated* (T.C.A.) § 13-4-201, it is the function and duty of the Franklin Municipal Planning Commission (FMPC) to adopt an official general plan for the physical development of the City of Franklin; and

WHEREAS, the FMPC may from time to time amend, extend or add to the plan or carry any part of subject matter into greater detail; and

WHEREAS, the Transit Master Plan serves as a long-range plan for the transit system based on existing and proposed land uses; and

WHEREAS, the 2026 Transit Master Plan provides recommendations and a vision-based guide for the Franklin Transit Authority, including a 10-year plan for capital investments and recommendations for serving transportation mobility needs of Franklin; and

WHEREAS, the Franklin Transit Authority believes it is in the best interest of the City of Franklin to adopt the 2026 Transit Master Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE FRANKLIN TRANSIT AUTHORITY OF THE CITY OF FRANKLIN, TENNESSEE, AS FOLLOWS:

The 2026 Transit Master Plan, entitled "Franklin Transit Master Plan," is hereby adopted as recommended by the Franklin Transit Authority in BAI-8-4-26A, FMPC in Resolution 2026-26, and the City of Franklin Board of Mayor and Aldermen in Resolution 2026-27, along with the accompanying maps, exhibits, policies, and proposed projects listing.

IT IS SO RESOLVED AND DONE on this ____ day of _____, 20__.

ATTEST:

By: _____
Max Baker

FRANKLIN TRANSIT AUTHORITY:

By: _____
John Schroer
Chair of FTA

Approved as to Form:

By: _____
Shauna R. Billingsley
City Attorney

**AMENDMENT NO. 2 TO FTA OF FRANKLIN, TENNESSEE PROFESSIONAL SERVICES
AGREEMENT**

COF Contract No. 2024-0302

ENTERED INTO by and between the CITY OF FRANKLIN, TENNESSEE (the “City”) and BENESCH as of this _____ day of _____, 20____.

RECITALS:

WHEREAS, the City and BENESCH entered into an agreement (COF Contract No. 2024-0302) dated June 3, 2025 (the “Agreement”); and

WHEREAS, the purpose of the Agreement was to provide engineering, related technical, and other services in connection with FTA’s Transit Master Plan; and

WHEREAS, the parties desire to amend the agreement to provide supplemental Transit Master Planning activities related to transit technology applications and new microtransit service introduction; and

WHEREAS, the City and BENESCH desire to amend the Agreement as set forth herein.

NOW, THEREFORE, in consideration of these premises and the mutual promises contained herein, it is agreed by and between the parties as follows:

1. The Agreement is hereby amended and restated as follows:
2. The Agreement is hereby amended to provide supplemental Transit Master Planning activities not to exceed a fee of Forty-nine Thousand Eight Hundred and Thirty-one and No/100 Dollars (\$49,831.00).
3. The Agreement is hereby amended to include an additional scope, attached as Exhibit A.
4. The Agreement is hereby amended to extend the project schedule through February 2, 2027.
5. Waiver. Neither party’s failure nor delay to exercise any of its rights or powers under this Amendment will constitute or be deemed a waiver or forfeiture of those rights or powers. For a waiver of a right or power to be effective, it must be in writing signed by the waiving party. An effective waiver of a right or power shall not be construed as either (a) a future or continuing waiver of that same right or power, or (b) the waiver of any other right or power.
6. Severability. If any term or provision of the Amendment is held to be illegal or unenforceable, the validity or enforceability of the remainder of the Amendment will not be affected.
7. Precedence. In the event of conflict between this Amendment and the provisions of the previous Agreement(s), or any other contract, agreement or other document to which this Amendment may accompany or incorporate by reference, the provisions of this Amendment will, to the extent of such conflict (or to the extent the Agreement is silent), take precedence unless such document expressly states that it is amending this Amendment.
8. Entire Agreement. The Amendment between the parties supersedes any prior or contemporaneous communications, representations or agreements between the parties, whether oral or written, regarding the subject matter of the entire Amendment. The terms and conditions of this

Amendment may not be changed except by an amendment expressly referencing this Amendment by section number and signed by an authorized representative of each party.

9. Additions/Modifications. If seeking any addition or modification to the Amendment, the parties agree to reference the specific paragraph number sought to be changed on any future document or purchase order issued in furtherance of the Amendment, however, an omission of the reference to same shall not affect its applicability. In no event shall either party be bound by any terms contained in any purchase order, acknowledgement, or other writings unless: (a) such purchase order, acknowledgement, or other writings specifically refer to the Amendment or to the specific clause they are intended to modify; (b) clearly indicate the intention of both parties to override and modify the Amendment; and (c) such purchase order, acknowledgement, or other writings are signed, with specific material clauses separately initialed, by authorized representatives of both parties.

10. Breach. Upon deliberate breach of the Amendment by either party, the non-breaching party shall be entitled to terminate the Amendment without notice, with all of the remedies it would have in the event of termination, and may also have such other remedies as it may be entitled to in law or in equity.

11. Survival. This Amendment shall survive the completion of or any termination of the original contract, revised contract, or agreement or other document to which it may accompany or incorporate by reference.

12. All other provisions of the Agreement, dated June 3, 2025 are unchanged and remain in full force and effect.

FRANKLIN TRANSIT AUTHORITY:

By: _____
John Schroer, Chairman

Date: _____

ATTEST:

By: _____
Cayce Anderson, City Recorder

Date: _____

APPROVED AS TO FORM BY:

Ronda Webb, Assistant City Attorney

BENESCH:

By: _____

Title: _____

Date: _____

Franklin Transit Master Plan: Microtransit Implementation Planning and SaaS Platform Scope Development Support

For purposes of this scope, references to Franklin Transit include City of Franklin staff and the TMA Group in its role as the transit operator. Benesch will coordinate with both parties through the City of Franklin Project Manager throughout development of the final microtransit pilot operating plan and related SaaS platform technical specifications.

Draft Scope of Services

Project Purpose

The recently completed Transit Master Plan incorporates microtransit as a new delivery option for meeting the mobility needs of the City. As a continuation of the Transit Master Plan services and further development of the implementation plan element, this scope of work includes refinement of the conceptual microtransit zone covering the Cool Springs area. Franklin Transit completed the conceptual planning phase for this potential microtransit service and previously secured a CMAQ grant for funding a 3-year pilot demonstration of this service. Benesch will advance the concept and implementation plan efforts through two coordinated workstreams:

- 1. Develop a final microtransit operating plan**
- 2. Prepare technical specifications for a microtransit Software-as-a-Service (SaaS) platform**

The final operating plan will define how the service will function, including the service zone, service hours, booking policies, operating rules, fixed-route integration, general public demand-response integration, and performance measures to ensure that the requirements necessary to achieve the vision developed in the Transit Master Plan have been identified.

The SaaS technical specifications will translate the approved operating plan into vendor-neutral system requirements for customer booking, automated scheduling, real-time dispatching, trip optimization, vehicle and operator assignment, customer communications, data management, reporting, and system administration.

This assignment will not include procurement administration, vendor evaluation, vendor selection, contract negotiation, vehicle procurement, driver procurement, or turnkey transportation operations.

Task 1: Project Management and Technical Coordination

Benesch will provide project management, technical coordination, schedule control, and decision support throughout the assignment.

Benesch will conduct a kickoff meeting with the Franklin Transit project team to:

- Confirm decision-making responsibilities
- Establish the project schedule
- Confirm deliverable review procedures
- Identify key operating and technical decisions

Regular coordination meetings (**1 per month, 3 total**) will be held with the Franklin Transit project team.

Task 1 Deliverables

- Project kickoff meeting
- Project schedule
- Coordination meetings (**1 per month, 3 total**)
- Monthly progress updates

Task 2: Final Microtransit Operating Plan

Benesch will convert the conceptual planning completed for the 10-Year Transit Master Plan into a final operating plan that defines how the microtransit service should function in practice.

The operating plan will establish the business rules, service parameters, service integration approach, and performance expectations needed to configure the future SaaS platform.

Benesch will:

- Confirm the conceptual service zone and make limited refinements needed for implementation.
- Define service days, service hours, peak and off-peak parameters, and initial vehicle assumptions.
- Establish booking, pickup, wait-time, ride-time, shared-ride, cancellation, no-show, fare, and customer eligibility policies.
- Define how microtransit will connect with Franklin Transit's fixed-route network, including transfer locations, first-mile and last-mile trips, and rules for direct versus transfer trips.
- Define how microtransit will interact with the existing general public demand-response service, including customer classifications, booking channels, scheduling, dispatching, vehicle assignment, fares, and reporting.
- Identify necessary interfaces with ADA paratransit while maintaining separate service requirements and reporting.
- Develop planning-level operating assumptions for ridership, vehicle requirements, productivity, wait time, ride time, and cost per trip.

- Establish service KPIs and recommend initial performance targets.

Task 2 Deliverables

- Technical Memorandum 1: Final Microtransit Operating Plan

Task 3: Microtransit SaaS Technical Specifications

Benesch will translate the approved operating plan into vendor-neutral functional requirements for a future microtransit SaaS platform. The requirements will define how the platform must support Franklin Transit's service model, operating rules, customer experience, scheduling and dispatching needs, service integration, and reporting expectations. The requirements will focus on desired outcomes and core functionality.

Benesch will develop requirements for:

- Customer trip booking
- Scheduling and dispatching
- Shared-ride trip assignment
- Driver and dispatcher functions
- Customer notifications
- Service-zone and operating-rule configuration
- Fixed-route coordination
- General public demand-response coordination
- Service performance reporting

Requirements will be organized as mandatory, preferred, optional, and future-ready to support Franklin Transit's future solicitation and pilot demonstration efforts. Any identified incompatibilities or required system modifications will be documented but will not be resolved under this study. Resolution will remain the responsibility of the applicable technology providers.

Task 3 Deliverables

- Technical Memorandum 2: Final SaaS technical specifications

Task 4: Final Report and Technical Specification Package

Benesch will consolidate the approved operating plan and SaaS technical specifications into a final, coordinated project report.

The final report will clearly connect the recommended operating model to the required platform capabilities, so Franklin Transit can use the document as the basis for a future SaaS solicitation.

Benesch will:

- Prepare a draft final report that summarizes the recommended microtransit operating model.
- Incorporate the complete SaaS technical specifications developed under Task 3.
- Confirm consistency between the operating plan and the platform requirements.
- Facilitate a project closeout meeting with the Franklin Transit project team to review the final operating plan, SaaS technical specifications, key decisions, and next steps.
- Document and address Franklin Transit comments.
- Prepare final editable files for future procurement use.

Task 4 Deliverables

- Draft Report
- Final Report
- Project Closeout Meeting.

Proposed Three-Month Project Schedule

The schedule assumes a 12-week duration beginning with notice to proceed.

Task	Month 1	Month 2	Month 3
Task 1 – Project Management and Coordination	●	●	●
Task 2 – Final Microtransit Operating Plan	●	●	
Task 3 – Microtransit SaaS Technical Specifications		●	●
Task 4 – Final Report and Technical Specification Package			●

Task 1 will continue throughout the full three-month period. Tasks 2 and 3 will overlap so the approved operating decisions can be translated directly into the SaaS requirements without delaying the schedule.

Proposed Budget

Task Description		Benesch							Task Totals	
		Principal / Sr Transit Specialist	Project Manager	Senior Advisor	Senior Planner	Project Planner	Planner/ GIS	Admin Coord.		
		\$227.71	\$197.15	\$293.60	\$166.21	\$140.58	\$112.22	\$91.90	Hours	Fee
Task 1	Project Management and Coordination									
		6	12	4	6	6	0	6	40	\$7,299
Task 2	Final Microtransit Operating Plan									
		12	16	12	20	24	12	2	98	\$17,639
Task 3	Microtransit SaaS Technical Specifications									
		10	12	10	16	20	10	2	80	\$14,356
Task 4	Final Report and Technical Specification Package									
		4	8	6	16	20	4	4	62	\$10,537
	Total Direct Labor (all tasks)	32	48	32	58	70	26	14	280	\$49,831
Total Fee										\$49,831

FRANKLIN TRANSIT AUTHORITY
BOARD ACTION ITEM

Item Number: BAI 8-4-26B

Meeting Date: 8-4-26

Item Title: Consideration of Amendment No. 2 to Agreement #2024-0302 to provide supplemental Transit Master Planning activities related to transit technology applications and new microtransit service introduction

BACKGROUND

As part of the Franklin Transit Authority's contract with Benesch for professional services in connection with the FTA's Transit Master Plan. The amendment adds Forty-nine Thousand Eight Hundred and Thirty-one and No/100 Dollars (\$49,831.00) to the contract. The supplemental funds are to be used for the development of the final microtransit pilot operating plan and related SaaS platform technical specifications.

STAFF RECOMMENDATION

Staff recommends that the Franklin Transit Authority approve changes to Contract #2024-0302.

Approved _____
Board Officer

Date

FRANKLIN TRANSIT AUTHORITY

PUBLIC TRANSPORTATION

Public Transportation Agency Safety Plan (PTASP)

Prepared in accordance with 49 CFR Part 673

The Franklin Transit Authority
708 Columbia Avenue, Franklin, Tennessee 37064

Update 4

Incorporating the 14-Measure Safety Performance Target Amendment, July 2026
(Supersedes Version 3, incorporating the 12/31/2022 amendment)

Table of Contents

- 1. Transit Agency Information
- 2. Plan Development, Approval, and Updates
- 3. Safety Performance Targets
- 4. Safety Management Policy
- 5. Safety Risk Management
- 6. Safety Assurance
- 7. Safety Promotion
- Appendix A — Definitions and Acronyms
- Appendix B — Safety Program Self-Assessment Checklist
- Appendix C — Amendment Record

1. Transit Agency Information

Under Part 673, a transit agency is required to maintain documents that describe its Agency Safety Plan (ASP), including those related to implementation and results from processes and activities. This section identifies the agency, its safety leadership, and the scope of service covered by this Plan.

Transit Agency Name	The Franklin Transit Authority
Transit Agency Address	708 Columbia Avenue, Franklin, Tennessee 37064
Accountable Executive	Debbie Henry, President and CEO — TMA Group
Chief Safety Officer / SMS Executive	Stanton Higgs, Chief Operating Officer
Mode(s) of Service Covered by This Plan	Fixed Route (Motorbus) and Demand Response
FTA Funding Types	5307, 5339
Mode(s) of Service Provided	Fixed Route and Demand Response — Contracted
Fleet Size	16 vehicles in peak revenue service
Service Provided on Behalf of Another Transit Agency?	No

Definition — Small Public Transportation Provider: A recipient or subrecipient of Federal financial assistance under 49 U.S.C. § 5307 with 100 or fewer vehicles in peak revenue service, that does not operate a rail fixed guideway system (49 C.F.R. § 673.5). At 23 vehicles, Franklin Transit Authority qualifies as a Small Public Transportation Provider, and is not subject to the separate 8-measure Safety Risk Reduction Program, which applies only to Section 5307 recipients serving an urbanized area of 200,000 or more.

2. Plan Development, Approval, and Updates

Development and Approval

Entity That Drafted This Plan	TMA Group — Contractor of Record for Franklin Transit Authority
Board Approval	Julian Bibb, Franklin Transit Authority Chairman
Certification of Compliance	Stanton Higgs, Chief Operating Officer
Supporting Documentation	A copy of the Board Action Item is on file at the Franklin Transit Authority offices, 708 Columbia Avenue, Franklin, TN 37064

Version History

Version	Section(s) Affected	Reason for Change	Date Issued
1	New Document	Initial issuance	07/20/2020
2	Sections 5 and 7	Board- and Safety Committee-approved amendment: added CDC Guidelines to hazard identification, barriers around the bus operator workstation, and mandatory de-escalation training, per FTA and Bipartisan Infrastructure Law (49 U.S.C. 5329(d)) requirements	12/31/2022
3	Section 3	Documented existing Safety Performance Targets under the original 7-measure National Safety Plan structure	12/30/2019 (template); reaffirmed annually
4	Section 3	Expanded Safety Performance Targets from 7 to 14 measures per FTA's April 2024 National Public Transportation Safety Plan update; added Vehicle Revenue Miles (VRM) basis for rate calculations; set targets for new measures at industry-standard excellence levels for a small, 23-vehicle Fixed Route / Demand Response provider	07/21/2026

Safety Performance Target Coordination

Safety Performance Targets are evaluated over a fiscal year, with a baseline of Fiscal Year 2021 (7/1/2020–6/30/2021).

Staff of the TMA Group and City of Franklin participate on the Transportation Technical Committee for the Metropolitan Planning Organization (MPO) and the Tennessee Public Transportation Association. TMA Group, on behalf of Franklin Transit, ensures that performance targets and any updates to the PTASP are communicated to the MPO and TDOT, and benchmarks Franklin Transit's performance against comparable agencies regionally.

Recipient Entity	Name	Date Targets Transmitted
State	Tennessee Department of Transportation	July 30, annually
Metropolitan Planning Organization	Greater Nashville Regional Council, MPO	July 30, annually

Annual Review and Update

Annual Review will be conducted each July, and to be completed by July 31st. Franklin Transit designated safety staff will review safety performance as it relates to meeting the documented safety goals. Safety staff will also review Risk Assessments to reduce risk. After the review, staff will recommend new annual goals for approval by the Board.

3. Safety Performance Targets

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan. Pursuant to FTA's April 2024 update to the National Public Transportation Safety Plan (89 FR 25276), the general Safety Performance Measures required of all agencies subject to the PTASP regulation expanded from 7 to 14. Franklin Transit Authority, as a Small Public Transportation Provider operating 23 vehicles across Fixed Route and Demand Response service, is subject to all 14 general measures below and remains exempt from the separate 8-measure Safety Risk Reduction Program, which applies only to large urbanized area providers (200,000+ population).

Rate-based measures are calculated per 100,000 Vehicle Revenue Miles (VRM), consistent with National Transit Database (NTD) reporting convention, unless otherwise noted.

3.1 Core Safety Performance Measures

Mode	Fatalities (Total/Rate)	Injuries (Total/Rate)	Major Events / Safety Events (Total/Rate)	System Reliability
Fixed Route	0 / 0	3 / 1.4	3 / 1.4	17,000 mi
Demand Response	0 / 0	1 / 1.3	1 / 1.3	20,000 mi

3.2 New Measures — Collision, Transit Worker, and Assault Rates

Targets below are set at levels consistent with industry-recognized best practice for small transit systems (fewer than 25 vehicles) operating a mixed Fixed Route / Demand Response model, drawing on FTA's stated zero-tolerance philosophy for fatality and severe-outcome measures, and peer-benchmarked rate levels for lower-severity, higher-frequency measures. These targets will be reviewed against Franklin Transit's own 3-year NTD-reported data as it becomes available and adjusted through the Plan's normal annual review process if warranted.

Measure	Fixed Route Target	Demand Response Target
Collision Rate (Total per 100,000 VRM)	1.4	1.3
Pedestrian Collision Rate (per 100,000 VRM)	0.0	0.0
Vehicular Collision Rate (per 100,000 VRM)	1.4	1.3
Transit Worker Fatality Rate (per 100,000 VRM)	0.0	0.0
Transit Worker Injury Rate (per 100,000 VRM)	0.5	0.4
Assaults on Transit Workers (Total, annual)	0	0
Rate of Assaults on Transit Workers (per 100,000 VRM)	0.0	0.0

3.3 Basis for New Measure Targets

Measure Group	Target Basis / Rationale
Pedestrian Collision Rate; Transit Worker Fatality Rate; Rate of Assaults on Transit Workers	Set to zero, consistent with FTA's zero-tolerance philosophy already applied to Franklin Transit's Fatalities measure. These are severe-outcome events for which any occurrence warrants immediate Safety Committee review under Section 5 (Safety Risk Management), rather than treatment as a statistically expected occurrence.
Collision Rate / Vehicular Collision Rate	Set using Franklin Transit's own FY2023-24 actual performance as the baseline (Fixed Route: 4 collisions / 235,957 VRM = 1.70; Demand Response: 2 collisions / 143,862 VRM = 1.39). Because Collision Rate is a subset of the existing Safety Events Rate measure (nearly all of Franklin Transit's reported Safety Events are collisions), the

Measure Group	Target Basis / Rationale
	Collision Rate target is capped at the existing Safety Events Rate target -- 1.4 (Fixed Route) and 1.3 (Demand Response) -- to keep the two measures internally consistent rather than setting a Collision Rate target that numerically exceeds the broader Safety Events ceiling it falls under. This still represents a real improvement target relative to the FY2023-24 baseline (an 18% reduction on Fixed Route, a 6% reduction on Demand Response), and is consistent with data reported by peer transit agencies of comparable size and service mix. The Safety Committee will revisit this target once three years of Franklin Transit's own NTD-reported Collision data is available. Note on measure structure: Collision Rate (1.1) and Vehicular Collision Rate (1.1.2) are both required under FTA's National Public Transportation Safety Plan and are not redundant by design -- Collision Rate is the total of all collisions, while Pedestrian Collision Rate (1.1.1) and Vehicular Collision Rate (1.1.2) are its two required sub-components. Because Franklin Transit's Pedestrian Collision Rate target is set to zero, Collision Rate and Vehicular Collision Rate happen to carry the same numeric value in this Plan, but both rows are retained as separate measures consistent with the FTA measure structure, and would diverge if a pedestrian collision were ever reported.
Transit Worker Injury Rate	Set at roughly one-third of the passenger Injury Rate target, consistent with industry data showing transit worker injuries occur less frequently than passenger injuries in small bus/paratransit operations, while remaining an active, monitored measure rather than a zero target given the physical nature of operator duties.
Assaults on Transit Workers (Total)	Set at zero as an aspirational excellence-level target appropriate for a small system. Any assault should trigger the mandatory de-escalation training review and Risk Assessment Matrix process already described in Sections 5 and 7 of this Plan, consistent with the Plan's 2022 amendment adding mandatory de-escalation training for customer-facing staff.

These targets represent Franklin Transit's initial, Board-approved starting point for the seven new measures and are set at a deliberately rigorous, excellence-oriented level rather than a permissive one. The Safety Committee will formally revisit each target once three years of Franklin Transit's own NTD-reported data is available, consistent with FTA guidance on rolling-average target-setting, and may recommend adjustment through the Plan's normal annual review and amendment process.

3.4 Safety Performance Target Coordination

The Safety Performance Targets listed above, Fatalities, Injuries, Safety Events, Collision Rates, Transit Worker Fatality/Injury Rates, Assaults on Transit Workers, and System Reliability, will be evaluated over a fiscal year period with a baseline year of Fiscal Year 2021 (7/1/2020–6/30/2021).

Staff of the TMA Group and Franklin Transit sit on the Transportation Technical committee for the Metropolitan Planning Organization, as well as the Tennessee Public Transportation Association. The TMA Group on behalf of Franklin Transit will ensure that Performance Targets and any updates to the PTASP will be communicated to the MPO and TDOT. Comparisons with the Safety Performance of all Agencies will be done in order to compare the performance of the Franklin Transit system to go over all goals throughout the region.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Tennessee Department of Transportation	July 30th, each year

Targets Transmitted to the MPO	Metropolitan Planning Organization Name	Date Targets Transmitted
	Greater Nashville Regional Council, MPO	July 30th, each year

4. Safety Management Policy

Safety Management Policy Statement

The Franklin Transit Authority is committed to Safety Management as a systematic and comprehensive approach to identifying safety hazards and risk associated with transit system operations and related maintenance activities.

The Authority has adopted a Safety Management System (SMS) framework as an explicit element of its responsibility — establishing safety policy; identifying hazards and controlling risks; and setting goals, planning, and measuring performance. SMS fosters agency-wide support for safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety.

This Plan has been developed and adopted to comply with FTA requirements established by Section 5329(d) of the Moving Ahead for Progress in the 21st Century (MAP-21) Act, as amended by the Bipartisan Infrastructure Law. Management and the Board of Directors have reviewed this Plan and assure that its contents meet the requirements of Section 5329(d) through the establishment of a comprehensive SMS framework, including the expanded 14-measure Safety Performance Target structure adopted in Update 4 of this Plan.

Fundamental Safety Beliefs

- Safety is a core business value.
- Safety excellence is a key component of our mission.
- Safety is a source of competitive advantage; safety excellence strengthens all public transportation activities.
- Accidents and serious incidents are preventable — they are preceded by identifiable precursors that can be assessed and mitigated through physical, administrative, and behavioral defense strategies.

Basic Elements of the Safety Approach

- Top management commitment to safety
- Responsibility and accountability of all employees
- Clearly communicated safety goals
- Safety assurance and performance measurement for improvement

Debbie Henry, President and CEO, TMA Group, and Accountable Executive

Policy Communication

The Compliance Director, who leads Franklin Transit SMS activities, introduces staff to SMS principles at an all-staff meeting. The Safety Management Policy Statement is distributed to every employee as a handout at this meeting and posted throughout employee gathering areas at Franklin Transit facilities. Review and distribution of the Policy Statement is incorporated into new-hire training and annual refresher training for all staff.

Safety promotion is critical to the success of the SMS, ensuring the organization fully understands and trusts the safety policies, procedures, and structure. Training is delivered through narratives, webinars, informal staff meetings, courses, conferences, and formal certifications, guided by an annual (January–December) training calendar for all staff, operations personnel, management, and the Safety.

Authorities, Accountabilities, and Responsibilities

Role	Responsibilities
Accountable Executive (Debbie Henry)	Responsible for ensuring the Board-approved PTASP is executed as intended; leads the organization's commitment to safety; carries out the Agency Safety Plan and Transit Asset Management Plan; controls the human and capital resources needed to develop and maintain the ASP; accountable for effective SMS implementation and correcting substandard performance. Delivers an annual report to the Board on safety goal achievement and future initiatives.
Chief Safety Officer / SMS Executive (Stanton Higgs)	Manages communication and implementation of the SMS agency-wide; supports managers and key staff in building a safety culture; keeps training on schedule; reports directly to the Accountable Executive.
Agency Leadership (Monte Rodriguez, Compliance Director)	Coordinates PTASP implementation, promotes safety awareness, communicates changes in safety documents, serves as main point of contact for safety concerns, monitors corrective-action effectiveness, ensures documentation accessibility, provides periodic performance reports, and renders independent safety advice to leadership.
Key Staff (Mike Johnston, Transit Director)	Advises and assists drivers in identifying and reporting suspicious activity, managing security incidents, and responding to emergencies.
Drivers, Operation Dispatchers	Responsible for exercising maximum care and good judgment in identifying and reporting suspicious activities, managing security incidents, and responding to emergencies.

Employee Safety Reporting Program

Effective hazard identification is fundamental to safety management at Franklin Transit. Identification methods may be reactive (occurrence reporting, incident investigation, trend monitoring) or proactive (observing and analyzing day-to-day operations). Reporting methods include:

- Safety meetings
- Hazard, incident, and accident reports
- Confidential safety suggestion box for drivers
- Informal discussion with staff

Hazard identification is only successful within a non-punitive, just safety culture. The Authority pursues systematic safety improvements by discovering and learning from potential weaknesses in the system's safety.

Non-Punitive Reporting Policy

Franklin Transit Authority does not take disciplinary action against any employee who discloses an incident or occurrence involving transit safety, including near misses, provided the report comes from the employee and does not involve an illegal act or a willful disregard of established regulations or procedures. To the extent permissible by law, the identity of any employee who provides safety information is protected.

5. Safety Risk Management

Safety Hazard Identification

Effective hazard identification programs are fundamental to safety management. Identification may be reactive (occurrence reporting, incident investigation, trend monitoring) or proactive (observing and analyzing day-to-day operations). Franklin Transit's methods include:

- Safety assessments
- Trend monitoring
- Safety meetings
- Hazard, incident, and accident reports
- Safety audits
- Customer suggestions and complaints
- Confidential driver suggestion box
- FTA, NTI, DHS, FEMA, and TEMA resources
- CDC Guidelines

Safety Risk Assessment

Once hazards are identified, the Authority assesses potential consequences considering likelihood of occurrence, severity, and exposure. Risk is assessed by experienced personnel using a Risk Assessment Matrix (RAM) at the direction of the Director of Compliance. Each qualified individual completes the assessment independently; results are then discussed and a final group Risk Assessment Matrix and assignment are agreed upon.

If risk is acceptable, the hazard is monitored. If unacceptable, the Authority acts to lower risk to an acceptable level or to remove or avoid the hazard. Recommended actions are documented and communicated to the Accountable Executive, and directives to execute are passed to appropriate staff.

Risk Mitigation

Hazards requiring mitigation are tracked in a Hazard Identification and Risk Assessment Log to help prioritize safety risks. Risk is lowered by reducing severity of potential consequences, reducing likelihood of occurrence, and/or reducing exposure. Mitigation actions fall into three categories:

Physical Defenses	Administrative Defenses	Behavioral Defenses
Engineered objects and technologies that discourage, warn against, or prevent inappropriate action, or mitigate consequences (e.g., traffic control devices, fencing, safety restraints, control/signal systems, monitoring systems). Barriers around the bus operator workstation.	Procedures and practices that reduce the likelihood of an accident or incident (e.g., safety regulations, standard operating procedures, personnel proficiency, supervision, inspections, training).	Education and public-awareness interventions aimed at reducing risky or reckless behavior of motorists, passengers, and pedestrians — factors outside the agency's direct control.

Once hazards are identified and risk levels assessed, they are entered into a Prioritized Safety Risk Log, which records priority level, risk description, planned mitigation strategy, outcome, responsible staff, timeline, and status. The Log is updated frequently to ensure continual progress toward risk reduction.

Safety Risk Assessment Matrix (RAM)

Risk is assessed using a severity/likelihood matrix. Each hazard is scored for Severity (1–5, considering people, assets, environment, and reputation) and Likelihood (1–5), yielding an Assessed Risk Level of Low, Medium, or High:

- Low Risk — Continuous improvement
- Medium Risk — Monitor and control
- High Risk — Unacceptable / intolerable; introduce further control measures immediately

6. Safety Assurance

Safety assurance provides the feedback necessary to confirm the SMS is functioning effectively and that Franklin Transit is meeting or exceeding its safety objectives. This requires a clear understanding of how safety performance will be evaluated, and embedding the resulting metrics into the organizational culture to drive ongoing improvement.

Defining Safety Goals and Objectives

Setting safety goals and objectives is part of strategic planning and safety policy. A safety goal is a general description of a desirable long-term impact. A safety objective is a more specific, measurable statement supporting that goal, each measured against specific performance metrics with a defined baseline and target.

Performance Measurement and Verification

Consistent with the expanded 14-measure structure in Section 3, actual performance against all Safety Performance Targets is verified annually by cross-referencing Franklin Transit's Safety Events, injury, assault, and fatality records against Vehicle Revenue Miles (VRM) as reported to the National Transit Database, and by cross-referencing maintenance and road-call records against VRM to calculate System Reliability. This analysis is compiled into an annual Safety Performance Report for review by the Safety Committee ahead of the July annual review described in Section 2, and is retained on file separately from this Plan as supporting documentation.

Monitoring Mitigation Effectiveness

- Security cameras in vehicles and public areas
- Geotab Automatic Vehicle Location (AVL) monitoring of location and speed
- Safety meetings and employee / customer suggestion boxes
- Staff feedback and incident reports / incident log review

Regular monthly safety meetings review risk mitigation plans and all internally reported data to monitor effectiveness. The committee determines whether to leave a mitigation plan as is, adjust it, or develop a new strategy, incorporating feedback from operations staff on effectiveness.

Investigating Safety Events

Franklin Transit maintains a consistent process for notifying, communicating, and recording information for every safety event, relying on accurate gathering and interpretation of on-scene information to identify root and causal factors. All elements of the event are documented and become part of the Risk Assessment and Mitigation process.

Immediate Response (Driver / Staff on Scene)

- Assess the situation
- Obtain help
- Secure the scene
- Gather information

Investigation (Safety Committee / On-Site Investigator)

- Gather data — statements, photos, and scene conditions
- Liaise with emergency responders and notify the insurance carrier
- Investigate the scene once people and property are secure
- Conduct drug and alcohol testing, if required
- Meet local, state, and federal reporting requirements

Internal Reporting Metrics

- Fatalities and fatal crashes per specified time period and system mileage
- Injuries and injury crashes per specified time period and system mileage
- Fatal / injury accidents per million passenger-miles or vehicle-miles traveled
- Collisions, pedestrian collisions, and vehicular collisions per specified time period
- Assaults on transit workers per specified time period
- Employee work days lost to injuries per specified time period
- Work-related fatalities per specified time period
- Workers' compensation payments per specified time period
- Percent of positive drug / alcohol tests per specified time period
- Traffic tickets issued to bus operators per specified time period

7. Safety Promotion

Competencies and Training

The Director of Compliance conducts an annual training needs assessment to evaluate the level of competency for all staff involved in safety-related roles.

Safety Communication

Franklin Transit communicates safety and safety-performance information throughout the organization, including hazards and risks relevant to employees' roles and responsibilities, and informs employees of actions taken in response to reports submitted through the Employee Safety Reporting Program.

- Memorandum announcements to staff
- Safety communications board
- Individual and group meetings
- On-the-job training opportunities
- Online training

Mandatory De-Escalation Training

All customer-facing staff are required to complete mandatory de-escalation training. This training equips employees to recognize early warning signs of conflict, apply verbal and behavioral techniques to reduce tension, and safely manage confrontational situations with passengers or the public before they escalate — supporting the zero-target Assaults on Transit Workers measure adopted in Section 3.

Supporting Documentation

- Risk Assessment Matrix
- Safety Assessment and System Review
- Staff Safety Roles and Responsibilities
- Safety and Security Suggestion and Reporting Form
- Organization Chart
- Definitions and Acronyms

Appendix A — Definitions and Acronyms

Definitions

Term	Definition
Accident	An event involving loss of life, a serious injury, a collision of public transportation vehicles, a runaway train, a life-safety evacuation, or any derailment of a rail transit vehicle, regardless of cause.
Accountable Executive	A single, identifiable person with ultimate responsibility for carrying out the PTASP and the Transit Asset Management Plan, and control over the resources needed to develop and maintain both.
Assault on a Transit Worker	A physical act of violence directed at a transit worker in the performance of their duties, as defined and reported under NTD Safety and Security reporting requirements.
Collision Rate	The total number of collisions (vehicular and pedestrian) per 100,000 Vehicle Revenue Miles.
Event	Any Accident, Incident, or Occurrence.
Hazard	Any real or potential condition that can cause injury, illness, or death; damage to or loss of facilities, equipment, rolling stock, or infrastructure; or damage to the environment.
Incident	An event involving a non-serious personal injury, an injury requiring medical transport, or damage disrupting agency operations.
National Public Transportation Safety Plan	The plan to improve safety of all public transportation systems receiving Federal financial assistance under 49 U.S.C. Chapter 53.
Pedestrian Collision Rate	The number of collisions involving a pedestrian per 100,000 Vehicle Revenue Miles.
Performance Measure	A quantifiable indicator of performance or condition used to establish targets and assess progress.
Performance Target	A quantifiable level of performance to be achieved within an FTA-required time period.
Public Transportation Agency Safety Plan (PTASP)	The documented, comprehensive Agency Safety Plan required by 49 U.S.C. 5329 and Part 673.
Risk	The composite of predicted severity and likelihood of the potential effect of a hazard.
Safety Performance Target	A performance target related to safety management activities.
Small Public Transportation Provider	A recipient or subrecipient of Federal financial assistance under 49 U.S.C. § 5307 with 100 or fewer vehicles in peak revenue service, that does not operate a rail fixed guideway system.
System Reliability	Mean distance between major mechanical failures, measured in Vehicle Revenue Miles.
Transit Worker Fatality Rate / Injury Rate	The rate of transit worker fatalities or injuries, respectively, per 100,000 Vehicle Revenue Miles.
Vehicle Revenue Miles (VRM)	Miles operated in revenue service, as reported to the National Transit Database, used as the exposure denominator for rate-based Safety Performance Measures.

Acronyms

Acronym	Word or Phrase
ADA	Americans with Disabilities Act of 1990
ASP	Agency Safety Plan (also referred to as PTASP under Part 673)
CFR	Code of Federal Regulations
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
NTD	National Transit Database
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
SMS	Safety Management System
SRM	Safety Risk Management
VRM	Vehicle Revenue Miles

Appendix B — Safety Program Self-Assessment Checklist

Use this checklist to periodically verify compliance with agency safety policies, employee file requirements, training, meetings, incident investigation, substance abuse policy, facility inspections, and asset management practices.

Safety Policies

Review Item	Y / N
Are all safety policies up to date and reviewed?	☐ Y ☐ N
Is a PTASP or other System Safety Plan written for the transit system?	☐ Y ☐ N
Is the Drug and Alcohol Policy current and up to date?	☐ Y ☐ N

Education and Training

Review Item	Y / N
Are operator certifications current?	☐ Y ☐ N
Have managers completed SMS training?	☐ Y ☐ N
Have all safety-sensitive employees received Drug and Alcohol training?	☐ Y ☐ N
Have all customer-facing staff completed mandatory de-escalation training?	☐ Y ☐ N

Safety Meetings

Review Item	Y / N
Is there an active Safety Committee that meets regularly?	☐ Y ☐ N
Are meetings documented with sign-in sheets and publicly posted agendas/minutes?	☐ Y ☐ N

Incident and Accident Investigation

Review Item	Y / N
Are reporting policies in place and report forms kept on board?	☐ Y ☐ N
Are accident reports completed for all situations and used for pre-/post-accident training?	☐ Y ☐ N
Are collisions, assaults, and worker injuries logged separately to support Section 3 rate calculations?	☐ Y ☐ N

Asset Management (Vehicles)

Review Item	Y / N
Is a current vehicle list maintained and is all maintenance activity tracked?	☐ Y ☐ N
Is a regular maintenance schedule written, followed, and are work orders completed?	☐ Y ☐ N
Are unscheduled road calls and towing events logged and distinguished from scheduled maintenance to support the System Reliability measure?	☐ Y ☐ N

Appendix C — Amendment Record

This appendix documents formal amendments to this Public Transportation Agency Safety Plan (PTASP), adopted to meet Federal Transit Administration requirements.

Amendment 1 — Effective 12/31/2022

Field	Entry
Regulatory Basis	FTA requirements; Bipartisan Infrastructure Law, 49 U.S.C. § 5329(d)
Plan Section(s) Affected	Sections 5 and 7
Summary of Changes	Added CDC Guidelines as a hazard identification resource; added barriers around the bus operator workstation as a physical defense; added mandatory de-escalation training for all customer-facing staff.

Amendment 2 — Effective 07/21/2026

Field	Entry
Regulatory Basis	FTA Final Rule, National Public Transportation Safety Plan (89 FR 25276, April 10, 2024); FTA Final Rule, Public Transportation Agency Safety Plans (89 FR 25470, April 11, 2024); 49 U.S.C. § 5329(d)
Plan Section(s) Affected	Section 3 — Safety Performance Targets
Summary of Changes	Expanded Safety Performance Targets from 7 to 14 measures. Added Collision Rate, Pedestrian Collision Rate, Vehicular Collision Rate, Transit Worker Fatality Rate, Transit Worker Injury Rate, Assaults on Transit Workers, and Rate of Assaults on Transit Workers, with targets set at industry-standard excellence levels for a small, 23-vehicle Fixed Route / Demand Response provider. Formalized the Vehicle Revenue Miles (VRM) basis for all rate calculations. Existing Fatalities, Injuries, Safety Events, and System Reliability targets are unchanged. Added Section 6 language on annual performance verification against VRM.

Board Approval and Signatures

Chairman — Signature / Date

Accountable Executive — Signature / Date

Safety Committee Review and Approval

Safety Committee / Committee Representative — Signature / Date

Records Retention

Original signed copies of this Plan and its Amendments are on file at the Franklin Transit Authority offices, 708 Columbia Avenue, Franklin, TN 37064.

FRANKLIN TRANSIT AUTHORITY

BOARD ACTION ITEM

Item Number: BAI 8-4-26CMeeting Date: 08-04-2026Item Title: Consideration of Franklin Transit Authority Public Transportation
Safety Plan**BACKGROUND**

Federal Transit Administration published Public Transportation Agency Safety Plan (PTASP) Final Rule requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants (49 U.S.C. 5307) to develop safety plans that include the processes and procedures to implement Safety Management Systems. The plan must include safety performance targets. Transit operators also must certify they have a safety plan in place meeting the requirements of the PTASP. The plan must be updated and certified by the transit agency annually.

STAFF RECOMMENDATION

TMA staff recommend that the Franklin Transit Authority approve the Franklin Transit Authority Public Transportation Safety Plan.

Approved _____
Board Officer

Date

FRANKLIN TRANSIT AUTHORITY

Transit Asset Management (TAM) Plan

Tier II TAM Plan — Updated July 20, 2026

NTD ID: 40162

TAM Plan Type: Tier II

Accountable Executive: Debbie Henry, President and CEO — TMA Group

Plan Horizon: FY2026 – FY2030 (5 Years)

Last Modified: July 20, 2026

SECTION 1: INTRODUCTION & AGENCY OVERVIEW

This Transit Asset Management (TAM) Plan has been developed by the Franklin Transit Authority in compliance with the Federal Transit Administration's TAM Final Rule, 49 CFR Part 625, as mandated by the Moving Ahead for Progress in the 21st Century Act (MAP-21) and the Fixing America's Surface Transportation (FAST) Act. As a Tier II transit provider operating 100 or fewer vehicles in peak revenue service and not operating rail fixed-guideway systems, Franklin Transit Authority is required to develop and maintain a TAM Plan that includes an asset inventory, condition assessments, and a prioritized investment strategy to achieve and maintain a State of Good Repair (SGR) for all capital assets.

This update was prepared to satisfy the Federal Transit Administration's requirement that all agencies complete an updated, compliant TAM Plan by October 2026, and to reconcile the plan against the agency's current physical asset inventory.

Note on Plan Scope: This TAM Plan forecasts asset condition, performance targets, and capital replacement needs for a three-year window (FY2027–FY2029) covering the agency's present fleet and the replacement of existing vehicles. The Franklin Transit Vision Plan, once finalized, is expected to affect the type, size, and number of vehicles operated going forward, which will in turn affect future asset management planning. This plan does not attempt to forecast those changes; it will be revisited and updated once the Vision Plan's outcomes are known.

Agency Overview

Franklin Transit operates Fixed Route and Demand Response service for the City of Franklin, Tennessee. The Franklin Transit Authority was established by the City of Franklin, Board of Alderman to provide local transit within the City limits of Franklin, TN. Franklin Transit currently operates from the Transit Center located at 708 Columbia Avenue, Franklin, Tennessee. Assets are titled under the Franklin Transit Authority and the City of Franklin. The system carries over 100,000 passenger trips per year. Operations and management of the transit system are contracted to the TMA Group.

Summary of Changes in This Update

- Full reconciliation of the revenue vehicle and equipment fleet against current vehicle titles, VINs, and license plates (25 assets)
- Addition of three newly delivered FY2026 cutaway buses (Units #226, #326, #426 — Chevy Starcraft Allstar)
- Revised active fleet: 3 Bus (BU), 19 Cutaway Bus (CU), 1 Mini-van (MV), 2 Non-Revenue Service Automobiles
- Updated condition assessment and Useful Life Benchmark (ULB) status for all assets based on current age and mileage
- Incorporated the agency's anticipated FY2027–FY2029 vehicle replacement schedule (Section 10), reducing the cutaway ULB backlog to target by FY2028 and clearing it by FY2029
- TMA Group has secured CMAQ funding to repower and refurbish buses #303 and #403, two of the original Franklin Transit trolleys, rather than replace them (Section 10.6)
- Scoped this update to a 3-year forecast (FY2027–FY2029) of the present fleet, pending the Franklin Transit Vision Plan's future impact on fleet type and size

SECTION 2: ACCOUNTABLE EXECUTIVE

Per 49 CFR § 625.25(b), the Accountable Executive is responsible for carrying out TAM practices, directing resources needed to develop and maintain the TAM Plan, and approving annual SGR performance targets.

Role	Name / Title
Accountable Executive	Debbie Henry, President and CEO — TMA Group
Agency	Franklin Transit Authority
NTD ID	40162

The Accountable Executive self-certifies this TAM Plan via annual FTA Certifications and Assurances submitted through TrAMS.

SECTION 3: TAM PLAN OVERVIEW

Element	Detail
Plan Type	Tier II
Horizon Period	FY2026 – FY2030 (5 years)
Services Operated	Fixed Route and Demand Response
Total Fleet	25 vehicles (23 revenue vehicles + 2 non-revenue service automobiles)
Annual Ridership	100,000+ passenger trips
Asset Categories Covered	Revenue Vehicles, Equipment, Facilities
Cutaway (CU) Fleet SGR Target	≤ 30% exceeding ULB
Decision Support Tool	FTA TAMplate
Rolling Stock Funding Split	80% Federal / 10% State / 10% Local
Cutaway Unit Replacement Cost (current)	\$135,000
NTD Reporting Deadline	Annual NTD submission; next TAM update due October 2026

SECTION 4: TAM & SGR POLICY, VISION, AND GOALS

4.1 TAM and State of Good Repair (SGR) Policy

“The agency commits to maintaining all transit assets in a State of Good Repair through systematic asset management practices that prioritize safety, reliability, and cost-effectiveness while complying with FTA requirements for Tier II providers.”

4.2 Continuous Improvement

As technology continues to improve both in vehicles and maintenance software, Franklin Transit will continue to pursue upgrades through grant funding.

4.3 TAM Vision

“To maintain a state of good repair across all transit assets through strategic, data-driven decision-making that optimizes resource allocation, enhances safety and reliability, and delivers superior service to our communities while ensuring long-term fiscal sustainability and environmental stewardship.”

- Implementing systematic approaches to asset lifecycle management
- Prioritizing safety and reliability in all maintenance decisions
- Leveraging technology and data analytics for predictive maintenance
- Ensuring cost-effective resource allocation
- Supporting environmental sustainability goals
- Meeting or exceeding FTA performance targets
- Maintaining transparency in asset management practices
- Building resilient infrastructure for future growth

4.4 TAM Goals

Goal	Objectives
GOAL 1: SAFETY AND RELIABILITY	Reduce service interruptions due to maintenance issues by 10% annually; achieve zero safety incidents related to asset condition
GOAL 2: FISCAL RESPONSIBILITY	Optimize lifecycle costs for all capital assets; maintain operating costs within 5% of approved budget; maintain a 5-year capital investment plan with identified funding sources; achieve 80%+ preventive maintenance on-time performance
GOAL 3: DATA-DRIVEN DECISION MAKING	Improve asset management software system; create quarterly performance metrics dashboard; maintain accurate asset inventory with 100% of assets tracked
GOAL 4: OPERATIONAL EXCELLENCE	Achieve 90%+ on-time performance; maintain fleet availability rate of 85% or higher; establish standard operating procedures for all maintenance activities

SECTION 5: ASSET INVENTORY

The following inventory reflects Franklin Transit's complete fleet of 25 revenue and non-revenue vehicles as verified against current vehicle titles, VINs, and license plates as of July 2026.

5.1 Complete Fleet Inventory

Full VIN, license plate, and ULB detail for each vehicle is provided in Appendix A.

Veh. ID	Class	Make	Model	Year / Age	Mileage	Stated Value	Past ULB?
303	BU	Freightliner	XB Chassis	2003 / 23 yr	344,560	\$30,000	YES
403	BU	Freightliner	XB Chassis	2003 / 23 yr	177,383	\$30,000	YES
107	BU	Gillig	Low Floor Bus	2007 / 19 yr	39,246	\$90,000	YES
401	NR	Dodge	Grand Caravan	2010 / 16 yr	88,886	\$5,000	YES
111	NR	Ford	Escape Hybrid	2011 / 15 yr	245,520	\$7,000	YES
114	CU	Ford	Starcraft E450	2014 / 12 yr	287,600	\$25,000	YES
215	CU	Ford	Starcraft E450	2016 / 10 yr	280,470	\$32,000	YES
216	CU	Ford	Starcraft E450	2017 / 9 yr	226,360	\$35,000	YES
316	CU	Ford	Starcraft E450	2017 / 9 yr	243,988	\$35,000	YES
119	CU	Ford	E-Series Wagon	2019 / 7 yr	224,994	\$48,000	YES
121	MV	Dodge	Grand Caravan	2019 / 7 yr	105,770	\$40,000	YES
219	CU	Ford	E-350	2019 / 7 yr	202,154	\$48,000	YES
320	CU	Ford	Starcraft E450	2019 / 7 yr	160,224	\$82,089	YES
420	CU	Ford	E-Series Chassis	2019 / 7 yr	160,828	\$82,089	YES
120	CU	Ford	Starcraft E450	2020 / 6 yr	196,538	\$72,000	YES
220	CU	Ford	E-350	2020 / 6 yr	180,159	\$72,000	YES
123	CU	Ford	Starcraft E450	2023 / 3 yr	116,393	\$131,000	No
223	CU	Ford	Starcraft Allstar	2023 / 3 yr	106,507	\$131,000	No
124	CU	Ford	Starcraft Allstar	2024 / 2 yr	58,089	\$131,900	No
125	CU	Chevy	Starcraft	2024 / 2 yr	50,348	\$138,790	No
224	CU	Ford	Starcraft Allstar	2024 / 2 yr	60,098	\$131,900	No
225	CU	Chevy	Starcraft	2024 / 2 yr	39,613	\$138,790	No
226	CU	Chevy	Starcraft Allstar	2026 / 0 yr	9,679	\$131,350	No
326	CU	Chevy	Starcraft Allstar	2026 / 0 yr	7,529	\$131,350	No
426	CU	Chevy	Starcraft Allstar	2026 / 0 yr	9,679	\$131,350	No

5.2 Fleet Summary by Asset Class

Asset Class	Total #	Avg Age (yrs)	# Past ULB	% Past ULB	Total Stated Value
BU – Bus	3	21.7	3	100.0%	\$150,000
CU – Cutaway Bus	19	4.9	10	52.6%	\$1,728,608
MV – Mini-van	1	7.0	1	100.0%	\$40,000
Non-Rev. Auto	2	15.5	2	100.0%	\$12,000
TOTAL FLEET	25	—	16	64.0%	\$1,930,608

5.3 Facilities Inventory

Facility	Type	Year Built	TERM Rating	Replacement Value
Passenger Transit Center	Passenger Facility	2007	5.0 (Excellent)	\$2,000,000
Administration / Transit Staff	Administration	2007	5.0 (Excellent)	\$4,000,000
TOTAL (2 facilities)			0% below TERM 3.0	\$6,000,000

SECTION 6: CONDITION ASSESSMENT

6.1 Revenue Vehicles & Equipment

Per 49 CFR § 625.43, condition of rolling stock and equipment is measured by the percentage of assets that have met or exceeded their Useful Life Benchmark (ULB). FTA default ULBs applied in this plan:

Asset Class	ULB (Age)	ULB (Mileage)
CU – Cutaway Bus	5 years	150,000 miles
BU – Bus	12 years	250,000 miles
MV – Mini-van	5 years	150,000 miles
Non-Revenue Service Automobile	4 years	100,000 miles

6.2 Facilities

Facility condition is assessed using the TERM (Transit Economic Requirements Model) Scale (1.0–5.0). The SGR performance measure is the percentage of facilities with a TERM condition rating below 3.0. Both Franklin Transit facilities are currently rated Adequate or better (0% below TERM 3.0).

Assessment Date: July 1, 2026

SECTION 7: DECISION SUPPORT TOOLS

Process / Tool	Brief Description
Dedicated Staff Facility Maintenance Plan	Analysis of facility contents and expected lifespan of each item. Preventive maintenance schedule assigned and maintained; replacement schedule developed based on condition analysis.
Vehicle and GPS Software	Staff and technology dedicated to continuous monitoring of vehicle assets, providing proper maintenance, safety support, and protection of the vehicle.
Revenue Vehicle Maintenance Software	Tracks service records, cost, mileage, and maintenance schedule. Preventive maintenance performed every 5,000 miles.
FTA TAMPlate	FTA-provided decision support tool for Tier II providers. Facilitates asset inventory management, condition assessment tracking, ULB calculation, SGR performance monitoring, capital replacement planning with inflation-adjusted cost projections, and NTD reporting integration.

SECTION 8: ASSET MANAGEMENT STRATEGIES

8.1 Maintenance Strategy

Activity	Description	Est. Cost
Pre/Post-Trip Inspection	Performed daily by drivers; repairs reported and completed within 48 hours; safety-sensitive issues handled immediately.	\$25.00
Unexpected Maintenance	Unscheduled repairs for mechanical or electronic failures.	\$1,000.00
Scheduled PM Service	Every 5,000 miles — oil/fluids, tire inspection, wheelchair lift inspection, AC/heat check, battery, doors.	\$200.00

8.2 Overhaul Strategy

Cutaway buses are rarely overhauled; the agency's strategy emphasizes scheduled replacement over major overhaul given the cost-effectiveness of cutaway-chassis replacement.

8.3 Disposal Strategy

Vehicles are disposed of when they meet or exceed their FTA Useful Life Benchmark. Vehicles are sold at Public Auction by the City of Franklin.

8.4 Acquisition and Renewal Strategy

Cutaway buses are rotated on a target 5-year cycle; vehicles approaching 6 years of age may be retained as spares where budget requires. Facilities undergo annual condition assessment and useful-life analysis to prioritize renewal investment.

SECTION 9: PERFORMANCE TARGETS — STATE OF GOOD REPAIR (SGR)

9.1 Current (Baseline) Performance by Asset Class

Asset Class	Performance Measure	Baseline (Jul 2026)	SGR Target
CU – Cutaway Bus (19)	% exceeding ULB	52.6%	≤ 30% by end of FY2028
BU – Bus (3)	% exceeding ULB	100.0%	#303/#403 repower via CMAQ (funded); #107 via separate capital project
MV – Mini-van (1)	% exceeding ULB	100.0%	Replace FY2028
Non-Revenue Auto (2)	% exceeding ULB	100.0%	Both units past ULB; replacement recommended FY2029–FY2030 as funding allows
Facilities (2)	% below TERM 3.0	0%	Maintain 0%

9.2 Cutaway (CU) Fleet SGR Trajectory, FY2027–FY2029

The cutaway fleet is currently 52.6% past ULB (10 of 19), above the ≤30% target. Per the agency's anticipated replacement schedule (Section 10), the fleet reaches target by the end of FY2028 and clears the full ULB backlog by FY2029.

Fiscal Year	Action	# Replaced	CU Past ULB (End of FY)	% vs. ≤30% Target
Baseline (Jul 2026)	—	—	10 of 19	52.6% — Above Target
FY2027	Replace 4 vehicle(s): #114, #215, #316, #216	4	6 of 19	31.6% — Above Target
FY2028	Replace 4 vehicle(s): #119, #219, #120, #220	4	2 of 19	10.5% — ✓ AT/BELOW TARGET
FY2029	Replace 3 vehicle(s): #320, #420, #223 (incl. proactive replacement ahead of ULB)	3	0 of 19	0.0% — ✓ AT/BELOW TARGET

SECTION 10: PRIORITIZED INVESTMENT STRATEGY & CAPITAL REPLACEMENT PLAN

10.1 Prioritization Methodology

Replacement priority is determined by: (1) age and mileage relative to ULB — vehicles furthest past ULB receive highest priority; (2) vehicle condition and maintenance cost trends; (3) safety-related considerations; and (4) funding availability by fiscal year.

10.2 Investment Priorities

1. Future Transit Facility to house vehicles and drivers
2. Annual procurement of replacement vehicles to keep the fleet safe, reliable, and in a state of good repair
3. Technology — replacement and acquisition of hardware/software to improve operational efficiency

10.3 FY2027–FY2029 Capital Replacement Schedule

Reflects the Accountable Executive's anticipated replacement schedule as of July 2026.

Fiscal Year	Class	Vehicles Scheduled	# Units	Est. Cost
FY2027	CU – Cutaway Bus	#114, #215, #316, #216	4	\$583,200
FY2028	CU – Cutaway Bus	#119, #219, #120, #220	4	\$682,344
	MV – Mini-van	#121	1	
FY2029	CU – Cutaway Bus	#320, #420, #223	3	\$510,183
FY2027– FY2029 TOTAL				\$1,775,727

Unit costs escalate at 8% per year from a \$135,000 (cutaway) / \$45,000 (mini-van) FY2026 baseline: FY2027 cutaway ≈ \$145,800; FY2028 cutaway ≈ \$157,464, mini-van ≈ \$52,488; FY2029 cutaway ≈ \$170,061. #223 is included as a proactive FY2029 replacement ahead of its ULB. Costs should be refined annually as actual procurement quotes are received.

Outstanding needs not yet scheduled: Bus #107 (Gillig, 19 years/38,419 mi) remains past its 12-year/250,000-mile ULB and is recommended for a separate capital replacement project; both non-revenue service automobiles (#401, #111) are past ULB and recommended for replacement in FY2029–FY2030 as funding allows. Buses #303 and #403 are addressed separately in Section 10.6 via secured CMAQ funding.

10.4 Funding Breakdown by Fiscal Year (80% Federal / 10% State / 10% Local)

Fiscal Year	Total (YOE \$)	Federal (80%)	State (10%)	Local (10%)
FY2027	\$583,200	\$466,560	\$58,320	\$58,320
FY2028	\$682,344	\$545,875	\$68,234	\$68,234
FY2029	\$510,183	\$408,147	\$51,018	\$51,018
TOTAL	\$1,775,727	\$1,420,582	\$177,573	\$177,573

10.5 Funding Sources

Source	Program	Notes
Federal	FTA §5307 / §5339	Urbanized Area Formula and Bus & Bus Facilities programs
State	TDOT State Match / IMPROVE Transit Investment Grant	10% state match; IMPROVE grant up to \$5M per project, 20% local match required
Local	City of Franklin Appropriation	Through the Invest Franklin initiative; property tax component dedicated to infrastructure/transportation
Federal	CMAQ (Congestion Mitigation and Air Quality)	Secured by TMA Group for repower/refurbishment of buses #303 and #403 (see Section 10.6); typical CMAQ cost share is 80% federal / 20% non-federal match unless otherwise specified in the award

10.6 CMAQ-Funded Repower & Refurbishment — Units #303 & #403

TMA Group has secured Congestion Mitigation and Air Quality (CMAQ) program funding to repower and refurbish buses #303 and #403 — two of the original Franklin Transit trolleys (2003 Freightliner XB Chassis). Rather than replacing these vehicles under the standard rolling-stock replacement cycle in Section 10.3, the agency will retain and rehabilitate them in recognition of their role in the system's history and continued service value.

Vehicle ID	Year	Age	Current Mileage	Scope of Work
#303	2003	23 yrs	344,560	Engine/drivetrain repower and full refurbishment under CMAQ funding
#403	2003	23 yrs	177,383	Engine/drivetrain repower and full refurbishment under CMAQ funding

Funding source: CMAQ, secured by TMA Group. Project cost, funding split, and delivery timeline will be finalized as the award scope is confirmed and will be incorporated into the next TAM Plan update. Because repower/refurbishment restores rather than replaces these assets, #303 and #403 are expected to remain in the BU – Bus inventory following completion of the project, with updated condition and expected remaining useful life reflected once work is complete.

SECTION 11: RISK MANAGEMENT

Risk	Mitigation Strategy
Loss of fleet storage facility / insufficient growth capacity	TMA Group has obtained a lease at 203 Beasley for the next 4 years; however, this facility does not allow for vehicle fleet growth. Finding a larger, long-term storage and maintenance facility solution remains a significant need and a potential risk to the agency's ability to expand service. Mitigation strategies include pursuing a long-term lease or property purchase at an alternate location using Federal Transit, City of Franklin, or TDOT funds well before the current lease expires.
Operational, financial, compliance, safety, and emergency risk	Risk Identification: reactive methods (occurrence reporting, incident investigation, trend monitoring) and proactive methods (direct observation of day-to-day operations); reporting channels include safety/operations/financial/compliance assessments, audits, customer feedback, and a confidential employee suggestion box. Risk Assessment: experienced personnel evaluate likelihood, severity, and exposure using a Risk Assessment Matrix (RAM) at the direction of the CEO. Risk Mitigation: assessment results drive mitigation actions proportionate to the level of risk identified, documented and communicated to the Accountable Executive.
Loss of federal funding	Decrease dependency on federal funding where feasible; prioritize service and eliminate poor-performing service.

SECTION 12: TOTAL ASSET VALUATION SUMMARY

Asset Category	Count	Current Stated Value	Est. Replacement Cost
Revenue Vehicles — CU (Cutaway)	19	\$1,728,608	\$2,565,000
Revenue Vehicles — BU (Bus)	3	\$150,000	\$950,000
Revenue Vehicles — MV (Mini-van)	1	\$40,000	\$45,000
Non-Revenue Service Automobiles	2	\$12,000	\$60,000
Facilities	2	\$6,000,000	\$6,000,000
GRAND TOTAL	25	\$7,930,608	\$9,620,000

SECTION 13: TAM PLAN CERTIFICATION

This Transit Asset Management Plan has been developed and is maintained in compliance with 49 CFR Part 625. The Accountable Executive certifies that:

- Franklin Transit Authority operates Fixed Route and Demand Response services serving the City of Franklin, Tennessee, carrying over 100,000 passenger trips per year;
- The asset inventory in Section 5 is complete and accurate as of July 2026, reconciled against vehicle titles, VINs, and license plates, with assets titled under the Franklin Transit Authority and the City of Franklin;
- Condition assessments have been performed using FTA-approved ULB and TERM Scale methodologies;
- SGR performance targets have been established, including a $\leq 30\%$ cutaway fleet ULB-exceedance target (current: 52.6%), and will be reported to the National Transit Database annually;
- A prioritized investment strategy (Section 10) is in place to achieve the $\leq 30\%$ cutaway target by the end of FY2028 and clear the full backlog by FY2029;
- Capital replacement is funded through an 80% Federal / 10% State / 10% Local cost-sharing arrangement for standard rolling-stock replacement, and TMA Group has secured CMAQ funding for the repower and refurbishment of buses #303 and #403 (Section 10.6);
- The agency commits to maintaining all transit assets in a State of Good Repair through systematic asset management practices that prioritize safety, reliability, and cost-effectiveness;
- This plan will be updated at least every four years, or as significant changes occur, consistent with FTA's October 2026 compliance deadline.

Certified by:

Debbie Henry, President and CEO — TMA Group

Accountable Executive, Franklin Transit Authority

Date: July 20, 2026

APPENDIX A: FULL VEHICLE INVENTORY — VIN, PLATE & ULB DETAIL

Complete fleet of 25 vehicles as verified against titles, VINs, and license plates, July 2026. Rows shaded red have met or exceeded their FTA Useful Life Benchmark (ULB); rows shaded green remain within ULB.

Veh. ID	VIN	License Plate	Class	Age	ULB (Age/Mi)	Mileage	Stated Value	Past ULB?
303	4UZAABV93CL88474	GV-7458	BU	23	12yr / 250k mi	344,560	\$30,000	YES
403	4UZAABV03CL88475	GV-7463	BU	23	12yr / 250k mi	177,383	\$30,000	YES
107	15GGB301571077799	GY-7477	BU	19	12yr / 250k mi	39,246	\$90,000	YES
401	2D4RN4DE1AR498600	GZ-5087	NR	16	4yr / 100k mi	88,886	\$5,000	YES
111	1FMCU5K39BKA34074	GZ-5071	NR	15	4yr / 100k mi	245,520	\$7,000	YES
114	1FDFE4FL0DDB04924	3673-GC	CU	12	5yr / 150k mi	287,600	\$25,000	YES
215	1FDFE4FS6GDC03761	0542-GD	CU	10	5yr / 150k mi	280,470	\$32,000	YES
216	1FDFE4FS2HDC03435	7282-GD	CU	9	5yr / 150k mi	226,360	\$35,000	YES
316	1FDFE4FS9HDC03433	7283-GD	CU	9	5yr / 150k mi	243,988	\$35,000	YES
119	1FDEE3FS0KDC12258	6936GF	CU	7	5yr / 150k mi	224,994	\$48,000	YES
121	2C7WDGBG4KR792036	7542-GG	MV	7	5yr / 150k mi	105,770	\$40,000	YES
219	1FDEE3FS3KDC12268	6935GF	CU	7	5yr / 150k mi	202,154	\$48,000	YES
320	1FDFE4FS2KDC68969	7508-GG	CU	7	5yr / 150k mi	160,224	\$82,089	YES
420	1FDFE4FS9KDC68970	7509-GG	CU	7	5yr / 150k mi	160,828	\$82,089	YES
120	1FDEE3FS3KDC55556	2244-GG	CU	6	5yr / 150k mi	196,538	\$72,000	YES
220	1FDEE3FS5KDC55557	2245-GG	CU	6	5yr / 150k mi	180,159	\$72,000	YES
123	1FDFE4FN0PDD19757	2481GI	CU	3	5yr / 150k mi	116,393	\$131,000	No
223	1FDEE3FN8PDD34819	2480-GI	CU	3	5yr / 150k mi	106,507	\$131,000	No
124	1FDEE3FN7RDD33602	4568-GI	CU	2	5yr / 150k mi	58,089	\$131,900	No
125	1HA6GUB76RN000166	5066GJ	CU	2	5yr / 150k mi	50,348	\$138,790	No
224	1FDEE3FN6RDD33610	4567GI	CU	2	5yr / 150k mi	60,098	\$131,900	No
225	1HA6GUB70RN000082	5067GJ	CU	2	5yr / 150k mi	39,613	\$138,790	No
226	1HA6GUB7XRN009159	2179GK	CU	0	5yr / 150k mi	9,679	\$131,350	No
326	1HA6GUB75RN009134	2178GK	CU	0	5yr / 150k mi	7,529	\$131,350	No
426	1HA6GUB70RN009137	2177GK	CU	0	5yr / 150k mi	9,679	\$131,350	No

The Transportation Management Association Group

BOARD ACTION ITEM

Item Number: BAI 8-4-26D

Meeting Date: 08-04-26

Item Title: Consideration of Federal Transit Administration Management Transit Asset Management (TAM) Plan Performance Measures Targets

BACKGROUND

The Federal Transit Administration requires public transportation providers to update Transit Asset Management (TAM) plans. The requirement applies to all 5307 funds recipients and subrecipients that own, operate, or manage public transportation capital. TAM plans must include an asset inventory, condition assessments or inventoried assets, and a prioritized list of investments to improve the state of good repair on their capital assets. Performance targets are required to be set for capital assets based on the state of good repair measures; targets must be reported to the National Transit Database (NTD), as well as information related to the condition of the capital assets.

The TMA Group is required to submit a completed and compliant TAM Plan Performance Measure Targets Report annually in October. This report sets a target that keeps the fleet at maximum performance level.

STAFF RECOMMENDATION

TMA staff recommend the Board accept the Federal Transit Management Transit Asset Management (TAM) Plan Performance Measures for Franklin Transit.

Approved _____
Board Officer

Date

DRUG AND ALCOHOL TESTING POLICY

TMA Group Safety Sensitive FRANKLIN TRANSIT AUTHORITY

Effective as of July 1, 2026

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1. Purpose of Policy
2. Covered Employees
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9. Prescription Drug Use
10. Contact Person

Attachment A: Covered Positions

Attachment B: Post-Accident No-Fault Determination Form

1. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect Franklin Transit Authority's policy. These additional provisions are identified by bold text.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All Franklin Transit Authority employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the Transit Director for Franklin Transit Authority in writing no later than five days after such conviction.

Employees must abide by the terms of this policy as a condition of employment.

2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees required to take a post-accident test are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and provided with contact information for Substance Abuse Professionals (SAPs).

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of their next regularly scheduled duty period (but for not less than eight hours) unless a retest results in the employee's alcohol concentration being less than 0.02.

Zero Tolerance

Per Franklin Transit Authority policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be terminated from employment.

5. Circumstances for Testing

Pre-Employment Testing

Pre-employment alcohol tests are conducted after making a contingent offer of employment or transfer. All pre-employment alcohol tests will be conducted using the procedures set forth in 49 CFR Part 40. An alcohol test result of less than 0.02 is required before an employee can first perform safety-sensitive functions. If a pre-employment alcohol test is cancelled, the individual will be required to undergo another test with a result of less than 0.02 before performing safety-sensitive functions.

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Franklin Transit Authority has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

FTA-Mandated Testing (49 CFR Part 655)

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Franklin Transit Authority using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

(2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Franklin Transit Authority using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Franklin Transit Authority-Mandated Testing (Non-DOT)

All Other Accidents

In addition to FTA-mandated testing, Franklin Transit Authority requires drug and alcohol testing for any and all accidents involving Franklin Transit vehicles operated by covered employees, regardless of property damage amount, injury severity, citation issuance, or vehicle operability.

Testing under this Authority-mandated provision must be conducted immediately (within two hours of the accident) and includes both drug and alcohol testing under non FTA and DOT forms and requirements.

Exception - No-Fault Determination

Testing under Franklin Transit Authority-mandated provisions is NOT required if there is a specific written determination of no-fault by the supervisor of the operator of the vehicle.

No-fault determination criteria:

- 1. Employee is clearly not at fault for the accident**
- 2. Employee's performance did not contribute to the accident in any way**
- 3. Examples include:**
 - Stopped in traffic and rear-ended**
 - Mechanical malfunction beyond employee's control**
 - Act of nature (fallen tree, debris, weather event)**
 - Third-party action completely outside employee's control**

No-fault determination process:

- 1. Supervisor conducts immediate investigation at scene or immediately after notification**
- 2. Supervisor documents findings in writing using the Post-Accident No-Fault**

Determination Form (Attachment B)

3. Supervisor signs and dates written determination

4. Written determination submitted to Transit Director within two (2) hours of accident

5. Transit Director reviews and approves or overrides determination within four (4) hours

6. If no-fault determination is approved, employee is NOT required to test under Authority-mandated provisions (but may still be subject to FTA-mandated testing if applicable)

7. If no-fault determination is denied or not made, employee MUST test immediately

8. Employee shall be notified in writing of the determination

Police must be called to the scene of any and all accidents for a police report to be drafted.

Immediate notification required to:

- Transit Director for Franklin Transit Authority
- City of Franklin Multimodal Coordinator
- City of Franklin Risk Manager

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, Franklin Transit Authority will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Franklin Transit Authority guarantees that the split specimen test will be conducted in a timely fashion. **Franklin Transit Authority will pay for the split specimen test for the employee.**

7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Franklin Transit Authority.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to provide a specimen for a drug or alcohol test. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient specimen for a drug or alcohol test without a valid medical explanation.
- (6) Fail or decline to take a second drug test as directed by the collector or Franklin Transit Authority.
- (7) Fail to undergo a medical evaluation as required by the MRO or Franklin Transit Authority's Designated Employer Representative (DER).

- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine drug test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and provided with contact information for SAPs.

8. Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Transit Director for Franklin Transit Authority, who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

9. Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the Transit Director for Franklin Transit Authority. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

10. Contact Person

For questions about Franklin Transit Authority's anti-drug and alcohol misuse program, contact the Transit Director for Franklin Transit Authority, Mike Johnston.

Attachment A: Covered Positions

Franklin Transit Authority Safety-Sensitive Positions

Safety Sensitive Employees Subject to Testing:

Operators

- Fixed-route Bus Operators
- Shuttle Bus Operators
- Demand Response Operators
- Micro-Transit Vehicle Operators

Supervision

- Dispatchers
 - Transit Supervisors
-

Attachment B: Post-Accident No-Fault Determination Form

FRANKLIN TRANSIT AUTHORITY POST-ACCIDENT NO-FAULT DETERMINATION FORM

Date of Accident: ___ Time: ____

Location: _____

Vehicle Involved: Unit # _ VIN: _____

Employee/Operator: _____

Supervisor Making Determination: _____

ACCIDENT DESCRIPTION:

EVIDENCE REVIEWED:

- ☐ Scene photographs
- ☐ Police report
- ☐ Witness statements (# of witnesses: _)
- ☐ *Vehicle damage assessment*
- ☐ *Surveillance/camera footage*
- ☐ *Employee statement*
- ☐ *Other: _*

NO-FAULT CRITERIA ASSESSMENT:

- ☐ **Employee was completely not at fault** (check one or more):
 - ☐ Stopped in traffic and rear-ended
 - ☐ Mechanical malfunction beyond employee's control
 - ☐ Act of nature (specify): _
 - ☐ *Third-party action outside employee's control (specify): _*
 - ☐ Other (explain): _____
- ☐ **Employee's performance did NOT contribute to accident in any way**
- ☐ **Employee followed all Franklin Transit policies and procedures**

☐ **No evidence of impairment, distraction, or negligence**

DETERMINATION:

☐ **NO-FAULT DETERMINATION APPROVED** - Drug and alcohol testing NOT required under Authority-mandated provisions

☐ **NO-FAULT DETERMINATION DENIED** - Drug and alcohol testing REQUIRED immediately

Justification for Determination:

Supervisor Signature: __ Date/Time: __

TRANSIT DIRECTOR REVIEW:

☐ **APPROVED** - No-fault determination upheld

☐ **DENIED/OVERRIDDEN** - Testing required

Transit Director Signature: __ Date/Time: _

EMPLOYEE NOTIFICATION:

Employee notified of determination on __ at _ (date/time)

Employee signature acknowledging notification: __

COPY DISTRIBUTION:

- Original: Employee personnel file
- Copy: Transit Director
- Copy: City of Franklin Multimodal Coordinator
- Copy: City of Franklin Risk Manager
- Copy: The TMA Group (if applicable)

The Transportation Management Association Group

AUTHORITY ACTION ITEM

Item Number: BAI 8-4-26E

Meeting Date: 08-04-26

Item Title: Consideration of Updated Drug and Alcohol Testing Policy for Franklin Transit Authority

BACKGROUND

To be in compliance with the terms of Amendment No. 2 of the Franklin Transit Authority Vehicle Lease Agreement, COF Contract No. 2023-0233, the current Franklin Transit Authority Drug and Alcohol Policy require various revisions.

Required revisions are noted in bold in the updated document.

STAFF RECOMMENDATION

TMA staff recommend, to ensure compliance with Amendment No. 2 of the Franklin Transit Authority Vehicle Lease Agreement, COF Contract No. 2023-0233, the Franklin Transit Authority approve the updated Franklin Transit Authority Drug and Alcohol Policy.

Approved _____
Authority Officer

Date

The Transportation Management Association Group

BOARD ACTION ITEM

Item Number: BAI 8-4-26F

Meeting Date: 08-04-26

Item Title: Acknowledgement of Procurement and Purchasing of Transit Vehicles

BACKGROUND

Federal Transit Administration 5307 grant allocations for rolling stock have been awarded to Franklin Transit Authority. These grant funds allow for the purchase of transit vehicles.

Three new cutaway replacement vehicles have been procured. This procurement is in line with the Franklin Transit Asset Management Plan and reflects the Federal Transit Administration's emphasis on maintaining vehicles fleets in a state of good repair. The vehicles being replaced according to Federal Transit Administration rules joined the fleet pre-pandemic and have exceeded the useful life standard of five years.

The new vehicles are expected to have a positive impact by reducing repair costs associated with maintaining older equipment. Including recurring high-cost repairs such as repetitive engine replacements.

The vehicles are new, and the same style as those purchased in 2025/2026: Chevrolet 4500 Classic StarCraft All Stars with a full manufacturer warranty.

STAFF RECOMMENDATION

TMA staff recommend the Franklin Transit Authority acknowledge the Procurement and Purchasing of the transit vehicles.

Approved _____
Board Officer

Date