TEXOMA AREA PARATRANSIT SYSTEM, INC.
AGENDA
BOARD OF DIRECTORS MEETING

Notice is hereby given that a regular meeting of the Board of Directors of the Texoma Area Paratransit System will be held **November 19, 2025** @ 2:00pm at 6104 Texoma Parkway, Sherman, TX
virtually at:
Join the meeting now
Meeting ID: 328 173 157 630 1
Passcode: c4cX3pp6

Agenda as follows:

I. Establish Quorum, Call to Order and Invocation

II. Public Comments - Citizens may speak on items listed on this agenda. A "Request to Speak Card" should be completed and returned to the Board Secretary before the Board meeting convenes. Citizen comments are limited to three (3) minutes.

III. Approval of Board Minutes – Minutes from the August 20, 2025, meeting is attached and submitted for review and consideration of approval.

IV. Review and Adopt Transit Asset Management (TAM) Plan Update – Staff request Board review and consider adoption of TAM Plan Update. This update includes annual update to inventory.

V. Review and Adopt Public Transportation Agency Safety Plan (PTASP) Update – Staff request Board review and consider adoption of PTASP Plan Update.

VI. New Transit Building Update – Staff to discuss and answer questions regarding progress and next steps of TAPS building project.

VII. Capital Projects – Staff will update the Board on planned capital projects.

VIII. Monthly Financial Update – Staff will review monthly statements and recent bank statement analysis provided in the board packets and answer any questions the Board has regarding reports.

IX. Operational Update – Staff provide operational reports and will answer any questions the Board has regarding reports.

X. Executive Session – Pursuant to Chapter 551 of the Texas Government Code, the board may convene into executive session to discuss the following subjects and reconvene to take any action resulting from the Executive Session (the board reserves the right to convene into executive session throughout this meeting):

1. For deliberation of contract negotiations with a third party. Section 551.0725

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BOARD OF DIRECTORS MEETING

Following the closed Executive Session, the Board of Directors will reconvene in open and public session and take any such action as may be desirable or necessary as a result of the closed deliberations.

XI. Executive Officer Elections for TAPS Board of Directors – Recognize Board Membership and elect Board Officers.

Current Officers:

Board Chairperson – Pamela Howeth, City of Sherman Council
Board Vice-Chair – Mike Campbell, Clay County Judge
Board Treasurer – Matt Sicking, Cooke County Commissioner

XII. Consider/Adopt Bank Account Signature Authority – Staff to seek adoption of resolution pertaining to TAPS bank account signature authority based on outcome of Executive Officer elections.

XIII. TAPS Delegation of Authority – Staff to seek consideration and adoption of resolution assigning delegation of authority. Each year TXDOT and FTA requires TAPS updates signature authority per the program requirements.

XIV. Schedule next Board meeting – Next Board meeting to be tentatively scheduled for February 11, 2026 at 2pm.

XV. Comments by TAPS Board of Directors

XVI. Adjournment

BOARD MINUTES

GO taps
Everyone Rides.
PUBLIC TRANSIT

TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
August 21,2024

MEMBERS PRESENT: Pamela Howeth Chairperson, Doug Kopf, Mike Campbell, Art Arthur, Matt Sicking J.D. Clark, and John Burnett.

MEMBERS MISSING: Kevin Benton and James Thorne

STAFF PRESENT: Shellie White, Scott Parten, Bill Null, Joe Penson, Brenda Davis, Christina Zamora and Karen Kemp.

GUESTS PRESENT: Clay Barnett

I. **CALL TO ORDER:** Chairperson Pamela Howeth declared a quorum, calling the meeting to order at 2:01 P.M

II. **INVOCATION:** Art Author provided an invocation.

III. **PUBLIC COMMENTS:** Citizens may speak on items listed on the agenda as Public Hearings. A "Request to Speak Card" should be completed and returned to the Board Secretary before the Board considers the item listed under Public Hearings. Citizen Comments on public hearings are limited to three (3) minutes.

There were no speakers.

IV. **APPROVAL OF BOARD MINUTES:** Board member Pamela Howeth presented the minutes from the May 15,2024, Board Meeting for approval. Board Member Doug Kopf made a motion to approve the board minutes as presented. Board member John Burnett seconded the motion. The motion was passed unanimously.

V. **TAPS 2024 Triennial Review:** Shellie White presented the 2024 2024 Triennial review Copies were sent to the Board Members prior to the meeting for review. No findings were found and no questions from the Board. Doug Kopf Board member made a motion to approve, and Board member Art Arthur seconded the motion. The motion was passed unanimously.

VI. **FY25 TAPS Budget:** Shellie White presented to FY 25 Budget for the Board consideration. With no questions or concerns from the Board. Board member John Burnett

made a motion to approve the FY25 TAPS Budget. Board member Matt Sicking seconded the motion. The motion was passed unanimously.

VII. **Transdev PPOP Agreement:** Shellie White presented the PPOP Agreement for discussion and consideration of approval. With no question or concerns from the Board. Board member J.D. Clark made a motion to approve Board Member Doug Kopf seconded the motion. The motion passed unanimously.

VIII. **New Transit Building Update:** Clay Barnett gave the Board an update on the progress and next steps of the TAPS building projects. With no question or concern from the Board.

IX. **Monthly Financial Update:** Staff provided financial reports. With no questions or concerns from the Board

X. **Other Capital Projects:** Staff presented the capital projects. With no question or concerns from the Board.

XI. **Operational Update:** Staff presented the operational reports with no questions or concerns from the Board.

XII. **Schedule the next Board Meeting:** Meeting was set for November 20,2024 at 2.00pm.

XIII. **Comments by TAPS Board of Directors:** None

XIV. **Adjournment:** Meeting adjourned at 3:00pm.

2026 TRANSIT ASSET MANAGEMENT PLAN

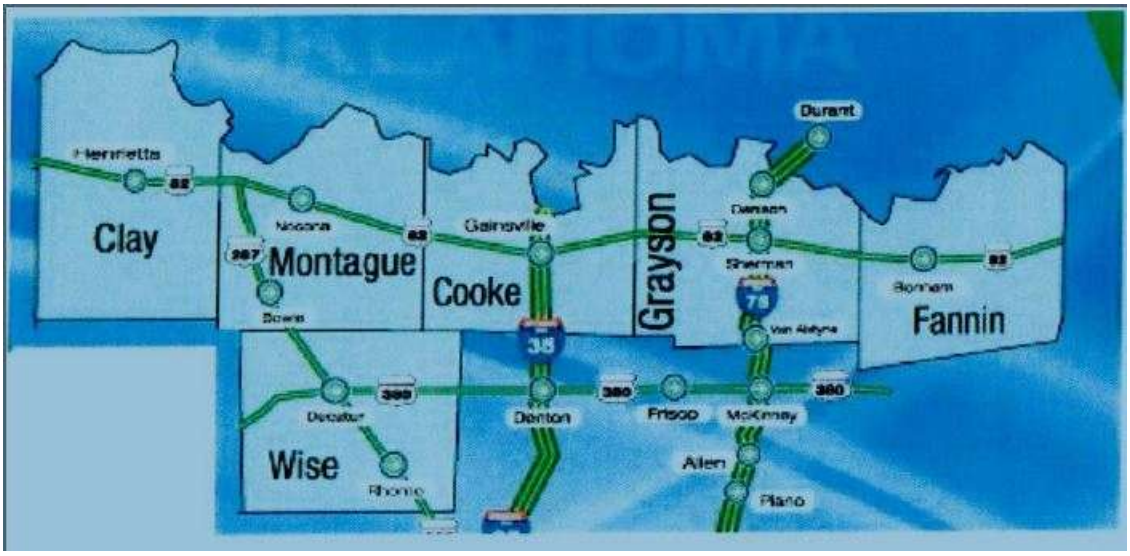
CONTENTS

Section 1 - Introduction

Overview

Texoma Area Paratransit System (TAPS) provides demand responsive public transportation in rural Clay, Cooke, Fannin, Grayson, Montague, and Wise counties located in North Central Texas. TAPS also provides demand responsive service for the Sherman/Denison Urbanized Area (see Figure 1). Service hours are Monday-Friday 6 am to 6 pm and are open to the public. Service is not exclusive of any population. The fleet is made up of 26-foot Cutaway paratransit type vehicles and 22-foot transit vans. All vehicles are ADA accessible. The agency has Facilities to maintain the fleet of vehicles as well as equipment to clean and maintain the vehicles.

Figure 1: TAPS Service Area



The purpose of this TAM (Transit Asset Management) Plan is to document the condition of the various assets and prepare for replacement based on each asset type's useful life. The TAM Plan also provides a framework for effective decision-making with respect to the capital assets. TAPS TAM Plan is comprised of tables derived from the FTA's TAM Guide for Small Providers Worksheet.

About the TAM Plan

As part of MAP-21 and the subsequent Fixing America's Surface Transportation (FAST) ACT, the FTA enacted regulations for transit asset management that require transit service providers to establish asset management performance measures and targets, and to develop a TAM Plan. The final TAM rule was published on July 26, 2016 and went into effect on October 1, 2016.

The rule distinguishes requirements between larger and smaller transit agencies. TAPS is a Tier II provider, which the FTA describes as:

> A Federal grant recipient that owns, operates, or manages: 1) one hundred (100) or fewer vehicles in fixed-route revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, or has one hundred (100) or fewer vehicles in general demand response service during peak regular service hours; 2) a subrecipient under the Section 5311 Rural Area Formula Program; or 3) any American Indian tribe.

The TAM Rule requires that transit agencies establish state of good repair (SGR) performance measures and targets for each asset class. TAPS reports on the following asset performance measures and categories:

- Rolling Stock (Revenue Vehicles): Percent of vehicles that have either met or exceeded their Useful Life Benchmark (ULB).
- Equipment (Equipment and Service Vehicles): Percent of equipment that have either met or exceeded their ULB.
- Facilities: Percent of Facilities rated below condition 3 on the FTA TERM scale.

The Useful Life Benchmark (ULB) is defined as the expected lifecycle of a capital asset for a particular transit provider's operating environment, or the acceptable period of use in service for a particular transit provider's operating environment. The ULB considers a provider's unique operating environment such as geography, service frequency, and other factors. TAPS uses the service life for rolling stock as suggested in the Altoona Report for each individual vehicle; the IRS (Internal Revenue Service) life of 5 years for Non-Revenue Service Vehicles; and the IRS life of 3 years for automobiles.

This TAM Plan covers 17 transit operators in North Texas. The Plan follows the structure provided in the FTA TAM Plan Template for Small Providers1, which includes the following elements:

- Define TAM and SGR policy, TAM goals, and performance targets and measures
- Capital asset inventory summary
- Capital asset condition assessment summary
- Investment prioritization and decision support tool description
- Maintenance, overhaul, disposal, and acquisition and renewal strategies
- Proposed investment and capital investment activity schedules.

This plan covers a timeframe through the end of FY 26 and can be easily added to include more long-term goals. This plan includes expected useful life timelines for equipment, includes steps that are performed to maintain equipment in a state of good repair and allows the agency a document to fall back on to monitor progress.

Performance Targets & Measures

The goal of this plan is to assist in maintaining assets to ensure that the agency obtains the maximum amount of use for an asset without sacrificing safety to the public. This assists the agency in planning for the replacement of assets. The agency also can assess progress toward goals and objects.

Asset Category	Performance Measure	Target
Rolling Stock *All revenue vehicles*	**Age** - % of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB)	20%
Equipment *Non-revenue vehicles*	**Age** - % of vehicles that have met or exceeded their Useful Life Benchmark (ULB)	20%
Facilities *All buildings or structures*	**Condition** - % of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirements Model (TERM) Scale	0.01%

Transit Asset Management: Vision

The goal of this plan is to assist in maintaining assets to ensure that the agency obtains the maximum amount of use for an asset without sacrificing safety to the public. This assists the agency in planning for the replacement of assets. The agency also can assess progress toward goals and objects.

Beyond compliance with legislation, regulations, and statutory requirements, TAPS aims to improve asset management awareness, and ensure staff have the knowledge and skills necessary to successfully carryout their roles.

TAM and SGR Policy

TAPS will establish and maintain investment strategies to ensure its capital assets are kept in a state of good repair. The state of good repair is defined as the condition in which a capital asset can operate at a full level of performance throughout its useful life.

To do this, TAPS will:

• Maintain an inventory of all capital assets, including vehicles, facilities, equipment, and infrastructure;

· Consistently monitor the condition and measure the performance of assets over time and report performance of assets each year to the Nation Transit Database;

• Project the future performance of assets consistent with FTA guidelines;

• Establish and adhere to plans for maintenance, risk management, disposal, acquisition, and renewal of capital assets;

• Document policies, procedures, investment priorities, and other elements of TAPS' asset management program in a Transit Asset Management Plan, which will be updated annually

TAM Goals and Objectives

Following the TAM Vision and SGR Policy, the table below provides a list of goals and objectives that this TAM Plan is designed to achieve. Measuring each of these objectives will allow TAPS to track progress towards its goals, policies, and vision for Transit Asset Management.

Goals	Objectives
Increase customer satisfaction score by 20 percent in fiscal year.	Respond to customer feedback from past survey by mid-fiscal year.
	Respond to customer complaints (through 511) within one week of complaint.
Fleet Replacement	Follow through with Fleet Replacement Plan target set for end FY 26
	Continue to monitor fleet maintenance activity to ensure timely and cost-effective delivery of maintenance activities.
Assess TAM	Assess this plan annually to ensure state of good repair.
	This plan will be assessed in the beginning of each FY following the closeout inventory of each FY.

Roles and Responsibilities

Implementing the TAM Plan requires the shared work and responsibility of many people within the agency. These specific people are listed below. The responsibilities include implementing, monitoring, and updating this TAM Plan. TAPS must designate an Accountable Executive to ensure appropriate resources for implementing the agency's TAM plan and the Transit Agency Safety Plan. TAPS' Accountable Executive shall be the General Manager. The General Manager, is a single, identifiable person who has ultimate responsibility for carrying out the safety

management system of a public transportation agency; responsibility for carrying out transit asset management practices; and control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency safety plan, in accordance with 49 U.S.C. 5329(d), and the agency's transit asset management plan in accordance with 49 U.S.C. 5326.

Department/Individual	Role (Title and/or Description)	
Shellie White	General Manager, Accountable Executive, reports to Board and Oversees all aspects of TAPS	TAPS
Brenda Davis	Accounting Assistant, support in financial planning and annual inventory	TAPS
Joe Penson	Maintenance Manager, maintaining fleet, equipment, and property	TAPS

Section 2 - Asset Portfolio

Asset Inventory Listing

The table below presents a summary of the asset inventory. This plan includes a total of 36 vehicles with an average age of 2.52 years. The equipment inventory includes 4 support vehicles and maintenance equipment. Also included are a maintenance and operations facility, wash bay and land. Please see inventory table for the complete asset inventory listing.

Asset Category	Total Number	Avg Age	Avg Value
Equipment	11	9.5385	$17,448.00
Facilities	4	15.5	$1,558,750.00
Rolling Stock	36	2.52	$98,849.55

Inventory Table

Asset Category	Asset Class	Asset #	Make	Model	ID/Serial No.	Asset Owner	Age (Yrs)	Purchase Price
Rolling Stock	Vehicle	342	Glaval	Universal	1FDXE4FS3JDC36325	TAPS/TX DOT	6	$80,000.00
Rolling Stock	Vehicle	347	Glaval	Commute	1FDES8PM9JKB23319	TAPS/TX DOT	7	$70,000.00
Rolling Stock	Vehicle	352	Lone Star	Promaster	3C6TRVAG0KE539022	TAPS/TX DOT	5	$75,000.00
Rolling Stock	Vehicle	353	Lone Star	Promaster	3C6TRVAG9KE539021	TAPS/TX DOT	5	$75,000.00
Rolling Stock	Vehicle	354	Glaval	Commute	1FDES6PG6LKB18595	TAPS/TX DOT	4	$ 75,110.00
Rolling Stock	Vehicle	355	Glaval	Commute	1FDES6PG6LKB18600	TAPS/TX DOT	4	$ 75,110.00
Rolling Stock	Vehicle	356	Glaval	Commute	1FDES6PG0LKB31830	TAPS/TX DOT	4	$ 75,110.00
Rolling Stock	Vehicle	357	Glaval	Commute	1FDES6PG0LKB18592	TAPS/TX DOT	4	$ 75,110.00
Rolling Stock	Vehicle	358	Glaval	Commute	1FDES6PG6LKB31833	TAPS/TX DOT	4	$ 75,110.00
Rolling Stock	Vehicle	359	Glaval	Commute	1FDES6PG0LKB18611	TAPS/TX DOT	4	$ 75,110.00
Rolling Stock	Vehicle	360	Glaval	Commute	1FDES6PG4LKB18613	TAPS/TX DOT	4	$ 75,110.00
Rolling Stock	Vehicle	361	Glaval	Commute	1FDES6PG9LKB18591	TAPS/TX DOT	4	$ 75,110.00
Rolling Stock	Vehicle	362	Glaval	Commute	1FDXE4FN8NDC13137	TAPS/TX DOT	4	$ 78,791.00
Rolling Stock	Vehicle	363	Glaval	Commute	1FDXE4FN8NDC13140	TAPS/TX DOT	4	$ 78,791.00
Rolling Stock	Vehicle	364	Glaval	Commute	1FDXE4FN1NDC13139	TAPS/TX DOT	4	$ 78,791.00
Rolling Stock	Vehicle	365	Glaval	Commute	1FDXE4FNXNDC13138	TAPS/TX DOT	4	$ 78,791.00
Rolling Stock	Vehicle	366	Chevy Starcraft	Commute	1HA6GUB78NN008621	TAPS/TX DOT	1	$ 140,287
Rolling Stock	Vehicle	367	Chevy Starcraft	Commute	1HA6GUB78NN008716	TAPS/TX DOT	1	$ 140,287
Rolling Stock	Vehicle	368	Chevy Starcraft	Commute	1HA6GUB75NN008804	TAPS/TX DOT	1	$ 140,287
Rolling Stock	Vehicle	369	Chevy Starcraft	Commute	1HA6GUB77NN010327	TAPS/TX DOT	1	$ 140,287
Rolling Stock	Vehicle	370	Chevy Starcraft	Commute	1HA6GUB78NN010515	TAPS/TX DOT	1	$ 140,287
Rolling Stock	Vehicle	371	Chevy Starcraft	Commute	1HA6GUB7XNN011150	TAPS/TX DOT	1	$ 141,299
Rolling Stock	Vehicle	372	Chevy Starcraft	Commute	1HA6GUB74NN011225	TAPS/TX DOT	1	$ 141,299

Rolling Stock	Vehicle	373	Chevy Starcraft	Commute	1HA6GUB74NN011290	TAPS/TX DOT	1	$ 141,299
Rolling Stock	Vehicle	374	Chevy Starcraft	Commute	1HA6GUB73NN011393	TAPS/TX DOT	1	$ 140,287
Rolling Stock	Vehicle	375	Chevy Starcraft	Commute	1HA6GUB76NN012988	TAPS/TX DOT	1	$ 154,714
Rolling Stock	Vehicle	376	Ford Van	Transit	1FDVU4X82RKA07199	TAPS/TX DOT	1	$ 104,456
Rolling Stock	Vehicle	377	Ford Van	Transit	1FDVU4X84RKA07270	TAPS/TX DOT	1	$ 104,456
Rolling Stock	Vehicle	378	Ford Van	Transit	1FDVU4X83RKA07275	TAPS/TX DOT	1	$ 104,456
Rolling Stock	Vehicle	379	Ford Van	Transit	1FDVU4X88RKA07353	TAPS/TX DOT	1	$ 104,456
Rolling Stock	Vehicle	380	Ford Van	Transit	1FDVU4X87RKA07375	TAPS/TX DOT	1	$ 104,456
Rolling Stock	Vehicle	381	Ford Van	Transit	1FDVU4X82RKA07378	TAPS/TX DOT	1	$ 104,456
Rolling Stock	Vehicle	382	Ford Van	Transit	1FDVU4X82RKA07395	TAPS/TX DOT	1	$ 104,456
Rolling Stock	Vehicle	383	Ford Van	Transit	1FDVU4X82RKA07459	TAPS/TX DOT	1	$ 104,456
Rolling Stock	Vehicle	384	Ford Van	Transit	1FDVU4X83RKA07468	TAPS/TX DOT	1	$ 104,456
Rolling Stock	Vehicle	385	Ford Van	Transit	1FDVU4X87RKA07473	TAPS/TX DOT	1	$ 104,456
Equipment	Vehicle	S4	Chevy	350	1GC4CVCG7KF171780	TAPS/TX DOT	3	$48,000.00
Equipment	Vehicle	S5	Ford	350	1FDRF3G62LEE27054	TAPS/TX DOT	2	$44,000.00
Equipment	Vehicle	C1	Chevy	Equinox	2GNALDEK3E6121494	TAPS/TX DOT	8	$32,000.00
Equipment	Vehicle	C4	Chevy	Equinox	3GNAXKEV7LL311990	TAPS/TX DOT	2	$23,315.00
Equipment	Vehicle Lift	14225	Rotary	SP015N310	CQK14I0025	TAPS/FTA	10	$11,000.00
Equipment	Alignment Rack	14223	Hunter	L441	JYB1634	TAPS/FTA	10	$73,000.00
Equipment	Hydraulic Lift System	14283	Koni	ST-1082FSFUS	211H-601201	TAPS/FTA	11	$30,000.00
Equipment	Fall Protection System					TAPS/FTA	6	$15,535.00
Equipment	Tire Changing System					TAPS/FTA	5	$20,347.60
Equipment	Forklift					TAPS/FTA	2	$34,788.00
Equipment	Security Cameras					TAPS/FTA	0	$45,241.73

Facilities	Maintenance Facility	Maintenance Facility	Building	Custom	6104 Texoma Pkwy Sherman, TX	TAPS	18	$2,000,000.00
Facilities	Operations Facility	Operations Facility	Building	Custom	6104 Texoma Pkwy Sherman, TX	TAPS/FTA	0	4,000,000.00
Facilities	Wash Bay	Wash Bay	Building	Custom	6104 Texoma Pkwy Sherman, TX	TAPS	14	$85,000.00
Facilities	Land	Land	Land	N/A	6104 Texoma Pkwy Sherman, TX	TAPS	30	$150,000.00

Section 3 - Condition Assessment

Asset Condition Summary

Thirty percent of rolling stock is currently at or past its ULB. All other assets are within their useful life benchmarks. A detailed list is presented below.

Asset Category	Count	Avg Age	Avg Mileage	Avg TERM Condition	Avg Value	% At or Past ULB
Equipment	11	9.5385		N/A	$17,448.00	53.85%
Facilities	4	15.5		4.333333333	$1,558,750.00	0.00%
Rolling Stock	36	2.52	41,547	N/A	$98,849.55	.03%

Rolling Stock Condition Table

Asset Category	Asset Class	Asset Name	ID/Serial No.	Age (Yrs)	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Rolling Stock	Vehicle	342	1FDXE4FS3JDC36325	6	$80,000.00	10	No
Rolling Stock	Vehicle	347	1FDES8PM9JKB23319	7	$70,000.00	10	No
Rolling Stock	Vehicle	352	3C6TRVAG0KE539022	5	$75,000.00	8	No
Rolling Stock	Vehicle	353	3C6TRVAG9KE539021	5	$75,000.00	8	No

Rolling Stock	Vehicle	354	1FDES6PG6LKB18595	4	$ 75,110.00	10	No
Rolling Stock	Vehicle	355	1FDES6PG6LKB18600	4	$ 75,110.00	10	No
Rolling Stock	Vehicle	356	1FDES6PG0LKB31830	4	$ 75,110.00	10	No
Rolling Stock	Vehicle	357	1FDES6PG0LKB18592	4	$ 75,110.00	10	No
Rolling Stock	Vehicle	358	1FDES6PG6LKB31833	4	$ 75,110.00	10	No
Rolling Stock	Vehicle	359	1FDES6PG0LKB18611	4	$ 75,110.00	10	No
Rolling Stock	Vehicle	360	1FDES6PG4LKB18613	4	$ 75,110.00	10	No
Rolling Stock	Vehicle	361	1FDES6PG9LKB18591	4	$ 75,110.00	10	No
Rolling Stock	Vehicle	362	1FDXE4FN8NDC13137	4	$ 78,791.00	10	No
Rolling Stock	Vehicle	363	1FDXE4FN8NDC13140	4	$ 78,791.00	10	No
Rolling Stock	Vehicle	364	1FDXE4FN1NDC13139	4	$ 78,791.00	10	No
Rolling Stock	Vehicle	365	1FDXE4FNXNDC13138	4	$ 78,791.00	10	No
Rolling Stock	Vehicle	366	1HA6GUB78NN008621	1	$ 140,287	4	No
Rolling Stock	Vehicle	367	1HA6GUB78NN008716	1	$ 140,287	4	No
Rolling Stock	Vehicle	368	1HA6GUB75NN008804	1	$ 140,287	4	No
Rolling Stock	Vehicle	369	1HA6GUB77NN010327	1	$ 140,287	4	No
Rolling Stock	Vehicle	370	1HA6GUB78NN010515	1	$ 140,287	4	No
Rolling Stock	Vehicle	371	1HA6GUB7XNN011150	1	$ 141,299	4	No

Rolling Stock	Vehicle	372	1HA6GUB74NN011225	1	$ 141,299	4	No
Rolling Stock	Vehicle	373	1HA6GUB74NN011290	1	$ 141,299	4	No
Rolling Stock	Vehicle	374	1HA6GUB73NN011393	1	$ 140,287	4	No
Rolling Stock	Vehicle	375	1HA6GUB76NN012988	1	$ 154,714	4	No
Rolling Stock	Vehicle	376	1FDVU4X82RKA07199	1	$ 104,456	4	No
Rolling Stock	Vehicle	377	1FDVU4X84RKA07270	1	$ 104,456	4	No
Rolling Stock	Vehicle	378	1FDVU4X83RKA07275	1	$ 104,456	4	No
Rolling Stock	Vehicle	379	1FDVU4X88RKA07353	1	$ 104,456	4	No
Rolling Stock	Vehicle	380	1FDVU4X87RKA07375	1	$ 104,456	4	No
Rolling Stock	Vehicle	381	1FDVU4X82RKA07378	1	$ 104,456	4	No
Rolling Stock	Vehicle	382	1FDVU4X82RKA07395	1	$ 104,456	4	No
Rolling Stock	Vehicle	383	1FDVU4X82RKA07459	1	$ 104,456	4	No
Rolling Stock	Vehicle	384	1FDVU4X83RKA07468	1	$ 104,456	4	No
Rolling Stock	Vehicle	385	1FDVU4X87RKA07473	1	$ 104,456	4	No

Facilities Condition Table

Asset Category	Asset Class	Asset Name	ID/Serial No.	Age (Yrs)	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Facilities	Maintenance Facility	Maintenance Facility	6104 Texoma Pkwy Sherman, TX	16	$2,000,000.00	50	No
Facilities	Operations Facility	Operations Facility	6104 Texoma Pkwy Sherman, TX	0	4,000,000	50	No
Facilities	Wash Bay	Wash Bay	6104 Texoma Pkwy Sherman, TX	12	$85,000.00	25	No
Facilities	Land	Land	6104 Texoma Pkwy Sherman, TX	28	$150,000.00	99	No

Equipment Condition Table

Asset Category	Asset Class	Asset Name	ID/Serial No.	Age (Yrs)	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Equipment	Vehicle	S4	1GC4CVCG7KF171780	4	$48,000.00	5	No
Equipment	Vehicle	S5	1FDRF3G62LEE27054	3	$44,000.00	5	No
Equipment	Vehicle	C1	2GNALDEK3E6121494	9	$32,000.00	5	Yes
Equipment	Vehicle	C4	3GNAXKEV7LL311990	3	$25,000.00	5	No
Equipment	Vehicle Lift	14225	CQK14I0025	8	$11,000.00	10	Yes
Equipment	Alignment Rack	14223	JYB1634	8	$73,000.00	10	Yes
Equipment	Hydraulic Lift System	14283	211H-601201	9	$30,000.00	11	Yes
Equipment	Fall Protection System				$15,535.00	6	No
Equipment	Tire Changing System				$20,347.60	5	No
Equipment	Forklift				$34,788.00	2	No
Equipment	Security Cameras				$45,241.73	0	No

Section 4 - Management Approach

Decision Support

TAPS performs annual inventory of assets and keeps excel spreadsheets to track use and condition. For this TAM plan, the FTA-developed excel template for TAM Plans for Small Providers was used to guide parts of the analysis.

Process/Tool	Brief Description
Annual inventory	Annual inventory allows staff to determine annual use and condition of assets. Staff can then compare annual usage to ensure that the fleet replacement plan is in line with projections.
Revenue Vehicle Fluid sampling analysis	This is critical in identifying issues as a vehicle ages and can also reinforce the need to replace a vehicle based on results over time.
Regular inspection of Facilities and Equipment	This allows staff to monitor items over time to ensure that mission critical components/assets are maintained. It also allows staff to detect those assets that may need to be replaced so that the agency can plan accordingly.

Investment Prioritization

Investment prioritization is made based on funding available. The agency seeks to set short term, mid-term, and long-range goals to ensure that assets are maintained in a state of good repair. However, the agency anticipates future service growth and expansion, including the potential introduction of fixed routes, pending the completion of a Fixed Route Study (expected completion: May 2026).

Risk Management

Risk	Mitigation Strategy
Major Vehicle Breakdowns	Maintain increased vigilance focused on identifying issues in the PM (Preventative Maintenance) process to prevent major damage from occurring (i.e. early detection).
Loss or interruption of federal funds	Increase the amount of local funding/revenues to decrease dependence upon federal stream(s).

Maintenance Strategy

Asset Category/Class	Maintenance Activity	Frequency	Avg Duration (Hrs)	Cost
CUT-AWAY BUS	PM-A includes oil sample analysis	5,000 Miles	1.5 Hours	$100
CUT-AWAY BUS	PM-B includes oil sample analysis	10,000 Miles	2 Hours	$160
CUT-AWAY BUS	PM-C includes oil sample analysis	30,000 Miles	4 Hours	$370
Facility	Routine Inspections conducted	Daily, Weekly, Monthly	1 -2 Hours	Included in Salaries

To mitigate unplanned maintenance needs, oil sample analyses are conducted to ensure early detection of major component breakdown. This causes a reduced cost to correct these unexpected maintenance needs. The agency is also working on creating a fund to use in such cases that would not adversely affect the agency's ability to cash flow such repairs.

Overhaul Strategy

Asset Category/Class	Overhaul Strategy
CUT-AWAY BUS	Major overhaul - rebuild of bus engine, drivetrain as needed based on performances and items detected from regular PM service. Fluid analysis is performed periodically to assist in early detection of major component problems.

Disposal Strategy

Revenue vehicles at the end of their useful life are disposed of via public auction or salvage.

Acquisition and Renewal Strategy

Asset Category/Class	Acquisition and Renewal Strategy
Revenue Vehicles	Assets are inventoried annually, and condition assessed. Agency has a fleet replacement based on projected asset usage.
Support Vehicles	Assets are inventoried annually, and condition assessed. Agency has a fleet replacement based on projected asset usage.

Facilities	Facilities are inspected monthly, weekly, and quarterly to identify areas that need maintenance. This assists agency in early detection of significant issues to ensure the agency can have time to locate funding source in event a major unforeseen issue arises.
Equipment	Equipment is inspected regularly and maintained to ensure safe and lasting use of equipment. Equipment is only used properly and for its intended purpose.

Section 5 - Work Plans & Schedules

Proposed Investments

Project Year	Project Name	Asset/Asset Class	Cost	Priority

Capital Investment Activity Schedules

TAPS is in the process of completing construction on the new operations facility. Items that have been completed are TAS Inspection, Final Fire Inspection and receive Certificate of Occupancy.

Texoma Area Paratransit System (TAPS)

Resolution No. 25-2040

BOARD APPROVAL OF TAPS' Transit Asset Management Plan

WHEREAS, TAPS is a government entity in the state of Texas that provides rural transportation services in six counties across North Texas and receives funds from Texas DOT; and

WHEREAS, TAPS is a public transit agency that receives federal funds under federal "5307" Urbanized Area Formula Program funding; and

WHEREAS, TAPS is required to adopt, implement, and maintain a Transit Asset Management Plan;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board adopts and approves the Transit Asset Management Update as presented.

2. The Board further directs the General Manager to serve as its Accountable Executive for the TAM.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE TEXOMA AREA PARA TRANSIT SYSTEM ON TIDS 19TH DAY OF November 2025.

_____

Pamela Howeth, Board Chair

Texoma Area Paratransit System, Inc.

Public Transportation Agency Safety Plan

Version 5

Adopted November 19, 2025

In compliance with 49 CFR Part 673

Developed in conjunction with the

Texas Department of Transportation

AGENCY SAFETY PLAN REVISION LOG

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Change by:	Remarks
11/17/21	Review Only	Shellie White	
11/16/22	Update	Shellie White	Bipartisan Infrastructure Law Changes
11/15/23	Review Only	Shellie White	
6/24/24	Update	Shellie White	To include infectious disease on page 20
11/12/24	Update	Shellie White	April 2024 changes to 49 CFR part 673 to include new safety performance targets, expanded requirements for continuous improvement and safety training program must include de-escalation training
11/19/25	Review Only	Shellie White	

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1. EXECUTIVE SUMMARY

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016, that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that transit achieves the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

There are several components of the national safety program, including the National Public Transportation Safety Plan (NSP), that FTA published to provide guidance on managing safety risks and safety hazards. One element of the NSP is the Transit Asset Management (TAM) Plan. Public transportation agencies implemented TAM plans across the industry in 2018. The subject of this document is the Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA.

Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At Texoma Area Paratransit System, Inc (TAPS), all levels of management, administration and operations are responsible for the safety of their clientele and themselves. To improve public transportation safety to the highest practicable level in the State of Texas and comply with FTA requirements, the Texas Department of Transportation (TxDOT) has developed this Agency Safety Plan (ASP) in collaboration with TAPS and Transdev.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the NSP, TAPS and Transdev adopt this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A).[1] While safety has always been a primary function at TAPS, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

[1] Federal Register, Vol. 81, No. 24

A. Plan Adoption – 673.11(a)(1)

This Public Transit Agency Safety Plan is hereby adopted, certified as compliant, and signed by:

Shellie White, Texoma Area Paratransit System, Inc General Manager

_____ _____

ACCOUNTABLE EXECUTIVE SIGNATURE DATE

The Texoma Area Paratransit System, Inc is governed by the TAPS Board of Directors. Approval of this plan by the TAPS Board of Directors occurred on November 15, 2023 and is documented in Resolution No. 21- 2023 from the TAPS Board of Directors Meeting.

B. Certification of Compliance – 673.13(a)(b)

TxDOT certifies on _____, that this Agency Safety Plan is in full compliance with 49 CFR Part 673 and has been adopted and will be implemented by Texoma Area Paratransit System, Inc as evidenced by the plan adoption signature and necessary TAPS Board of Directors approvals under Section 1.A of this plan.

2. TRANSIT AGENCY INFORMATION – 673.23(D)

TAPS is the public transportation provider for Fannin, Grayson, Cooke, Wise, Clay, and Montague counties in Texas. The TAPS main office/transfer center is located at 6104 Texoma Parkway, Sherman, Texas.

TAPS currently operates 22 vehicles for our demand response service which is the only service TAPS currently operates. The fleet is comprised of small sedan-type vehicles and 26-foot standard cutaway buses (body-on-chassis buses). TAPS requires 15 buses for peak service. All the demand response vehicles are Americans with Disabilities Act (ADA) accessible. Weekday demand response transit service is provided from 6:00 a.m. to 6:00 p.m. (last available pick-up time is 5:30 p.m.). There is no Saturday or Sunday demand response service. TAPS presently does not provide any fixed route service.

TAPS service is contracted to a third-party provider, Transdev Services Inc. The TAPS is managed by the General Manager and the management team consisting of the Operations Manager, Maintenance/Facilities Manager, HR Generalist, Safety Manager, Accounting Assistant and Grants Coordinator.

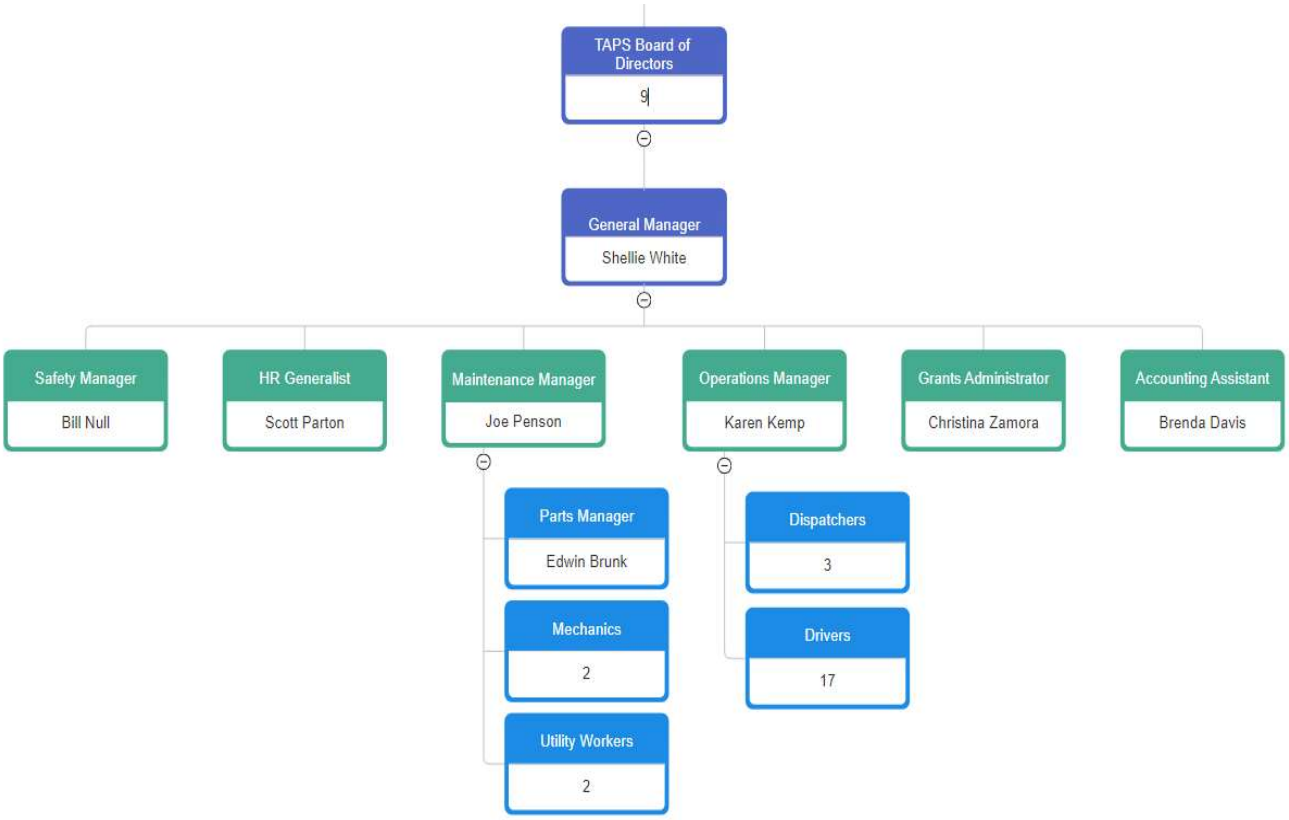
No additional transit service is provided by TAPS on behalf of another transit agency or entity at the time of the development of this plan.

Table 1 contains agency information, while an organizational chart for TAPS is provided in Figure 1.

TABLE 1: AGENCY INFORMATION

Information Type	Information
Full Transit Agency Name	Texoma Area Paratransit System, Inc (TAPS)
Transit Agency Address	6104 Texoma Parkway, Sherman, TX 75090
Name and Title of Accountable Executive 673.23(d)(1)	Shellie White, General Manager
Name of Chief Safety Officer or SMS Executive 673.23(d)(2)	Bill Null, Safety Manager
Key Staff	Karen Kemp, Operations Manager Joe Penson, Maintenance Manager
Mode(s) of Service Covered by This Plan 673.11(b)	Demand Response
List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5310, 5311
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Demand Response
Number of Vehicles Operated	22

FIGURE 1: TAPS ORGANIZATIONAL CHART



A. Authorities & Responsibilities – 673.23(d)

As stated in 49 CFR Part 673.23(d), TAPS is establishing the necessary authority, accountabilities, and responsibilities for the management of safety amongst the key individuals within the organization, as those individuals relate to the development and management of our SMS. In general, the following defines the authority and responsibilities associated with our organization.

The **Accountable Executive** has ultimate responsibility for carrying out the SMS of our public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the ASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan, in accordance with 49 U.S.C. 5326. The Accountable Executive has authority and responsibility to address substandard performance in the TAPS SMS, per 673.23(d)(1).

Agency leadership and executive management include members of our agency leadership or executive management, other than the Accountable Executive, CSO/SMS Executive, who have authority or responsibility for day-to-day implementation and operation of our agency's SMS.

The **CSO** is an adequately trained individual who has the authority and responsibility as designated by the Accountable Executive for the day-to-day implementation and operation of the TAPS SMS. As such, the CSO is able to report directly to our transit agency's Accountable Executive.

Key staff are staff, groups of staff, or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating our agency's SMS.

Front line employees perform the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins.

3. SAFETY POLICIES AND PROCEDURES

A. Policy Statement – 673.23(a)

TAPS recognizes that the management of safety is a core value of our business. The management team at TAPS will embrace the SMS and is committed to developing, implementing, maintaining, and constantly improving processes to ensure the safety of our employees, customers, and the general public. All levels of management and frontline employees are committed to safety and understand that safety is the primary responsibility of all employees.

TAPS is committed to:

- Communicating the purpose and benefits of the SMS to all staff, managers, supervisors, and employees. This communication will specifically define the duties and responsibilities of each employee throughout the organization and all employees will receive appropriate information and SMS training.
- Providing appropriate management involvement and the necessary resources to establish an effective reporting system that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team.
- Identifying hazardous and unsafe work conditions and analyzing data from the employee reporting system. After thoroughly analyzing provided data, the transit operations division will develop processes and procedures to mitigate safety risk to an acceptable level.
- Ensuring that no action will be taken against employees who disclose safety concerns through the reporting system, unless disclosure indicates an illegal act, gross negligence, or deliberate or willful disregard of regulations or procedures.
- Establishing Safety Performance Targets (SPT) that are realistic, measurable, and data driven.
- Continually improving our safety performance through management processes that ensure appropriate safety management action is taken and is effective.
- Identifying deficiencies in the agency's SMS or safety performance targets.

I. Employee Safety Reporting Program – 673.23(b)

TAPS has a policy in place called the *TAPS Customer Complaint Policy*, which is applicable to all complainants whether internal or external to the agency. The procedure requires that when complaints are submitted, the complaints are first routed to the facility coordinator who will do an initial investigation. The facility coordinator will give the results of the investigation to the respective Operations Manager, Human Resources/Safety Coordinator, or appropriate policy. If the complaint relates to an accident, then the CSO is notified. Over the next year, TAPS will review and modify, if necessary, our *TAPS Customer Complaint Policy* to develop it into a full ESRP to ensure that the procedure complies with 49 CFR Part 673.

As contained in TAPS' *HR Policy Procedures*, TAPS has an Open-Door Policy that allows for both anonymous and identified communication of complaint, question, or suggestion for improvement. This process requires the employee to first approach their immediate supervisor. However, problems may be discussed with a higher-level manager instead of, or in addition to, their supervisor. There is also a Transdev North America, Inc. Ethics & Compliance Hotline that is always available to every employee. TAPS employees are protected from retaliation for using the Open-Door Policy in good faith and TAPS maintains the confidentiality of the employee making the complaint.

In general, the TAPS' *HR Policy Procedures* ensures that all employees are encouraged to report safety conditions directly to senior management or their direct supervisor for elevation to senior management. The policy will include any contract employees. The policy will also spell out what protections are afforded employees who report safety related conditions and will describe employee behaviors that are not covered by those protections. The policy will also elaborate on how safety conditions that are reported will be reported back to the initiator(s) – either to the individual or groups of individuals or organization, dependent on the nature of the safety condition.

To bolster the information received from frontline employees, TAPS will also review our current policy for how our agency receives information and safety related data from employees and customers. If necessary, we will develop additional means for receiving, investigating and reporting the results from investigations back to the initiator(s) – either to the person, groups of persons, or distributed agency-wide to ensure that future reporting is encouraged.

TAPS employees and contractors are likewise encouraged to report safety or accessibility concerns through this process. Reports made in good faith will not result in discipline or retaliation.

II. Communicating the Policy Throughout the Agency – 673.23(c)

TAPS is committed to ensuring the safety of our clientele, personnel and operations. Part of that commitment is developing an SMS and agencywide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and agencywide safety culture is communicating our SMP throughout our agency.

The SMP and safety objectives are at the forefront of all communications. This communication strategy will include posting the policy in prominent work locations for existing employees and adding the policy statement to the on-boarding material for all new employees. In addition, the policy statement will

become part of our agency's regular safety meetings and other safety communications efforts. The

policy will be signed by the Accountable Executive so that all employees know that the policy is supported by management.

B. PTASP Development and Coordination with TxDOT – 673.11(d)

This PTASP has been developed by TxDOT on behalf of the Sherman-Denison Metropolitan Planning Organization (MPO) and TAPS in accordance with all requirements stated in 49 CFR Part 673 applicable to a small public transportation provider. TxDOT mailed a formal call for participation in a State sponsored PTASP development process to all Texas Section 5307 small bus transit agencies on January 15, 2019 and followed that call with a series of phone calls and additional correspondence. TAPS provided a letter to TxDOT opting into participation on March 15, 2019 and has been an active participant in the development of this plan through sharing existing documentation and participating in communication and coordination throughout the development of this plan. The TAPS documentation used in the development of this plan is presented in Table 7, in Appendix A.

In support of tracking performance on our SA and SP processes, TAPS conducts an internal safety audit and an annual safety culture survey. The internal safety audit and safety culture survey are intended to help TAPS assess how well we communicate safety and safety performance information throughout our organization by gauging how safety is perceived and embraced by TAPS' administrators, supervisors, staff and contractors. The audit and survey are designed to help us assess how well we are conveying information on hazards and safety risks relevant to employees' roles and responsibilities and informing employees of safety actions taken in response to reports submitted through our ESRP. Results from our most recent internal safety audit and safety culture survey were analyzed and incorporated into the implementation strategies contained in this ASP.

Once the documents were reviewed, an on-site interview was conducted with TAPS to gain a better understanding of the agency and agency personnel. This understanding was necessary to ensure that the ASP was developed to fit TAPS' size, operational characteristics, and capabilities.

The draft ASP was delivered to TAPS in March 2020 for review and comment. Once review was completed and any adjustments made, the final was delivered to TAPS for review and adoption.

C. PTASP Annual Review – 673.11(a)(5)

Per 49 U.S.C. 5329(d)(1)(D), this plan includes provisions for annual updates of the SMS. As part of TAPS' ongoing commitment to fully implementing SMS and engaging our agency employees in developing a robust safety culture, TAPS will review the ASP and all supporting documentation annually. The review will be conducted as a precursor to certifying to FTA that the ASP is fully compliant with 49 CFR Part 673 and accurately reflects the agency's current implementation status. Certification will be accomplished through TAPS' annual Certifications and Assurances reporting to FTA.

The annual review will include the ASP and supporting documents (Standard Operating Procedures [SOP], Policies, Manuals, etc.) that are used to fully implement all the processes used to manage safety

at TAPS. All changes will be noted (as discussed below) and the Accountable Executive will sign and date the title page of this document and provide documentation of approval by the TAPS Board of Directors whether by signature or by reference to resolution.

The annual ASP review will follow the update activities and schedule provided below in Table 2. As processes are changed to fully implement SMS or new processes are developed, TAPS will track those changes for use in the annual review.

The annual ASP review will be conducted in cooperation with frontline transit worker representatives. The TAPS Safety Committee includes a representative for frontline transit workers. The annual ASP will be reviewed by the Safety Committee.

TABLE 2: ASP ANNUAL UPDATE TIMELINE

Task	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
f								
Review SMS Documentation • *Safety Policy;* • *Risk Management;* • *Safety Assurance; and* • *Safety Promotion*.								
Review Previous Targets and Set or Continue Targets								
Report Targets to National Transit Database (NTD), TxDOT, Sherman-Denison MPO								
Make Any Necessary Adjustments to PTASP								
Update Version No., Adopt & Certify Plan Compliance								★

The following table, Table 3, will be used to record final changes made to the ASP during the annual update. This table will be a permanent record of the changes to the ASP over time.

TABLE 3: ASP RECORD OF CHANGES

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name	Date of Change
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text

The implementation of SMS is an ongoing and iterative process, and as such, this PTASP is a working document. Therefore, a clear record of changes and adjustments is kept in the PTASP for the benefit of safety plan performance management and to comply with Federal statutes.

D. PTASP Maintenance – 673.11(a)(2)(c)

TAPS will follow the annual review process outlined above and adjust this ASP as necessary to accurately reflect current implementation status. This plan will document the processes and activities related to SMS implementation as required under 49 CFR Part 673 Subpart C and will make necessary updates to this ASP as TAPS continues to develop and refine our SMS implementation.

E. PTASP Documentation and Recordkeeping – 673.31

At all times, TAPS will maintain documents that set forth our ASP, including those documents related to the implementation of TAPS' SMS and those documents related to the results from SMS processes and activities. TAPS will also maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that our agency uses to carry out our ASP and all iterations of those documents. These documents will be made available upon request to the FTA, other Federal entity, or TxDOT. TAPS will maintain these documents for a minimum of three years after the documents are created. These additional supporting documents are cataloged in Appendix A and the list will be kept current as a part of the annual ASP review and update.

F. Safety Performance Measures – 673.11(a)(3)

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires that all public transportation providers must develop an ASP to include SPTs based on the safety performance measures established under the NSP. The safety performance measures outlined in the NSP were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the NTD. The safety performance measures included in the NSP are fatalities, injuries, safety events, and system reliability (State of Good Repair as developed and tracked in the TAM Plan).

There are seven (7) SPTs that must be included in each ASP that are based on the four (4) performance measures in the NSP. These SPTs are presented in terms of total numbers reported and rate per Vehicle Revenue Mile (VRM). Each of the seven (7) is required to be reported by mode as presented in Table 4:

TABLE 4: NSP SAFETY PERFORMANCE MEASURES

Safety Performance Measure	SPT	SPT
Fatalities	Total Number Reported	Rate Per 100,000 VRM
Injuries	Total Number Reported	Rate Per 100,000 VRM
Safety Events	Total Number Reported	Rate Per 100,000 VRM
System Reliability	Mean distance between major mechanical failure	

Table 5 presents baseline numbers for each of the performance measures. TAPS collected the past four (4) years of reported data to develop the rolling averages listed in the table.

TABLE 5: BASELINE 2019 SAFETY PERFORMANCE MEASURES

Mode	Fatalities	Rate of Fatalities*	Injuries	Rate of Injuries*	Safety Events	Rate of Safety Events*	Mean Distance Between Major Mechanical Failure
Demand Response	0	0	3	0.0000006	0	0	83,880

*rate = total number for the year/total revenue vehicle miles traveled

While safety has always been a major component of the TAPS operation, the adoption of this ASP will result in changes across all aspects of the organization. The SPTs set in Table 6 reflect an acknowledgment that SMS implementation will produce new information that will be needed to accurately set meaningful SPTs. We will set our targets at the current NTD reported four-year average as we begin the process of fully implementing our SMS and developing our targeted safety improvements. This will ensure that we do no worse than our baseline performance over the last five years.

TABLE 6: DEMAND RESPONSE SAFETY PERFORMANCE TARGETS

Mode	Baseline	Target
Fatalities	0	0
Rate of Fatalities*	0%	0%
Injuries	3	3
Rate of Injuries*	0.0000006	0.0000006
Safety Events	0	0
Rate of Safety Events*	0	0
System Reliability	83,880	83,880
Collision Rate*	.000002	.000002
Pedestrian Collision Rate*	0	0
Vehicular Collision Rate*	.000002	.000002
Transit Worker Fatality Rate*	0%	0%
Transit Worker Injury Rate*	0%	0%
Assaults on Transit Workers	0	0
Assaults on Transit Worker Rates*	0%	0%
Other	N/A	N/A

*rate = total number for the year/total revenue vehicle miles traveled

As part of the annual review of the ASP, TAPS will reevaluate our SPTs and determine whether the SPTs need to be refined. As more data is collected as part of the SRM process discussed later in this plan, TAPS may begin developing safety performance indicators to help inform management on safety related investments.

G. Safety Performance Target Coordination – 673.15(a)(b)

TAPS will make our SPTs available to TxDOT and the Sherman-Denison MPO to aid in those agencies' respective regional and long-range planning processes. To the maximum extent practicable, TAPS will coordinate with TxDOT and Sherman-Denison MPO in the selection of State and MPO SPTs as documented in the Interagency Memorandum of Understanding (MOU).

Each year during the FTA Certifications and Assurances reporting process, TAPS will transmit any updates to our SPTs to both the Sherman-Denison MPO and TxDOT (unless those agencies specify another time in writing).

4. SAFETY MANAGEMENT SYSTEMS – 673 SUBPART C

As noted previously, FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the NSP, National Public Transportation Safety Plan, and 49 CFR Part 673, TAPS is adopting SMS as the basis for directing and managing safety and risk at our agency. TAPS has always viewed safety as a core business function. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations in order to deliver improvements in safety and reduce risk to the lowest practical level during service delivery.

SMS is comprised of four basic components: SMP, SRM, SA, and SP. The SMP and SP are the enablers that provide structure and supporting activities that make SRM and SA possible and sustainable. The SRM and SA are the processes and activities for effectively managing safety as presented in Figure 2.

FIGURE 2: SAFETY MANAGEMENT SYSTEMS

Implementing SMS at TAPS will be a major undertaking over the next several years. This ASP is the first step to putting in place a systematic approach to managing the agency's risk. TAPS has already taken several steps to implement SMS, such as developing this initial ASP and designating a CSO. During the first year of implementation, TAPS will identify SMS roles and responsibilities and key stakeholder groups, identify key staff to support implementation, and ensure the identified staff receive SMS training. TAPS will also develop a plan for implementing SMS, inform stakeholders about the ASP, and discuss our progress toward implementation with the TAPS Board of Directors and our agency's planning partners.

A. Safety Risk Management – 673.25

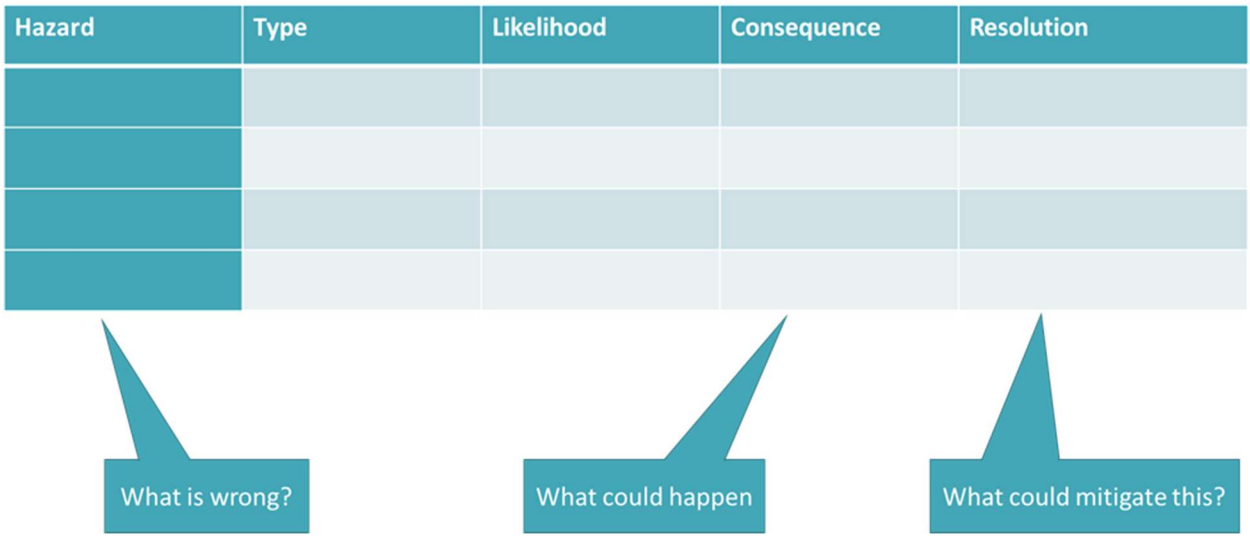
By adopting this ASP, TAPS is establishing the SRM process presented in Figure 3 for identifying hazards and analyzing, assessing and mitigating safety risk in compliance with the requirements of 49 CFR Part 673.25. The SRM processes described in this section are designed to implement the TAPS SMS.

FIGURE 3: SAFETY RISK MANAGEMENT PROCESS

The implementation of the SRM component of the SMS will be carried out over the course of the next year. The SRM components will be implemented through a program of improvement during which the SRM processes will be implemented, reviewed, evaluated, and revised, as necessary, to ensure the processes are achieving the intended safety objectives as the processes are fully incorporated into TAPS' SOPs.

The SRM is focused on implementing and improving actionable strategies that TAPS has undertaken to identify, assess and mitigate risk. The creation of a Risk Register provides an accessible resource for documenting the SRM process, tracking the identified risks, and documenting the effectiveness of mitigation strategies in meeting defined safety objectives and performance measures. The draft Risk Register is presented in Figure 4.

FIGURE 4: DRAFT RISK REGISTER



As the SRM process progresses through the steps of identifying what may be wrong, what could happen as a result, and what steps TAPS is taking to resolve the risk and mitigate the hazard, the CSO completes and publishes the various components of the Risk Register. These components include the use of safety hazard identification, safety risk assessment, and safety risk mitigation, as described in the following sections.

I. Safety Hazard Identification – 673.25(b)

TAPS has a program called *Hazard Communication Program Transdev-Taps 430* (Appendix A) in place to prevent accidents and ensure the safety and health of employees by identifying hazards. Under this program employees are informed of the contents of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect them from these chemicals. This document also includes a list of steps that are to be taken by employees as part of this communication program.

These steps are provided in TAPS' *Hazard Communication Program Transdev-Taps 430*. Additional steps for hazard identification are provided in the *Job Hazard Analysis* (Appendix A) document.

The procedures outlined in the *Job Hazard Analysis* document were based on the OSHA's *Hazard Communication Standard*, along with state and local requirements. Although the current procedures have been effective in achieving our safety objectives, to ensure compliance with 49 CFR Part 673, TAPS is working to implement the following expanded SRM process.

The TAPS SRM process is a forward-looking effort to identify safety hazards that could potentially result in negative safety outcomes. In the SRM process, a hazard is any real or potential condition that can

cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or, damage to the environment.

Hazard identification focuses on out-of-the-norm conditions that need special attention or immediate action, new procedures, or training to resolve a condition that is unacceptable and return conditions to an acceptable level. TAPS uses a variety of mechanisms for identifying and documenting hazards, namely:

- Through training and reporting procedures TAPS ensures personnel can identify hazards and that each employee clearly understands that the employee has a responsibility to immediately report any safety hazards identified to the employee's supervisors. Continued training helps employees to develop and improve the skills needed to identify hazards.
- Employee hazard training coupled with the ESRP ensures that TAPS has full use of information from frontline employees for hazard identification.
- Upon receiving the hazard report, supervisors communicate the identified hazard to the CSO for entry into the risk register for risk assessment, classification and possible mitigation.
- In carrying out the risk assessment, the CSO uses standard reporting forms (e.g. incident reporting process used within the *Incident Reporting Policy*) and other reports completed on a routine basis by administrative, operations and maintenance. The TAPS *Safety Policy & Procedures* contain procedures for flagging and reporting hazards as a part of day-to-day operations.
- Supervisors are responsible for performing and documenting regular *Internal Safety Audit Reports*, which include reporting and recommending methods to reduce identified hazards.
- TAPS uses incident reports and records to determine specific areas of training that need to be covered with employees to ensure safety hazard identification is continually improved, and thus ensure that hazards are identified before an event recurrence.
- Incident reports are also analyzed by the risk management team to identify any recurring patterns or themes that would help to identify underlying hazards and root causes of the event that can be mitigated to prevent recurrence.
- If a hazard is such that an employee would be reluctant to report the information due to perceived negative consequences (e.g. disciplinary action), the Human Resources Policy Procedure policy ensures providing employees the means to report in good faith known violations without fear of retaliation from any sources. The confidentiality of anyone who reports a suspected violation or participates in the investigation of it will be maintained.
- To increase the safety knowledge of our agency, the CSO, risk management personnel and subject matter experts are also encouraged to participate in available professional development

activities and peer-to-peer exchanges as a source of expertise and information on lessons learned and best practices in hazard identification.

- Other sources for hazard identification include:
    - ESRP
    - Inspections of personnel job performance, vehicles, facilities and other data
    - Investigations of safety events
    - Safety trend analysis on data currently collected
    - Training and evaluation records
    - Internal safety audits
    - External sources of hazard information could include:
        - FTA and other federal or state authorities
        - Reports from the public
        - Safety bulletins from manufacturers or industry associations
        - Data and information regarding exposure to infectious disease provided by the CDC or a State Health authority

In addition to identifying the hazard, the hazard identification process also classifies the hazard by type (organizational, technical or environmental) to assist the CSO in identifying the optimal combination of departmental leadership and subject matter expertise to select in assembling the safety risk assessment team.

The various hazard types can also be categorized by subcategory for each type. For example, organizational hazards can be subcategorized into resourcing, procedural, training or supervisory hazards. Each of the subcategories implies different types of mitigation strategies and potentially affect overall agency resources through varying costs for implementation. Technical hazards can be subcategorized into operational, maintenance, design and equipment. Additionally, environmental hazards can be subcategorized into weather and natural, which is always a factor for every operation.

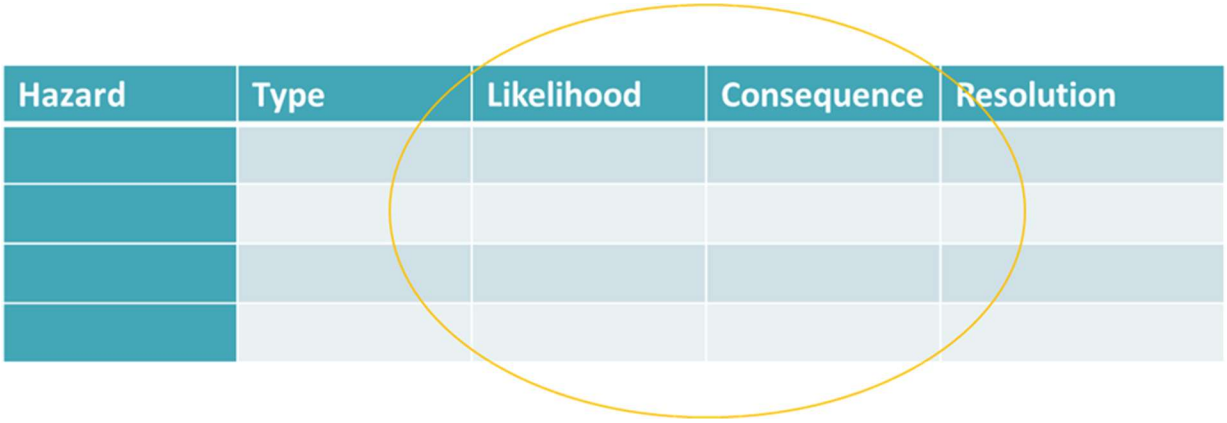
II. Safety Risk Assessment – 673.25(c)

TAPS currently uses a *Threats Form* with a similar framework for assessing risks and threats with reference to security for the transportation system. This form and procedure can be found in Section 4.2 of the *Transit System Security & Emergency Preparedness Program Plan (TSSEPPP)* (Appendix A) and shows specific threats, the likelihood to occur, the impact on transportation assets and systems, and a vulnerability index based on this assessment.

As part of the new SRM process, TAPS has developed methods to assess the likelihood and severity of the consequences of identified hazards, and prioritizes the hazards based on the safety risk. The process continues the use of the Risk Register described in the previous section to address the next two components.

Safety risk is based on an assessment of the likelihood of a potential consequence and the potential severity of the consequences in terms of resulting harm or damage. The risk assessment also considers any previous mitigation efforts and the effectiveness of those efforts. The results of the assessment are used to populate the third and fourth components of the Risk Register as presented in Figure 5.

FIGURE 5: SAFETY RISK ASSESSMENT STEPS IN POPULATING THE RISK REGISTER



The risk assessment is conducted by the CSO and their risk management team through the safety compliance committee supplemented by subject matter experts from the respective department or section to which the risk applies. The process employs a safety risk matrix, similar to the one presented in Figure 6, that allows the safety team to visualize the assessed likelihood and severity, and to help decision-makers understand when actions are necessary to reduce or mitigate safety risk.

FIGURE 6: SAFETY RISK ASSESSMENT MATRIX

RISK ASSESSMENT MATRIX				
SEVERITY / LIKELIHOOD	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probable (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Medium	Low	Low	Low

Although the current version of the matrix relies heavily on the examples and samples that are listed on the PTASP Technical Assistance Center website, lessons learned from the implementation process during the coming years will be used to customize the matrix that TAPS will use to address our unique operating realities and leadership guidance.

The Risk Assessment Matrix is an important tool. If a risk is assessed and falls within one of the red zones, the risk is determined to be unacceptable under existing circumstances. This determination means that management must take action to mitigate the situation. This is the point in the process when SRMs are developed. If the risk is assessed and falls within one of the yellow zones, the risk is determined to be acceptable, but monitoring is necessary. If the risk falls within one of the green zones, the risk is acceptable under the existing circumstances.

Once a hazard's likelihood and severity have been assessed, the CSO enters the hazard assessment into the Risk Register that is used to document the individual hazard and the type of risk it represents. This information is used to move to the next step, which is hazard mitigation.

III. Safety Risk Mitigation – 673.25(d)

As part of the TSSEPPP, TAPS currently has a *Threat and Vulnerability Assessment*, found in Section 4.2. The TSSEPPP lists the specific vulnerability according to the Vulnerability Index and identifies Current Risk Reduction Strategies and Additional Mitigation Actions Planned for each.

Upon completion of the risk assessment, the CSO and the safety committee continue populating the Risk Register by identifying mitigations or strategies necessary to reduce the likelihood and/or severity of the consequences. The goal of this step is to avoid or eliminate the hazard or, when elimination is not likely or feasible, to reduce the assessed risk rating to an acceptable level (Figure 7). However, mitigations do not typically eliminate the risk entirely.

FIGURE 7: RISK REGISTER MITIGATION COMPONENT

Hazard	Type	Likelihood	Consequence	Resolution

To accomplish this objective, the CSO, through the risk management team, works with subject matter experts from the respective department or section to which the risk applies. The risk management team

then conducts a brainstorming exercise to elicit feedback from staff and supervisors with the highest level of expertise in the components of the hazard.

Documented risk resolution and hazard mitigation activities from previous Risk Register entries and the resolution's documented level of success at achieving the desired safety objectives may also be reviewed and considered in the process. If the hazard is external (e.g., roadway construction by an outside agency) information and input from external actors or experts may also be sought to take advantage of all reasonably available resources and avoid any unintended consequences.

Once a mitigation strategy is selected and adopted, the strategy is assigned to an appropriate staff member or team for implementation. The assigned personnel and the personnel's specific responsibilities are entered into the Risk Register. Among the responsibilities of the mitigation team leader is the documentation of the mitigation effort, including whether the mitigation was carried out as designed and whether the intended safety objectives were achieved. This information is recorded in the appendix to the Risk Register for use in subsequent SA activities and to monitor the effectiveness of the SRM program.

B. Safety Assurance – 673.27 (a)

Safety Assurance means processes within the TAPS SMS that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) TAPS meets or exceeds our safety objectives through the collection, measurement, analysis and assessment of information.

SA helps to ensure early identification of potential safety issues. SA also ensures that safeguards are in place and are effective in meeting TAPS' critical safety objectives and contribute towards SPTs.

I. Safety Performance Monitoring and Measuring – 673.27 (b)

As the first step in the TAPS SA program, TAPS collects and monitors data on safety performance indicators through a variety of mechanisms described in the following sections. Safety performance indicators can provide early warning signs about safety risks. TAPS currently relies primarily on lagging indicators representing negative safety outcomes that should be avoided or mitigated in the future. However, initiatives are underway to adopt a more robust set of leading indicators that monitor conditions that are likely to contribute to negative outcomes in the future. In addition to the day-to-day monitoring and investigation procedures detailed below, TAPS will review and document the safety performance monitoring and measuring processes as part of the annual update of this ASP.

MONITORING COMPLIANCE AND SUFFICIENCY OF PROCEDURES 673.27 (B)(1)

TAPS monitors our system for personnel compliance with operations and maintenance procedures and also monitors these procedures for sufficiency in meeting safety objectives. A list of documents describing the safety related operations and maintenance procedures cited in this ASP is provided in Appendix A of this document.

Supervisors monitor employee compliance with TAPS SOPs through direct observation and review of information from internal reporting systems such as the *Customer Concern Reporting* from both employees and customers.

TAPS addresses non-compliance with standard procedures for operations and maintenance activities through a variety of actions, including revision to training materials and delivery of employee and supervisor training if the non-compliance is systemic. If the non-compliance is situational, then activities may include supplemental individualized training, coaching, and heightened management oversight, among other remedies.

Sometimes personnel are fully complying with the procedures, but the operations and maintenance procedures are inadequate and pose the risk of negative safety outcomes. In this case, the cognizant person submits the deficiency or description of the inadequate procedures to the SRM process. Through the SRM process, the SRM team will then evaluate and analyze the potential organizational hazard and assign the identified hazard for mitigation and resolution, as appropriate. The SRM team will also conduct periodic self-evaluation and mitigation of any identified deficiencies in the SRM process itself.

MONITORING OPERATIONS 673.27(B)(2)

Department Managers are required to monitor investigation reports of safety events and SRM resolution reports to monitor the department's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. If it is determined that the safety risk mitigation did not bring the risk to an acceptable level or otherwise failed to meet safety objectives, then the supervisor resubmits the safety risk/hazard to the SRM process. The CSO will work with the supervisor and subject matter experts to reanalyze the hazard and consequences and identify additional mitigation or alternative approaches to implementing the mitigation.

II. Safety Event Investigation – 673.27(B)(3)

TAPS currently conducts investigations of safety events. From an SA perspective, the objective of the investigation is to identify causal factors of the event and to identify actionable strategies that TAPS can employ to address any identifiable organizational, technical or environmental hazard at the root cause of the safety event. TAPS uses the *Incident Reporting Policy* document to identify safety and operational risks based on individual assets. The procedures outlined in the *Incident Reporting Policy* were based on the FTA's Model Bus Safety Programs and Public Transportation System Security and Emergency Preparedness Planning Guide.

Safety Event Investigations that seek to identify and document the root cause of an accident or other safety event are a critical component of the SA process because they are a primary resource for the collection, measurement, analysis and assessment of information. TAPS gathers a variety of information for identifying and documenting root causes of accidents and incidents, including but not limited to:

A. All agency incidents, non-work and work related injuries or illnesses (to determine preventability)

B. All Transdev North America incidents (e.g.: collisions, passenger injuries/falls, pedestrian/bicyclist events, etc.), regardless of severity, shall be immediately reported from the scene:

a. **Operators shall**:

1. Stop the vehicle, notify the Dispatch immediately after the incident occurs, and remain at the scene until released by proper authority.
   NOTE: Failure to comply with this requirement shall result in termination
2. Provide dispatch with incident details and remain in contact with Dispatch until all necessary information has been obtained:
   - The exact location of the accident, vehicle/route number and direction of travel
   - Any inquires or passenger complaints
   - Condition of the vehicle
   - Damage to any other property
3. Operators are authorized to call emergency services directly in cases of "imminent danger to life" if not able to immediately contact dispatch

b. **Dispatch shall** immediately report the incident to the Operations Manager and to the Safety Manager

1. Dispatch will determine the severity of the accident and notify the appropriate emergency response authorities (fire and police).
2. Dispatch will notify the appropriate Supervisor or Manager and ensure that a street Supervisor responds to the scene.

1) **Operations Manager/Safety Manager shall** enter the incident into WebRisk as soon as possible but **within 24 hours** and update the WebRisk entry as the investigation is completed and/or more information becomes available.
2) Operations Manager/Safety Manager uploads/updates pertinent documents reports in WebRisk as they become available.

C. Work-Related Injury or Illness reporting:

1) When an incident occurs, the employee must report all injuries or illnesses to the Safety Manager immediately.
2) All worked related injuries or illnesses are to be reported by calling:

Clinical Consult
888-836-5426
(888-VEOLIA6)

3) In the event of a medical emergency, the injured employee should not wait to speak with a nurse. The employee should go to the nearest emergency room or call 911.

4) The injured employee should be present for the call to speak with the nurse. After the injury assessment and care recommendations re provided the call will be transferred to intake.
5) The Safety Manager should instruct the employee to proceed with the care recommendations provided as the employee does not need to be present for the intake portion of the call.
6) The Safety Manager will provide the needed information to intake.

D. Critical Incident Reporting

In the case of Critical Incidents, in addition to the above, managers shall follow the procedures listed in the Critical Incident Protocol and take the additional steps outlined below:

1) Obtain the following basic information:
    a. Time and Place of incident
    b. Driver name and Date of Hire
    c. Vehicle number and type (cut-away, van, bus, sedan, etc.)
    d. Injuries, if transported from the scene – where to and by whom.
    e. Damage description
    f. Basic facts of incident
2) Call and notify the following persons:
    a. Risk Management
        1. Vehicle Crash or Passenger Incident:
            - B2G (Transit): Richard Freed, Director of Liability
            - B2B/B2C (Business Services/SuperShuttle/Taxi): Beth Edinger, Director of Risk)
        2. Work-Related Injuries:
            - B2G (Transit): Sandy Rosenwinkel, Director of Work Comp
            - B2B/B2C (Business Services/SuperShuttle/Taxi): Beth Edinger, Director of Risk)
    b. Regional Vice President
    c. Regional Safety Director

If the above cannot be reached, contact the Vice President of Safety.

3) General Manager or designee submits a "Critical Incident Notification": Go to "Outlook" and enter the required information.
4) Regional Safety Director and/or the Regional Vice President will continue the phone tree to the senior executives listed on an "as needed" basis. The Regional Safety Director will personally contact the Vice President of Safety for fatal or catastrophic events.
5) If the Regional Safety Director and/or the Regional Vice President or Vice President of Safety is not available, please contact the Chief Operating Officer.

MONITORING INTERNAL SAFETY REPORTING PROGRAMS 673.27(B)(4)

As a primary part of the internal safety reporting program, our agency monitors information reported through the ESRP. When a report originating through the complaint process documents a safety hazard, the supervisor submits the hazards identified through the internal reporting process, including previous mitigation in place at the time of the safety event. The supervisor submits the hazard report to the SRM process to be analyzed, evaluated, and if appropriate, assigned for mitigation/resolution.

OTHER SAFETY ASSURANCE INITIATIVES

Because leading indicators can be more useful for safety performance monitoring and measurement than lagging indicators, TAPS is undertaking efforts to implement processes to identify and monitor more leading indicators or conditions that have the potential to become or contribute to negative safety outcomes. This may include trend analysis of environmental conditions through monitoring National Weather Service data; monitoring trends toward or away from meeting the identified SPTs; or other indicators as appropriate.

C. Safety Promotion – 673.29

Management support is essential to developing and implementing SMS. SP includes all aspects of how, why, when and to whom management communicates safety related topics. SP also includes when and how training is provided. The following sections outline both the safety competencies and training that TAPS will implement and how safety related information will be communicated.

I. Safety Competencies and Training – 673.29(a)

TAPS provides comprehensive training to all employees regarding each employee's job duties and general responsibilities. This training includes safety responsibilities related to the employee's position. In addition, regular driver safety meetings are held to ensure that safety related information is relayed to the key members of our agency's safety processes.

As part of SMS implementation, TAPS will be conducting the following activities:

- Conduct a thorough review of all current general staff categories (administrative, driver, supervisor, mechanic, maintenance, etc.) and the respective staff safety related responsibilities.
- Assess the training requirements spelled out in 49 CFR Part 672 and the various courses required for different positions. (TAPS is not subject to the requirements under 49 CFR Part 672, but will review the training requirements to understand what training is being required of other larger agencies in the event these trainings might be useful).
- Assess the training material available on the FTA PTASP Technical Assistance Center website.

- Review other training material available from industry sources such as the Community Transportation Association of America and the American Public Transportation Association websites.
- Develop a set of competencies and trainings required to meet the safety related activities for each general staff category.
- Develop expectations for ongoing safety training and safety meeting attendance.
- Develop a training matrix to track progress on individuals and groups within the organization.
- Adjust job notices associated with general staff categories to ensure that new personnel understand the safety related competencies and training needs and the safety related responsibilities of the job.
- Include refresher training in all trainings and apply it to agency personnel and contractors.

II. Safety Communication – 673.29(b)

TAPS regularly communicates safety and safety performance information throughout our agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the ESRP (noted in Section 3.A.I) or other means.

TAPS reports any safety related information to the TAPS Board of Directors at their regular meetings and will begin including safety performance information. In addition, TAPS holds regularly scheduled meetings with drivers to ensure that any safety related information is passed along that would affect the execution of the drivers' duties. TAPS also posts safety related and other pertinent information in a common room for all employees.

TAPS will begin systematically collecting, cataloging, and, where appropriate, analyzing and reporting safety and performance information to all staff. To determine what information should be reported, how the information should be reported and to whom, TAPS will answer the following questions:

- What information does this individual need to do their job?
- How can we ensure the individual understands what is communicated?
- How can we ensure the individual understands what action must be taken as a result of the information?
- How can we ensure the information is accurate and kept up-to-date?
- Are there any privacy or security concerns to consider when sharing information? If so, what should we do to address these concerns?

In addition, TAPS will review our current communications strategies and determine whether others are needed. As part of this effort, TAPS has conducted, and will continue to conduct, a Safety Culture Survey

to understand how safety is perceived in the workplace and what areas TAPS should be addressing to fully implement a safety culture at our agency.

5. APPENDIX A

TABLE 7: TAPS SUPPORTING DOCUMENTS

File Name	Revision Date	Document Name	Document Owner
2018 Trends & Analysis.pdf	2018	Vehicle Events	TAPS
Compliance Audit Procedures.pdf		Maintenance Performance / Quarterly Compliance Audit Procedures	Transdev
Customer Concern Reporting.pdf		Customer Complaint Policy	TAPS
D&A Policy.pdf	Dec-18	Zero Tolerance Drug and Alcohol Policy for Employees in Safety Sensitive Job Functions	Transdev / TAPS
Doc & Data Control.pdf	2012	Document and Data Control	Transdev
Facilities Plan.pdf	12/1/2016	Facility Maintenance Plan	TAPS
Fleet Management Plan.pdf	2016	Fleet Management Plan	Transdev / TAPS
Funding Sources.pdf	2019	Funding Sources	TAPS
Governing Board Policy.pdf	1/28/2009	Bylaws of TAPS	TAPS
HAZCOM Program.pdf	10/20/2017	Hazard Communication Program	Transdev / TAPS
HR Policy_Procedures.pdf	Sep-17	Policies and Procedures Handbook	Transdev
Incident Reporting Policy.pdf	3/12/2018	Incident Reporting	Transdev
Incident Reporting_Paratransit.pdf	Feb-18	Accident/Incident Reporting Forms	Transdev
Job Descriptions.pdf		Job Description Postings	TAPS
Job Hazard Analysis.pdf	12/13/2018	Job Safety Analysis Plan	Transdev / TAPS
Job Hazard Analysis_2.pdf	4/18/2018	Job Hazard Analysis: Drivers / Operations	TAPS
Job Hazard Analysis_3.pdf	4/18/2018	Job Hazard Analysis: Maintenance	TAPS
Job Hazard Analysis_4.pdf	4/18/2018	Job Hazard Analysis: Office	TAPS
Maintenance Plan.pdf	5/10/2016	Maintenance Plan	Transdev
MPO Map.pdf		MPO Map	TAPS

File Name	Revision Date	Document Name	Document Owner
MPO Plans.pdf	10/15/2014	Sherman-Denison 2040 MTP: Guiding Principles, Objectives, and Policies	Sherman-Denison MPO
MPO Plans_2.pdf	12/5/2018	Unified Planning Work Program	Sherman-Denison MPO
MPO Plans_3.pdf	5/25/2018	Transportation Improvement Plan (2019-2022)	Sherman-Denison MPO
Organizational Structure.pdf		Organization Chart	TAPS
PPE Plan.pdf	10/13/2017	Personal Protective Equipment (PPE) Plan	Transdev / TAPS
Procurement P&P.pdf	Mar-17	Procurement Policies & Procedures	TAPS
Safety Committee.pdf	2/2/2018	Safety Committees	Transdev
Safety KPI.pdf	2019	2017-2019 Safety Measures	TAPS
Safety P&P.pdf		Safety Policies and Procedures	Transdev
Safety Training Manual.pdf	2018	Safe Driving Reference Guide	Transdev
SOPs.pdf	6/29/2017	Standard Operating Procedures	Transdev
TAPS Description.pdf		TAPS Description	TAPS
TAPS Services.pdf		Get-a-Ride Services	TAPS
Training Program.pdf	3/22/2018	Recommended New Paratransit Operator Development Syllabus	Transdev
Transit Asset Management (TAM).pdf	8/29/2018	2018 Transit Asset Management Plan	TAPS
Triennial Review Report.pdf	10/16/2017	Preliminary Findings of Deficiency: FY 2017 Triennial Review	TAPS / FTA
TSSEPPP.pdf	5/2/2019	Transit System Security & Emergency Preparedness Program Plan (TSSEPPP)	Transdev
Safety Data Collections.pdf		Safety Data Collections	TAPS
CHIEF SAFETY OFFICER (002).pdf		Chief Safety Officer	TAPS
CHIEF SAFETY OFFICER (002).pdf		TAPS Organizational Chart	TAPS
Hazardous Materials > Appendix B - Internal EMS Audit.pdf	Mar-16	Environmental Management System (EMS) Manual: Appendix B - Internal EMS Audit	Transdev

File Name	Revision Date	Document Name	Document Owner
Hazardous Materials > Chapter 00 - Cover Page & Table of Content.pdf	Mar-16	Environmental Management System (EMS) Manual: Table of Contents	Transdev
Hazardous Materials > Chapter 01 - Introduction.pdf	Mar-16	Environmental Management System (EMS) Manual: Introduction	Transdev
Hazardous Materials > Chapter 02 - EMS Structure and Elements.pdf	Mar-16	Environmental Management System (EMS) Manual: EMS Structure & Elements	Transdev
Hazardous Materials > Chapter 03 - EPCRA.pdf	Mar-16	Environmental Management System (EMS) Manual: Emergency Planning and Community Right-to-Know Act (EPCRA)	Transdev
Hazardous Materials > Chapter 04 - Employee Right-to-Know Program.pdf	Mar-16	Environmental Management System (EMS) Manual: Employee Right-to-Know Program	Transdev
Hazardous Materials > Chapter 05 - Hazardous Waste Management Program.pdf	Mar-16	Environmental Management System (EMS) Manual: Hazardous Waste Management (HASMAT) Program	Transdev
Hazardous Materials > Chapter 06 - Clean Water Management Program.pdf	Mar-16	Environmental Management System (EMS) Manual: Clean Water Management Program	Transdev
Hazardous Materials > Chapter 07 - Clean Air Management Program.pdf	Mar-16	Environmental Management System (EMS) Manual: Clean Air Management Program	Transdev
Hazardous Materials > Chapter 08 - Storage Tank Program.pdf	Mar-16	Environmental Management System (EMS) Manual: Storage Tank Program	Transdev

A. Glossary of Terms

Accident: means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; an evacuation for life safety reasons; at any location, at any time, whatever the cause.

Accountable Executive (typically the highest executive in the agency): means a single, identifiable person who has ultimate responsibility for carrying out the SMS of a public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the

agency's PTASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan in accordance with 49 U.S.C. 5326.

Assault on a Transit Worker: means, as defined under 49 U.S.C. 5302, a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.

Agency Leadership and Executive Management: means those members of agency leadership or executive management (other than an Accountable Executive, CSO, or SMS Executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

CDC: means the Centers for Disease Control and Prevention of the United States Department of Health and Human Services.

Chief Safety Officer (CSO): means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A CSO may not serve in other operational or maintenance capacity, unless the CSO is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Corrective Maintenance: Specific, unscheduled maintenance typically performed to identify, isolate, and rectify a condition or fault so that the failed asset or asset component can be restored to a safe operational condition within the tolerances or limits established for in-service operations.

Equivalent Authority: means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's PTASP.

Event: means an accident, incident, or occurrence.

Federal Transit Administration (FTA): means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard: means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Injury: means any harm to persons as a result of an event that requires immediate medical attention away from the scene.

Incident: means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation: means the process of determining the causal and contributing factors of an accident,

incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Key staff: means a group of staff or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating the agency's SMS.

Major Mechanical Failures: means failures caused by vehicle malfunctions or subpar vehicle condition which requires that the vehicle be pulled from service.

National Public Transportation Safety Plan (NSP): means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Occurrence: means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator of a Public Transportation System: means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Passenger: means a person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance Target: means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

Preventative Maintenance: means regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

Public Transportation Agency Safety Plan (PTASP): means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Risk: means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Mitigation: means a method or methods to eliminate or reduce the effects of hazards.

Road Calls: means specific, unscheduled maintenance requiring either the emergency repair or service of a piece of equipment in the field or the towing of the unit to the garage or shop.

Safety Assurance (SA): means the process within a transit agency's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation and ensures that the transit agency meets or exceeds our safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy (SMP): means a transit agency's documented commitment to safety, which

defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's employees regarding safety.

Safety Management System (SMS): means the formal, top-down, data-driven, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Executive: means a CSO or an equivalent.

Safety Objective: means a general goal or desired outcome related to safety.

Safety Performance: means an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Performance Indicator: means a data-driven, quantifiable parameter used for monitoring and assessing safety performance.

Safety Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Safety Performance Monitoring: means activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and safety performance targets.

Safety Performance Target (SPT): means a quantifiable level of performance or condition, expressed as a value for a given performance measure, achieved over a specified timeframe related to safety management activities.

Safety Promotion (SP): means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk: means the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Assessment: means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management (SRM): means a process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Risk Mitigation: means the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

Safety Risk Probability: means the likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

Safety Risk Severity: means the anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

Small Public Transportation Provider: means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State: means a State of the United States, the District of Columbia, or the Territories of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of Good Repair: means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency: means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.

Transit Agency: means an operator of a public transportation system.

Transit Asset Management (TAM) Plan: means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Transit Worker: means any employee, contractor, or volunteer working on behalf of the transit agency.**Vehicle Revenue Miles (VRM):** means the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time and exclude deadhead; operator training; vehicle maintenance testing; and school bus and charter services.

B. Additional Acronyms Used

ADA: Americans with Disabilities Act

ASP: Agency Safety Plan

ESRP: Employee Safety Reporting Program

FAST Act: Fixing America's Surface Transportation Act

MAP-21: Moving Ahead for Progress in the 21st Century Act

MOU: Memorandum of Understanding

MPO: Metropolitan Planning Organization

NTD: National Transit Database

SOP: Standard Operating Procedure

TAPS: Texoma Area Paratransit System, Inc.

TSSEPPP: Transit System Security & Emergency Preparedness Program Plan

TxDOT: Texas Department of Transportation

6. APPENDIX B

A. Board Minutes or Resolution

CAPITAL PROJECTS

FY 2025 CAPITAL PROJECTS REPORT

Capital Revenues	Budget	Actual YTD	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FTA 5339 Capital Assistance (Shop)	12,709	5,782									5,782			
FTA 5307 Urban Area Formula (BLD)	874,898	675,955	313,540								181,042		37,846	143,527
FTA 5307 Urban Area Formula (RS)	555,082	555,082				555,082								
FTA 5307 Urban Area Formula (FR)	175,000	14,935											7,092	7,843
FTA 5307 Urban Area Formula (SEC)	350,000	45,241											45,241	
TXDOT 5339 Capital Assistance (BLD)	3,000,000	2,719,267			672,287		393,880			22,901	506,154	365,200	424,283	334,562
TXDOT Rural Discretionary (RS)	91,203	91,203							91,203					
TXDOT Rural Discretionary (Fac Repairs)	43,076	29,162				29,162								
TXDOT Planning (TRCTPC) 5-Year HSTP	170,000	-												
TXDOT 5339 Joint Rolling Stock Procurement	304,208	-												
Total Revenues	5,576,176	4,136,627	313,540	-	672,287	584,244	393,880	-	91,203	22,901	692,978	365,200	514,462	485,932
Capital Purchases														
TAPS Operations Facility	3,874,898	3,395,222	313,540		672,287		393,880			22,901	687,196	365,200	462,129	478,089
Rolling Stock	950,493	646,285				555,082			91,203					
Maintenance Facility Repairs	43,076	29,162				29,162								
Shop Equipment	12,709	5,782									5,782			
Maintenance Facility Security	350,000	45,241											45,241	
(TRCTPC) 5-Year HSTP	170,000													
Fixed Route Study (Continuation)	175,000	14,935											7,092	7,843
Total Expenses	5,576,176	4,136,627	313,540	-	672,287	584,244	393,880	-	91,203	22,901	692,978	365,200	514,462	485,932
Net Difference	-	-	-	-	-	-	-	-	-	-	-	-	-	-

FY 2026 CAPITAL PROJECTS REPORT

Capital Revenues	Budget	Actual YTD	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FTA 5307 Urban Area Formula (BLD)	379,985	-												
FTA 5307 Urban Area Formula (FR)	175,000	-												
FTA 5307 Urban Area Formula (SEC)	304,759	-												
TXDOT 5339 Capital Assistance (BLD)	280,733	-												
TXDOT 5339 Capital Assistance (BLD)	500,000	-												
TXDOT Planning (TRCTPC) 5-Year HSTP	170,000	-												
TXDOT 5339 Joint Rolling Stock Procurement	304,208	-												
Total Revenues	2,114,685	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Purchases														
FTA 5307 Urban Area Formula (BLD)	379,985	-												
FTA 5307 Urban Area Formula (FR)	175,000	-												
FTA 5307 Urban Area Formula (SEC)	304,759	-												
TXDOT 5339 Capital Assistance (BLD)	280,733	-												
TXDOT 5339 Capital Assistance (BLD)	500,000	-												
TXDOT Planning (TRCTPC) 5-Year HSTP	170,000													
TXDOT 5339 Joint Rolling Stock Procurement	304,208	-												
Total Expenses	2,114,685	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Difference	-	-	-	-	-	-	-	-	-	-	-	-	-	-

FINANCIAL UPDATE

TEXOMA AREA PARATRANSIT SYSTEM, INC
BOARD REPORT - BANK DETAIL

End of Month Totals
August 2025

Landmark Bank Acct # 6968	
Balance at 7/31/2025	$ 562,216.29
Deposits	166,915.29
Debits	(238,340.69)
BANK INTEREST	18.83
Account Balance at 8/31/2025	$ 490,809.72

Landmark Bank Acct # 9693	
Balance at 7/31/2025	$ 198,261.41
Deposits	
Debits	
BANK INTEREST	26.07
Account Balance at 8/31/2025	$ 198,287.48

Checks/Debits	
Transdev (JUN Invoice)	$ 238,328.69
Farebox Refund	$ 12.00
	$ 238,340.69

Deposits/Credits	
Farebox	$ 2,918.58
Local Contributions	$ 9,539.71
TXDOT Reimbursements (Jun Inv)	$ 154,457.00
	$ 166,915.29

BOARD REPORT - BANK DETAIL

End of Month Totals
September 2025

Landmark Bank Acct # 6968		
Balance at 8/31/2025	$	490,809.72
Deposits		400,144.68
Debits		(269,010.87)
BANK INTEREST		15.28
Account Balance at 9/30/2025	$	621,958.81

Landmark Bank Acct # 9693		
Balance at 8/31/2025	$	198,287.48
Deposits		
Debits		
BANK INTEREST		23.63
Account Balance at 9/30/2025	$	198,311.11

Checks/Debits		
Transdev (JULY Invoice)	$	254,231.02
KFH GROUP	$	14,248.85
CT CORP	$	511.00
Bank Charges	$	20.00
	$	269,010.87

Deposits/Credits		
Farebox	$	3,969.68
Local Contributions	$	24,125.00
TXDOT Reimbursements (Jul Inv)	$	92,302.00
FTA REIMBURSEMENTS (bldg and Jul Inv)	$	279,748.00
	$	400,144.68

* Local Contributions from CITY OF SHERMAN AND CITY OF DENISON

TEXOMA AREA PARATRANSIT SYSTEM, INC
BOARD REPORT - BANK DETAIL

End of Month Totals
October 2025

Landmark Bank Acct # 6968		Landmark Bank Acct # 9693	
Balance at 9/30/2025	$ 621,958.81	Balance at 09/30/25	$ 198,311.11
Deposits	815,034.54	Deposits	
Debits	(473,722.24)	Debits	
Bank Interest	17.47	Bank Interest	26.90
Account Balance at 10/31/2025	$ 963,288.58	Account Balance at 10/31/2025	$ 198,338.01

Checks/Debits		Deposits/Credits	
Transdev (Sep Invoice)	$ 247,252.76	Farebox	$ 2,323.17
ICON (furniture)	$ 132,830.69	Local Contributions	$ 25,728.25
MARSH USA (BOD Insurance)	$ 25,477.00	FTA Reimbursements	$ 277,999.00
MODEL ONE (Security Cameras)	$ 45,241.73	TXDOT Reimbursements	$ 88,990.00
KFH GROUP (FRS, RFP, RCTP 5yr Plan)	$ 22,909.81	TRANSDEV REFUND	$ 419,994.12
BANK CHARGES	$ 10.25		
	$ 473,722.24		$ 815,034.54

* Local Contributions from CDBG,GRAYSON CO., COOK CO. UW

Simmons Bank
MEMBER FDIC | 866.246.2400

Date 8/29/25 Page 1
Primary Account XXXXXXXXXXXX6968
Enclosures 8

Texoma Area Paratransit System Inc
6104 Texoma Pkwy
Sherman TX 75090-2128

CHECKING ACCOUNTS

Simply Business 500 Checking		Number of Enclosures	8
Account Number	XXXXXXXXXXXX6968	Statement Dates	8/01/25 thru 9/01/25
Previous Balance	562,216.29	Days in the statement period	32
14 Deposits/Credits	166,935.29	Average Ledger	429,751.26
3 Checks/Debits	238,360.69	Average Collected	429,468.39
Service Charge	.00	Interest Earned	18.83
Interest Paid	18.83	Annual Percentage Yield Earned	0.05%
Current Balance	490,809.72	2025 Interest Paid	122.80

Deposits and Additions

Date	Description	Amount
8/01	Deposit	435.00
8/06	INV-PAYMTS TX VETERANS COMM 17521272678000 ISA~00~0000000000~00~0000000000~ZZ~1746000089 ~ZZ~JPMORGAN CHASE ~250804~2124~U~00304~000000001~0~P~>\ ST~820~000477844\ BPR~X~393.37~C~ACH~CTX~01~071100269~~~1746000089~~01~082900432~DA~136906968~250806~VEN\ TRN~1~0477844\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEM INC~49~17521272678000\ N1~PR~TX VETERANS COMM~75~403\ PER~CN~~TE~5124636564\ ENT~1\ RMR~IV~FVA24-T-150_08~AI~393.37\ REF~43~90043499001\ REF~CR~~FUND PAYMENT\ SE~11~000477844\	393.37
8/11	Deposit	592.07
8/11	Deposit	9,000.00
8/12	INV-PAYMTS TX VETERANS COMM 17521272678000 ISA~00~0000000000~00~0000000000~ZZ~1746000089 ~ZZ~JPMORGAN CHASE ~250808~2247~U~00304~000000001~0~P~>\	146.34

Simply Business 500 Checking XXXXXXXXXXXX6968 (Continued)

Deposits and Additions

Date	Description	Amount
	ST~820~000547779\ BPR~X~146.34~C~ACH~CTX~01~0711 00269~~~1746000089~~01~0829004 32~DA~136906968~250812~VEN\ TRN~1~0547779\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEM INC~49~17521272678000\ N1~PR~TX VETERANS COMM~75~403\ PER~CN~~TE~5124636564\ ENT~1\ RMR~IV~FVA24-T-150_09~AI~146.3 4\ REF~43~90043638001\ REF~CR~~FUND PAYMENT\ SE~11~000547779\	
8/12	INV-PAYMTS TX DEPT OF TRNSP 17521272678004 ISA~00~0000000000~00~000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~250808~2247~U~00304~ 000000001~0~P~>\ ST~820~000545844\ BPR~X~963~C~ACH~CTX~01~0711002 69~~~1746000089~~01~082900432~ DA~00000000136906968~250812~VE N\ TRN~1~0545844\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEM INC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5100801262501641~AI~963 \ REF~43~95689716001\ REF~CR~~20.505 $963 METROPOLIT AN TRANSPORTATION PLANNING\ SE~11~000545844\	963.00
8/15	INV-PAYMTS TX DEPT OF TRNSP 17521272678004 ISA~00~0000000000~00~000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~250813~2125~U~00304~ 000000001~0~P~>\ ST~820~000574989\ BPR~X~20038~C~ACH~CTX~01~07110 0269~~~1746000089~~01~08290043 2~DA~00000000136906968~250815~ VEN\ TRN~1~0574989\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEMINC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~51003F2262402195~AI~200 38\ REF~43~95696234001\ REF~CR~~20.526 $20038 BUS AND BUS FACILITIES FORMULA\ SE~11~000574989\	20,038.00
8/15	Deposit	506.51
8/20	Deposit	658.00
8/21	INV-PAYMTS TX DEPT OF TRNSP 17521272678004	1,332.00

Simply Business 500 Checking XXXXXXXXXXXX6968 (Continued)

Deposits and Additions

Date	Description	Amount
	ISA~00~0000000000~00~0000000000~ZZ~1746000089 ~ZZ~JPMORGAN CHASE ~250819~2124~U~00304~000000001~0~P~>\ ST~820~001250444\ BPR~X~1332~C~ACH~CTX~01~071100269~~~1746000089~~01~082900432~DA~00000000136906968~250821~VEN\ TRN~1~1250444\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEM INC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5100801262501717~AI~1332\ REF~43~95704531001\ REF~CR~~20.505 $1332 METROPOLITAN TRANSPORTATION PLANNING\ SE~11~001250444\	
8/21	INV-PAYMTS TX DEPT OF TRNSP 17521272678004 ISA~00~0000000000~00~0000000000~ZZ~1746000089 ~ZZ~JPMORGAN CHASE ~250819~2124~U~00304~000000001~0~P~>\ ST~820~001250443\ BPR~X~87084~C~ACH~CTX~01~071100269~~~1746000089~~01~082900432~DA~00000000136906968~250821~VEN\ TRN~1~1250443\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEMINC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5101803262501716~AI~87084\ REF~43~95704530001\ REF~CR~~20.509 $64674 FORMULA GRANTS FOR RURAL AREAS\ SE~11~001250443\	87,084.00
8/22	INV-PAYMTS TX DEPT OF TRNSP 17521272678004 ISA~00~0000000000~00~0000000000~ZZ~1746000089 ~ZZ~JPMORGAN CHASE ~250820~2137~U~00304~000000001~0~P~>\ ST~820~001260956\ BPR~X~45040~C~ACH~CTX~01~071100269~~~1746000089~~01~082900432~DA~00000000136906968~250822~VEN\ TRN~1~1260956\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEMINC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5121803262501807~AI~45040\ REF~43~95706657001\	45,040.00

Simply Business 500 Checking XXXXXXXXXXXX6968 (Continued)

Deposits and Additions

Date	Description	Amount
	REF~CR~~OPERATING - 30.09.01\ SE~11~001260956\	
8/26	RelationshipRwds Cash Back	20.00
8/29	Deposit	727.00
9/01	Interest Deposit	18.83

Checks and Withdrawals

Date	Description	Amount
8/05	Account Analysis Charge	20.00-

CHECKS IN NUMBER ORDER

Date	Check No	Amount	Date	Check No	Amount
8/06	1120	238,328.69	8/22	1121	12.00

*** Denotes skip in sequential check numbers**

Daily Balance Information

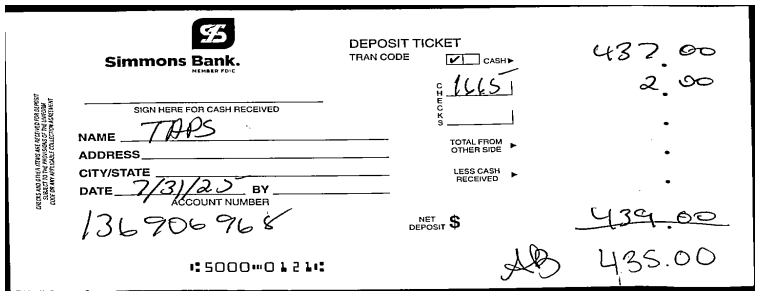
Date	Balance	Date	Balance	Date	Balance
8/01	562,651.29	8/12	335,397.38	8/22	490,043.89
8/05	562,631.29	8/15	355,941.89	8/26	490,063.89
8/06	324,695.97	8/20	356,599.89	8/29	490,790.89
8/11	334,288.04	8/21	445,015.89	9/01	490,809.72

RELATIONSHIP REWARDS PROGRAM

As of 08/25/2025 This account has earned the Relationship Credit for this statement cycle. This credit will be labeled "RelationshipRwds Cash Back". Thank you for being a valued Simmons Bank customer!

Thank you for banking with Simmons Bank.

**************************** END OF STATEMENT ****************************


Simmons Bank. MEMBER FDIC

DEPOSIT TICKET
TRAN CODE ☑ CASH ▸

SIGN HERE FOR CASH RECEIVED

NAME TAPS
ADDRESS
CITY/STATE
DATE 7/31/25 BY
ACCOUNT NUMBER 136906968

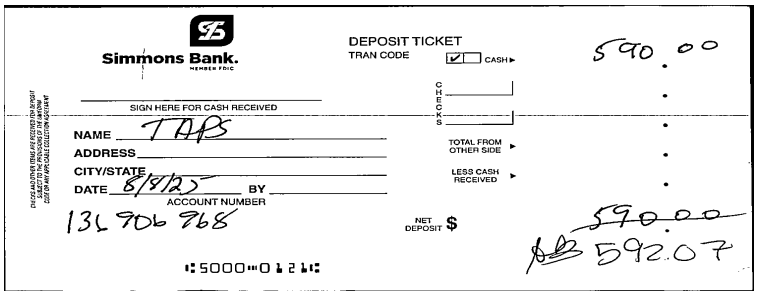
CHECKS 1665

TOTAL FROM OTHER SIDE
LESS CASH RECEIVED

NET DEPOSIT $

437.00
2.00
439.00
AB 435.00

Deposit Date: 08/01 Amount: $435.00


Simmons Bank. MEMBER FDIC

DEPOSIT TICKET
TRAN CODE ☑ CASH ▸

SIGN HERE FOR CASH RECEIVED

NAME TAPS
ADDRESS
CITY/STATE
DATE 8/8/25 BY
ACCOUNT NUMBER 136906968

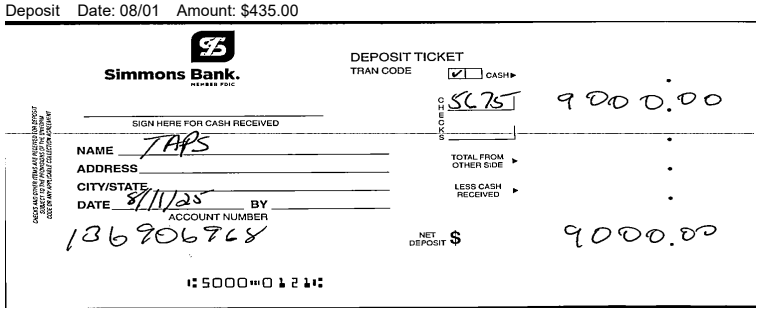
CHECKS

TOTAL FROM OTHER SIDE
LESS CASH RECEIVED

NET DEPOSIT $

590.00
590.00
AB 592.07

Deposit Date: 08/11 Amount: $592.07


Simmons Bank. MEMBER FDIC

DEPOSIT TICKET
TRAN CODE ☑ CASH ▸

SIGN HERE FOR CASH RECEIVED

NAME TAPS
ADDRESS
CITY/STATE
DATE 8/11/25 BY
ACCOUNT NUMBER 136906968

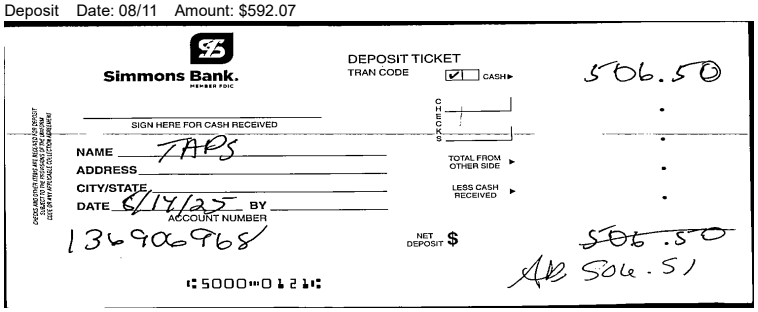
CHECKS 5675

TOTAL FROM OTHER SIDE
LESS CASH RECEIVED

NET DEPOSIT $

9000.00
9000.00

Deposit Date: 08/11 Amount: $9,000.00


Simmons Bank. MEMBER FDIC

DEPOSIT TICKET
TRAN CODE ☑ CASH ▸

SIGN HERE FOR CASH RECEIVED

NAME TAPS
ADDRESS
CITY/STATE
DATE 8/14/25 BY
ACCOUNT NUMBER 136906968

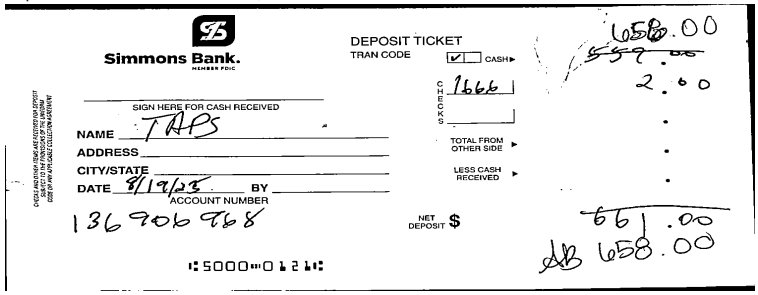
CHECKS

TOTAL FROM OTHER SIDE
LESS CASH RECEIVED

NET DEPOSIT $

506.50
506.50
AB 506.51

Deposit Date: 08/15 Amount: $506.51


Simmons Bank. MEMBER FDIC

DEPOSIT TICKET
TRAN CODE ☑ CASH ▸

SIGN HERE FOR CASH RECEIVED

NAME TAPS
ADDRESS
CITY/STATE
DATE 8/19/25 BY
ACCOUNT NUMBER 136906968

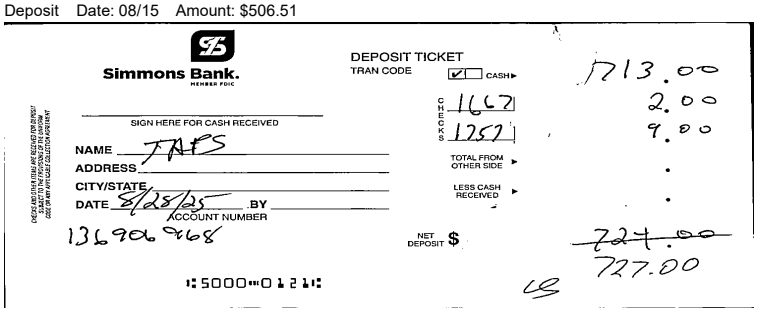
CHECKS 1666

TOTAL FROM OTHER SIDE
LESS CASH RECEIVED

NET DEPOSIT $

658.00
559.00
2.00
661.00
AB 658.00

Deposit Date: 08/20 Amount: $658.00


Simmons Bank. MEMBER FDIC

DEPOSIT TICKET
TRAN CODE ☑ CASH ▸

SIGN HERE FOR CASH RECEIVED

NAME TAPS
ADDRESS
CITY/STATE
DATE 8/28/25 BY
ACCOUNT NUMBER 136906968

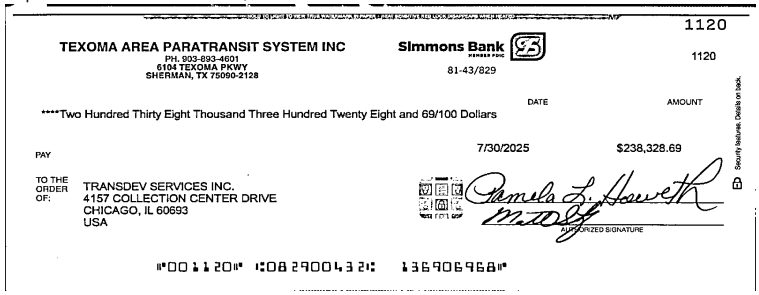
CHECKS 1667 1252

TOTAL FROM OTHER SIDE
LESS CASH RECEIVED

NET DEPOSIT $

713.00
2.00
9.00
724.00
727.00

Deposit Date: 08/29 Amount: $727.00


1120

TEXOMA AREA PARATRANSIT SYSTEM INC
PH. 903-893-4601
6104 TEXOMA PKWY
SHERMAN, TX 75090-2128

Simmons Bank MEMBER FDIC
81-43/829

1120

DATE AMOUNT

****Two Hundred Thirty Eight Thousand Three Hundred Twenty Eight and 69/100 Dollars

PAY 7/30/2025 $238,328.69

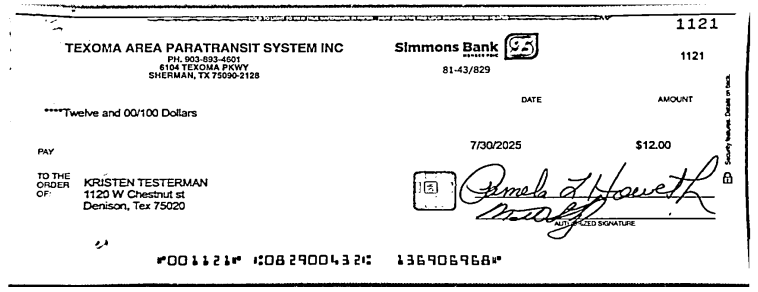
TO THE ORDER OF: TRANSDEV SERVICES INC.
4157 COLLECTION CENTER DRIVE
CHICAGO, IL 60693
USA

AUTHORIZED SIGNATURE

Security features. Details on back.

⑈001120⑈ ⑆082900432⑆ 136906968⑈

Check 1120 Date: 08/06 Amount: $238,328.69


1121

TEXOMA AREA PARATRANSIT SYSTEM INC
PH. 903-893-4601
6104 TEXOMA PKWY
SHERMAN, TX 75090-2128

Simmons Bank MEMBER FDIC
81-43/829

1121

DATE AMOUNT

****Twelve and 00/100 Dollars

PAY 7/30/2025 $12.00

TO THE ORDER OF KRISTEN TESTERMAN
1120 W Chestnut st
Denison, Tex 75020

AUTHORIZED SIGNATURE

Security features. Details on back.

⑈001121⑈ ⑆082900432⑆ 136906968⑈

Check - Force Pay 1121 Date: 08/21 Amount: $12.00

ADDRESS OR NAME CHANGES – You are responsible for notifying us of any change in your address or your name. Unless we agree otherwise, change of address or name must be made in writing by at least one of the account holders. Informing us of your address or name change on a check reorder form is not sufficient. We will attempt to communicate with you only by use of the most recent address you have provided to us. If we receive returned mail, we may impose a service fee.

IF YOUR ADDRESS IS INCORRECT, MARK THROUGH THE ADDRESS SHOWN ON THE FRONT OF THIS STATEMENT. COMPLETE THE FORM AT THE RIGHT, DETACH AND MAIL TO P. O. BOX 7009, PINE BLUFF, AR 71603-7009.

PLEASE CHANGE MY ADDRESS TO:		
STREET		
CITY	STATE	ZIP CODE
EFFECTIVE DATE	SIGNATURE	

PLEASE CHANGE MY ADDRESS ON FOLLOWING ACCOUNTS.

List all accounts you want changed. We will change only the accounts you indicate since some customers prefer to maintain separate account addresses.

TYPE OF ACCOUNT	CHECKING	SAVINGS	LOAN	CD	ATM / DEBIT CARD	OTHER
ACCOUNT NUMBER						
ACCOUNT NUMBER						

PLEASE EXAMINE YOUR STATEMENT PROMPTLY AND NOTIFY US OF ANY ERRORS

RECONCILEMENT INFORMATION

These 6 Fast, Easy Steps Will Reconcile The Balance Shown On This Statement With The Balance Shown In Your Checkbook

(1) Balance now shown in your checking..... $_____

(2) Add interest shown on the statement ..... $_____

(3) Subtract bank charges included in this statement. (be sure to enter any Bank charges and unrecorded checks in your checkbook)..... $_____

NEW BALANCE SHOWN IN YOUR CHECKBOOK..... $_____

(4) Last balance shown on this statement..... $_____

(5) Add total of those deposits which have been made and shown in your checkbook, but not yet shown on this statement..... $_____

SUB-TOTALS $_____

(6) List outstanding checks below (checks which are shown in your checkbook, but not yet paid by the bank.)

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
		TOTAL	$_____

SUBTRACT THIS TOTAL OF OUTSTANDING CHECKS FROM SUB-TOTAL ABOVE $_____

THESE TWO FIGURES SHOULD BE THE SAME

If they are not the same, recheck your figures. If still not the same, please call Customer Service.

1-866 246 2400 Toll Free

ELECTRONIC TRANSFER ERROR RESOLUTION NOTICE *(CONSUMER ACCOUNTS ONLY)*

In case of Errors or Questions about your Electronic Transfer, call us at 1-866-246-2400 or write to us at P. O. Box 7009. Pine Bluff, AR 71611-7009, as soon as you can, if you think your statement or receipt is wrong, or if you need more information about a transfer listed on a statement or a receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared .

(1) Tell us your name and account number (if any).

(2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.

(3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

Simmons Bank®
MEMBER FDIC | 866.246.2400

Date 8/29/25 Page 1
Primary Account XXXXXXXXXXXX9693
Enclosures

Texoma Area Paratransit System Inc
6104 Texoma Pkwy
Sherman TX 75090-2128

CHECKING ACCOUNTS

Money Market Savings Business		Number of Enclosures	0
Account Number	XXXXXXXXXXXX9693	Statement Dates	8/01/25 thru 9/01/25
Previous Balance	198,261.41	Days in the statement period	32
Deposits/Credits	.00	Average Ledger	198,261.41
Checks/Debits	.00	Average Collected	198,261.41
Service Charge	.00	Interest Earned	26.07
Interest Paid	26.07	Annual Percentage Yield Earned	0.15%
Current Balance	198,287.48	2025 Interest Paid	198.72

Deposits and Additions

Date	Description	Amount
9/01	Interest Deposit	26.07

Daily Balance Information

Date	Balance	Date	Balance
8/01	198,261.41	9/01	198,287.48

Thank you for banking with Simmons Bank.

********** END OF STATEMENT **********

ADDRESS OR NAME CHANGES – You are responsible for notifying us of any change in your address or your name. Unless we agree otherwise, change of address or name must be made in writing by at least one of the account holders. Informing us of your address or name change on a check reorder form is not sufficient. We will attempt to communicate with you only by use of the most recent address you have provided to us. If we receive returned mail, we may impose a service fee.

IF YOUR ADDRESS IS INCORRECT, MARK THROUGH THE ADDRESS SHOWN ON THE FRONT OF THIS STATEMENT. COMPLETE THE FORM AT THE RIGHT, DETACH AND MAIL TO P. O. BOX 7009, PINE BLUFF, AR 71603-7009.

PLEASE CHANGE MY ADDRESS TO:		
STREET		
CITY	STATE	ZIP CODE
EFFECTIVE DATE	SIGNATURE	

PLEASE CHANGE MY ADDRESS ON FOLLOWING ACCOUNTS.

List all accounts you want changed. We will change only the accounts you indicate since some customers prefer to maintain separate account addresses.

TYPE OF ACCOUNT	CHECKING	SAVINGS	LOAN	CD	ATM / DEBIT CARD	OTHER
ACCOUNT NUMBER						
ACCOUNT NUMBER						

PLEASE EXAMINE YOUR STATEMENT PROMPTLY AND NOTIFY US OF ANY ERRORS

RECONCILEMENT INFORMATION

These 6 Fast, Easy Steps Will Reconcile The Balance Shown On This Statement With The Balance Shown In Your Checkbook

(1) Balance now shown in your checking..... $_____

(2) Add interest shown on the statement ..... $_____

(3) Subtract bank charges included in this statement. (be sure to enter any Bank charges and unrecorded checks in your checkbook)..... $_____

NEW BALANCE SHOWN IN YOUR CHECKBOOK..... $_____

(4) Last balance shown on this statement..... $_____

(5) Add total of those deposits which have been made and shown in your checkbook, but not yet shown on this statement..... $_____

SUB-TOTALS $_____

(6) List outstanding checks below (checks which are shown in your checkbook, but not yet paid by the bank.)

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
		TOTAL	$_____

SUBTRACT THIS TOTAL OF OUTSTANDING CHECKS FROM SUB-TOTAL ABOVE $_____

THESE TWO FIGURES SHOULD BE THE SAME

If they are not the same, recheck your figures. If still not the same, please call Customer Service.

1-866 246 2400 Toll Free

ELECTRONIC TRANSFER ERROR RESOLUTION NOTICE *(CONSUMER ACCOUNTS ONLY)*

In case of Errors or Questions about your Electronic Transfer, call us at 1-866-246-2400 or write to us at P. O. Box 7009. Pine Bluff, AR 71611-7009, as soon as you can, if you think your statement or receipt is wrong, or if you need more information about a transfer listed on a statement or a receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared .

(1) Tell us your name and account number (if any).

(2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.

(3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

Simmons Bank®
MEMBER FDIC | 866.246.2400

Date 9/30/25 Page 1
Primary Account XXXXXXXXXXXX6968
Enclosures 11

Texoma Area Paratransit System Inc
6104 Texoma Pkwy
Sherman TX 75090-2128

CHECKING ACCOUNTS

Business Pro Checking		Number of Enclosures	11
Account Number	XXXXXXXXXXXX6968	Statement Dates	9/02/25 thru 9/30/25
Previous Balance	490,809.72	Days in the statement period	29
14 Deposits/Credits	400,144.68	Average Ledger	449,220.59
4 Checks/Debits	269,010.87	Average Collected	449,216.04
Service Charge	.00	Interest Earned	15.28
Interest Paid	15.28	Annual Percentage Yield Earned	0.04%
Current Balance	621,958.81	2025 Interest Paid	138.08

Deposits and Additions

Date	Description	Amount
9/04	MISC PAY FTA1 TREAS 310 752127267690800	166,174.00
9/04	Deposit	695.47
9/10	Deposit	520.00
9/12	Deposit	615.52
9/18	Deposit	714.50
9/19	AP EFT CITYOFDENISON VEN02869	7,875.00
9/19	INV-PAYMTS TX DEPT OF TRNSP 17521272678004 ISA~00~0000000000~00~000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~250917~2125~U~00304~ 000000001~0~P~>\ ST~820~001493454\ BPR~X~92302~C~ACH~CTX~01~07110 0269~~~1746000089~~01~08290043 2~DA~00000000136906968~250919~ VEN\ TRN~1~1493454\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEMINC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5101803262501866~AI~923 02\ REF~43~95749117001\ REF~CR~~20.509 $68501 FORMULA GRANTS FOR RURAL AREAS\ SE~11~001493454\	92,302.00
9/24	Deposit	16,250.00

Simmons Bank
MEMBER FDIC | 866.246.2400

Business Pro Checking XXXXXXXXXXXX6968 (Continued)

Deposits and Additions

Date	Description	Amount
9/25	MISC PAY FTA1 TREAS 310 752127267690800	7,843.00
9/25	MISC PAY FTA1 TREAS 310 752127267690800	37,846.00
9/25	MISC PAY FTA1 TREAS 310 752127267690800	67,885.00
9/26	Deposit	626.44
9/30	Deposit	60.00
9/30	Deposit	737.75
9/30	Interest Deposit	15.28

Checks and Withdrawals

Date	Description	Amount
9/05	Account Analysis Charge	20.00-

CHECKS IN NUMBER ORDER

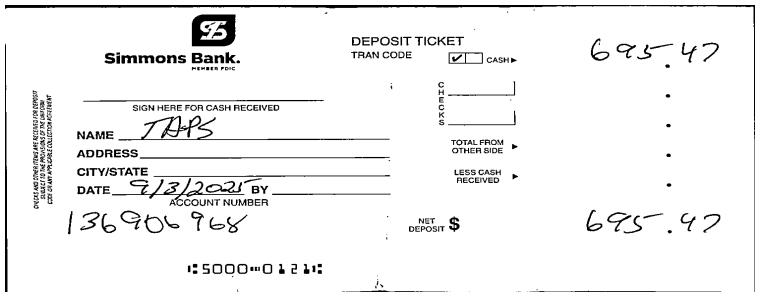
Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
9/08	1122	14,248.85	9/02	1124*	254,231.02	9/29	1126*	511.00

*** Denotes skip in sequential check numbers**

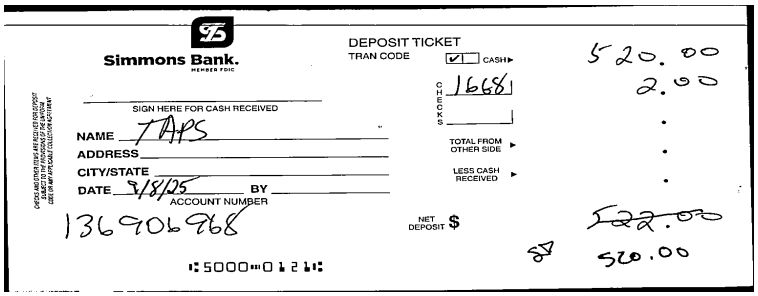
Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
9/02	236,578.70	9/12	390,314.84	9/26	621,656.78
9/04	403,448.17	9/18	391,029.34	9/29	621,145.78
9/05	403,428.17	9/19	491,206.34	9/30	621,958.81
9/08	389,179.32	9/24	507,456.34		
9/10	389,699.32	9/25	621,030.34		

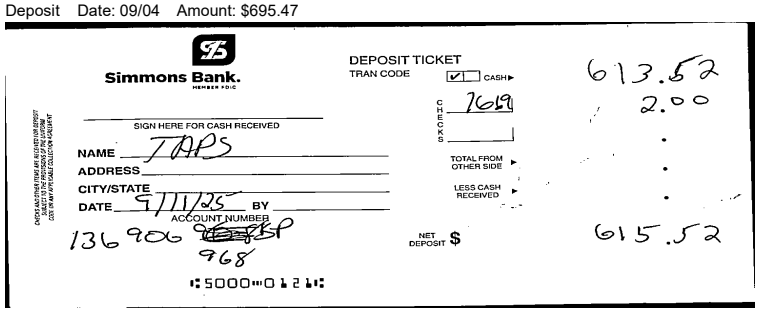
Thank you for banking with Simmons Bank.
**************************** END OF STATEMENT ******************************


Simmons Bank. DEPOSIT TICKET TRAN CODE CASH 695.47
SIGN HERE FOR CASH RECEIVED
NAME TAPS
ADDRESS
CITY/STATE
DATE 9/3/2025 BY
ACCOUNT NUMBER 136906968
CHECKS TOTAL FROM OTHER SIDE LESS CASH RECEIVED NET DEPOSIT $ 695.47

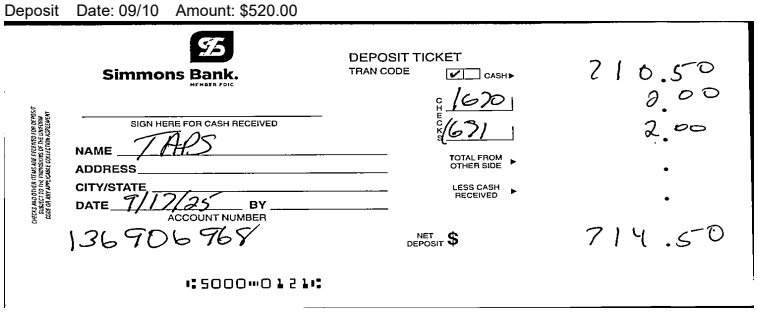
Deposit Date: 09/04 Amount: $695.47


Simmons Bank. DEPOSIT TICKET TRAN CODE CASH 520.00
1668 2.00
SIGN HERE FOR CASH RECEIVED
NAME TAPS
ADDRESS
CITY/STATE
DATE 9/8/25 BY
ACCOUNT NUMBER 136906968
CHECKS TOTAL FROM OTHER SIDE LESS CASH RECEIVED NET DEPOSIT $ ~~522.00~~ 520.00

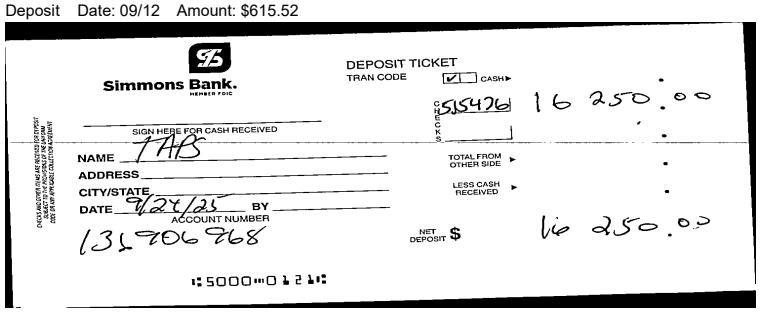
Deposit Date: 09/10 Amount: $520.00


Simmons Bank. DEPOSIT TICKET TRAN CODE CASH 613.52
1669 2.00
SIGN HERE FOR CASH RECEIVED
NAME TAPS
ADDRESS
CITY/STATE
DATE 9/11/25 BY
ACCOUNT NUMBER 136906968
CHECKS TOTAL FROM OTHER SIDE LESS CASH RECEIVED NET DEPOSIT $ 615.52

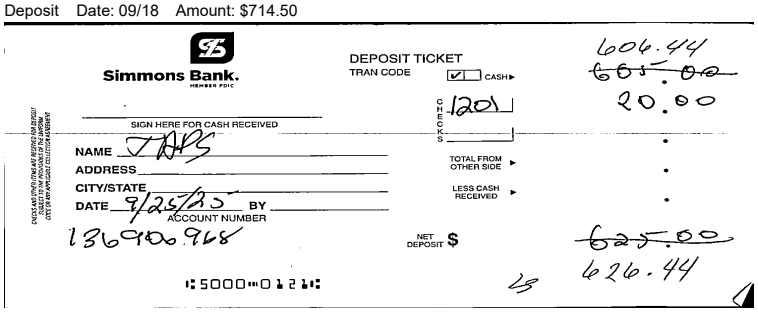
Deposit Date: 09/12 Amount: $615.52


Simmons Bank. DEPOSIT TICKET TRAN CODE CASH 710.50
1670 2.00
1671 2.00
SIGN HERE FOR CASH RECEIVED
NAME TAPS
ADDRESS
CITY/STATE
DATE 9/17/25 BY
ACCOUNT NUMBER 136906968
CHECKS TOTAL FROM OTHER SIDE LESS CASH RECEIVED NET DEPOSIT $ 714.50

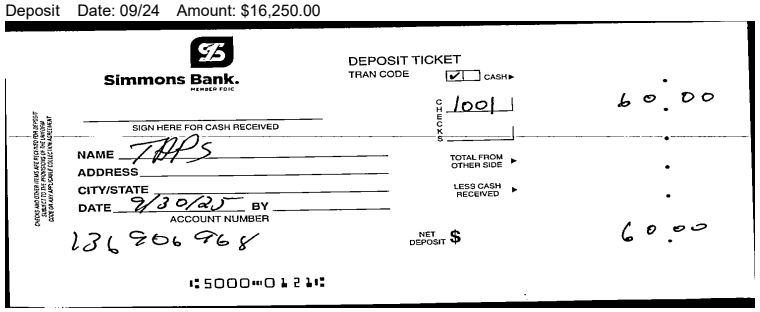
Deposit Date: 09/18 Amount: $714.50


Simmons Bank. DEPOSIT TICKET TRAN CODE CASH
5154726 16 250.00
SIGN HERE FOR CASH RECEIVED
NAME TAPS
ADDRESS
CITY/STATE
DATE 9/24/25 BY
ACCOUNT NUMBER 136906968
CHECKS TOTAL FROM OTHER SIDE LESS CASH RECEIVED NET DEPOSIT $ 16 250.00

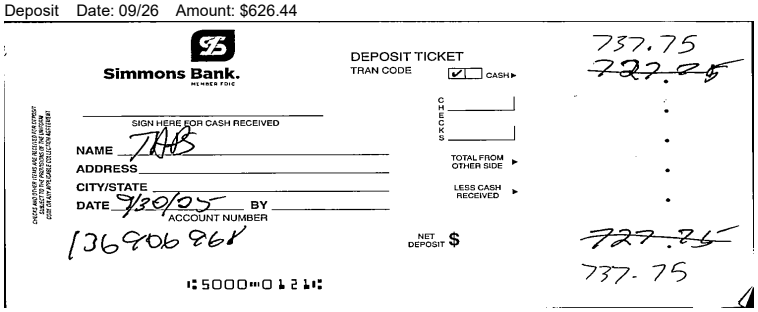
Deposit Date: 09/24 Amount: $16,250.00


Simmons Bank. DEPOSIT TICKET TRAN CODE CASH 606.44 ~~605.00~~ 20.00
1201
SIGN HERE FOR CASH RECEIVED
NAME TAPS
ADDRESS
CITY/STATE
DATE 9/25/25 BY
ACCOUNT NUMBER 136906968
CHECKS TOTAL FROM OTHER SIDE LESS CASH RECEIVED NET DEPOSIT $ ~~625.00~~ 626.44

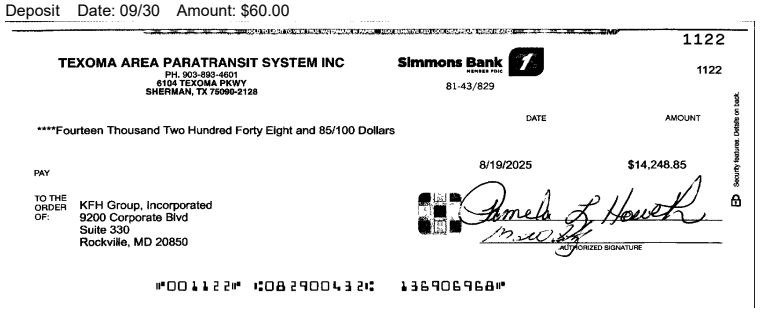
Deposit Date: 09/26 Amount: $626.44


Simmons Bank. DEPOSIT TICKET TRAN CODE CASH 60.00
1001
SIGN HERE FOR CASH RECEIVED
NAME TAPS
ADDRESS
CITY/STATE
DATE 9/30/25 BY
ACCOUNT NUMBER 136906968
CHECKS TOTAL FROM OTHER SIDE LESS CASH RECEIVED NET DEPOSIT $ 60.00

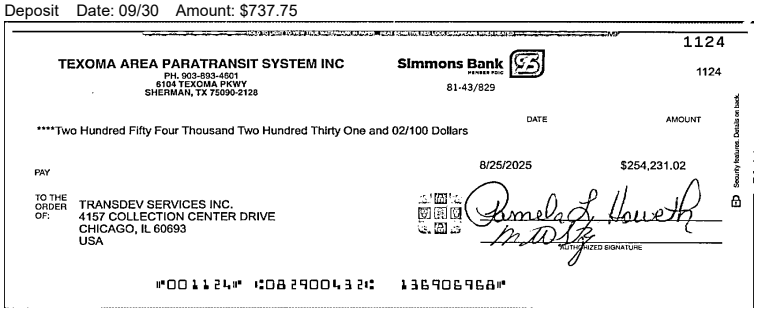
Deposit Date: 09/30 Amount: $60.00


Simmons Bank. DEPOSIT TICKET TRAN CODE CASH 737.75 ~~727.25~~
SIGN HERE FOR CASH RECEIVED
NAME TAPS
ADDRESS
CITY/STATE
DATE 9/30/25 BY
ACCOUNT NUMBER 136906968
CHECKS TOTAL FROM OTHER SIDE LESS CASH RECEIVED NET DEPOSIT $ ~~727.25~~ 737.75

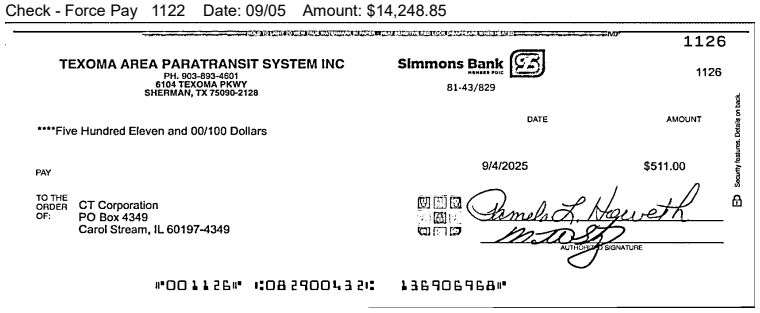
Deposit Date: 09/30 Amount: $737.75


1122
TEXOMA AREA PARATRANSIT SYSTEM INC
PH. 903-893-4601
6104 TEXOMA PKWY
SHERMAN, TX 75090-2128
Simmons Bank
81-43/829
1122
DATE AMOUNT
****Fourteen Thousand Two Hundred Forty Eight and 85/100 Dollars
PAY 8/19/2025 $14,248.85
TO THE ORDER OF: KFH Group, Incorporated
9200 Corporate Blvd
Suite 330
Rockville, MD 20850
Pamela L Howeth
AUTHORIZED SIGNATURE
⑈001122⑈ ⑆082900432⑆ 136906968⑈

Check - Force Pay 1122 Date: 09/05 Amount: $14,248.85


1124
TEXOMA AREA PARATRANSIT SYSTEM INC
PH. 903-893-4601
6104 TEXOMA PKWY
SHERMAN, TX 75090-2128
Simmons Bank
81-43/829
1124
DATE AMOUNT
****Two Hundred Fifty Four Thousand Two Hundred Thirty One and 02/100 Dollars
PAY 8/25/2025 $254,231.02
TO THE ORDER OF: TRANSDEV SERVICES INC.
4157 COLLECTION CENTER DRIVE
CHICAGO, IL 60693
USA
Pamela L Howeth
AUTHORIZED SIGNATURE
⑈001124⑈ ⑆082900432⑆ 136906968⑈

Check - Force Pay 1124 Date: 08/29 Amount: $254,231.02


1126
TEXOMA AREA PARATRANSIT SYSTEM INC
PH. 903-893-4601
6104 TEXOMA PKWY
SHERMAN, TX 75090-2128
Simmons Bank
81-43/829
1126
DATE AMOUNT
****Five Hundred Eleven and 00/100 Dollars
PAY 9/4/2025 $511.00
TO THE ORDER OF: CT Corporation
PO Box 4349
Carol Stream, IL 60197-4349
Pamela L Howeth
AUTHORIZED SIGNATURE
⑈001126⑈ ⑆082900432⑆ 136906968⑈

Check 1126 Date: 09/29 Amount: $511.00

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IF YOUR ADDRESS IS INCORRECT, MARK THROUGH THE ADDRESS SHOWN ON THE FRONT OF THIS STATEMENT. COMPLETE THE FORM AT THE RIGHT, DETACH AND MAIL TO P. O. BOX 7009, PINE BLUFF, AR 71603-7009.

PLEASE CHANGE MY ADDRESS TO:		
STREET		
CITY	STATE	ZIP CODE
EFFECTIVE DATE	SIGNATURE	

PLEASE CHANGE MY ADDRESS ON FOLLOWING ACCOUNTS.

List all accounts you want changed. We will change only the accounts you indicate since some customers prefer to maintain separate account addresses.

TYPE OF ACCOUNT	CHECKING	SAVINGS	LOAN	CD	ATM / DEBIT CARD	OTHER
ACCOUNT NUMBER						
ACCOUNT NUMBER						

PLEASE EXAMINE YOUR STATEMENT PROMPTLY AND NOTIFY US OF ANY ERRORS

RECONCILEMENT INFORMATION

These 6 Fast, Easy Steps Will Reconcile The Balance Shown On This Statement With The Balance Shown In Your Checkbook

(1) Balance now shown in your checking..... $_____

(2) Add interest shown on the statement ..... $_____

(3) Subtract bank charges included in this statement. (be sure to enter any Bank charges and unrecorded checks in your checkbook)..... $_____

NEW BALANCE SHOWN IN YOUR CHECKBOOK..... $_____

(4) Last balance shown on this statement..... $_____

(5) Add total of those deposits which have been made and shown in your checkbook, but not yet shown on this statement..... $_____

SUB-TOTALS $_____

(6) List outstanding checks below (checks which are shown in your checkbook, but not yet paid by the bank.)

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
		TOTAL	$_____

SUBTRACT THIS TOTAL OF OUTSTANDING CHECKS FROM SUB-TOTAL ABOVE $_____

THESE TWO FIGURES SHOULD BE THE SAME

If they are not the same, recheck your figures. If still not the same, please call Customer Service.

1-866 246 2400 Toll Free

ELECTRONIC TRANSFER ERROR RESOLUTION NOTICE *(CONSUMER ACCOUNTS ONLY)*

In case of Errors or Questions about your Electronic Transfer, call us at 1-866-246-2400 or write to us at P. O. Box 7009. Pine Bluff, AR 71611-7009, as soon as you can, if you think your statement or receipt is wrong, or if you need more information about a transfer listed on a statement or a receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared .

(1) Tell us your name and account number (if any).

(2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.

(3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

Simmons Bank®
MEMBER FDIC | 866.246.2400

Date 9/30/25 Page 1
Primary Account XXXXXXXXXXXX9693
Enclosures

Texoma Area Paratransit System Inc
6104 Texoma Pkwy
Sherman TX 75090-2128

CHECKING ACCOUNTS

Money Market Savings Business		Number of Enclosures	0
Account Number	XXXXXXXXXXXX9693	Statement Dates	9/02/25 thru 9/30/25
Previous Balance	198,287.48	Days in the statement period	29
Deposits/Credits	.00	Average Ledger	198,287.48
Checks/Debits	.00	Average Collected	198,287.48
Service Charge	.00	Interest Earned	23.63
Interest Paid	23.63	Annual Percentage Yield Earned	0.15%
Current Balance	198,311.11	2025 Interest Paid	222.35

Deposits and Additions

Date	Description	Amount
9/30	Interest Deposit	23.63

Daily Balance Information

Date	Balance	Date	Balance
9/02	198,287.48	9/30	198,311.11

Thank you for banking with Simmons Bank.

********** END OF STATEMENT **********

ADDRESS OR NAME CHANGES – You are responsible for notifying us of any change in your address or your name. Unless we agree otherwise, change of address or name must be made in writing by at least one of the account holders. Informing us of your address or name change on a check reorder form is not sufficient. We will attempt to communicate with you only by use of the most recent address you have provided to us. If we receive returned mail, we may impose a service fee.

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PLEASE CHANGE MY ADDRESS TO:		
STREET		
CITY	STATE	ZIP CODE
EFFECTIVE DATE	SIGNATURE	

PLEASE CHANGE MY ADDRESS ON FOLLOWING ACCOUNTS.

List all accounts you want changed. We will change only the accounts you indicate since some customers prefer to maintain separate account addresses.

TYPE OF ACCOUNT	CHECKING	SAVINGS	LOAN	CD	ATM / DEBIT CARD	OTHER
ACCOUNT NUMBER						
ACCOUNT NUMBER						

PLEASE EXAMINE YOUR STATEMENT PROMPTLY AND NOTIFY US OF ANY ERRORS

RECONCILEMENT INFORMATION

These 6 Fast, Easy Steps Will Reconcile The Balance Shown On This Statement With The Balance Shown In Your Checkbook

(1) Balance now shown in your checking..... $_____

(2) Add interest shown on the statement ..... $_____

(3) Subtract bank charges included in this statement. (be sure to enter any Bank charges and unrecorded checks in your checkbook)..... $_____

NEW BALANCE SHOWN IN YOUR CHECKBOOK..... $_____

(4) Last balance shown on this statement..... $_____

(5) Add total of those deposits which have been made and shown in your checkbook, but not yet shown on this statement..... $_____

SUB-TOTALS $_____

(6) List outstanding checks below (checks which are shown in your checkbook, but not yet paid by the bank.)

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
		TOTAL	$_____

SUBTRACT THIS TOTAL OF OUTSTANDING CHECKS FROM SUB-TOTAL ABOVE $_____

THESE TWO FIGURES SHOULD BE THE SAME

If they are not the same, recheck your figures. If still not the same, please call Customer Service.

1-866 246 2400 Toll Free

ELECTRONIC TRANSFER ERROR RESOLUTION NOTICE *(CONSUMER ACCOUNTS ONLY)*

In case of Errors or Questions about your Electronic Transfer, call us at 1-866-246-2400 or write to us at P. O. Box 7009. Pine Bluff, AR 71611-7009, as soon as you can, if you think your statement or receipt is wrong, or if you need more information about a transfer listed on a statement or a receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared .

(1) Tell us your name and account number (if any).

(2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.

(3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

Simmons Bank®
MEMBER FDIC | 866.246.2400

Date 10/31/25 Page 1
Primary Account XXXXXXXXXXXX6968
Enclosures 17

Texoma Area Paratransit System Inc
6104 Texoma Pkwy
Sherman TX 75090-2128

CHECKING ACCOUNTS

Business Pro Checking		Number of Enclosures	17
Account Number	XXXXXXXXXXXX6968	Statement Dates	10/01/25 thru 11/02/25
Previous Balance	621,958.81	Days in the statement period	33
18 Deposits/Credits	840,647.54	Average Ledger	448,767.92
11 Checks/Debits	499,335.24	Average Collected	435,316.97
Service Charge	.00	Interest Earned	17.47
Interest Paid	17.47	Annual Percentage Yield Earned	0.04%
Current Balance	963,288.58	2025 Interest Paid	155.55

Deposits and Additions

Date	Description	Amount
10/01	Deposit	2,500.00
10/07	Positive Pay Return	25,477.00
10/14	Deposit	21,284.00
10/16	Deposit	72.00
10/16	Deposit	216.60
10/17	Deposit	468.10
10/22	Deposit	419,994.12
10/27	Return Item Credit	100.00
10/27	Reverse OD Item Charge	36.00
10/27	MISC PAY DAFS TREAS 310 752127267690800	7,092.00
10/27	MISC PAY DAFS TREAS 310 752127267690800	45,241.00
10/27	MISC PAY DAFS TREAS 310 752127267690800	82,139.00
10/27	MISC PAY DAFS TREAS 310 752127267690800	143,527.00
10/27	Deposit	859.47
10/28	INV-PAYMTS TX DEPT OF TRNSP 17521272678004 ISA~00~0000000000~00~000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~251024~2226~U~00304~ 000000001~0~P~>\ ST~820~003103824\ BPR~X~88538~C~ACH~CTX~01~07110 0269~~~1746000089~~01~08290043 2~DA~00000000136906968~251028~ VEN\ TRN~1~3103824\	88,538.00

Business Pro Checking XXXXXXXXXXXX6968 (Continued)

Deposits and Additions

Date	Description	Amount
	N1~PE~TEXOMA AREA PARATRANSIT	
	SYSTEMINC~49~17521272678004\	
	N1~PR~TX DEPT OF TRNSP~75~601\	
	PER~CN~~TE~5124865633\	
	ENT~1\	
	RMR~IV~5101803262502116~AI~885	
	38\	
	REF~43~95810899001\	
	REF~CR~~20.509 $66523 FORMULA	
	GRANTS FOR RURAL AREAS\	
	SE~11~003103824\	
10/29	Deposit	1,944.25
10/30	Deposit	707.00
10/31	INV-PAYMTS TX DEPT OF TRNSP	452.00
	17521272678004	
	ISA~00~0000000000~00~000000000	
	0~ZZ~1746000089 ~ZZ~JPMORG	
	AN CHASE ~251029~2124~U~00304~	
	000000001~0~P~>\	
	ST~820~003134404\	
	BPR~X~452~C~ACH~CTX~01~0711002	
	69~~~1746000089~~01~082900432~	
	DA~00000000136906968~251031~VE	
	N\	
	TRN~1~3134404\	
	N1~PE~TEXOMA AREA PARATRANSIT	
	SYSTEM INC~49~17521272678004\	
	N1~PR~TX DEPT OF TRNSP~75~601\	
	PER~CN~~TE~5124865633\	
	ENT~1\	
	RMR~IV~5100801262502156~AI~452	
	\	
	REF~43~95818457001\	
	REF~CR~~20.505 $452 METROPOLIT	
	AN TRANSPORTATION PLANNING\	
	SE~11~003134404\	
11/02	Interest Deposit	17.47

Checks and Withdrawals

Date	Description	Amount
10/06	Account Analysis Charge	10.25-
10/24	Transfer from x6968 to x9693 Prevent Dormant Acct	100.00-
10/24	Paid Item/Overdraft Fee	36.00-

CHECKS IN NUMBER ORDER

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
10/02	1125	45,241.73	10/06	1129	25,477.00	10/22	1133	8,864.34
10/01	1127*	247,252.76	10/10	1131*	5,092.95	10/14	1134	25,477.00
10/09	1128	132,830.69	10/22	1132	8,952.52			

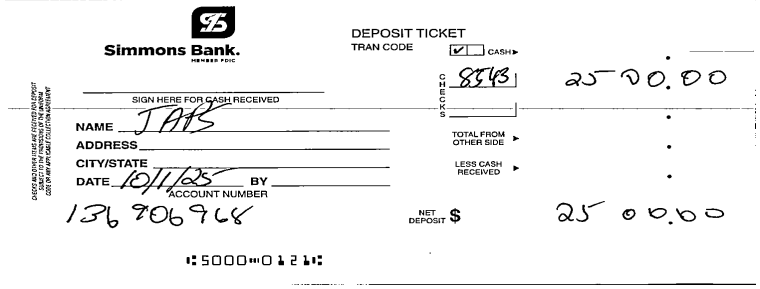
*** Denotes skip in sequential check numbers**

Daily Balance Information

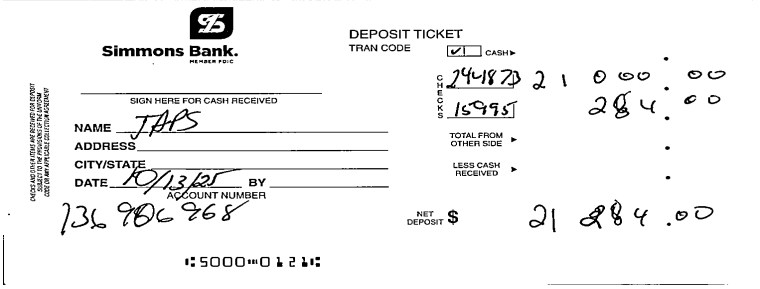
Date	Balance	Date	Balance	Date	Balance
10/01	377,206.05	10/14	189,837.43	10/28	960,167.86
10/02	331,964.32	10/16	190,126.03	10/29	962,112.11
10/06	306,477.07	10/17	190,594.13	10/30	962,819.11
10/07	331,954.07	10/22	592,771.39	10/31	963,271.11
10/09	199,123.38	10/24	592,635.39	11/02	963,288.58
10/10	194,030.43	10/27	871,629.86		

Thank you for banking with Simmons Bank.

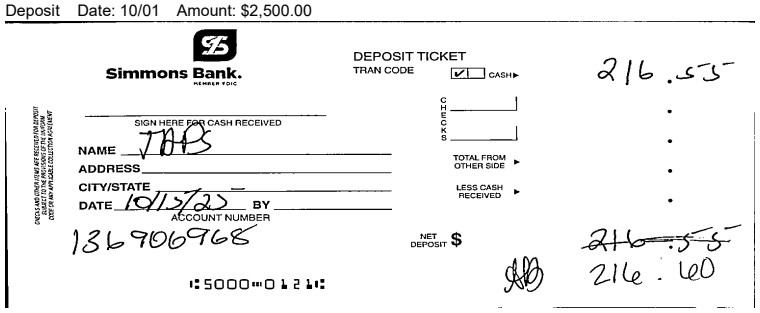
**************************** END OF STATEMENT ******************************


Simmons Bank. MEMBER FDIC
DEPOSIT TICKET
TRAN CODE ☑ CASH
SIGN HERE FOR CASH RECEIVED
NAME TAPS
ADDRESS
CITY/STATE
DATE 10/1/25 BY
ACCOUNT NUMBER 136906968
CHECKS 8548 2500.00
TOTAL FROM OTHER SIDE
LESS CASH RECEIVED
NET DEPOSIT $ 2500.00
:5000:0121:

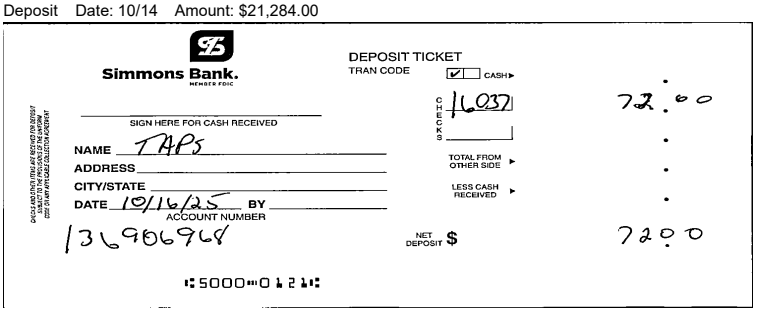
Deposit Date: 10/01 Amount: $2,500.00


Simmons Bank. MEMBER FDIC
DEPOSIT TICKET
TRAN CODE ☑ CASH
SIGN HERE FOR CASH RECEIVED
NAME TAPS
ADDRESS
CITY/STATE
DATE 10/13/25 BY
ACCOUNT NUMBER 136906968
CHECKS 24487 21000.00
15995 284.00
TOTAL FROM OTHER SIDE
LESS CASH RECEIVED
NET DEPOSIT $ 21284.00
:5000:0121:

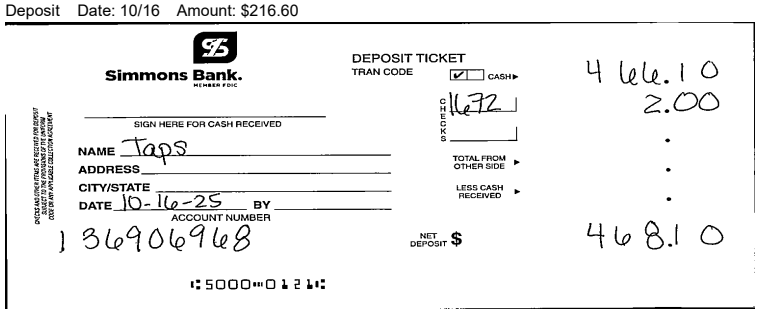
Deposit Date: 10/14 Amount: $21,284.00


Simmons Bank. MEMBER FDIC
DEPOSIT TICKET
TRAN CODE ☑ CASH
SIGN HERE FOR CASH RECEIVED
NAME TAPS
ADDRESS
CITY/STATE
DATE 10/13/25 BY
ACCOUNT NUMBER 136906968
CHECKS 216.55
TOTAL FROM OTHER SIDE
LESS CASH RECEIVED
NET DEPOSIT $ ~~216.55~~ 216.60
:5000:0121:

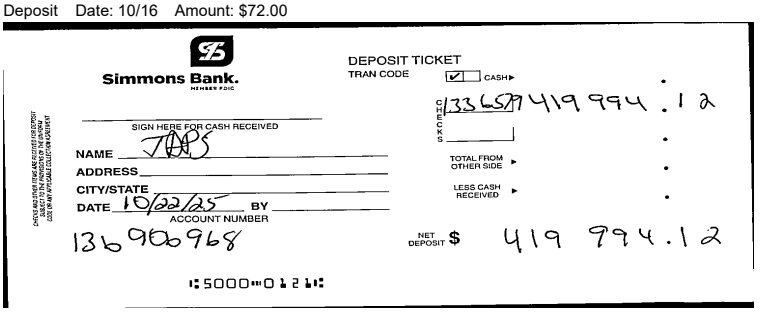
Deposit Date: 10/16 Amount: $216.60


Simmons Bank. MEMBER FDIC
DEPOSIT TICKET
TRAN CODE ☑ CASH
SIGN HERE FOR CASH RECEIVED
NAME TAPS
ADDRESS
CITY/STATE
DATE 10/16/25 BY
ACCOUNT NUMBER 136906968
CHECKS 16037 72.00
TOTAL FROM OTHER SIDE
LESS CASH RECEIVED
NET DEPOSIT $ 72.00
:5000:0121:

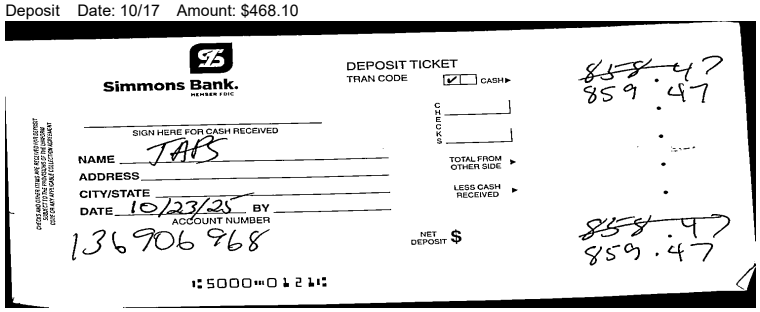
Deposit Date: 10/16 Amount: $72.00


Simmons Bank. MEMBER FDIC
DEPOSIT TICKET
TRAN CODE ☑ CASH
SIGN HERE FOR CASH RECEIVED
NAME Taps
ADDRESS
CITY/STATE
DATE 10-16-25 BY
ACCOUNT NUMBER 136906968
CHECKS 1672 466.10 2.00
TOTAL FROM OTHER SIDE
LESS CASH RECEIVED
NET DEPOSIT $ 468.10
:5000:0121:

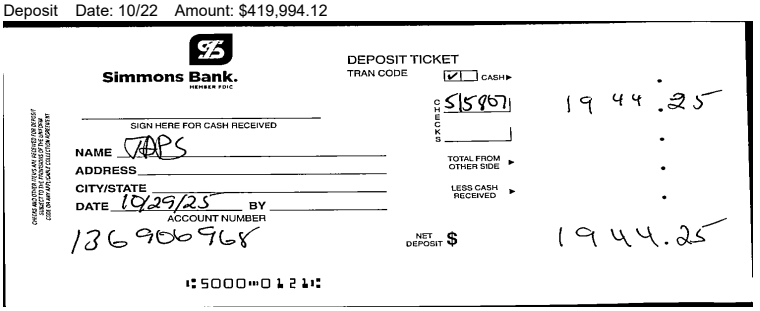
Deposit Date: 10/17 Amount: $468.10


Simmons Bank. MEMBER FDIC
DEPOSIT TICKET
TRAN CODE ☑ CASH
SIGN HERE FOR CASH RECEIVED
NAME TAPS
ADDRESS
CITY/STATE
DATE 10/22/25 BY
ACCOUNT NUMBER 136906968
CHECKS 133697 419994.12
TOTAL FROM OTHER SIDE
LESS CASH RECEIVED
NET DEPOSIT $ 419994.12
:5000:0121:

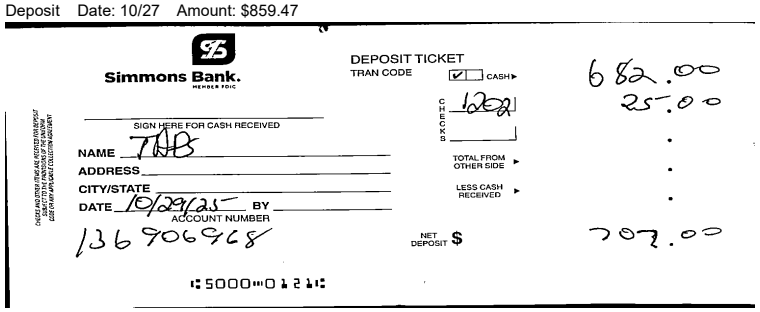
Deposit Date: 10/22 Amount: $419,994.12


Simmons Bank. MEMBER FDIC
DEPOSIT TICKET
TRAN CODE ☑ CASH
SIGN HERE FOR CASH RECEIVED
NAME TAPS
ADDRESS
CITY/STATE
DATE 10/23/25 BY
ACCOUNT NUMBER 136906968
CHECKS ~~858.47~~ 859.47
TOTAL FROM OTHER SIDE
LESS CASH RECEIVED
NET DEPOSIT $ ~~858.47~~ 859.47
:5000:0121:

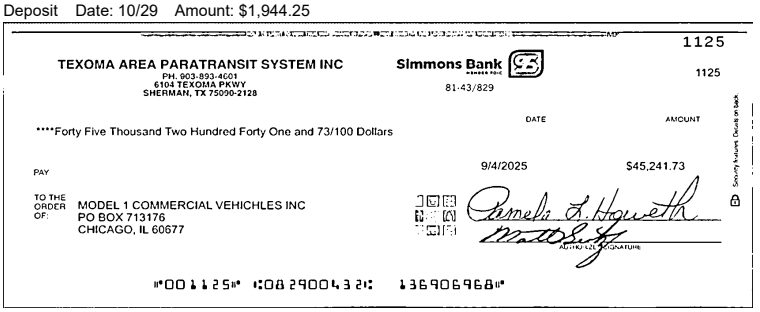
Deposit Date: 10/27 Amount: $859.47


Simmons Bank. MEMBER FDIC
DEPOSIT TICKET
TRAN CODE ☑ CASH
SIGN HERE FOR CASH RECEIVED
NAME TAPS
ADDRESS
CITY/STATE
DATE 10/29/25 BY
ACCOUNT NUMBER 136906968
CHECKS 15907 1944.25
TOTAL FROM OTHER SIDE
LESS CASH RECEIVED
NET DEPOSIT $ 1944.25
:5000:0121:

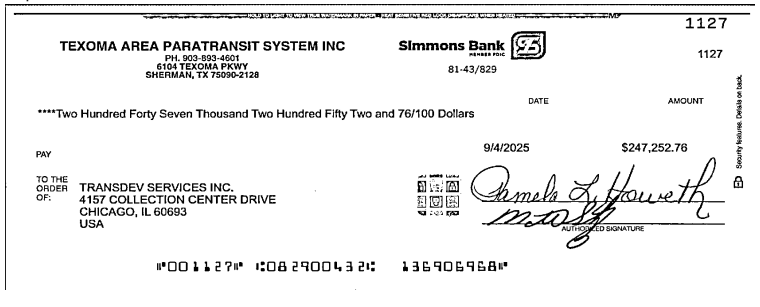
Deposit Date: 10/29 Amount: $1,944.25


Simmons Bank. MEMBER FDIC
DEPOSIT TICKET
TRAN CODE ☑ CASH
SIGN HERE FOR CASH RECEIVED
NAME TAPS
ADDRESS
CITY/STATE
DATE 10/29/25 BY
ACCOUNT NUMBER 136906968
CHECKS 1202 682.00 25.00
TOTAL FROM OTHER SIDE
LESS CASH RECEIVED
NET DEPOSIT $ 707.00
:5000:0121:

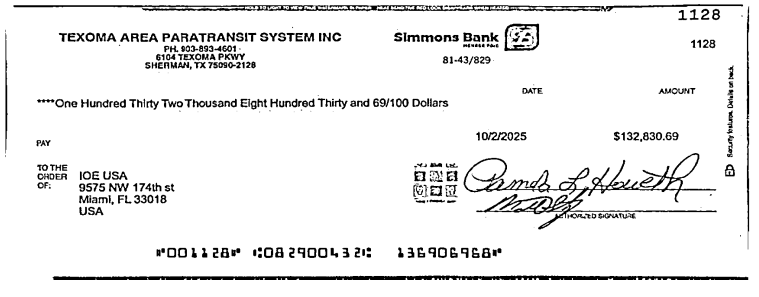
Deposit Date: 10/30 Amount: $707.00


1125
TEXOMA AREA PARATRANSIT SYSTEM INC
PH. 903-893-4601
6104 TEXOMA PKWY
SHERMAN, TX 75090-2128
Simmons Bank MEMBER FDIC
81-43/829
1125
DATE AMOUNT
****Forty Five Thousand Two Hundred Forty One and 73/100 Dollars
PAY 9/4/2025 $45,241.73
TO THE ORDER OF: MODEL 1 COMMERCIAL VEHICHLES INC
PO BOX 713176
CHICAGO, IL 60677
Pamela L Howeth
AUTHORIZED SIGNATURE
Security features. Details on back.
⑈001125⑈ ⑆082900432⑆ 136906968⑈

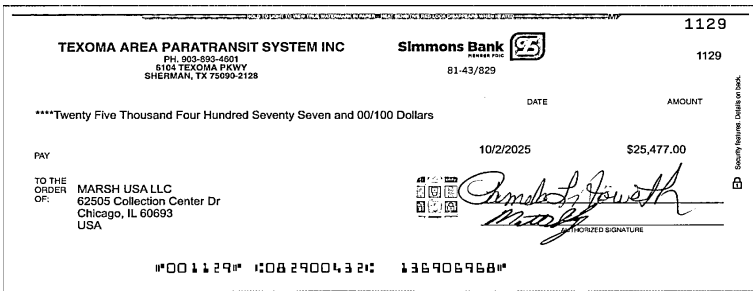
Check 1125 Date: 10/02 Amount: $45,241.73


1127
TEXOMA AREA PARATRANSIT SYSTEM INC
PH. 903-893-4601
6104 TEXOMA PKWY
SHERMAN, TX 75090-2128
Simmons Bank MEMBER FDIC
81-43/829
1127
DATE AMOUNT
****Two Hundred Forty Seven Thousand Two Hundred Fifty Two and 76/100 Dollars
PAY 9/4/2025 $247,252.76
TO THE ORDER OF: TRANSDEV SERVICES INC.
4157 COLLECTION CENTER DRIVE
CHICAGO, IL 60693
USA
Pamela L Howeth
AUTHORIZED SIGNATURE
Security features. Details on back.
⑈001127⑈ ⑆082900432⑆ 136906968⑈

Check 1127 Date: 10/01 Amount: $247,252.76


1128
TEXOMA AREA PARATRANSIT SYSTEM INC
PH. 903-893-4601
6104 TEXOMA PKWY
SHERMAN, TX 75090-2128
Simmons Bank MEMBER FDIC
81-43/829
1128
DATE AMOUNT
****One Hundred Thirty Two Thousand Eight Hundred Thirty and 69/100 Dollars
PAY 10/2/2025 $132,830.69
TO THE ORDER OF: IOE USA
9575 NW 174th st
Miami, FL 33018
USA
Pamela L Howeth
AUTHORIZED SIGNATURE
Security features. Details on back.
⑈001128⑈ ⑆082900432⑆ 136906968⑈

Check 1128 Date: 10/09 Amount: $132,830.69



1129

TEXOMA AREA PARATRANSIT SYSTEM INC
PH. 903-893-4601
6104 TEXOMA PKWY
SHERMAN, TX 75090-2128

Simmons Bank
MEMBER FDIC

1129

81-43/829

DATE AMOUNT

****Twenty Five Thousand Four Hundred Seventy Seven and 00/100 Dollars

PAY 10/2/2025 $25,477.00

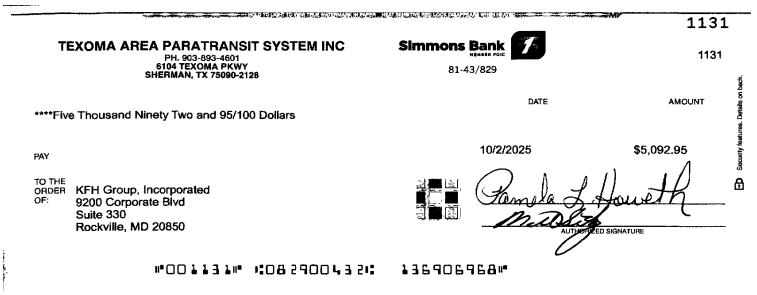
TO THE ORDER OF: MARSH USA LLC
62505 Collection Center Dr
Chicago, IL 60693
USA

AUTHORIZED SIGNATURE

Security features. Details on back.

⑈001129⑈ ⑆082900432⑆ 136906968⑈

Check 1129 Date: 10/06 Amount: $25,477.00



1131

TEXOMA AREA PARATRANSIT SYSTEM INC
PH. 903-893-4601
6104 TEXOMA PKWY
SHERMAN, TX 75090-2128

Simmons Bank
MEMBER FDIC

1131

81-43/829

DATE AMOUNT

****Five Thousand Ninety Two and 95/100 Dollars

PAY 10/2/2025 $5,092.95

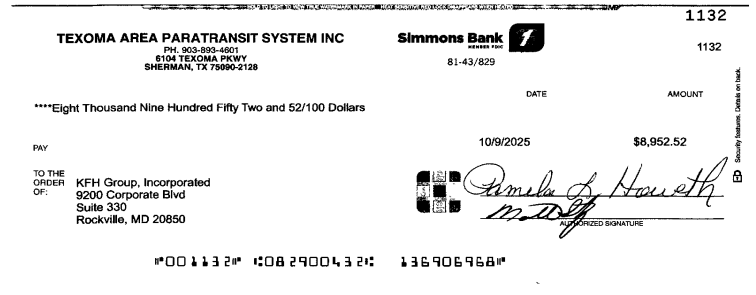
TO THE ORDER OF: KFH Group, Incorporated
9200 Corporate Blvd
Suite 330
Rockville, MD 20850

AUTHORIZED SIGNATURE

Security features. Details on back.

⑈001131⑈ ⑆082900432⑆ 136906968⑈

Check 1131 Date: 10/10 Amount: $5,092.95



1132

TEXOMA AREA PARATRANSIT SYSTEM INC
PH. 903-893-4601
6104 TEXOMA PKWY
SHERMAN, TX 75090-2128

Simmons Bank
MEMBER FDIC

1132

81-43/829

DATE AMOUNT

****Eight Thousand Nine Hundred Fifty Two and 52/100 Dollars

PAY 10/9/2025 $8,952.52

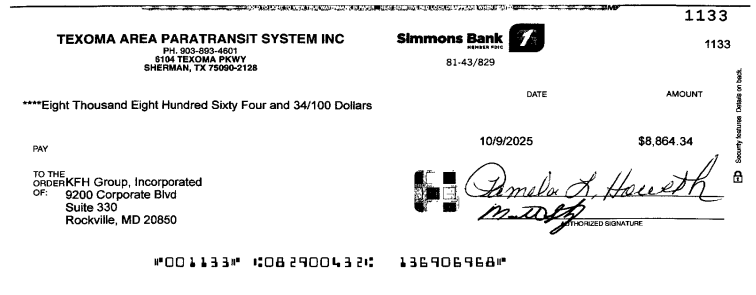
TO THE ORDER OF: KFH Group, Incorporated
9200 Corporate Blvd
Suite 330
Rockville, MD 20850

AUTHORIZED SIGNATURE

Security features. Details on back.

⑈001132⑈ ⑆082900432⑆ 136906968⑈

Check 1132 Date: 10/22 Amount: $8,952.52



1133

TEXOMA AREA PARATRANSIT SYSTEM INC
PH. 903-893-4601
6104 TEXOMA PKWY
SHERMAN, TX 75090-2128

Simmons Bank
MEMBER FDIC

1133

81-43/829

DATE AMOUNT

****Eight Thousand Eight Hundred Sixty Four and 34/100 Dollars

PAY 10/9/2025 $8,864.34

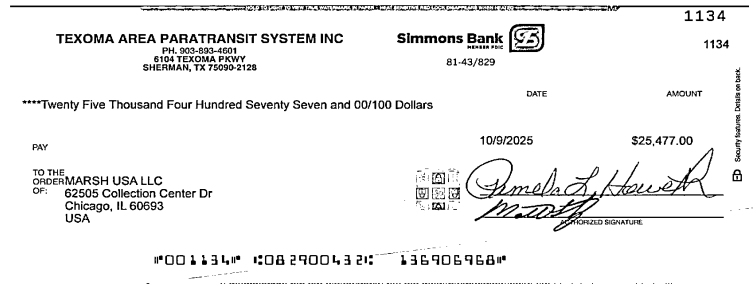
TO THE ORDER OF: KFH Group, Incorporated
9200 Corporate Blvd
Suite 330
Rockville, MD 20850

AUTHORIZED SIGNATURE

Security features. Details on back.

⑈001133⑈ ⑆082900432⑆ 136906968⑈

Check 1133 Date: 10/22 Amount: $8,864.34



1134

TEXOMA AREA PARATRANSIT SYSTEM INC
PH. 903-893-4601
6104 TEXOMA PKWY
SHERMAN, TX 75090-2128

Simmons Bank
MEMBER FDIC

1134

81-43/829

DATE AMOUNT

****Twenty Five Thousand Four Hundred Seventy Seven and 00/100 Dollars

PAY 10/9/2025 $25,477.00

TO THE ORDER OF: MARSH USA LLC
62505 Collection Center Dr
Chicago, IL 60693
USA

AUTHORIZED SIGNATURE

Security features. Details on back.

⑈001134⑈ ⑆082900432⑆ 136906968⑈

Check 1134 Date: 10/14 Amount: $25,477.00

ADDRESS OR NAME CHANGES – You are responsible for notifying us of any change in your address or your name. Unless we agree otherwise, change of address or name must be made in writing by at least one of the account holders. Informing us of your address or name change on a check reorder form is not sufficient. We will attempt to communicate with you only by use of the most recent address you have provided to us. If we receive returned mail, we may impose a service fee.

IF YOUR ADDRESS IS INCORRECT, MARK THROUGH THE ADDRESS SHOWN ON THE FRONT OF THIS STATEMENT. COMPLETE THE FORM AT THE RIGHT, DETACH AND MAIL TO P. O. BOX 7009, PINE BLUFF, AR 71603-7009.

PLEASE CHANGE MY ADDRESS TO:		
STREET		
CITY	STATE	ZIP CODE
EFFECTIVE DATE	SIGNATURE	

PLEASE CHANGE MY ADDRESS ON FOLLOWING ACCOUNTS.

List all accounts you want changed. We will change only the accounts you indicate since some customers prefer to maintain separate account addresses.

TYPE OF ACCOUNT	CHECKING	SAVINGS	LOAN	CD	ATM / DEBIT CARD	OTHER
ACCOUNT NUMBER						
ACCOUNT NUMBER						

PLEASE EXAMINE YOUR STATEMENT PROMPTLY AND NOTIFY US OF ANY ERRORS

RECONCILEMENT INFORMATION

These 6 Fast, Easy Steps Will Reconcile The Balance Shown On This Statement With The Balance Shown In Your Checkbook

(1) Balance now shown in your checking..... $_____

(2) Add interest shown on the statement ..... $_____

(3) Subtract bank charges included in this statement. (be sure to enter any Bank charges and unrecorded checks in your checkbook)..... $_____

NEW BALANCE SHOWN IN YOUR CHECKBOOK..... $_____

(4) Last balance shown on this statement..... $_____

(5) Add total of those deposits which have been made and shown in your checkbook, but not yet shown on this statement..... $_____

SUB-TOTALS $_____

(6) List outstanding checks below (checks which are shown in your checkbook, but not yet paid by the bank.)

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
		TOTAL	$_____

SUBTRACT THIS TOTAL OF OUTSTANDING CHECKS FROM SUB-TOTAL ABOVE $_____

THESE TWO FIGURES SHOULD BE THE SAME

If they are not the same, recheck your figures. If still not the same, please call Customer Service.

1-866 246 2400 Toll Free

ELECTRONIC TRANSFER ERROR RESOLUTION NOTICE *(CONSUMER ACCOUNTS ONLY)*

In case of Errors or Questions about your Electronic Transfer, call us at 1-866-246-2400 or write to us at P. O. Box 7009. Pine Bluff, AR 71611-7009, as soon as you can, if you think your statement or receipt is wrong, or if you need more information about a transfer listed on a statement or a receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared .

(1) Tell us your name and account number (if any).

(2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.

(3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

Simmons Bank®
MEMBER FDIC | 866.246.2400

Texoma Area Paratransit System Inc
6104 Texoma Pkwy
Sherman TX 75090-2128

CHECKING ACCOUNTS

Money Market Savings Business		Number of Enclosures	0
Account Number	XXXXXXXXXXXX9693	Statement Dates	10/01/25 thru 11/02/25
Previous Balance	198,311.11	Days in the statement period	33
1 Deposits/Credits	100.00	Average Ledger	198,320.20
1 Checks/Debits	100.00	Average Collected	198,320.20
Service Charge	.00	Interest Earned	26.90
Interest Paid	26.90	Annual Percentage Yield Earned	0.15%
Current Balance	198,338.01	2025 Interest Paid	249.25

Deposits and Additions

Date	Description	Amount
10/24	Transfer from x6968 to x9693 Prevent Dormant Acct	100.00
11/02	Interest Deposit	26.90

Checks and Withdrawals

Date	Description	Amount
10/27	CHARGEBACK ON TEXOMA NSFTR #6968	100.00-

Daily Balance Information

Date	Balance	Date	Balance
10/01	198,311.11	10/27	198,311.11
10/24	198,411.11	11/02	198,338.01

Thank you for banking with Simmons Bank.

********** END OF STATEMENT **********

ADDRESS OR NAME CHANGES – You are responsible for notifying us of any change in your address or your name. Unless we agree otherwise, change of address or name must be made in writing by at least one of the account holders. Informing us of your address or name change on a check reorder form is not sufficient. We will attempt to communicate with you only by use of the most recent address you have provided to us. If we receive returned mail, we may impose a service fee.

IF YOUR ADDRESS IS INCORRECT, MARK THROUGH THE ADDRESS SHOWN ON THE FRONT OF THIS STATEMENT. COMPLETE THE FORM AT THE RIGHT, DETACH AND MAIL TO P. O. BOX 7009, PINE BLUFF, AR 71603-7009.

PLEASE CHANGE MY ADDRESS TO:		
STREET		
CITY	STATE	ZIP CODE
EFFECTIVE DATE	SIGNATURE	

PLEASE CHANGE MY ADDRESS ON FOLLOWING ACCOUNTS.

List all accounts you want changed. We will change only the accounts you indicate since some customers prefer to maintain separate account addresses.

TYPE OF ACCOUNT	CHECKING	SAVINGS	LOAN	CD	ATM / DEBIT CARD	OTHER
ACCOUNT NUMBER						
ACCOUNT NUMBER						

PLEASE EXAMINE YOUR STATEMENT PROMPTLY AND NOTIFY US OF ANY ERRORS

RECONCILEMENT INFORMATION

These 6 Fast, Easy Steps Will Reconcile The Balance Shown On This Statement With The Balance Shown In Your Checkbook

(1) Balance now shown in your checking..... $_____

(2) Add interest shown on the statement ..... $_____

(3) Subtract bank charges included in this statement. (be sure to enter any Bank charges and unrecorded checks in your checkbook)..... $_____

NEW BALANCE SHOWN IN YOUR CHECKBOOK..... $_____

(4) Last balance shown on this statement..... $_____

(5) Add total of those deposits which have been made and shown in your checkbook, but not yet shown on this statement..... $_____

SUB-TOTALS $_____

(6) List outstanding checks below (checks which are shown in your checkbook, but not yet paid by the bank.)

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
		TOTAL	$_____

SUBTRACT THIS TOTAL OF OUTSTANDING CHECKS FROM SUB-TOTAL ABOVE $_____

THESE TWO FIGURES SHOULD BE THE SAME

If they are not the same, recheck your figures. If still not the same, please call Customer Service.

1-866 246 2400 Toll Free

ELECTRONIC TRANSFER ERROR RESOLUTION NOTICE *(CONSUMER ACCOUNTS ONLY)*

In case of Errors or Questions about your Electronic Transfer, call us at 1-866-246-2400 or write to us at P. O. Box 7009. Pine Bluff, AR 71611-7009, as soon as you can, if you think your statement or receipt is wrong, or if you need more information about a transfer listed on a statement or a receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared .

(1) Tell us your name and account number (if any).

(2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.

(3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

FY 2025 OPERATING FINANCIAL REPORT

Operating Revenues	FY 2025 Budget	Actual YTD	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FTA 5307 Urban	200,606	140,856	36,392	29,228	9,736	34,997	30,503							
FTA 5307 CARES ACT	568,000	635,381	7,849	7,135	8,325	7,389	21,410	93,379	93,312	89,415	76,759	67,885	82,139	80,384
FTA 5311 Rural	1,073,898	1,009,920	98,780	85,524	18,059	82,675	85,567	87,889	87,777	88,030	87,084	92,302	88,538	107,695
FTA 5310 Elderly & Disabled	61,993	99,189	-		87,013	12,176								
FTA Regional Planning	35,000	5,998	856				1,432			963	1,332		452	963
TX DOT Urban	200,606	165,654	36,392	29,228	34,533	34,998	30,503							
TX DOT Rural	601,582	611,783	75,855	78,080	74,189	72,410	64,356	67,362	67,296	67,195	45,040			
Operating Revenue	45,000	49,669	4,973	3,946	3,099	4,571	3,420	4,629	4,172	5,207	2,645	3,741	4,034	5,232
Vehicle Sales Proceeds	-	72,410				50,550	7,960	9,400	4,500					
In-kind Contributions	16,200	16,200	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350
Public Contributions	317,395	224,180	26,062	21,000	2,500	53,305	17,838	326	2,325	47,953	178	4,444	24,125	24,125
Interest Income	360	473	43	42	28	50	35	37	38	33	39	45	45	39
Miscellaneous	-	1,040						1,040						
Total Revenues	3,120,640	3,032,754	288,552	255,533	238,832	354,471	264,374	265,412	260,770	300,146	214,427	169,767	200,683	219,788
Operating Expenses														
Transdev Fixed Cost	1,521,002	1,521,002	126,750	126,750	126,750	126,750	126,750	126,750	126,750	126,750	126,750	126,750	126,750	126,750
Transdev Variable Cost	1,317,200	1,279,459	122,333	95,192	98,041	110,984	97,929	118,598	116,024	110,861	93,605	95,964	105,734	114,194
hours of service	*24,343*	23,646	*2,261*	*1,759*	*1,812*	*2,051*	*1,810*	*2,192*	*2,144*	*2,049*	*1,730*	*1,773*	*1,954*	*2,110*
Utilities	35,000	35,573	1,428	1,378	2,940	3,943	4,838	3,551	1,910	2,983	3,446	3,704	2,622	2,830
Fuel	200,000	153,593	14,622	15,638	12,818	12,318	11,702	10,124	13,474	14,610	13,116	11,052	11,569	12,551
Board Insurance	24,738	24,794	2,061	2,061	2,061	2,061	2,061	2,061	2,061	2,061	2,061	2,061	2,061	2,123
Rent - In-kind Expense	16,200	16,200	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350
Accounting Software	6,500	6,530	536	536	536	571	536	536	386	579	579	579	579	579
Miscellaneous	-	5,029			227		810	1,521	110		285	1,090	96	890
Total Expenses	3,120,640	3,042,180	269,080	242,905	244,723	257,977	245,976	264,491	262,066	259,194	241,192	242,549	250,760	261,267
Net Income(Loss)	-	(9,426)	19,472	12,628	(5,891)	96,493	18,398	921	(1,296)	40,952	(26,765)	(72,782)	(50,077)	(41,479)
		126.44	117.27	135.83	132.76	123.83	133.28	118.18	120.40	124.56	136.95	133.90	126.24	121.46

AP Aging as of 9/30/25

Transdev Oustanding	256,733.07
Plyler Construction	362,664.17
Four Feathers	18,064.97
ICON	132,830.69
KFH Group	5,092.95
Marsh	25,477.00
Other Outstanding debt	645,847.54
	1,446,710.39

FY 2026 OPERATING FINANCIAL REPORT

	FY 2025	Actual												
Operating Revenues	Budget	YTD	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FTA 5307 Urban	200,606	42,505	42,505											
FTA 5307 CARES ACT	568,000	8,072	8,072											
FTA 5311 Rural	1,073,898	107,320	107,320											
FTA 5310 Elderly & Disabled	61,993	-	-											
FTA Regional Planning	35,000	-												
TX DOT Urban	200,606	42,505	42,505											
TX DOT Rural	601,582	81,442	81,442											
Operating Revenue	45,000	3,559	3,559											
Vehicle Sales Proceeds	-	-												
In-kind Contributions	16,200	1,350	1,350											
Public Contributions	317,395	2,500	2,500											
Interest Income	360	44	44											
Miscellaneous	-	-												
Total Revenues	3,120,640	289,298	289,298	-	-	-	-	-	-	-	-	-	-	-
Operating Expenses														
Transdev Fixed Cost	1,521,002	130,553	130,553											
Transdev Variable Cost	1,317,200	137,359	137,359											
hours of service	*24,343*	2,465	*2,465*											
Utilities	35,000	4,028	4,028											
Fuel	200,000	12,626	12,626											
Board Insurance	24,738	2,123	2,123											
Rent - In-kind Expense	16,200	1,350	1,350											
Accounting Software	6,500	579	579											
Miscellaneous	-	153	153									-		
Total Expenses	3,120,640	288,770	288,770	-	-	-	-	-	-	-	-	-	-	-
Net Income(Loss)	-	527	527	-	-	-	-	-	-	-	-	-	-	-
		115.46	115.46	-	-	-	-	-	-	-	-	-	-	-

AP Aging as of 10/31/25

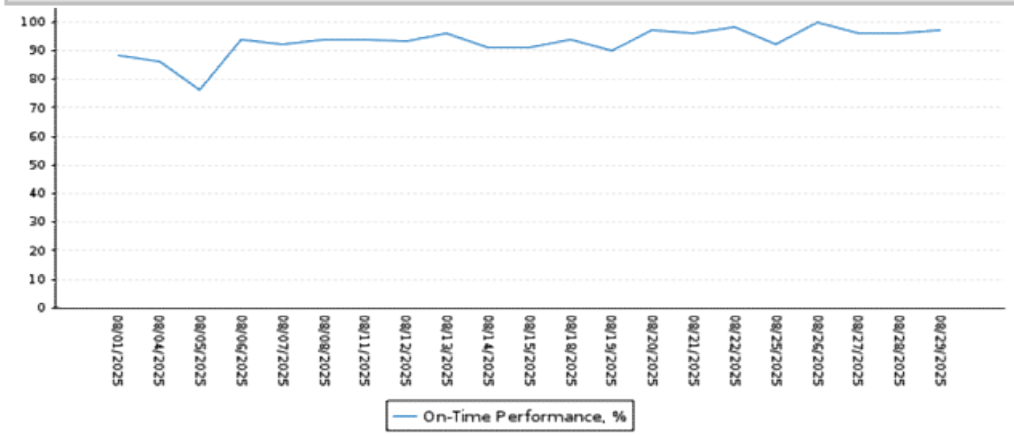
Transdev Oustanding	285,284.85
Plyler Construction	48,140.17
Other Outstanding debt	645,847.54
	979,272.56

OPERATIONAL UPDATE

	Scheduled Trips	Actual Trips	% Taken	Denied Trip Request	Miles	Hours	Trips/ Hour	Miles/ Trip	Direct Op Cost	Cost/ Trip	MPH
Oct-24	4,302	4,096	95%	28	48,341	2,241	1.83	11.80	$ 226,382	$ 55.27	21.57
Nov-24	3,510	3,320	95%	105	40,615	1,744	1.90	12.23	$ 176,116	$ 53.05	23.29
Dec-25	3,423	3,258	95%	122	39,964	1,796	1.81	12.27	$ 181,434	$ 55.69	22.25
Jan-25	3,424	3,260	95%	112	39,706	2,036	1.60	12.18	$ 205,611	$ 63.07	19.50
Feb-25	3,076	2,934	95%	144	35,195	1,795	1.63	12.00	$ 181,329	$ 61.80	19.60
Mar-25	3,652	3,485	95%	42	41,131	2,175	1.91	11.80	$ 219,705	$ 63.04	18.91
Apr-25	4,078	3,879	95%	12	43,062	2,126	1.82	11.10	$ 214,732	$ 55.36	20.25
May-25	3,691	3,512	95%	32	37,798	2,032	1.73	10.76	$ 205,246	$ 58.44	18.60
Jun-25	3,121	2,961	95%	172	32,599	1,716	1.73	11.01	$ 173,330	$ 58.54	19.00
Jul-25	3,042	2,877	95%	310	32,315	1,760	1.63	11.23	$ 177,786	$ 61.80	18.36
Aug-25	3,201	3,073	96%	258	34,689	1,940	1.58	11.29	$ 195,926	$ 63.76	17.88
Sep-25	3,623	3,445	95%	151	37,599	2,095	1.64	10.91	$ 211,601	$ 61.42	17.95
Oct-25	4,072	3,834	94%	60	44,353	2,441	1.57	11.57	$ 246,547	$ 64.31	18.17
Average	3,555	3,380	95%	119	39,028	1,992.14	1.70	11.55	$ 196,167	$ 59.66	19.64

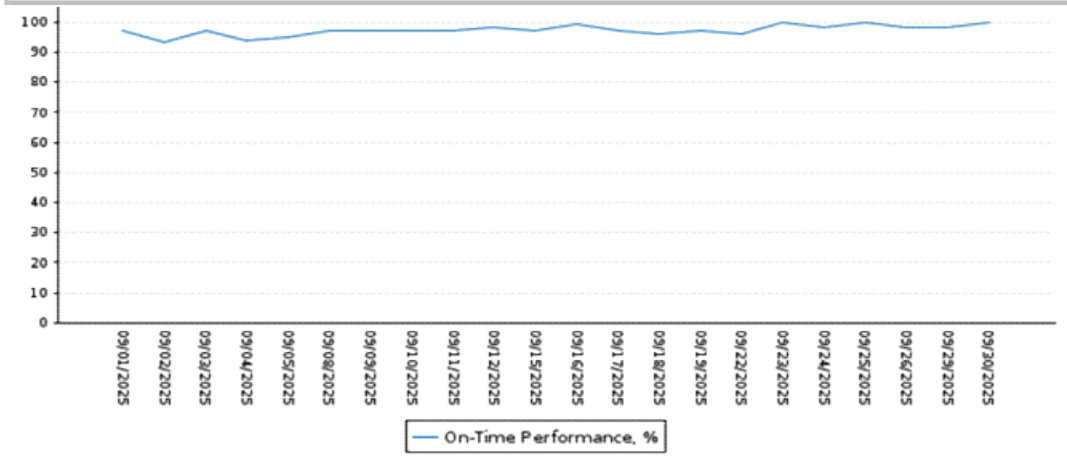
Totals Aug-25	Scheduled	Actual	% taken	miles	hours	Trips/ hour	Miles/ trip	Direct Op Cost	Cost/trip	% of trip	% of hrs	MPH	Trip Denials
Grayson	1982	1903	96%	16627.6	991.83	1.92	8.74	100,174.83	52.64	62%	51%	16.76	207
Grayson Urban	**1555**	**1496**	**96%**	**11164.96**	**697.26**	**2.15**	**7.46**	**70,423.26**	**47.07**	**49%**	**36%**	**16.01**	**159**
Grayson Rural	**427**	**407**	**95%**	**5462.64**	**294.57**	**1.38**	**13.42**	**29,751.57**	**73.10**	**13%**	**15%**	**18.54**	**48**
Fannin	102	99	97%	2947.43	99.72	0.99	29.77	10,071.72	101.73	3%	5%	29.56	3
Cooke	488	469	96%	3177.88	264.04	1.78	6.78	26,668.04	56.86	15%	14%	12.04	21
Wise	441	415	94%	6901.78	351.55	1.18	16.63	35,506.55	85.56	14%	18%	19.63	13
Clay	158	157	99%	3233.63	155.25	1.01	20.60	15,680.25	99.87	5%	8%	20.83	12
Montague	30	30	100%	1800.39	77.48	0.39	60.01	7,825.48	260.85	1%	4%	23.24	2
Monthly Total	**3201**	**3073**	**96%**	**34688.71**	**1,939.87**	**1.58**	**11.29**	**195,926.87**	**63.76**	**100%**	**100%**	**17.88**	**258**

Summary:	2924	2813	111	2739	185	93.67%



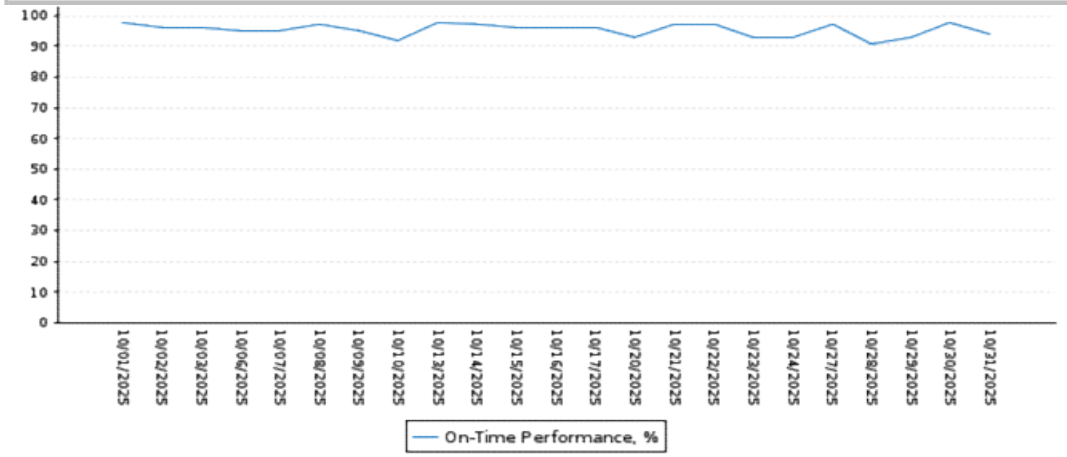
Totals Sep-25	Scheduled	Actual	% taken	miles	hours	Trips/ hour	Miles/ trip	Direct Op Cost	Cost/trip	% of trip	% of hrs	MPH	Trip Denials
Grayson	2289	2169	95%	17708.72	1,091.11	1.99	8.16	110,202.11	50.81	63%	52%	16.23	106
Grayson Urban	**1710**	**1615**	**94%**	**10845.91**	**716.56**	**2.25**	**6.72**	**72,372.56**	**44.81**	**47%**	**34%**	**15.14**	**79**
Grayson Rural	579	554	96%	6862.81	374.55	1.48	12.39	37,829.55	68.28	16%	18%	18.32	27
Fannin	150	146	97%	4522.12	138.90	1.05	30.97	14,028.90	96.09	4%	7%	32.56	6
Cooke	537	517	96%	3175.38	267.87	1.93	6.14	27,054.87	52.33	15%	13%	11.85	24
Wise	464	433	93%	6882.05	357.31	1.21	15.89	36,088.31	83.34	13%	17%	19.26	11
Clay	150	148	99%	3281.01	155.88	0.95	22.17	15,743.88	106.38	4%	7%	21.05	4
Montague	33	32	97%	2029.98	83.99	0.38	63.44	8,482.99	265.09	1%	4%	24.17	0
Monthly Total	**3623**	**3445**	**95%**	**37599.26**	**2,095.06**	**1.64**	**10.91**	**211,601.06**	**61.42**	**100%**	**100%**	**17.95**	**151**

Summary:	3279	3123	156	3198	81	97.53%



Totals Oct-25	Scheduled	Actual	% taken	miles	hours	Trips/ hour	Miles/ trip	Direct Op Cost	Cost/trip	% of trip	% of hrs	MPH	Trip Denials
Grayson	2599	2453	94%	20820.29	1,318.99	1.86	8.49	133,217.99	54.31	64%	54%	15.79	40
Grayson Urban	**1922**	**1815**	**94%**	**12990.1**	**868.15**	**2.09**	**7.16**	**87,683.15**	**48.31**	**47%**	**36%**	**14.96**	**27**
Grayson Rural	**677**	**638**	**94%**	**7830.19**	**450.84**	**1.42**	**12.27**	**45,534.84**	**71.37**	**17%**	**18%**	**17.37**	**13**
Fannin	179	170	95%	4983.78	159.57	1.07	29.32	16,116.57	94.80	4%	7%	31.23	0
Cooke	498	464	93%	2947.21	271.28	1.71	6.35	27,399.28	59.05	12%	11%	10.86	5
Wise	568	521	92%	8847.98	407.95	1.28	16.98	41,202.95	79.08	14%	17%	21.69	8
Clay	181	179	99%	3897.9	163.33	1.10	21.78	16,496.33	92.16	5%	7%	23.87	1
Montague	47	47	100%	2855.91	119.94	0.39	60.76	12,113.94	257.74	1%	5%	23.81	6
Monthly Total	**4072**	**3834**	**94%**	**44353.07**	**2,441.06**	**1.57**	**11.57**	**246,547.06**	**64.31**	**100%**	**100%**	**18.17**	**60**

Summary:	3712	3513	199	3560	152	95.91%



Taps Maintenance Dept

Compliance Review Period 08/1/2025 - 08/31/2025

Section 1	Total number of PMIs completed			5
PMs completed				
SEQ 10 - 40	Target Miles	5000	2	
SEQ 50 - 80	Target Miles	5000	2	
SEQ 90 - 120	Target Miles	5000	1	
Buses completed	**PM Type**	**Miles From previous PM**	**On time**	**Late**
356	SEQ 40A	5000	X	
359	SEQ 120D	4976	X	
369	SEQ 20A	4929	x	
371	SEQ 50A	4884	X	
375	SEQ 60C	4914	X	

Accesible equipment in PMs YES

Copies of PMs available YES

SECTION 2 Major Maintenance Projects

Major MaintenanceProjects completed ? No

Notes	
NEW BUILDING CONSTRUCTION MOSTLY COMPLETED	

SECTION 3: Records Retention

Current List of TAPS Vehicles	YES
Daily Vehicle Checklists	YES
Preventative Maintenance Checklists	YES
Warranty Claims	NO

SECTION 4: Facilities / Equipment Condition

Maintenance Facilities in Good Condition ? Yes / No

Notes	

Checklist completed 8/9/2025

Equipment in Good Condition ?

Notes	
checklist completed 8/26/2025	

Reviewers Signature Date

Taps Maintenance Dept

Compliance Review Period 09/1/2025 - 09/30/2025

Section 1	Total number of PMIs completed			11
PMs completed				
SEQ 10 - 40	**Target Miles**	5000	7	
SEQ 50 - 80	**Target Miles**	5000	2	
SEQ 90 - 120	**Target Miles**	5000	2	
Buses completed	**PM Type**	**Miles From previous PM**	**On time**	**Late**
357	**SEQ 20A**	4888	x	
358	**SEQ 40A**	4907	X	
359	**SEQ 120D**	4976	X	
360	**SEQ 90B**	4998	X	
361	**SEQ 80A**	4878	x	
364	**SEQ 70A**	4936	X	
370	**SEQ 30B**	4887	X	
372	**SEQ 40A**	4921	X	
373	**SEQ 40A**	4987	X	
376	**SEQ 20A**	4877	X	

383	**SEQ 10A**	4914	X	

Accesible equipment in PMs YES

Copies of PMs available YES

SECTION 2 Major Maintenance Projects

Major MaintenanceProjects completed ? No

Notes	
NEW BUILDING CONSTRUCTION MOSTLY COMPLETED	

SECTION 3: Records Retention

Current List of TAPS Vehicles	YES
Daily Vehicle Checklists	YES
Preventative Maintenance Checklists	YES
Warranty Claims	NO

SECTION 4: Facilities / Equipment Condition

Maintenance Facilities in Good Condition ? Yes / No

Notes	
Checklist completed 9/3/2025	

Equipment in Good Condition ?

Notes	
checklist completed 9/27/2025	

Reviewers Signature Date

Taps Maintenance Dept

Compliance Review Period 010/1/2025 - 10/31/2025

Section 1	Total number of PMIs completed			10
PMs completed				
SEQ 10 - 40	**Target Miles**	5000	7	
SEQ 50 - 80	**Target Miles**	5000	3	
SEQ 90 - 120	**Target Miles**	5000	0	
Buses completed	**PM Type**	**Miles From previous PM**	**On time**	**Late**
363	**SEQ 50A**	4903	X	
364	**SEQ 80A**	4934	X	
366	**SEQ 30B**	4871	X	
367	**SEQ 30B**	4809	X	
368	**SEQ 40A**	4912	X	
371	**SEQ 60C**	4967	X	
374	**SEQ 10A**	4901	X	
377	**SEQ 20A**	4997	X	
380	**SEQ 10A**	4997	X	

382	**SEQ 10A**	4906	X	

Accesible equipment in PMs YES

Copies of PMs available YES

SECTION 2 Major Maintenance Projects

Major MaintenanceProjects completed ? No

Notes	
NEW BUILDING CONSTRUCTION MOSTLY COMPLETED	

SECTION 3: Records Retention

Current List of TAPS Vehicles	YES
Daily Vehicle Checklists	YES
Preventative Maintenance Checklists	YES
Warranty Claims	NO

SECTION 4: Facilities / Equipment Condition

Maintenance Facilities in Good Condition ? Yes / No

Notes	

Checklist completed 10/3/2025

Equipment in Good Condition ?

Notes	

checklist completed 10/25/2025

Reviewers Signature Date

Quarterly Management & Compliance Report

FY 2025

Drug & Alcohol	Aug	Sept	Oct
Pre-employment	0	0	0
Employees in test pool	23	23	23
Random	1	1	0
Post Accident	0	0	0
Reasonable Suspicion	0	0	0
Positive Results	0	0	0
Drug Lab Certification	YES	YES	YES

Safety	Aug	Sept	Oct
Preventable incidents	0	0	0
Total incidents	1	0	1
Preventable Injuries	0	0	0
Total Injuries	0	0	0
Safety Meetings	1	1	1

Complaints	Feb	March	April
Americans with Disabilities Act (ADA)	0	0	0
Title VI	0	0	0
General	0	0	0

TAPS Quarterly Analysis

Analysis of August through October , 20 25

Reviewer: _____ Date: _____

Drug & Alcohol Monitoring

Section 1

Pool size for this quarter 21

Drug Test Type	Total # Test Results	Negative Results	Positive Results	Refusals to Test	Cancelled Tests	Random Rate Exceeds FTA
Pre-Employment	0	0	0	0	0	n/a
Random	2	2	0	0	0	yes
Post Accident	0	0	0	0	0	n/a
Reasonable Suspicion	0	0	0	0	0	n/a
Return-to-Duty	0	0	0	0	0	n/a
Follow-Up	0	0	0	0	0	n/a
Total (Drug)	2	2	0	0	0	n/a
Alcohol Type						
Pre-Employment	0	0	0	0	0	n/a
Random	1	1	0	0	0	yes
Post Accident	0	0	0	0	0	n/a
Reasonable Suspicion	0	0	0	0	0	n/a
Return-to-Duty	0	0	0	0	0	n/a
Follow-Up	0	0	0	0	0	n/a
Total (Alcohol)	1	1	0	0	0	

*Random drug testing requirements: Must equal **T= (0.50*(D/P**))

*Random alcohol testing requirements: Must equal **T= (0.1*(D/P**))

where D = size of pool, and P = number of testing periods per year

Section 2

Review of Certifications:

Are current certifications for Medical Review Officer, Breath Alcohol Technician, and Substance Abuse Professional on file?	**Y / N**

Section 3

Records Maintenance:	**Initials**
Retention time frames clearly marked on each file	
One Year: Records of negative drug/alcohol test results	
Two Years: Records releated to the collection process and employee training	
Five Years: Records of verified positive drug/alcohol test results, refusals to take required drug/alcohol tests, employee referrals to the SAP, and copies of annual MIS reports	
Records are stored in locked cabinet/room with only program manager and his/her designee(s) having access	
Policy clearly states to whom and under what circumstances drug/alcohol records will be released	

Section 4

Collection Clinic Audits

Has Transdev conducted a clinic audit within the past 6 months?	**Y / N**
Are these records of this clinic audit on file?	**Y / N**

Section 5

Drug & Alcohol Training	**Initials**
New employees and employee transfers to safety-sensitive positions have received a one-time 60-minute training session on the effects and consequences of drug and alcohol use	
Newly hired or promoted supervisors who make reasonable suspicion determinations have received a one-time 60-minute training session on the physical, behavioral, speech and performance indicators of probable drug and alcohol use (total of 120 minutes)	

Section 6

Safety Meetings	**Y / N**

Section 7

Educational Materials Available	**Y / N**

Reviewer's Signature _____ Date _____

DESIGNATION OF AUTHORITY

(if required)

Texoma Area Paratransit System (TAPS)

Resolution No. 25-2045

BOARD APPROVAL OF BANK ACCOUNT SIGNATURE AUTHORITY

WHEREAS, TAPS is a government entity in the state of Texas that provides rural transportation services in six counties across North Central Texas and receives funds from Texas DOT; and

WHEREAS, TAPS is a public transit agency that receives federal funds under federal "5307" Urbanized Area Formula Program funding; and

WHEREAS, TAPS' Board elects a Chairperson, Vice-Chairperson and Treasurer annually. Therefore, may be required to update signatories on the TAPS bank account depending on the outcome of the election;

NOW THEREFORE BE IT RESOLVED THAT:

1. In supersession with all the previous resolutions in respect of operating a bank account having Bank Account No. 136906968 and 4176039693 with Simmons Bank, the current mode of operation for above mentioned accounts be and is hereby changed & replaced by following authorized signatories.

    a. _____
    b. _____
    c. _____

2. The above named Directors be and are hereby authorized to do all the acts, deeds, things and matters as may be necessary and expedient in order to give effect to the foregoing resolution

3. The Board further directs the General Manager to give a copy of this resolution to the Bank for their further action.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE TEXOMA AREA PARATRANSIT SYSTEM ON THIS 19TH DAY OF November 2025.

_____
Pamela Howeth, Board Chair

Attest:_____

Texoma Area Paratransit System, Inc.

6104 Texoma Parkway, Sherman, TX. 75091-2008
Call 844-603-6048 To Get A Ride!

RESOLUTION NO. 25-2050

A RESOLUTION OF THE TEXOMA AREA PARATRANSIT SYSTEM (TAPS) GOVERNING BOARD TO DELEGATE SIGNATURE AUTHORITY

WHEREAS, TAPS is a government entity in the state of Texas that provides transportation services in six counties across North Central Texas and receives funding from Texas DOT and FTA.; and

WHEREAS, TXDOT and FTA requires that signatories be formally granted the authorization to sign on behalf of TAPS; and

WHEREAS, TAPS recognizes that approval to sign/execute documents with TXDOT and FTA must be monitored and updated;

NOW, THEREFORE, BE IT RESOLVED,

1. The Board adopts and approves this resolution and gives signature authority to the individual(s) identified on the forms following this resolution for the designated roles.
2. The Board further directs the General Manager to submit these forms to TXDOT and FTA.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE TEXOMA AREA PARATRANSIT SYSTEM ON THIS 19TH DAY OF NOVEMBER 2025.

_____

Pamela Howeth, Board Chair

CERTIFICATION OF SIGNATURE AUTHORITY

To: Texas Department of Transportation, Public Transportation Division

From: Governing Body Chair

Agency: Texoma Area Paratransit System, Inc.

Effective Date: November 19, 2025

I, (Name of Chair)

TAPS Board Chairperson (Title)

certify that the individuals listed in the table below have signature authority for the documents specified. Their signature is considered binding on the agency.

._____ (Signature)

Name/Function Title		
1. TAPS Board Chair	☐	All Documents
	☑	Master Grant Agreement / Amendments
	☑	FTA and TxDOT Certifications & Assurances
	☑	Project Grant Agreements / Amendments
	☑	Obligation Certification (Grant Application)
	☐	Request for Reimbursement / Refunds
	☐	Scholarships
2. TAPS Board Treasurer	☐	All Documents
	☑	Master Grant Agreement / Amendments
	☑	FTA and TxDOT Certifications & Assurances
	☑	Project Grant Agreements / Amendments
	☑	Obligation Certification (Grant Application)
	☐	Request for Reimbursement / Refunds
	☐	Scholarships

Name/Function Title		
3. Shellie White General Manager	☐	All Documents
	☐	Master Grant Agreement / Amendments
	☐	FTA and TxDOT Certifications & Assurances
	☑	Project Grant Agreements / Amendments
	☑	Obligation Certification (Grant Application)
	☑	Request for Reimbursement / Refunds
	☑	Scholarships
4. Brenda Davis Accounting Assistant	☐	All Documents
	☐	Master Grant Agreement / Amendments
	☐	FTA and TxDOT Certifications & Assurances
	☑	Project Grant Agreements / Amendments
	☐	Obligation Certification (Grant Application)
	☑	Request for Reimbursement / Refunds
	☑	Scholarships
5.	☐	All Documents
	☐	Master Grant Agreement / Amendments
	☐	FTA and TxDOT Certifications & Assurances
	☐	Project Grant Agreements / Amendments
	☐	Obligation Certification (Grant Application)
	☐	Request for Reimbursement / Refunds
	☐	Scholarships
6.	☐	All Documents
	☐	Master Grant Agreement / Amendments
	☐	FTA and TxDOT Certifications & Assurances
	☐	Project Grant Agreements / Amendments
	☐	Obligation Certification (Grant Application)
	☐	Request for Reimbursement / Refunds
	☐	Scholarships

Name/Function Title		
7.	☐	All Documents
	☐	Master Grant Agreement / Amendments
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	☐	Project Grant Agreements / Amendments
	☐	Obligation Certification (Grant Application)
	☐	Request for Reimbursement / Refunds
	☐	Scholarships
8.	☐	All Documents
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	☐	Request for Reimbursement / Refunds
	☐	Scholarships
9.	☐	All Documents
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	☐	Project Grant Agreements / Amendments
	☐	Obligation Certification (Grant Application)
	☐	Request for Reimbursement / Refunds
	☐	Scholarships
10.	☐	All Documents
	☐	Master Grant Agreement / Amendments
	☐	FTA and TxDOT Certifications & Assurances
	☐	Project Grant Agreements / Amendments
	☐	Obligation Certification (Grant Application)
	☐	Request for Reimbursement / Refunds
	☐	Scholarships

DESIGNATION OF SIGNATURE AUTHORITY
For The
TRANSPORTATION AWARD MANAGEMENT SYSTEM
(TrAMS)

The Texoma Area Paratransit System hereby authorizes _____, to be assigned and use of a Personal Identification Number (PIN), for:

__X___1. Official User Role

_____2. Attorney User Role

_____3. Submitter User Role

on behalf of the official(s) below, for the FTA's Transportation Award Management System (TrAMS).

_____ _____
, Chairperson Date

_____ _____
, Attorney **Date**

DESIGNATION OF SIGNATURE AUTHORITY
For The
TRANSPORTATION AWARD MANAGEMENT SYSTEM
(TrAMS)

The Texoma Area Paratransit System hereby authorizes _____, *Attorney,* to be assigned and use of a Personal Identification Number (PIN), for:

____1. Official User Role

_X___2. Attorney User Role

____3. Submitter User Role

on behalf of the official(s) below, for the FTA's Transportation Award Management System (TrAMS).

_____ _____
Pamela L. Howeth, Chairperson Date

_____ _____
, Attorney **Date**