

**Guilford County Transportation and
Mobility Services
Transportation Advisory Board (TAB)
Member Manual**

TABLE OF CONTENTS

	Pages
1. Introduction	3
2. Recommended TAB Composition	4
3. TAB Calendar	5
4. Organizational Structure	6
5. Roles and Responsibilities -By Laws	7-12
6. Funding Information for TAB Members	13-15
7. Transportation Demand Management (TDM) Program	16
8. Acronyms	17
9. Appendix A Conflict of Interest	18
10. Appendix B Title VI	19
11. Code Of Ethics	20

INTRODUCTION

This manual is designed to provide:

- Detailed guidance for Guilford County Transportation and Mobility Services and members of the Transportation Advisory Board (TAB) in regard to the roles and responsibilities of the TAB and its members.
- Information intended to help TAB members function more effectively in their advisory and oversight roles.
- Assistance to the officials of Guilford County Transportation and Mobility Services and its TAB officers to structure the TAB appropriately and to assist it in functioning as effectively as possible.
- In contrast to governing boards which have authority to make policy and take actions that legally bind their agencies, TABs, as their name would imply, generally serve in only an advisory capacity.

FEDERAL PERSPECTIVE

The Federal Transit Administration (FTA) needs to ensure that federally-funded projects are selected and federal funds are distributed **“in a fair and equitable manner.”** FTA believes that this objective can be achieved by having TABs that adequately represent the entire population served and that are **actively engaged**.

NC DEPARTMENT OF TRANSPORTATION/PUBLIC TRANSPORTATION DIVISION (NCDOT/PTD) PERSPECTIVE

Grantees receiving federal funds are required to have a Transportation Advisory Board (TAB). A TAB is typically made up of stakeholders from the service area and is representative of the various target audiences in the service area; including one or more actual passengers of the transportation system. An actively engaged TAB is expected to discuss unmet needs in the service area, service design, scheduling, billing rates and fares and monitor patterns of complaints about the transportation service. The TAB should monitor issues concerning possible Conflict of Interest and violations of the Ethics Policy. The TAB also monitors compliance with federal regulations and the status of deficiencies noted in any official federal, state or local review or report. This should ensure that such deficiencies are not ignored, resulting in possible loss of federal or state funding.

The TAB is a locally formed advisory group based on the following NCDOT/PTD guidelines and requirements:

Recommended TAB Composition

Categories	Public Human Service Agencies	Transportation Providers	Public and Business Sectors	Government and Governmental Affiliates
Suggested number of representatives from each category	3-5	1-2	4-5	3-5
TAB members should be individuals that have knowledge about the transit needs of the general public including the elderly, minority, disabled, Limited English Proficiency (LEP), or low income populations living in the service area.	<ul style="list-style-type: none"> • Senior Services • DSS • Vocational Rehabilitation • Head Start • Sheltered Workshop • Health Department • Veterans Administration • Smart Start • Mental Health • Housing Authority • HS Transit Users 	<ul style="list-style-type: none"> • Private transportation providers • Intercity bus providers • Ambulance providers • Regional Authority • Urban System • Faith based services • Volunteers 	<ul style="list-style-type: none"> • Chamber of Commerce • Major employers • DBE Businesses • Hospital/Dialysis Center Staff • Non-profit organizations • Employment Transit Users • General Public Transit Users • Public Citizens 	<ul style="list-style-type: none"> • MPO • RPO (required) • Economic Development • Employment Security Commission • Job Link and/or Career Centers • Elected Officials • County Government staff • Community College • EOC Director (required)

Per written guidance from NCDOT/PTD:

- The TAB must include representatives from the elderly, minority, Limited English Proficiency (LEP), disabled and/or low income populations in the service area (**or** include individuals that represent these consumer groups that will challenge the transit system to be more sensitive to their needs or to discuss unmet needs of their consumer group). Census data will be consulted to determine which groups should be represented and the size of the representation needed. **Note:** a TAB member may represent more than one category, **e.g.** be a transit user and a representative of a faith-based organization.
- Requires that *Guilford County Transportation and Mobility Services* will hold TAB meetings on at least a quarterly basis to maintain ongoing communications. Holding regular, frequent TAB meetings is one means of seeking public involvement and ongoing administrative accountability.
- The Authorizing Official or designee should participate in a minimum of at least one TAB meeting per year.

GUILFORD COUNTY TRANSPORTATION AND MOBILITY SERVICES ADVISORY BOARD CALENDAR

Guilford County Transportation and Mobility Services Quarterly Calendar 2018

January 16, 2018

April 17, 2018

July 17, 2018

October 16, 2018

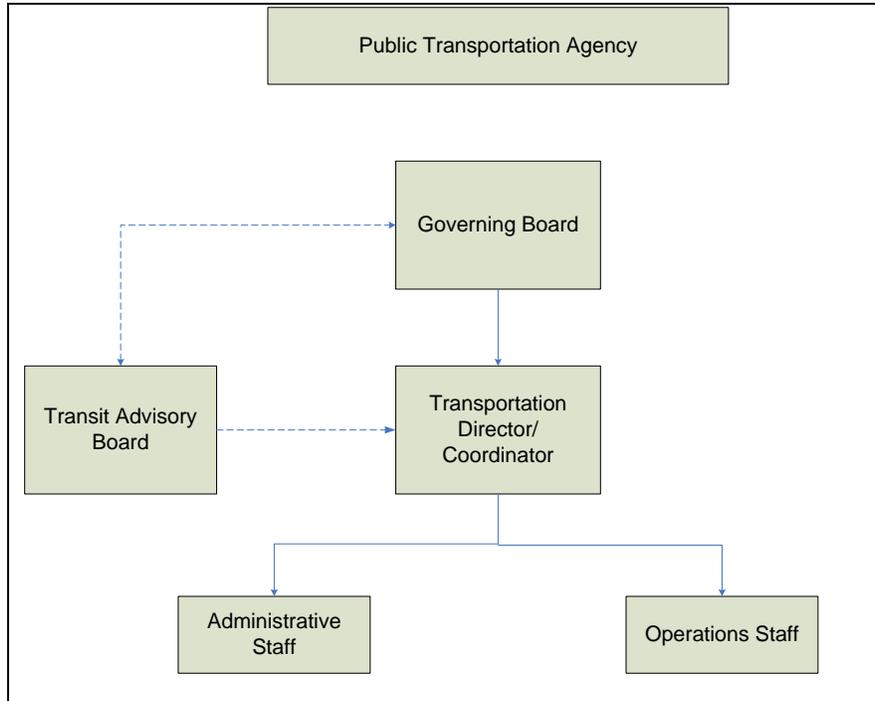
Note: this schedule may change based on future dates from NCDOT-PTD.

Date	Action
August/September	Operating Statistics and Financial reports for previous fiscal year due to NCDOT/PTD. (This will provide perspective to the TAB about the transportation system's performance the previous year.)
December	Grant applications due to NCDOT/PTD for Sections 5310 (Elderly/Disabled), 5311 (Non-urbanized Area Formula), etc.
April	Grant applications due to NCDOT/PTD for ROAP (Rural Operating Assistance Program) funding.
June	NCDOT/PTD funding approvals announced.

Other topics worked into the schedule of meetings as appropriate are:

1. The five-year planning process and document known as the Community Connectivity Plan (CCP)
2. Review and updates of the priorities in the statewide Local Coordinated Plan (LCP) which is the FTA-required plan for all human service transportation programs
3. Results of passenger (or citizen) satisfaction surveys and discussion of those results
4. Marketing strategies
5. Public outreach, involvement and advocacy strategies
6. Recommendations for candidates to replace TAB members who are leaving the board
7. Monthly expenses vs revenues, monthly contract billing (*include service cost development in the manual*)
8. Driver and staff training (*include training agenda for operations and administrative staff*)
9. Capital purchases, vehicle utilization and replacements
- 10. Conflict of Interest/Ethics Policies for TAB members (*include polices in the manual*)**
- 11. TITLE VI Plan (*include plan in the manual*)**
- 12. Annual budgets**
- 13. Develop System Goals and Objectives; prioritize, a plan to organize the board to accomplish those goals**
- 14. Identify board member training to ensure effective functioning**
- 15. Success Planning, Scoring and the Implications**
- 16. [OTHER]**

Organizational Structure of Guilford County Transportation and Mobility Services



Guilford County Transportation and Mobility Services Bylaws

Guilford County Transportation and Mobility Services TRANSPORTATION ADVISORY BOARD

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ARTICLE 1: Guilford County Transportation and Mobility Services TRANSPORTATION ADVISORY BOARD

The name of this Board shall be the Guilford County Transportation and Mobility Services Transportation Advisory Board, hereafter stated as TAB.

ARTICLE II: Roles and Responsibilities

The TAB shall perform the following roles and responsibilities:

Category	Roles and Responsibilities
General	<ul style="list-style-type: none"> • Serves as the advisory body to Guilford County Transportation and Mobility Services as lead agency in the operation of public transportation in the County of Guilford. • Serves as a liaison between the public transportation <i>system</i> and service area residents. • Works with local agencies, organizations and units of local government to maintain a coordinated and cost-effective approach to the delivery of transportation services. • Assists in formulation of a <i>system's</i> mission, vision, goals, objectives and strategies for shaping the public transportation <i>system's</i> future. • Reviews public transportation services, projects and funding to ensure that they are being fairly and equitably distributed to residents of the community served. • Performs other functions and responsibilities as may be requested or prescribed by the transportation <i>system's</i> governing board.
Planning	<ul style="list-style-type: none"> • Reviews planning proposals and provides comments with respect to concerns of various segments of the population in regard to their public transportation needs. • Contributes to the long-range planning of a comprehensive and viable public transportation <i>system</i>. • Participates in the development or update of the Community Connectivity Plan (CCP), and the statewide Local Coordinated Plan (LCP). • Reviews various projects and issues related to coordinated public transportation and makes recommendations for better coordination. <i>[Best Practice: Do not "rubber stamp" a plan presented to you. Ask questions about issues warranting attention.]</i> • Identifies unmet service needs. • Assists in prioritizing needs.
Operations	<ul style="list-style-type: none"> • Recommends service improvements including proposed routes, service changes, ridership policies, and fare structures. Assists public, private non-profit, private, and voluntary agencies in providing transportation services to their clients.
Finance/Budget	<ul style="list-style-type: none"> • Advises on public transportation financial matters including funding, budgets,

	fares, billing rates and methods. <ul style="list-style-type: none"> • Reviews and comments on proposed operating and capital budgets. • * Best Practice: Forms a Finance Committee
Oversight	<ul style="list-style-type: none"> • Monitors compliance with federal regulations and the status of any deficiencies noted in any official federal, state or local review or report. • Evaluates the operational and financial performance of the public transportation system.
Outreach	<ul style="list-style-type: none"> • Disseminates information and holds forums to solicit public input. Participates in other community outreach efforts.
Advocacy	<ul style="list-style-type: none"> • Serves as a citizen’s advocacy group dedicated to improving and expanding the area’s public transportation system. • Assists in supporting and promoting the use of public transportation, and in locating, developing and obtaining funding.

[NOTE: The roles and responsibilities listed can be adopted or modified, where needed, to meet particular local needs and circumstances.]

**ARTICLE III:
Composition**

1. Number and Qualifications

The Guilford County Transportation and Mobility Services Transportation Advisory Board is composed of the following members:

- Ed Robinson, Chair
- Carolyn Biggerstaff, Vice Chair
- Chip Cromartie
- Mary Lou Zimmerman
- Renee Griffin
- Patricia Raxter

2. Appointment

- a. The TAB with input from the transportation system director*
- b. The transportation director with input from Advisory Board members*
- c. The transportation director and Advisory Board Chair*
- d. The board of a Transportation Authority with concurrence by County Commissioners*
- e. Contracting or client agencies designate a representative, etc.*

3. Terms and Replacements

Members of the TAB are on the Board because they represent a contracting or client agency and shall serve until they resign or are replaced. Other members shall serve *[two-year terms]*. *Such members are limited to serving two consecutive terms.*

4. Orientation

New Board Members shall receive orientation and a TAB member manual to educate them regarding the nature and purpose of the Advisory Board, the role of the transportation system/authority and their roles and responsibilities as Board Members.

5. Compensation

Advisory Board members will serve without compensation, but may be reimbursed for reasonable out-of-pocket expenses as approved by [Marty Lawing, County Manager].

6. Vacancies

Vacancies on the TAB shall be filled by the Guilford County Board of Commissioners. The person appointed shall serve for the unexpired portion of the term. Vacancies of representatives of contracting or client agencies may be filled by the directors of those agencies.

1. Attendance

Any member of the Board with unapproved absences of [*Ex. more than one-half of the regular meetings in a 12-month period*] shall lose his/her status as a member of the Board and shall be replaced. Absences due to illness or death of an immediate family member shall be considered approved absences and shall not affect the member's status. As soon as a member has [*missed one-half of the regular meetings*], he/she will be notified in writing of the attendance policy.

2. Agency Appointments and Alternates

The Director of contracting or client organizations may appoint a primary delegate and an alternate to represent the organization on the TAB. In the absence of the primary delegate, the alternate shall represent the organization and shall have full voting privileges.

ARTICLE IV: Regular Meetings

1. Dates and Locations

- a. The Guilford County TAB Board meets quarterly, meetings are held at 1203 Maple St. Greensboro, NC 27405. The [date, location, and time of meetings will be established by the [*Chair of the Advisory Committee*]. [*Many Advisory Boards meet monthly or bi-monthly. Meeting times and places could also be set by the transportation director.*]
- b. Special meetings of the TAB may be called by the Chair as deemed necessary to carry out the duties of the Board, or by any two Board Members who give the Chair written notice of a desire to call a meeting.
- c. The board agenda package will be provided to Board Members a minimum of five (5) working days in advance of the meeting date, except in the event of an emergency meeting.

d. Public notice of all meetings will be provided in compliance with NC General Statute 143-318.12.

2. Quorum

A majority of appointed Board Members shall constitute a quorum for the transaction of business for any meeting of the Board. If a quorum is not physically present, a telephone poll vote may be taken by the presiding officer. The vote by poll will be verified by signature (or e-mail reply) within two working days.

3. Open Meetings

Meetings shall be open to the public except where the purpose of the meeting is:

- a. To advise officials of the transportation system/authority about personnel matters
- b. To advise about clientele problems including termination-of-use privileges
- c. To hear and investigate a charge or complaint by or against an individual Board Member
- d. To plan, conduct or hear reports concerning investigations of alleged criminal misconduct
- e. To prevent the disclosure of information that is privileged or confidential pursuant to the laws of North Carolina or of the United States.

ARTICLE V: Officers

1. Number and Title

The principal officers of the TAB shall be a Chair, Vice-Chair, and Secretary.

2. Election and Terms

The Chair, Vice-Chair, and Secretary shall be elected by the TAB for a term of one year at its first meeting of the fiscal year. Consecutive terms may be served.

3. Duties

The Chair shall preside at all meetings of the Board and shall represent the Board in approved activities. [*The Chair*] will be responsible for scheduling and submitting notices of all meetings to the membership of the Board. The Chair should act in a professional and mature manner; exhibit leadership; stay informed about all matters affecting the transportation *system/authority* and have good communication skills.

- a. *To schedule all special meetings, call meetings to order, open agenda items for action, moderate all discussions, and advocate all procedural rules.*
- b. *To rule on points of parliamentary procedure (Robert's Rules of Order), including the right to rule out of order any motion patently offered for obstructive or dilatory purposes.*
- c. *To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks, and to entertain and rule on objections from members in this regard.*
- d. *To call a brief recess at any time.*
- e. *To adjourn in an emergency.*

The Vice-Chair shall perform the duties of the Chair in his/her absence. The Secretary shall record and keep a file of the minutes of all Board meetings.

[Note: a staff member of the transportation system could be given the duties of the Board Secretary]

4. Vacancies

Any vacancy in any office elected by the Advisory Board may be filled by the Advisory Board for the unexpired portion of the term. *[In many cases vacancy have to be filled by the governing body. State adopted procedure here.]*

ARTICLE VI: Rules of Order

At all meetings of the Board, and of such committees as may be established by it, parliamentary procedure shall be governed by the latest edition of Robert's Rules of Order as modified by rules of the Board. *[A copy of the latest edition must be available at each meeting].*

ARTICLE VII: Code of Ethics/Conflict of Interest

Members of the Advisory Board shall not advise or recommend to staff of the transportation system/authority or its governing board, any actions that would result in personal or financial gain for the member or his/her family or relatives, or in which the member's interests conflict or could be construed to conflict with those of the transportation system/authority. Each member must sign a Conflict of Interest form annually.

ARTICLE VIII: Governing Board

The governing board of the transportation system may direct the TAB regarding matters relating to it and may overrule or re-direct its actions as deemed necessary.

ARTICLE IX: Amendments

These by-laws may be adopted, altered, or repealed by the TAB by two-thirds of the voting members at any regular or special meeting. Notice or copies of the proposed amendments shall be distributed to Board Members at least five (5) days prior to any action.

[Note: Some agencies require only a majority vote for amendments. Where the bylaws are adopted or approved by a governing board, bylaw amendments must sometimes be made by that board.]

These By-Laws were adopted for Guilford County Transportation Advisory Board on April 20, 2018.

Signatures:

Alan Branson, Guilford County Board of Commissioners Chair

FUNDING INFORMATION FOR TRANSIT ADVISORY BOARDS

State and Federal Grant Programs and Funding

Federal, state and local government are partners in funding public transportation activities, with each contributing a portion of the costs. Relative funding proportions can vary from program to program. The federal-state-local partnership, along with farebox revenue, represents a funding patchwork for public transportation.

States vary greatly in their funding of public transportation. North Carolina's state funding comes primarily from motor fuel taxes and highway use taxes.

Rural Funding

COMMUNITY TRANSPORTATION PROGRAM (CTP), a combination of federal and state funds, provides the majority of funding for North Carolina's rural transportation systems. The CTP application incorporates the following three programs into a single packet:

Eligible Recipients:

State and local governments, nonprofit organizations (including Indian tribes and groups) and public transportation operators in non-urbanized areas.

1. Non-urbanized Area Formula Program (FTA Section 5311)

Funding Source: Federal

Purposes: Funds capital, operating and administrative purposes. Maximum federal participation of 80% for administrative and capital costs. NCDOT matches 5% state funds for administrative costs and 10% for capital costs. Small urban fixed route systems and regional community transportation systems are eligible to apply for up to 50% of the net operating costs associated with general public routes.

Eligible Recipients: State and local governments, nonprofit organizations (including Indian tribes and groups) and public transportation operators in non-urbanized areas are eligible subrecipients.

2. Rural Capital Program (Composed of three programs that have been consolidated)

Purposes: Provides up to 90% federal and/or state participation. Funds are for the purchase of vehicles, communications equipment and related capital equipment; the purchase or upgrade of computer equipment, file servers, software, printers, telephone systems, mobile data terminals, automatic vehicle locators and other technologies; and the purchase or renovation of facilities for administrative and/or operating use. Funds cover up to 90% of feasibility plan preparation, land acquisitions, design and construction costs.

Funding Source: Federal and State

Eligible Recipients: Community transportation system grantees including local governments and nonprofit organizations (including Indian tribes and groups) in non-urbanized areas and in urbanized area counties where there is not a consolidated urban/rural transportation system.

3. Human Service Transportation Management Program

Funding Source: State

Purposes: Funds the administrative costs associated with the transportation of consolidated human service transportation systems and systems operating in urbanized area counties where a consolidated countywide transportation system does not exist. Provides up to 85% of eligible costs.

Eligible Recipients: Consolidated human service and community transportation systems operating in urbanized area counties where a consolidated countywide transportation system does not exist. Grantees include local governments and nonprofit organizations.

ELDERLY AND DISABLED INDIVIDUALS TRANSPORTATION PROGRAM (FTA SECTION 5310)

Funding Source: Federal

Purposes: Funds capital projects. Most funds are used to purchase vehicles, but acquisition of transportation services under contract, lease or other arrangements and state program administration are also eligible expenses. NOTE: computers, office furniture, equipment are NOT eligible expenses.

Eligible Recipients: State and local governments, nonprofit organizations (including Indian tribes and groups) and public transportation operators in non-urbanized areas.

REGIONAL AND INTERCITY PROGRAM

Funding Source: State and Federal

Purposes: Funds intercity bus service in underserved areas of North Carolina that connect to the national intercity network. Also provides state funds for Travelers' Aid programs that assist homeless, stranded or indigent travelers with their intercity transportation needs through the purchase of bus tickets. Provides up to 50% of net operating costs. Section 5311(f) funds used to support portion of NCDOT share.

Eligible Recipients: Community transportation systems; other public, private nonprofit and private for-profit transportation providers; public transportation authorities; intercity bus providers; local public bodies including counties and municipalities; Indian tribes and regional or local planning organizations.

RURAL OPERATING ASSISTANCE PROGRAM (ROAP) (Composed of three separate funding sources, allowing for one application.)

Eligible Recipients: County governments

1. Elderly and Disabled Transportation Assistance Program (EDTAP)

Funding Source: State

Purposes: Provides **operating assistance** for the transportation of the state's elderly and disabled citizens. Funds up to 100% of cost of service.

Eligible Recipients: County governments.

2. Rural General Public Program

Funding Source: State

Purposes: Funds community transportation systems that serve the general public in the state's rural area. Provides up to 90% of the cost of service. (See formula for 90% funds/10% match in the ROAP application package)

Eligible Recipients: County governments

3. Employment Transportation Assistance Program

Funding Source: State

Purposes: Funds transportation service to employment for low-income individuals. Provides up to 100% of cost of service.

Eligible Recipients: County governments

RURAL PLANNING PROGRAM

Funding Source: Federal and State

Purposes: Funds the updating of local community transportation plans, regional transportation feasibility studies and special studies. Provides up to 100% of cost of regional feasibility studies (90% of implementation plan) and 90% of local planning studies.

Eligible Recipients: Lead transportation agencies including local governments, transportation authorities, nonprofit organizations and Indian tribes.

RURAL TRANSIT ASSISTANCE PROGRAM (RTAP) (FTA SECTION 5311 (B) (2))

Funding Source: Federal

Purposes: Funds training, technical assistance, research and related support activities. Maximum of 100% federal participation.

Eligible Recipients: NCDOT is the grant recipient; however, funds can be contracted or passed through to other entities.

1. Apprentice and Intern Programs

Funding Source: State

Purposes: Funds the work experience for selected recent graduates and graduate students in public transportation. Apprentices, who are recent graduates, work full time for a 12-month period. Interns, who are graduate students, work approximately 12 weeks full time during the summer between their two years of graduate school and approximately 10 hours a week during the fall and spring semesters of their second year. Funds up to 90% of eligible costs.

Eligible Recipients: All state transportation systems are eligible to receive reimbursement of project costs for salary, benefits and travel within specified guidelines.

2. Transportation Demand Management (TDM) Program

Funding Source: State and Federal (Congestion Mitigation and Air Quality)

Purposes: Funds programs that encourage ridesharing arrangements such as carpools and vanpools and the use of public transportation and other alternative transportation in an effort to reduce congestion and vehicle emissions. State funds are matched dollar-for-dollar by local funds.

Eligible Recipients: Public bodies responsible for promotion of TDM activities that may provide services such as carpool/vanpool matching and vehicles for use in vanpooling. It is the intent of the program to fund only one organization per region with the temporary exception of the Triangle area but requiring that certain program components, such as marketing activities, be coordinated in one regional marketing program.

Source: NCDOT Public Transportation Division

ACRONYMS

- **FTA – Federal Transit Administration**
- **NCDOT – North Carolina Department of Transportation**
- **PTD – Public Transportation Division**
- **ROAP – Rural Operating Assistance Program**
- **EDTAP – Elderly and Disabled Transportation Assistance Program**
- **ETAP – Employment Transportation Assistance Program**
- **RGP – Rural General Public**
- **DSS – Department of Social Services**
- **ADA – American with Disabilities Act**
- **CCP – Community Connectivity Plan**
- **LCP – Local Coordinated Plan**
- **RPO – Rural Planning Organization**
- **MPO- Metropolitan Planning Organization**
- **UPTAS – Uniform Public Transportation Accounting System**
- **CMAQ – Congestion Management and Air Quality**
- **STP – Surface Transportation Program**
- **TDP- Transportation Development Plan**
- **TAB – Transportation Advisory Board**
- **Op Stats – Operating Statistics**
- **MDS – Mobility Development Specialist**
- **CTP – Community Transportation Program**
- **LEP – Limited English Proficiency**
- **EEO – Equal Employment Opportunity**
- **STI – Strategic Transportation Investment**

APPENDIX A

CONFLICT OF INTEREST

**TRANSPORTATION ADVISORY BOARD
CONFLICT OF INTEREST POLICY ACKNOWLEDGEMENT**

Guilford County Transportation and Mobility Services requires each TAB member, staff member, and Board of County Commissioners member annually (1) *Guilford County Transportation and Mobility Services* to review Policy on Conflicts of Interest and Disclosure of Certain Interests; and (2) to acknowledge by their signature that the individual is acting in accordance with the letter and spirit of such Policy.

I hereby certify that I have reviewed, and agree to abide by, the *Guilford County Transportation and Mobility Services* Policy on Conflicts of Interest and Disclosure of Certain Interests that is currently in effect.

Signature of TAB Member

Date

Witness

Date

APPENDIX B

TITLE VI

TRANSPORTATION ADVISORY BOARD

ACKNOWLEDGEMENT OF POLICY

On behalf of Guilford County Transportation and Mobility Services, I hereby acknowledge receipt of the Title VI Nondiscrimination Plan, have reviewed and agreed to abide by the *Guilford County Transportation and Mobility Services* Title VI policy. I am committed to ensuring that all decisions are made in accordance with the nondiscrimination guidelines of this Plan, to the end that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Guilford County Transportation and Mobility Services services and activities on the basis of race, color, national origin, sex, age, religion, or disability, as protected by Title VI of the Civil Rights Act of 1964 and the nondiscrimination provisions of the Federal Transit Administration.

Signature of TAB Member

DATE

Witness

DATE

ROLES AND RESPONSIBILITIES FOR TRANSIT BOARD MEMBERS/TAB MEMBERS

CODE OF ETHICS

CODE OF ETHICS FOR THE Guilford County Transportation and Mobility Services Agency/Authority

The Ethical _____ Official/Employee should:

- Properly administer the affairs of the *Guilford County Transportation and Mobility Services*
- Promote decisions that only benefit the public interest
- Actively promote public confidence in the *Guilford County Transportation and Mobility Services*
- Keep safe all funds and other properties of the *Guilford County Transportation and Mobility Services*
- Conduct and perform the duties of the office diligently and promptly dispose of the business of the *System/Authority*
- Maintain a positive image to pass constant public scrutiny
- Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility
- Inject the prestige of the office into everyday dealings with the public, employees and associates
- Maintain a respectful attitude towards employees, other public officials, colleagues and associates
- Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interest of the *Guilford County Transportation and Mobility Services*
- Faithfully comply with all laws and regulations applicable to the *Guilford County Transportation and Mobility Services* and impartially apply them to everyone

The Ethical _____ Official Employee should NOT:

- Engage in outsider interests that are not compatible with the impartial and objective performances of his or her duties
- Improperly influence or attempt to influence other officials or employees to act in his or her own benefit
- Accept anything of value from any source that if offered to influence his or her actions as an *System/Authority*
- Accept anything valued at more than _____ per year from any source (*check your local policy*)

Above all, the ethical *Guilford County Transportation and Mobility Services* employee or appointed official accepts the responsibility that his or her mission is that of servant and steward to the public.

Adopted by the _____ Date: _____
System Authority