RECEIVED
MAY - 4 2016
TOWN OF WARWICK
TOWN CLERK

Prepared By:
Town Of Warwick
132 Kings Highway
Warwick, NY 10990

Permit #: _____
Date of Event: 9-18-16
Hours of Event:
From: 7 am
To: 6 pm

Special Event Permit

To: Town Board
Town of Warwick
Warwick, NY 10990

Application is hereby made for a Special Event Permit for access to road(s) in the Town of Warwick.

A. Applicant:
Robert Bagomolny Event Manager Bike4Chai Chai Life Line

Telephone #: 845-249-8559

Evening #: Same as above

Emergency #: Same as above

B. Address: PO Box 244 Amenia, New York 12501

C. Name of Road(s) (Attach map of Route):

Cue Sheet & Map attached

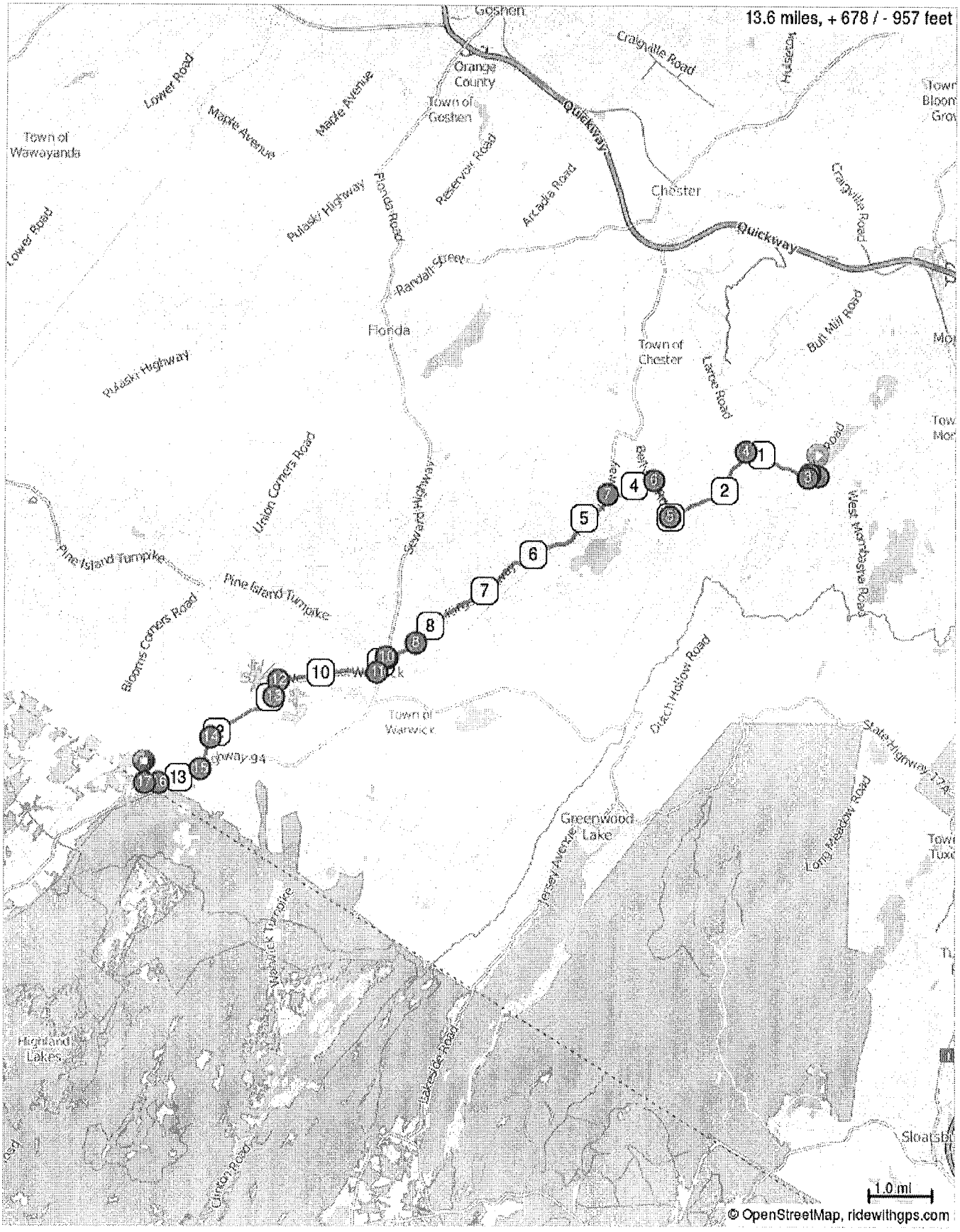
D. Nature and Purpose of Permit:
Fundraising bicycle tour

If Permit is granted, I hereby agree to conform to all the conditions and restrictions forming a part of this Permit and to conform to all local ordinances, if any, and to conform to the provisions as set forth in the M.U.T.C.D. (Manual of Uniform Traffic Control Devices).

Robert Bagomolny	Event Manager	5/2/2016
Applicant's Signature	Title	Date

PO Box 244 Amenia, New York 12501
Address

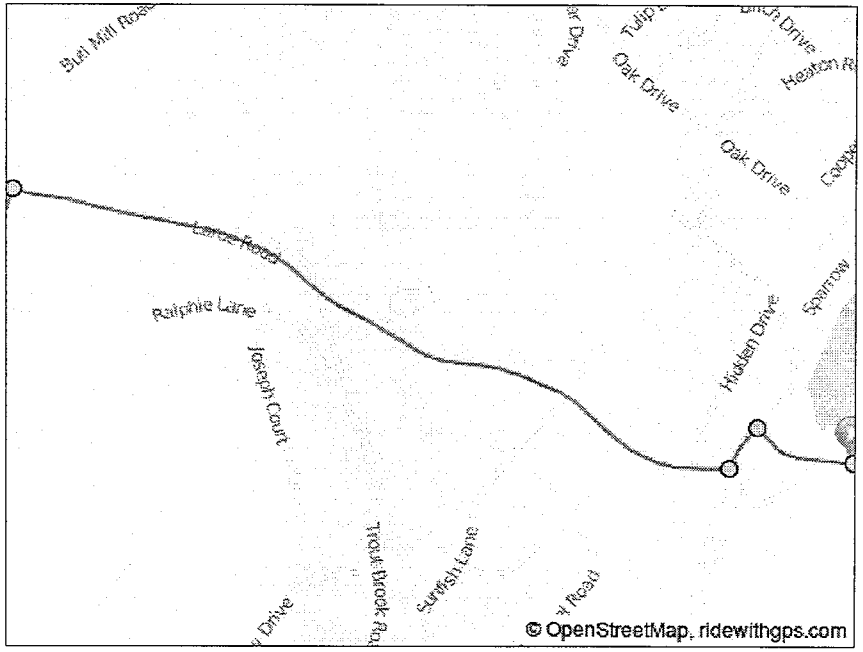
2016 Town of Warwick, NY



2016 Town of Warwick, NY

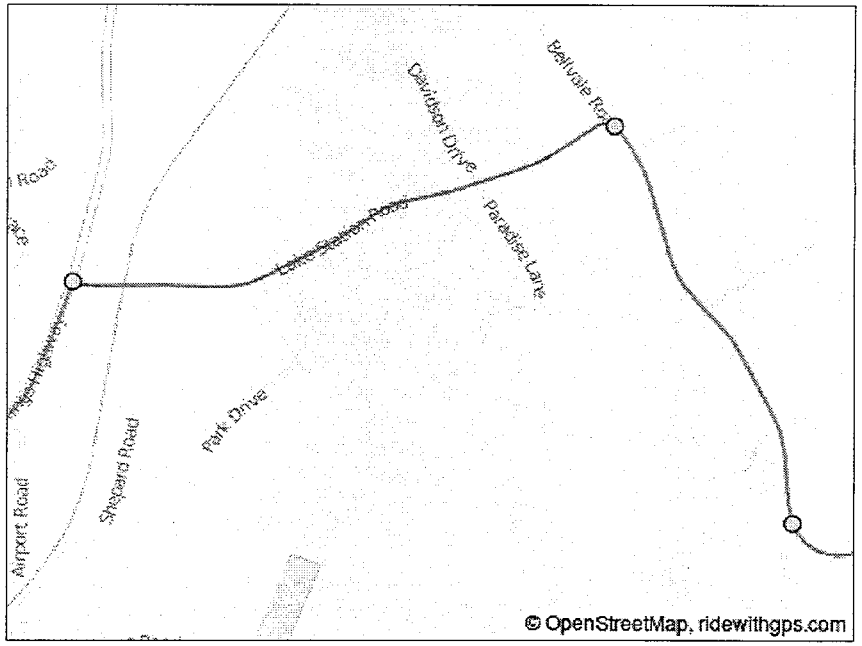
⚑	0.0	Start of route
←	0.1	L onto Lakes Rd
→	0.2	R onto Laroe Rd
←	1.3	L onto Gibson Hill Rd

1.3 miles. +33/-251 feet



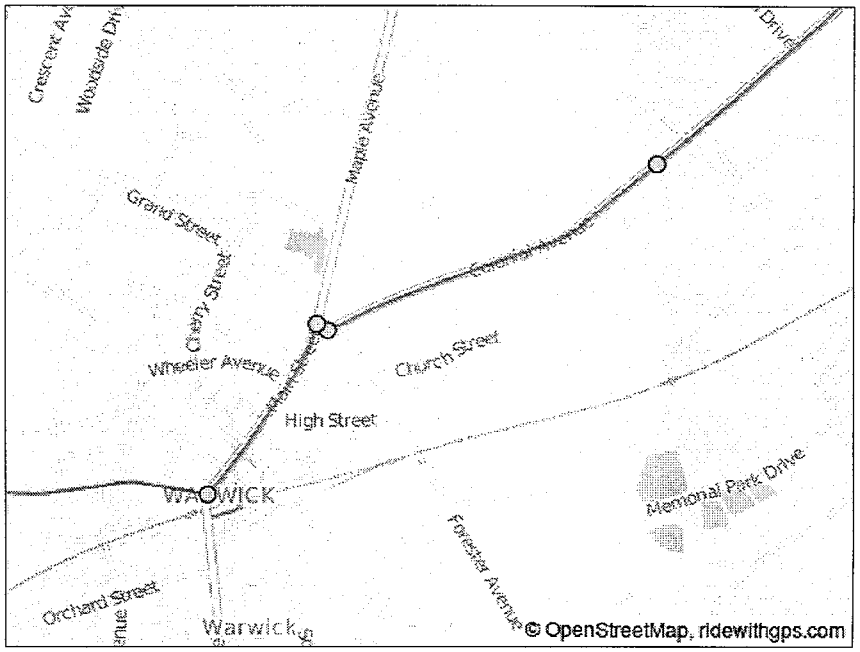
↑	3.1	Continue onto Bellvale Rd
←	3.7	L onto Lake Station Rd
←	4.5	L onto Kings Hwy

3.2 miles. +75/-77 feet



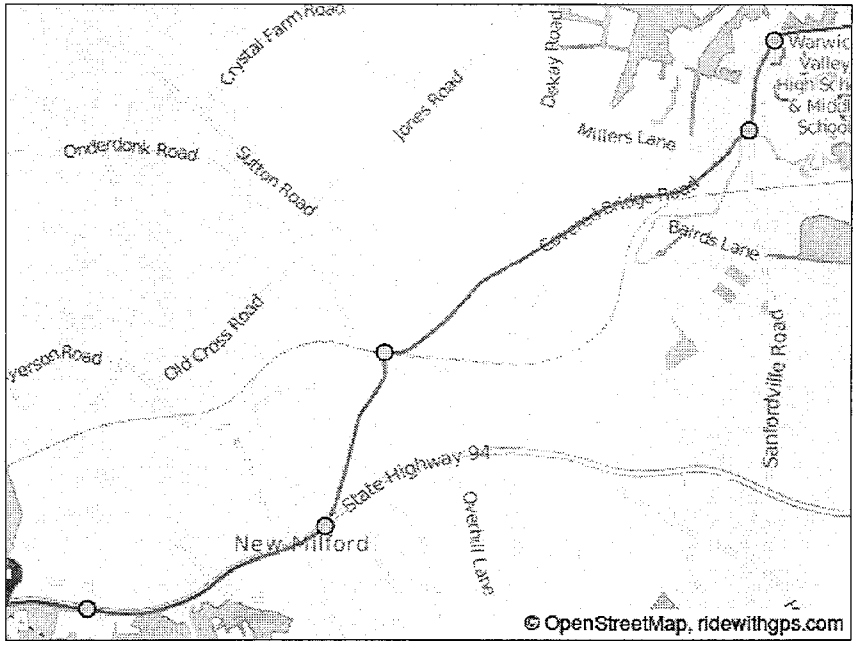
↑	8.3	Continue onto Colonial Ave
→	8.9	R to stay on Colonial Ave
←	8.9	L onto Main St
→	9.1	R onto West St

4.7 miles. +16/-65 feet



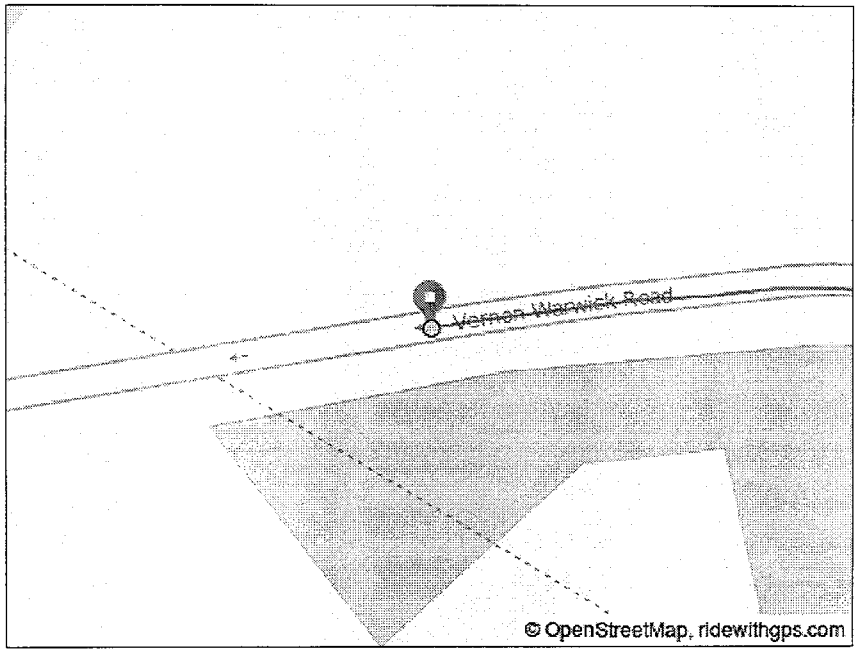
↑	10.7	Continue onto Sanfordville Rd
→	10.9	Slight R onto Covered Bridge Rd
←	12.1	L to stay on Covered Bridge Rd
↑	12.7	Continue onto NY-94 W
↑	13.4	Continue onto NJ-94 S

4.2 miles. +103/-171 feet



⚑	13.6	End of route

0.2 miles. +0/-0 feet



Prepared By:
Town Of Warwick
132 Kings Highway
Warwick, NY 10990

Permit #: _____
Date of Event: 5/28/16
Hours of Event:
From: 2
To: 6

RECEIVED
MAY - 9 2016
TOWN OF WARWICK
TOWN CLERK

Special Event Permit

To: Town Board
Town of Warwick
Warwick, NY 10990

Application is hereby made for a Special Event Permit for access to road(s) in the Town of Warwick.

A. Applicant: Pennings Farm Market

Telephone #: 845. 986. 1059

Evening #: 845. 986. 4518

Emergency #: 845. 721. 8448

B. Address: 169 State Route 94 South
Warwick, NY 10990

C. Name of Road(s) (Attach map of Route): State Route 94 south @ 169 # address - driveway entrance + exit at 169 address.

D. Nature and Purpose of Permit: Permit is for our annual "Brewfest on the Farm". Event will feature a number of vendors with an expected total of 500 participants.

If Permit is granted, I hereby agree to conform to all the conditions and restrictions forming a part of this Permit and to conform to all local ordinances, if any, and to conform to the provisions as set forth in the M.U.T.C.D. (Manual of Uniform Traffic Control Devices).

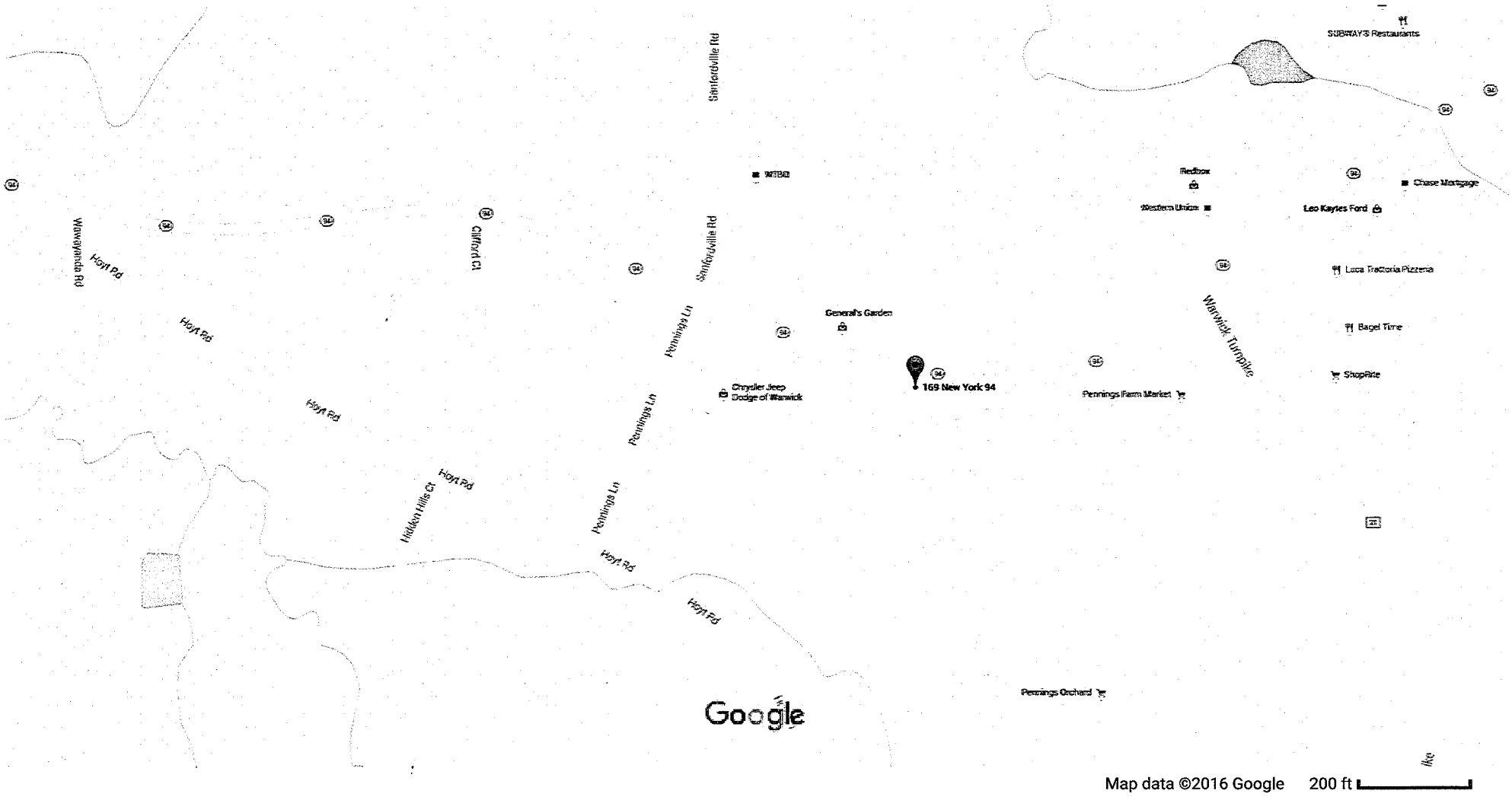
Applicant's Signature	Title	Date
	General Manager	1/14/16

161 State Route 94 South Warwick, NY 10990
Address

Google Maps

169 NY-94

Entrance and Exit of Brewfest Event



ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/09/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
MATTHEW BROGAN
FARM FAMILY CASUALTY INSURANCE CO
88 OLD ROUTE 9W, SUITE 100
NEW WINDSOR, NY 12553

CONTACT NAME:
PHONE (A/C, No, Ext): 845-562-0701 FAX (A/C, No): 845-562-0852
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: FARM FAMILY CASUALTY INS. CO.	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
PENNINGS FARM MARKET
161 ROUTE 94 S
WARWICK, NY 10990

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY	X		3136X0121	08/31/15	08/31/16	EACH OCCURRENCE	$ 1,000,000
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
	CLAIMS-MADE [X] OCCUR						MED EXP (Any one person)	$ 5,000
	X SELECT BUSINESS PKG						PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PROJECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY			3136X0121	08/31/15	08/31/16	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS / X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			3136W6072	03/11/16	03/11/17	X WC STATUTORY LIMITS / OTHER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [Y]	N/A					E.L. EACH ACCIDENT	$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

EVENT: SATURDAY MAY 28TH, 2016

NAMED AS ADDITIONAL INSURED : JOHN G PENNINGS & MONICA L PENNINGS DBA PENNINGS ORCHARDS

CERTIFICATE HOLDER

PENNINGS ORCHARDS
103 HOYT ROAD
WARWICK, NY 10990

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Prepared By:
Town Of Warwick
132 Kings Highway
Warwick, NY 10990

Permit #: _____
Date of Event: 9-17-16
Hours of Event:
From: 8:00 am
To: 5:00 pm

RECEIVED
APR 28 2016
TOWN OF WARWICK
TOWN CLERK

Special Event Permit

To: Town Board
Town of Warwick
Warwick, NY 10990

Application is hereby made for a Special Event Permit for access to road(s) in the Town of Warwick.

A. Applicant: Orange County Bicycle Club

Telephone #: 845 - 590 - 4366

Evening #: 845 - 294 - 5002

Emergency #: _____

B. Address: PO Box 122 Warwick NY 10990

C. Name of Road(s) (Attach map of Route):
MAPS attached

D. Nature and Purpose of Permit:
use of Union Corners Town Park
OCBC Bike Event

If Permit is granted, I hereby agree to conform to all the conditions and restrictions forming a part of this Permit and to conform to all local ordinances, if any, and to conform to the provisions as set forth in the M.U.T.C.D. (Manual of Uniform Traffic Control Devices).

Applicant's Signature	Title	Date
	Chairperson OCBC - County Roads	3-14-16

PO Box 122 Warwick N.Y. 10990
Address

Orange County Bicycle Club
PO Box 122
Warwick NY 10990

Eileen Astorino
Town Clerk and Sub-Deputy Registrar
132 Kings Highway, Warwick, NY 10990
Phone: 845.986.1124 Ext. 246

Dear Ms. Astorino;

Attached is the Special Event Permit for the 2016 Country Roads Fall Foliage Bike Tour. The event will take place on Sunday September 18th. We are also requesting the park for Saturday the 17th so that we may set up the port-o-johns, dumpster and tent. A copy of the Park Permit that was previously sent to you is also attached for your records.

Maps of last year's ride are attached. There may be some slight variations to these routes but I expect them to remain nearly the same.

We are aware of the insurance needs and notifications to the various town and village departments. When the event gets a bit closer those certificates of insurance will be forwarded to you.

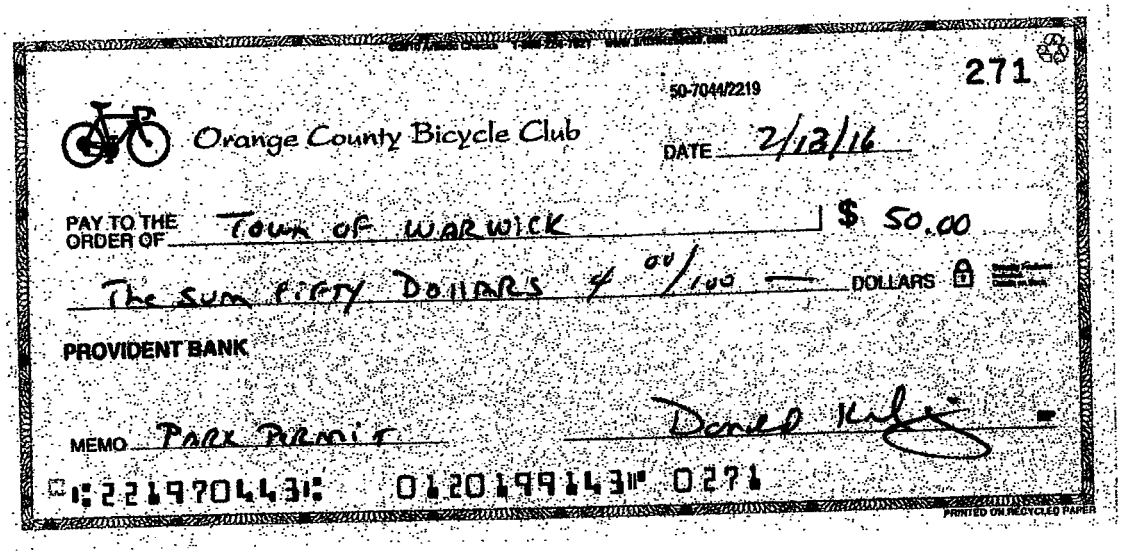
Since we did this same event last year we are aware of the parking restrictions and our responsibilities for the park's maintenance. We will meet all conditions and restrictions outlined in the Special Event Permit.

The Orange County Bicycle Club is a nonprofit organization and this event raises money for Catholic Charities, Big Brothers and Big Sisters and the Sanctuary for Animals.

If you have any questions I can be reached at 845 590 4366. Thank you.

Peggy Cullen

Peggy Cullen
Country Roads Chairperson
Orange County Bicycle Club



271

50-7044/2219

Orange County Bicycle Club

DATE 2/12/16

PAY TO THE ORDER OF Town of Warwick $ 50.00

The sum Fifty Dollars & 00/100 DOLLARS

PROVIDENT BANK

MEMO Park Permit

Donald Karlewicz

⑆221970443⑆ 0620199643⑈ 0271

PRINTED ON RECYCLED PAPER

From the desk of . . . 2/16/16

DONALD KARLEWICZ

Dear Ms. Quackenbush,

I have remitted a $50 payment as our understanding is that other fees are waived for not-for-profit organizations.

If that is not the case please let us know. Contact person: Peggy Cullen 845-254-5002.

Thank you.

EIDEEN 986-1124 X246

Please check the park you would like to rent below: TOWN PARK PERMIT # _____

✓ Union Corners
___ Pine Island
___ Greenwood Lake
___ Wickham Woodlands

TOWN OF WARWICK
PARK PERMIT

Permission is hereby issued to: ORANGE COUNTY BICYCLE CLUB

For use of PARK PAVILION ✓ and/or BALLFIELD ____ Time: FROM 7 AM TO 6 PM

Date of Event: 9/17/16 9/18/16 Approximate number attending 500

RULES AND REGULATIONS

A fee of $25.00 is required for groups of 1-50 people; a fee of $50.00 is required for groups of 51-100 people; a fee of $100.00 for groups of 101-200 people; a fee of $150.00 for groups of 201-300; a fee of $200.00 for groups of 301-450; and a fee of $250.00 for groups over 450.

A FEE OF $50.00 DEPOSIT IS REQUIRED IN ADDITION TO THE ABOVE FEES AND IF GROUNDS ARE RESTORED TO PROPER CONDITION, THE $50.00 DEPOSIT WILL BE REFUNDED, IF APPLIED FOR WITHIN 30 DAYS FOLLOWING THE EVENT.

THE USE OF ALCOHOLIC BEVERAGES IS PROHIBITED IN THE TOWN PARKS

***SECTION 106- 12 INSURANCE REQUIREMENTS ON REVERSE SIDE OF THIS APPLICATION ***

All persons using Park must confine any fires to proper fireplaces or portable burners. Before leaving, all fires must be extinguished and lights turned off.

It is advisable for those reserving the pavilion to place a "RESERVED" sign at the location stating the time it will be in use and the permit number.

Person signing the permit must be a Town of Warwick resident and is responsible for the club, team or group to which this permit is issued.

There may be a charge for excessive amounts of garbage that may be generated from events such as Bar-B-Ques. Applicants are urged to bring extra plastic garbage bags to facilitate clean-up.

**PLEASE RECYCLE – All Recyclable items MUST be rinsed and placed in containers provided. (All Glass, Plastics #1 & #2 ONLY, Aluminum Cans, Tin Cans-remove labels)

FEES $_____

PLUS DEPOSIT $50.00

TOTAL RECEIVED $_____ DATE FEES RECEIVED: _____

PERMIT ISSUED BY _____

APPLICANT INFORMATION:

ORANGE COUNTY BICYCLE CLUB *
NAME/ORGANIZATION

Donald Kar
SIGNATURE

C/O DONALD KARLEWICZ TREASURER
ADDRESS:

343 JESSUP ROAD

FLORIDA NEW YORK 10921

CONTACT PHONE NUMBER: PEGGY COHEN 845-294-5002

* A 501(c)3 NOT FOR PROFIT ORGANIZATION.

48.	39.1	0.9	→	R onto County Rd 62
49.	40.3	1.2	→	R onto County Rd 12
50.	40.9	0.6	↑	Continue onto County Rd 1
51.	41.9	1.0	←	L onto Lower Rd
52.	44.3	2.5	←	L onto State Line Rd
53.	46.1	1.8	←	L onto Liberty Corners Rd
54.	47.2	1.1	→	R onto Newport Bridge Rd
55.	48.7	1.5	←	L onto Glenwood Rd
56.	49.4	0.6	←	L onto Newport Bridge Rd
57.	49.7	0.3	→	R onto Walling Rd
58.	50.9	1.2	→	R onto Prices Switch Rd
59.	52.2	1.3	↑	Continue onto Drew Rd

14.0 miles. +820/-731 feet

60.	53.2	1.0	→	R onto Blooms Corners Rd
61.	53.5	0.3	←	L onto Ryerson Rd
62.	53.9	0.4	←	L to stay on Ryerson Rd
63.	54.4	0.5	←	L onto Old Cross Rd
64.	55.0	0.6	→	R onto Onderdonk Rd
65.	55.3	0.4	↑	Continue straight onto Covered Bridge Rd
66.	56.4	1.1	←	L onto Millers Ln
67.	57.0	0.5	↑	Continue onto Dekay Rd
68.	57.7	0.8	←	L onto Waterbury Rd
69.	58.8	1.1	→	R to stay on Waterbury Rd
70.	58.8	0.0	→	R onto Blooms Corners Rd

6.6 miles. +424/-363 feet

71.	59.6	0.7	↑	Continue onto Pine Island Turnpike
72.	59.9	0.3	↑	Continue onto Union Corners Rd
73.	60.7	0.8	→	Slight R onto Sargent Rd
74.	61.1	0.4	←	L onto Jessup Rd
75.	62.5	1.4	←	L onto Myruski Ln
76.	62.7	0.1	←	Slight L onto Spanktown Rd
77.	63.0	0.3	←	L onto Union Corners Rd
78.	63.5	0.5	←	L onto Town Park Rd
79.	63.8	0.3	⚑	End of route

5.0 miles. +307/-277 feet

Country Roads 62 8-24-15 op 4

1.	0.0	0.0	⚑	Start of route
2.	0.0	0.0	→	R to stay on Town Park Rd
3.	0.3	0.2	→	R onto Union Corners Rd
4.	0.8	0.5	←	L onto Spanktown Rd
5.	1.6	0.8	→	R onto Big Island Rd
6.	1.9	0.3	←	L to stay on Big Island Rd
7.	2.7	0.8	→	R onto Round Hill Rd
8.	4.9	2.2	↑	Continue onto Golden Hill Terrace
9.	5.0	0.1	←	L onto Roe St
10.	5.1	0.2	←	L onto Meadow Rd
11.	5.2	0.1	↑	Continue onto Pumpkin Swamp Rd

5.2 miles. +148/-263 feet

12.	5.4	0.2	→	R onto Jessup Switch Rd
13.	7.1	1.7	←	L onto Quarry Rd
14.	7.5	0.3	←	L onto Pulaski Hwy
15.	8.2	0.7	→	R onto Cross Rd
16.	9.3	1.1	←	L onto Maple Ave
17.	10.8	1.5	↑	Continue onto Pellets Island Rd
18.	10.8	0.1	←	L onto Onion Ave
19.	13.0	2.1	←	L onto Lower Rd
20.	14.4	1.4	←	L onto Breeze Hill Rd
21.	14.7	0.3	→	R to stay on Breeze Hill Rd
22.	15.4	0.7	←	L onto Turtle Bay Rd
23.	16.9	1.5	←	L to stay on Turtle Bay Rd

11.7 miles. +664/-632 feet

24.	17.2	0.3	→	R onto Lower Rd
25.	17.4	0.2	←	L onto County Rd 93
26.	17.9	0.5	←	L onto Carter Rd
27.	19.0	1.1	↑	Continue onto County Rd 62
28.	19.6	0.5	→	Slight R onto Lower Rd
29.	19.7	0.1	↑	Continue onto County Rd 62
30.	20.2	0.5	→	Slight R onto Carter Rd
31.	20.2	0.1	←	L onto Gardnerville Rd
32.	21.6	1.3	←	L onto Lime Kiln Rd
33.	24.1	2.5	↑	Continue onto Jogee Rd
34.	25.5	1.4	↑	Continue onto Mt Orange Rd
35.	27.0	1.5	↑	Continue onto Grahamtown Rd

10.1 miles. +947/-568 feet

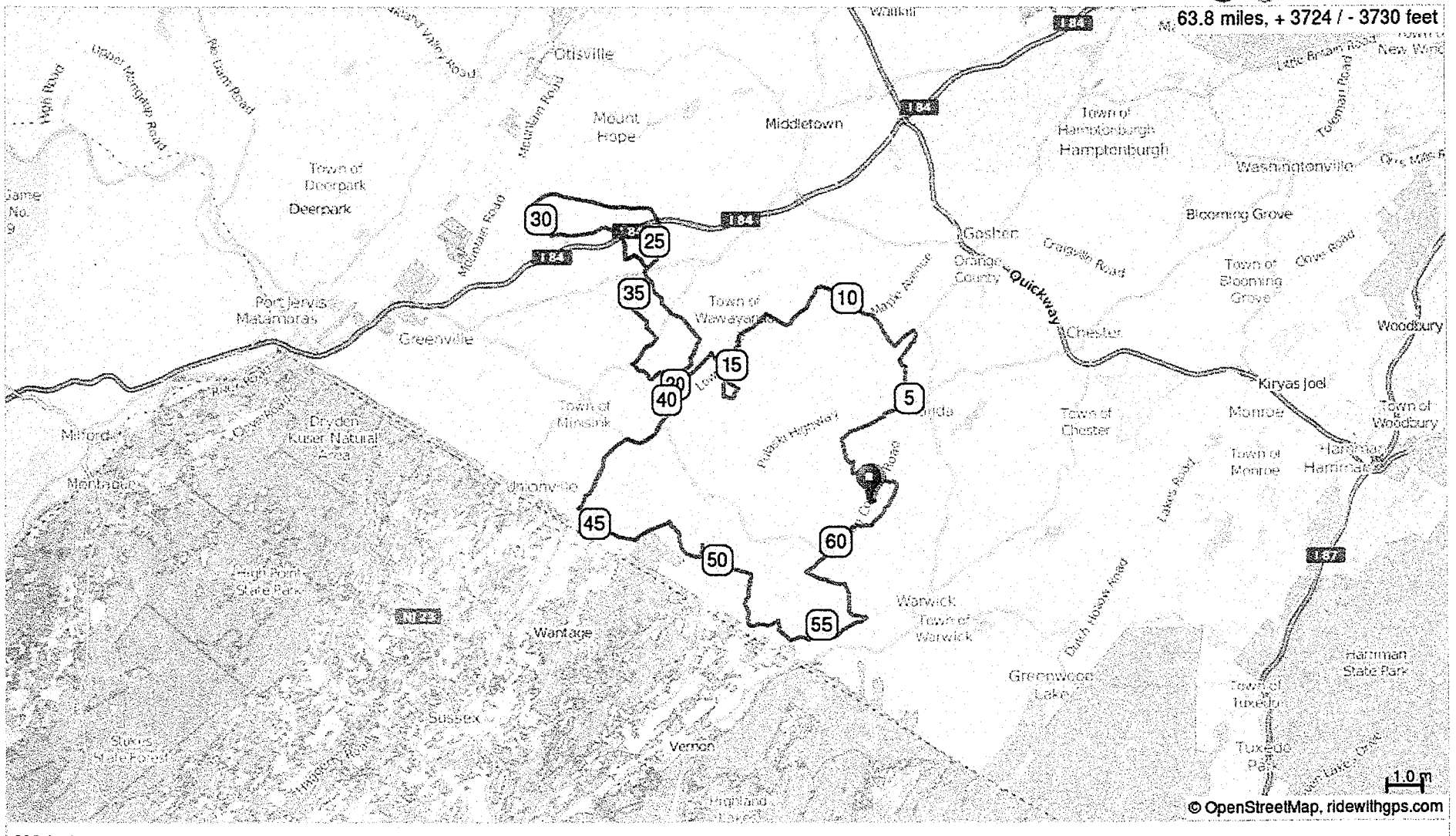
36.	29.4	2.4	←	L onto Eatontown Rd
37.	30.4	1.0	←	L onto Mullock Rd
38.	32.3	1.9	→	R onto S Centerville Rd
39.	33.2	0.9	←	L onto Vetosky Rd
40.	34.0	0.8	→	R onto Jogee Rd
41.	34.1	0.1	↑	Continue onto Lime Kiln Rd
42.	34.4	0.3	→	R onto S Plank Rd
43.	35.4	0.9	←	L onto County Rd 22
44.	35.9	0.6	→	Slight R to stay on County Rd 22
45.	36.5	0.6	→	R onto NY-284 S
46.	37.5	1.0	←	L onto Hortons Rd
47.	38.2	0.7	←	L to stay on Hortons Rd

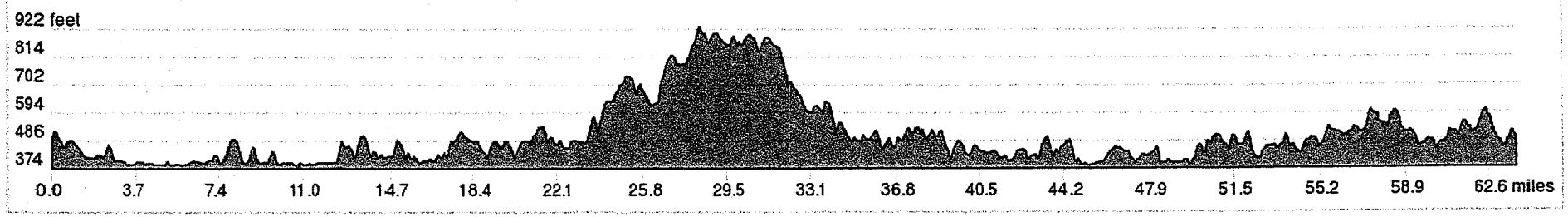
11.2 miles. +507/-865 feet

Country Roads 62 8-24-15 op 4

RIDE WITH GPS

63.8 miles, + 3724 / - 3730 feet





Leg	Dir	Type	Notes	Total
1.1	↑	Straight	Continue onto Pine Island Turnpike	38.3
0.1	←	Left	Turn left onto Edenville Rd	38.4
0.1	→	Right	Turn right onto Big Island Rd	38.5
0.6	→	Right	Turn right to stay on Big Island Rd	39.1
1.8	→	Right	Turn right onto Spanktown Rd	40.9
0.8	→	Right	Turn right onto Union Corners Rd	41.7
0.5	←	Left	Turn left onto Town Park Rd	42.3
0.2	←	Left	Turn left to stay on Town Park Rd	42.5

Ride With GPS · https://ridewithgps.com

Country Roads 42 8-9-15

42.5 miles

Leg	Dir	Type	Notes	Total
	→	Right	Turn right onto Union Corners Rd	0.2
0.5	←	Left	Turn left onto Spanktown Rd	0.7
0.8	→	Right	Turn right onto Big Island Rd	1.5
0.3	←	Left	Turn left to stay on Big Island Rd	1.8
0.8	→	Right	Turn right onto Round Hill Rd	2.6
2.3	←	Left	Turn left onto Roe St	4.9
0.2	←	Left	Turn left onto Meadow Rd	5.1
0.1	↑	Straight	Continue onto Pumpkin Swamp Rd	5.2
0.2	→	Right	Turn right onto Jessup Switch Rd	5.3
1.7	←	Left	Turn left onto Quarry Rd	7.1
0.3	←	Left	Turn left onto Pulaski Hwy	7.4
0.7	→	Right	Turn right onto Cross Rd	8.1
1.1	←	Left	Turn left onto Maple Ave	9.2
1.5	↑	Straight	Continue onto Pellets Island Rd	10.7
0.1	←	Left	Turn left onto Onion Ave	10.8
2.1	←	Left	Turn left onto Lower Rd	12.9
1.4	←	Left	Turn left onto Breeze Hill Rd	14.3
0.3	→	Right	Turn right to stay on Breeze Hill Rd	14.6
0.7	←	Left	Turn left onto Turtle Bay Rd	15.3
1.5	←	Left	Turn left to stay on Turtle Bay Rd	16.8
0.3	→	Right	Turn right onto Lower Rd	17.1
0.2	←	Left	Turn left onto County Rd 93	17.4
0.5	←	Left	Turn left onto Carter Rd	17.8
1.1	→	Right	Turn right onto Gardnerville Rd	18.9
1.3	←	Left	Turn left onto Lime Kiln Rd	20.2
0.5	←	Left	Turn left onto Ridgebury Rd	20.7
0.6	←	Left	Turn left onto County Rd 62	21.3
1.7	→	Right	Slight right onto Lower Rd	23.1
0.1	←	Left	Sharp left onto William Lain Rd	23.1
0.0	→	Right	Turn right onto County Rd 62	23.2
0.4	→	Right	Turn right onto County Rd 12	23.6
0.6	↑	Straight	Continue onto County Rd 1	24.3
1.0	←	Left	Turn left onto Lower Rd	25.2
2.5	←	Left	Turn left onto State Line Rd	27.7
1.1	↑	Straight	Continue onto Oil City Rd	28.8
0.7	←	Left	Turn left onto Liberty Corners Rd	29.5
1.1	→	Right	Turn right onto Newport Bridge Rd	30.6
1.5	←	Left	Turn left onto Glenwood Rd	32.1
0.0	←	Left	Turn left onto Newport Bridge Rd	32.1
0.3	→	Right	Turn right onto Walling Rd	32.5
1.2	→	Right	Turn right onto Prices Switch Rd	33.7
1.3	↑	Straight	Continue onto Drew Rd	35.0
1.0	←	Left	Turn left onto Blooms Corners Rd	36.0
1.2	→	Right	Slight right to stay on Blooms Corners Rd	37.2

Country Roads 25 8-9-15

1.	0.0	0.0	⚑	Start of route
2.	0.4	0.4	→	R onto Union Corners Rd
3.	0.9	0.5	→	R onto Spanktown Rd
4.	1.2	0.3	→	Slight R onto Myruski Ln
5.	1.4	0.1	→	R onto Jessup Rd
6.	3.4	2.0	→	R onto Meadow Ridge Rd
7.	4.3	0.9	←	L onto Union Corners Rd
8.	4.7	0.4	↑	Continue onto Pine Island Turnpike
9.	4.9	0.3	↑	Continue onto Blooms Corners Rd
10.	5.7	0.8	←	L onto Waterbury Rd
11.	5.7	0.0	←	L to stay on Waterbury Rd

5.7 miles. +455/-412 feet

12.	6.8	1.1	→	R onto Dekay Rd
13.	7.2	0.4	←	Slight L to stay on Dekay Rd
14.	7.6	0.3	←	Slight L onto Millers Ln
15.	8.1	0.5	←	L onto Covered Bridge Rd
16.	8.2	0.1	→	R onto Sanfordville Rd
17.	8.6	0.4	→	R onto Bairds Ln
18.	9.0	0.4	←	L onto Covered Bridge Rd
19.	9.8	0.8	↑	Continue onto Onderdonk Rd
20.	10.2	0.4	←	L onto Old Cross Rd
21.	10.7	0.6	→	R onto Ryerson Rd
22.	11.3	0.5	→	R to stay on Ryerson Rd
23.	11.7	0.4	→	R onto Blooms Corners Rd

6.0 miles. +294/-420 feet

24.	12.0	0.3	←	L onto Drew Rd
25.	12.9	1.0	↑	Continue onto Prices Switch Rd
26.	14.3	1.3	←	L onto Walling Rd
27.	15.5	1.2	←	L onto Newport Bridge Rd
28.	15.8	0.3	→	R onto Glenwood Rd
29.	17.6	1.8	→	R onto Pine Island Turnpike
30.	18.3	0.7	←	L onto Little Brooklyn Rd
31.	18.8	0.5	←	L onto Little York Rd
32.	20.0	1.2	→	R onto Chardovoyne Rd
33.	20.1	0.1	→	R to stay on Chardovoyne Rd
34.	20.7	0.6	←	L onto Mountainside Rd
35.	21.1	0.3	→	R onto Hedges Rd

9.4 miles. +561/-538 feet

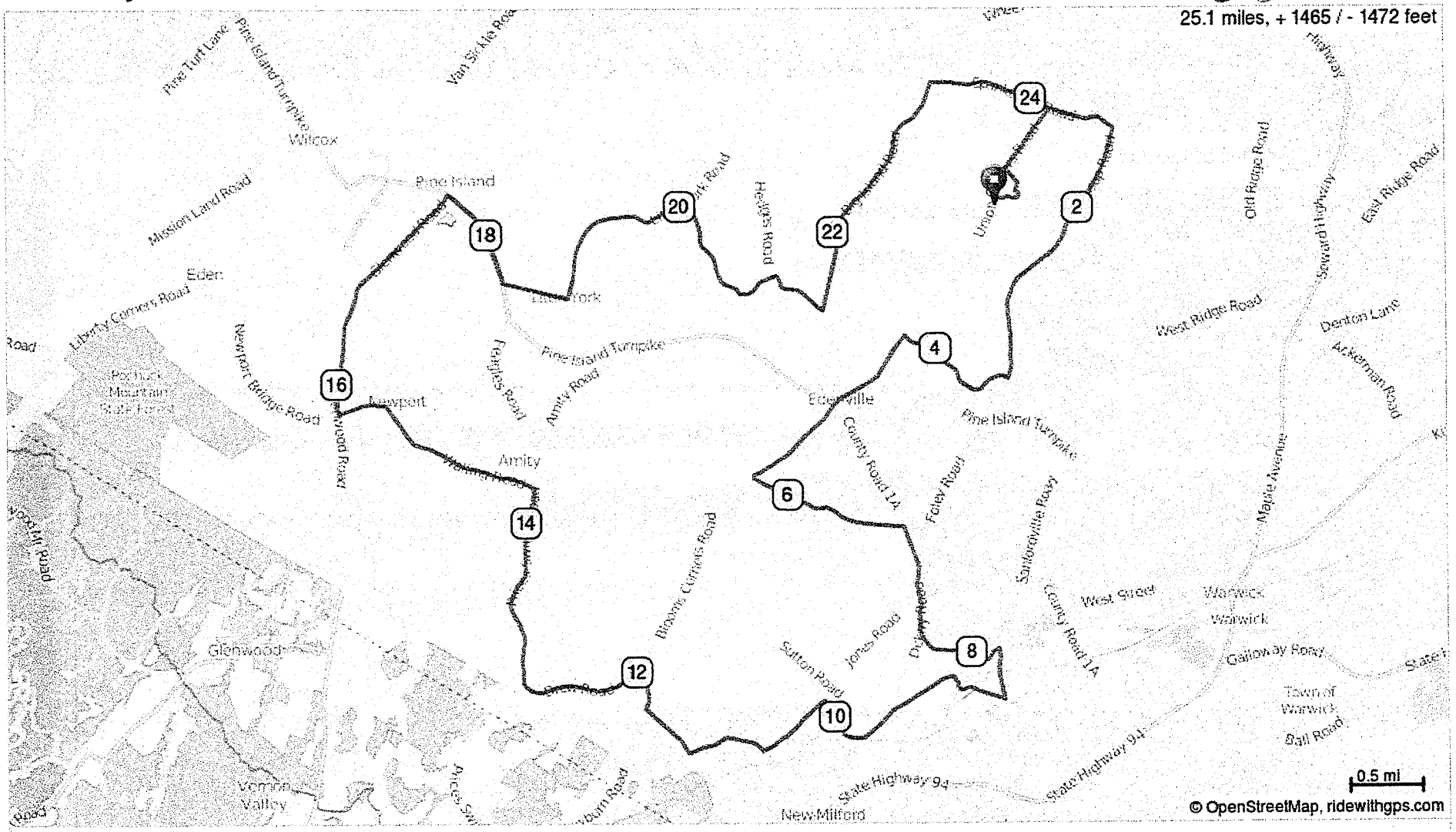
36.	21.5	0.4	←	L onto Big Island Rd
37.	23.3	1.8	→	R onto Spanktown Rd
38.	24.1	0.8	→	R onto Union Corners Rd
39.	24.6	0.5	←	L onto Town Park Rd
40.	25.1	0.4	⚑	End of route

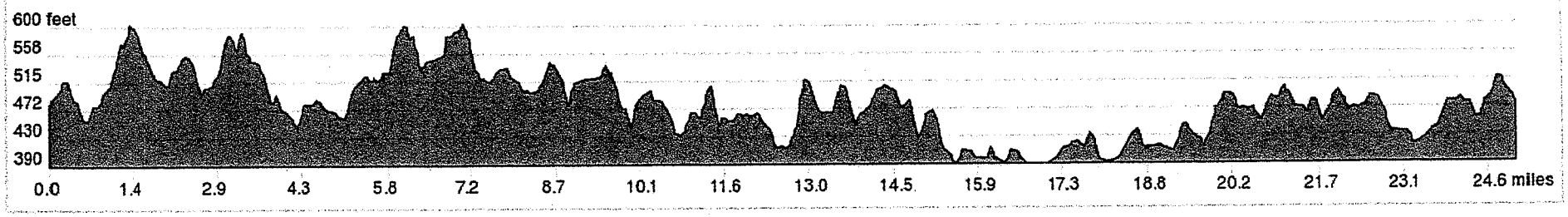
4.0 miles. +215/-198 feet

Country Roads 25 8-9-15

RIDE WITH GPS

25.1 miles, + 1465 / - 1472 feet





Country Roads 10 8-9-15

1.	0.0	0.0	⚑	Start of route
2.	0.0	0.0	→	R to stay on Town Park Rd
3.	0.2	0.2	→	R onto Union Corners Rd
4.	0.8	0.5	→	R onto Spanktown Rd
5.	1.3	0.5	←	Slight L onto Jessup Rd
6.	2.7	1.5	↑	Continue onto Highland Ave
7.	2.8	0.1	←	L onto Dussenbury Dr
8.	3.1	0.4	←	L onto Wheeler Rd
9.	3.6	0.4	→	R to stay on Wheeler Rd
10.	4.9	1.4	←	L onto Big Island Rd
11.	6.5	1.6	→	Slight R onto Mountainside Rd
12.	7.0	0.5	←	L onto Hedges Rd

7.0 miles. +483/-491 feet

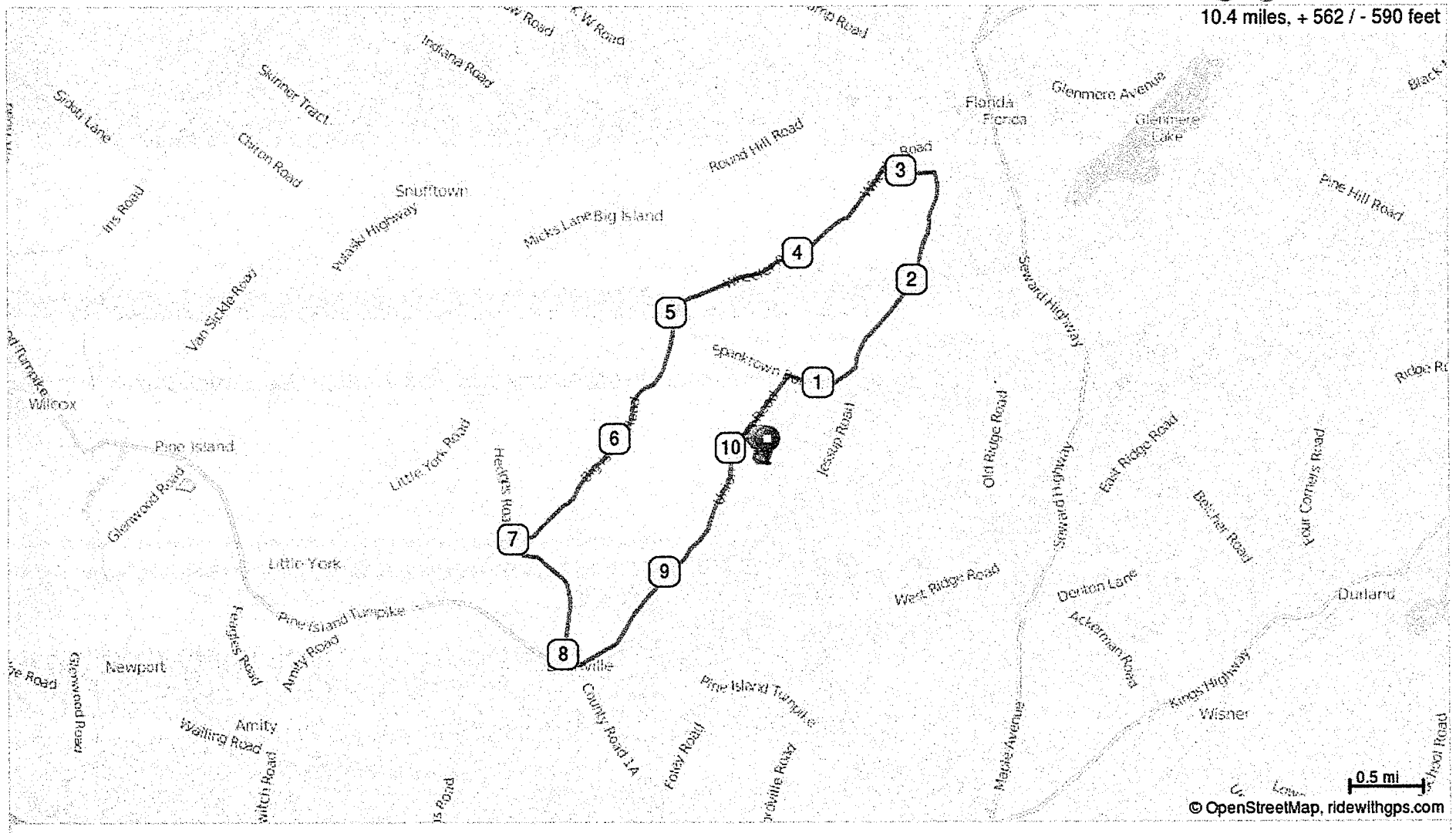
13.	7.4	0.4	↑	Continue onto Big Island Rd
14.	8.0	0.6	←	L onto Edenville Rd
15.	8.1	0.1	←	L onto Pine Island Turnpike
16.	8.3	0.2	↑	Continue onto Union Corners Rd
17.	10.1	1.8	→	R onto Town Park Rd
18.	10.3	0.2	←	L to stay on Town Park Rd
19.	10.4	0.1	⚑	End of route

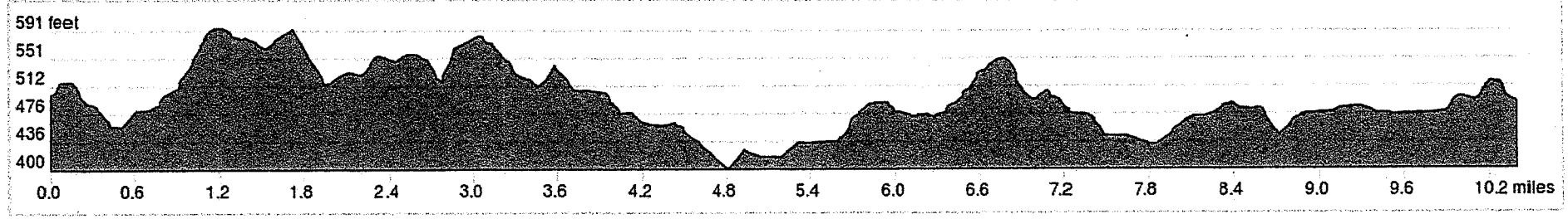
3.4 miles. +143/-96 feet

Country Roads 10 8-9-15

RIDE WITH GPS

10.4 miles, + 562 / - 590 feet





Conditions and Restrictions

1. This Permit shall not be assigned or transferred except with the written consent of the Town Board.

2. Notice shall be given by said applicant at least 48 hours prior to a Regular Meeting of the Town Board held on the 2nd or 4th Thursday of each month.

3. The Applicant hereby agrees to indemnify and save harmless the Town of Warwick from all suits, actions or damages of every kind whatsoever which may arise from or on account of the event under this Permit. General Liability Insurance for the protection of the Applicant and the Town of Warwick will be maintained in such an amount and in such company and in such case as the Town Board may require. Be sure to attach a Certificate of Insurance naming the Town of Warwick, 132 Kings Highway, Warwick, NY 10990 as additional insured.

4. The Town Board reserves the right to revoke or cancel this Permit at any time should the Applicant fail to comply with the terms and conditions herein prescribed.

5. Applicant's approved copy of this Permit shall be in possession of the parties actually involved.

6. This Permit application is subject to such other consents as are required by Law.

7. Arrangements shall be made with the Town of Warwick Police Chief to provide, during the period of such Special Event, for the handling of pedestrian and motor vehicle traffic, the re-routing of traffic, caring for emergencies and other related needs.

8. Applicant will be charged a fee for police personal services (payroll/labor) if additional police officers are required at this event. Additional personnel and amount to be determined by the Police Chief.

9. The Applicant herby agrees to clean up any debris along the Town of Warwick Roads in the vicinity of the specified locations arising out of or as a result of the activity under this Permit.

OP ID:

DATE (MM/DD/YYYY) 03/15/11

ACORD CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THI CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIE BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZEI REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject t the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to th certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:
	PHONE (A/C, No, Ext): / FAX (A/C, No):
	E-MAIL ADDRESS:
	PRODUCER CUSTOMER ID #:

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIO INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THI CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,
A	X COMMERCIAL GENERAL LIABILITY	X			09/01/10	09/01/11	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	$ 5,
							PERSONAL & ADV INJURY	$ 1,000,
							GENERAL AGGREGATE	$ 2,000,
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	$
	HIRED AUTOS							$
	NON-OWNED AUTOS							$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DEDUCTIBLE							$
	RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate Holder is included as Additional Insured.

CERTIFICATE HOLDER

WARWI-1

Town of Warwick
132 Kings Highway
Warwick, NY 10990

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORI THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED I ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

K McDonough

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TELEPHONE NUMBER

SECTION 106-12 INSURANCE REQUIREMENTS:

1. **Liability limits shall be $2,000,000.00 (two million dollars) per occurrence and aggregate as a minimum, and can be provided under a primary liability contract, or $1,000,000.00,(one million dollar) primary with a $1,000,000.00 (one million dollar) commercial Umbrella policy. Any such policy(ies) shall list the Town property. This shall be confirmed by a Certificate of Insurance signed by either the Company or a principal of the issuing Agency, as well as a copy of a signed Endorsement Request adding the Town as an Additional Insured.**

2. **If any exclusion pertaining to participants in the sport is included in the policy(ies), such exclusion shall be eliminated from any and all contracts by endorsement, with copy of said endorsement on file with the Town Clerk.**

3. **Each league in question shall have, in addition, a valid sports Accident Policy protecting the participants for injuries sustained while participating in league play, with a copy of same filed with the Town Clerk.**

4. **All others reserving the Town Park pavilions for family events and other social affairs shall provide the Town with a Certificate of Personal Liability Insurance.**

Prepared By:
Town Of Warwick
132 Kings Highway
Warwick, NY 10990

Permit #: _____
Date of Event: 9/5/2016
Hours of Event:
From: 8:30
To: 10:30

Special Event Permit

To: Town Board
Town of Warwick
Warwick, NY 10990

Application is hereby made for a Special Event Permit for access to road(s) in the Town of Warwick.

A. Applicant: Warwick Lions Club / George McManus

Telephone #: 845 986 3054

Evening #: c 845 926-0705

Emergency #: _____

B. Address: PO Bx 667 Warwick NY 10990

C. Name of Road(s) (Attach map of Route): West St ext. covered Bridge Sanfordville Dekny Sutton Jones millers ln.

D. Nature and Purpose of Permit: 25th Annual Labor Day 5K Road Race

If Permit is granted, I hereby agree to conform to all the conditions and restrictions forming a part of this Permit and to conform to all local ordinances, if any, and to conform to the provisions as set forth in the M.U.T.C.D. (Manual of Uniform Traffic Control Devices).

[signature]	Race Director	1/6/2016
Applicant's Signature	Title	Date

34 Worthington Way Warwick 10990
Address

X

Warwick Town Clerk

From:	Grant, Michael M. (O & R) <grantmi@oru.com>
Sent:	Tuesday, May 10, 2016 9:14 AM
To:	Sueck, Mike (Warwick)
Cc:	Feagles, Jeffrey J. (Town of Warwick); Eileen Astorino
Subject:	Town of Warwick - O&R Vegetation Management Notification
Attachments:	Town of Warwick - Distribution System Vegetation Management 5-10-16.doc

Supervisor Sweeton,

Soon, Orange & Rockland Utilities will be conducting vegetation management work in your community and I want to keep you informed of our planned activities. Attached is a letter detailing the vegetation management to be conducted in the Town of Warwick.

Prior to commencing work, O&R welcomes the opportunity to meet with you to discuss the scope of the work and our customer notification process. Please contact me at (845) 783-5480 to setup a date and time convenient for you to meet with me and our Vegetation Management staff.

Thank you.

Michael

Michael M. Grant
Manager, Public Affairs

Orange & Rockland Utilities, Inc.
500 Route 208
Monroe, NY 10950

Phone: 845-783-5480
Mobile: 914-391-6674
Fax: 718-923-7073
E-mail: GrantMi@oru.com

RECEIVED
MAY 10 2016
TOWN OF WARWICK
TOWN CLERK

HELPFUL LINKS ONLINE: ORU Streetlight Portal / ORU Outage Map / Call Before You Dig

Orange & Rockland
a conEdison, Inc. company

Orange and Rockland Utilities, Inc.
One Blue Hill Plaza
Pearl River NY 10965
www.oru.com

May 10, 2016

Supervisor Michael Sweeton
Town of Warwick
132 Kings Highway
Warwick, NY 10990

Dear Supervisor Sweeton:

At Orange and Rockland Utilities we're working hard to ensure that our electric distribution lines are properly maintained. Because interference from tree limbs is the single most frequent cause of power outages, periodic tree maintenance along overhead electric distribution wires is critically important in reducing potential power outages.

We'll soon be conducting such work in the Town of Warwick and I want to keep you informed of our planned activities.

As you may know, distribution lines carry electricity from the overhead lines along the streets to homes and businesses. To reduce the danger and inconvenience associated with power outages, our Distribution Line Clearance Program calls for us to cut back trees that are touching lines or which have the potential to interfere with the wires. At the same time, we remove dead trees and underbrush. Our work crews will make every effort to be in and out of the area as quickly as possible. Since this type of work is now performed on a four-year cycle, any neighborhood included this year won't be visited again for routine upkeep (except in emergencies) for approximately four years.

We want you to know our current schedule for distribution line tree maintenance. Work will commence on or about May 23, 2016, and continue for approximately four (4) weeks. O&R's contractor, Nelson Tree Service will perform tree trimming and removal work along the following streets: County Route 1, Little Brooklyn Road, Pulaski Highway, School House Road, Treasure Lane, Fire House Road, Glenwood Road / County Route 26, Newport Bridge Road, Brozdowski Lane, Davendier Lane, Mission Land Road, Pine Island Turnpike, Merrits Island Road, and associated side streets

We will, of course, notify you immediately if this schedule changes or if further distribution line clearance work is necessary. If you would like to meet to discuss the work in more detail, or if you have any questions, please call me at 845-783-5480.

Sincerely,

Michael M. Grant
Manager – Public Affairs

cc: Jeffrey J. Feagles, Commissioner Superintendent

TOWN OF WARWICK

DEPARTMENT OF POLICE
132 KINGS HIGHWAY
WARWICK N.Y. 10990
(845) 986-5000

THOMAS F. MCGOVERN, JR. N.A.
CHIEF OF POLICE

RECEIVED
MAY 11 2016
TOWN OF WARWICK
TOWN CLERK

11th May 2016

MEMO

To: Supervisor Michael Sweeton, Town Board
From: Chief Thomas F. McGovern, Jr. TM
Re: Budget Deposit

Please accept this check from the Orange County District Attorney office in the amount of $3,255.40 for the People v. Brian Padilla and Joseph Calderon cases and deposit it into the NARCO account.

If you have any questions, do not hesitate to contact me.

Thank you.

cc: Ana Kanz & Eileen Astorino

TM/km

Warwick Town Clerk

From: "Warwick Dial a Bus" <dialabus@warwick.net>
To: "Michael Sweeton" <supervi@warwick.net>
Cc: "Warwick Town Clerk" <townclk@warwick.net>; "'Rosemarie Bastanza'" <consec2014@gmail.com>
Sent: Tuesday, May 03, 2016 8:04 AM
Attach: Warwick System Safety Plan -2015 Final.pdf
Subject: System Safety Program Plan for DAB

Supervisor Sweeton,

The New York State Department of Transportation in consultation with the Public Transportation Safety Board required the Town of Warwick Dial-A-Bus to update and revise our entire System Safety Program Plan (SSPP) which has not been revised since the 1990's. I have worked with Sean Moore, our contact with DOT and I received approval from him that the plan attached is satisfactory. I have worked diligently to ensure proper compliance and detail our entire operation and our goal to have a safe and functional transit operation. I have worked with DOT and the PTSB on several different projects within Warwick, Monroe and Wallkill and am pleased with the final plan we are submitting.

With that, I request a resolution for the Town Board to adopt System Safety Program Plan for the Dial-A-Bus program. Federal and State law requires the Town to adopt and adhere to a Safety System Program Plan.

Attached is the final plan and once the resolution is done I will need the Town Supervisor to sign the plan. I will then send to DOT with resolution. Thank you.

Jen

Jennifer L. Crover
Supervisor of Transportation
Town of Warwick Dial-A-Bus
Office 845-986-4174
Cell 845-774-6313
Fax 845-987-1442
dialabus@warwick.net

RECEIVED
MAY -3 2016
TOWN OF WARWICK
TOWN CLERK

TOWN OF WARWICK

DIAL-A-BUS

SYSTEM SAFETY PROGRAM PLAN

For Small- Medium Systems

Prepared by the Town Board and Management of Dial-A-Bus

Adopted By Resolution

TABLE OF CONTENTS

SECTION	***DESCRIPTION***	***PAGE***
Section 1	Executive Statement- *updated every two years*	3
Section 2	Goals and Practices	4
Section 3	History and Background	5
Section 4	Scope of Operation	5
Section 5	Organization	6
Section 6	Equipment and Facilities	7
Section 7	System Modification	7
Section 8	System Safety Organization	8
Section 9	Participation on Safety Committee	9
Section 10	Maintain System Safety Program Plan	9
Section 11	Safety Responsibilities	10
Section 12	Hazard Identification, Analysis, and Resolution	11
Section 13	Security and Emergency Preparedness	13
Section 14	Accident/ Investigation	14
Section 15	Safety Training	16
Section 16	Operator Safety Related Activities	19
Section 17	Maintenance Safety Related Activities	19
Section 18	Internal Review	20
Section 19	External Review	21
Section 20	Collect and Maintain Data	21
Section 21	Professional Development	22
Section 22	*Not Applicable- see appendices*	
Section 23	Certification-*updated every two years*	23

Appendices
1.1 Fleet Inventory- *updated every two years*
1.2 Driver Vehicle Inspection Report (DVIR)

SECTION 1

EXECUTIVE STATEMENT

Policy Statement

The management of the Town of Warwick Dial-A-Bus has established and enforces a System Safety Program Plan and Policy to ensure the safety of the public, the employees and the citizens of the State who use public transportation, as well as others on the roadway. We are committed to providing safe, reliable and affordable transportation to the general public. We maintain our equipment and facilities to provide the safest environment to our employees and the public.

Signed TOWN SUPERVISOR- Michael Sweeton

Signed Supervisor of Transportation- Jennifer Crover

Authority

The authority for implementing the System Safety Program Plan (SSPP) resides with the Town of Warwick Dial-A-Bus Supervisor of Transportation, its employees and the Town Board of Warwick. The Supervisor of Transportation oversees the administration of the Dial-A-Bus program for the Town of Warwick. The Supervisor of Transportation and Head Bus Driver oversee the daily operations of the Dial-A-Bus program.

This SSPP has been developed in cooperation with the Federal Transit Administration (FTA) and New York State Department of Transportation (NYSDOT). This Program supports our efforts to improve public transportation safety by reducing bus accidents and to improve the overall safety of the roadways.

1.1 Our safety policy is signed by the Town Supervisor and the Supervisor of Transportation

1.2 Our philosophy for the Town of Warwick is to use all available resources in the implementation of all operations for our transit system. We work diligently with FTA, DOT, ADA, and the County of Orange Department of Planning to acquire resources, keep informed and to provide the most up-to-date information so we can promote and maintain a reliable transit system.

1.3 The Town Supervisor along with the Town Board oversees the Program and designates the Supervisor of Transportation of the Town of Warwick to carry out all responsibilities and procedures of the System Safety Program. The Supervisor of Transportation also designates the office manager/ Head Bus Driver to carry out day-to-day responsibilities of the operation.

1.4 The Head Bus Driver has the responsibility of day to day operations and monitors all bus and driver performances. Each driver is given a Driver Vehicle Inspection Report (DVIR) checklist to inspect their vehicle before leaving the office. These checklists are given to the Supervisor or designee, and if any defects are found, they are scheduled for repair. If the defect is a safety violation, the vehicle is removed from service. The Supervisor of Transportation and Head Bus Driver monitor bus maintenance. Our drivers are safe and regularly trained in safe driving practices. They have clean driving records and have medical examinations (DOT physicals) to ensure they are healthy enough to drive passengers. Drivers attend an annual safety training seminar to be informed on safety practices and dealing with passengers. We transport the general public including senior citizens and disabled passengers. Drivers are trained to deal with these passengers as well as securement of mobility devices and defensive driving principles. Our drivers are expected to treat passengers with understanding, kindness and courtesy. Drivers are trained on measures to take if involved in an accident. Someone is always available during hours of operations for the purpose of emergency help. This is done by two-way radio or cell phone. Emergency numbers and procedures are written and secured on every vehicle in our fleet. All drivers are expected to be cooperative towards the Supervisor of Transportation, Office Management/ Head Bus Driver, mechanics and other employees so that a good working relationship is developed.

SECTION 2

GOALS AND PRACTICES

2.1 The system's policy is to use all available resources to implement the most recent technical and managerial techniques available to reduce hazards. The goal of this plan is a "zero accident rate".

2.2 Responsibility for management of the Town of Warwick Dial-A-Bus rests with the Supervisor of Transportation. On a day to day basis this responsibility is delegated to the Office Manager/ Head Bus Driver

2.3 The systems goals for training, operations, and maintenance are to familiarize and instruct drivers, mechanics, and other employees on the responsibilities outlined in section 1.4.

2.4 The plan effectively defines and conveys the intent of the systems goals and policies.

2.5 Safety goals and practices are reviewed regularly and updated annually.

SECTION 3

HISTORY AND BACKROUND

When the need for local, inexpensive public transportation was noticed, the Town of Warwick, working with the Orange County Department of Planning, started a local Dial-A-Bus service. In 1986, the Dial-A-Bus started with one bus. We currently have 8 buses in our fleet.

The Town Supervisor at the time executed a New York Statewide Mass Transportation Operating Assistance Program contract between the Town of Warwick and the County of Orange. A third party lease agreement was executed for Capital Equipment to acquire the buses needed to start the program.

The need for this local transportation has increased over the years to a busy, 8 bus operation. The Warwick Dial-A-Bus receives funding through the NY Statewide Mass Transportation Operating Assistance Program (STOA) and Federal section 5307 and 5311. Funding is secured and collected by the Orange County Department of Planning Commissioner of Finance and distributed either quarterly or annually, accordingly.

In 2015, the Town of Warwick, in order to work towards consolidating services, contracted with the Town of Wallkill for administrative duties for their Dial-A-Program. The Supervisor of Transportation for the Town of Warwick performs essential administrative functions of the program for the Town of Wallkill Dial-A-Bus. This agreement opens a way to improve overall transit around Orange County. Since this began, we have started sharing drivers, utilizing services, and provide consulting to the Town of Wallkill for their Transit system.

SECTION 4

SCOPE OF OPERATION

4.1 The Town of Warwick Dial-A-Bus provides demand responsive service through-out the Town of Warwick, in Orange County, NY. We also provide transportation for our residents to out-of-Town locations such as Wallkill, Monroe and Goshen, NY. The system operates by reservations, which clients call in according to their needs and wants. We require a minimum of 24 hours' notice for reservations and a maximum of one week's notice. Calling hours for reservations are Monday- Friday 8:30am - 2:00pm. The calling hours are informed to clients with the greeting on the phone and also in our materials we distribute.

Our hours of us operation are Monday- Friday 7am- 6pm, Saturday 8:30am- 3:30pm and Sunday 8:30am- 3pm. Our maximum bus fleet during the week is 6 buses, Saturday's 2 buses and Sunday's 1 bus. We are closed major holidays.

The fares required for each trip are $2.00. We offer decreased fare of $1.00 each trip or senior citizens ages 60 and over and also for disabled riders. A fare is required each time a person boards the bus. Riders 4 and under are not required to pay a fare and a rider must be at least 12 years of age to ride alone.

The Town of Warwick fleet consists of (7) 14 Passenger Ford Phoenix buses and (1) 18 Passenger Ford Phoenix bus. All buses are wheelchair accessible. In 2015 the buses travelled 131,240 revenue miles a transported 34,066 revenue riders. Out of those, 21,238 were senior citizens and 2,844 were disabled. Current fleet is outlined under fleet inventory in appendices 1.1.

4.2 Operating and maintenance rules and procedures include employee training, maintenance training, preventative maintenance schedule, maintenance plans and emergency procedures.

4.3 Training requirements for vehicle operators and mechanics are:

4.3.1 Vehicle operator training, testing and regular observations

4.3.2 Annual training seminars and refresher courses

4.3.3 New employee training/ orientation

Detailed safety training explained in Section 15

SECTION 5

ORGANIZATION

The organizational chart for Warwick Dial-A-Bus is as follows:

1. Town Supervisor/ Town Board- responsible for the oversight of the department, final decision making of hiring, firing, financial approvals, acquiring vehicles. Etc.

2. Supervisor of Transportation- Performs administrative tasks, supervises personnel, performs reporting to County and State, ensures safety and security of employees, responds to accidents, and performs safety training to employees. The Supervisor of Transportation oversees all aspects of the transportation department, supervises mechanics, ensures maintenance is performed according to manufacturer regulations, inventory of parts, all roadway safety issues, etc.

3. Head Bus Driver- office manager, schedules clients rides into a schedule that drivers can complete, gathers daily driving records of passengers and fares. Reviews driver's pre/ post trip inspections, schedules bus maintenance and keeps record. Performs day-to-day responsibilities of the department including but not limited to payroll, billing, dispatching, safety, and driver reporting.

4. Drivers- responsible for ensuring safety of vehicle, passengers, assisting in mobility devices that passengers may have, maintaining schedule, reporting incidents, complete Driver Vehicle Inspection Report and to ensure communications between themselves, passengers and the Head Bus Driver/ dispatch.

5. Mechanic- ensures that the vehicles are in safe driving condition. If a safety defect is given to the mechanic, the defect is corrected. All maintenance is documented, logged, and a report is given to the Supervisor. Mechanics are responsible for knowing the manufacturers regulations, having manuals for all parts and systems on vehicles, performing service according to a preventative maintenance plan and letting the Supervisor know when service is due.

SECTION 6

EQUIPMENT AND FACILITIES

5.1 Since we are a demand response system, we do not have bus stops, shelters, etc.

5.2 Our office is located on Public Works Dr. in the Town of Warwick. Here we provide space for drivers to report, dispatching, breakroom, restrooms, and parking for buses and system vehicles.

5.3 Our maintenance is done by our Department of Public Works which has a garage at the Highway Department. The maintenance facilities are equipped with lifts, bumper jacks and necessary equipment to perform maintenance on our buses. Hazardous materials are labeled appropriately and there is a "Right to Know" section set up for employees. Emergency procedures are written and detailed on the wall for employees to refer to.

5.4 Our buses are equipped with safety equipment such as two- way radios, camera systems, safety restraints, emergency equipment, first aid kits

6.4.1 All buses are purchased by the Orange County Department of Planning off New York State Bid. All vehicles comply with State and Federal requirements.

6.4.2 All buses meet crash worthiness, flammability standards and conform to industry standards.

6.4.3 All buses have fire extinguishers, communication systems, emergency doors, windows, and exits.

6.4.4 All buses have safety features on the lifts to prevent mobility devices from moving while on the lift.

SECTION 7

SYSTEM MODIFICATION

7.1 Any changes and/ or modifications to the transportation system shall be approved by the Town Board of Warwick and the Orange County Department of Planning. This would include changes to bus fleet, facilities, and equipment.

7.2 Procedures to evaluate the effects of modifications shall be according to the procedures set forth by the Orange County Department of Planning. This would include fare changes, changes in hours of services and demand of service.

SECTION 8

SYSTEM SAFETY ORGANIZATION

8.1 Responsibility of the system safety is a joint effort with the Town Board of Warwick and the Supervisor of Transportation. In the absence of the Supervisor of Transportation the responsibility lies with the Head Bus Driver. Responsibility for vehicle safety lies with all employees, the Supervisor of Transportation, the Head Bus Driver and the mechanics. The safety of passengers and driving safety is with the drivers.

8.2 The Supervisor of Transportation is responsible for the overall safety plan revisions and recommendations. Additionally, acting as a liaison between the employees, mechanics and the Town Board, the Supervisor of Transportation is responsible for:

1. Ensuring a positive line of communication between drivers, mechanics and all staff responsible for ensuring safety of vehicles.

2. Handling issues with passengers to ensure their safety

3. Ensuring all vehicles are in safe operating condition and holding mechanics responsible for proper maintenance of all vehicles.

4. Ensuring all employees are trained in accident prevention and safe driving practices. Drivers are trained as to what to do if an accident occurs.

5. Ensuring safety and security of the work environment including the offices and breakroom.

6. Ensuring that someone is always available during all hours of operation for the drivers to contact in an emergency.

7. Ensuring that someone is qualified and responsible for responding to accidents, handling complaints and the safety and security of all aspects of the operation.

8.3 The Commissioner of Public Works is responsible for ensuring that mechanics hold the proper qualifications to maintain vehicles in safe driving condition.

8.4 The mechanics are responsible for performing maintenance on vehicles according to our maintenance plan, manufacturer standards and for handling maintenance issues that the drivers bring to their attention.

8.5 The drivers are responsible for ensuring passenger safety, assisting with wheelchair securements and mobility devices, and relaying pertinent information to the office clerk or Supervisor. The drivers are safety conscious people who are in good health, have clean driving records, and are relied upon to always consider what is best for the passengers and the general public. They are responsible for the safe operation of their vehicle, documenting mechanical issues and for relaying that information via DVIR Report to the mechanics or office clerk.

SECTION 9

PARTICIPATION ON SAFETY COMMITTEES

9.1 The Safety Committee for the Warwick Dial-A-Bus consists of:

1. The Supervisor of Transportation
2. The Office Manager/ Head Bus Driver
3. Town Supervisor/ Town Board members

The safety committee meets regularly to ensure safety and security of facilities.

9.2 The Accident/ Investigation team for Warwick Dial-A-Bus consists of:

1. The Supervisor of Transportation
2. Head Bus Driver
3. Head mechanic or Commissioner of Public Works

The Accident Investigation Team meets after all accidents or incidents to review critical information associated with the accident and to give evaluations and recommendations. The Supervisor of Transportation is qualified in BAITFISH- bus accident investigation training.

SECTION 10

MAINTAIN SYSTEM SAFETY PROGRAM PLAN

10.1 The System Safety Plan is reviewed annually by the Supervisor of Transportation and Town Supervisor. If any revisions are necessary, the revisions are then sent to PTSB. Biennial updates, which are required, are sent to PTSB and these include any

plan revisions, an updated executive policy statement, employee manifest, fleet inventory and certification statement.

10.2 Any changes to the SSPP are approved by the Supervisor of Transportation and the Town Supervisor. The Supervisor of Transportation is responsible for ensuring information on changes and revisions are given out appropriately.

10.3 It shall be the responsibility of the Supervisor of Transportation and Office manager/ Head Bus Driver to review and enforce all revisions with drivers and mechanics.

10.4 Maintenance personnel participate in review and revisions of SSPP.

SECTION 11

SAFETY RESPONSIBILITIES

11.1 Safety qualifications are incorporated into the job requirements and applicant's safety history is reviewed prior to hiring.

11.2 Minimum qualifications for bus driver and Head Bus Driver positions are defined by the Department of Civil Service and Under Article 19A. Additional requirements for bus drivers:

1. Required knowledge, skills and abilities:

a. Good knowledge of the operation of commercial buses, safety practices and vehicle traffic laws and regulations

b. Must be 21 years of age or older

c. Must be able to understand and follow simple oral and/ or written directions

2. All candidates must possess a New York State Commercial Driver's License (CDL), minimum class C with Passenger endorsement.

3. All operators are required to pass a DOT Physical in accordance with Article 19A of the vehicle and traffic law.

4. All candidates for a civil service position must complete an employment application and all information is verified by our personnel department.

5. All candidates must submit a copy of their driver's license, from NY and any other state which a driver's license was held, and an abstract is obtained from each state.

6. All bus drivers are tested in accordance with Article 19A of the Vehicle and Traffic law, by a 19A Certified Examiner.

11.3 All drivers and new hires receive safety training and safety policy descriptions during the hiring process.

11.4 Employees receive an annual performance review and records of preventable accidents, incidents and safety violations are reviewed to see if re-training needs to be initiated.

11.5 Bus drivers are required to have a current driver's license on them and show it upon request as well as their DOT physical medical examiners card.

11.6 The Town of Warwick Dial-A-Bus conforms to all applicable Federal and State laws and regulations in accordance to the Safety Act of 1986 and Article 19A of the Vehicle and Traffic Law.

11.7 The Warwick Dial-A-Bus has a current, adopted Drug and Alcohol Testing Policy and the Supervisor of Transportation ensures that the policy is adhered to by all safety-sensitive employees. We are committed to safety and ensure a drug and alcohol free workplace.

11.8 All bus drivers receive training on ADA Requirements and refresher training is given annually.

SECTION 12

HAZARD IDENTIFICATION, ANALYSIS, AND RESOLUTION

The Town of Warwick has a Safety Committee that meets regularly. The purpose of this committee is to review Town facilities and vulnerabilities to prevent incidents and to provide safety and security for our employees, our facilities and for the public.

The Town of Warwick has an adopted and fully in effect Natural Hazard Mitigation Plan. This plan was adopted in March of 2014 and is part of the Town of Warwick's emergency management plan and is available to be viewed by contacting the Town Clerk of Warwick or the Commissioner of Public Works. This plan is approved and updated by FEMA and the Town Board.

Hazard Assessment Policy- Hazard analysis is an analysis performed to identify hazardous conditions for the purpose of their elimination or control. This is a systematic approach to identify hazards that start with basic parts and subsystems and interprets the possible hazards or failures which would occur. Once hazards are identified, they should be assessed to determine their impact on the total system. This is whether to accept the hazard or to determine the extent of corrective measures to eliminate the

hazards or reduce its severity. The Hazard Assessment shall be used in conjunction with the following:

A. Categorize level of severity:

1. Catastrophic- may cause death
2. Critical- may cause severe illness, severe injury or major system damage
3. Marginal- may cause minor injury, illness or loss
4. Negligible- will not result in injury, illness or system damage

B. Categorize the likelihood of occurrences:

1. Highly likely- frequent occurrence
2. Likely- expected occurrence
3. Unlikely- not expected to occur

12.1 The Supervisor of Transportation, Commissioner of Public Works, Head Bus Driver, and the drivers continuously monitor and report all safety problems. It shall be the responsibility of the Commissioner of Public Works and/ or the Supervisor of Transportation, or designee, to review the report, safety problem hazard and categorize the level of severity and likelihood of occurrence.

12.2 Equipment inspected/ analyzed for potential safety problems while conducting pre/ post trip vehicle inspections of the bus they will be using in service. This is documented on a Driver Vehicle Inspection Report (DVIR) form each day/ time a driver has to use a bus in service. (see attached form in appendices)

12.3 Town Highway mechanics/ maintenance personnel shall be responsible for inspecting/ analyzing the vehicle during routine maintenance procedures and maintenance related reports.

12.3.1 Roadway hazards are reported to the Commissioner of Public Works who then categorizes the issue and responds appropriately.

12.4 The Town Supervisor and Commissioner of Public Works are responsible for reviewing and completing all hazard assessment forms.

12.5 The Town of Warwick Department of Public Works has an Energy Control Plan. This plan outlines the procedures for securing equipment, training operators on equipment, lock out procedures and periodic inspections.

It shall be the responsibility of the Safety Committee to review all hazard assessments on a regular basis and recommend to the Town Supervisor a resolution or alternative to minimize the

hazard. The Safety Committee shall also follow-up on implemented resolutions to ensure work is completed and the hazard has been minimized.

SECTION 13

SECURITY AND EMERGENCY PREPAREDNESS

13.1 The Supervisor of Transportation performs assessments of the security for the transit system, along with the Commissioner of Public Works, office staff and the Town Board. A vulnerability self- assessment will be performed on our transit system as soon as FTA has this back online. A profile has been created with FTA to receive pertinent information and updates related to safety and security.

13.2 Our agency considers our front- line employees and passengers the "eyes and ears" of the transit system. They are in the best position to notice things that may be abnormal, including activities, people, vehicles, or items that raise suspicion. All drivers will receive training on the detection and deterrence of security and safety issues. Drivers are instructed "If you see something, say something". The police department is programmed on all 2- way radios, so drivers can contact them directly or call dispatch.

13.3 Accident/ Incident Investigation reports, Accident registers, Federal Drug and Alcohol Results, Personnel Records and reports, and other safety- sensitive documents that are part of the Warwick Safety Plan, are kept locked in files at the Supervisors office.

The Town of Warwick Dial-A-Bus buses and facility will be used for emergency evacuation. Town Hall or Department of Public Works are central locations and would have a command center.

The Town of Warwick Police Department is on the same site as the Warwick Dial-A- Bus and we have a direct line to the dispatch. We have the police department involved in discussions pertaining to security and emergencies.

Money that is received is secured in a safe until deposited in the bank. Buses have security cameras to assist in the deterrence or detection of security or safety issues that could arise on the bus.

13.4 The Supervisor of Transportation receives security alerts from FTA as well as DOT and local agencies. This information is then passed on appropriately.

13.5 The Town Board, Safety Committee and the Commissioner of Public Works are involved with all local agencies preparedness plans and emergency plans and meets with transit personnel with information pertaining to all emergency plans.

SECTION 14

ACCIDENT/INVESTIGATION

14.1 Town of Warwick has a certified BAITFISH person to investigate all accidents. That person is the Supervisor of Transportation (Dial-A- Bus Manager),

14.1.1 Accident reporting procedure:

In the event of an accident, the driver is instructed to stop immediately to check for injuries to the passengers and to assist all passengers off the bus. The next step is to enlist whatever aid there is available to assist other injured parties and to place warning devices.

14.2 Accident notification procedure for drivers and supervisors:

The police are to be contacted by cell phone and respond. The main office is given a full report of the incident, including the identification of all passengers, identification of the adverse operator and the names of the police officers at the scene. Once the driver returns to the garage or main office, he/she is required to fill out a motor vehicle accident report.

14.3 Accident Notification to Safety Board:

The following accidents shall be reported immediately to the PTSB: all fatal accidents; any accident which results in five or more injuries to persons involved in the accident; and all accidents caused by mechanical failure, including but not limited to all fires that occur in revenue service that require passenger evacuation and response by a fire department regardless of whether or not injuries were incurred.

14.4 Notification of Emergency Response Personnel:

The driver/dispatcher notifies the police by cell phone, who in turn notifies the appropriate emergency response agencies. Then the Supervisor of Transportation is notified. A town service is then called to take the bus to either the Town Garage or an independent garage, depending on the seriousness of the damage.
Drivers have been instructed to always protect the scene of the accident until the arrival of the police if they are needed.

14.5 Supervisory accident investigation:

If it's a serious accident, the staff person in the main office will immediately notify the Supervisor of Transportation who will decide whether to investigate in person

or whether other investigating methods are warranted.

14.6 Driver's role in data collection and recording of accident events and related pertinent information:

It is the driver's responsibility to get as much information as possible in regard to the information needed to complete the accident report. He/she is responsible for including the names, addresses and telephone numbers of the passengers aboard the bus at the time of the accident.

14.7 Accident review process by safety or appropriate personnel:

Each accident report is submitted to our insurance carrier for their review and recommendations. The Supervisor of Transportation also decides what safety measures need to be taken towards the driver or other staff that may have responsibility.

14.8 Recommendations:

Since the Town of Warwick Dial-A-Bus is a small transit operation, most safety recommendations are discussed verbally with all drivers. When safety recommendations are received from the State or from other sources, they are discussed thoroughly and notice is distributed.

14.9 Disciplinary Program:

If a driver has a preventable accident, he is interviewed to show how the accident could have been prevented. There are re- training procedures that the driver goes through, and defensive driving performance test is performed according to Article 19A of the Vehicle and Traffic Law. According to DMV regulations, if a driver has 3 preventable accidents with- in 18 months, as described in Article 19A of the Vehicle and Traffic Law, the driver is suspended from driving and must be given re- training according to regulations.

14.10 Retraining Program:

The Town of Warwick Dial-A-Bus has a 19A Examiner who administers re-training to any employee who has had preventable accidents, has failed an examination under Article 19A, has had confirmed complaints about unsafe driving practices, or has received convictions for driving refractions. The re-training is classroom training of the Commercial Drivers Manual, review of Article 19A regulations, review of incidents that happened, and actual driving training on the road. This is done by a qualified, Article 19A Examiner.

14.11 Accident Repeater Program:

See Section 14.10

14.12 Emergency Response Procedure:

In the event of an accident, the drivers are instructed to stop immediately to check for injuries to the passengers and to assist all passengers off the bus. The next step is to enlist whatever aid there is available to assist other injured parties and to place warning devices. The police are to then be contacted by radio and asked to report to the scene. In Warwick, we have the Supervisor of Transportation respond, or send the Head Bus Driver. The dispatcher is given a full report of the incident, including the identification of all passengers, identification of the adverse operator(s) and the names of the police officers at the scene. Once the driver returns to the garage or main office, he is required to fill out a motor vehicle accident report.

SECTION 15

SAFETY TRAINING

15.1 Description of the training program and review process: The safety program is summarized in Section 15.2

15.2 Integration of safety into overall training program: Safety is indeed part of overall training as described below.

Orientation: New hires are thoroughly familiarized with the operation
Performance: This is conducted by the Supervisor of Transportation who orientates new drivers to requirements.
Route Training: The Town of Warwick has no established route, but the locations of customers with hard-to-find addresses are pointed out during orientation.
Safe Equipment Operation Training: Training is done on site with drivers, mechanic, and highway superintendent. Use of webinar information will be used in training programs.
Passenger Safety Training: New drivers are taken on a bus and taught to safely load, unload, and prepare a bus for the road.
Accident Repeater Training on Defensive Training: If a driver has a preventable accident, he/she is interviewed to discuss how the accident could have been prevented.
If there are too many preventable accidents, the driver would be put on probationary status, and if the bad accident record continues, he/she would be dismissed.

Evacuation Training: The drivers are taught the various escape routes.

Rules and Regulations Pertaining to use of Drugs and Alcohol by Drivers: The rules and regulations on drug and alcohol use are those found in Article 19A of the Department of Motor Vehicles-Vehicle and Traffic Law. The Town of Warwick enforces an adopted Drug and Alcohol Testing Policy and all employees have received mandatory training on this policy as well as the effects of drugs

and alcohol in the workplace.

15.2.1 Experienced drivers provide the route and job training for the new hires.

15.3 Safety training is a vital part of our transit system. The Town of Warwick Dial-A-Bus employees have an annual training session which includes the following:

1. Review driving incidents and accidents
2. Review procedures for accidents and hazard assessment
3. Safety procedures for passengers
4. Wheelchair and Mobility Device securement
5. Defensive Driving Procedures and Principles
6. Review hazardous roadways and give information to the Commissioner of Public Works
7. Drug/ Alcohol Policy updates
8. Pre/ Post Trip inspections of vehicles

15.3.1 During Safety Training, employees are provided with all materials discussed and are given the opportunity to discuss anything they learned. Updated rules and regulations are distributed and any new DOT updates or Drug/ Alcohol Policy updates are distributed and signed for.

15.3.2 Students must demonstrate familiarity with all safety rules discussed, NYS Department of Motor Vehicles Article 19A, and understand the procedures.

15.3.3 Students must demonstrate familiarity with the procedures to identify, assess, and report hazards.

15.4 The training process for drivers includes:

1. A general orientation of the area we service.

2. Defining the scope of the program, including what is covered in the classroom and the road.

3. An explanation of management policies, including management's attitude towards safety.

4. State and any specific local safety rules and regulations, also Federal if they apply.

5. Familiarization with property's facilities and the local zone.

6. Thorough coverage of the role of safety in the overall organization in the operations.

7. Route training, map reading and the location of local medical, police and fire facilities.
8. Instruction on the operation of safety equipment, including doors, door locks, wheelchair lifts and locking device, brakes, mirrors, wipers, and 2-way radio.

9. Training on passenger safety, including on-board causes of accidents and Injuries, safe acceleration and deceleration rates, and physical limitations of elderly and disabled persons.

15.4.1 Operators receive training in the emergency/standard operating procedures to include, but not limited to the following:

1. Traffic accidents.

2. Collision with a fixed object.

3. On-board fire or smoke.

4. Passenger injury or illness.

5. On-board theft, fight or improper conduct

6. Flooding route, snow and other types of severe weather.

7. Odor of raw fuel fumes.

15.4.2 Operator training includes formal defensive driving techniques.

15.4.3 Frequent safety discussions held with operators and safety bulletins are posted.

15.4.4 New hires/new assigned bus operators receive safety training prior to performing the job.

15.4.5 Retraining procedures are in place for operators.

15.5 All maintenance on the bus is done in-house by our Highway Dept. mechanics or at an outside vendor for major issues.

15.6 Bus maintenance training program covers the forms and procedures used by the maintenance department, their purpose and how to complete them.

15.7 Training manuals provided for each type of bus and system equipment maintained on the property.

15.7.1 Maintenance documentation provided in training is complete and current.

15.7.2 Manufacturers participate in maintenance training for new equipment. We receive training for maintenance by the manufacturer and keep materials and manuals.

SECTION 16

OPERATOR SAFETY RELATED ACTIVITIES

16.1 The SSPP provides policy guidance to all employees and management of the system.

16.2 Emergency response procedures:

16.2.1 For fire and smoke, procedures are the same as for accident. We have established communication with our local police and fire department for training procedures for emergencies.

16.2.2 In case of inclement weather, the bus operation is closed for the day by the Supervisor of Transportation. This is relayed to residents by greeting on our phone line and advertised on local radio stations.

16.2.3 For Construction areas, the Commissioner of Public Works notifies the Supervisor of Transportation of any areas that will be under construction or have detours. Detour signs are followed. If a passenger lives in an area where access is closed, the driver will call dispatch via 2- way radio and passenger will be notified

SECTION 17

MAINTENANCE SAFETY RELATED ACTIVITIES

The Town of Warwick Dial-A-Bus ensures the safety of passengers and the public by performing inspections on equipment on a regular basis. Buses are inspected before they leave for service, mid- way during the trip, and at the end of the run. The drivers use a Driver Vehicle Inspection Report form (DVIR) to document any safety issues and immediately bring any safety issues to the mechanic. Drivers are trained to perform a pre/ post trip inspections of their bus according to the Commercial Drivers manual and DOT Regulations. They are spot checked to ensure they are thoroughly inspecting their vehicle.

Operations and maintenance affect safety in that well maintained equipment and facilities will result in a reduction of potential hazards. Poor maintenance and poor routine safety checks lead to the increased chance of more accidents or unsafe equipment.

17.1 Maintenance employee orientation: The Commissioner of Public Works tells newly employed mechanics what procedures are for bus maintenance and our preventative maintenance plan, and where the policy books and vehicle manual is located. The buses are serviced every 5,000 miles according to a preventive

maintenance schedule. Repairs contracted to outside firms are handled on an individual basis. Town of Warwick Dial-A-Bus vehicles are purchased new by Orange County Dept. of Planning, with the bus being leased to the Town of Warwick.

17.2 The Town of Warwick follows a documented maintenance program plan. This plan is provided to all mechanics. This plan discusses a preventative maintenance schedule and procedures. Preventive maintenance procedure covers the following:

- Engine oil, belts, hoses, fluids, gauges
- Brakes- service and emergency
- Door System
- Exterior/interior body, lights and reflectors
- Tires and lug nuts
- Steering assembly and suspension system
- Windshield wipers, mirrors, horn, and seat belts
- Bus exterior/interior and steps
- On board fire extinguisher, first aid kit, and triangle reflectors
- Wheelchair lift and securement system
- On board communication system
- Emergency windows, hatch
- All mirrors, heaters, defrosters and air conditioning

17.3 Corrective maintenance procedures: The Supervisor of Transportation monitors all corrective maintenance work.

17.3.1 Defect reports from driver are used to plan work that was found during pre- trip inspections.

17.4 The mechanic makes a physical inspection of the bus after an accident.

17.5 Maintenance of wheelchair lifts, securements, hand- rails and other items are performed and training is received by mechanics and drivers to conform to the Americans with Disabilities Act (ADA) regulations.

SECTION 18

INTERNAL REVIEW

The Town of Warwick does its own internal audits to help ensure that all elements within the property are in compliance with the SSPP.

18.1 The Supervisor of Transportation shall review that the operators are following procedures on an annual basis.

18.2 Article 19A of the Vehicle and traffic law reviews are in place regarding training procedures.

18.3 The results of the written reviews and recommendations are distributed, with action assigned.

18.4 The Town Comptroller audits expenses

18.5 Safety Committee reviews all documentation regarding SSPP

SECTION 19
EXTERNAL REVIEW

19.1 External review is conducted by the following:

New York State Public Transportation Safety Board (PTSB)
NYSDOT
National Transportation Board (NTSB)
Department of Motor Vehicles (19A files, license abstracts)
Orange County Dept. of Planning

19.2 The Supervisor of Transportation shall review and implement, as applicable, any recommendations made by the external auditing agency.

19.3 Comments/recommendations are filed with a rationale for action.

SECTION 20

COLLECT AND MAINTAIN DATA

All reports and data are filed and maintained in the Dial-A-Bus office at Town of Warwick Transit Center, Public Works Dr. Warwick, NY 10990. Such reports include the following:

- Accident Reports

- Personnel Records
- B.A.I.T.F.I.S.H Certification
- 19-A Compliance on all drivers Certification
- Daily Trip Sheets
- Driver Vehicle Inspection Sheets (Pre & Post Inspection)
- Monthly, quarterly, and annual summaries
- Preventative Maintenance records
- Drug and Alcohol Testing Program Policy and results

SECTION 21

PROFESSIONAL DEVELOPMENT

21.1 New codes and regulations are brought to driver's attention promptly.

21.2 Staff is encouraged to participate in Webinar classes and free on line sources. Drivers have used online videos and DVD to refresh in wheelchair securement, drug/ alcohol policies, and other passenger safety issues.

21.3 Refresher Training is given annually. Drivers and employees receive training on "Driver Sensitivity, Awareness and Communication". This focuses on dealing with passengers, especially elderly and disabled passengers.

SECTION 22

Not applicable

SECTION 23

CERTIFICATION

System Safety Program Plan
Certification Statement

I, _____, certify that the System Safety Program Plan
(Name, title)

For the Town of Warwick Dial-A-Bus has been properly distributed, is currently in effect, and functioning as stated, and will be fully enforced by company management.

_____ _____

Date *Signature- Michael Sweeton- Town Supervisor*

_____ _____

Date *Signature- Jennifer L. Crover- Supervisor of Transportation*

X

Warwick Town Clerk

From: Michael Sweeton <msweeton@townofwarwick.org>
Sent: Thursday, May 05, 2016 2:59 PM
To: Warwick Town Clerk (townclk@warwick.net)
Subject: FW: Town Board 5/12/16

Michael P. Sweeton
Town of Warwick supervisor

From: Chief T F McGovern, Jr. [mailto:wpdchief@warwick.net]
Sent: Thursday, May 05, 2016 2:33 PM
To: supervi@warwick.net; townclk@warwick.net
Subject: Town Board 5/12/16

Please reserve a short space at the beginning of next week's meeting for police awards. Thank you.
T. McGovern

I. PURPOSE

A. To define accepted standards in appearance of our officers and to create a professional appearance that, along with proper attitude, will command public respect.

II. POLICY

B. It is the policy of the Town of Warwick Police Department to establish standards for appearance dress, and equipment for employees of the department, and to maintain the department's professional image by
enforcing these standards through a continuous inspection process.

III. PROCEDURE

A. UNIFORMS AND EQUIPMENT

1. The following items shall be the prescribed department clothing and equipment::

a. Hats: Massachusetts State Police style, navy blue/french blue

1) Hat Shield: patrolman-silver, supervisor-gold
2) Winter Hat: Fur trooper style, black or navy blue (optional)

b. Shirts (long and short sleeve): Blauer-Super shirt, color
french blue, buttons-french blue.

1) Collar brass: New York State seal; To be worn on each lapel parallel to top of collar and 1-1/2" from front of collar patrolman-silver, supervisor gold

2) Patches: A department patch will be worn on the left shoulder of all uniform shirts and jackets, except the long raincoat.

c. Insignia:

1. Uniformed officers shall wear the appropriate insignia of rank, if any. The authorized insignias for various ranks shall be as follows:

i) Sergeants shall have three (3) blue chevrons sewn to each sleeve of all uniform shirts. The Senior Sergeant shall wear three (3) blue chevrons with one blue rocker below.

ii) Sergeant's jackets coats and jumpsuits shall also display three – (3) gold chevrons to each epaulet of the coat or jacket being worn.

iii) Lieutenants shall wear a single plain silver bar on each collar tab of the uniform shirt being worn. Lieutenants shall have a single plain silver bar on each epaulet or shoulder of the winter jacket. Lieutenants shall wear a single silver bar pinned to the epaulet or shoulder of the dress blouse and lightweight windbreaker.

d. Hash marks: One blue hash mark for every five years of service completed. Placed on the left sleeve at a 45 degree angle with the long end toward the inside seam, 4" above the end of the cuff of long sleeve shirts and coat.

e. Tie: Clip on style navy blue knit. Worn with long sleeve shirt.

f. Tie Tack: New York State seal, multi-colored, patrolman-silver, supervisor-gold.

g. Name Tag: Inscribed with small black letters, patrolman-silver, supervisor gold. Worn on the top of the right pocket flap.

h. Badge: Department issued or authorized. Worn above the left pocket on the outer most garment when outside of headquarters.

i. Specialized Training or Marksmanship Bars: Department issued or authorized. Worn above the nametag.

j. Sweater: Long sleeved navy blue, "V" neck, with shoulder epaulets. Sweaters may have shield or nametag flaps.

k. Pants: Navy blue with ½" French blue braided stripe. Blauer model #8510 or #8561 or Flying Cross model #32293 or model #42280

l. Belt: Black garrison or Velcro

m. Tee Shirt: "V" neck, color white. At no time will the tee shirt show thru the uniform collar.

n. Socks: Black or blue. White socks are optional when wearing high top boots.

o. Shoes: Black military style jump boots; black high quarter shoe with buckle or black low cut soft-soled shoe.

p. Gun Belt: Black plain, basket weave or black nylon (summer uniform only) NOTE: All items associated with the gun belt are to be black plain or basket weave and the following are

considered part of the officers duty gun belt:

1) Holster-department approved
2) Handgun-department issued, fully loaded with department issued ammunition
3) Magazine pouch-double pouch with top flap that covers magazines with two fully loaded magazines, to be worn front weak or strong side
4) Handcuff case-single or double case, placement on belt is optional
5) Handcuffs, with key
6) Sam Browne strap-black plain or basket weave (Winter)
7) Belt keepers-single or double size, minimum of two
8) Collapsible baton and holster
9) Radio Case (optional)
10) Flashlight ring (optional)
11) Chemical Agent (optional) must be department approved
12) Knife (optional)
13) Mini flashlight (optional)
14) Latex Glove Case (optional)
15) Tournequet
16) Taser (when issued)

q. Bulletproof Vest: Department issued. Worn beneath uniform Shirt.

r. Jackets, Coats and Rain Gear:

1) Fall/Spring: Lightweight reversible bomber, similar to Blauer 6000 series, navy blue.
2) Winter: similar to Blauer model 9010Z/9019Z or Flying Cross model 78190/78160, navy blue.
3) Raincoat: reversible black and orange/yellow full length.
4) Hat cover: Blauer Gore-Tex, navy blue.

s. Officers on duty and assigned to the uniform patrol function will wear the prescribed department uniform and carry the following equipment unless specifically exempted by the Chief of Police:

1) Duty gun belt, except if assigned inside headquarters then the officer may wear a handgun in off duty type holster and shall carry a set of handcuffs.
2) Portable radio, department issued or approved.
3) Flashlight.
4) Black ballpoint pen.
5) Sufficient number of reports, tickets, and other related forms.

2. Dress Uniform: all items on the dress uniform are mandatory.
   a. Blouse: A Flying Cross model 34891 navy blue with French blue cuff trim or similar approved blouse.
   b. Gun Belt: Black pain or basket weave held in place by brass

belt hooks and a Sam Browne Cross shoulder strap, containing the following:

1) Handgun holster-worn on strong side
2) Double magazine pouch
3) Single cuff case-worn on weak side
4) Shoulder strap – connected to the gun belt in front of the holster and crosses over the weak side shoulder and connect to the gun belt just behind the holster.

c. Uniform shirt, tie, pants, socks and hat
d. White gloves
e. Badge and name tag worn in the same position as on the regular duty uniform.

B. Dress Code for Uniformed Officers

1. Only uniformed employees of this department will wear the prescribed clothing and equipment listed in this General Order, unless otherwise authorized by the Chief of Police.
2. Officers are responsible for the proper maintenance, care, safekeeping and authorized use of their uniforms and equipment.
3. Uniformed personnel shall appear in uniforms that are properly fitted, clean, neat, and well pressed. Shoes and leather gear shall be polished, presenting a professional appearance.
4. Officers assigned to the uniform patrol function will wear their bulletproof vests while on duty, unless assigned to headquarters.
5. Officers assigned to the uniform patrol function will wear a hat, square on the head, at all times while an officer is performing an official function or duty, except:

   a. Wearing of the hat posses a threat to the officer's safety.
   b. Wearing the hat would be inappropriate under common custom or courtesy.
   c. The officer is attempting to produce a calming effect or present a non-authoritarian posture.
   d. The officer is inside police headquarters or a substation office.
   e. The officer is operating a police vehicle. The hat must be worn when exiting the vehicle.
   f. Officers are assigned to special units that require specialized headgear (e.g., bicycle patrol).
   g. Once these situations have been brought under control, the hat will be worn.

6. Sunglass frames must be of a conservative type and color. Mirrored, iridescent or neon colored lenses or prohibited. Sunglasses are not to be worn when an officer is in direct contact Or communication with any member of the public. Tinted glasses or Sunglasses are permitted with the regular uniform. Sunglasses are prohibited from being worn with the dress uniform.

7. Distinguishable police uniforms will not be worn in combination with any non-uniform clothing unless authorized by the Chief of Police.

Officers may wear non-uniform clothing over their uniform while traveling to and from work.

8. The wearing or using of any uniform or issued equipment for off duty employment will not be allowed unless approved by the Chief of Police.
9. Uniformed employees shall not wear any badge, pin, button, or other insignia on a uniform except those specifically authorized by the Chief of Police.
10. Uniformed employees may wear departmentally approved awards on the Class A uniform and the dress blouse. No more than three award bars are to be worn on a uniform. Award bars are to worn on the left breast pocket flap. Numbers will be added to duplicate award bars.

Deleted #10

C. Dress Code for Non-Uniformed Personnel

1. Sworn officers who have been authorized by the Chief of Police to wear non-uniform clothing while on duty shall be neatly and conservatively dressed at all times.

   a. Male non-uniformed officers shall wear:
      1) Business suit or sport coat with dress slacks.
      2) Dress shirt.
      3) Necktie.
      4) Socks in conservative colors to match their clothing.
      5) Black, brown or cordovan dress shoes which match their clothing.

   b. Female non-uniformed officers shall wear:
      1) Dress slacks, skirt, or business suit.
      2) Dress blouse or shirt and blazer.
      3) Brassiere of a color that cannot be seen through the officer's blouse or shirt.
      4) Sheer or conservatively colored stocking or pantyhouse, without designs, when wearing skirts.
      5) Dress shoes that match their clothing.

   c. Outer-wear for all non-uniformed officers shall consist of:
      1) Conservatively styled overcoat or raincoat.
      2) Conservatively styled gloves that match their clothing.

   d. The value of civilian clothing worn on duty shall not exceed the value of comparable uniform items.

   b. While on duty, non-uniformed officers shall have either a badge or ID card clipped to their outermost garment in plain view in those instances where there is a need to be identified as a member of the department. The badge or ID must be readily visible whenever a firearm is open to view.

   c. When on temporary assignment, or when a specialized assignment dictates the above prescribed business attire is

not appropriate, Chief of Police, or his designee, are authorized to prescribe appropriate attire.

d. Sworn officers assigned to non-uniformed duties shall maintain a complete uniform at police headquarters at all times.

e. Personnel in special assignments may be exempted from personal grooming or equipment standards when approved by the Chief of Police.

f. Non-uniform officers while on duty shall carry the department issued handgun and handcuffs, unless otherwise authorized by the Chief of Police, or his designee, or the Chief of Police.

g. Civilian employees shall be issued uniforms that shall be worn while on-duty, except when authorized to wear non-uniform clothing by the Chief of Police.

D. Seasonal Uniform Change:

1. Summer uniform shall consist of a short sleeve shirt with open collar and other prescribed clothing and equipment as listed in this General Order.
2. Summer uniforms will be worn as follows:

   a. April 15th until May 1st it will be the shift supervisors option whether the uniform of that shift will be winter or summer uniform and all officers must wear the same uniform.
   b. May 1st until September 15th all officers will wear the summer uniform.

3. Winter uniform shall be long sleeve shirt with a tie, shoulder strap and other prescribed clothing and equipment as listed in this General Order

4. Winter uniforms will be worn as follows:

   a. September 15th until October 15th it will be the shift supervisors option whether the uniform of the day will be winter or summer uniform and all officers must wear the same uniform.
   b. October 15th until April 15th all officers will wear the winter uniform.

E. PERSONAL APPEARANCE:

1. Personal Hygeine: All departmental personnel are expected to maintain good personal hygiene so as not to be offensive to fellow officers nor to the public.
2. Fingernails trimmed and clean.
3. Hair: Shall be neat, clean, and trimmed, not to exceed 1" below the top of the ears or extend over the collar. Female officers will wear their hair so as to comply with the aforementioned requirements or wear their hair neatly up swept in a bun or similar style. Hair shall not be dyed, cut or worn so as to appear outstanding from the

general population or to present a non-professional image. If wigs or hairpieces are worn on-duty, such wigs and hairpieces shall meet all standards set for natural hair.

4. Facial Hair:

   a. Mustache may be worn but must be trimmed so that hairs do not extend into the mouth or lower than the corners of the mouth.
   b. Sideburns will be trimmed so that hairs do not extend lower than the center part (tragus) of the ear.
   c. Nose hair will be trimmed so as not to extend from the nose.
   d. All other portions of the face are to be clean-shaven.

5. Jewelry: In general any item of jewelry worn will be of a conservative nature and not be an impediment to safety.

   a. Visible chains, necklaces and bracelets may not be worn with the police uniform. Jewelry, or any pins other than those approved by the department shall not be attached to the police uniform.
   b. Earrings may be worn by female employees only and shall be only pair of small type.

   c. The Department will **NOT** accept liability for jewelry lost or damaged in the performance of duty.

6. Cologne and perfumes should be worn in moderation.

F. Employee Identification

1. Identification Cards:
   a. The Chief of Police, or an officer designated by the Town of Warwick Town Board, shall have sole authority to issue identification cards to employees of the department.
   b. All employee's of the department shall be issued an identification card. Sworn officers shall possess the identification card at all times, unless specifically exempted by the Chief of Police or the Duty Chief. Civilian employees must possess the identification card will on duty.
   c. Employees shall not duplicate or copy their identification card. Employees shall not give, lend or permit the use of their identification card by any other person.
   d. Employees shall produce their identification cards as proof of their identity and authority whenever any official requests such proof or member of the public.
   e. Employees shall surrender their identification cards to the Chief of Police or his designee whenever the employee is suspended, retires, or terminates employment.
   f. The Chief of Police shall have the authority, at his discretion, to issue identification cards to retired employees of the department. Such cards shall clearly indicate the retired status of the

employee. All retirement identification cards shall remain the property of the police department. The Chief of Police may revoke the identification cards of any retired employee who engages in criminal activity, misconduct, acts which bring discredit upon the department or abuses the privilege of possessing such card.

g. The loss or theft of any identification card issued by the department shall be immediately reported to the Chief of Police, and in case of theft, to the law enforcement agency of jurisdiction. Employees may be subject to disciplinary action for permitting the loss or theft of an identification card.

G. Badges:

1. The Chief of Police, of his designee, shall have sole authority to issue police badges to sworn officers of the department. All sworn officers shall be issued two (2) metal police breast badges. Officers shall wear the appropriate badge for their respective rank and assignment.

2. Officers may, with approval of the Chief of Police, purchase additional badges at their own expense. All personally purchased badges shall be registered with the Chief of Police and recorded in the officer's personnel file.

   a. Officers shall surrender all badges, including those purchased by the officer, to the Chief of Police or his designee whenever the officer is suspended, retires, or terminates employment.

3. Officers shall not give, lend or permit the use of their badge by any other person.
4. Officers shall not use their badge to obtain any benefit, gratuity or special consideration to which they would not otherwise be entitled.
5. The Chief of Police shall have the authority, at his discretion, to issue retirement badges to retired officers of the department. Such badges shall clearly indicate the retired status of the officer. All retirement badges shall remain the property of the Department. The Chief of Police may revoke the privilege of possessing a retirement badge of any retired officer who engages in criminal activity, misconduct, acts which bring discredit upon the department or abuses the privilege of possessing such badge.

   a. Officers assigned to uniformed duty shall have one badge affixed to their outermost garment, except when wearing special assignment uniforms, or when directed to remove badges from a uniform by the Chief of Police or Duty Chief. The badge shall be worn centered over the left shirt pocket and even with the top seam of the pocket. When a garment is worn that does not have a pocket in this location the badge shall be attached to a badge holder that is positioned in the same location. Shield not required on winter sweater.

   b. All officers assigned to non-uniform duties shall be required to

ensuring that all personnel under the command comply with the appropriate dress and grooming regulations prescribed by this order.

2. Supervisors shall conduct a weekly formal line inspection of the appearance and equipment of each employee of their shift at roll call. All deficiencies detected by the watch supervisor shall be noted on a "Weekly Inspection Report" form and shall be brought to the employee's attention for correction. Shift supervisors shall maintain a copy of the form in their files for review and consideration at the time of the employee's personnel performance evaluation.