



October 17, 2016

To: Fox Cities Transit Commission
Human Resources Committee

From: Ron McDonald, General Manager

Subject: Authorization to restructure the Table of Organization by reassigning direct reports in addition to adding two 0.625 FTE part-time driver positions.

Request to reassign direct reports:

After review of the current Table of Organization at Valley Transit, it is clear that realignment is in order. The first concern is the Communication Technicians that report to our Administrative Services Manager. The Communication Technicians primarily provide information for bus related operations activities via telephone and radio communications. Consequently, it makes sense for the Communication Technicians to report to the Operations Division with direct oversight provided by a Road Supervisor.

Secondly, the Paratransit Coordinator/Operations Supervisor currently reports to the Assistant General Manager. Due to the nature of a Paratransit Coordinator/Operations Supervisor position, it is requested that the Paratransit Coordinator/Operations Supervisor report directly to the General Manager. The Paratransit Coordinator/Operations Supervisor is primarily responsible for service related to, and governed by, the Americans with Disabilities Act (ADA). Failure to meet the strict guidelines delineated in the ADA can lead to Civil Rights Violations. This position will also continue to assist with supervision of the Valley Transit Operations Division.

I am hereby requesting the 3.5 FTE Communications Technicians report to a Road Supervisor and the Paratransit Coordinator/Operations Supervisor report to the General Manager. This change will be cost neutral and have no budgetary impact.

Request to add two part-time bus driver positions at 0.625 FTE:

Some Valley Transit bus drivers are working in excess of 16 hours per day. Public bus drivers are not currently restricted by law as it relates to daily hours worked. However, it should be noted that professional truck drivers are regulated by the Federal Government and may only drive a maximum of 10 hours per day.

Driving extended hours causes excessive driver fatigue in addition to poor morale. As a safety concern, excessive hours and driver fatigue is a huge liability risk exposure for Valley Transit.

A number of factors are causing this scheduling problem including, but not limited to, FMLA, illness, and vacation requests. Each week approximately 50 hours of driving work is unable to be scheduled properly with the current workforce availability. Consequently, drivers are signing up for overtime while others are being involuntarily forced to work double shifts in excess of 16 hours per day. Within the last couple of pay periods, Valley Transit was forced to pay out approximately 200 hours of overtime.

Because we need a driver behind the wheel of each bus, Valley Transit doesn't have an opportunity to try getting by with less labor in an effort to reduce overtime expenses. Consequently, it is in our best interest to have additional part-time drivers available to work for regular wages. Year to date, Valley Transit Operations paid out \$90,800 in overtime. The budgeted cost of two part-time 0.625 FTE bus drivers is \$27,000 each or \$54,000 total. The Finance Department is determining appropriate budget line adjustments to reflect this change. However, the addition of two part-time 0.625 driver positions is expected to be cost neutral or a budget savings.

I am hereby requesting authorization to add two part-time bus drivers to the Table of Organization at 0.625 FTE each, reporting to the Road Supervisors.

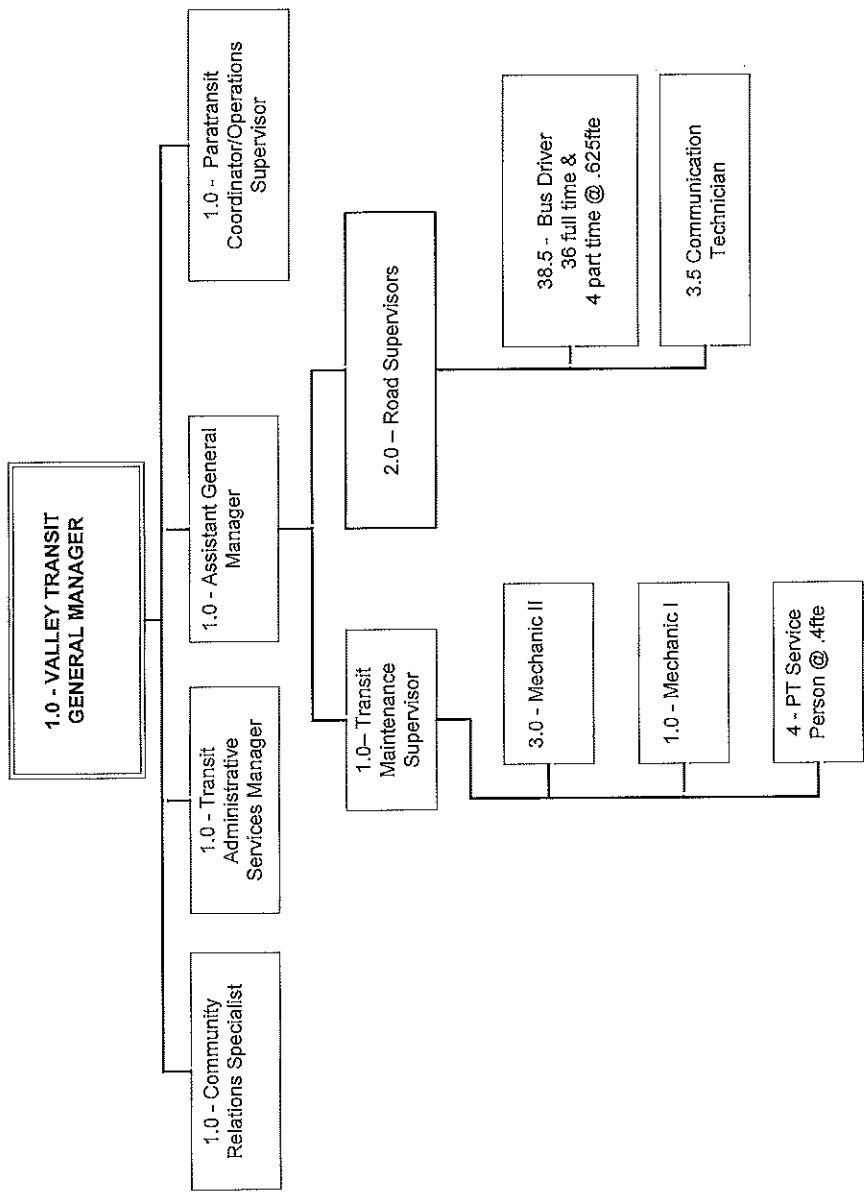
NOTE: An Administrative Assistant 0.6 FTE position was added to the 2017 City of Appleton-Valley Transit Budget prior to my arrival at Valley Transit. This Administrative Assistant 0.6 FTE position will provide necessary assistance to the Administrative Services Manager.

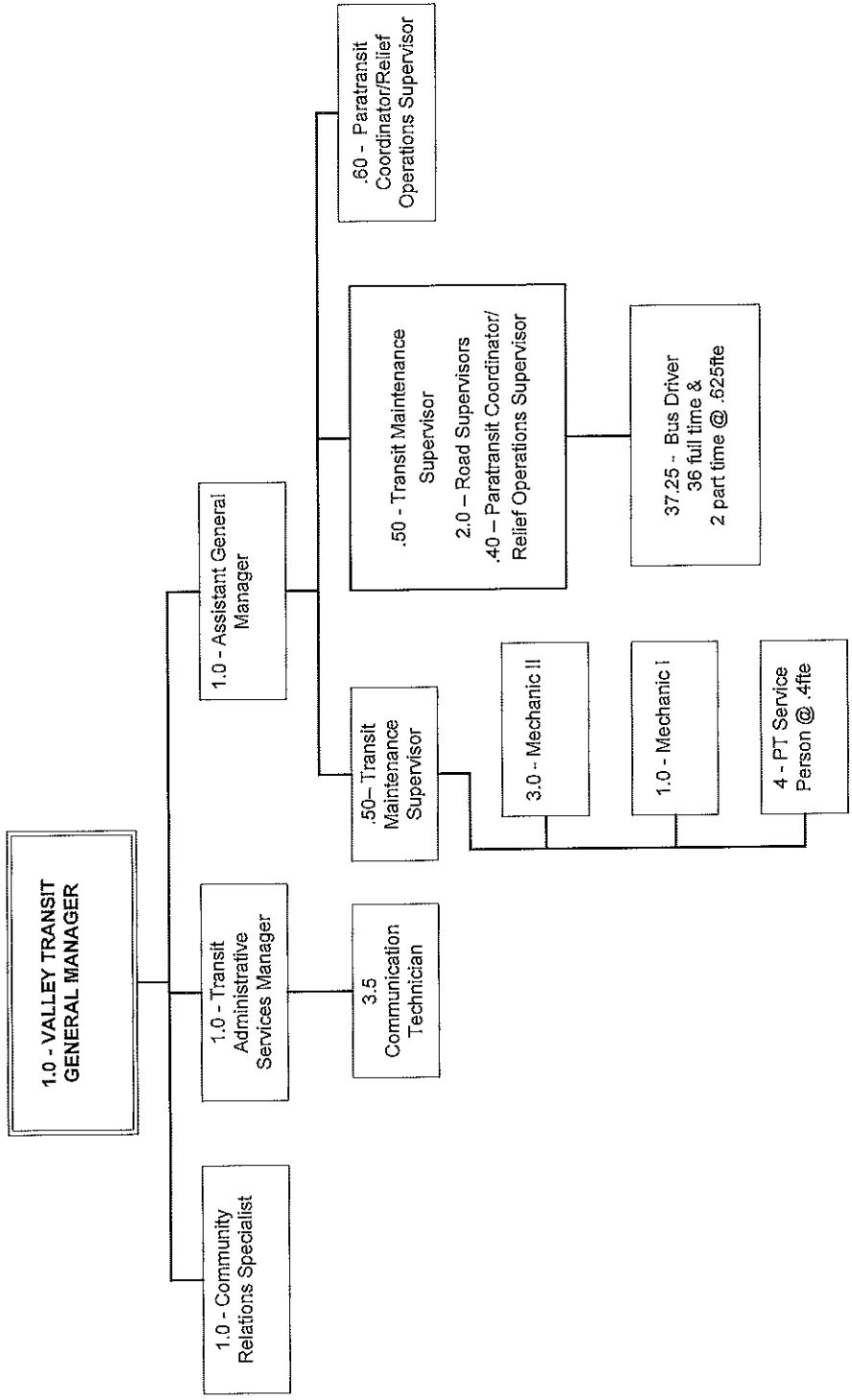
Because my arrival at Valley Transit followed development of the 2017 budget, I am bringing this request forward now. The changes identified above, along with the additional 0.6 FTE Administrative Assistant position that was included in the 2017 budget, will greatly improve our ability to meet the needs of our Community, passengers, and regulatory requirements.

Recommendation:

Authorization to restructure the Table of Organization as follows: The current 3.5 FTE Communications Technicians will report to a Road Supervisor. The Paratransit Coordinator/Operations Supervisor will report to the General Manager. In addition, two 0.625 FTE part-time driver positions will be added to the Table of Organization, reporting to the Road Supervisors.

DRAFT 10-13-2016





Approved 1-1-16