

MEMO

TO: Justin Nickels, Mayor
FROM: Dan Koski, PE, Director of Public Infrastructure
DATE: 18 August 2021
RE: Full-Time Transit Utility Driver Position

Mayor,

The transit department is continuously seeking part-time drivers. This has been a tremendous challenge as far as finding and retaining quality candidates who are willing to work only part time. The challenges related to the part time position predate COVID, and were also experienced by previous Transit Managers. As a result, the part time positions have not been fully staffed during my tenure at Maritime Metro Transit consistently nor for any significant period of time. With the staffing shortages within the region, the specialized nature of the of this role, and additional duties that have developed due to COVID, we are requesting the creation of this position. It will combine a number of existing part time positions and will benefit the community and DPI immeasurably. ~~and will be essentially~~ The budget cost is approximately \$5,094.05, but will garner savings by ~~budget neutral. This position would also greatly assist in~~ reducing overtime expenses. Other transit agencies around the state are resorting to reduction in transit routes as solutions to driver shortages and this could potentially impact funding.

DUTIES of ROLE:

- Relief driver on all routes, both shifts
 - Would eliminate end of year over-time crunch due to 30-hour average weekly threshold
- Deep bus cleaning to keep fleet newer longer & meet COVID cleaning requirements
- Deep cleaning at the transit center & DPW transit areas
- Transit grounds maintenance: shoveling snow, salting, gardening & weeding
- Bus shelter cleaning, snow removal & salting
- 4-hours/week dedicated to driving each bus for 30-minutes on the freeway (TR bus is excluded)
 - This will reduce service calls by getting the vehicles up to proper operating temp to blow out the emissions system and keep ports open, improving performance
 - This is needed because of the emissions equipment the new busses were required to have installed to meet emissions standards that have been enacted in recent years
- Transit Office back-up to Mobility Manager, improving the depth and cross training in transit office

FUNDED by:

- Combining two part-time transit driver positions to fund wages
- Eliminating Seasonal position to fund fringe benefits

-All part-time drivers are budgeted for and are already in the WRS Pension program. With limited options, this is the best utilization of available resources while remaining within budget. There are currently no

interested applicants to fill the open part-time vacancies, and there really hasn't been any quality applicants in quite some time. There are viable candidates in the transit ranks who could fill this role and reduce overtime hours immediately. We would be developing the team members we have, utilizing their strengths to benefit the needs of the transit system & the City.

Thank you very much for your consideration.