MEMO

Date: January 10, 2025

To: Nick Edwards, City Manager
Dan Johnson, Public Works Director

From: Gina Thompson, Transit Division Coordinator

Su: Request for Two Part-time Transit Driver Positions

In preparation for the Trolley fixed route relaunch on February 3, we have gone through a series of program improvements to ensure a smooth start and overall sustainability. A series of issues were identified resulting in investments and staffing improvements made:

- Transit Employee pay has improved
- Driver recruitment and retention has improved, and we currently have 14 of 16 positions filled; two are in hiring process
- Transit Division is utilizing new dispatching software, Trip Spark, allowing for efficient scheduling and routing.
- Division has moved to a two-week staff scheduling policy to allow for better planning and coordination of staff personal needs
- Part-time flexibility has helped in recruitment and retention, but our existing part-time drivers are a result of splitting a needed full-time position

To increase stability within the Transit Division going forward, two actual part-time driver positions are needed, will be optimal, and are requested.

Historically, Transit has not utilized part-time drivers due to several factors such as:

- a lack of drivers with required certifications and/or experience
- Using the old Route-Match scheduling software dispatchers were not able to schedule riders and staff effectively to meet route needs
- Find an individual that meets the needs of the service and their own personal part-time interests

The creation of these two positions will allow the division the flexibility and option to utilize identified retirees with transit experience, meet the needs of the part-time interest and need of the individual, but also serve in a fill in/floating capacity for gaps in our own service needs. This will then not impact the required full-time positions of the program routes and needs.

The current Transit Assessment underway with TransPro has also identified this as an early value added as they begin their work on the longer-term regional and sustainability plan underway.

Gina Thompson – Transportation Coordinator

c: Tony Robyn, Assistant City Manager
Jeremy Hagerman, Assistant Director Public Works, Engineering