

Humboldt Transit Authority  
Governing Board of Directors  
AGENDA  
Regular Meeting – February 20, 2013  
HTA Conference Room - 133 V Street Eureka  
9:00 a.m.

- I. Call meeting to Order
- II. Introductions
- III. Approval of minutes Page 01
  - a. Minutes from the January 16, 2013 regular board meeting  
**Action Recommended: Make corrections, if necessary.  
Approve minutes.**
- IV. Citizens Communications  
Members of the community are invited to comment on items or issues not on the agenda
- V. Special Presentation from Humboldt State student Allison Campbell regarding the feasibility of electric buses in the City of Eureka.
- VI. Consent Calendar  
**Recommended Action: By motion, recommend the approval of the following items considered to be routine and enacted on one motion. Items may be removed from the Consent Calendar upon request and will be heard separately.**
  - a. 5311 (f) Operating application Page 03  
Board approval is required for the submitting of grant applications. Staff is requesting submitting an application for operating assistance for the Southern Humboldt Intercity Bus System.  
**Action Recommended: Adopt Resolution 13-01 Authorizing Application for FTA Section 5311(f) Grant Funds and the General Manager to Sign the Grant Agreement.**
  - b. 5311 (f) Operating application Page 05  
Board approval is required for the submitting of grant applications. Staff is requesting submitting an application for operating assistance for the Willow Creek Intercity Bus System.  
**Action Recommended: Adopt Resolution 13-02 Authorizing Application for FTA Section 5311(f) Grant Funds and the General Manager to Sign the Grant Agreement.**
  - c. Federal Transit Administration Section 5311 (f) Grant Funds Page 07  
Board approval is required for the submitting of grant applications. Staff is requesting submitting an application to purchase one (1) 32 foot, 29 passenger diesel replacement vehicle.  
**Action Recommended: Adopt Resolution 13-03 Authorizing Application for FTA Section 5311 (f) Grant Funds and the General Manager to Sign the Grant Agreement.**

- d. Federal Transit Administration Section 5311 (f) Grant Funds Page 11  
Board approval is required for the submitting of grant applications.  
Staff is requesting submitting an application to purchase one (1) 32 foot,  
29 passenger diesel *expansion* vehicle.  
**Action Recommended: Adopt Resolution 13-04 Authorizing  
Application for FTA Section 5311 (f) Grant Funds and the General  
Manager to Sign the Grant Agreement.**

- e. Federal Transit Administration Section 5311 Grant Funds Page 15  
Board approval is required for the submitting of grant applications.  
Staff is requesting submitting an application to purchase two (2) 40 foot,  
36 passenger clean diesel buses.  
**Action Recommended: Adopt Resolution 13-05 Authorizing  
Application for FTA Section 5311 Grant Funds and the General  
Manager to Sign the Grant Agreement.**

- f. Resolution of the Humboldt Transit Authority for Employer Paid  
Member Contributions. Page 17  
The Public Employees' Retirement System (PERS) requires a resolution  
due to the employee member contributions changing as a result of  
recent negotiations between AFSMCE and HTA  
**Action Recommended: Approve the Resolution of the Humboldt  
Transit Authority for Employer Paid Member Contributions by  
Adopting Resolution 13-06**

VII. Items Removed from the Consent Calendar

VIII. Action Items

- a. Claim against HTA Page 19  
Raymond Burrell has submitted a claim to HTA for an incident that occurred  
with an ETS bus on November 4, 2012. The claim was received by HTA  
on December 4, 2012.  
**Action Recommended: Reject the Claim submitted by Raymond Burrell**

- b. Amendment to the HTA Classification Plan Page 21  
Staff is requesting changes to the following positions of Administrative  
Assistant I & II, Mechanic I, Technician II, and Cleaner/Janitor  
In order to add or change staff positions the HTA Salary Manual must be  
amended.  
**Action Recommended: Review, discuss and direct staff.  
If approved, amend the HTA Classification Plan to change staff positions  
by Adopting Resolution 13-07.**

c. Election of Officers

At the beginning of the year, new officers are elected to the positions of: Chair, Vice-Chair, and Finance & Operations Committee.

The current positions are:

**Chair** - Atkins (Serves on PAC) **Vice Chair** - Lovelace

**Finance & Operations Committee** - Lovelace, Atkins, Winkler

IX. Communications

a. Board

b. Staff:

i. Operating on Easter

ii. Schedule mid-year Finance Committee Meeting

X. Adjournment

**MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY**

**BOARD MEETING**

**January 16, 2013**

**ROLL CALL**

**PRESENT**

**Board Members**

Mark Lovelace, Humboldt County  
Julie Fulkerson, City of Trinidad  
Alex Stillman, City of Arcata (Alt)  
Dean Glaser, City of Fortuna  
Ryan Sundberg, Humboldt County  
Rex Bohn, Humboldt County

**ABSENT**

Linda Atkins, City of Eureka  
Julie Woodall, City of Rio Dell  
Michael Winkler, City of Arcata

**Staff**

Greg Pratt, General Manager  
Jim Wilson, Equipment and Facilities Manager  
Brenda Fregoso, Secretary to the Board  
Karen Wilson, Manager of Operations

Barbara Zoellner, Admin and Finance Manager

**CALL TO ORDER**

Vice Chairperson Lovelace called the meeting to order at 9:01 a.m.

**INTRODUCTIONS & RECOGNITIONS**

None

**MINUTES**

Motion by Councilmember Glaser, second by Councilman Fulkerson to approve the minutes from the December 19, 2012 board meeting.

*Motion carried unanimously*

**CITIZENS COMMUNICATIONS**

None

Marcella with HCAOG gave a special presentation to the board regarding the Transportation Development Act and grants that are allocated through HCAOG.

**ACTION ITEMS**

a. **Electric Buses in Humboldt County**

At the 2012 December Board meeting, Councilmember Winkler requested staff put electric buses on this month's agenda to discuss what options are available.

General Manager Greg Pratt spoke with Councilmember Winkler and advised him that he would forward reports from the students at HSU conducting this study to him and that this item will be put on the February 2013 agenda with a presentation from the students.

b. Request for Group Insurance Amendment

An amendment is needed to change the current benefit of Life, Accidental Death and Dismemberment to HTA employees from \$5,000 to \$10,000.

Motion by Councilmember Glaser, second by Supervisor Lovelace to approve the request for Group Insurance Amendment between Humboldt Transit Authority and Standard Insurance.

*Motion carried unanimously*

c. Election of Officers

During the regular January board meeting new officers are elected to the positions of: Chair, Vice-Chair and Finance & Operations Committee. The current positions are: **Chair** - Atkins, **Vice-Chair** - Lovelace

**Finance & Operations Committee** – Lovelace, Atkins, Winkler

Motion by Councilmember Fulkerson, second by Councilmember Glaser to table this agenda item until next month's board meeting.

*Motion carried unanimously*

COMMUNICATION

Staff:

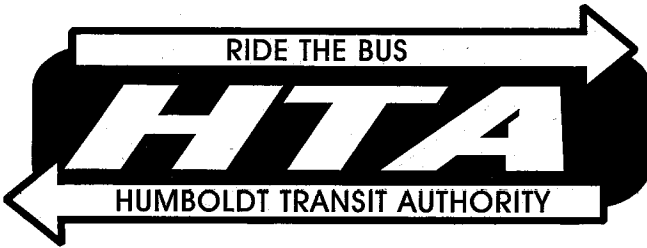
General Manager Greg Pratt gave the board a presentation on the "My Ride, Real Time". Board members will receive a link to the website via email.

Equipment and Facility Manager Wilson announced that HTA has purchased two (2) new Hybrid buses and they should be on the road by Thursday no later than Friday.

Board:

None

Meeting adjourned at 9:44 a.m.



*A Public Entity Serving  
Humboldt County Since 1976*

133 "V" Street, Eureka, CA 95501-0844

(707) 443-0826

TO: Linda Atkins, Chair  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 20, 2013

SUBJECT: Federal Transit Administration Section 5311(f) Grant Funds for the  
Southern Humboldt Intercity Bus System

The California Department of Transportation has notified its sub-recipients that there are FTA Section 5311(f) grant funds available for intercity bus services. Staff is requesting authorization to apply for these funds in the amount of \$150,000 to partially fund the Eureka/Garberville intercity bus service.

Staff Recommendation: Staff is recommending that HTA apply for this funding source. If our grant application is successful this program will provide 55% of the funding necessary to operate the Southern Humboldt intercity bus system.

***Action Recommended: Adopt Resolution 13-01 authorizing staff to apply for FTA Section 5311(f) funds in the amount of \$150,000 for the Southern Humboldt Intercity Bus System***

RESOLUTION NO. 13-01

AUTHORIZING APPLICATION FOR FTA SECTION 5311(f) GRANT FUNDS AND  
THE GENERAL MANAGER TO SIGN THE GRANT AGREEMENT

WHEREAS, the Humboldt Transit Authority (hereinafter "HTA"), a joint powers public entity consisting of the Cities of Arcata, Eureka, Fortuna, Rio Dell and Trinidad and the County of Humboldt, operates a public bus service called the Redwood Transit System; and,

WHEREAS, HTA desires to make use of such Federal Transit Administration ("FTA") Section 5311(f) grant funds as may be available to operate an intercity bus service.

NOW THEREFORE, BE IT RESOLVED that the HTA Governing Board authorizes the HTA General Manager, Greg Pratt, to submit an application to CalTrans, for FTA Section 5311(f) grant funds to be used to operate an intercity commuter bus service between Eureka and Benbow, CA. of which \$150,000 is to be paid with grant funds, and of which \$150,000 is to be paid with matching funds; and,

BE IT FURTHER RESOLVED that upon award of the grant for this application for FTA Section 5311(f) operating assistance, and subject to the terms and conditions thereof, the HTA General Manager, Greg Pratt, is hereby authorized to sign, on behalf of HTA, the Standard Agreement with the California Department of Transportation.

PASSED, APPROVED AND ADOPTED this twentieth day of February 2013, on the following vote:

AYES:  
NOES:  
ABSENT:

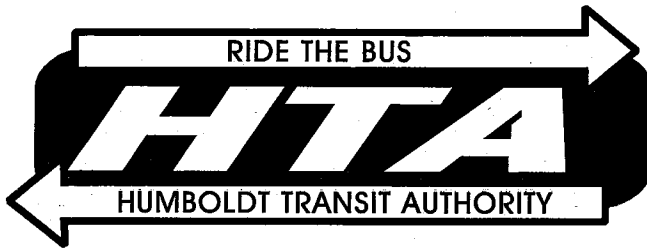
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Chair of the HTA Governing  
Board of Directors

ATTEST:

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HTA Secretary to the Board



*A Public Entity Serving  
Humboldt County Since 1976*

133 "V" Street, Eureka, CA 95501-0844

(707) 443-0826

TO: Linda Atkins, Chairperson  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 20, 2013

SUBJECT: Federal Transit Administration Section 5311(f) Grant Funds for the  
Willow Creek Intercity Bus Service

The California Department of Transportation has notified it's sub-recipients that there are FTA Section 5311(f) grant funds available for intercity bus services. Staff is requesting authorization to apply for these funds in the amount of \$68,705 to partially fund the Willow Creek Intercity bus service.

Staff Recommendation: Staff is recommending that HTA apply for this funding source. If our grant application is successful this program will provide 55% of the funding necessary to operate the Willow Creek Extension bus service.

***Action Recommended: Adopt Resolution 13-02 authorizing staff to apply for FTA Section 5311(f) funds in the amount of \$68,705 for the Willow Creek Extension.***



RESOLUTION NO. 13-02

AUTHORIZING APPLICATION FOR FTA SECTION 5311(f) GRANT FUNDS AND  
THE GENERAL MANAGER TO SIGN THE GRANT AGREEMENT

WHEREAS, the Humboldt Transit Authority (hereinafter "HTA"), a joint powers public entity consisting of the Cities of Arcata, Eureka, Fortuna, Rio Dell and Trinidad and the County of Humboldt, operates a public bus service called the Redwood Transit System; and,

WHEREAS, HTA desires to make use of such Federal Transit Administration ("FTA") Section 5311(f) grant funds as may be available to operate an intercity bus service.

NOW THEREFORE, BE IT RESOLVED that the HTA Governing Board authorizes the HTA General Manager, Greg Pratt, to submit an application to CalTrans, for FTA Section 5311(f) grant funds to be used to operate an intercity commuter bus service between Arcata and Willow Creek, CA. of which \$68,705 is to be paid with grant funds, and of which \$68,705 is to be paid with matching funds; and,

BE IT FURTHER RESOLVED that upon award of the grant for this application for FTA Section 5311(f) operating assistance, and subject to the terms and conditions thereof, the HTA General Manager, Greg Pratt, is hereby authorized to sign, on behalf of HTA, the Standard Agreement with the California Department of Transportation.

PASSED, APPROVED AND ADOPTED this twentieth day of February 2013, on the following vote:

AYES:  
NOES:  
ABSENT:

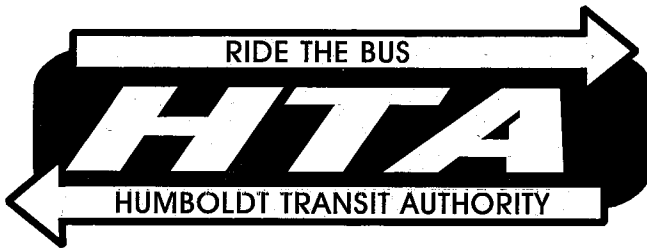
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Chair of the HTA Governing  
Board of Directors

ATTEST:

---

HTA Secretary to the Board



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133 "V" Street, Eureka, CA 95501-0844

(707) 443-0826

TO: Linda Atkins, Chairperson  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 20, 2013

SUBJECT: Federal Transit Administration Section 5311(f) Grant Funds  
Replacement Vehicle

The California Department of Transportation has notified its sub-recipients that there are FTA Section 5311(f) grant funds available for intercity bus services.

Staff is requesting approval from the HTA board to apply for one 32-foot diesel transit buses in the amount of \$170,000 of which \$149,600 is to be paid with 5311 (f) Grant Funds and \$24,400 is to be paid with matching funds or if approved "Toll Credits." (see Toll Credit Fact Sheet attached)

The bus being replaced has over 260,000 miles which has already has surpassed its useful life of 200,000 miles

***Action Recommended: Adopt Resolution 13-03 Authorizing Application for FTA Section 5311 (f) Grant Funds and the General Manager to Sign the Grant Agreement.***

RESOLUTION NO. 13-03

AUTHORIZING APPLICATION FOR FTA SECTION 5311(f) GRANT FUNDS AND  
THE GENERAL MANAGER TO SIGN THE GRANT AGREEMENT

WHEREAS, the Humboldt Transit Authority (hereinafter "HTA"), a joint powers public entity consisting of the Cities of Arcata, Eureka, Fortuna, Rio Dell and Trinidad and the County of Humboldt, operates a public bus service called the Redwood Transit System; and,

WHEREAS, HTA desires to make use of such Federal Transit Administration ("FTA") Section 5311(f) grant funds as may be available to purchase one replacement vehicle for the Intercity Bus Service.

NOW THEREFORE, BE IT RESOLVED that the HTA Governing Board authorizes the HTA General Manager, Greg Pratt, to submit an application to CalTrans, for FTA Section 5311(f) grant funds to be used to purchase one replacement vehicle to operate the intercity bus service between Eureka and Benbow, CA of which \$149,600 is to be paid with grant funds, and of which \$20,400 is to be paid with matching funds; and,

BE IT FURTHER RESOLVED that upon award of the grant for this application for FTA Section 5311(f) one replacement vehicle, and subject to the terms and conditions thereof, the HTA General Manager, Greg Pratt, is hereby authorized to sign, on behalf of HTA, the Standard Agreement with the California Department of Transportation.

PASSED, APPROVED AND ADOPTED this twentieth day of February, 2013, on the following vote:

AYES:  
NOES:  
ABSENT:

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Chair of the HTA Governing  
Board of Directors

ATTEST:

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HTA Secretary to the Board

**TRANSPORTATION DEVELOPMENT CREDITS (TOLL CREDITS)  
FOR FEDERAL TRANSIT ADMINISTRATION PROJECTS**

**FACT SHEET**

Transportation Development Credits (formerly referred to as Toll Revenue Credits) provides a credit toward a project's local share for certain expenditures with toll revenues. The amount of credit toward local share to be earned by a State is based on revenues generated by toll authorities within the State. Under the provisions of 23 U.S.C. 120(j), FHWA oversees the determination of transportation development credit within each State. For the Federal Transit Administration (FTA), the effect of utilizing transportation development credits means that FTA, in essence, provides 100 percent of the total net project cost. For example, if the actual cost of the asset is \$500,000, FTA's share at 80 percent equals \$400,000. The remaining \$100,000 match is transportation development credits, so additional Federal funds are needed to equal \$500,000 or 100 percent of the net project cost. FTA calculates a project using transportation development credits as shown in the example, from the Federal Register, below:

Actual cost of the asset	<u>\$500,000</u>
Federal Share (80%)	\$400,000
Local Share (20%)	\$100,000 (from toll revenue credits)
	<u>\$500,000</u>

In Transportation Electronic Award and Management (TEAM), the recipient will enter the following:

Total project cost	\$500,000
Federal Share	\$500,000

FTA requires the recipient to state within the comment section of TEAM that transportation development credits provide \$100,000 for the local share. FTA will not approve a retroactive application of Transportation Development Credits, nor will FTA allow additional toll credits to be added to a grant after it is executed. Toll Credits can be used for "operating" projects.

Another example:

Since the apportionment stays the same, the toll credit counts towards the apportionment. For example, if the service you are funding is:

\$160,000 federal 5307  
\$40,000 non-federal

And the apportionment of 5307 for the urbanized area is: \$500,000

Replace the non-federal with toll credits, and all \$200,000 counts against the apportionment, not just the \$160,000.

**IMPLEMENTATION STATUS**

On July 7, 2010, Caltrans held a meeting with FTA Region IX on the implementation of Transportation Development Credits for transit projects. The FTA agreed to allow Caltrans to utilize these credits under the following conditions:

1. Verification from FHWA on Toll Credit Pool (May 13, 2010 Letter from FHWA).
2. Clarification on the methodology for allocation of toll credits to transit agencies.

3. FTA has no system for tracking toll credits; therefore, Caltrans to track all toll credit allocations for transit projects (including projects in urbanized areas). Also, Caltrans will work with the MPO's and RTPA's to develop their own internal tracking system to be consistent with Caltrans.
4. Caltrans report annually on Toll Credit usage and balances for all federal projects.

Next steps include submission of a letter to FTA verifying the toll credit pool amount and Caltrans plan to allocate and track toll credits for Caltrans-managed transit capital and planning projects and for urbanized area transit projects managed by MPOs. DMT and Budgets are working together to develop an internal process to track toll credit allocations, usage, and annual reporting in accordance with FHWA and FTA requirements. The Division of Transportation Planning (DOTP) is also looking into utilizing toll credits for FTA planning funds. Additional information is forthcoming from DOTP.

#### **TEST CASE**

OCTA is requesting to use \$9.2 million, from their existing Toll Credit Account as match for transit projects. DMT is still in the development phase of tracking toll credits; OCTA was chosen for the test case because of their separate Toll Credit Account. DMT will be able to provide FTA with a single source to track and work out any issues or concerns, before the larger process is finalized.

DMT has received provisional approval from FTA requesting for the use of existing toll credits by OCTA. FTA's approval is dependent on Caltrans preparing a usage plan that is acceptable to all relevant parties that generate the Toll Credits and on an annual report on the use of those credits in compliance with 23 U.S.C 120(j).

#### **TRACKING SYSTEM**

FTA has identified the fields that are required; these fields have been highlighted on the tracking spreadsheet. All other fields will be required by Caltrans for reporting purposes. The finalized spreadsheet will be emailed to the MPO/RTPA's the week of November 22, 2010, for project input. The MPO/RTPA's will return the completed spreadsheet, by a yet to be determined date, and the data received will be uploaded into DMT's Transportation Development Credit tracking database.

Currently reports are required by FTA and FHWA. The Federal Transparency Act may impose some additional reporting requirements. The impact is unknown at this point.

#### **COMMENTS**

Comments on the tracking sheet were due to DMT 10/1/10. The tracking sheet has been distributed through the CFPG and RTPA meeting groups. We addressed comments to our tracking spreadsheet and required data fields by the MPO's at the CFPG meeting October 26, 2010, and received approval from the group to move forward with the data fields required by FTA and Caltrans for reporting purposes. We are in the process of finalizing the spreadsheet for distribution to the MPO/RTPA's for their proposed project listings.

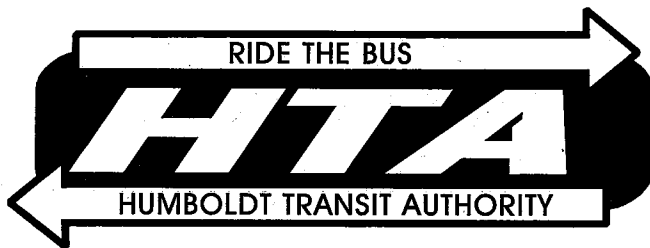
All comments have been addressed in the FAQ's.

#### **FTA SECTION 5310, 5311 and 5316**

DMT has received provisional approval from FTA requesting for the use of Transportation Development Credits for use with the DMT administered programs. FTA's approval is dependent on Caltrans preparing a usage plan that is acceptable to all relevant parties that generate the Toll Credits and on an annual report on the use of those credits in compliance with 23 U.S.C 120(j).

#### **CMAQ/RSTP TRANSFERS**

Due to the extra layer of complexity involving flex transfers we feel it is necessary to work out any issues or concerns as we are developing the process for the regular FTA programs.



*A Public Entity Serving  
Humboldt County Since 1976*

133 "V" Street, Eureka, CA 95501-0844

(707) 443-0826

TO: Linda Atkins, Chairperson  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 20, 2013

SUBJECT: Federal Transit Administration Section 5311(f) Grant Funds  
Expansion Vehicle

The California Department of Transportation has notified its sub-recipients that there are FTA Section 5311(f) grant funds available for intercity bus services.

Staff is requesting approval from the HTA board to apply for one 32-foot diesel transit buses in the amount of \$170,000 of which \$149,600 is to be paid with 5311 (f) Grant Funds and \$24,400 is to be paid with matching funds or if approved "Toll Credits." (see Toll Credit Fact Sheet attached)

The Southern Humboldt Intercity Bus System has 3 routes and 3 buses and is in desperate need of a back up bus. Having a spare bus on the intercity routes will make it easier for the Maintenance Department to perform routine services on the buses along with making the system more reliable as a whole.

***Action Recommended: Adopt Resolution 13-04 Authorizing Application for FTA Section 5311(f) Grant Funds and the General Manager to Sign the Grant Agreement.***

RESOLUTION NO. 13-04

AUTHORIZING APPLICATION FOR FTA SECTION 5311(f) GRANT FUNDS AND  
THE GENERAL MANAGER TO SIGN THE GRANT AGREEMENT

WHEREAS, the Humboldt Transit Authority (hereinafter "HTA"), a joint powers public entity consisting of the Cities of Arcata, Eureka, Fortuna, Rio Dell and Trinidad and the County of Humboldt, operates a public bus service called the Redwood Transit System; and,

WHEREAS, HTA desires to make use of such Federal Transit Administration ("FTA") Section 5311(f) grant funds as may be available to purchase one expansion vehicle for the Intercity Bus Service.

NOW THEREFORE, BE IT RESOLVED that the HTA Governing Board authorizes the HTA General Manager, Greg Pratt, to submit an application to CalTrans, for FTA Section 5311(f) grant funds to be used to purchase one expansion vehicle to operate the Intercity Bus Service between Eureka and Benbow, CA of which \$149,600 is to be paid with grant funds, and of which \$20,400 is to be paid with matching funds; and,

BE IT FURTHER RESOLVED that upon award of the grant for this application for FTA Section 5311(f) one expansion vehicle, and subject to the terms and conditions thereof, the HTA General Manager, Greg Pratt, is hereby authorized to sign, on behalf of HTA, the Standard Agreement with the California Department of Transportation.

PASSED, APPROVED AND ADOPTED this twentieth day of February, 2013, on the following vote:

AYES:  
NOES:  
ABSENT:

---

Chair of the HTA Governing  
Board of Directors

ATTEST:

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HTA Secretary to the Board

**TRANSPORTATION DEVELOPMENT CREDITS (TOLL CREDITS)  
FOR FEDERAL TRANSIT ADMINISTRATION PROJECTS**

**FACT SHEET**

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	<hr/>

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Another example:

Since the apportionment stays the same, the toll credit counts towards the apportionment. For example, if the service you are funding is:

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\$40,000 non-federal

And the apportionment of 5307 for the urbanized area is: \$500,000

Replace the non-federal with toll credits, and all \$200,000 counts against the apportionment, not just the \$160,000.

**IMPLEMENTATION STATUS**

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1. Verification from FHWA on Toll Credit Pool (May 13, 2010 Letter from FHWA).
2. Clarification on the methodology for allocation of toll credits to transit agencies.



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DMT has received provisional approval from FTA requesting for the use of existing toll credits by OCTA. FTA's approval is dependent on Caltrans preparing a usage plan that is acceptable to all relevant parties that generate the Toll Credits and on an annual report on the use of those credits in compliance with 23 U.S.C 120(j).

#### **TRACKING SYSTEM**

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Currently reports are required by FTA and FHWA. The Federal Transparency Act may impose some additional reporting requirements. The impact is unknown at this point.

#### **COMMENTS**

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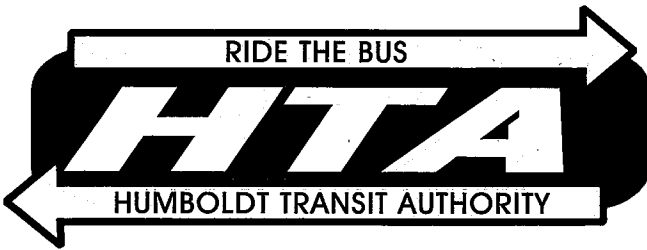
All comments have been addressed in the FAQ's.

#### **FTA SECTION 5310, 5311 and 5316**

DMT has received provisional approval from FTA requesting for the use of Transportation Development Credits for use with the DMT administered programs. FTA's approval is dependent on Caltrans preparing a usage plan that is acceptable to all relevant parties that generate the Toll Credits and on an annual report on the use of those credits in compliance with 23 U.S.C 120(j).

#### **CMAQ/RSTP TRANSFERS**

Due to the extra layer of complexity involving flex transfers we feel it is necessary to work out any issues or concerns as we are developing the process for the regular FTA programs.



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Humboldt County Since 1976*

133 "V" Street, Eureka, CA 95501-0844

(707) 443-0826

TO: Linda Atkins, Chair  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 20, 2013

SUBJECT: 2013-14 5311 Regional Apportionment Grant Funds

Each fiscal year a Regionally Apportioned Federal funds become available to the region. Staff has been notified by the Humboldt County Association of Governments that there is \$884,620 available in this year's Regional Apportionment Grant Fund program.

The 5311 program requires a board authorizing resolution for all grant applications. Staff is requesting approval from the HTA board to apply for two (2) 40-foot, clean diesel transit buses in the amount of \$880,000 of which \$680,000 is to be paid with 5311 Regional Apportionment Grant Funds and \$200,000 is to be paid with matching funds which has already been set aside for bus acquisition.

***Action Recommended: Adopt Resolution 13-05 Authorizing Application for FTA Section 5311 Grant Funds and the General Manager to Sign the Grant Agreement.***

RESOLUTION NO. 13-05

AUTHORIZING APPLICATION FOR FTA SECTION 5311 GRANT FUNDS AND  
THE GENERAL MANAGER TO SIGN THE GRANT AGREEMENT

WHEREAS, the Humboldt Transit Authority (hereinafter "HTA"), a joint powers public entity consisting of the Cities of Arcata, Eureka, Fortuna, Rio Dell and Trinidad and the County of Humboldt, operates a public bus service called the Redwood Transit System; and,

WHEREAS, HTA desires to make use of such Federal Transit Administration ("FTA") Section 5311 grant funds as may be available to make necessary equipment purchases;

NOW THEREFORE, BE IT RESOLVED that the HTA Governing Board authorizes the HTA General Manager, Greg Pratt, to submit an application to the Humboldt County Association of Governments for inclusion in the Regional program of projects, and thereafter to CalTrans, for FTA Section 5311 Funding to be used to purchase two (2) 40-foot clean diesel transit buses in the amount of \$880,000 of which \$680,000 is to be paid with grant funds, and of which \$200,000 is to be paid with matching funds; and,

BE IT FURTHER RESOLVED that upon award of the grant for this application for two (2) 40-foot transit buses, and subject to the terms and conditions thereof, the HTA General Manager, Greg Pratt, is hereby authorized to sign, on behalf of HTA, the Standard Agreement with the California Department of Transportation.

PASSED, APPROVED AND ADOPTED this twentieth day of February, 2013 on the following vote:

AYES:  
NOES:  
ABSENT:

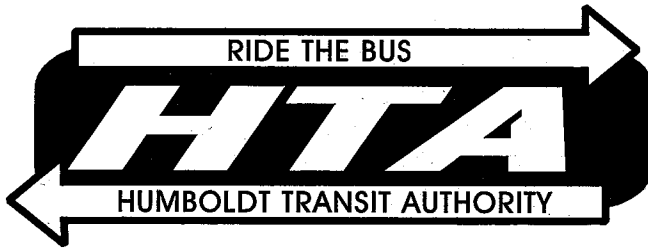
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Chair of the HTA Governing  
Board of Directors

ATTEST:

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HTA Secretary to the Board



*A Public Entity Serving  
Humboldt County Since 1976*

133 "V" Street, Eureka, CA 95501-0844

(707) 443-0826

TO: Linda Atkins, Chairperson  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 14, 2013

SUBJECT: Change of Employer Paid Member Contributions for PERS Retirement

The Public Employees' Retirement System (PERS) requires a resolution for the change of employee member contributions, which had been paid by Humboldt Transit Authority as Employer Paid Member Contributions (EPMC) since the adoption of Resolution 08-07, to now be paid by the member employees, as agreed by Humboldt Transit Authority and the membership of AFSCME.

***Action Recommended: Adopt Resolution 13-06 authorizing CalPERS to change the current contract from Employer Paid Member Contributions to Member Paid Contributions***

RESOLUTION 13-06  
OF THE  
HUMBOLDT TRANSIT AUTHORITY  
FOR EMPLOYER PAID MEMBER CONTRIBUTIONS

WHEREAS, the governing body of the Humboldt Transit Authority has the authority to implement Government Code Section 20691;

WHEREAS, the governing body of the Humboldt Transit Authority has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer;

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the Humboldt Transit Authority of a Resolution to commence said Employer Paid Member Contributions (EPMC);

WHEREAS, the governing body of the Humboldt Transit Authority has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all represented employees of Humboldt Transit Authority.
- The employee shall pay 100% of the normal member contributions as EPMC.
- The effective date of this Resolution shall be February 20, 2013

NOW, THEREFORE, BE IT RESOLVED that the governing board of directors of the Humboldt Transit Authority elects to pay EPMC, as set forth above.

PASSED, APPROVED AND ADOPTED this twentieth day of February 2013 on the following vote:

AYES:  
NOES:  
ABSENT:

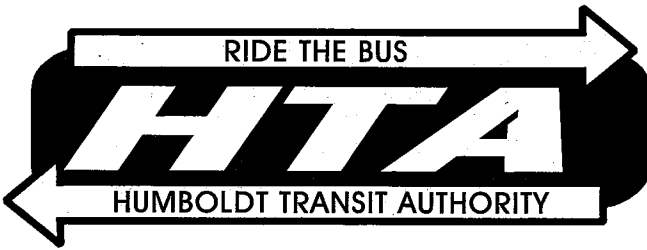
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Chair of the HTA Governing  
Board of Directors

ATTEST:

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HTA Secretary to the Board



*A Public Entity Serving  
Humboldt County Since 1976*

133 "V" Street, Eureka, CA 95501-0844

(707) 443-0826

TO: Linda Atkins, Chair  
All Governing Board Members

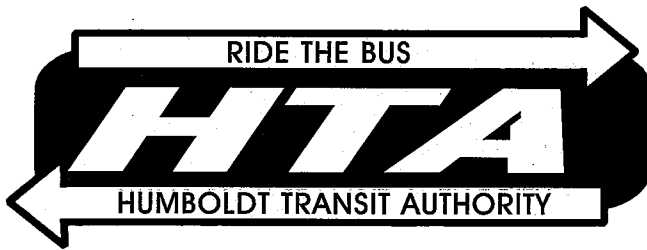
FROM: Greg Pratt, General Manager

DATE: February 20, 2013

SUBJECT: Claim against HTA

On December 4, 2012, Raymond Burrell submitted a claim for personal injury to Humboldt Transit Authority for an incident that occurred on November 27, 2012. Cameron Dewey who is the Claims Supervisor for York Risks Services Group, Inc recommended, based on the evidence, that HTA reject the claim.

**Action Necessary: Reject the claim for personal injury submitted by Raymond Burrell. Attached is a proposed letter of rejection**



*A Public Entity Serving  
Humboldt County Since 1976*

133 "V" Street, Eureka, CA 95501-0844

(707) 443-0826

February 20, 2013

Raymond Burrell  
110 2<sup>nd</sup> Street  
Eureka, CA 95501

Dear Mr. Burrell:

Notice is hereby given that on February 20, 2013 Humboldt Transit Authority's Governing Board of Directors rejected the claim you presented to Humboldt Transit Authority on December 4, 2012.

**WARNING**

Subject to certain exceptions, you have only six (6) months from the date of this notice was personally delivered or deposited in the mail to file a court action on this claim. See Government Code Section 954.6.

The time limitation applies only to causes of action arising under California law for which a claim is mandated by the California Government Tort Claims Act, Government Code sections 900 et. Seq. Other causes of action, including those arising under federal law, may have shorter time limitations for filing.

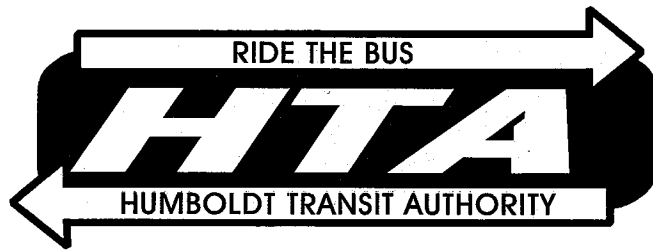
You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

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Chair of the HTA Governing  
Board of Directors

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Attest: HTA Secretary to the Board



*A Public Entity Serving  
Humboldt County Since 1976*

133 "V" Street, Eureka, CA 95501-0844

(707) 443-0826

TO: Linda Atkins, Chair  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 20, 2013

SUBJECT: Amendment to the HTA Classification Plan

Staff is requesting changes to the Classification Plan that was adopted on February 15, 2012. The Maintenance Department needs help with detailing the inside of the bus and with it operating 7 days/week a part-time cleaner/janitor is needed. Because of the difficulty of hiring someone to fill the position of Mechanic I, staff is requesting adding one more Technician II to be able to keep up on the services.

Administration Assistant I is currently doing the work of Administrative Assistant II in the Finance Department as described in the job descriptions. Staff is requesting the board add that position and remove the position of Administrative Assistant I.

~Job descriptions are enclosed and proposed changes to the Classification Plan Salary Schedule are shaded.

***Action Recommended: Review, discuss and direct staff. If approved, amend the HTA Classification Plan to change staff positions by Adopting Resolution 13-07.***



RESOLUTION 13-07  
RESOLUTION AMENDING THE HUMBOLDT TRANSIT SALARY MANUAL

WHEREAS, the Governing Board of Directors of the Humboldt Transit Authority desires to amend its personnel policies and publications;

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Humboldt Transit Authority Classification Plan and Salary Schedule be amended as follows:

Allocated Positions

One	General Manager
One	Administrative and Finance Manager
One	Receptionist/ADA Specialist
<b>One</b>	<b>Administrative Assistant II</b>
One	Administrative Assistant I (part-time)
One	Operations Manager
One	Operations Supervisor (part-time)
Twelve	Extraboard Drivers
Thirty	Drivers
One	Equipment and Facilities Manager
One	Shop Supervisor/Mechanic II
Two	Mechanic II
One	Mechanic I
<b>Three</b>	<b>Technician II</b>
One	Technician I
One	Vehicle Service Worker
One	Cleaner/Janitor
<b>One</b>	<b>Cleaner/Janitor (part-time)</b>

PASSED, APPROVED AND ADOPTED this twentieth day of February 2013, on the following vote:

AYES:

NOES:

ABSENT:

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Chair of the HTA Governing  
Board of Directors

ATTEST:

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HTA Secretary to the Board

# HTA Classification Plan

## Salary Schedule

Position	Allocation			Range		Steps					
	Cur.	Filled	Prop.	Hourly	A	B	C	D	E	F	
<i>Non-union positions</i>											
General Manager	1	1	1	\$37.02 - \$47.12							
Operations Manager	1	1	1	\$24.04 - \$33.65							
Equipment and Facilities Manager	1	1	1	\$24.04 - \$33.65							
Administration and Finance Mgr	1	1	1	\$24.04 - \$33.65							
Administrative Assistant II	0	0	1	\$21.63 - \$26.44							
Administrative Assistant I	1	1	0	\$17.07 - \$21.87							
Administrative Assistant I (part-time)	1	0	1	\$17.07 - \$21.87							
Receptionist/ADA Specialist	1	1	1	\$13.94 - \$18.75							
Operations Supervisor (part-time)	1	0	1	\$15.88 - \$18.26	\$15.88	\$16.32	\$16.78	\$17.25	\$17.76	\$18.26	
Shop Supervisor/ Mechanic II	1	0	1	\$20.45 - \$23.67	\$20.45	\$21.09	\$21.76	\$22.45	\$23.17	\$23.67	
<i>Union positions</i>											
<i>Steps for union staff are negotiated and part of the MOU</i>											
Mechanic II	2	2	2	\$20.81 - \$24.26	\$20.81	\$21.50	\$22.21	\$22.95	\$23.72	\$24.26	
Mechanic I	2	0	1	\$19.12 - \$22.56	\$19.12	\$19.80	\$20.39	\$21.26	\$22.02	\$22.56	
Technician II	2	2	3	\$17.44 - \$20.31	\$17.44	\$17.99	\$18.54	\$19.14	\$19.77	\$20.31	
Technician I	1	1	1	\$16.37 - \$19.24	\$16.37	\$16.92	\$17.47	\$18.07	\$18.70	\$19.24	
Vehicle Service Worker	1	1	1	\$14.85 - \$17.40	\$14.85	\$15.32	\$15.81	\$16.32	\$16.86	\$17.40	
Vehicle Service Worker (part-time)	1	1	1	\$13.88 - \$16.26	\$13.88	\$14.32	\$14.78	\$15.25	\$15.76	\$16.26	
Cleaner/Janitor	1	1	1	\$14.13 - \$16.48	\$14.13	\$14.56	\$15.01	\$15.47	\$15.94	\$16.48	
Cleaner/Janitor (part-time)	0	0	1	\$13.21 - \$15.40	\$13.21	\$13.61	\$14.03	\$14.46	\$14.90	\$15.40	
Driver	30	26	30	\$14.85 - \$17.40	\$14.85	\$15.32	\$15.81	\$16.32	\$16.86	\$17.40	
Extraboard Driver				\$14.85 - \$17.40	\$14.85	\$15.32	\$15.81	\$16.32	\$16.86	\$17.40	
Extraboard Driver (part-time)	12	7	12	\$13.88 - \$16.26	\$13.88	\$14.32	\$14.78	\$15.25	\$15.76	\$16.26	



## Administrative Assistant I and II

Working under the direction of the Administration and Finance Manager, Administrative Assistants are responsible for and assists with a variety of bookkeeping, grant administration, personnel, payroll and related tasks. The AAI is responsible for tasks and responsibilities that require a higher level of experience and/or training, and operates with a higher level of autonomy and responsibility. Job responsibilities will fall into the areas listed below. Specific responsibilities will be determined by the Administration and Finance manager.

### Bookkeeping:

- Assist with bookkeeping tasks as assigned
- Oversee petty cash and reconciliation of the same
- Assist with vault counts and bank deposits
- Prepare requests for payment of invoices through the county auditor's office or pays bill in-house
- Compiles financial statements and statistical reports
- Participate in completion of yearly financial audits

### Contracts and Grants:

- Review, study, update and maintain all contracts and related documents
- Track grant receipts and expenditures
- Prepares grant applications and complies with all reporting requirements

### Personnel and Payroll:

- Calculates payroll hours for all employees from time clock or trip reports
- Completes payroll and ancillary records
- Calculates and monitors sick, vacation and administrative leave hours
- Assists with administration of Public Employees Retirement System programs
- Assists with all worker's compensation claims
- Responsible for compliance of random drug and alcohol testing program and training of employees, and prepares quarterly and annual reports
- Assist all departments in hiring, intake and training processes

### General:

- Prepare board agenda materials and serve as Secretary to the Board of Directors
- Assists in the answering of telephones and dispensing of schedule and fare information, when needed. Assists in the answering of radio calls, when needed
- As needed, assists with all other administrative duties assigned by the Administration and Finance Manager



## Operations Supervisor

Under the direction of the Operations Manager the Operations Supervisor is responsible for the safe operation of all transit systems operated by HTA. The Operations Supervisor assists the Operations Manager as needed and acts as Operations Manager in the OM's absence.

### Safety:

- Responsible for all driver safety programs, including training and retraining
- Monitors driver safety habits and conducts routine safety meetings
- Investigates all accidents/incidents and assists drivers in proper completion of necessary reports
- Ensure compliance with drug and alcohol testing program and training of employees

### Quality and Evaluation:

- Coordinate all quality improvement programs
- Complete all driver evaluations and assist in evaluation program improvements
- Investigate and respond to all complaints

### General Operations:

- Assists in the planning, organizing, scheduling and assigning of work for daily service delivery
- Ensures standard operating and safety procedures are observed and ensures that the quality of daily service exceeds HTA's service standards
- Will serve as an Extraboard Transit Bus Driver and will operate buses in revenue service when there are no available drivers, or replace vehicles which are down due to mechanical failures when no shop personnel are available.
- Assists in all administrative functions, including but not limited to: preparation of reports; clerical activities; answering of telephones; customer complaints; routine banking functions.
- Available for road calls and emergencies
- Must maintain a current California Class B driver's license with a passenger endorsement.



### Receptionist/ADA Specialist

Under the direction of the Director of Finance and Administration, the Receptionist oversees all activities at the front desk and completes other tasks in support of administration and operations. Duties include but are not limited to:

- Answer phones, distributing calls and/or managing customer inquiries
- Provide schedule and route information to the general public as necessary
- Greet the public and fulfilling all general reception duties
- Provide secretarial services to management staff as needed, including typing, filing, invoicing, record keeping, phone management, etc.
- Sell tickets and passes to the public
- Calculate ridership statistics monthly
- Receive and process applications for reduced fares, and prepare ID cards
- Count cash and complete daily logs of money taken at the front desk
- Oversee front desk cash box and cash reconciliation
- Open and date all incoming mail
- Perform all administrative duties related to the Eureka Dial-a-Ride program, including ticket count reconciliation, client certification, complaints, and reports



## Maintenance Shop Supervisor/ Mechanic II

Under the direction of the Equipment and Facilities Manager the Shop Supervisor is responsible for the maintenance and repair of Humboldt Transit Authority's and contracted vehicles. The Shop Supervisor schedules and assigns daily maintenance activities and work for shop employees, and is responsible for the performance and attendance of all department employees.

### Maintenance

- Serves in a Mechanic II position and perform skilled maintenance and repair of HTA busses and equipment
- Perform major and minor repairs on all HTA rolling stock and other related components
- Perform safety checks and operational checks on equipment and buses
- Ensure the overall safety of the shop and facility
- Perform routine lubrications and other services as required
- Repair equipment in the field as necessary
- Maintain all repair and service records

### Supervision

- Supervise all maintenance department staff and work schedules
- Plan and coordinate all department safety programs
- Assign all buses to daily runs
- Assist with annual inventory
- Assist in preparation of regulatory reports
- Covers for the Equipment and Facilities Manager as needed

### Other

- On call for road calls and shop emergencies



## Mechanic II

Under the supervision of the Shop Supervisor and Equipment and Facilities Manager, the Mechanic II maintains and repairs Humboldt Transit Authority's vehicles and other equipment under HTA contract. Mechanic II is a senior level position.

- Performs major and associated minor repairs on all of HTA's rolling stock, including, but not limited to: air and hydraulic brake systems; manual and automatic transmissions; hydraulic pumps, cylinders, control valves, motors and related components; electrical systems, starters, generators; air conditioning units; steering systems; and other related equipment.
- Performs skilled maintenance and repair of Humboldt Transit Authority buses, vehicles and related equipment
- Performs major and minor repairs on all HTA rolling stock and other related components
- Performs major and minor rebuilds and overhauls of gas and diesel engines
- Performs safety checks and operational tests on equipment and buses
- Performs body and fender repair work including welding, cutting, painting, fiber glassing and various other procedures
- Performs routine lubrications and other service related duties as required
- Performs maintenance, diagnosis and repairs to A/C systems.
- Maintains files and records pertaining to repair work performed
- Repairs equipment in the field as necessary
- Assists in taking annual inventory as necessary
- Conforms with all regulations governing hazardous materials use and disposal, and follow and comply with HTA's Spill Pollution Prevention Plan.
- Cleans shop area as needed, clean work area on a daily basis before end of shift.
- Assists in facility maintenance such as gates, bus washing, building repairs, etc
- Performs other miscellaneous duties as required.
- Must maintain a valid Class B driver license with a passenger endorsement.



## Mechanic I

Under the supervision of the Maintenance and Facilities Manager and the Shop Supervisor, the Mechanic I maintains and repairs Humboldt Transit Authority's vehicles and other equipment under HTA contract.

- Performs major and associated minor repairs on all of HTA's rolling stock, including, but not limited to: air and hydraulic brake systems; manual and automatic transmissions; hydraulic pumps, cylinders, control valves, motors and related components; electrical systems, starters, generators; air conditioning units; steering systems; and other related equipment.
- Performs skilled maintenance and repair of Humboldt Transit Authority buses, vehicles and related equipment
- Performs major and minor repairs on all HTA rolling stock and other related components
- Performs major and minor rebuilds and overhauls of gas and diesel engines
- Performs safety checks and operational tests on equipment and buses
- Performs body and fender repair work including welding, cutting, painting, fiber glassing and various other procedures
- Performs routine lubrications and other service related duties as required
- Performs maintenance, diagnosis and repairs to A/C systems.
- Create work orders and post parts as related to the repair work being performed, making sure all information is correctly entered onto work orders.
- Maintains files and records pertaining to repair work performed, including work orders, parts postings, service records
- Repairs equipment in the field as necessary
- Assists in taking annual inventory as necessary
- Conforms with all regulations governing hazardous materials use and disposal, and follow and comply with HTA's Spill Pollution Prevention Plan.
- Cleans shop area as needed, clean work area on a daily basis before end of shift.
- Assists in facility maintenance such as gates, bus washing, building repairs, etc
- Performs other miscellaneous duties as required.
- Must maintain a valid Class B driver license with a passenger endorsement.





## Equipment Technician II

Under the supervision of the General Manager and the Equipment and Facilities Manager, assists the Equipment Mechanics with major repairs of HTA and contract equipment. Performs minor and some major repairs and PM services on equipment as assigned.

- Responsible for vehicle servicing including oil changes, chassis and component lube, in line with scheduled preventive maintenance program.
- Makes minor repairs and adjustments to equipment.
- Assists mechanics with repair of vehicles, as requested. Makes some major repairs as assigned.
- Performs maintenance, diagnosis and repairs to A/C systems.
- Diagnoses engine and transmission codes.
- Assists with road calls and replacement of vehicles for revenue service.
- Performs pre-trip inspections on back-up buses on a daily basis.
- Diagnoses defects in brake systems and performs necessary repairs.
- Advises equipment manager on need for parts and supplies.
- Conforms with all regulations governing hazardous materials use and disposal, and follow and comply with HTA's Spill Pollution Prevention Plan.
- Assists with annual inventory.
- Cleans shop area when needed, cleans work area daily before end of shift.
- Assists in facility maintenance such as gates, bus washing, building repairs, etc.
- Performs related duties as assigned.
- Must maintain a valid Class B driver license with a passenger endorsement.



### Equipment Technician I

Under the supervision of the General Manager and Equipment and Facilities Manager, the Equipment Technician I is responsible for maintaining the parts room and its inventory, and assists with fueling processes when needed.

- Reviews mechanic's work orders on a daily basis and finalizes all work order transactions. Fully maintains parts inventory by ordering, receiving, checking in/out parts.
- Maintains vehicle records, updates and tracks warranty items.
- Posts parts to work orders on a daily basis, or as needed.
- Closes work orders as needed.
- Services GFI fareboxes and responds to farebox road calls.
- Assists mechanics on road calls, as needed.
- Maintains service truck parts inventory replacing parts used on road calls, as needed.
- Responsible for performing routine maintenance on bus wash and automatic gates.
- Assists Vehicle Service Worker with fueling processes as needed and covers the Vehicle Service Worker's position in their absence.
- Conforms with all regulations governing hazardous materials use and disposal, and follow and comply with HTA's Spill Pollution Prevention Plan.
- Assists in ordering parts and shop supplies.
- Maintains cleanliness and order of parts room.
- Assists in keeping shop area clean, cleans work area daily before end of shift.
- Assists in facility maintenance such as gates, bus washing, building repairs, etc.
- Perform related duties as assigned.
- Must maintain a valid Class B driver license with a passenger endorsement.



### Vehicle Service Worker

Under the supervision of the Equipment and Facilities Manager and the direction of the Shop Supervisor/Lead Mechanic the Vehicle Service Worker is responsible for the general exterior cleaning of all vehicles, the fueling and checking of all fluid levels in all HTA vehicles, minor vehicle repairs, and the cleaning of the HTA maintenance facility and parking area.

- Responsible for the daily fueling of buses and vans including the recording of related data.
- Fuels support/staff vehicles.
- Cleans exterior of all HTA buses, vans and support/staff vehicles, including detailing, i.e., tires, bumpers, wheels, etc.
- Cleans interior of all HTA vehicles, as assigned. Sweeps and mops buses daily.
- Checks and maintains all essential fluid levels such as engine oil, transmission fluid, and power steering fluid, and records related data.
- Assists mechanics with repair of vehicles as requested.
- Assists with road calls and replacement of vehicles for revenue service.
- Probes fareboxes daily, remove and dump vaults in the authority's safe. Replaces empty vaults in each bus or van.
- Monitors security of yard and office area during shift.
- Maintains cleanliness of yard by keeping it free of trash, oil and debris.
- Maintains cleanliness of fueling area on a daily basis.
- Assists in facility maintenance such as gates, bus washing, building repairs, etc
- Conforms with all regulations governing hazardous materials use and disposal, and follow and comply with HTA's Spill Pollution Prevention Plan.
- Performs other miscellaneous tasks and duties as assigned.
- Must maintain a valid Class B driver license with a passenger endorsement.



### Cleaner/Janitor

Under the direction of the General Manager and the Equipment and Facilities Manager, the Cleaner/Janitor is responsible for keeping HTA facilities and equipment in a safe and clean condition. This position's primary function is to clean the transit vehicles. The remaining duties will be performed as time allows.

- Cleans the interior of the transit buses on a daily basis. Including, but not limited to, sweeping, mopping, dusting, wiping down of all surfaces, cleaning windows, detailing driver's area and farebox area.
- Steam cleans bus seats on a weekly schedule or as needed.
- Cleans and maintains all HTA restrooms on a weekly schedule.
- Cleans shop office and break room on a weekly schedule.
- Washes office windows on a weekly schedule.
- Assists with the bus fueling process, if needed. Moves equipment, empties the bus of trash and debris, washes windshield and mirrors.
- Assists mechanics with road calls, when feasible. Drives utility truck to roadside location if needed. Assists with safety equipment at roadside location.
- Cleans HTA building gutters as needed, approximately twice a year.
- Cleans yard concrete with oil absorbent and disposes of waste in appropriate location.
- Conforms with all regulations governing hazardous materials use and disposal, and follow and comply with HTA's Spill Pollution Prevention Plan.
- Completes all appropriate forms and paperwork required by duties.
- Assists in facility maintenance such as gates, building repairs, etc
- Performs other miscellaneous duties as assigned.
- Must maintain a valid Class B driver license with a passenger endorsement.



### Driver and Extraboard Driver

Under the direction of the Operations Manager and Operations Supervisor, Drivers drive both large and small buses and other passenger vehicles. Drivers are also responsible for communicating effectively with passengers, dispatch and other drivers and for maintaining good relations with the public.

- Operates all types of buses assigned to the HTA fleet.
- Drives according to prescribed schedule on a run assignment either by seniority bidding or by assignment by the General Manager or designee.
- Is responsible for the safe operation of all equipment in compliance with federal, state, county and municipal regulations.
- Collects fares, sells tickets, issues transfers and dispenses accurate schedule information.
- Completes all necessary reports.
- Routinely checks tires during shifts and at the end of each trip.
- Performs safety check as required by law on all vehicles assigned.
- Performs other duties as assigned.

Other: Some assignments require a driver to sit at the wheel of the bus for up to 2 ½ hrs. The drivers do have the option/opportunity to get out of the bus and stretch once or twice during this time. Routinely, at the end of the line they will have from 15-45 minute breaks. The more average assignment will require sitting at the wheel for 1-1 ½ hrs. With the same opportunity for rest and stretching.