



Agenda Planning Request Form



Instructions

Complete this form for any new or amended Agenda Planning (AP) Request. Each request requires the endorsement of **at least three (3) Directors** (including the requestor). Directors are limited to a **maximum of fifteen (15)** AP requests per calendar year, with no more than two requests made per meeting. AP requests are non-transferrable to any other Director and any “unused” AP requests shall not be carried over to the next calendar year. Requests for presentations by individuals or organizations outside of AC Transit are excluded from the AP request limit.

Prior to making a request, Directors shall make their best effort to discuss the item with the General Manager, a member of his/her Executive Staff or appropriate Board Officer in advance of the Board meeting at which the request will be made.

AP Request Forms are due to the District Secretary no later than 5:00 p.m. on the Wednesday one week prior to the scheduled Board meeting in order for the form to be included in the agenda packet. Email completed forms to districtsecretary@actransit.org

Information

Director’s Name: Jean Walsh and Diane Shaw	Meeting Date the AP Request will be presented: January 2025
This Request is: <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Include in the GMs Report: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Type: <input type="checkbox"/> Action <input checked="" type="checkbox"/> Briefing	Expected Staff Report Due Date (if known):
Discussed w/ GM, Board Officer or Exec Team Member: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Item Description: (Please be thorough. Attach additional information if needed.)

Transit workforce shortages and unplanned absences are one of the biggest problems facing AC Transit and are inhibiting our ability to provide reliable service to riders. The availability of bathroom facilities for operators has been raised as a contributing factor affecting workplace satisfaction. The District has been working on this ongoing issue for many years and has invested a lot of time and money into it.

The board would like an update on efforts to improve operator restroom access, including the work and results achieved to date, cost of these efforts, challenges faced, future strategies and plans, and resources needed.

Purpose:

To obtain an understanding of the progress being made in the area of operator restroom access and identify challenges the board can help to address in order to boost workforce satisfaction and operator availability.

What will be accomplished/desired outcome:

Improved operator workplace satisfaction should help with workforce shortages due to unplanned absences, which overall should improve the reliability of AC Transit service.

For Office Use Only

Information on requested additions by Board Members:

Click or tap here to enter text.

Concurrence By: Beckles Walsh Syed McCalley Shaw Young Peoples

Tracking Number (if applicable): Click or tap here to enter text.