



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

Directors Name	Jean Walsh	Meeting Date the AP Request will be presented:	12/14/22
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):	February 2022
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.)

The Board requests an update on the **bus operator recruitment, hiring and training process**, results to date, and plans for the future.

The report should include an update to the chart presented on March 9, 2022 that listed bottlenecks/delays along with recommended new processes, and identify which of these recommendations have been implemented, which have not, why not, and how/if the changes have resulted in improved outcomes. The report should include any other improvements that have been made, along with the results to date.

The report should include current average time between when an applicant first applies to when they are offered a position and begin New Bus Operator (NBO) training, compared to prior to process improvements.

The report should include a summary of all 2022 (NBO) training classes, including class capacity compared with the number of participants enrolled and the number who completed training and graduated to become bus operators.

The report should include projections of when the District estimates it will have the budgeted and required number of bus operators to achieve service equivalent to pre-pandemic levels, based on current and anticipated hiring and attrition rates and any other relevant factors.

The report should include any additional ideas and recommendations on how to continue to improve, accelerate and streamline bus operator recruitment, hiring, training and retention (raising the bonus amount, working with labor partners to pursue part time work schedules, etc.). The report should identify any monetary and/or staff resources required to bring the District up to the full number of operators needed to provide reliable service at levels equivalent to pre-pandemic service.

Purpose:

AC Transit staff, management, labor partners and Board must resolve the District's biggest challenge, the bus operator shortage, with creativity and persistence in order to fulfill our mission. Understanding where the problems lie, what works and what doesn't, trying new things and closely monitoring results is key to addressing this challenge

What will be accomplished/desired outcome:

The Board will understand the efforts done to date, results, and resources needed to quickly and effectively address the bus operator shortage that is limiting our ability to provide full and reliable service to riders, residents and taxpayers.

For Office Use Only

Information on requested additions by Board Members:

Concurrence By: Beckles Walsh Syed Mccalley Shaw Young Peeples

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



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