



April 20, 2022

To: Human Resources Committee  
City of Appleton Common Council

From: Ron McDonald, General Manager

Subject: Authorization to add a Safety and Compliance Specialist position to the Table of Organization

Valley Transit continues to struggle with driver recruitment efforts. Valley Transit has 9 of 36 full-time driver positions vacant. On February 7, 2022, the Federal Motor Carrier Safety Administration (FMCSA) enacted the Entry Level Driver Training Requirements (ELDT) for commercial driver license. The ELDT requirements are intended to create standardized training.

ELDT requirements require FMCSA approved curriculum with a significant amount of reporting. Without adequate staff to take on the additional training and reporting, Valley Transit intended to partner with Fox Valley Technical College. FVTC is now reserving training sessions 6-months out, in September. We have bus driver candidates that we intend to hire and a six-month waiting period for a bus driver recruit is unacceptable. As detailed in FMCSA Title 49 Part 380 Appendix A, the ELDT requirements detail 245 practices that need to be taught.

Additionally, in 2021 the Federal Transit Administration mandated each Transit agency develop and maintain a Public Transportation Agency Safety Plan (PTASP). This is a very labor intensive and extensive initiative. The goal is to have in place a safety plan so that the practices and processes are such that Valley Transit operates as safe as practically possible. There are four components to the required Safety Management System: Safety Management Policy-Leadership, Commitment & Accountability includes Employee Safety Reporting Program; Safety Risk Management-Identify, Assess & Mitigate; Safety Assurance-Measure, Monitor & Evaluate; and Safety Promotion-Communicate & Training.

Most recently, the new Bipartisan Infrastructure Law 49 U.S.C. § 5329 / IIJA § 30012 mandates Transit Agencies must spend 0.75 of their section 5307 funds related to safety initiatives.

With the mandates identified above in addition to other safety related initiatives, Valley Transit is requesting authorization to add a Safety and Compliance Specialist to its Table of Organization.

**Cost Analysis:**

For analysis purposes, a Grade L salary control point plus full fringe benefits is projected at \$106,700. This position can be funded with unspent salary dollars in 2022. In 2023 and beyond, this position will be budgeted with 60% paid for by combined WisDOT and FTA grants. The remaining 40% is paid for through multiple local funding sources. I anticipate the annual impact to the City of Appleton portion of Valley Transit's budget is \$7,200.

**Recommendation:**

Authorization to modify Valley Transit's Table of Organization by adding a Safety and Compliance Specialist position.

Respectfully submitted by,

  
Ron McDonald

# Safety and Compliance Specialist

Class Code:  
210-25

CITY OF APPLETON  
Established Date: Apr 11, 2022  
Revision Date: Apr 11, 2022

## SALARY RANGE

\$29.19 - \$43.79 Hourly

## NATURE OF WORK:

The Safety and Compliance Specialist is responsible for overseeing as well as coordinating related programs on behalf of Valley Transit. This position reports to the General Manager.

## JOB FUNCTIONS:

### Essential Job Functions

- Oversees and manages compliance of the Transit System, reviewing and evaluating compliance issues within the system
- Ensures that management, all non-represented and represented employees are in and maintain compliance with the rules and regulations of regulatory agencies.
- Works to ensure that company policies and procedures are being followed, and that behavior in the organization meets the minimum company standards of conduct and disposition.
- Develops, initiates, maintains, and revises policies and procedures for the general operation of the System and its related activities to prevent illegal or improper conduct.
- Develops and periodically reviews the standards of conduct to ensure continuing relevance in providing proper information to the company management and employees.
- Manages the transit agency's safety function such as compliance with federal, state, and local regulations, and overseeing safety requirements for transit projects.
- Functions as the Safety Officer for Valley Transit, serving as the agency's SMS subject matter expert.
- Conducts and documents Labor and Management Safety Committee meetings monthly.
- Responsible for compliance of the Public Transportation Agency Safety Plan (PTASP).
- Responsible for compliance with Entry Level Driver Training (ELDT) requirements and training.
- Functions as the Disadvantaged Business Enterprise Liaison Officer (DBELO) for Valley Transit.
- Assists with proper execution of procurement policy for Transit System: ensure purchases are following procurement policy and assists in procurement process.
- Provides input in collective bargaining with organized labor.
- Assists with reporting National Transit Database report for the FTA.

- Participates in the oversight of Contractors (currently Running, Inc., and Lamers Bus Lines), conducting quarterly visits, ensuring compliance of procedures pertaining to FTA regulations.
- Directly involved with Valley Transit Safety Plans and any subsequent plan in its entirety.
- Participates in Triennial Review Preparation.
- Provide ad hoc administration duties and support other departments when required.
- Participates in updating and maintaining employee policies and procedures.
- Compiles monthly reporting of statistics for the Transit System.
- Works closely with the City of Appleton Risk Manager and Transit Mutual Insurance Corporation of Wisconsin for policy, training initiatives and monitoring.
- Actively participates in the City of Appleton Central Safety Committee.
- Oversees Workers Comp reporting and documentation, monitors First Aid and Safety equipment, sends departmental Safety logs to Human Resources monthly. Also acts as a department liaison for annual hearing tests.
- Conducts monthly facility inspections and send documentation of such to Human Resources
- Valley Transit representative on the Local Emergency Planning Commission.
- Participates in Safety Tabletop Exercises locally, regionally, statewide.
- City of Appleton Health & Wellness Liaison.
- Assists with Business Continuity Plan.
- Participates in updates and maintenance of the Business Continuity Plan
- Conducts disaster recovery plan testing and prepares a report of the test results
- Maintains and tests the pandemic plan and prepares a report of the test results
- Maintains and updates the Crisis Communication Plan
- Other duties as needed.

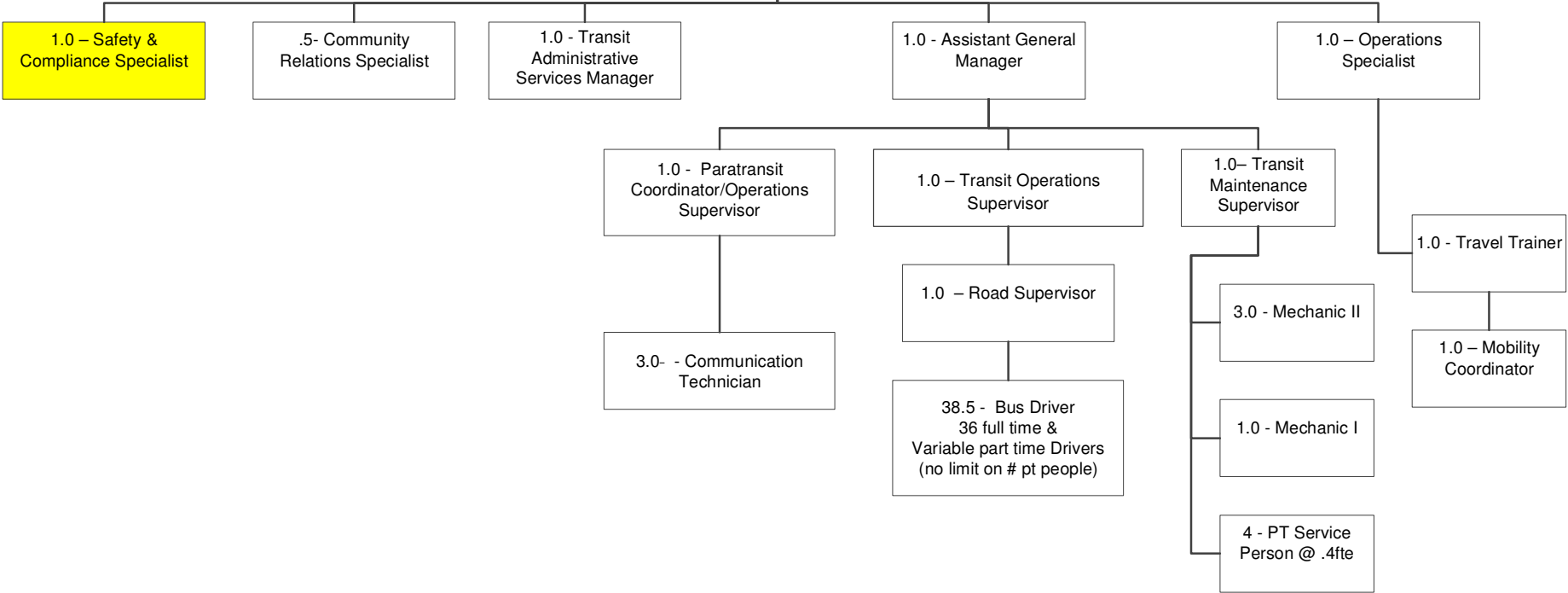
## **REQUIREMENTS OF WORK:**

Requires a bachelor's degree plus five or more years of compliance related experience, preferably in the public transit industry.

- Proven working knowledge of FTA regulations and requirements pertaining to public transportation systems.
- Working knowledge of National Transit Database
- Good problem-solving, decision making and analytical abilities. Ability to work independently and perform problem solving and decision making under minimal supervision.
- Proven research and project management skills with demonstrated success in handling multiple high priority projects.
- Great attention to detail, able to prioritize and function accurately under the pressure of deadlines.
- Strong communication skills (verbal, written, and presentation) with the ability to interact professionally with employees, customers, vendors, and community at large.
- Interviewing and negotiation techniques.
- Sufficient education and increasingly responsible administrative and supervisory experience and performance that demonstrates the attainment of the knowledge, skills, and abilities necessary to perform the above duties.
- Development of the required skills, knowledge, and abilities is typically obtained through a combination of training and experience equivalent to a four-year degree from an accredited college or university in related field.
- Must have a of two years of verifiable experience driving the same class or higher class and endorsements and meets State of Wisconsin requirements for CDL Commercial Motor

Vehicle instructors. Must maintain a Wisconsin Commercial Driver License of at least Class B, with a P Endorsement, and No Air Brake Restriction. A federal medical card is required.

1.0 - VALLEY TRANSIT  
GENERAL MANAGER



Draft 04-21-2022