

OPERATING NOTICE



To: Metro Transit Coach Operators

From: Chris Mikkelson, Operations Manager
Phil Gadke, Operations Manager
Jennifer Wiegert, Operations Manager

Date: May 26, 2025

Subject: Operating Notices

Document No.: 2025-001

Operators will see bulletin boards at both the Ingersoll and Hanson Road facilities that will house Operating Notices. Rather than Metro communication efforts coming in a variety of sources, formats, and locations, all one-way communication to operators will now come via Operating Notices. Operating Notices are intended to relay important information to operators that directly impact the day-to-day work. These items may include:

- Important announcements
- Policy notices, changes, or reminders
- Procedural initiatives, changes, or reminders

Operators are expected to always be apprised of all operating notices and will be held accountable to the content of operating notices. The Operating Notice board will be in a conspicuous location and should be viewed regularly. Operating Notices will remain posted on their appropriate bulletin board for a minimum of one month; after that, they will be archived in an accessible location.

Please direct any questions to an operations supervisor.

cc: Eric Knepp, Interim General Manager
Bryan Mulrooney, Chief Operating Officer
Jessy Stammer, Chief People Officer
Mick Rusch, Chief Development Officer

Operations Supervisors
Steve Ward, Training Coordinator