

# OPERATING NOTICE



**To:** Metro Transit Operators

**Document No:** 2026-013

**From:** Chris Mikkelson, Operations Manager  
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**Date:** **May 6, 2026**

**Subject:** **Travel Between Facilities – Hanson Road Annex**

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**Effective May 18, 2026**, Metro is implementing a standardized procedure for operators who begin or end their workday at a different facility than where they reported.

## **When This Applies**

This procedure applies any time you accept an additional piece of work that will end at a facility different from where your workday began (Hanson Road or Ingersoll).

## **Travel Time**

When you accept a piece of work that ends at a different facility, 20 minutes of travel time will automatically be added to the end of that piece. This time accounts for your return to your original clock-in location.

## **Waiving Travel Time**

You may waive the 20-minute travel time if you are using a personal vehicle. If you wish to waive:

- You must do so before checking in for the accepted piece of work.
- Waivers cannot be made retroactively once the piece has started.

## **Returning to Your Original Facility**

How you return determines what is required before you leave for the day.

### ***If using a City-provided vehicle:***

- Return the vehicle keys to the dispatcher at your ending facility.
- You are then free to leave. No further check-in is required.

### ***If using a personal vehicle (by mutual agreement with the dispatcher):***

- You are required to return to your original clock-in location in person.
- Upon arrival, you must sign out using the sign-out sheet at that location.
- Failure to sign out will result in forfeiture of the 20 minutes of travel time and will constitute a violation of Article 22.3(K) of the Collective Bargaining Agreement.

Please see a supervisor if you have any questions.

cc: Jamie Action, General Manager  
Bryan Mulrooney, Chief Operating Officer  
Jessy Stammer, Chief People Officer  
Mick Rusch, Chief Development Officer

Operations Supervisors  
Steve Ward, Training Coordinator