



HR EXPRESS EMPLOYEE NEWSLETTER MARCH 2020



Greetings!

Thank you for your patience as Dispatch undergoes a complete re-construction. It's pretty crazy here at the Lowry office and everything feels in disarray. We hope it will be completed by the end of the month!

Another reminder about what T-Sheets is and what Rainbow Rider plans on using it for. T-Sheets is a time tracking and employee scheduling app. It can be accessed online through a web browser or through your mobile phone. In an effort to improve & streamline our processes, we have opted to start using this program to help us with our schedules and payroll. You will use this app to clock in and out (on a Rainbow Rider tablet), request time off, look at your schedule, see how many hours you have worked that week so far, etc. We will be offering training later on this month. Be on the lookout for more information regarding that.

Sincerely,

~ Jen

From Operations/Safety: Tom Partington

1. When I retrieve and replace the fare box from each bus, I also inspect the bus's cleanliness and to see if the Q-straints have been properly stored. Any bus that I find is not left in a clean and professional manner or if any Q-straints are still locked into the tracks (floor or above windows) or lying on the floor, I will be following up the driver who had the bus the day prior. We have been working on being in compliance at all times with the Q-Straints for nearly a year. They need to be stored after each use, no exceptions.
2. If you get into any bus accident (big or small) and/or have a passenger incident, please notify the office as soon as you're able to. This is in addition to filling out an incident report. The reason this is important is because it's likely the other person involved is going to contact us and if we don't know what's going on, it reflects poorly on you and on Rainbow Rider.

HR EXPRESS EMPLOYEE NEWSLETTER MARCH 2020

Rainbow Rider Transit Board Meeting: March 12th, 2020 at 5:00 p.m. (off-site, TBD)

TAC meeting: Todd County TAC, March 26th, 2020 at 9:00a.m., Todd County Court House

HAPPY MARCH BIRTHDAY to:

Aleta B. (March 3rd)

Marilynn F. (March 8th)

Loren S. (March 16th)

Todd H. (March 18th)

Ron P. (March 21st)

Corrina H. (March 22nd)



HAPPY MARCH WORK ANNIVERSARY to:

N/A