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STATE OF MONTANA VALLEY COUNTY
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MARIE PIPPIN CLERK AND RECORDER
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TO: VALLEY COUNTY TRANSIT 213 9TH ST S, GLASGOW, MT 59430

Valley County Transit
213 9th Street South
Glasgow, MT 59230

The Valley County Transit Board met on Wednesday, May 21, 2025, at 12:00 noon at the Valley County Transit office.

Present at the meeting were Commissioner John Falhgren, VCT driver Hal Buerman, Vic Puchalla, Connie Wethern, Lisa Murdock, Colleen Forrester and Colleen Pankratz.

Introductions were made.

Colleen Forrester read the minutes. Motion by Vic, second by Connie to accept the minutes as read. Motion carried.

No correspondence

Coordinator Report:

- Expense/Revenue reports were reviewed
- We are fully staffed
- 2 new buses were received. 1 has been sold and 2 more will be sold
- Lisa attended the MTA Conference in Billings and will attend the Drug and Alcohol training and new manager training in July.

Unfinished Business:

- Cell Phone Policy: Commissioners have approved \$25/employee/month. Motion by Connie, second by Vic to change the policy to begin May 1, 2025.
- Employee Benefits Policy: Commissioners have approved \$150/employee/year for clothing allowance. Motion by Vic, second by Connie to change our policy from every two years to annually. Motion carried.

New Business:

- Out of Town Fares Policy: Motion by Connie, second by Vic to delete this policy. Motion carried.
- Records Check Policy: Change the policy to read Criminal background will be checked every 2 years from annually. Motion by Vic, second by Connie. Motion carried.
- On-call shift differential: Motion by Vic, second by Connie to recommend to the Commissioners a \$1/hour pay increase for on-call drivers. Currently \$.20/hour. Motion

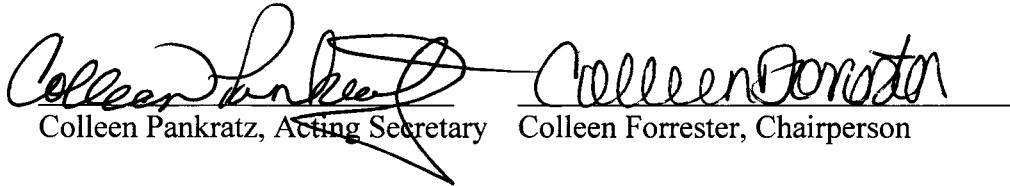
carried.

- Board Recruitment: Vic agreed to remain on the Board, Sherry's term is also up.
- Review Contracts: Contracts were reviewed. No changes.
- Organizational Chart: Lisa was added to the Chart. Motion by Connie, second by Vic, Motion carried.

Other Business: None

Next meeting: August 13, 2025

Meeting adjourned at 12:46 pm



Colleen Pankratz, Acting Secretary Colleen Forrester, Chairperson

Valley County Transit

Subject: Employee Cell Phone Reimbursement

Purpose: Set guidelines for employee cell phone reimbursement

Guidelines:

Employees use their personal cell phones on a daily basis for their employment.

Effective May 1, 2025, employees will receive \$25 per month reimbursement for each month the employee has worked.

This policy was adopted by the

Valley County Transit Board

on the 21st day of May, 2025.

Colleen Forrester

Colleen Forrester, Chairperson

Valley County Transit

Subject: Employee Benefits

Purpose: To reimburse employees medical costs and other expenses related to their jobs and to provide added incentive to retain employees.

Guidelines:

Each employee will be eligible to receive the following:

- Hepatitis B series shots
- The cost, after all health insurance payments, of an initial routine DOT physical
- Annual flu shot

Each employee will receive the following:

- \$150 clothing allowance every year.

This policy was adopted by the

Valley County Transit Board
on the 21st day of May 2025.

Colleen Forrester
Colleen Forrester, Chairperson

Revised 5/21/25
Revised: 5-12/22
Revised: 2/14/19
Revised: 5/12/16
Revised: 5/8/08
Policy 2004-2 (10/6/04)

Valley County Transit

Subject: Record Checks

Purpose: To ensure passenger safety

Guidelines:

Valley County Transit requires all traffic and criminal charges and convictions to be reported immediately to your supervisor, including those that occur on personal time or when driving a private vehicle. Employees failing to comply with this policy shall be subject to disciplinary action, including termination.

As a professional operator of a Valley County Transit vehicle, employees will be subject to annual driver license and bi-annual criminal records check. Both are crucial documents that are used in the process of determining whether to **retain** a driver.

Failure to authorize a check is reasonable cause for termination.

Motor Vehicle Record Checks (MVR)

The existence of an acceptable MVR record is only one of the criteria used for retention.

MVR records will be reviewed and approved by the Manager based upon the criteria listed below. The following are unacceptable driving records:

1. License suspension.
2. License revocation.
3. Reckless driving.
4. A combination of more than two (2) accidents and/or two (2) moving violations in the past three (3) years. For example, one accident and one moving violation or two (2) moving violations.
5. Employees charged with DUI/DWI will be suspended immediately pending the outcome. If the employee is convicted, this is cause for immediate termination.
6. Any combination of violations, unfavorable road observations or accidents that indicate a pattern of unsafe vehicle operation behavior.

Revised 5/21/25

Revised: 8-14-14; 11/14/19; 2/8/23

Policy: 2011-1

Criminal Records

The existence of an acceptable background record is another of the criteria used for retention.

1. If employee has a felony conviction on record, the Manager may request a review by the Board.
2. If employee has any violent/sexual crimes or is named a violent/sexual offender, this is cause for immediate termination.

On a case by case basis, the Manager has the ability to make decisions as necessary.

This policy was adopted by the

Valley County Transportation Board

on the 21st day of May 2025.

Colleen Forrester

Colleen Forrester, Chairperson

Revised 5/21/25
Revised: 8-14-14; 11/14/19; 2/8/23
Policy: 2011-1