

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Sumter County Transit Updated Operations Manual (Staff recommends approval).

REQUESTED ACTION: Approve the updated Transit Operations Manual

Work Session (Report Only) **DATE OF MEETING:** May 24, 2011
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: May 25, 2011 Termination Date: _____
Managing Division / Dept: Community Services/Transit

BUDGET IMPACT: _____
 Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** _____
 N/A

HISTORY/FACTS/ISSUES:
The Operations Manual is a tool used by transit staff for procedural training. The last update was approved on October 2008.

Changes to the manual include formatting, coordinator to manager, supervisor to team leader, addition of President's Day as a training day for drivers.
