

Connecting

JULY 2022

NEWS FOR MANAGERS & MECHANICS

Schools Out! Let's Get Reorganized...

Purge Your Workspace - Let's face it. If you're reading this, you're probably struggling to control the chaos that is your workspace. Where to begin? The first step is to get rid of the unnecessary stuff taking up your valuable office space. Go through those stacks of papers and get rid of duplicates. Clean out your desk drawers and filing cabinets and throw out (or recycle) anything you haven't used in six months. Remember to check the file retention list in the Manager's Guide to file important documents.

When you're left with only necessary items and have removed excess clutter, you can more easily organize what's left.

Organize Your Desktop - Keep only supplies and gadgets you need on a daily basis on your desktop, and keep them within easy reach. Be careful not to look at documents and then place them back on your desk. Make a decision for action, and then follow through. Of course, when this isn't immediately possible, think through to the next step and put the document there. It's not where you put it but where you will look for it.

Time Management - Whether you're still using a notebook and pen, PC software or an app on your smartphone, keeping a running to-do list can make sure that you're on schedule and that appointments and deadlines don't fall through the cracks.

Clear at least an hour each work day to focus on projects and action items, and allocating twice as long to each task as you initially estimate to account for interruptions and follow-up. By tracking your time for a week to get a better sense of how long certain tasks take before you begin scheduling this way.

Communicate on a Schedule - Schedule time on your to-do list each day to deal with emails and return phone calls. Try doing this once in the morning and once each afternoon for greater efficiency. We all know that the most effective time is 15 minutes before you have to walk out the door for a meeting or appointment...That's called



July 4th Holiday

**4.0 Full Time Staff
can enjoy an additional day off
July 1st or 5th—Please email Dan with your choice**

ELDT Entry Level Driver Training Reminders

All new school bus drivers must complete a theory and behind-the-wheel training program, achieve at least 80% on an exam on the classroom content, and demonstrate proficiency on ELDT's behind-the-wheel skills before they take the CDL test. The training is provided by whoever you have designated as your registered trainer.

What Do I Do After They Have Completed The Training?

After your new applicant has completed the training, you must electronically transmit the training certification through the TPR website. You must do that by midnight of the second business day after you complete the training. This will provide proof to your state's driver licensing agency that you have completed ELDT, and are eligible for CDL or endorsement testing.

Record-keeping requirements

In the case of ELDT training, there are both trainee and instructor records that must be preserved. The timeline for these is typically three years from the date each record is generated or received, although in some cases, state or local requirements may dictate longer record retention.

Trainee records that must be maintained include:

- Certification by the student that he/she will comply with federal, state and local laws and regulations related to controlled substances testing, age, medical certification, licensing and driving records.
- Driver qualification file and drug and alcohol records.
- A copy of the commercial learner's permit (CLP).
- A copy of the CDL (if applicable).

Instructor records that must be maintained include:

- Driver qualification file and drug and alcohol records.
- Instructor qualification documentation of driving and/or training experience, as applicable.
- Copies of CDLs and applicable endorsements.

In addition, training-related records such as lesson plans, trainee assessments, checklists and any other record documenting trainee performance or instructional time must be retained.

← Leave everyone and everything better than we found them—Mike Hennek →

4.

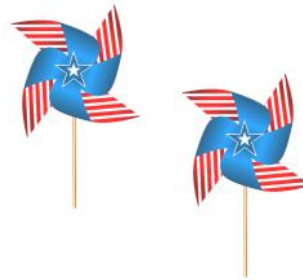
Connecting

SUMMER 4.0 WORKSHOP

MANDATORY FOR ALL FULL TIME EMPLOYEES

Thursday August 4th & Friday August 5th

- Theme for the workshop is **ACT not REACT**
- Exploring an Accident Scene—What is everyone's role?
- **BRING YOUR "GO BAGS"** - Do you know what's in them? Let's make sure we're always ready.
- The Useful Tools in Google Drive—How to make them work for you
- Hands on learning for Mechanics to sharpen your skills and better manage your fleet
- **AND...Some fun and laughs in the evening to get to know your 4.0 family**



BIRTHDAYS

JULY

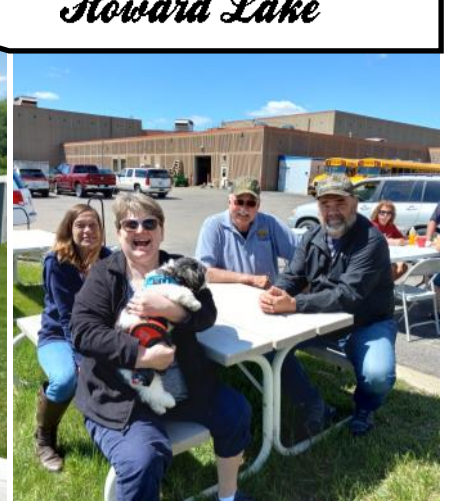
3rd—Adam Gondreau
4th—Rick Melton
30th—Brent Johnson

continued....Let's Get Reorganized

a deadline — a bunch of 10-15 minute deadlines back-to-back can yield amazing results.

Organize Digitally—Being electronically organized is just as important as being physically organized. Create different folders and subfolders in your email inbox for each area or project, so when new emails arrive, you can quickly act on and file communications. If you have a backlog of emails in your inbox, create folders for each year, and drag all emails from each year to their respective folder. Going forward, don't allow things to stay in your Inbox unless they require action. Either Delete it, forward it or file it. An email inbox should only house emails that require action. It's not a storage unit.



Ritualize Your Work Day—Organization isn't a one-and-done proposition; you must keep up with the influx of documents, files, projects and communications. When you're done working for the day, devote about 15 minutes to update your to-do list, file completed projects and replace in-progress items in their proper place. That makes for a clean, fresh, organized start when you arrive at work the next morning.



Howard Lake

End Of The Year Celebrations!

JULY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 PAYROLL	2
3	4  4.0 Holiday	5 PO LISTS DUE	6	7	8	9
10	11	12	13	14	15 SCHOOL DIST. BILLING	16
17	18	19 PAYROLL	20 PO LISTS DUE	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5 4.0 Summer Workshop	