



**TRANSPORTATION DEPARTMENT**

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**MEMORANDUM**

**DATE** May 29, 2024

**TO:** William O'Reilly, Director  
Accounting Division

**FROM:** Coree Cuff Lonergan, General Manager/Director  
Transportation Department

A handwritten signature in blue ink, appearing to read "Coree Cuff Lonergan", is written over the "FROM:" line.

**SUBJECT:** International Travel for five (5) Transportation Department employees to attend GIRO's HASTUS International User's Group 2024 Conference in Montreal, Canada.

We are requesting that five Transportation Department (BCT) employees be permitted to travel to Montreal, Canada for the GIRO HASTUS International User's Group 2024 Conference which is being held September 11- 13, 2024, in Montreal, Canada. Travel dates are September 10 – September 14, 2024.

The HASTUS International User's Group 2024 conference provides a variety of learning and networking opportunities, including dozens of workshops, training sessions, case studies, presentations, and roundtables with HASTUS solution experts and users from around the world. Topics cover GIRO's public transportation software solutions for data analysis, planning, scheduling, operations, and customer information. Presenters from leading transit organizations will be on hand to share valuable insights.

HASTUS is a software product used by BCT's Transit Schedulers and staff as well as dozens of transit agencies around the U.S. for scheduling, operator work selection, operations management, customer service comments, and timekeeping. BCT has used various versions of HASTUS to develop its schedules for bus service since 2001. The schedules define the planned activities of each vehicle and employee throughout the service day. Over the years, BCT has continued to invest in its scheduling process and technology to improve operating efficiencies. BCT is working with HASTUS on new and updated modules to support daily operations including customer service and is currently in the process of migrating the current Bus Operator dispatching and timekeeping system, that interfaced with KRONOS and is no longer supported to a new HASTUS module. BCT is requesting to send five staff members to the conference for training.

The estimated costs to the County for these five (5) to travel include registration, 4 nights hotel stay, roundtrip airfare, per diem, and transportation to and from airport/hotel which is estimated to be \$2,730 per person or approximately \$13,650 total.

Funds are available within the Transportation Department's operating budget for travel for the following five (5) attendees: Devica Antoo (Customer Service); Vilma Diaz (Scheduling); Maribel Garcia (Payroll); Sneha Jhaveri (Transit IT); and Monique Cheatham (Operations).

### Summary of Travel

Travel Date: September 10 to September 14, 2024

Conference Date: September 11 to September 13, 2024

Location: Montreal, Canada

Reason for Agenda Item: International Travel

Department: Transportation Department

Purpose of Travel: GIRO's HASTUS International User's Group 2024 Conference

Transportation Staff Travelling: Devica Antoo, Monique Cheatham, Vilma Diaz,  
Maribel Garcia, and Sneha Jhaveri

Total Estimated Costs: The estimated cost of the travel is \$13,650 and funds are budgeted within the Transportation Department's Operating fund