



BOARD OF DIRECTORS
GOVERNANCE
POLICY MANUAL



LANE TRANSIT DISTRICT

DRAFT Version. 2021

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WELCOME TO LTD!

Welcome to Lane Transit District (LTD). We hope your service will be a source of great personal and professional satisfaction. Your work directly impacts the quality of services we provide and our overall success. We appreciate and value the contribution you undoubtedly will make.

If you ever have any concerns or questions about our policies and procedures, we encourage you to speak with the General Manager. We want to make our time together a positive experience for all.

Thank you for being part of our incredible team.

ABOUT THIS HANDBOOK MANUAL

This Board of Directors ~~Handbook-Governance Policy Manual~~ contains information about current LTD policies and procedures. ~~Please take the time to and we expect you to read it carefully because it is a~~ valuable ~~reference information within this manual to for~~ understanding your role. ~~As you become more familiar with your role, you may notice that not all policies and procedures are set forth in this Handbook.~~

~~No handbook or manual can include all policies of a business in detail, and we have not tried to do so here. Instead, we summarized some of the more important policies, and those that are listed in this Handbook are designed and intended to provide you with a general understanding of what types of conduct we expect and what behavior we will not tolerate. The policies within this manual were requested and adopted by the Board of Directors to support the Board's self-governance and District governance.~~

POLICIES MAY CHANGE IN THE FUTURE

This ~~Handbook-Manual~~ applies to the Board and General Manager regardless of position and location, and ~~it~~ supersedes any previously issued ~~personnel~~ materials, manuals, or inconsistent policy statements. **We continuously review our policies, and we may make changes from time to time.** LTD's Board of Directors reserves the right, at your sole discretion, to revise, delete, add, and make exceptions to the policies described in this ~~Handbook-Manual~~ at any time.

WHO WE ARE

A LITTLE ABOUT LTD

Since 1970, Lane Transit District has been providing transit services to Eugene, Springfield, and the surrounding communities. Lane Transit District is one of the most successful and highly regarded public transit systems in the nation; has received numerous national, state, and local awards for service to the community; and, for transit districts its size, is consistently ranked among the nation's leaders in the successful implementation of Bus Rapid Transit, bus ridership, and service efficiency.

COMPANY MISSION

Connecting our community.

COMPANY VISION

In all that we do, we are committed to creating a more connected, sustainable, and equitable community.

OUR CORE VALUES

Organizational values are the guiding principles that represent how we – as individuals and as a team – behave on our way to the future.

As a way to ensure the success of Lane Transit District and because we care, we hold ourselves and our colleagues accountable for living and demonstrating our six core values:

- **RESPECT:** We honor and dignify all individuals by listening intently to their unique contributions and needs — treating others with trust, care, kindness, and courtesy.
- **INTEGRITY:** We hold all that we say and do to a high standard of honesty, stewardship, ethics, fairness, and compassion.
- **INNOVATION:** We persist in applying resourcefulness, creativity, and new technology alongside known best practices to best serve our community.
- **EQUITY:** We commit to listening, learning, and including voices from the diverse identities and abilities of our employees and our community — and we take care to consider how our decision-making processes address historic inequities in transportation.
- **SAFETY:** We create a safe environment for our employees, customers, and community – and are always willing to reach out to help, support, and assist others in ways that are safe to all involved.
- **COLLABORATION:** We demonstrate cooperation and excellent team behaviors when working with others — both internally and with our partners in the District — by focusing on common purpose and win-win outcomes.