

City of Amarillo Amarillo City Transit Equal Employment Opportunity (EEO) Program

Revised May 2026

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Introduction

This is an abbreviated EEO program. The City of Amarillo has less than 70 transit related employees. The City of Amarillo has a long-standing commitment to a policy of equal employment opportunity for all City employees and applicants for employment.

This Equal Employment Opportunity Plan reaffirms the City of Amarillo's commitment to the principles of equal employment opportunity and its policy of non-discrimination on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty or status as a covered veteran in accordance with applicable state and local laws governing non-discrimination in employment in every location in which the city has facilities.

Equal Employment Opportunity Policy Statement

The City of Amarillo is committed to providing equal employment opportunity for all applicants and employees. As an equal opportunity employer, the City ensures that no individual is unlawfully discriminated against based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or any other protected class.

This policy applies to all employment practices, including recruitment, hiring, promotion, training, transfer, compensation, benefits, discipline, and termination.

The City strictly prohibits retaliation against any individual who files a complaint of discrimination, participates in an investigation, or otherwise engages in protected activity.

The City is committed to providing reasonable accommodations for qualified individuals with disabilities and for employees' religious practices, unless doing so would create an undue hardship.

The Assistant City Manager has overall responsibility for ensuring compliance with this EEO Policy. Day-to-day administration of the EEO Program, including handling complaints and monitoring employment practices, is assigned to Brianna Mills, Grants/Compliance Coordinator, who serves as Amarillo City Transit's (ACT) EEO Officer. She may be contacted at (806) 378-6892 or brianna.mills@amarillo.gov.

All managers and supervisors are responsible for implementing this policy within their areas of responsibility and will be held accountable for ensuring nondiscriminatory practices.

The City will make this EEO Policy available to all employees and applicants and will take appropriate action to address any violations.

Rich Gagnon
Rich Gagnon, Assistant City Manager

22/04/2026

Date

Signature: *Rich Gagnon*

Email: Rich.Gagnon@amarillo.gov

Dissemination Plan

The City of Amarillo – Amarillo City Transit Equal Employment Opportunity Plan is available for review by employees and the public in the Human Resources Department. The Equal Employment Opportunity Policy will be disseminated as described below.

Internal Dissemination

- Each Transit Department employee will receive a memo from the City Manager regarding the revised EEO policy and personnel changes relating to the policy. Each employee will sign the plan acknowledging they have received the revised information.
- The revised EEO Program and Policy will be included in the Transit Department Employee Handbook and included in new employee orientation conducted by the Transit Department.
- The Assistant City Manager, Human Resources Generalist, Transit Director, and the EEO Officer will meet semiannually to discuss the EEO program and its implementation.
- Nonsupervisory staff will be informed of the EEO policy and program actions with an EEO poster describing Amarillo City Transit's policy statement, contact person and other federal requirements on bulletin boards in the training room, and near time clocks.
- The EEO policy will be included in Transit Department employee handbooks, reports and manuals.
- Meet with minority and female employees for suggestions in implementing and refining the EEO program.
- Conducting periodic EEO training for employees and for supervisors
- Conducting EEO training for all new supervisors within 90 days of their appointment

External Dissemination

Amarillo City Transit shall disseminate its EEO policy and programs to regular recruiting sources such as:

- Regular recruiting sources (Panhandle Work Source, schools, colleges, community agencies, community leaders, job fairs, etc.).
- To job applicants, on job applications and in recruiting materials. City job applications are reviewed periodically to determine compliance with the latest state and Federal EEO plan regulations.
- Area minority groups and women's organizations NAACP, Amarillo United Citizen's Forum, business and professional clubs, churches, Hispanic Chamber of Commerce, Los Barrios de Amarillo, Amarillo Women's Network, the American Association for University Women, Vocational rehabilitation agencies, etc.
- Public media sources – radio, television stations, newspapers, magazine, website or other electronic media.
- City of Amarillo applications, advertisements and vacancy announcements along with other city publications should contain EEO policy statements.

Designation of Personnel Responsibility

The City of Amarillo recognizes that there is a need to identify and attract members of minority groups and women to apply for positions within the Amarillo City Transit Department. The City of Amarillo has appointed Brianna Mills, Grant/Compliance Coordinator to be the EEO officer whose purpose will be to

ensure implementation of this program and will have direct access to the Assistant City Manager for EEO issues.

The EEO Officer will report semi-annually to the Assistant City Manager along with ACT's Human Resources Generalist, Transit Director and the Assistant City Manager to discuss the programs progress. The team will discuss management, policy-level decisions and establish procedures and a vision for Amarillo City Transit.

The Amarillo City Organization Chart can be found in Attachment A, the Amarillo City Transit Organization Chart is included in Attachment B, and EEO Officer's job description is included in Attachment C.

EEO Officer Responsibilities

The City recognizes that there is a need to identify and attract members of minority groups. Encourage women and minorities to apply for positions within the City's Transit department. The EEO Officer will have direct access to the City Manager. Below you will find a list of the EEO Officer's responsibilities.

- Developing the EEO policy statement and a written EEO Program
- Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals
- Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed
- Reviewing the agency's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood
- Concurring in the hiring and promotion process
- In conjunction with human resources, periodically reviewing employment practices policies (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements
- Reporting at least semiannually to the CEO/GM on each department's progress in relation to the agency's goals and on contractor and vendor compliance
- Serving as liaison between the agency; Federal, state, county, and local governments; regulatory agencies; and community groups representing minorities, women, and persons with disabilities, and others
- Maintaining awareness of current EEO laws and regulations, and ensuring the laws and regulations affecting nondiscrimination are disseminated to responsible officials
- Investigating complaints of EEO discrimination
- Providing EEO training for employees and managers
- In conjunction with human resources, advising employees and applicants of available training programs and professional development opportunities and the entrance requirements
- Auditing postings of the EEO policy statement to ensure compliance information is posted and up to date

Agency EEO Responsibilities

Although the EEO Officer is primarily responsible for implementing an agency's EEO Program, all officials, managers, and supervisors are responsible for ensuring EEO and must not discriminate based on a

protected class. All managers—from the supervisor of the smallest unit to the Board Chair or CEO/GM—bear responsibility for ensuring that agency EEO Program policies and programs are carried out.

EEO responsibilities for agency officials, supervisors and managers include:

- Participating actively in periodic audits of all aspects of employment to identify and remove barriers obstructing the achievement of specified goals and objectives
- Holding regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed
- In conjunction with the EEO Officer, maintaining and updating the personnel database for generating reports required for the nondiscrimination program
- Cooperating with the EEO Officer in review of information and investigation of complaints
- Encouraging employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring)

Assessment of Employment Practices

The City of Amarillo affirms its commitment to the full realization of equal employment opportunity in its recruitment and employment selection procedures. The City of Amarillo's recruitment and merit system employment selection procedures are operated under the augmentation and clarification of Article VI of the City Charter and Section V of Chapter 325, Acts of the Texas Legislature Regular Session, 1947.

All applications for employment are processed via the City of Amarillo's website. Applicants who do not own a computer may go to the Human Resources Department for assistance with the application process or can obtain assistance over the phone. Applicants may also go to any City of Amarillo Library and use a computer to submit an application or they may submit an application at a personal computer or at a kiosk located at City Hall and the City of Amarillo Service Center.

The City of Amarillo shall ensure that all personnel actions including promotions, compensation, benefits, transfers, training, education and tuition assistance, social and recreational programs, layoffs, and return from layoffs, will be administered without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty or status as a covered veteran in accordance with applicable state and local laws governing non-discrimination in employment in every location in which the city has facilities.

The policy obligates the City of Amarillo to ensure that all recruitment and employment activities are administered without gender considerations. In compliance with this policy, job descriptions, application forms, recruitment methods and sources, interview procedures, and test administration are all reviewed for job relatedness and have been deemed to be content valid for this purpose.

Recruitment and Selection

In addition to the City of Amarillo's website, notices may also be printed in local newspapers and other employment recruiting websites. Members of the Transit Department participate in as many recruitment opportunities as possible. Some of the local recruitment opportunities have included: Veterans Job Fairs, local Job Fair hosted by the Panhandle Work Source, targeted Job Fair for the Transit

Department hosted at the Panhandle Work Source, and at Amarillo College.

The notices for postings may also be sent to local community service groups which include and are not limited to community service agencies, minority and religious groups. The Director of Human Resources develops and prepares job postings that are distributed without charge on request by persons desiring to make application with the City of Amarillo.

Application Procedures

The City of Amarillo will accept applications for employment in the Human Resources Department any time during normal business hours, over the City of Amarillo website and at Job Fairs. Any qualified person shall be considered for appointment to a vacancy who has filed an application with the Director of Human Resources in the manner specified in the City of Amarillo Personnel Rules.

Whenever a vacancy occurs in the classified service for which there is no eligibility list, an official notice is posted for at least seven (7) consecutive days prior to the date of examination inviting the filing of applications. The notice of the vacancy is posted on the City of Amarillo's website and in the office of the Civil Service Commission.

Interview Procedures

A supervisor checks each application to ensure the application contains all necessary information to check the applicant's references and employment history. If information is missing, the supervisor will contact the person and ask them to provide additional information. After the application is complete, the applicant's references and employment history is checked. If the information is satisfactory, a supervisor will call the applicant to set up an interview. If the applicant accepts the interview, the applicant comes to the office and meets with two (or more) individuals who conduct the interview. The applicant is asked a series of job related questions that are developed in coordination with the City of Amarillo Human Resources Department.

Selection Standards and Procedures

As part of the City of Amarillo's Local Civil Service Rules, the selection process is structured. Rule XI - Eligibility Lists for New Hires and Promotions outlines the process for hiring for all classified employees. Rule XI is included in the attached City of Amarillo Personnel Rules

Testing

All examinations shall be of such nature that they will fairly test the relative capacity and fitness of the persons examined to discharge the duties of the particular position to which they seek appointment. Such examinations shall, in addition to questions of general knowledge, provide for a thorough inquiry into the applicant's knowledge of and qualifications for the position for which he or she is applying.

Examination for entrance into the service and for promotion within the service shall consist of one or more of the following parts as considered appropriate for the various classifications of positions:

(a) *Written Test*: This part, when required, shall be designed to show the familiarity of the applicants with the knowledge needed in the position to which they seek appointment.

(b) *Oral Interview*: This part, when required, shall include a personal interview with applicants for positions where ability to deal with others, to meet the public, or personal qualifications are to be determined. An oral examination may also be used in examinations where a written test is unnecessary or impracticable.

(c) *Performance Test*: This part, when required, shall include such tests of performance as will determine the ability and skill of applicants to perform the work involved in the position to which they seek employment.

(d) *Physical and Health Tests*: This part shall consist of the furnishing of information by the applicant regarding his health and physical condition. It shall also consist of an examination of the applicant by the City Physician or a Physician designated by the City Physician or the Board where special expertise is needed, any such examination to be reported on an approved form.

(e) *Adaptability and Aptitude Tests*: This part, when required, shall include tests designed to determine general adaptability or to ascertain special traits and aptitudes.

(f) *Training and Experience*: This part shall consist of questions on education and experience in the application form and of such supplementary data as may be needed for certification and proof of statements made in the application, or it may consist of questions on training and experience asked at the time the written tests are given.

Promotion and Transfers

The City of Amarillo has an established local Civil Service procedure for administration of its personnel program for all employees. The personnel rules are an augmentation and clarification of Article VI of the City Charter and Section V of Chapter 325, Acts of the Texas Legislature, Regular Session, 1947 and Local Government Code Chapter 143 (formerly VACS Art. 1269m) and the City's intention of establishing a merit system of personnel administration. The attached City of Amarillo Personnel Rules spells out in detail the process that must be followed for all promotion opportunities within the City. The specific rules outlining the promotion process are as follows: Rule VII, Rule VIII, Rule IX, Rule X, Rule XI, Rule XII and Rule XIII. All persons and employees applying for employment or promotion receive fair equitable treatment in all aspects of personnel selection without regard to race, color, religion, gender,

Transfers

Any employee may apply for a job in another Department, if they are selected for an interview and are the selected candidate – the two Departments will work together to transfer the successful candidate. You will find additional information relating to this subject in Attachment I (City of Amarillo Personnel Rules - Rule XIX - Promotional Probation, Leaves of Absence, Resignations, and Grievances).

Seniority Practices, Promotions and Open Jobs

The City of Amarillo follows Recruitment and Selection practices outlined in the City of Amarillo Personnel Rules. You will find in Attachment I a document that outlines Amarillo's rules regarding recruitment, selection and open positions. The job descriptions for all Amarillo City Transit positions are found in Attachment F. Each time a position comes open, the Transit and Human Resources

Department's review/update the job descriptions in order to ensure the job description applies strictly to the job. There are no problem areas in the job descriptions and procedures that would contribute to underutilization.

Training

The City of Amarillo provides new employee training to each employee when they begin work for the City. The Transit Department provides additional training to new employees. You will find the Training list in Attachment I. The list outlines training activities each person participates in when they come to work for the City/Department. The subjects range from policies and procedures, safety and security to teaching a person how to safely operate a vehicle.

The Department also obtains training by partnering with Amarillo agencies to teach staff members' valuable skills. When these training opportunities are available, all persons are scheduled time to participate. The Amarillo Police Department hosted a training seminar designed to instruct staff members how to calm angry customers. The Amarillo Emergency Management Department hosts training that provided information relating to inclement weather – what to do and where to seek shelter.

Compensation and Benefits

Wage and Salary Structure:

The City of Amarillo compensation plan is based upon a performance pay system. The system is designed to compensate and reward employee job performance. New and promoted employees receive initial performance evaluations after six (6) months of employment and a second review at the end of twelve (12) months of continuous employment. Subsequent performance evaluations are scheduled every twelve (12) months during the anniversary month of original employment or promotion. The employee's individual overall performance rating will determine the amount of the salary increase. Section 400 - Compensation Plan of the City of Amarillo Human Resource Policies and Procedures provides guidance on the City's compensation plan and performance pay system.

All regular employees of the City of Amarillo are eligible to accrue vacation time, sick leave time and injury leave. Full-time employees also participate in the Texas Municipal Retirement System.

In Attachment H, you will find the City of Amarillo Human Resource Policies and Procedures. This document contains information relating to the Merit System, Classification Plan, Leaves of Absence, Family Medical Leave Act, etc.

Disciplinary Procedures and Termination Practices

Disciplinary Actions

Amarillo Transit Department employees are employees of the City of Amarillo and are subject to disciplinary action, termination and suspension policies of all City of Amarillo employees. Attachment E

is the City of Amarillo Disciplinary Action Report. Also, the following attachments are available upon request:

Attachment G - Transit Department Job Descriptions,
Attachment H - City of Amarillo Human Resources Policies and Procedures,
Attachment I - City of Amarillo Personnel Rules

Layoff

Whenever it becomes necessary within any major operational division, with the exception of the Fire and Police departments, as set forth in the organizational chart within the annual budget and as amended, to reduce the work force by specific classification within that division, lay-offs shall be based on records of efficiency, job-related knowledge and experience, job performance, character, conduct, seniority and other appropriate consideration within the classification. Preferential consideration shall be given to employees affected by lay-offs in the filling of vacancies.

Termination

Amarillo Transit Department employees are employees of the City of Amarillo and are subject to disciplinary action, termination and suspension policies of all City of Amarillo employees. Attached to this plan is a copy of Rule XV - Disciplinary Suspensions, Terminations, and Demotions of the City of Amarillo's Personnel Rules regarding these policies. Terminations and demotions may be imposed for cause by a Division Director upon subordinate classified employees. The Civil Service Commission, at its option, may or may not investigate or hear an appeal from any temporary disciplinary suspension. A termination or demotion may be appealed to the Civil Service Commission by presenting a written notice of appeal within ten (10) calendar days after such written notice of demotion or indefinite suspension has been given to the employee.

Statistical Analysis of Employment Practice Data

Key Metrics

- Current active employees reviewed: 56
- Hires reviewed: 75
- Separations reviewed: 106
- Discipline records reviewed: 161
- Promotions / Transfers / Demotions reviewed: 38

Workforce Composition

Gender: Male 54.7%, Female 45.3%.

Race/Ethnicity: White 56.6%, Hispanic 26.4%, Black 11.3%, Asian 1.9%, Multiracial 3.8%.

Cross Reference by Job Type

Current workforce and hiring activity are concentrated in Operative positions. Laborer hiring volume suggests possible turnover or expansion. Executive movement is limited due to small staffing levels.

Cross Reference by Gender

Current Workforce:

- Male: 54.7%
- Female: 45.3%

Hiring Activity:

- Male hires: 62.2%
- Female hires: 37.8%

Separations:

- Male separations: 64.7%
- Female separations: 35.3%

Findings:

Men represent a majority of the workforce and a larger share of hires. Female representation trails city population benchmarks, indicating opportunity to strengthen recruitment and retention of women, particularly in operations and skilled classifications.

Compliance Findings

No immediate evidence of systemic exclusion was identified from the data provided. Continued annual monitoring is recommended for applicant flow, promotions, discipline consistency, and separations by demographic group.

The Employment Practices Data charts and graphs (from the last update (2022) until current) are found in Attachment F.

Corrective Action Update: Disability and Veteran Status Analysis

Background

During the 2024 Triennial Review, Amarillo City Transit (ACT) received one Equal Employment Opportunity (EEO) finding:

- Deficiency Code: EEO4-2 – Employment Practices Analyses Deficiencies
- Justification: The EEO Program did not include statistical analysis related to individuals with disabilities and veterans.

Corrective Action Requirement (Due: March 11, 2025)

To address this deficiency, ACT was required to:

- Develop and submit a detailed narrative and/or statistical assessment of employment practices to identify potential barriers contributing to underutilization; and
- Provide an employment practices data chart in accordance with Attachment 4 of Federal Transit Administration Circular 4704.1A, including data on individuals with disabilities and veterans for a six-month reporting period.

Corrective Action Completed (Submitted: February 19, 2025)

ACT completed and submitted all required corrective actions ahead of the federal deadline. Actions taken included:

- Partnering with Human Resources to evaluate employment practices;
- Collecting and reviewing workforce data for the required six-month period; and
- Preparing and submitting the required narrative and statistical documentation.

The analysis determined that no employees self-identified as individuals with disabilities or as veterans during the review period. As a result, a full statistical analysis specific to these groups could not be performed at that time.

Ongoing Monitoring and Data Collection

Since the closure of the corrective action, ACT has continued to implement its commitment to ongoing compliance by:

- Maintaining semi-annual data collection for disability and veteran status;
- Continuing coordination with Human Resources to monitor employment practices; and
- Evaluating available data for any emerging trends or disparities.

The following reflects data collected **since the initial corrective action was completed**.

Updated Analysis (Post-Corrective Action)

Data Source and Limitations

This analysis is based on voluntary employee self-identification of disability and veteran status.

- Participation is voluntary, and employees may choose not to disclose this information;
- Data reflects only those who elected to respond; and
- High non-response rates limit the ability to perform statistically valid analysis.

Disability Status

Findings

- Total employees reviewed: Approximately 60
- Employees self-identifying as individuals with disabilities: 0
- Non-response/undisclosed: 100%

Conclusion

No statistical analysis can be performed due to the absence of self-identified individuals with disabilities.

Veteran Status

Summary of Responses

- Majority of employees identified as: “Not a Veteran”
- One employee identified as: “Veteran (non-protected)”
- Remaining employees did not respond or left the field blank

Cross-Reference Analysis

A. Gender

- Both male and female employees predominantly identified as not veterans
- The only identified veteran is a female employee

Finding:

No observable disparities by gender; however, the sample size is insufficient for statistical testing.

B. Race/Ethnicity

- “Not a Veteran” responses were distributed across White, Hispanic, and Black employees
- The identified veteran is a White female employee

Finding:

No discernible disparities by race or ethnicity; however, the dataset is too limited for meaningful statistical analysis.

Compliance Context

Consistent with guidance from the Equal Employment Opportunity Commission:

- Disability and veteran status may only be collected through voluntary self-identification;
- Employees are not required to disclose this information.

Accordingly:

- Limited or incomplete datasets are expected; and
- The absence of reported data does not indicate non-compliance.

Key Findings

- Disability data remains insufficient for statistical evaluation
- Veteran data reflects very limited participation
- No statistically valid disparities have been identified
- Results remain inconclusive due to limited self-identification data

Statement of Ongoing Compliance

ACT has **fully addressed the original deficiency** identified in the 2024 Triennial Review and has implemented ongoing monitoring practices to ensure continued compliance.

While data limitations persist due to voluntary self-identification, ACT remains committed to:

- Equal employment opportunity in all employment practices;
- Non-discrimination across all protected categories; and
- Continuous monitoring and evaluation of workforce data to identify and address any potential barriers.

Monitoring and Reporting System

Amarillo City Transit conducts the following monitoring activities:

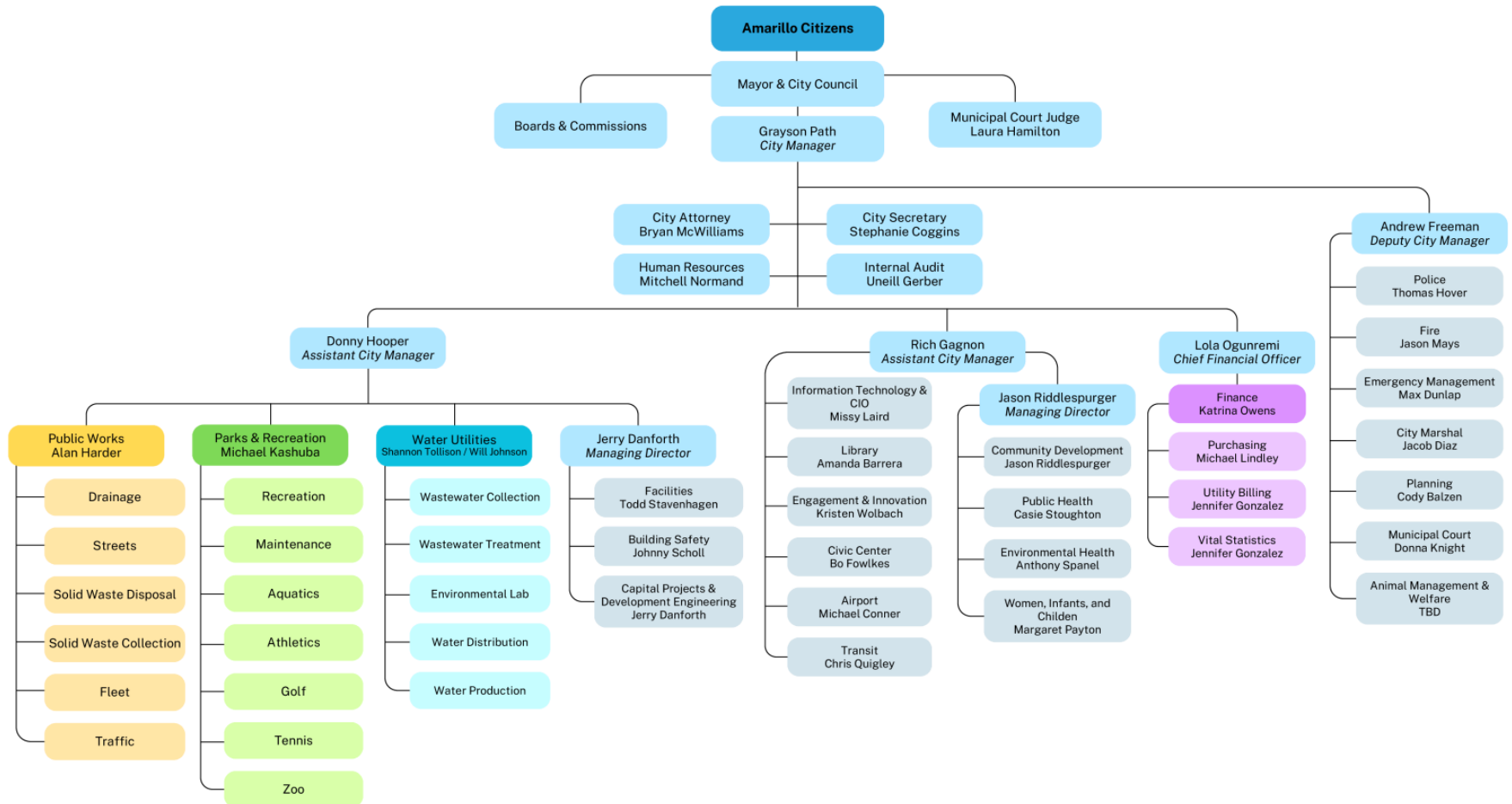
Monitoring

- Methods to monitor the EEO components identified in this chapter (e.g., dissemination, utilization analysis, statistical employment practices, timeframe to reach goals, all identified barriers and the progress of the action plan)
- Procedures used to determine EEO compliance of subrecipients and contractors such as collection and review of their EEO Programs, visits to facilities to ensure proper posting of the EEO Policy Statement, etc.
- Process for monitoring complaints (e.g., describe the tracking system, monitoring of trends, timeliness of investigations, resolutions, reporting to management)

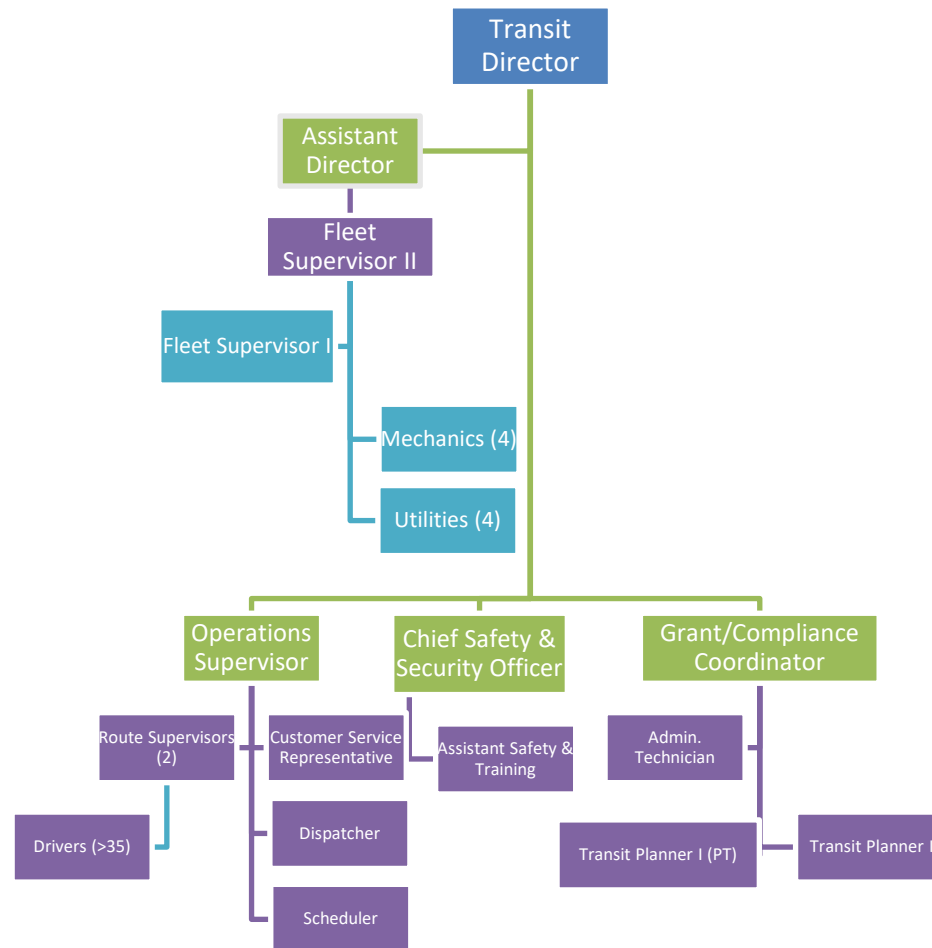
Reporting

- Meetings held between the Assistant City Manager and the EEO Officer to discuss the progress of the EEO Program and the results of the monitoring (including but not limited to, hiring, promotions, status of EEO complaints)
- All EEO-related meetings held between the EEO Officer and management, including topics covered and follow-up actions
- The EEO Officer's meetings with human resources and hiring officials to review current EEO goals and statistics on employment practices and policies (e.g., verifying that job descriptions contain legitimate position requirements and that all testing has been validated)

Attachment A
Amarillo City – Organizational Chart



Attachment B
Amarillo City Transit – Organizational Chart



Attachment C

EEO Officer Job Description

The EEO Officer develops and recommends EEO policy, a written EEO program and internal and external communication procedures. Assists management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables and developing programs to achieve goals. Designs, implements and monitors internal audit and reporting systems to measure EEO program effectiveness, determine where progress has been made and where further action is needed; reports periodically to the City Manager on progress of Amarillo City Transit's goals. Serves as liaison between the agency, Federal, State and local governments, regulatory agencies, minority, persons with disabilities and women's organizations and other community groups. Assures that current legal information affecting affirmative action is disseminated to responsible officials; assists in recruiting minority, person with disabilities and women applicants and establishes outreach sources for use by hiring officials; concurs in all hires and promotions; processes employment discrimination complaints.

These responsibilities shall include, but not be limited to:

- Developing the EEO policy statement and a written EEO Program
- Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals
- Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed
- Reviewing the agency's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood
- Concurring in the hiring and promotion process
- In conjunction with human resources, periodically reviewing employment practices policies (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements
- Reporting at least semiannually to the CEO/GM on each department's progress in relation to the agency's goals and on contractor and vendor compliance
- Serving as liaison between the agency; Federal, state, county, and local governments; regulatory agencies; and community groups representing minorities, women, and persons with disabilities, and others
- Maintaining awareness of current EEO laws and regulations, and ensuring the laws and regulations affecting nondiscrimination are disseminated to responsible officials
- Investigating complaints of EEO discrimination
- Providing EEO training for employees and managers
- In conjunction with human resources, advising employees and applicants of available training programs and professional development opportunities and the entrance requirements
- Auditing postings of the EEO policy statement to ensure compliance information is posted and up to date

Attachment D

Transit Department Training List

TAPTCO Driver Training Videos

Federal Regulations

- Introduction to Professional Driving
- Federal Regulations

Safety & Defensive Driving

- Safety Best Practices
- ILLC Defensive Driving
- Hazard Identification & Mitigation

About the Bus

- Introduction To The Bus
- Pre & Post Trip Inspections
- Mirror Adjustments & Reference Points

Driving Situations

- Prevent Rear End Collisions
- Preventing Intersection Accidents
- Railroad Crossings
- Pedestrian & Bicycle Awareness
- Preventing Backing Accidents
- Merging, Lane Changing & Passing
- Adverse Driving Conditions
- Operating Electric Powered Buses

About the Driver

- Prevent Driver Fatigue
- Preventing Driver Distractions
- Hazards Communication
- Injury Prevention – Slips, Trips & Falls
- Using Maps & GPS
- Employee Safety Reporting System
- Health & Wellness

About the Passengers

- Professionalism and Customer Service
- Conflict and Aggression Management

Americans with Disabilities

- ADA Compliance & Sensitivity
- Mobility Devices

Additional Programs

- Whistleblower
- Preventing Harassment
- Drug & Alcohol Awareness
- Bloodborne Pathogens

Emergency & Accident Procedures

- Emergency Evacuations
- What To Do In The Event of An Accident

Topics added to TAPTCO Driver Training Videos

- Square Your Turns
- Pedestrian Awareness
- Traffic Circle
- Distracted Driving Awareness
- The Hazards of Driving Distracted
- Monkey Business
- Q-Straints
- Human Trafficking
- NTI The Mark
- NTI Warning Signs
- Assault Awareness
- Active Shooter

Operator Study Guide – ELDT Supplement

- Introductions
- Regulations
- Cargo & Baggage Handling
- Hazardous Material Rules
- Fueling & Idling
- How & When to Shift Gears
- Skid & Jackknife Correction
- Security & Theft Prevention
- Miscellaneous Subjects

Attachment E
City of Amarillo Disciplinary Action Report
CITY OF AMARILLO

EMPLOYEE DISCIPLINARY ACTION REPORT

Employee Name :		Title:	
Department:		Shift:	
Date/Time of Violation:		Location:	
Date of Action Taken:		Date(s) of Disciplinary Action:	
TYPE OF VIOLATION: (please check all that apply)			
Substandard Performance:	Uncooperative:	Tardiness:	
Conduct:	Carelessness:	Unauthorized Absence:	
Disobedience:	Safety Violation:	Other:	
Violation Personnel or Department Rules & Policies:			
DESCRIPTION OF VIOLATION: (insert as many lines as needed)			
ACTION TAKEN: (insert as many lines as needed)			
PREVIOUS COUNSELING OF EMPLOYEE: (circle one)			
	YES	NO	INITIAL VIOLATION
	1 st Incident Give Specific Details (insert as many lines as needed)	2 nd Incident Give Specific Details (insert as many lines as needed)	3 rd Incident Give Specific Details (insert as many lines as needed)
Date			
Type of Violation			
Oral			
Written			
Who Counseled			
EMPLOYEE SIGNATURE / DATE		PERSON RECOMMENDING ACTION / DATE	
By my signature I acknowledge only the receipt and understanding of the disciplinary action addressed above and my rights. I understand my signature is not an admission of guilt. I have been informed of my rights under the grievance procedures under Section 900 of the Policies & Procedures manual or appeals to the Civil Service commission under Section 88 of the Personnel Rules manual, whichever applies.		I Acknowledge said employee has been counseled orally and/or in writing concerning this behavior and said counseling occurred prior to the implementation of the disciplinary action recommended above	
DEPARTMENT HEAD APPROVAL / DATE		DIVISION DIRECTOR APPROVAL / DATE	

Attachment G
City Council Signed Resolution

RESOLUTION NO. 05-12-26-4

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMARILLO, TEXAS: APPROVING THE UPDATED EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN FOR THE CITY PLAN; DESIGNATING AN EEO OFFICER; AUTHORIZING IMPLEMENTATION AND SUBMISSION TO THE FEDERAL TRANSIT ADMINISTRATION; PROVIDING REPEALER - PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Federal Transit Administration ("FTA") requires recipients of federal transit funding to develop, implement, and maintain an Equal Employment Opportunity ("EEO") Program in accordance with applicable federal laws and regulations; and

WHEREAS, the City of Amarillo, Texas (the "City"), as a recipient of FTA funding, is required to submit an updated EEO Plan at least once every four (4) years, or more frequently if required by the FTA; and

WHEREAS, the City has prepared an updated EEO Plan, attached hereto as Exhibit A, to ensure compliance with applicable federal requirements; and

WHEREAS, the purpose of the EEO Plan is to ensure nondiscrimination in all aspects of employment, including recruitment, hiring, promotion, compensation, training, discipline, and other terms and conditions of employment; and

WHEREAS, the City desires to submit the EEO Plan to the FTA for review and approval and to demonstrate its continued commitment to equal employment opportunity.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AMARILLO, TEXAS:

SECTION 1. The Equal Employment Opportunity (EEO) Plan for the City of Amarillo, Texas, attached hereto as Exhibit A, is hereby approved by City Council and authorized for submission to the Federal Transit Administration for review and approval.

SECTION 2. The City Manager, or designee, is hereby authorized to implement the EEO Plan and to take all actions necessary to ensure compliance with applicable federal laws and regulations.

SECTION 3. The City's Grant/Compliance Coordinator is hereby designated as the City's EEO Officer and shall be responsible for administering, monitoring, and updating the EEO Program.

SECTION 4. The EEO Program shall be administered and enforced by the officers, agents, and employees of the City in accordance with the terms set forth therein.

SECTION 5. To the extent that this Resolution or any part hereof conflicts with any prior resolution or policy, such prior resolution or policy is hereby repealed to the extent of such conflict.

SECTION 6. If any provision of this Resolution is held to be invalid, such invalidity shall not affect the remaining provisions, which shall continue in full force and effect.

SECTION 7. This Resolution shall take effect immediately upon its adoption.

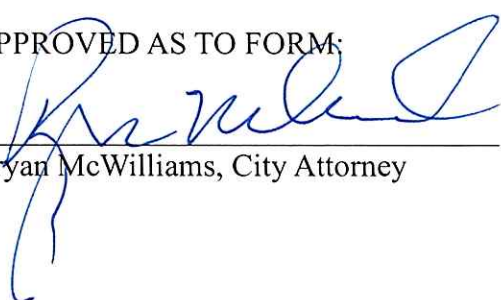
INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, on First Reading on this the 12th day of May 2026 and PASSED on Second and Final Reading on this the 26th day of May 2026.


Cole Stanley, Mayor

ATTEST:


Stephanie Coggins, City Secretary

APPROVED AS TO FORM:


Bryan McWilliams, City Attorney

The following attachments will be provided upon request:

Attachment H Transit Department Job Descriptions

Attachment J City of Amarillo Human Resource Policies and Procedures

Attachment J City of Amarillo Personnel Rules