



Final Classroom Reminders

Checking In

- If you do not ride with shift change, you must check in with a supervisor on the first floor of the transit center building **before** going to your bus. Check in with the dispatcher/supervisor for shifts that start (S) at BT.

10-51 Procedure

- **Stop** the bus.
- Check for injuries.
- Call dispatch.
- Do not admit fault or discuss details of the 10-51 with anyone other than a Supervisor, Dispatch, a Supervisor Assistant, or Police Officer.
- Do not move the vehicle unless instructed by a Supervisor, Dispatch, a Supervisor Assistant, or Police Officer. If asked to move the vehicle by Dispatch or a police officer, take pictures of the 10-51.

Off-Route Procedure

- **Stop the bus.**
- **Call Dispatch.**
- **Follow directions from Dispatch. DO NOT TRY TO FIX IT ON YOUR OWN!**

Timechecks

- Timechecks are specific stops used to help keep the buses on schedule and evenly spaced.
- Where they are and when you leave them is dependent on the route, so check the route card. **Never leave a timecheck early!**

Mentor

- Login Procedure
- Route ID – The first driver uses the route ID. The vehicle stays logged on for the remainder of the service period. (i.e. the 23 route signs in as 0023 for ID and PIN.)
- Personal ID – Use only when directed by Dispatch. Use your full employee number for ID and last four digits for PIN. (i.e. ID: 12345, PIN: 2345.)
- Note: Only log into mentor when you do not plan on turning the bus off again (i.e. after the air brakes restart).
- When told to “Go to Paper”, this means to record counts on the back of your paysheet.



Destination Sign

- 8500s will need to be programmed manually with the overhead Hanover system for now. Consult the instructions in the driver's box for the Mentor/Luminator/Twin Vision/Hanover systems. The destination codes are also in the driver's box. Note: Buses have signs controlled automatically through the mentor and should program the correct destination based on the task. If it does not function properly, notify dispatch and await further instructions.
- If your vehicle fails to make the appropriate/correct announcements, the operator must make/correct the required announcements as noted on the route card.

Route Cards

- Carry a route card with both the appropriate route and the current version for the shift you are driving.

10-90

- Leave WAI card in the driver's seat. Put the steering wheel up, close all hatches and windows. Turn in any lost and found items.
- Return to Dispatch:
 - Trip/Pay Sheets.
 - All window signs.

Lost and Found

- Items must be placed in appropriately sized bags, labelled, and then placed into the lost and found bin located in Bay 1. Bikes are to be labelled and locked on the bike rack in Bay 1.
- No liquids or perishable foods should be placed in the bin.

10-46 Procedure

- Make sure the front seats are up to create more space (unless required by a passenger).
- Ask passengers to move all the way to the back of the bus and to place their backpacks at their feet to create more room.
- If you can no longer accept passengers, change your PR Code to either "Bus Full" or "Bus Full...Another Follows", depending on the route service.
- Call into base only if you are leaving people at the stop. If no one is left behind, then it is not a 10-46.
- When calling a 10-46 into base, have the following information ready:
 - Your route number.
 - Your bus stop location name (not the stop number).
 - How many people are being left behind.
 - If you are MSN/MSS tell them the direction you are heading (Northbound vs Southbound).
 - You must stop and inform ADA passengers that are being left when the next bus is supposed to arrive. Alert dispatch if an ADA passenger is left and there is not another bus within an hour.

**BT Policy No Right on Red:**

Patrick Henry to Main Southbound	Progress to Main Street	Professional Park to Main Street	West Campus to Price's Fork*
Alumni Mall to Main Street	Roanoke to Main Street	Heather Drive to Prices Fork Road	Tom's Creek to Patrick Henry

*May take right on red if traffic from east bound Price's Fork Rd has a red light, use caution!

BT Speed Limit Policy Locations:

Giles Road – 20 mph – (PHD Route)	Roanoke Street – 20 mph – (HDG Route)	UCB S – Curves – 20 mph (TCR/UCB Routes)
Parking Lots – 15 mph – (including BT)	Inside the garage at BT – 5 mph	Transit Center Loops – 10 mph

BT Green Arrow Policy Locations: (must wait at light for fresh green arrow, no turn on yield)

Price's Fork Left onto West Campus

BT Handbook

You are responsible for all information contained in the most current "Blacksburg Transit Operations Employee Rules and Regulations".