Final Classroom Reminders

• **Checking in**
  - If you do not ride with shift change, you must check in with a supervisor at Torgersen Hall **before** going to your bus. Check in with the dispatcher 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 to 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 direction from Dispatch

• **Timechecks**
  - What are they?
    - Specific stops used to help keep the buses on schedule and evenly spaced
    - Where are they and when do I leave them?
      - Depends on the route, so check your route card! **Don’t leave early!**

• **Mentor**
  - Login procedure
    - Route ID – The first driver uses route ID and vehicle stays logged on for entire day for weekday and weekend shifts.
    - Personal ID – Use as directed by dispatch.
    - Login only when you do not plan on turning the bus off again (e.g. after airbrakes restart.)
  - What does it mean to “go to paper”?
    - Use “Mentor Fail” sheets

• **Destination Sign**
  - Voice announcements
    - If the vehicle does not make the appropriate/correct announcements, the operator must make the required announcements as noted on the route card.
  - **Sign Settings**
    - Consult instructions in the driver’s box for Mentor/Twin Vision/Hanover and codes.
• **Route cards**
  - Carry a route card with both the appropriate route and the current version for the shift you are driving.

• **10-90**
  - Leave walk-around card in driver’s seat, put steering wheel up, and turn in lost in found.
  - Turn in to Dispatch
    - Return trip/pay sheet(s)
    - Fare free bag
    - Transfer slips
    - Mentor fail sheets
    - All window signs

• **Lost and Found**
  - Items must be placed in appropriately sized bags, labeled, and then placed into the lost and found bin located in Bay 1.

• **10-46 Procedure**
  - Make sure the front seats are up to create more space (unless a passenger needs to use them.)
  - Ask passengers to move all the way to the back of the bus and hold their backpacks at their feet to create more space.
  - 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 in only if you are LEAVING people at the stop. If you do not leave anyone behind then it is not a 10-46.
  - When calling in, tell base you have a 10-46, let them respond, then proceed with your information which should include:
    - Your route #
    - Your bus stop location name (do not use bus stop #)
    - How many people you are leaving behind
    - If you are MSN/MSS tell them the direction you are heading (Northbound or Southbound.)
  - You must stop an inform ADA passengers that are being left when the next bus is.
  - Alert dispatch if an ADA passenger is left and there is not another bus within an hour.

• **“Last Run” vs. “This Bus Ends...”**
  - Last Run (PR Code 28) is when your bus shift is ending and there will be no other units servicing that route. (E.g. The 30F on a Friday should set “Last Run” on the destination sign at 2:15am, because there will not be a Toms Creek route running after that loop.
  - “This Bus Ends...” (Destination 34, PR Code = Location) should be used when your bus shift is ending, but there are other units that are still servicing that route. (E.g. The 31D on a Friday should use “This Bus Ends...” on their destination sign because the 30 route will continue to service until the F shift.)
- BT Policy No Right on Reds

<table>
<thead>
<tr>
<th>Patrick Henry to Main Southbound</th>
<th>Progress to Main</th>
<th>Professional Park to Main</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Mall to Main</td>
<td>Roanoke to Main</td>
<td>Heather to Price’s Fork</td>
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You are responsible for all information contained in the most current “Blacksburg Transit Operations Employee Rules and Regulations.”