



## Safety & Training Division

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### 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 and 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**

<b>Patrick Henry to Main Southbound</b>	<b>Progress to Main</b>	<b>Professional Park to Main</b>
<b>Alumni Mall to Main</b>	<b>Roanoke to Main</b>	<b>Heather to Price's Fork</b>

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