



Line Instruction Shift Information

Things to do:

- Arrive for your shifts on time or early
- Adhere to the personal appearance policy as stated in the BT Rules and Regulations handbook
- Study 10-codes
- Study appropriate route card before the shift
- **Always have the following with you:** driver's bag, pens, wrist watch, name badge, CDL license, appropriate route card, incident card, collision card, extra pay sheets, **route training folder**

Shift Start and End Locations:

- Depending on your shift, you will either come to the garage or meet on campus (the 1st Floor of the Transit Center).
- (S), (E), and (S&E) on the shift description means that the route starts, ends, or starts **and** ends at the garage, respectively. If the description has none of these, the shift starts **and** ends on campus.
- Your pay time does not include riding with shift change, only what's on the route card.
- Shifts with premium pay have a dollar sign (\$,) with each sign indicating an extra dollar per hour. If you do not complete a shift as designed, any relevant pay differentials will be removed.
- If you do not ride with shift change, you must check in with a supervisor on the 1st Floor of the Transit Center **before** going to your bus. Check in with the supervisor/dispatcher for A shifts or other shifts that **start (S)** at BT.

Shift Change Departure Times (*Subject to Change)

Full Service Weekdays

Shift Change is scheduled to leave the shop at :05 after the hour (B – 9:05am, C- 12:05pm, D – 3:05pm.)

Full Service Evening/Night/Weekends

Shift Change is scheduled to leave at (E – 6:10pm, F – 9:20pm.)

Reduced and Intermediate Service

Shift Change is scheduled to leave the shop at :10 after the hour (9:10am, 12:10pm, 3:10pm, 6:10pm)

If you are riding Shift Change, be prepared to leave on time!

Shift Description Breakdown Examples

16E – \$\$\$ – SMA / SMS @ Maroon Bay 6 (E)

- **16E** = 16 Route on the E Shift.
- **\$\$\$** = Three dollar per hour pay differential.
- **SMA / SMS** = Route(s) abbreviation for South Main Airport / South Main Southpark
- **@ Maroon Bay 6** = The location to meet the bus for the shift exchange.
- **(E)** = This route will DHD, or head back to base at the end of the route.

90A – \$ – PRG @ Orange Bay 17 (S)

- **90A** = 90 Route on the A Shift
- **\$** = One dollar per hour pay differential.
- **PRG** = Route abbreviation for Progress Street
- **@ Orange Bay 17** = The location to meet the bus for the shift exchange.
- **(S)** = This route will begin at base, as such you will need to report there and complete a WAI and DHD.

100D – \$ – TTT @ Maroon Bay 2 (S&E)

- **100D** = 100 Route on the D shift
- **\$** = One dollar per hour pay differential.
- **TTT** = Route abbreviation for the Two Town Trolley.
- **@ Maroon Bay 2** = The location to meet the bus for the shift exchange.
- **(S&E)** = This route will both begin and end with you at Base, using a relay vehicle to get you to and from where you will meet the bus.

General Info:

- The **@ Location** tells you where to meet the bus **unless** the shift has a (S) or (S&E) in which case you will always report to BT before going to your vehicle.
- Refer to the route card if you are unsure of what time the route operates for, the shift number and letter should give you all the info you need to cross reference with.
- There may be additional info at the end of the shift description for any unusual circumstances or changes, pay attention to this and ask dispatch if you have any questions.

Route Card Information

Where to get them?

- Do it yourself – go to:
 - W2W homepage
 - On right side of homepage in the square, just above general info, click on “**HERE**”
 - OR go to <http://www.btransit.org/index.aspx?page=1393>
 - Find appropriate service, day of week, print!
- Dispatch – nicely ask the dispatcher
- Training – stop in, say hello, get a route card

Why carry them?

- Route cards have ALL the information you need for a particular route. If your Mentor fails, this is your best backup.
 - Route number and name
 - Type of service: time of week
 - Actual route directions so you don’t go off route
 - Required stops
 - Announcement locations
 - Recommended 10-7 locations
 - The schedule for your route
 - Timecheck locations (on & off campus)
 - Pay time
 - Deadhead information
 - Pull out
 - End of route

Who cares?

- You should – as a professional bus operator you need to know where you are going, when to get there, and other information about your route
- Passengers will ask questions that may be more easily answered when you consult your route card(s)

Note!

- Check the bottom left corner of your route cards to be sure you have the most up-to-date version.
- When an updated version is released, you will be notified via W2W messages.
- You should **NOT** call dispatch for information that is on your route card.
- Route videos can be found on the Operators Information page, same page as the Route Cards.

***If you have any questions, please contact the Training office between 8:00am and 5:00pm,
Monday – Friday, 540-443-1540***

FY2026, V. 1 Route Numbers:	FY2026, V. 1 Route Names:
11, 13	Alternating: North Main Patrick Henry (NMP) / South Main Ellett (SME)
14, 15, 16	Alternating: South Main Southpark (SMS) / South Main Airport (SME)
10, 12	North Main Givens (NMG)
20, 22	Harding Avenue (HDG)
23, 25	Hethwood A (HWA)
24, 26	Hethwood Combined (HWC)
27, 29	Hethwood B (HWB)
30, 32	Tom's Creek Road (TCR)
31, 33	Tom's Creek Progress (TCP)
40, 42	University City Boulevard (UCB)
55	Carpenter Boulevard (CRB)
60, 62	Patrick Henry Drive (PHD)
65, 66	Patrick Henry B (PHB)
70, 72	Hokie Express (HXP)
75, 76, 77, 78	Campus Shuttle (CAS)
80, 81	Corporate Research Center Shuttle (CRC)
87, 88	Beamer Way Route (BMR)
90, 92	Progress (PRG)
100	Two Town Trolley (TTT)