



Route Training 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, pen, wrist watch, name badge, CDL license, appropriate route card, incident card, collision card, extra pay sheets, **route training folder**

Remember:

- Depending on your shift, you will either come to the garage or meet on campus.
- (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 ride with shift change, you must check in with a supervisor at Squires West **before** going to your bus. Check in with the dispatcher for A shifts or other shifts that **start (S)** at BT.

<u>Route No.</u>	<u>Route Name</u>	<u>Route No.</u>	<u>Route Name</u>
10,11,12,13	Main Street		
20, 22	Harding Ave	60, 61, 62	Patrick Henry
23, 24, 25	Hethwood A	70, 71, 72	Hokie Express
27, 28, 29	Hethwood B	75, 76	Campus Shuttle
55	Carpenter Blvd	80, 81, 82	CRC Shuttle
30, 31, 32	Toms Creek	90, 91, 92	Progress Street
40, 41, 42	University City Blvd	95, 96	Progress B
50, 52	University Mall Shuttle	100	Two Town Trolley

Shift Change Departure Times:

Full Service weekdays

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

All Evening/Night/Weekends

Shift Change is scheduled to leave at :20 after the hour (6:20pm, 9:20pm, etc.).

Reduced and Intermediate Service

Shift Change is scheduled to leave the shop at :20 after the hour (9:20am, 12:20pm, 3:20pm, etc.).

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

***If you have any questions, please contact the Training office between 8:00am and 6:00pm,
Monday – Friday, 540-443-1540***

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.
- You should **NOT** call dispatch for information that is on your route card.

DISPATCH 540-443-1530