



# Welcome

Michael Terry

*Safety and Training Coordinator*





# Welcome - Notes

- **WELCOME** – Mike Terry opened the meeting by welcoming everyone and congratulated two employees on their new positions:
- Simon Oakes, Lead Dispatcher
- Erik Walters, Supervisor Assistant



# Director's Updates

Tom Fox

*Director*





# Director's Updates

- Ridership
- Performance Evaluations
- Operator-Management Group
- Operator Rules & Regulations Update





# DIRECTOR'S UPDATES - Notes

- **DIRECTOR'S UPDATES** - Tom Fox covered four items:
- Ridership is up by 15% since July. He thanked the group for helping out by picking up open shifts during the recent shortage of Operators.
- Performance Evaluations – the Operations Division is making progress with reducing the backlog on annual performance evaluations. Tom asked for patience as we catch up. He also encouraged Operators to fill out the Pre-Evaluation Input Form as it provides important information for management
- Operator-Management Group – Tom stated that the Operator-Management group is a good way to share information and discuss issues and opportunities. We haven't been meeting recently due to scheduling issues but he wants to start it back and encouraged anyone who was interested in participating to get in touch with Elizabeth.
- Operator Rules & Regulations Handbook Update - Tom went over updates to the handbook. There are no policy changes – just clarifications, and corrections to the numbering of certain sections of the handbook. Copies were distributed for signature at the meeting and are available on the BT Operator Information Page by following this direct link <https://ridebt.org/index.php/bt-operator-information>.



# Attendance Policy

Elizabeth Hawks

*H.R. Generalist*





# Elizabeth Hawks - Notes

## *H.R. Generalist*

**ATTENDANCE POLICY** – Elizabeth Hawks held a question & answer session on BT's attendance policy, as follows:

- **If you are requesting a time off in W2W how many days/weeks should it be in advance?**
- Request time off in W2W at least two weeks (14 days) in advance, in order to be considered. Include a brief comment... “Medical appointment” or “Approved FMLA” or “Vacation” or “Out of Town”
- You will still be required to meet the minimum number of hours per week or per pay period.
- **Who do you call if you need to be removed from a shift?**
- In cases where operators need to request off a shift after the two week notification period has ended, the operator needs to speak to the dispatcher on duty or leave a message on the operations dispatch voicemail.



## Elizabeth Hawks – Notes Cont'd

### *H.R. Generalist*

- **If you have to leave a message, what should it include?**
- All voice messages should include the following: the caller's name, time and date of call, the time and date of the shifts that the operator needs to be removed from, the shift(s) that the operator needs to be removed from, and a brief explanation of why they need to be off.
- **Are you allowed to submit time off requests via email or text messages? NO!**
- **How many days do you have to bring in a medical note after you've missed work?**
- Any operator that calls out due to an illness will have three business days after they return to work to bring in a doctor's excuse to avoid negative points. Remember...If an operator does not call the Dispatch office to cancel or call out then they will be given a no-show regardless of a valid doctor's note.
- **Who should you turn your medical excuse in to?**
- Employees must present all doctor's notes to the HR Generalist. If I am not there, you need to ask the person in dispatch to put it in my mailbox.





## Elizabeth Hawks – Notes Cont'd

### *H.R. Generalist*

- **What should the note include?**
- The note must state that the employee is/was excused from work on the applicable dates. The note must also state that the employee may return to his/her full duties, including driving a bus.
- **What is a Leave of Absence/LOA?**
- A LOA request must be submitted for an absence of 7 or more consecutive days. A LOA pertains to personal emergencies, medical reasons, and/or breaks. All employees must submit a written notice, for LOA, at least two weeks prior to the desired time off. All necessary paperwork can be turned in to the dispatcher on duty.
- Put it on W2W and complete the LOA Form.
- Finally! Nowadays “driving under the influence” doesn’t just mean drunk driving. Remember that any drug you take, including prescriptions and over-the-counter medications, can affect your ability to drive safely. It is up to you to follow the advice of your physician or the label about mixing drugs and driving!
- Prizes were given out for correct answers. Everything that she covered can be found in the Operator Rules and Regulations August 2018-August 2019. If you have any questions please feel free to contact Elizabeth at [ehawks@blacksburg.gov](mailto:ehawks@blacksburg.gov) or 540-443-1585



# ITS Equipment Upgrades

Tim Witten

*Special Projects Manager*





# ITS Equipment Upgrades

- An outside contractor preformed installs on 36 buses in the fleet.
- 34 buses throughout the fleet had their Rangers upgraded to new Ranger 4s. Some of the old Rangers dated back the original deployment in 2006-2007.
- 26 buses received new Automated Voice Announcement (AVA) hardware and software. Theses buses in the 27XX, 19XX, and 60XX series, had nonfunctioning Luminator AVA removed and a TripSpark T-box installed. Operators will now have single point login on these vehicles with both destination sign and AVA controlled through the Ranger unit.



# ITS Equipment Upgrades

- 36 Vehicles – 1/7-1/18
- 34 – Ranger 4s
  - ❖ Increased reliability
- 26 – AVAs – T-box
  - ❖ Automated Announcements and Signs
- Questions or Concerns:
  - ❖ W2W or [twitten@blacksburg.gov](mailto:twitten@blacksburg.gov)



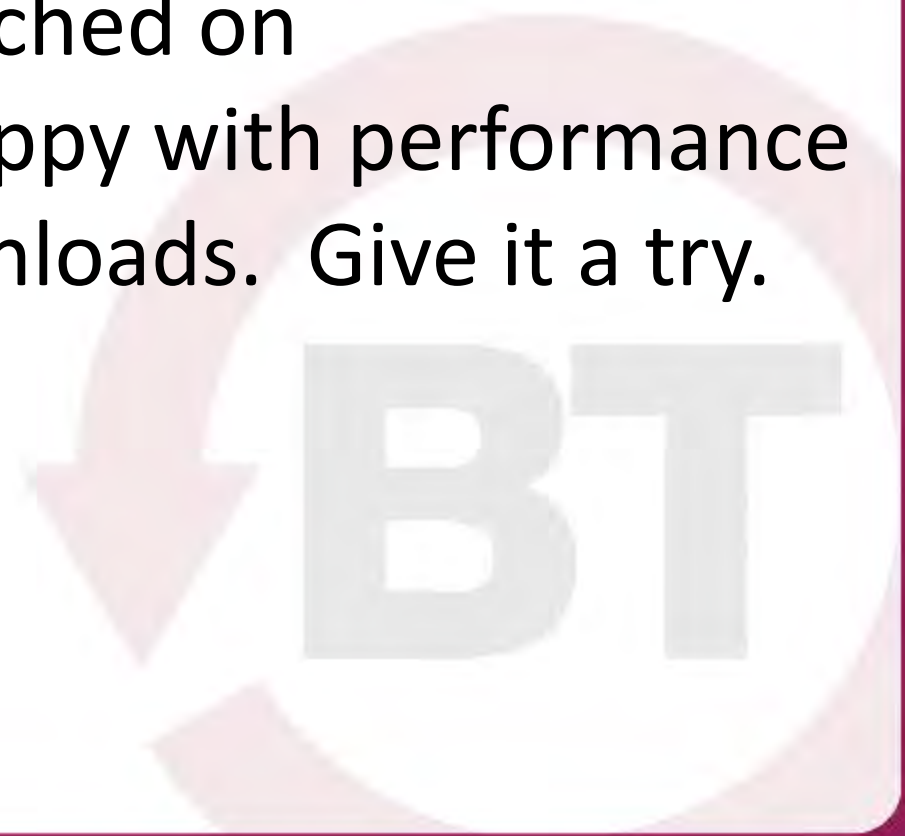
# New iOS Application

- New iOS Application - 1/16/19
  - ❖ 2,087 through 1/22
  - ❖ 890 on 1/22
- [www.ridebt.org](http://www.ridebt.org) – updating web links
- Christiansburg sign holders have shipped



# New iOS Application

- IOS application launched on 1/16/2019. Very happy with performance and number of downloads. Give it a try.





# Safety Corner

Michael Terry

*Safety and Training Coordinator*





# SCHOOL BUS SAFETY







# School Bus Safety

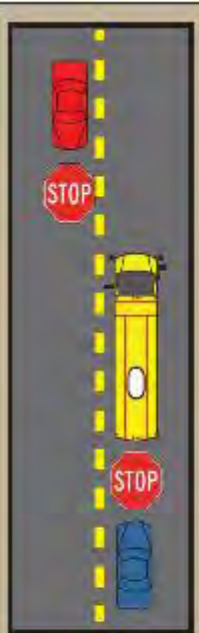
- Be cautious around school buses and school bus stops.
- Anticipate them to stop at any second.
- Watch for children who are waiting, boarding, and/or disembarking.
- If you do not stop for a school bus, it is the same penalty as running a stop sign (-3 safety points.)



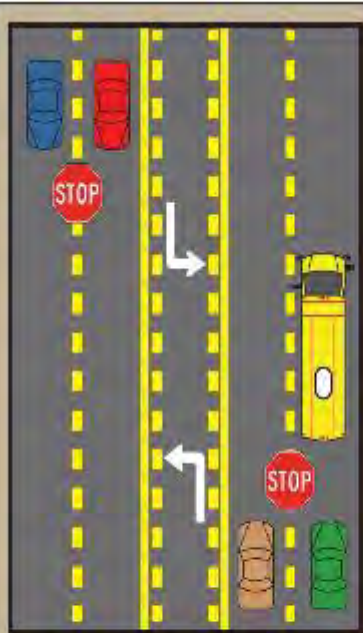


# School Bus Safety

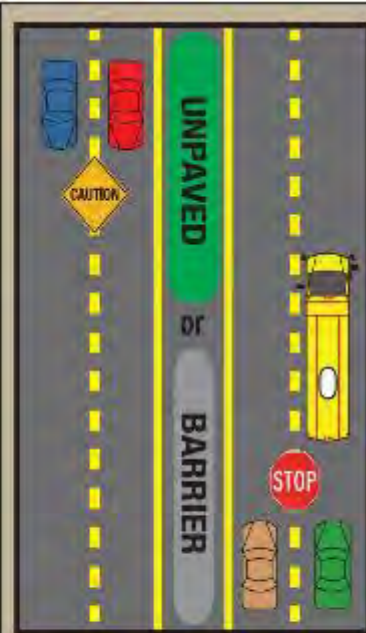
- § 46.2-859. Passing a stopped school bus; prima facie evidence.
- A person driving a motor vehicle shall stop such vehicle when approaching, from any direction, any school bus which is stopped on any highway, private road or school driveway for the purpose of taking on or discharging children, the elderly, or mentally or physically handicapped persons, and shall remain stopped until all the persons are clear of the highway, private road or school driveway and the bus is put in motion; any person violating the foregoing is guilty of reckless driving. The driver of a vehicle, however, need not stop when approaching a school bus if the school bus is stopped on the other roadway of a divided highway, on an access road, or on a driveway when the other roadway, access road, or driveway is separated from the roadway on which he is driving by a physical barrier or an unpaved area.
- The driver of a vehicle also need not stop when approaching a school bus which is loading or discharging passengers from or onto property immediately adjacent to a school if the driver is directed by a law-enforcement officer or other duly authorized uniformed school crossing guard to pass the school bus. This section shall apply to school buses which are equipped with warning devices prescribed in § [46.2-1090](#) and are painted yellow with the words "School Bus" in black letters at least eight inches high on the front and rear thereof. Only school buses which are painted yellow and equipped with the required lettering and warning devices shall be identified as school buses.
- The testimony of the school bus driver, the supervisor of school buses or a law-enforcement officer that the vehicle was yellow, conspicuously marked as a school bus, and equipped with warning devices as prescribed in § [46.2-1090](#) is prima facie evidence that the vehicle is a school bus.



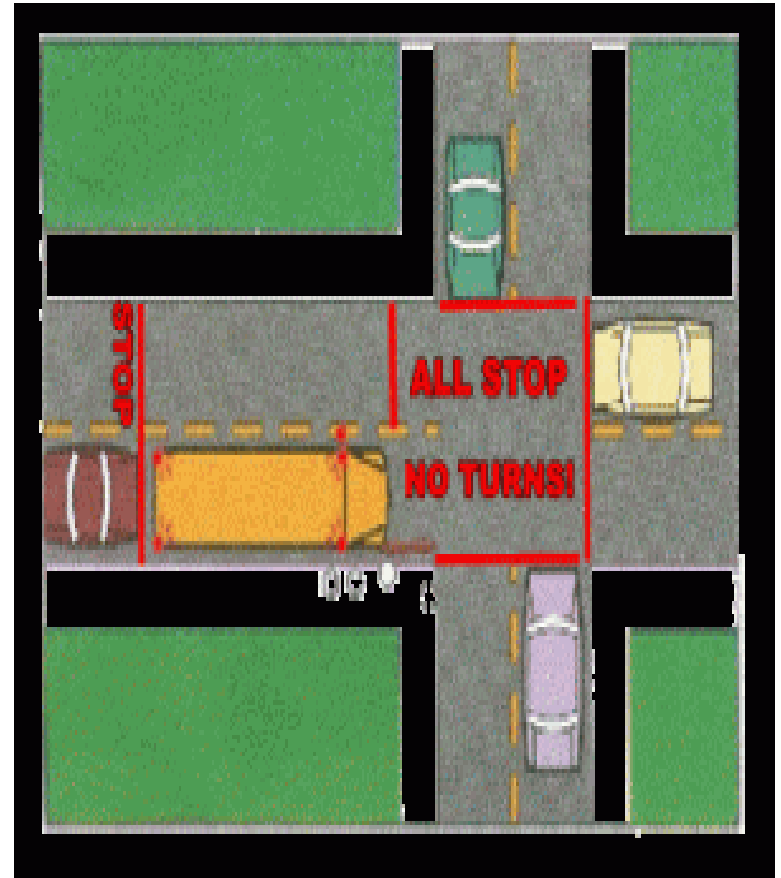
**TWO-LANE:**  
Vehicles traveling  
in both directions  
**MUST** stop.



**MULTI-LANE PAVED ACROSS:**  
Vehicles traveling in both  
directions **MUST** stop.



**DIVIDED HIGHWAY:**  
(Unpaved space (Min. 5ft), OR any raised median or physical barrier.)  
Vehicles behind bus **MUST** stop.  
Vehicles traveling in the opposite  
direction proceed with caution.





# STOP! IT'S THE LAW

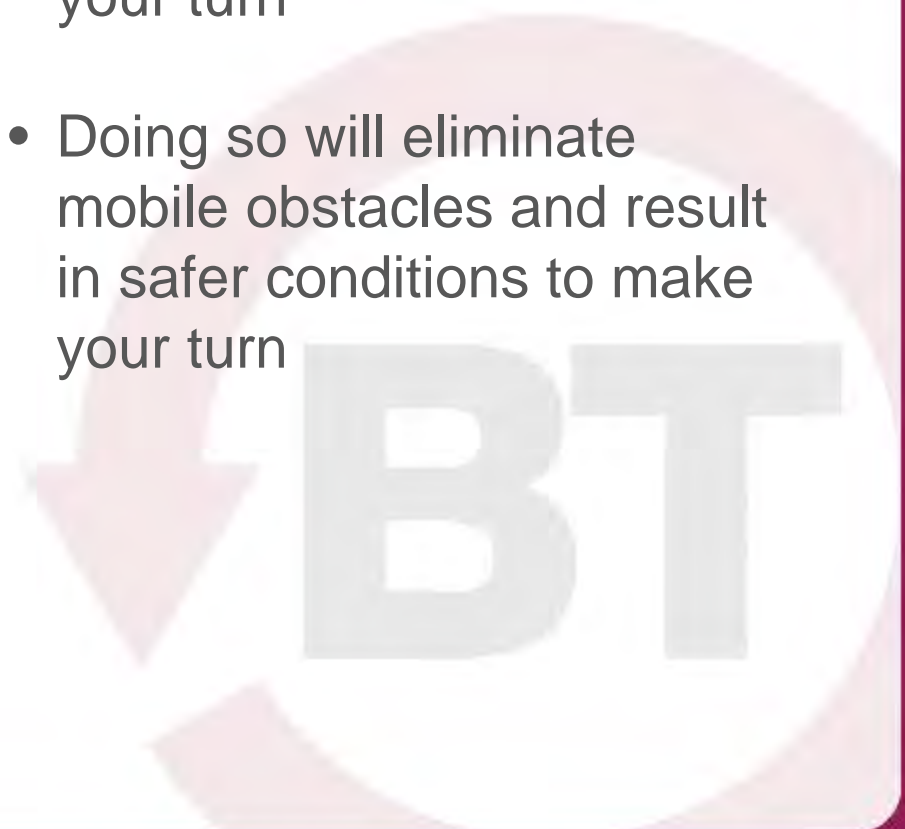
**Drivers are required to follow certain laws when encountering a school bus. Virginia motorists must:**

- **STOP** for stopped school buses with flashing red lights and an extended stop sign when approaching from any direction
- **STOP** whenever the bus is loading or unloading passengers, even if the lights and stop sign are not activated
- Remain stopped until everyone is clear and the Bus moves again
- If a school bus is on the opposite side of a **median** or **barrier**, motorists aren't required to stop
- Drivers should still be prepared for students exiting the school bus and crossing into their lanes.



# RIGHT SIDE MIRROR

- Correct mirror usage will substantially reduce mirror contacts
- It is essential to watch your right side mirror **prior to and during** a right turn
- Slow down and clear intersections before starting your turn
- Doing so will eliminate mobile obstacles and result in safer conditions to make your turn





# WRIGHT HOUSE

- Wright House is a **REAR EXIT ONLY** stop
- Please inform passengers that exiting through the rear door and using the crosswalk behind the bus is safer





# RETARDER USE

- Retarders serve to slow vehicles, or maintain a steady speed while traveling down a hill and help prevent the vehicle from "running away" by accelerating down the hill.
- They are usually used as an additional "**assistance**" to slow vehicles, with the final braking done by a conventional friction braking system.
- Proper use of retarders prolongs the service life of the friction brakes and since in our vehicles the brakes are air-actuated helps to conserve air pressure too.
- Friction-based braking systems are susceptible to "brake fade" when used extensively for continuous periods, which can be dangerous— for instance if a truck or bus is descending a long decline.



# Valve Clicking

- When done using windshield wipers please be sure to turn all knobs to the left
- This is especially important with the older models
- With the intermittent setting the wipers momentarily stop between each wipe
- A clicking sound is the result of leaving this setting on when the wipers are immobilized





# VT Campus Sidewalks policy

- Bikes **ARE** permitted to travel on sidewalks
- Bikes are **NOT** permitted to travel against traffic on roadways (including Drillfield)





# CROSSWALKS

- Stop and clear all crosswalks before crossing
- Anticipate bikes approaching from sidewalks
- Leave room and clear bike lanes before operating doors





# Bike Lanes

- When servicing a stop with a bike lane, do NOT cross the bike lane unless necessary to service a passenger
- E.g. crossing to use wheelchair ramp





# PHONES

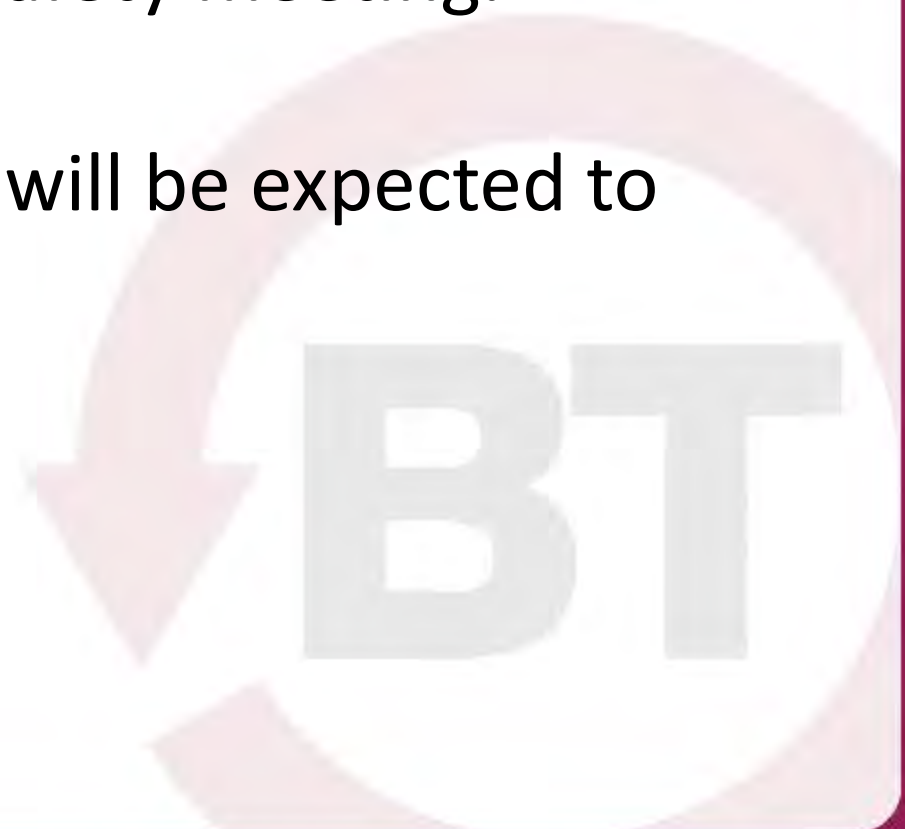
- The sign controllers in the newer buses **ARE NOT TO BE USED AS PHONE CHARGERS.**
- When devices are plugged into the data port the sign reverts to its initial programming and announcements.
- This results in many hours consumed fixing an avoidable issue
- **Again, it is a data port, not a charger!**





# BBP Recertification

- Blood Borne Pathogens Recertification will be after the February safety meeting.
- All that need this class will be expected to attend







# Driver Assistance System

Kaitlin Huggins  
Operations Supervisor





# DRIVER ASSISTANCE SYSTEM

- **DRIVER ASSISTANCE SYSTEM** – Katy Huggins made a presentation on the Driver Assistance System that has been installed on five buses to test its ability to warn Operators of potential conflicts with pedestrians and bicyclists. This is a demonstration project funded by the state.





# Driver Assistance System Demonstration Project

- Virginia DRPT pilot project
  - Nine transit agencies
  - 50 vehicles throughout the State
  - Mobileye Shield+
- DRPT Goal: Identify whether the installation of a pedestrian collision avoidance system results in reduction of incidents, near-misses and maintenance costs
- Evaluation of the technology system



# Driver Assistance System at Blackburg Transit

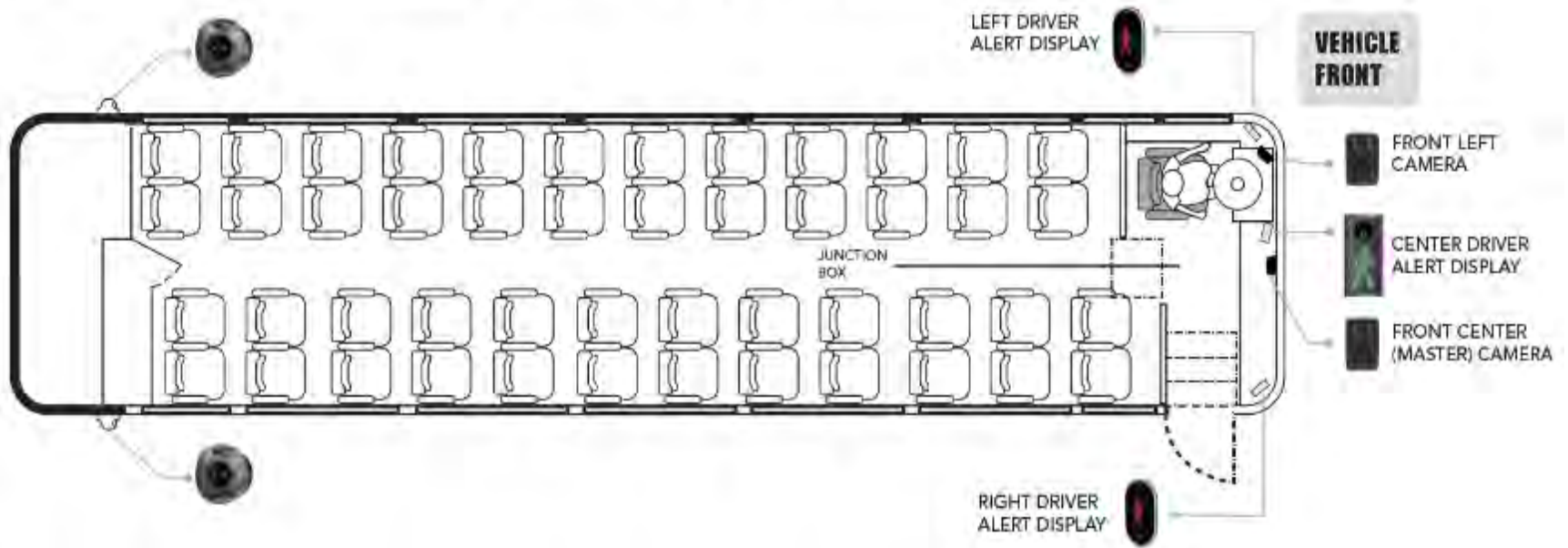
- Five Vehicles
  - 35' buses
  - 6308, 6401, 6402, 6403, 6404
- Equipment
  - Exterior sensors (2)
  - Windshield mounted sensors (2)
  - Driver alert displays (3)

A large, faded watermark of the Blackburg Transit (BT) logo is positioned in the background on the right side of the slide. It features the letters 'BT' in a large, light gray font, centered within a circular outline that is also light gray and semi-transparent.



# Driver Assistance System at Blackburg Transit

SHIELD+ COMPONENTS ON LARGE VEHICLE FROM TOP VIEW





# Driver Assistance System Center Display and Eyewatch



- No illumination
- Pedestrian and cyclist detection is not operational
- Vehicle detection is operational



# Driver Assistance System Center Display and Eyewatch



- Solid green display
- Indicates all functions of the system are operational
  - Pedestrian and cyclist detection is operational
  - Vehicle detection is operational



# Driver Assistance System Center Display and Eyewatch



- Solid amber display
- A pedestrian or cyclist is in front of the moving bus or coming towards the moving bus
- Operator should exercise caution until verifying that the danger of the collision has passed



# Driver Assistance System Center Display and Eyewatch



- Red flashing with beeping sound
- A pedestrian or cyclist is in front of the moving bus or coming towards the moving bus and collision is imminent
- Operator should take action to carefully stop bus to avoid collision



# Driver Assistance System Side Displays



- Side indicator color and sound same as front display
- Pedestrian or cyclist has been detected near the left front or left side and right front or ride side





# Driver Assistance System Eyewatch Display



- Solid yellow lines
- Indicates the system is operational



- Reads current posted speed limit
- Flashes when the vehicle exceeds the posted speed limit



# Driver Assistance System Eyewatch Display



- Appears as green car
- Indicates detection of a vehicle in the path of the bus



- Appears as a green car and number
- Indicates how far the vehicle in front of the bus in in seconds
- Operator is advised to reduce speed



# Driver Assistance System Eyewatch Display



- Appears as a red car
- Indicates the distance between bus and vehicle ahead has fallen below a safe threshold
- Operator is advised to reduce speed and increase distance



- Appears as flashing red car with beeping sound
- Indicates rear end collision is imminent
- Operator should stop bus immediately



# Driver Assistance System Demonstration Project

- Spring Semester
- Currently in stealth mode
- Anticipated go-live date – last week of February
- Information about system will be available on buses



# Summer Employment Opportunity

**Alexandria Transit Company**

Raymond Mui  
Assistant General Manager





## SUMMER EMPLOYMENT OPPORTUNITY AT ALEXANDRIA TRANSIT COMPANY

- **SUMMER EMPLOYMENT OPPORTUNITY AT ALEXANDRIA TRANSIT COMPANY**
- Raymond Mui, Assistant General Manager of Alexandria Transit Company (DASH), in Alexandria, Virginia spoke about an opportunity for Seasonal (summer 2019) Shuttle Operators with DASH. Compensation is \$17/hour (\$13/hour during training), along with a temporary housing stipend of up to \$1,500 per month. The time period is May 24 through September 2 but DASH is flexible on timing and hours. They will ensure that Operators can be back at BT in time for Fall Full Service. If you are interested in this opportunity, Elizabeth has a flyer full of information and Raymond's business card in her office.

