

April Safety Meeting

April 19, 2018

	<p>Welcome Ron Parker, Safety and Training Coordinator</p> <ul style="list-style-type: none"> • New Employees 	5 min
	<p>Director's Update Tom Fox, Transit Director</p> <ul style="list-style-type: none"> • BT Spring Picnic • NCAA Tournament Results 	5 Min
	<p>HR Updates Elizabeth Hawks, Human Resources Generalist</p> <ul style="list-style-type: none"> • Scholarship Information • TOB Rules and Regulations • DMV Request Forms 	5 Min
	<p>Safety Corner Ron Parker, Safety and Training Coordinator</p> <ul style="list-style-type: none"> • Years of Service Recognition • Maintenance Reminders • Dispatch Reminders 	5 min
	<p>Operations Updates Phil Andes, Operations Supervisor</p>	15 Min
	<p>Feedback Forum Carlton English, Operations Supervisor</p>	30 Min

Welcome

Ron Parker

Safety and Training Coordinator

A large, faded watermark of the Blacksburg Transit logo is positioned in the lower right quadrant of the slide. It consists of a circular arrow icon and the letters 'BT' in a large, bold, sans-serif font.

BT

New Operators

Nicholas “Nick” Hockaday

Steven Mendoza

Katherine “Kate” Glass

Jesse Dineen

Charles “Ben” English

Eric McDearis

A large, light-colored watermark of the BT logo is visible in the bottom right corner of the slide.

Director's Update

Tom Fox
Transit Director

A large, faded version of the Blacksburg Transit logo, consisting of a circular arrow and the letters 'BT', positioned in the lower right background of the slide.

BT

BT Spring Picnic

- Sunday, April 22, 2018
- 2pm-5pm
- Nellies Cave Park
- Locally Catered
- Games, music & lots of fun!
- All BT employees & family



BT Spring Picnic

- 2pm: Opening Remarks and Food
- 2pm – 3:30pm: Prize Wheel
- 3:30pm: “Earth Day” Tree planting
- 4:00pm: Dunk Tank
- 2pm – 5pm: Games and Fun!
 - Corn Hole Tournament, Kickball, Volleyball, Bocce ball, Croquet, Horseshoes, Soccer, Stomp Rocket, Giant Jenga, Board Games, Kan-Jam, Disc Toss, Football, Basketball, Frisbee

Dunk Tank



Dunk Tank

Here is your chance to dunk your
favorite BT employees!

\$1.00 each chance



Dunk Tank proceeds will go towards
the 2018 United Way Campaign

2018 NCAA Basketball Tournament Winners



3rd Place
Faith Taylor



2nd Place
Wayde Kass

2018 NCAA Basketball Tournament Winners



1st Place
Don Akers

BT

HR Updates

Elizabeth Hawks

Human Resources Generalist



Scholarships

- The [American Public Transportation Foundation \(APTF\)](#) is now accepting applications for 2018.
- In furthering our mission to increase and retain the number of individuals choosing the transit field as a career, the APTF will award a minimum of twenty scholarships, ranging from \$2,500 to \$5,000 each, to college students or transit professionals who are interested in pursuing or advancing in a career in the public transportation industry.
- Awards cover the academic year, beginning in the fall 2018 semester, and assist with tuition costs or other educational expenses.
- Applicants must be college sophomores (30 hours or more satisfactorily completed), juniors, seniors, or those seeking advanced degrees at a fully accredited institution, with a 3.0 minimum GPA. All applicants must be sponsored by a member organization of the APTA. Any member may serve as a sponsor.
- The 2018 scholars will receive free registration and a travel stipend to attend [APTA's 2018 Annual Meeting](#) in Nashville, TN, September 23-26. At the conference, they will have the opportunity to attend workshops and sessions as well as meet with industry professionals from across the country.
- **Deadline: All applications must be submitted electronically by [11:59 \(ET\) on Friday, June 15, 2018](#).**
- For more information on the scholarship, please visit [the APTF website](#) or contact Lindsey Robertson at lrobertson@apta.com or 202-496-4818.

Scholarships



Scholarship Applications Now Available

CTAV is accepting applications for the 2018 CTAV Scholarship Award!

WHO:

- Are you heading to college?
- Are you a Virginia High School Graduate or will you be in 2018?
- Have you received a GED certificate?
- Are you a child, stepchild, grandchild, legal dependent or spouse of a current CTAV member?
- Are you already in college looking to continue your education?
- Do you either intend to register as a full-time student at an accredited junior college, university or approved vocational/training program or are you already enrolled in one of these three options?

WHERE TO APPLY: www.ctav.org E-mail questions to: dpaddeu@healthygenerations.org

DEADLINE: **May 1, 2018 at 11:59 pm**

The scholarship recipient(s) will be chosen in the spring and a presentation will be made at the 2018 Summer EXPO & Conference to be held in Fredericksburg, August 7th.

TOB Rules & Regs

- Review of Drivers' Records (8.7)
 - Reviewed Annually
- Reporting Requirements (8.8)
 - Moving traffic convictions, suspended or restricted driving privileges to supervisor or HR during the next scheduled shift
- Acceptable Driving Record Policy (8.9)
 - Examined for the last 18-month period
 - Moving violation with a point value
 - Demerits have occurred more than once, causing the net balance to remain negative


TOB Rules & Regs

- Arrest, Charge & Conviction Reporting Policy (6.20)
 - Notify supervisor and HR in writing within 5 calendar days
 - Arrested, charged or convicted of criminal misconduct involving:
 - Theft
 - Violence
 - Sexual misconduct
 - Embezzlement
 - Perjury
 - Alcohol or drug related offenses
 - Serious traffic offenses (including, but not limited to DUI, suspended operator's license, reckless driving, hit and run)
 - Or any other offense that would affect or impair the employee's ability to perform his or her job.

TOB Rules & Regs

- Drug Free Workplace – Responsibilities (12.2)
 - Notify supervisor and HR in writing within 5 calendar days
 - (1) a criminal drug law or ordinance, based on conduct occurring in or away from the workplace; Or
 - (2) an alcohol law or ordinance violation(s) occurring in the workplace, or a law or ordinance that governs driving while intoxicated, based on conduct occurring in or away from the workplace.
 - Before beginning a work shift, an employee must report to his or her supervisor the use of prescription or over-the-counter drugs that may cause impairment. It is the employee's responsibility to determine from the physician, practitioner, or pharmacist whether or not job performance would be impaired.
 - Employees shall report any conduct of other employees that appear in violation of this policy to their supervisors.

DMV Information Request forms

- All full-time and part-time employees that drive a Town vehicle or drive your own vehicle for Town duties must complete the form.
- The sections that need to be filled in are notated with a  star
- Pick up your form today!
- You can also get a form from Dispatch, Jennifer Barnett, or Elizabeth.
- Completed forms must be turned in to **Elizabeth** by **Friday, May 4, 2018.**

Example DMV Information Request form

★ SUBJECT INFORMATION <i>(To be completed by applicant/employee)</i>		
<p><i>If you are requesting driving record information, the subject will be the person you are requesting information on</i></p>		
SUBJECT FULL NAME (last, first, mi, suffix) <i>Hawks, Elizabeth B</i>		<input type="checkbox"/> CHECK TO INDICATE SUBJECT NAME AND ADDRESS IS THE SAME AS THE REQUESTER ABOVE.
STREET ADDRESS <i>2800 Commerce Street</i>		
CITY <i>Blacksburg</i>		STATE <i>VA</i>
		ZIP CODE <i>24060</i>

★ INFORMATION REQUESTED <i>(To be completed by applicant/employee)</i>	
<p>Check one or more boxes below to indicate the type of information you wish to receive. All data fields must be completed for Driving Record Information, Vehicle Information and Decedent Photo Requests. For Police Crash Reports provide as much information as possible.</p>	
<input checked="" type="checkbox"/> DRIVING RECORD INFORMATION (Includes license history and conviction data) (complete SUBJECT INFORMATION above)	
SUBJECT DRIVER LICENSE NUMBER <i>XXXXXXXXXX</i>	& SUBJECT BIRTH DATE (mm/dd/yyyy) <i>04/20/1999</i>
<p>An authorization from the subject is required for employers and others not authorized by Virginia code. I authorize the Department of Motor Vehicles to furnish, for this one time only, information pertaining to my driving record to the requester identified above.</p>	
SUBJECT SIGNATURE <i>Elizabeth Hawks</i>	DATE (mm/dd/yyyy) <i>04/20/2017</i>

Summer Van/Bus Driver

Town of Blacksburg Parks and Recreation
Van/Bus Driver – P/T

Wage will be commensurate with currently hourly rate at BT
To view full job posting, visit the job posting board outside of
BT's HR Office

- This position in combination with your hours at BT will not exceed 1500 hours during the initial year of employment or the ACA measurement period of April 1st through March 31st
- **TOB application is required for this application by 5pm on Friday, April 27, 2018**
- Town of Blacksburg is an Equal Opportunity Employer

Safety Corner

Ron Parker

Safety and Training Coordinator



Returning Operators

Please come see Ron after the safety meeting to receive your Years of Service Pin if you have not already done so



2+ Years

Brandon Cole
Thomas Fox
Damian Graf Gatterburg
Harley Grenier
Brendan Hall
Nicholas Hosig
Zoe Kornhauser
Rachael Lubitz
Robert Noel
Christoph Opitz
Adam Perfater
Abbegail Preddy
Raymond Radford

Jacob Reynolds
William Riehl
David Rittenhouse
Samuel Roop
Braden Rush
Garrett Sanders
David Shelor
Cameron Shiner
Andrew Shivers
Ross Stark
Cassandra Vaden
Daniel Vickery



5+ Years

Terry Osborne

Scott Fritz

Thomas Altizer

Brian Rippe

Stefab Haimann

Marvin Farewell

Michael Landers

David Winyall

Gregory Alumbaugh



10 Years

Jenny Mills

Earl Ventry

Christopher Spradling

Timothy Kitts



15 Years

Scott Tmay

Carlton English

20 Years

Aneil Samuel

25 Years

Harland Brown

A large, faded watermark of the BT logo is visible in the background, consisting of a circular arrow and the letters 'BT'.

Returning in the Fall?

Please send an email to Jennifer Barnett at Jbarnett@blacksburg.gov or send her a WhentoWork message with your intentions for the Fall (returning to BT or **NOT**)

This will help us determine staffing levels for the coming year!

Parking A Bus (10-91)

- Bring in Paperwork (Count Sheets, Transfers, and Pay Sheets), Cardboard Signs, Fare Free Bags, Lost and Found Items
- Leave the WAI Card
- Close Windows and Roof Hatches
- Close the Drivers Vent



Securing A Bus

- When securing your bus:
 - Neutral
 - Parking Brake
 - Chocks (If going to be unattended)

The Door Interlock Should Not be Used to Secure a Bus

Reminder:

- If your bus is idling in drive with the parking brake set, your bus will shut down (~5 minutes)
- If your bus is idling in low idle and neutral it will shut off (~5 minutes)

Route Specific: Green Arrows

10 - Main Street Full Service: Friday

A - B - C - D Shift Directions

Squires West to Red Maple Drive

U-TURN on Alumni Mall, LEFT onto Main.

Red Maple Drive to Squires East

STRAIGHT on Main, LEFT onto Givens, LEFT onto Whipple, RIGHT onto Main, RIGHT onto Alumni Mall, U-TURN on Alumni Mall.

Squires East to Fairfax Road via Industrial Park Drive

STRAIGHT on Alumni Mall, RIGHT onto Main, LEFT onto Industrial Park, LEFT onto Prosperity, LEFT onto Professional Park, RIGHT onto Main, RIGHT onto Ellett, LEFT onto Fairfax.

Fairfax Road to Squires West

STRAIGHT on Fairfax, LEFT onto New Kent, LEFT on Grissom, LEFT onto Marlinton, RIGHT onto Main, LEFT onto Alumni Mall.

E - F Shift Directions

Squires West to Red Maple Drive

U-TURN on Alumni Mall, LEFT onto Main, RIGHT onto Lucas, LEFT onto Giles, LEFT onto Patrick Henry, RIGHT onto Main.

Red Maple Drive to Squires East

STRAIGHT on Main, LEFT onto Givens, LEFT onto Whipple, RIGHT onto Main, RIGHT onto Patrick Henry, RIGHT onto Seneca, LEFT around circle, LEFT onto Patrick Henry, RIGHT onto Main, RIGHT onto Alumni Mall, U-TURN on Alumni Mall.

Squires East to Fairfax Road via Ellett

STRAIGHT on Alumni Mall, RIGHT onto Main, LEFT onto Ellett, LEFT onto Fairfax.

Fairfax Road to Squires West

STRAIGHT on Fairfax, LEFT onto New Kent, LEFT on Grissom, LEFT onto Marlinton, RIGHT onto Main, LEFT onto Alumni Mall.

Announcements

Squires Westbound, Squires Eastbound, Downtown Municipal Building, Gablers Shopping Center, First & Main, Blacksburg Squares, Fairfax Road, Red Maple Drive

Required Stops

Timechecks, Squires East, Squires West

Recommended 10-7 Locations

Squires Student Center

FY18 - Version 2

Shift	Squires West	Red Maple Drive	Squires East	Fairfax Road
A Shift Paytime: 6:30AM - 9:30AM (3.25)				
	7:00 AM	7:00 AM	7:10 AM	7:30 AM
	7:45 AM	7:55 AM	8:10 AM	8:30 AM
	8:45 AM	8:55 AM	9:10 AM	9:30 AM
B Shift Paytime: 9:45AM - 12:45PM (3.00)				
	9:45 AM	9:55 AM	10:20 AM	10:30 AM
	10:45 AM	10:55 AM	11:30 AM	11:30 AM
	11:45 AM	11:55 AM	12:10 PM	12:30 PM
C Shift Paytime: 12:45PM - 3:45PM (3.00)				
	12:45 PM	12:55 PM	1:10 PM	1:30 PM
	1:45 PM	1:55 PM	2:10 PM	2:30 PM
	2:45 PM	2:55 PM	3:10 PM	3:30 PM
D Shift Paytime: 3:45PM - 6:45PM (3.00)				
	3:45 PM	3:55 PM	4:10 PM	4:30 PM
	4:45 PM	4:55 PM	5:10 PM	5:30 PM
	5:45 PM	5:55 PM	6:10 PM	6:30 PM
E Shift Paytime: 6:45PM - 9:45PM (3.00)				
	6:45 PM	7:00 PM	7:15 PM	7:30 PM
	7:45 PM	8:00 PM	8:15 PM	8:30 PM
	8:45 PM	9:00 PM	9:15 PM	9:30 PM
F Shift Paytime: 9:45PM - 3:00AM (5.25)				
	9:45 PM	10:00 PM	10:15 PM	10:30 PM
	10:45 PM	11:00 PM	11:15 PM	11:30 PM
	11:45 PM	12:00 AM	12:15 AM	12:30 AM
	12:45 AM	1:00 AM	1:15 AM	1:30 AM
	2:45 AM	2:00 AM	2:15 AM	2:30 AM

Special Instructions

PULL OUT / DEADHEAD: Place the battery switch in the ON position. Start the bus and note the Garage Mileage Start on the trip sheet. Complete your WAI after pulling out onto the pavement outside the garage. Proceed STRAIGHT on Commerce, RIGHT onto Industrial Park, RIGHT onto Main to Red Maple Drive. Note the Route Mileage Start on the trip sheet, program the destination sign and begin accepting passengers.

END OF ROUTE / DEADHEAD: Note the Ending Mileage and change sign. Start the Deadhead task. U-TURN at Torgersen Bridge and STRAIGHT on Alumni Mall, RIGHT on Main, LEFT on Industrial Park, LEFT on Commerce. Stop DHD task before entering garage. Note the Garage End Mileage.

ROUTE SPECIFIC: WAIT for a fresh green arrow to turn from Main to Ellett. Right turn on Red is prohibited from Patrick Henry to Main southbound. Right turn on Red is prohibited from Alumni Mall to Main southbound. Right turn on Red is prohibited from Professional Park to Main northbound.

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Air Brake Test

After training, the brakes should be bled only until the alarm and warning lights come on. After this, manually engage the parking brake and restart your bus to rebuild air pressure.

Transfer Slips

Situation:

You are the Tom's Creek route dropping off a 10-14 at Torgersen to catch the Hethwood B route. It is a Thursday morning around 10:45 am.

Which one of the following transfers would be the correct one to hand your 10-14?

1	T R A N S F E R	00
2		05
3		10
4		15
5		20
6		25
7		30
8		35
9		40
10		45
11		50
12		55
AM	PM	
Sun.	Thur.	
Mon.	Fri.	
Tue.	Sat.	
Wed.		
MSN / MSS		
HWA / HWB		
HWD / HDG / CBD		
TOM / TCB / UCB		
UMS / PHD		
CRC / PRO		
TTT / Explorer		
ACCESS / GAR		
Transfers are valid for one (1) hour after time punched. Transfers may not be used to board buses on route issued from. Misunderstanding? Please pay fare, retain transfer and call BT at (540) 961-1185.		
Rev: 02/2016		

1	T R A N S F E R	00
2		05
3		10
4		15
5		20
6		25
7		30
8		35
9		40
10		45
11		50
12		55
AM	PM	
Sun.	Thur.	
Mon.	Fri.	
Tue.	Sat.	
Wed.		
MSN / MSS		
HWA / HWB		
HWD / HDG / CBD		
TOM / TCB / UCB		
UMS / PHD		
CRC / PRO		
TTT / Explorer		
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1	T R A N S F E R	00
2		05
3		10
4		15
5		20
6		25
7		30
8		35
9		40
10		45
11		50
12		55
AM	PM	
Sun.	Thur.	
Mon.	Fri.	
Tue.	Sat.	
Wed.		
MSN / MSS		
HWA / HWB		
HWD / HDG / CBD		
TOM / TCB / UCB		
UMS / PHD		
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Rev: 02/2016		

1	T R A N S F E R	00
2		05
3		10
4		15
5		20
6		25
7		30
8		35
9		40
10		45
11		50
12		55
AM	PM	
Sun.	Thur.	
Mon.	Fri.	
Tue.	Sat.	
Wed.		
MSN / MSS		
HWA / HWB		
HWD / HDG / CBD		
TOM / TCB / UCB		
UMS / PHD		
CRC / PRO		
TTT / Explorer		
ACCESS / GAR		
Transfers are valid for one (1) hour after time punched. Transfers may not be used to board buses on route issued from. Misunderstanding? Please pay fare, retain transfer and call BT at (540) 961-1185.		
Rev: 02/2016		

1

2

3

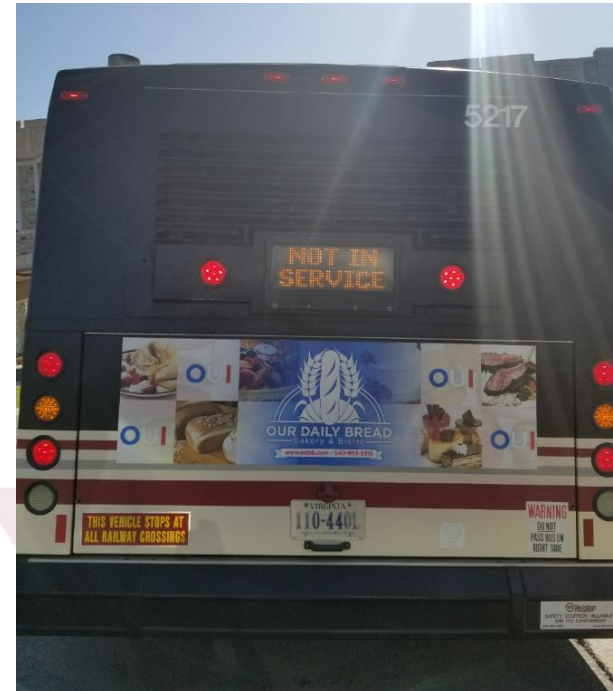
4

Operations Updates

Hello.....



Good-Bye....



Operations Updates

- New 6700's
 - Hanover Signs and Annunciators are being installed in all new buses. Installed in May and in service as soon as possible after road testing.
- Extra Exam and Commencement Service
 - Route Cards are on the Operator Information page.
- Summer LOA Dates May 10 - August 18, 2018.
 - Operator 1's and 2's must turn in BOTH the written LOA form AND request the time off in W2W.

Operations Updates

- Operator 2 and 3 Shift Pick for Fall 2018
 - Due May 3, 2018.
 - Forms will be available later in April.
 - New shifts start July 1st.
- Operator 1 Shift Pick for Fall 2018
 - Due July 9, 2018.
 - Forms will be available in June.
 - New shifts start August 13th or 19th, after approved Summer LOA ends.

FY19 Proposed Fall 2018 Service Changes Starting August 13, 2018

April 2018

A large, faded version of the Blacksburg Transit logo, consisting of a circular arrow and the letters 'BT', positioned in the lower right background of the slide.

BT

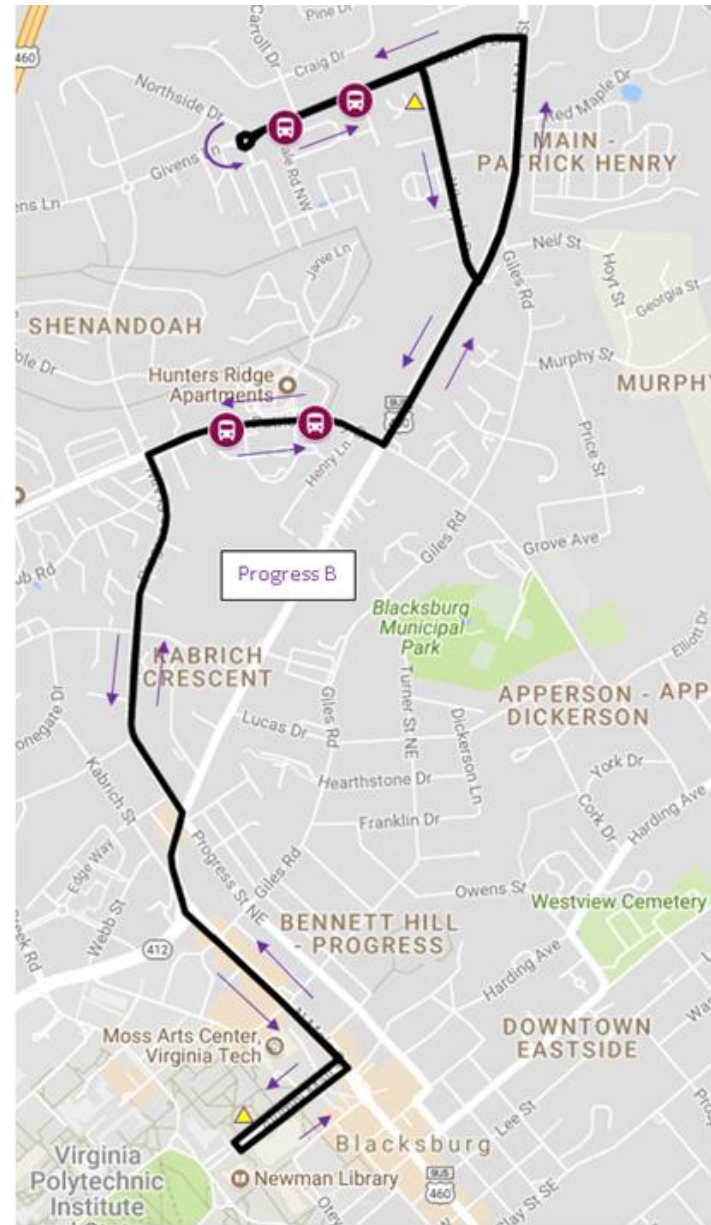
FY19 Proposed Service Changes

Full and Intermediate Service

- New Progress B (PRB) - Weekdays 7:00am-6:45pm
- New Campus Shuttle (CAS) - Weekdays 7:05am-6:40pm
- CRC Shuttle Service Route Adjustments (Year Round) - Weekdays 7:00am-6:45pm

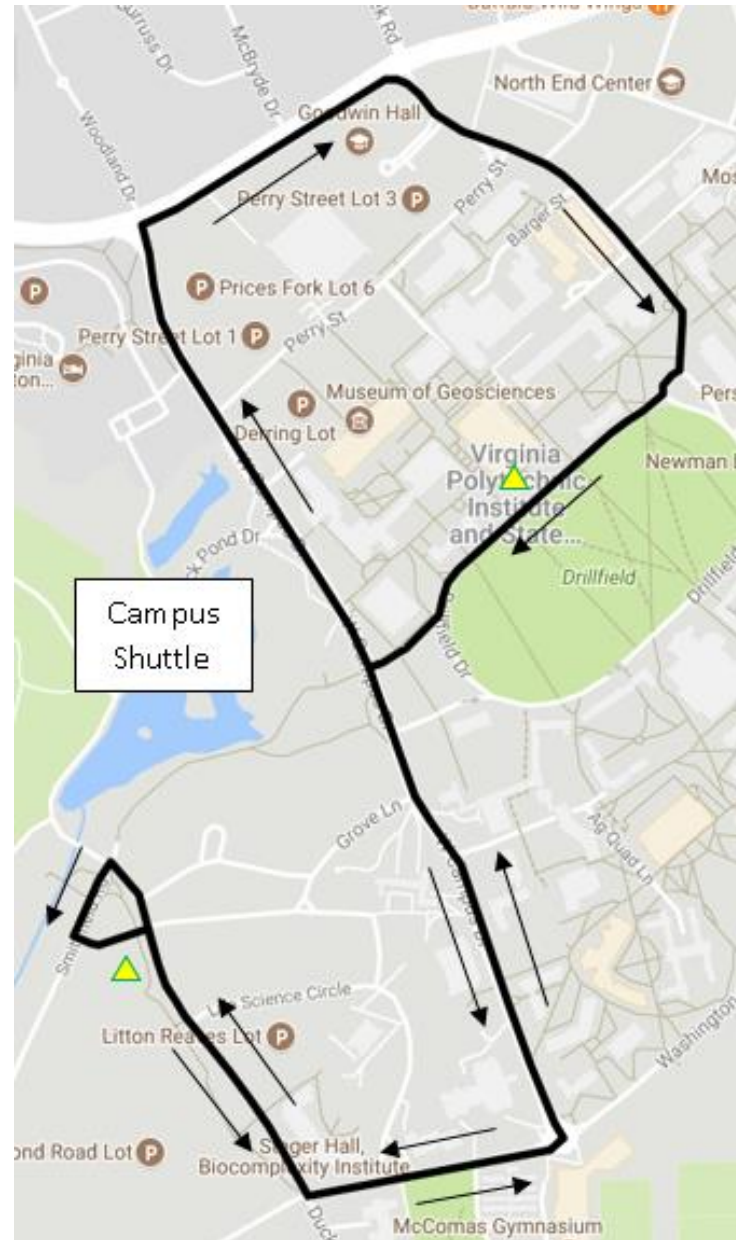
Progress B (PRB) Weekdays 7:00am-6:45pm

- 95ABCD.
- Service to Progress Street, Patrick Henry Drive and Givens Lane.
- Time Check at Squires West.
- 30-minute frequency.



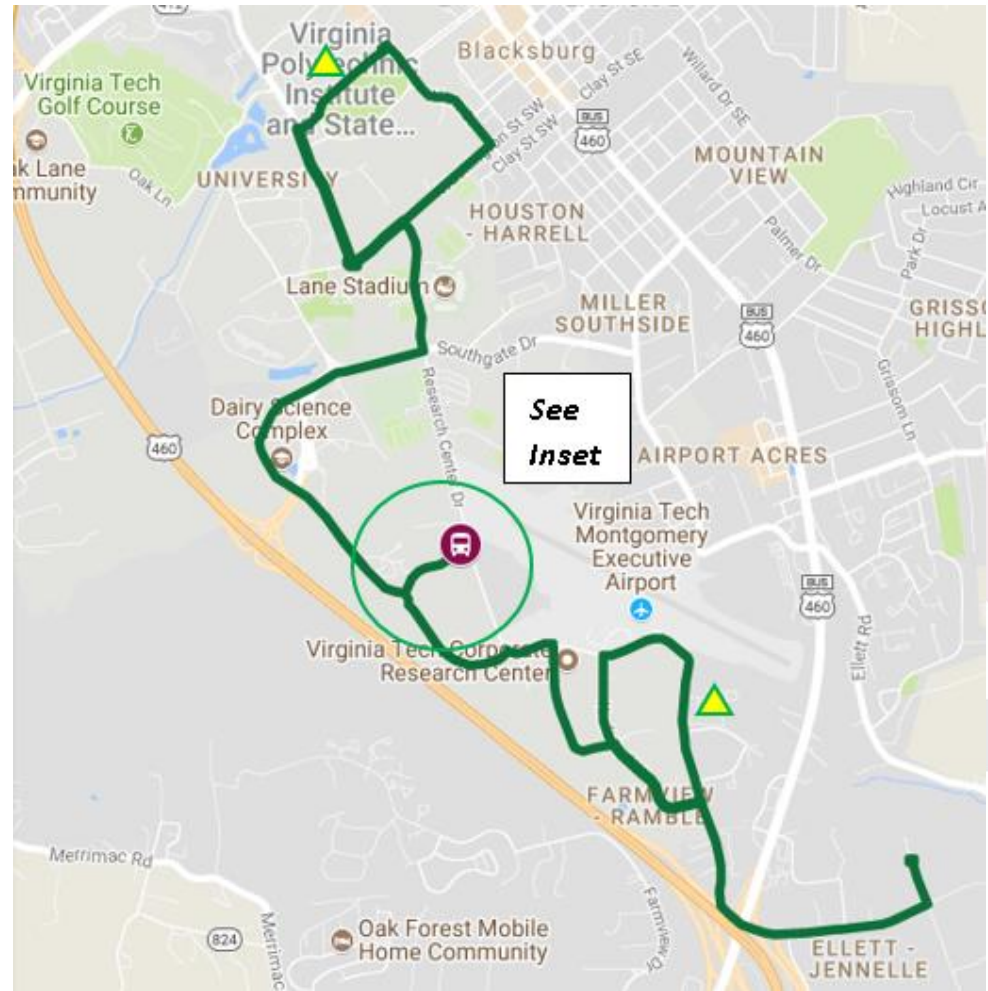
Campus Shuttle (CAS) Weekdays 7:00am-6:45pm

- 75ABCD
- Service to central campus, West Campus Drive, Smithfield and Cage parking lots.
- Time Check at Burruss Hall.
- 20-minute frequency.



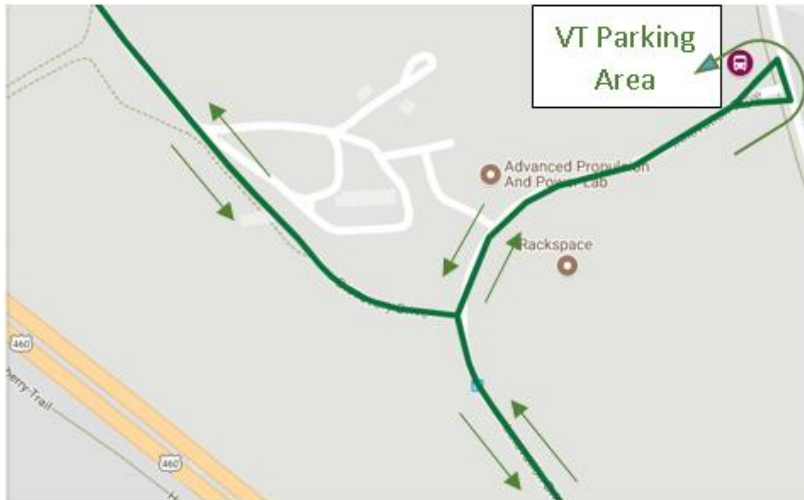
CRC Shuttle Weekdays 7:00am-6:45pm

- Time Check moves to Burruss Hall.
- Extended weekday route service to Virginia Tech satellite parking lot.
- 45-minute loop.

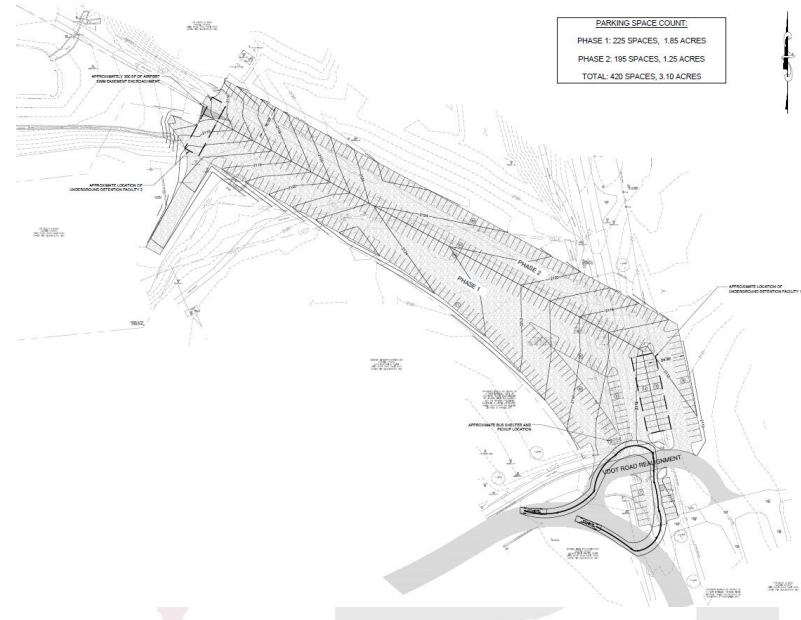


FY19 Proposed Service Changes

CRC Shuttle Route Extension



New Virginia Tech Satellite Parking Lot



FY19 Proposed Service Changes

Full and Intermediate Service

- Carpenter Boulevard - Weekdays 7:00am-6:45pm
 - Time Check moves to Newman Library.
 - Alumni Mall is no longer serviced.
- Late Night Friday F & Saturday O Shifts 9:45pm-2:45am
 - Both Hethwood (Alternate) and Harding Avenue routes run.
 - 30-minute frequency on all service, except TTT.
- Virginia Tech Fall Break (October 19-21)
 - Friday changes from Reduced to Intermediate Service.
 - Saturday changes from Reduced to Full Service.

FY19 Proposed Service Changes

Full Service

Monday-Thursday: 7:00am-12:45am
 Friday: 7:00am-2:45am
 Saturday: 9:30am-2:45am
 Sunday: 11:30am-11:45pm

Intermediate Service

**All Full Service routes run. Most are on 30-minute Frequency from 7am-6pm. Full Service hours. See BT4U and www.btransit.org for details.*

Reduced Service

Monday-Friday: 7:00am-10:15pm
 Saturday: 9:30am-9:15pm
 Sunday: 11:30am-7:15pm

No Service

Independence Day: July 4, 2018
 Thanksgiving Day: November 22, 2018
 Christmas Day: December 25, 2018
 New Years Day: January 1, 2019
 Memorial Day: May 27, 2019

July 2018

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018

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September 2018

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October 2018

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November 2018

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December 2018

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30	31					

January 2019

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27	28	29	30	31		

February 2019

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24	25	26	27	28		

March 2019

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31						

April 2019

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28	29	30				

May 2019

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

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23	24	25	26	27	28	29
30						

FY19 Proposed Service Changes

Full Service

- Additional Hethwood B Route Bus (28ABCD)
 - 10-minute frequency 7:00am-6:00pm, from current 15-minute frequency.
- Additional Afternoon Patrick Henry Route Bus (61CD)
 - 10-minute frequency 12:30pm-6:00pm, from current 15-minute frequency.

FY19 Proposed Service Changes

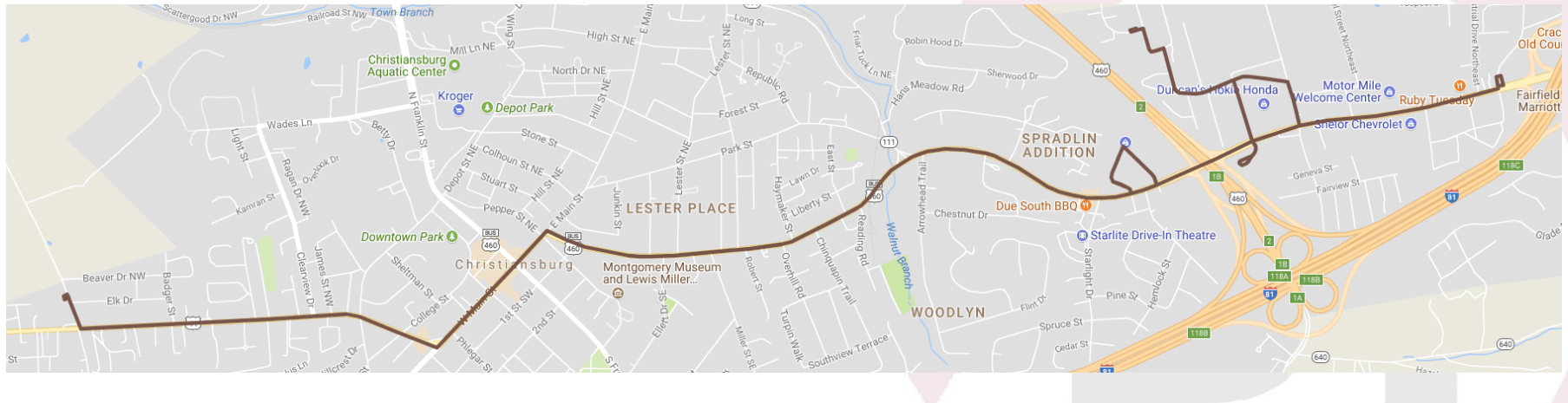
Reduced Service

- New Progress Street Route Bus (PRO) - Weekdays
7:00am-6:45pm
 - 90ABCD.
 - Toms Creek runs weekday route through 6:45pm and via Progress Street evenings and weekends.
 - 30-minute weekday frequency.
- Christmas Eve Service Ends at 7:15pm.

FY19 Proposed Service Changes

Christiansburg - Fall 2018

- New RAD-ROA Servicing Radford Street through Main Street Downtown to Roanoke Street.



Feedback Forum

Carlton English
Operations Supervisor

A large, faded version of the BT logo is positioned in the bottom right corner. It consists of a circular arrow pointing downwards and to the left, with the letters 'BT' in a bold, sans-serif font inside the circle.