

# Safety Meeting Policy

Effective: September 1, 2017

## **OPTION #1: Attend Scheduled Safety Meeting**

(Conference Room #3)

- Refer to the Operator Information Webpage for scheduled Safety Meetings and updates
- **PAY:** Operator must attend the entire safety meeting from 7pm – 8pm. Operators will be paid for 1 hour or the duration of the safety meeting.

## **OPTION #2 Safety Meeting Video Review**

*(Available in Operator's Lounge)*

- Report to a computer in the Operator's Lounge and inform dispatch  
*(Bring headphones for optimal listening in the lounge)*
- Visit the Safety Meeting Website  
<http://www.btransit.org/index.aspx?page=1800>
- Select the appropriate Safety Meeting
- Watch the entire video
- Check in with Dispatch and print the agenda found on the website
- Print/sign name, date and time on the agenda
- Return the signed agenda at the dispatch office
- Dispatcher/Supervisor Assistant on duty will record the shift in When to Work and place signed agendas in Jennifer's box.
- Contact the Training Department as needed for additional training updates
- **PAY:** Operators will be paid for **1 hr** or the duration of the video

### **Questions: Email questions or concerns to:**

1. Ron, Training Coordinator - [Rparker@blackburg.gov](mailto:Rparker@blackburg.gov)
2. Harland, Operations Manager - [Hbrown@blacksburg.gov](mailto:Hbrown@blacksburg.gov).