



10-88 Procedure (Request to leave trip/pay sheet with relief driver)

- If you are **NOT** going to shift change, call 10-88 to shift change at the end of your shift to let them know you will **not** be meeting them.
- After calling 10-88, shift change will NOT wait for you. 10-88 means you do not need a ride and will leave your trip/pay sheet with the relief driver. **Note:** If an Operator requests to leave the trip/pay sheet with a relief driver, it is still the Operator's responsibility to ensure the trip/pay sheet reaches base (BT Handbook pg 21 Sec 11.2). Note: if you leave your paysheet on the vehicle, the last operator of the day will turn it in to dispatch. Should something go wrong and you have a missing paysheet, you will be contacted by base.
- Wait with your vehicle for the relief driver. If the relief driver has not arrived and you need to leave the bus, let shift change know of the situation. Leave WAI card in driver's seat.
- Once the relief driver has arrived, you may leave the bus. **Note:** Leave your trip/pay sheet on the seat with the WAI card to be easily found by the relief driver.
- It is not necessary to call 10-88 if you are moving to another bus for the next shift. If you do not call 10-88 (or 10-89, *request to come to shift change*), it is assumed you are moving to another bus for your next shift.