



## **10-89 Procedure (Request to come to shift change)**

- If you **ARE** going to shift change, call 10-89 to shift change at the end of your shift to let them know you **are** going to meet them.
- Call 10-89 once you've reached your on-campus timecheck at the end of your shift, not before.
- When you call 10-89, also provide your route number to shift change.
- 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.
- It is not necessary to call 10-89 if you are moving to another bus for the next shift. If you do not call 10-89 (or 10-88, *request to leave trip/pay sheet with relief driver*), it is assumed you are moving to another bus for your next shift.