



10-90 & 10-91 (En route to garage & Parking) Procedure

All operators returning a vehicle to the shop (10-90) at the end of their shift must adhere to all deadhead directions on the route card, unless directed otherwise by Dispatch or supervisory staff member.

When do you 10-90?

- Based on the Route Card - at the end of the last shift of the day for that route
- **OR** when instructed to by Dispatch

Where do you 10-90 from?

- The last timecheck for the last shift of the day.
- On the Route Card, the timetable for the last shift will have a time in bold. The corresponding timecheck indicated in this same column is where you 10-90 from.

When do you radio in 10-90 and 10-91?

- When you arrive at the final timecheck for the route.
- Record your route end mileage at this timecheck

How do you get back to Base?

- Follow **END OF ROUTE/DEADHEAD** instructions on Route Card

What do you do when you reach Base?

- Before entering the garage:
 - Log off Mentor
- Before turning the bus off:
 - Apply the parking brake and put the vehicle in neutral (Buses – N, BOC's – Park)
 - Record mileage
 - Turn off climate control (heater/AC), any fans, defroster, etc.
 - Turn off all lights (hazards, aisle lights, driver's light)
 - Put Ranger in DAY MODE
 - Put steering wheel in the upright position, slide your seat back
 - **Switch the Idle Speed to "Normal"** and let the bus settle for 5-10 seconds
 - Turn the master switch to "Stop Engine"
- After turning the bus off
 - Make sure ADA seats are in the upright position and bus is free of trash
 - Make sure all windows and hatches are securely closed
 - Check for lost & found in through the bus and in the driver's box
 - Chock the front-right wheel
 - Do a walk-around damage check
 - **IF THE BUS IS BEEPING, THE PARKING BRAKE HAS NOT BEEN ENGAGED.**
- Paperwork when 10-90
 - Leave walk-around card in driver's seat
 - Turn in the following items to Dispatch
 - Trip/pay sheet(s)
 - Transfer slips
 - Mentor fail sheets
 - Lost & found items (in lost & found box in bay 1)
 - All window signs