



## Final Classroom Reminders

### Checking In

- If you do not ride with shift change, you must check in with a supervisor at Torgersen Hall before going to your bus. Check in with the dispatcher for shifts that start (S) at BT.

### 10-51 Procedure

- Stop the bus.
- Check for injuries.
- Call dispatch.
- Do not admit fault or discuss details of the 10-51 with anyone other than a Supervisor, Dispatch, a Supervisor Assistant, or Police Officer.
- Do not move the vehicle unless instructed by a Supervisor, Dispatch, a Supervisor Assistant, or Police Officer. If asked to move the vehicle by Dispatch or a police officer, take pictures of the 10-51.

### Off-Route Procedure

- Stop the bus.
- Call Dispatch.
- Follow directions from Dispatch.

### Timechecks

- Timechecks are specific stops used to help keep the buses on schedule and evenly spaced.
- Where they are and when you leave them is dependent on the route, so check the route card. Never leave a timecheck early!

### Mentor

- Login Procedure
- Route ID – The first driver uses the route ID. The vehicle stays logged on for the remainder of the service period.
- Personal ID – Use when directed to do so by Dispatch.
- Note: Only log into mentor when you do not plan on turning the bus off again (i.e. after the air-brakes restart).
- When told to “Go to Paper”, this means to use the mentor fail sheets.

### Destination Sign

- Consult the instructions in the driver’s box for the Mentor/Twin Vision/Hanover systems. The destination codes are also in the driver’s box. Note: Buses have signs controlled automatically through

the mentor, and should program the correct destination based on the task. If it does not function properly, notify dispatch and await further instructions.

- If your vehicle fails to make the appropriate/correct announcements, the operator must make/correct the required announcements as noted on the route card.

### **Route Cards**

- Carry a route card with both the appropriate route and the current version for the shift you are driving. **10-90**
- Leave WAI card in the driver's seat. Put the steering wheel up. Turn in any lost and found items. – Return to Dispatch:
- Trip/Pay Sheets.
- Mentor Fail Sheets.
- All window signs.

### **Lost and Found**

- Items must be placed in appropriated sized bags, labelled, and then placed into the lost and found bin located in Bay 1. Bikes are to be labelled and locked on the bike rack in Bay 1.

### **10-46 Procedure**

- Make sure the front seats are up to create more space (unless required by a passenger).
- Ask passengers to move all the way to the back of the bus and to place their backpacks at their feet to create more room.
- If you can no longer accept passengers, change your PR Code to either "Bus Full" or "Bus Full...Another Follows", depending on the route service.
- Call into base only if you are leaving people at the stop. If no one is left behind, then it is not a 10-46.
- When calling a 10-46 into base, have the following information ready:
- Your route number.
- Your bus stop location name (not the stop number).
- How many people are being left behind.
- If you are MSN/MSS tell them the direction you are heading (Northbound vs Southbound).
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**You must stop and inform ADA passengers that are being left when the next bus is supposed to arrive. Alert dispatch if an ADA passenger is left and there is not another bus within an hour.**