



Line Instruction Information

Things to do:

- Arrive for your shifts on time or early
- Adhere to the personal appearance policy as stated in the BT Rules and Regulations handbook
- Study 10-codes
- Study appropriate route card before the shift
- **Always have the following with you:** driver's bag, pens, wrist watch, name badge, CDL license, appropriate route card, incident card, collision card, extra pay sheets, **route training folder**

Remember:

- Depending on your shift, you will either come to the garage or meet on campus.
- (S), (E), and (S&E) on the shift description means that the route starts, ends, or starts **and** ends at the garage, respectively. If the description has none of these, the shift starts **and** ends on campus.
- Your pay time does not include riding with shift change, only what's on the route card.
- Shifts with premium pay have a dollar sign (\$,) with each sign indicating an extra dollar per hour.
- If you do not ride with shift change, you must check in with a supervisor at Squires West **before** going to your bus. Check in with the dispatcher for A shifts or other shifts that **start (S)** at BT.

<u>Route No.</u>	<u>Route Name</u>	<u>Route No.</u>	<u>Route Name</u>
10,11,12,13	Main Street	55, 56	Carpenter Boulevard
15	Main Street – Airport	60, 61, 62	Patrick Henry
20, 22	Harding Ave	65, 66	Patrick Henry B
23, 24, 25	Hethwood A	70, 71, 72	Hokie Express
27, 28, 29	Hethwood B	75, 76	Campus Shuttle
30, 31, 32	Toms Creek	80, 81, 82	CRC Shuttle
40, 41, 42	University City Blvd	90, 91, 92	Progress Street
50, 52	University Mall Shuttle	95, 96	Progress B
		100	Two Town Trolley

Shift Change Departure Times:

Full Service weekdays

Shift Change is scheduled to leave the shop at :05 after the hour (B – 9:05am, C- 12:05pm, D – 3:05pm.)

All Evening/Night/Weekends

Shift Change is scheduled to leave at :20 after the hour (E – 6:20pm, F – 9:20pm.)

Reduced and Intermediate Service

Shift Change is scheduled to leave the shop at :20 after the hour (9:20am, 12:20pm, 3:20pm, etc.)

BT Safety & Training | (540) 443-1540 | BTsafetyandtraining@blacksburg.gov

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If you are riding Shift Change, be prepared to leave on time!

DISPATCH 540-443-1530
Route Card Information

Where to get them?

- Do it yourself – go to:
 - W2W homepage
 - On right side of homepage in the square, just above general info, click on “**HERE**”
 - OR go to <http://www.btransit.org/index.aspx?page=1393>
 - Find appropriate service, day of week, print!
- Dispatch – nicely ask the dispatcher
- Training – stop in, say hello, get a route card

Why carry them?

- Route cards have ALL the information you need for a particular route. If your Mentor fails, this is your best backup.
 - Route number and name
 - Type of service: time of week
 - Actual route directions so you don’t go off route
 - Required stops
 - Announcement locations
 - Recommended 10-7 locations
 - The schedule for your route
 - Timecheck locations (on & off campus)
 - Pay time
 - Deadhead information
 - Pull out
 - End of route

Who cares?

- You should – as a professional bus operator you need to know where you are going, when to get there, and other information about your route
- Passengers will ask questions that may be more easily answered when you consult your route card(s)

Note!

- Check the bottom left corner of your route cards to be sure you have the most up-to-date version.
- When an updated version is released, you will be notified.
- You should **NOT** call dispatch for information that is on your route card.

***If you have any questions, please contact the Training office between 8:00am and 6:00pm,
Monday – Friday, 540-443-1540***